

MINUTES of the Regular Meeting of the City Council of the City of Panama City Beach, Florida, and when permitted or required by the subject matter, the Panama City Beach Community Redevelopment Agency, held on January 14, 2021.

Mayor Sheldon called the meeting to order at 6:00 PM

ROLL CALL

MAYOR MARK SHELDON
VICE MAYOR GEOFF MCCONNELL
PAUL CASTO
PHIL CHESTER
MICHAEL JARMAN

Others present were City Manager Tony O'Rourke, City Attorneys Amy Myers and Cole Davis, City Clerk Lynne Fasone, Directors and members of the public and press.

Pastor Jay Powell from Gulf Beach Church led the invocation. Vice Mayor McConnell led the Pledge of Allegiance.

Mayor Sheldon provided community announcements. Mayor Sheldon called for approval of the September 24 and October 8, 2021 meeting minutes. Councilman Casto so moved. Councilman Jarman seconded the motion. All were in favor by a roll call vote (5-0).

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| Vice Mayor McConnell | Aye |
| Councilman Jarman | Aye |
| Councilman Casto | Aye |
| Councilman Chester | Aye |
| Mayor Sheldon | Aye |

Mayor Sheldon called for approval, additions and/or deletions to the agenda. Hearing and seeing none, Vice Mayor McConnell moved to approve the agenda. Councilman Chester seconded the motion. All were in favor of approval by a roll call vote (5-0).

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| Vice Mayor McConnell | Aye |
| Councilman Jarman | Aye |
| Councilman Casto | Aye |
| Councilman Chester | Aye |
| Mayor Sheldon | Aye |

PUBLIC COMMENTS - NON-AGENDA BUSINESS (LIMITED TO THREE MINUTES)

Mayor Sheldon opened the floor for non-agenda public comments.

Capitan Gary Beck, Beach Street – Mr. Beck expressed concern that his constitutional rights were being violated and his identity had been stolen.

Joann Thomas with Keep PCB Beautiful, 6220 Thomas Drive. Ms. Thomas reported on the beach access adoption program. Ms. Thomas thanked Council for their support. Ms. Thomas invited everyone to attend the March 27th 27-mile beach clean-up event.

Michelle Carter – Ms. Carter reported she was not a resident of PCB. Ms. Carter reported she was living in her car. Ms. Carter expressed concern about the ordinance about not sleeping in cars. Ms. Carter added she was given permission from a private property owner to sleep in her car. Ms. Carter reported she was ticketed for sleeping in her car at Breakfast Point. Ms. Carter expressed concern that officers were harassing her. Ms. Carter asked that the ordinance be re-written.

Molly Allen – Ms. Allen reported she lived on Lullwater Drive. Ms. Allen requested a total lake management plan for the Lullwater neighborhood. Ms. Allen discussed cutting cane, flooding in the neighborhood and saturation in the neighborhood. Ms. Allen asked Council to hold a town hall meeting to meet and speak with the neighbors in Lullwater Lake.

Burnie Thompson – Mr. Thompson discussed transparency, accountability, Vice Mayor McConnell's attorney and paying for legal services.

Mayor Sheldon called for further public comments. Hearing and seeing none, the Mayor closed public comments at 6:13 PM. Mayor Sheldon noted that the City would get the information out about the beach clean-up, that the City would review the sleeping in the car ordinance, that there would be further discussion this evening about Lullwater Lake and that Vice Mayor McConnell's private attorney was 100% a private matter, not a City matter.

PRESENTATIONS

Mayor Sheldon introduced Denise Kelley, Assistant Superintendent of Bay District Schools. Assistant Superintendent Kelley provided updates on the Bay District Schools Career and Technical Education Program and the A. Gary Walsingham Academy, opening August 2021. Mayor Sheldon thanked Assistant Superintendent Kelley.

CONSENT AGENDA

RESOLUTION 21-62, A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA APPROVING A MITIGATION PURCHASE AGREEMENT WITH THE ST. JOE COMPANY FOR BAY PARKWAY PHASE 2 PROJECT, IN THE AMOUNT OF \$143,685 TO BE PAID WITH TRANSPORTATION CONCURRENCY CREDITS.

RESOLUTION 21-63, A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING AN AGREEMENT WITH BROWN FIRE PROTECTION, INC., FOR FIRE PROTECTION SERVICES.

