minutes121996 BOARD MINUTES FOR 12/19/96

DECEMBER 19, 1996

THE BOARD OF COMMISSIONERS, IN AND FOR WASHINGTON COUNTY, MET ON THE ABOVE DATE AT 9:00 A. M. AT THE WASHINGTON COUNTY ADMINISTRA-TIVE BUILDING, 711 THIRD STREET, CHIPLEY, FLORIDA WITH COMMISSIONERS BROCK, CARTER, DAVIS AND HALL PRESENT. ATTORNEY HOLLEY, CLERK EARNESTINE MILLER, DEPUTY CLERK DIANNE CARTER AND ADMINISTRATOR HAGAN WERE ALSO IN ATTENDANCE.

THE MEETING WAS PROCLAIMED BY ADMINISTRATOR HAGAN WITH PRAYER BEING OFFERED BY REV. DAVID WILLIFORD. CHAIRMAN CARTER LED IN THE PLEDGE OF ALLEGIANCE TO THE FLAG.

COMMISSIONER DAVIS OFFERED A MOTION, SECONDED BY COMMISSIONER BROCK AND CARRIED TO ADOPT THE MINUTES OF THE MEETINGS FOR SEPTEMBER 17, 19, OCTOBER 3, 7, 15, AND 17, 1996.

COMMISSIONER DAVIS OFFERED A MOTION, SECONDED BY COMMISSIONER BROCK AND CARRIED TO APPROVE THE ADDITIONAL BOND FOR LINDA COOK AS HER TERM OF OFFICE FOR CLERK OF COURT WILL BE EFFECTIVE JANUARY 1, 1997.

COMMISSIONER DAVIS OFFERED A MOTION, SECONDED BY COMMISSIONER HALL AND CARRIED TO APPROVE OF THE ADDITIONAL BOND FOR CAROL GRIFFIN AS HER TERM OF OFFICE FOR SUPERVISOR OF ELECTIONS WILL BEGIN JANUARY 1, 1997.

COMMISSIONER BROCK OFFERED A MOTION, SECONDED BY COMMISSIONER DAVIS AND CARRIED TO ADOPT THE CONSENT AGENDA WITH EXCEPTION TO ITEM #3 REFERENCING THE ROAD AND BRIDGE DEPARTMENT BEING CLOSED FOR TWO WEEKS FOR THE HOLDIAYS AND ITEM #4 REFERENCING LIGHT DUTY WORK FOR EMPLOYEES ON WORKERS COMPENSATION. THOSE ITEMS APPROVED WERE:

- 1. APPROVAL OF AGREEMENT WITH BCM/SMITH TECHNOLOGY CONTRACT FOR ADMINISTERING AND INSURING COMPLIANCE WITH DEP/RECYCLING GRANTS AS BCM HAS MERGED WITH SMITH TECHNOLOGY.
- 2. APPROVAL TO AWARD BUILDING DEPARTMENT VEHICLE BID TO HOPKINS PONTIAC, OLDSMOBILE, GMC TRUCK-SUBARU, INC. ACKNOWLEDGING THE EXCEPTION FOR THE TIRE SIZE. (\$22,816.91)
- 4. APPROVAL TO AWARD BID TO MR. WINFRED WHITE FOR \$200.00 ON THE REMOVAL OF THE TRAILER AT BIG PINES CAMPSITES.
- 5. APPROVAL OF LEASE ON ADDITIONAL TYPE II PROPERTY WITH MCRAE FOR 120 ACRES AT \$2.00 PER ACRE.
- 6. APPROVAL FOR THE APPOINTMENT OF MR. OLE ELLIS TO FILL THE VACANCY IN THE WORKFORCE DEVELOPMENT BOARD OF JEP.
- 7. APPROVAL OF THE QUOTE FROM HASTY HEATING & COOLING FOR THE REPLACEMENT OF THREE UNITS IN THE HEALTH DEPARTMENT FOR \$7,416.21 WITH THE STATE PROVIDING THE FUNDS.
- 9. APPROVAL TO READOPT THE ADDITION TO THE LAKE GENESIS ESTATES PLAT DUE TO MYLAR PRESENTED FOR RECORDING OF INAPPROPRIATE QUALITY AND TIME FOR RECORDING EXPIRED. DISCUSSION WAS HELD ON ITEM 3 REFERENCING THE PUBLIC WORKS DEPARTMENT CLOSING

FOR TWO WEEKS FOR THE HOLIDAYS. COMMISSIONER BROCK ADDRESSED THERE BEING ROADS WHICH COULDN'T WAIT TWO WEEKS FOR MAINTENANCE. ADMINISTRATOR HAGAN AGREED HE WOULD HAVE THE SUPERVISORS AT ROAD & BRIDGE PROVIDE HIM A LIST OF EMPLOYEES WHO WILL BE AVAILABLE TO WORK IF THERE IS A NEED FOR THEM TO REPORT FOR DUTY. COMMISSIONER BROCK OFFERED A MOTION, SECONDED BY COMMISSIONER DAVIS AND CARRIED TO APPROVE OF THE PUBLIC WORKS DEPARTMENT BEING CLOSED FOR TWO WEEKS FOR THE HOLIDAYS.

