City of Delray Beach

100 NW 1st Avenue - Delray Beach, Florida 33444 Phone: (561) 243-7000 www.delraybeachfl.gov



Minutes - Final

Tuesday, February 20, 2024 5:00 PM

Regular Meeting at 5:00 PM

Delray Beach City Hall or Watch on YouTube: https://www.youtube.com/channel/UCc2j0JhnR8Hx0Hj13RhCJag/s treams

City Commission

Mayor Shelly Petrolia Vice Mayor Ryan Boylston Deputy Vice Mayor Rob Long Commissioner Adam Frankel Commissioner Angela Burns

1. ROLL CALL

The February 20, 2024, Regular City Commission Meeting was called to order at 5:19 p.m. City Clerk, Katerri Johnson, called the role, and the following were present:

Terrence Moore - City Manager Lynn Gelin - City Attorney

Present: 5 - Mayor Shelly Petrolia, Commissioner Adam Frankel, Vice-Mayor Ryan Boylston, Deputy Vice Mayor Rob Long, and Commissioner Angela Burns

2. PLEDGE OF ALLEGIANCE TO THE FLAG

3. AGENDA APPROVAL

Lynn Gelin, City Attorney advised the Commission that she removed the Magnolia Villas item.

A motion was made by Commissioner Frankel, seconded by Vice-Mayor Boylston, that this be approved. The motion carried by the following vote:

Yes: 5 - Mayor Petrolia, Commissioner Frankel, Vice-Mayor Boylston, Deputy Vice Mayor Long, and Commissioner Burns

3.A. Additions, Deletions, Substitutions

4. PRESENTATIONS:

4.A. PRESENTATION - 100 FOOT CHRISTMAS TREE VOLUNTEERS

Sponsors: Parks & Recreation Department

Attachments: Agenda Cover Report

10-18-2023 newornaments3

2023-12-02 203718395

DSC 0087

JEff

Scan Beardsley Danielle 08 12 03-01-2024 Scan Beardsley Danielle 08 13 03-01-2024

volunteer

WPTV Nov-28-2023

Sam Metott, Parks and Recreation Director, recognized the volunteers who have dedicated their time to the 100-foot Christmas Tree Lighting and Christmas Village each year.

4.B. FEDERAL GOVERNMENT UPDATE FROM LOBBYIST MICHAEL

WILLIS OF THE COLOR NINE GROUP

Sponsors: City Manager Department

Attachments: Agenda Cover Report

Michael Willis, Lobbyist with the Color Nine Group, was present to report the bills passed for fiscal year 2023, and the upcoming bills for fiscal year 2024. He stated for fiscal year 2023, the City secured a \$3.5 million dollar house bill for its water resources. He advised two bills for funding wastewater and upgraded technology for the Police Department were submitted for fiscal year 2024, and would be decided upon in March. Mayor Petrolia stressed the need for funding for the Crest Theatre renovations.

The Commission thanked Mr. Willis for his presentation.

4.C. PRESENTATION OF THE FLORIDA ATLANTIC UNIVERSITY SCHOOL

OF MEDICINE EMERGENCY MEDICAL SERVICES FELLOWSHIP

PROGRAM WITH THE FIRE RESCUE DEPARTMENT.

Sponsors: Fire Rescue Department

Attachments: Agenda Cover Report

FAU EMS Fellowship presentation v0.3 - Delray

Sean Gibson, Division Fire Chief, introduced Dr. Scott Alter, the Assistant Dean of Emergency Medicine at Florida Atlantic University (FAU) School of Medicine. Dr. Adler stated that the Fire Rescue Department of Delray Beach had accepted the offer to participate in an Emergency Medical Service (EMS) program involving the FAU School of Medicine EMS Fellowship program.

Dr. Kushner, who runs the program, assured the Commission there would be no liability to the City as the individual assisting is a full-time student employed through Florida Atlantic University. He noted this program would enable patients to receive critical life-saving advanced measures.

The Commission thanked Dr. Kushner for the presentation.