RESOLUTION 21-66, A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA APPROVING THE PURCHASE OF TEN POOL STARTING BLOCKS FOR THE AQUATIC CENTER FROM RECREONICS, INC. IN THE BASIC AMOUNT OF \$21,110.

RESOLUTION 21-67, A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AUTHORIZING THE CITY TO NEGOTIATE A PROFESSIONAL SERVICES AGREEMENT FOR CONSTRUCTION ENGINEERING AND INSPECTION SERVICES RELATED TO THE CITY'S ALF COLEMAN SAFETY AND ROAD IMPROVEMENT PROJECT.

RESOLUTION 21-68, A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING AN AGREEMENT WITH CAPITOL HILL CONSULTING GROUP, LLC FOR FEDERAL LEGISLATIVE AND EXECUTIVE BRANCH REPRESENTATION SERVICES IN THE MONTHLY AMOUNT OF \$7,500.33.

RESOLUTION 21-70, RESOLUTION AUTHORIZING CITY OF PANAMA CITY BEACH, FLORIDA TO APPROVE COMMUNITY DEVELOPMENT BLOCK GRANT-DISASTER RECOVERY PROJECT TO BE SUBMITTED FOR FUNDING TO THE FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY REBUILD FLORIDA HURRICANE MICHAEL PROGRAM; COMMITTING FUNDS FOR LOCAL MATCH; AND APPROVING A BUDGET AMENDMENT CONSISTENT WITH THESE PURPOSES.

RESOLUTION 21-75, A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING THE PURCHASE OF A FORD F-150 PICKUP TRUCK FOR THE STORMWATER DEPARTMENT FOR THE BASIC AMOUNT OF \$31,397 FROM BOZARD FORD.

RESOLUTION 21-76, A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING THE PURCHASE OF A FORD F-150 CREW CAB PICKUP TRUCK FOR THE PARKS AND RECREATION DEPARTMENT FOR THE BASIC AMOUNT OF \$37,525 FROM BOZARD FORD.

RESOLUTION 21-77, A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING THE PURCHASE OF A FORD F-250 PICKUP TRUCK FOR THE PARKS AND RECREATION DEPARTMENT FOR THE BASIC AMOUNT OF \$32,269 FROM BOZARD FORD.

Mayor Sheldon asked Ms. Fasone to read the consent agenda. Mayor Sheldon announced that the consent agenda was available. Councilman Jarman moved to approve the consent agenda. Vice Mayor McConnell seconded the motion. All were in favor of approval by a roll call vote (5-0).

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| Vice Mayor McConnell | Aye |
| Councilman Jarman | Aye |
| Councilman Casto | Aye |
| Councilman Chester | Aye |
| Mayor Sheldon | Aye |

REGULAR AGENDA- DISCUSSION/ACTION

ITEM 1. ORDINANCE 1542, NOTICE BY COMMUNITY MEETING – FIRST READING.

Mayor Sheldon introduced Mrs. Myers, City Attorney. Mrs. Myers read Ordinance 1542 by title only. Mayor Sheldon opened Item 1 up for public comment. Hearing and seeing no public comment, Mayor Sheldon closed public comments. Mayor Sheldon called for comments from Director Leonard. Hearing and seeing none. Mayor Sheldon called for comments from Council. Council members spoke in favor of the ordinance. Vice Mayor McConnell moved to approve Ordinance 1542. Councilman Jarman seconded the motion. All were in favor by a roll call vote (5-0).

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| Vice Mayor McConnell | Aye |
| Councilman Jarman | Aye |
| Councilman Casto | Aye |
| Councilman Chester | Aye |
| Mayor Sheldon | Aye |

ITEM 2. RESOLUTION 21-72, AUTHORIZING PURCHASE OF A POLICE DEPARTMENT VEHICLE AND BUDGET AMENDMENT.

Mayor Sheldon introduced Mrs. Myers, City Attorney. Mrs. Myers read Resolution 21-72 by title only. Mayor Sheldon opened Item 2 up for public comment. Hearing and seeing no public comment, Mayor Sheldon closed public comments. Mayor Sheldon called for comments from Chief Whitman and Council. Chief Whitman noted this was a replacement vehicle of an older vehicle. Councilman Chester moved to approve Resolution 21-72. Councilman Casto seconded the motion. All were in favor by a roll call vote (5-0).