DISCUSSION WAS HELD ON ITEM 8 OF THE CONSENT AGENDA REFERENCING LIGHT DUTY WORK FOR EMPLOYEES ON WORKERS COMPENSATION. COMMISSIONER DAVIS DIDN'T HAVE ANY OBJECTION TO THE LIGHT DUTY WORK IF THERE WAS MEANINGFUL LIGHT DUTY WORK FOR THE EMPLOYEE TO PERFORM. COM- MISSIONER DAVIS OFFERED A MOTION, SECONDED BY COMMISSIONER HALL AND CARRIED TO ADOPT LIGHT DUTY WORK FOR EMPLOYEES ON WORKERS COMPENSATION.

FRAZIER BINGHAM, CONSULTANT FOR RECYCLING, UPDATED THE BOARD ON THE TRANSFER STATION AT THE RECYCLING CENTER FOR PERSONS TO DISCARD THEIR HOUSEHOLD FURNITURE. BINGHAM ADDRESSED THE BOARD HAD TAKEN ACTION NOT TO CHARGE A FEE FOR PROVIDING THIS

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SERVICE; HOWEVER, THEY MAY HAVE TO RECONSIDER AND ADD A COST IN THE FUTURE. BINGHAM ADVISED THE BOARD OF A NEW STATE WASTE TIRE DISPOSAL PILE ABATEMENT

PROGRAM WHERE THEY WILL COOPERATE WITH THE COUNTY AND THE COUNTY HEALTH DEPARTMENT IN TRYING TO DO SOMETHING WITH THE WASTE TIRE PILE ON THE GRIFFIN PROPERTY. BINGHAM RECOMMENDED THE BOARD AGREE TO SPEND UP TO \$2,500.00 SO THE SOLID WASTE GRANTS COULD HELP THE STATE AND THE COUNTY HEALTH UNIT GET RID OF THE TIRE PILE.

BINGHAM REPORTED 11% OF ALL THE WASTE GENERATED IN WASHINGTON COUNTY LAST YEAR WAS RECYCLED.

BINGHAM EXPRESSED HIS APPRECIATION FOR WALTER EDWARDS AND DONNIE STRICKLAND AT THE RECYCLING CENTER, JOHNNIE ODOM OF THE CLERK'S OFFICE, ADMINISTRATOR HAGAN AND THE BOARD OF COMMISSIONERS FOR THEIR HELP WITH THE RECYCLING PROGRAMS.

COMMISSIONER DAVIS OFFERED A MOTION, SECONDED BY COMMISSIONER BROCK TO AUTHORIZE \$2,500.00 TO BE EXPENDED OUT OF RECYCLING TO HELP CLEAN UP THE WASTE TIRE PILE AT THE GRIFFIN PLACE PROVIDED THE COUNTY GETS THE GRANT FUNDING.

FRANK CORSO QUESTIONED IF IT WAS GOING TO COST THE COUNTY AGAIN TO GET RID OF THE TIRES ON THE GRIFFIN PROPERTY, WHERE WILL THE TIRES BE PUT AND WHY IS THE BUILDING AT THE RECYCLING CENTER NOT BEING USED TO STORE WASTE TIRES.

DR. BINGHAM ADVISED THE STATE DEP WOULD SEND SOMEONE TO STUDY THE TIRES AND MATERIALS AT THE GRIFFIN SITE AND COME UP WITH A PROPOSED CLEAN UP PLAN AND AN APPROXIMATE COST TO DO IT.

CORSO QUESTIONED IF THE COUNTY WAS GOING TO BE RESPONSIBLE FOR CLEANING UP OTHER TIRE PILES IN OTHER AREAS. COMMISSIONER DAVIS REQUESTED CORSO TO ADDRESS HIS COMMENTS TO THE BOARD OF COMMISSIONERS AND NOT THE PERSON MAKING PRESENTATIONS TO THE BOARD.