5. COMMENTS AND INQUIRIES ON AGENDA AND NON-AGENDA ITEMS FROM THE PUBLIC- IMMEDIATELY FOLLOWING PRESENTATIONS:

5.A. City Manager's response to prior public comments and inquiries

5.A.1. CLARITY REGARDING UTILITY METER OPERATIONS AND FUNCTIONS

Sponsors: City Manager Department

Mr. Moore recognized Hassaan Hadjimiry, Utilities Director, and Hugh Dunkley, Finance Director, to provide an update regarding the utility meter's operations and functions.

Mr. Hadjimiry stated he informed the City Manager of sporadic issues with the City's water in November, 2023. Several meetings were held with Badger Meter to discuss their immediate attention and responsiveness to the false readings reported to the Utility Billing Division. Bader Meters informed the City that the encoders that read the water usage had broken. In December, 2023 Badger agreed to replace all failing encoders. He stated Badger Meter began replacing the failed encoders in February, 2024.

Discussion ensued regarding the presentation.

Vice Mayor Boylston asked for reassurance that the residents would be reimbursed for the overcharges they received due to the malfunctioning water meters. Mr. Hadjimiry stated the residents were being refunded.

Mayor Petrolia questioned the accountability of water produced vs. the amount sold. She cautioned Mr. Hadjimiry to take a proactive approach when dealing with Badger Meter Company.

5.A.2. CLARITY REGARDING THE BOARD OF ADJUSTMENT REFERENDUM CONSIDERATION

Sponsors: City Manager Department

Mr. Moore shared a presentation to clarify the Board of Adjustment's Referendum consideration placed on the March 19, 2024, election ballot. The slide presentation explained that the proposed referendum combines the responsibilities of the City's Board of Adjustment with the Planning and Zoning Board to create a more streamlined process for applicants, and to ensure that the City has enough qualified professionals to staff the development review boards.

5.B. From the Public

Michael Muha, 622 SE 4th Avenue, Delray Beach Asked the Commission to investigate creating an Ordinance against Cyber Stalking.

<u>Mitchell Redsone</u>,1105 Kingston Lane, Delray Beach Spoke about the excessive noise from Pop Stroke Miniature Golf.

Roy Simon, 201 NW 11th Street, Delray Beach Spoke about combining the referendum question.

<u>Melaine Stefanich</u>, 215 NE 15th Street, Delray Beach, is the Executive Director at Coco Plum Nature School. Asked the Commission to help control the disruptive noise from the next door construction trucks.

Ellen Rondina, 86 Swallow Drive, Boynton Beach

Recognized the noise disturbances the construction trucks create for the Coco Plum School.

Maria Dion, 370 NE 35th Street, Boca Raton

Spoke about the dust and vibrations at the Coco Plum School emanating from the construction across the street.

Leticia Suarez,115 SW 11th Avenue, Delray Beach

Asked the Commission to install sidewalks along South Side 11th Avenue.

Gary Rice, 1230 South Ocean Blvd.

Spoke about the noise from the lawn blowers.

Yvonne Odom, 1705 Lowson Blvd, Delray Beach

Recognized the City staff for their hard work during the Delray Beach Tennis Open.

George Long, 46 North Swinton Avenue, Delray Beach

Recognized the alleys were being cleaned up.

Seeing no one else present, Mayor Petrolia closed public comments.

6. CONSENT AGENDA: City Manager Recommends Approval

A motion was made by Vice-Mayor Boylston, seconded by Commissioner Frankel, that this be approved. The motion carried by the following vote:

Yes: 5 - Mayor Petrolia, Commissioner Frankel, Vice-Mayor Boylston, Deputy Vice Mayor Long, and Commissioner Burns

6.A. CITY COMMISSION MEETING MINUTES

Sponsors: City Clerk Department

Attachments: Agenda Cover Report

<u>January 4, 2024 Workshop Meeting Minutes - DRAFT</u> January 4, 2024 Regular Meeting Minutes - DRAFT

The Minutes were approved.

6.B. 2023-2024 DELRAY BEACH EDUCATION GRANT

Sponsors: City Manager Department

Education Grant Submissions

Caron Foundation Settlement

Atlantic High Funding Agreement

Carver Community Middle Funding Agreement
Orchard View Elementary Funding Agreement
Pine Grove Elementary Funding Agreement
Plumosa School of the Arts Funding Agreement

S.D. Spady Elementary Funding Agreement

Village Academy Funding Agreement

Legal Review Checklist Education Grant Agreements

This Request was approved.