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| Vice Mayor McConnell | Aye |
| Councilman Jarman | Aye |
| Councilman Casto | Aye |
| Councilman Chester | Aye |
| Mayor Sheldon | Aye |

ITEM 3. RESOLUTION 21-78, BUDGET AMENDMENT TO RE-APPROPRIATE EXPENDITURES IN FY 2021.

Mayor Sheldon introduced Mrs. Myers, City Attorney. Mrs. Myers read Resolution 21-78 by title only. Mayor Sheldon opened Item 3 up for public comment. Hearing and seeing no public comments, Mayor Sheldon closed public comments. Mayor Sheldon noted this item was available. Councilman Casto moved to approve Resolution 21-78. Councilman Jarman seconded the motion. All were in favor by a roll call vote (5-0).

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| Vice Mayor McConnell | Aye |
| Councilman Jarman | Aye |
| Councilman Casto | Aye |
| Councilman Chester | Aye |
| Mayor Sheldon | Aye |

ITEM 4. 21-70, APPROVING COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY PROJECT AND APPROVING A BUDGET AMENDMENT.

Mayor Sheldon introduced Mrs. Myers, City Attorney. Mrs. Myers read Resolution 21-70 by title only. Mrs. Myers described the purpose of the Resolution. Mayor Sheldon opened Item 4 up for public comment. Hearing and seeing no public comments, Mayor Sheldon closed public comments. Mayor Sheldon called for comments from Director Campbell. Director Campbell noted he was available to answer any questions. Mayor Sheldon noted this item was available to Council. Council members noted their support. Councilman Jarman moved to approve Resolution 21-70. Vice Mayor McConnell seconded the motion. All were in favor by a roll call vote (5-0).

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| Vice Mayor McConnell | Aye |
| Councilman Jarman | Aye |
| Councilman Casto | Aye |
| Councilman Chester | Aye |
| Mayor Sheldon | Aye |

ITEM 5. RESOLUTION 21-73, OFFSHORE OUTFALL DESIGN, SCOPE & COST.

Mayor Sheldon introduced Mrs. Myers, City Attorney. Mrs. Myers read Resolution 21-73 by title only. Mrs. Myers described the purpose of the Resolution. Mayor Sheldon opened Item 5 up for public comment.

Molly Allen, Lullwater Resident – Ms. Allen inquired if this was the same project that was projected during the BP Oil spill, was it the same project footprint. Ms. Allen inquired if Ms. Jenkins would be providing some information tonight. City Manager O'Rourke reported that the lead engineers of the project would be making a presentation this evening virtually. Ms. Allen inquired if this project was being funded by the FEMA funds received for Hurricane Sally. City Manager O'Rourke reported no. Ms. Allen expressed concern that PCB was being used as an example for this first gulf project and inquired about the plans for the CRA in the area.

Burnie Thompson – Mr. Thompson expressed concern that there was only one bidder on the project. Mr. Thompson asked the City to wait a couple weeks and rebid the project and get more consultants. Mr. Thompson expressed concern that this project would remove the sandbars.

City Manager O'Rourke introduced DDC Engineers Mike Woodman and Eric Sandford. Manager O'Rourke reported that this firm had done 18 similar outfalls and were the preeminent design firm.

DDC Engineers, Mike Woodman and Eric Sandford presented the attached presentation (copy attached to the final minutes) and answered the previous and new questions asked. Council members spoke in favor of the project, the timing and importance of having a shovel-ready project and the specialized nature of the project. Vice Mayor McConnell offered to head-up a town hall meeting on the topic. Discussion regarding funding and Capitol Hill Consultants looking for grants for this project.

Mayor Sheldon noted this item was available to Council. Councilman Casto moved to approve Resolution 21-73. Vice Mayor McConnell seconded the motion. All were in favor by a roll call vote (5-0).

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| Vice Mayor McConnell | Aye |
| Councilman Jarman | Aye |
| Councilman Casto | Aye |
| Councilman Chester | Aye |
| Mayor Sheldon | Aye |

ITEM 6. RESOLUTION 21-74, ACCEPTING CERTAIN SEWER FACILITIES AND AUTHORIZING EXECUTION AND DELIVERY OF A REVENUE CERTIFICATE.