CHAIRMAN CARTER REITERATED WHAT DR. BINGHAM HAD STATED THAT THE STATE THROUGH THE HEALTH DEPARTMENT WAS PURSUING THE GRIFFIN CLEAN UP AND BINGHAM WAS ASKING THE BOARD TO ALLOCATE \$2,500.00 OUT OF RECYCLING MONIES TO ASSIST WITH THE PROJECT.

CORSO QUESTIONED AGAIN WHY THE BUILDING AT THE RECYCLING CENTER WAS NOT BEING USED TO HOUSE THE WASTE TIRES. DR. BINGHAM AGREED TO START STORING THE TIRES IN THE BUILDING.

THE MOTION TO ALLOCATE \$2,500.00 FOR THE GRIFFIN CLEAN UP CARRIED UNANIMOUSLY. DISCUSSION WAS HELD ON THE COUNTY RECOUPING SOME OF THE MONIES FROM THE

PROPERTY OWNER OR PLACING A LIEN ON THE COUNTY RECOUPING SOME OF THE MONIES FROM THE PROPERTY OWNER OR PLACING A LIEN ON THE PROPERTY. ATTORNEY HOLLEY ADDRESSED THE COUNTY DOES NOT HAVE AN ORDINANCE IN PLACE TO ALLOW THEM TO PLACE A LIEN ON A PERSON'S PROPERTY WHEN THEY GO CLEAN UP THE PROPERTY; IF THERE IS A STATE LAW WHICH WOULD ALLOW FOR THIS, IT WOULD BE UP TO THE STATE TO DETERMINE IF THE COUNTY COULD RECOUP ANY OF ITS MONIES ON THE GRIFFIN CLEAN UP PROJECT. COMMISSIONER BROCK OFFERED A MOTION, SECONDED BY COMMISSIONER HALL AND CARRIED IF THE STATE RECOUPS ANY MONIES FROM THE GRIFFINS ON THE TIRE CLEAN UP PROJECT, THE COUNTY GETS THE PERCENTAGE OF MONIES THEY PUT INTO THE PROJECT BACK.

COMMISSIONER CARTER REQUESTED BINGHAM HAVE THE CONTRACTOR DOING THE WORK AT THE RECYCLING CENTER REMOVE ALL THE EXCESS DIRT.

MAX LANEY AND RANDY PEEL ADDRESSED THE BOARD ON A PROBLEM THEY WERE HAVING IN GETTING A BUILDING PERMIT TO ADD ON BATHROOMS TO THEIR CHURCH, THE FAITH COVENANT FELLOWSHIP CHURCH. THEY WERE QUESTIONING THE VALUATION THE BUILDING DEPARTMENT WAS USING ON THEIR ADDITIONS BEING \$65.00 PER SQUARE FOOT AND THEY FELT THEY COULD BUILD IT FOR \$24.00 PER SQUARE FOOT. ALSO, THEY WERE GOING TO HAVE TO USE A COMMERCIAL CONTRACTOR TO DO THE WORK. THE BOARD WAS PRESENTED A COPY OF THE PLANS FOR THE ADDITIONS TO THE CHURCH.

ATTORNEY HOLLEY ADVISED THE BOARD IT WAS HIS UNDERSTANDING THROUGH A CONVERSATION HE HAD WITH THE BUILDING INSPECTOR, THE STATE BRP DIRECTED THE BUILDING INSPECTOR NOT TO ISSUE THE PERMIT TO THE CHURCH.

BO CREEL, THE BUILDING INSPECTOR, ADDRESSED THE BOARD ADVISING THEM OF THE REQUIREMENTS OF THE FLORIDA STATUTES ALLOWING FOR AN EXEMPTION UP TO \$25,000.00 FOR AN INDIVIDUAL OWNER TO BUILD ON A RESIDENCE OR ONTO THEIR RESIDENCE FOR THEIR OWN USE. THE CHURCH IS A COMMERCIAL OCCUPANCY AND AN ASSEMBLY OCCUPANCY AND FLORIDA LAW REQUIRES THE PUBLIC BE PROTECTED; THIS IS WHY A COMMERCIAL CONTRACTOR IS REQUIRED TO DO THE BUILDING.

CREEL ADVISED THE BOARD HE HAD SPOKEN WITH A BPR REPRESENTATIVE AND THEY HAVE PROHIBITED HIM FROM ISSUING A PERMIT TO THE CHURCH WITH THE RESIDENTIAL CONTRACTOR'S LICENSE.