6.C. APPROVAL FOR ADDITIONAL SPENDING ON P2019-024 WITH KONE

INC. FOR ELEVATOR MAINTENANCE, INSPECTION, AND MODERNIZATION IN THE AMOUNT OF \$732,748 FOR A REVISED

CONTRACT TOTAL OF \$1,248,135

Sponsors: Public Works Department and Purchasing Department

Attachments: Agenda Cover Report

Quotes - Hilltopper Quote - Miller Park

Quote - Federspiel Garage
Additional Spending P2019-024

Amendment No.1 to P2019-024 with KONE

Agreement P2019-024

Res No. 49-19

This Request was approved.

6.D. APPROVAL OF RESOLUTION NO. 57-24 EXPRESSING SUPPORT

FOR THE EXTENSION AND CONTINUATION OF THE PALM BEACH COUNTY ONE-CENT SALES INFRASTRUCTURE SURTAX TO FUND LOCAL INFRASTRUCTURE PROJECTS THROUGH DECEMBER 31,

2036

Sponsors: Public Works Department

Uniform Resolution for Continuation Referendum of Infrastructure

Surtax

Fund 377 Surtax Revenue from 2017 to 2023

LR Reso 57-24

This Resolution was approved.

6.E. PROCLAMATIONS:

6.E.1. None

6.F. REVIEW OF APPEALABLE LAND DEVELOPMENT BOARD ACTIONS:

6.F.1. None

6.G. AWARD OF BIDS AND CONTRACTS:

6.G.1. RESOLUTION NO. 61-24 TO AWARD A FIVE YEAR AGREEMENT WITH

OCEANSIDE BEACH SERVICE INC. FOR BEACH EQUIPMENT RENTAL CONCESSION SERVICES IN A CONTRACT AMOUNT NOT-TO-EXCEED \$2,223,838.00 PLUS \$12,000.00 PER YEAR

(REVENUE)

Sponsors: Parks & Recreation Department and Purchasing Department

Attachments: Agenda Cover Report

Legal Review Checklist form v. 8 WMB 2023 10 03 Oceanside beach

2-9-24

OSB Delray Vendor Signed

Reso No. 61-24

Revenue Generating Proposal-MAG

RFP 2023-069 Beach Equipment Rental Concessions-

ADEVERTISED

This Resolution was approved.

6.G.2. RESOLUTION NO. 06-24: A RESOLUTION OF THE CITY OF DELRAY

BEACH, FLORIDA APPROVING AN AGREEMENT WITH COMCAST CORPORATION AND THE SUBSIDIARIES AND AFFILIATES FOR ENTERPRISE ETHERNET SERVICES THROUGH A CITY STANDARD CONTRACT; AUTHORIZING THE CITY MANAGER TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THIS AGREEMENT; AND

FOR OTHER PURPOSES.

Sponsors: IT Department and Purchasing Department

Memo - City Standard Approval - Comcast 2023 - signed

Reso 06-24 Comcast Ig FINAL

CS2024-009 Agreement with notarized sign page

CS2024-009 Amendment 1 Comcast Enterprise Services MSA with

notarized sign page Legal Review

This Resolution was approved.

6.G.3. APPROVAL OF RESOLUTION NO. 01-24 TO AWARD AN AGREEMENT

TO A.C. SCHULTES OF FLORIDA, INC., FOR WELL MAINTENANCE AND REPAIR SERVICES, UTILIZING TOHOPEAKALIGA (TOHO) WATER AUTHORITY SOLICITATION NO. IFB-19-122 IN AN AMOUNT NOT TO

EXCEED \$800,000 (\$250,000 FY23-24 AND \$550,000 FY24-25

RESPECTIVELY).

Sponsors: Utilities Department and Purchasing Department

Attachments: Agenda Cover Report

Legal Review Checklist P2024-012 Maintenance and Repair Services -

AC Schultes - Tohopekaliga Water Authority Piggyback.pdf

Reso 01-24 lg rev final.docx

P2024-012 Maintenance and Repair Services - Vendor Signed

P2024-012 Maintenance and Repair Services - AC Schultes -

Tohopekaliga Water Authority Piggyback Ex A.pdf

This Resolution was approved.