Mayor Sheldon introduced Mrs. Myers, City Attorney. Mrs. Myers read Resolution 21-74 by title only. Mayor Sheldon opened Item 6 up for public comment. Hearing and seeing no public comments, Mayor Sheldon closed public comments. Mayor Sheldon noted this item was available to Council. Vice Mayor McConnell moved to approve Resolution 21-74. Councilman Jarman seconded the motion. All were in favor by a roll call vote (5-0).

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| Vice Mayor McConnell | Aye |
| Councilman Jarman | Aye |
| Councilman Casto | Aye |
| Councilman Chester | Aye |
| Mayor Sheldon | Aye |

ITEM 7. RESOLUTION 21-69 – COVID-19 LEAVE.

Mayor Sheldon introduced Mrs. Myers, City Attorney. Mrs. Myers read Resolution 21-69 by title only. Mrs. Myers noted this resolution did require some input from Council. Mayor Sheldon opened Item 7 up for public comment. Hearing and seeing no public comments, Mayor Sheldon closed public comments. Mayor Sheldon noted this item was available.

City Manager O'Rourke discussed the current COVID leave policy. Manager O'Rourke reported with the current surge and the CDC recommended 10-14 quarantine, he was put forth 5 options. Manager O'Rourke noted option 1, an extension of the current leave policy - 80 hours of additional leave, had been adopted by the Bay County, Lynn Haven and Panama City. Council members discussed the various options, staffing, and not requiring employees to be vaccinated. Councilman Jarman recommended rolling the date back in the resolution to April 30th and then bringing this item back to Council for further consideration.

Councilman Jarman moved to approve with the following amendments that a new 80 hours begin January 1 and end April 30 of this year, and that this be brought back at Council for further discussion in April. Councilman Casto seconded the motion. All were in favor by a roll call vote (5-0).

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| Vice Mayor McConnell | Aye |
| Councilman Jarman | Aye |
| Councilman Casto | Aye |
| Councilman Chester | Aye |
| Mayor Sheldon | Aye |

ITEM 8. RESOLUTION 21-63, BID AWARD FOR FIRE PROTECTION SERVICES.

Mayor Sheldon introduced Mrs. Myers, City Attorney. Mrs. Myers read Resolution 21-63 by title only. Mayor Sheldon opened Item 8 up for public comment.

Michael Steinhurst, 132 Lakeside Circle – The gentleman inquired about monitoring, false alarms and the bottom line, an annual projection, the total costs to the taxpayer.

Burnie Thompson – Mr. Thompson asked if someone else could get the job other than an elected official. Mr. Thompson noted he felt that family members should not bid on jobs that the public could get. Mr. Thompson discussed term limits.

Councilman Jarman reported that he would be abstaining and that he had filed his Form 8B with the City Clerk. Councilman Jarman added that his father wanted to save the City some money. Mayor Sheldon thanked Councilman Jarman for stepping up. Mayor Sheldon reported that these services did not have to go out to bid, but in full disclosure it did.

Mayor Sheldon closed public comments. Mayor Sheldon noted this item was available. Councilman Casto moved to approve Resolution 21-63. Councilman Chester seconded the motion. The motion passed by a roll call vote (4-0).

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| Vice Mayor McConnell | Aye |
| Councilman Jarman | Abstained |
| Councilman Casto | Aye |
| Councilman Chester | Aye |
| Mayor Sheldon | Aye |

ITEM 9. DISCUSSION ITEM – CRA UPDATE

Mayor Sheldon opened Item 9 up for public comment. Hearing and seeing none, Mayor Sheldon closed public comments. Director Campbell reviewed the attached slides. Vice Mayor McConnell asked the City Manager and City Attorney to still draft a letter to AT&T as previously discussed. Mayor Sheldon concurred and added he did not want to slow down the project for any contractor. Director Campbell discussed Alf Coleman being behind schedule and further discussed the limitations/requirements of an FDOT grant. Mayor Sheldon inquired as to what the City could do to help speed up the 4-6 month timeline. Director Campbell noted that the City could possibly contact FDEM. Vice Mayor McConnell noted that he did not want to leave \$1.5 million on the table and was not hopeful that DFEMA would get approvals done in a timely manner. Vice Mayor McConnell suggested focusing on Powell Adams instead. Discussion regarding Council members making phone calls to try and keep the project on time took place. Director Campbell updated Council on Segment 3 and SR 79 utility challenges and noted that he'd bring a contract back to Council on March 25th for approval. Discussion regarding the timeline took place. Director Campbell updated Council on Segment 4.1 and discussed understanding how the Outfall project would impact this segment. Discussion regarding bringing on a project manager took place. Director Campbell updated Council on Powell Adams. Mayor Sheldon noted that being 40-45 days behind was not ok for him and noted that it was the City Manager's responsibility to make sure the project goes through. Vice Mayor McConnell concurred with Mayor Sheldon. Discussion regarding availability of contractors took place.