RANDY PEEL RECOMMENDED THE BOARD LOOK AT THE ATTITUDE OF THEIR BUILDING DEPARTMENT.

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COMMISSIONER HALL QUESTIONED WHAT BUILDING CODES WASHINGTON COUNTY HAS ADOPTED. CREEL ADVISED HALL THE BOARD HAD ADOPTED THE SOUTHERN STANDARD BUILDING CODES, THE NATIONAL ELECTRICAL CODE, SOUTHERN MECHANICAL CODE, SOUTHERN PLUMBING CODE, AND SOUTHERN GAS CODE. HALL QUESTIONED IF THE FLORIDA STATUTES DIDN'T ALLOW THE BOARD OF COMMISSIONERS TO HAVE SOME SAY IN THEIR CODES. ATTORNEY HOLLEY ADVISED A REPRESENTATIVE FROM BPR TOLD HIM THE ONLY CODE THE COUNTY WAS REQUIRED TO ADOPT IS THE SOUTHERN BUILDING CODE.

LENZY CORBIN SUGGESTED THE BOARD REVIEW JACKSON COUNTY'S BUILDING ORDINANCE AS IT IS ALTOGETHER DIFFERENT FROM WHAT WASHINGTON COUNTY IS DOING.

RANDY PEEL QUESTIONED WHAT THE BOARD'S POLICY WAS IF A CHURCH HIRES A COMMERCIAL CONTRACTOR TO DO ANY PART OF THE WORK; DOES THE CONTRACTOR PAY FOR A PERMIT. ADMINISTRATOR HAGAN ADVISED THE BOARD IF A CONTRACTOR PULLS A PERMIT, THEY HAVE ALWAYS HAD TO PAY FOR IT. PEEL WAS REFERENCING A COMMERCIAL CONTRACTOR THE CHURCH HAD HIRED TO DO THE HEATING AND COOLING HAD TO PURCHASE A PERMIT.

CHAIRMAN CARTER ADVISED PEEL AND LANEY THE BOARD WAS SCHEDULING A WORKSHOP IN JANUARY TO ADDRESS THE BUILDING PERMITTING.

THE BOARD AGREED FOR THE BUILDING INSPECTOR TO SET UP A MEETING WITH A REPRESENTATIVE FROM BPR, RANDY PEEL, MAX LANEY, AND ATTORNEY HOLLEY. ATTORNEY HOLLEY REQUESTED A COPY OF THE JACKSON COUNTY BUILDING ORDINANCE PRIOR TO THIS MEETING.

CHAIRMAN CARTER ADVISED OF AN ONGOING MEETING WITH THE BUILDING CODE STUDY COMMISSION AND RECOMMENDED APPOINTING A MEMBER OF THE BOARD TO ATTEND THESE MEETINGS. IF THE BOARD APPOINTED A MEMBER, A LETTER WOULD NEED TO BE FAXED TO THEM BY DECEMBER 20, 1996. THE BOARD AGREED FOR COMMISSIONER HALL TO ATTEND THESE MEETINGS AND BRING BACK INFORMATION TO THEM.

CHAIRMAN CARTER READ THE DEFINITION OF THE UNIFORM BUILDING CODE THE STUDY COMMISSION HAD ADOPTED AT THEIR LAST MEETING.

THE BUILDING INSPECTOR WAS REQUESTED TO GET A COPY OF THE PACKET GIVEN TO PERSONS APPLYING FOR A PERMIT SO THEY WILL BE FAMILIAR WITH WHAT PROCESS AN INDIVIDUAL HAS TO GO THROUGH.

CHAIRMAN CARTER REQUESTED ADMINISTRATOR HAGAN GET A COPY OF THE LATEST ORDINANCES ON BUILDING CODES TO THE BOARD.

RANDY PEEL QUESTIONED WHERE THE PRECEDENCE WAS ON THE \$65.00 PER SQUARE FOOT FIGURE USED BY THE BUILDING DEPARTMENT. ADMINI- STRATOR HAGAN ADVISED THIS FIGURE WAS ARBITRARILY SET BY THE BOARD WHEN TRYING TO DETERMINE THE COST OF THE BUILDING INSPECTOR SERVICES.

THE BOARD AGREED TO WAIT UNTIL AFTER THE MEETING THE BUILDING INSPECTOR IS SETTING UP WITH THE ATTORNEY, BPR REPRESENTATIVE, MAX LANEY AND RANDY PEEL BEFORE SCHEDULING A WORKSHOP. ATTORNEY HOLLEY WOULD THEN BE ABLE TO ADDRESS THE BOARD ON WHAT THEY CAN AND CAN NOT DO IN REFERENCE TO PERMITTING.