6.G.4. HOLD HARMLESS AGREEMENT FOR 1615 S CONGRESS AVENUE

AND 1625 S CONGRESS AVENUE

Sponsors: Utilities Department

Attachments: Agenda Cover Report

Hold Harmless Agreement for State ROW - Delray Central - 1615 and

1625 S Congress - G&C Arbors Investors, LLC.pdf

<u>Legal Review Hold Harmless Agreement for State ROW - Delray</u> <u>Central - 1615 and 1625 S Congress - G&C Arbors Investors,</u>

LLC.docx

This Request was approved.

6.G.5. APPROVAL FOR ADDITIONAL SPENDING ON AGREEMENT RFQ NO.

2020-020 WITH BAXTER & WOODMAN, INC. FOR CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE LOWSON BOULEVARD/SW 10TH STREET FROM DOVER ROAD TO SOUTHEAST 5TH AVENUE (US-1/FEDERAL HIGHWAY) PROJECT IN THE AMOUNT OF \$135,000 FOR A REVISED CONTRACT TOTAL OF

\$1.184.810.

Sponsors: Public Works Department and Purchasing Department

Attachments: Agenda Cover Report

Proposal #2 for Extended CEI Services

Agenda Cover Memo - Additional Spending Request 8.15.2023

Proposal #1 for Extended CEI Services

Agreement RFQ 2020-020 with Baxter & Woodman - CEI for Lowson

Blvd

Legal Review Checklist - RFQ 2020-020 with Baxter & Woodman for

Lowsn Blvd

Resolution No. 98-21

2020-020 CEI Services LowsonBoulevard FINAL

This Request was approved.

6.G.6. APPROVAL OF RESOLUTION NO. 42-24 APPROVING THE LOCAL

AGENCY **PROGRAM** THE AGREEMENT (444377-1-58-01) WITH **TRANSPORTATION FLORIDA** DEPARTMENT OF REGARDING RECEIPT OF GRANT FUNDS FOR THE OLD GERMANTOWN ROAD BICYCLE AND PEDESTRIAN IMPROVEMENTS PROJECT FROM OLD GERMANTOWN ROAD TO CONGRESS AVENUE; AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT AND DIRECTING AND AUTHORIZING THE CITY MANAGER TO TAKE ALL NECESSARY ACTIONS TO EFFECTUATE SAME; PROVIDING AN EFFECTIVE DATE

AND FOR OTHER PURPOSES.

Sponsors: Public Works Department

Attachments: Agenda Cover Report

Legal Review FDOT LAP for Germantown Road Improvements

444377-1 Unexecuted LAP Agreement Germantown Road

Improvements

Res. 42-24 lap agreement with FDOT rev.

This Resolution was approved.

6.G.7. APPROVAL OF RESOLUTION NO. 39-24 TO AWARD AN AGREEMENT

WITH CARNAHAN PROCTOR AND CROSS, INC. FOR CONSTRUCTION ENGINEERING, AND INSPECTION SERVICES FOR THE NORTH SWINTON AVENUE ROADWAY UNDERGROUND UTILITY IMPROVEMENTS PROJECT, PURSUANT TO RFQ NO. 2023-041 IN

THE AMOUNT OF \$890,298.43.

Sponsors: Purchasing Department and Public Works Department

Agreement RFQ 2023-041 with CPC for N. Swinton Ave. CEI Services

- Partially Executed
Exhibit A - Scope of Work
Exhibit B - Fee Schedule

Resolution 39-24 (DV edits) CEI Services

Legal Review
Vendor Submittal
RFQ 2023-041

This Resolution was approved.