ITEM 10. DISCUSSION ITEM – CRA CROSSWALK PRIORITY.

Mayor Sheldon opened Item 10 up for public comment.

Michael Steinhurst, 132 Lakeside Circle – Mr. Steinhurst ask Council to look at the crosswalks that were installed at Majestic, it does not say State Law, as it does at Laguna. Mr. Steinhurst recommended more signage and doing a public service announcement about the same.

Mayor Sheldon agreed. Vice Mayor McConnell reported that he had been requesting signs to be installed for months now, it was a priority. Councilman Jarman reported that the Chief recently received a grant for this for education which should help. Chief Whitman concurred. Mayor Sheldon closed public comments.

Director Campbell reviewed the attached Mid-block Crosswalks Priority presentation.

ITEM 11. VICE MAYOR MCCONNELL'S APPOINTMENT TO THE ½ CENT SALES TAX COMMITTEE.

Vice Mayor McConnell recommended appointing Mr. Brian Amador to the ½ Cent Sales Tax Committee. Councilman Jarman so moved. Councilman Chester seconded the motion. All were in favor by a roll call vote (5-0).

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| Vice Mayor McConnell | Aye |
| Councilman Jarman | Aye |
| Councilman Casto | Aye |
| Councilman Chester | Aye |
| Mayor Sheldon | Aye |

CITY MANAGER REPORT

Mr. O'Rourke recognized Directors Leonard and Jenkins for working to reduce the City's flood rating from an 8 to a 5; which would provide a discount to the public on flood insurance.

CITY ATTORNEY REPORT

No report.

COUNCIL COMMENTS

Councilman Casto asked for prayers for the families who lost family members at the Capitol riots and for prayers to keep our country safe during the transition.

Councilman Jarman asked the City Manager to look at the feasibility of adding another HR/payroll assistant to help with the workload in those departments.

Mayor Sheldon asked Director Ponek to the podium. Mayor Sheldon asked to see more youth sports in the City, such as flag football. Mayor Sheldon reported he had asked for a report from the City Manager on youth sports and received only a two-paragraph summary. Mayor Sheldon noted the City could do better. Director Ponek reported on the variety of youth programs currently available to residents and organized and run by the Parks Department. Director Ponek discussed his current staffing levels. Director Ponek reported he was proud of the City's youth sports programs. Mayor Sheldon asked the City Manager for a report by the next Council meeting on how the City could do more with youth sports. Vice Mayor McConnell asked if the City could do an umpire clinic in the further. Director Ponek complimented his staff. Mayor Sheldon and Vice Mayor McConnell concurred.

With nothing further, Mayor Sheldon adjourned the meeting by unanimous consent at 8:21 PM

READ AND APPROVED this 25th day of March, 2021.



Mark Sheldon, Mayor
City of Panama City Beach, Florida

ATTEST:



Lynne Fasone, MMC
City Clerk

* ACTION ITEMS NOTED WITH AN ASTERISK ARE TAKEN BOTH BY THE CITY COUNCIL AND THE PANAMA CITY BEACH REDEVELOPMENT AGENCY JOINTLY AND CONCURRENTLY.

IN THE EVENT OF A CONFLICT BETWEEN THE FOREGOING MINUTES AND A VERBATIM TRANSCRIPT OF THESE MINUTES, THE FOREGOING MINUTES SHALL CONTROL.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

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| LAST NAME—FIRST NAME—MIDDLE NAME JARMAN, MICHAEL CHRISTOPHER | NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CITY OF PANAMA CITY BEACH CITY COUNCIL |
| MAILING ADDRESS 109 HEATHER DRIVE | THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: |
| CITY PANAMA CITY BEACH | <input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY |
| COUNTY BAY | NAME OF POLITICAL SUBDIVISION: CITY OF PANAMA CITY BEACH |
| DATE ON WHICH VOTE OCCURRED JANUARY 14, 2021 | MY POSITION IS: |
| | <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE |

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

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ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)