7. REGULAR AGENDA:

7.A. NOMINATION FOR APPOINTMENT TO THE BOARD OF ADJUSTMENT

Sponsors: City Clerk Department

Attachments: Agenda Cover Report

Exhibit A

BOA ATTENDANCE

DeLacio, John Morales, Tiana

A motion was made by Deputy Vice Mayor Long to nominate DeLacio, seconded by Commissioner Frankel. The motion carried by the following vote:

Yes: 5 - Mayor Petrolia, Vice Mayor Boylston, Deputy Vice Mayor Long, Commissioner Frankel and Commissioner Burns

approved

A motion was made by Vice Mayor Boylston to nominate Morales, seconded by Commissioner Frankel. The motion carried by the following vote:

Yes: 5 - Mayor Petrolia, Vice Mayor Boylston, Deputy Vice Mayor Long, Commissioner Frankel and Commissioner Burns

approved

7.B. NOMINATION FOR APPOINTMENT TO THE PLANNING AND ZONING BOARD

Sponsors: City Clerk Department

Attachments: Agenda Cover Report

Exhibit A

Planning and Zoning Board 2024

2024 PZB Attendance

Baffer

Blumenfeld

Bowens

Cohn

DeLacio

Dumitrescu

Fredericks

Kapustein

Mollica

Petillo

Rindos

Sauarez

Schiff

Straghn

Sylvester

Mollica was appointed.

A motion was made by Deputy Vice Mayor Long, seconded by Commissioner Frankel, that this Appointment be approved. The motion carried by the following vote:

Yes: 5 - Mayor Petrolia, Commissioner Frankel, Vice-Mayor Boylston, Deputy Vice Mayor Long, and Commissioner Burns

8. PUBLIC HEARINGS/SECOND READINGS:

8.A.

ORDINANCE NO. 04-24: AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF DELRAY BEACH, FLORIDA, AMENDING THE LAND DEVELOPMENT REGULATIONS OF THE CITY OF DELRAY BEACH CODE OF ORDINANCES, CHAPTER 4, "ZONING REGULATIONS," ARTICLE 4.4, "BASE ZONING DISTRICT," SECTION 4.4.13, "CENTRAL BUSINESS DISTRICT," SUBSECTION "CBD (CBD) PARKING (I)STANDARDS." SUB-SUBSECTION (2),"MINIMUM NUMBER OF SPACES." OFF-STREET **PARKING** TO **EXTEND** THE **PARKING** EXEMPTION FOR CHANGES IN COMMERCIAL USE WITHIN EXISTING **BUILDINGS** AND ASSOCIATED OUTDOOR COMMERCIAL **AREAS** WITHIN THE WEST ATLANTIC NEIGHBORHOOD SUB-DISTRICT OF THE CENTRAL BUSINESS DISTRICT THROUGH DECEMBER 31, 2026;

PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE, AUTHORITY TO CODIFY, AND PROVIDING AN EFFECTIVE DATE. (SECOND READING/PUBLIC HEARING)

Sponsors: Development Services Department

Attachments: Agenda Cover Report

Ordinance No. 04-24

PZB Staff Report, W. Atlantic Neighborhood Sub-district Parking

Exemption

DDA Recommendation

Legal Review, Ordinance No. 04-24

Proof of Legal Notice, Ordinance No. 04-24

Lynn Gelin, City Attorney, entered Ordinance No. 04-24 into the record.

Anthea Gianniotes, Development Services Director, stated this was a City initiated ordinance that requested the extension of Ordinance No. 01-23 which sunsetted on December 31, 2023. Ms. Gianniotes stated Ordinance No. 04-24 would expand the original ordinance to include outdoor areas at existing commercial use buildings until December 31, 2026.

Mayor Petrolia opened the floor to public comments on this item. Seeing no one present, Mayor Petrolia closed public comment.

A motion was made by Vice-Mayor Boylston, seconded by Commissioner Burns, that this Ordinance be approved. The motion carried by the following vote:

Yes: 5 - Mayor Petrolia, Commissioner Frankel, Vice-Mayor Boylston, Deputy Vice Mayor Long, and Commissioner Burns

9. FIRST READINGS:

9.A.

ORDINANCE NO. 08-24: AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF DELRAY BEACH, FLORIDA, AMENDING THE LAND DEVELOPMENT REGULATIONS OF THE CITY OF DELRAY BEACH CODE OF ORDINANCES, CHAPTER 4, "ZONING REGULATIONS," ARTICLE 4.4, "BASE ZONING DISTRICT," SECTION 4.4.3, "SINGLE FAMILY RESIDENTIAL (R-1) DISTRICTS," SECTION 4.4.5, "LOW DENSITY RESIDENTIAL (RL) DISTRICT," AND SECTION 4.4.6, "MEDIUM DENSITY RESIDENTIAL (RM) DISTRICT," TO ADOPT FLOOR AREA RATIO AND BUILDING ARTICULATION REGULATIONS FOR RESIDENTIAL DEVELOPMENT EAST OF THE INTRACOASTAL WATERWAY; AMENDING APPENDIX A, "DEFINITIONS," TO ADOPT DEFINITIONS FOR HORIZONTAL ARTICULATION AND STEP-BACK; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE, AUTHORITY TO CODIFY, AND PROVIDING AN EFFECTIVE DATE. (FIRST READING)

Sponsors: Development Services Department

Ordinance No. 08-24, Infill Housing Compatibility Initiative

PZB Staff Report, Infill Housing Compatibility Initiative - 01-11-24 1940

PM

Build-Out Analysis, Infill Housing Compatiblity Initiative

Business Impact Estimate - Infill Housing Compatibility Initiative

Legal Review, Ordinance No. 08-24

Ms. Gelin entered Ordinance No. 08-24 into the record.

A motion was made by Vice-Mayor Boylston, seconded by Commissioner Burns, that this Ordinance be approved on first reading. The motion carried by the following vote:

Yes: 5 - Mayor Petrolia, Commissioner Frankel, Vice-Mayor Boylston, Deputy Vice Mayor Long, and Commissioner Burns

Long, and Commissioner Burns

ORDINANCE 03-24: AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF DELRAY BEACH, FLORIDA, BY AMENDING CHAPTER 37, "DELRAY BEACH CODE ENFORCEMENT", OF THE CODE OF ORDINANCES OF THE CITY OF DELRAY BEACH, FLORIDA, AMENDING SECTIONS 37.37 THROUGH 37.39 TO **ESTABLISH** CIVIL CITATION PROCEDURE PURSUANT TO FLORIDA STATUTE 162. PART AS ΑN ALTERNATIVE CODE II. ENFORCEMENT METHOD; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AUTHORITY TO CODIFY: PROVIDING AN EFFECTIVE DATE AND FOR OTHER PURPOSES. (FIRST READING)

Sponsors: City Attorney Department

Attachments: Agenda Cover Report

Ord 03-24 civil citations lg rev 2-20-24 agenda

Ms. Gelin entered Ordinance No. 03-24 into the record.

A motion was made by Vice-Mayor Boylston, seconded by Commissioner Burns, that this Ordinance be approved on first reading. The motion carried by the following vote:

Yes: 5 - Mayor Petrolia, Commissioner Frankel, Vice-Mayor Boylston, Deputy Vice Mayor Long, and Commissioner Burns

10. COMMENTS AND INQUIRIES ON NON-AGENDA ITEMS:

A. City Manager

9.B.

None.

B. City Attorney

None.

C. City Commission

Commissioner Frankel:

Acknowledged the Police Department for their presence on Atlantic Avenue.

Thanked everyone for their hard work at the Delray Tennis Tournament.

Commissioner Burns:

Mentioned she had received a request for two letters be crafted recognizing the following:

- 1. Eat Better/ Live Better.
- 2. Delta Sigma Theta, South Palm Beach Chapter.

Vice Mayor Boylston:

Requested that Resolution No. 146 be put on the March 5 agenda to be rescinded.

Asked for an update on the Train Station, Golf Course, RFP and the Carver 2 Building.

Mayor Petrolia:

Thanked Parks and Recreation for putting on The Mayor's Chess Challenge.

Acknowledged how organized the Tennis Event was.

11. ADJOURNMENT

There being no further business discuss, Mayor Petrolia adjourned the meeting at 7:02 p.m.

City Clerk

ATTEST:

The undersigned is the City Clerk of the City of Delray Beach, Florida, and the information provided herein is the Minutes of the February 20, 2024 City Commission Regular Meeting held on February 20, 2024, which minutes were formally approved and adopted by the City on March 28, 2024.

City Clei

NOTE TO READER:

If the Minutes you have received are not completed as indicated above, this means they are not the official Minutes of the City Commission. They will become the official Minutes only after review and approval which may involve some amendments, additions or deletions as set forth above.