STACEY WEBB, REPRESENTING JULIAN WEBB & ASSOCIATES, ADDRESSED THE BOARD REQUESTING APPROVAL FOR JULIAN WEBB & ASSOCIATES TO ADMINISTER THE 1996-97 SHIP FUNDS. COMMISSIONER DAVIS OFFERED A MOTION, SECONDED BY COMMISSIONER BROCK AND CARRIED TO RENEGOTIATE A CONTRACT WITH JULIAN WEBB & ASSOCIATES THE SAME AS THE 1995-96 YEAR TO ADMINISTER THE 1996-97 SHIP FUNDS.

ATTORNEY HOLLEY ADDRESSED THE PROCESS OF AN APPOINTMENT OF A HOSPITAL TRUSTEE AS THERE WAS A VACANCY FOR DISTRICT ONE. COMMISSIONER HALL AGREED TO SERVE ON THE HOSPITAL BOARD OF TRUSTEES. COMMISSIONER BROCK OFFERED A MOTION, SECONDED BY COMMISSIONER DAVIS AND CARRIED TO APPOINT COMMISSIONER HALL TO SERVE ON THE HOSPITAL BOARD OF TRUSTEES.

COMMISSIONER DAVIS OFFERED A MOTION, SECONDED BY COMMISSIONER HALL AND CARRIED FOR COMMISSIONER CARTER TO CONTINUE TO SERVE ON THE HOSPITAL BOARD OF TRUSTEES.

COMMISSIONER DAVIS OFFERED A MOTION, SECONDED BY COMMISSIONER BROCK AND CARRIED TO NOTIFY HOSEA BROWN HE IS TO CONTINUE TO SERVE AS TRUSTEE AT LARGE ON THE HOSPITAL BOARD OF TRUSTEES.

UPON THE RECOMMENDATION OF ATTORNEY HOLLEY, COMMISSIONER BROCK OFFERED A MOTION, SECONDED BY COMMISSIONER HALL AND CARRIED TO AUTHORIZE THE CHAIRMAN AND CLERK TO SIGN THE LEASE ON THE MCRAE PROPERTY ONCE IT HAS BEEN FINALIZED AND APPROVED BY ATTORNEY HOLLEY.

ATTORNEY HOLLEY BRIEFED THE BOARD ON THE DRUG FREE WORK PLACE POLICY ADVISING THE VETERANS SERVICE OFFICER IS IN THE PROCESS OF FINALIZING THE POLICY AND THE BOARD WOULD THEN BE PRESENTED A COPY OF IT. HOLLEY WILL THEN DRAFT AN APPROPRIATE RESOLUTION FOR THE BOARD TO ADOPT THE POLICY.

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ATTORNEY HOLLEY ADDRESSED ADMINISTRATOR HAGAN WAS GOING TO PROVIDE THE BOARD A COPY OF THE TELEPHONE AUDIT CONTRACT TO REVIEW AND ASK THE BOARD TO ADOPT IT AT A SUBSEQUENT MEETING.

BO CREEL ADDRESSED BOARD STATING BPR WOULD NOT MEET WITH THE ATTORNEY AND CHURCH MEMBERS ON THE PERMIT ISSUE AS THEY SAID IT WAS A LOCAL ISSUE; HOWEVER, THEY WOULD BE GLAD TO TALK WITH EITHER. ATTORNEY HOLLEY AGREED TO CONTACT THEM BY PHONE. (833-9160)

ADMINISTRATOR HAGAN ADDRESSED MIKE STEPHENS REQUEST FOR THE BOARD TO SET A 35 MPH SPEED LIMIT ON OSTRICH LANE. COMMISSIONER DAVIS OFFERED A MOTION, SECONDED BY COMMISSIONER BROCK TO POST A 35 MPH SPEED LIMIT ON OSTRICH LANE. THE MOTION FAILED WITH ALL COMMISSIONERS OPPOSING. THE BOARD AGREED FOR ATTORNEY HOLLEY TO DRAFT AN ORDINANCE SETTING A SPEED LIMIT FOR ALL THE DIRT ROADS IN THE COUNTY.

ADMINISTRATOR HAGAN PROVIDED THE BOARD WITH A LIST OF NAMES TO SERVE ON THE DISCIPLINARY BOARD AND THE BOARD OF ADJUSTMENTS AND APPEALS.

THE BUILDING INSPECTOR ADVISED THE BOARD THEY STILL NEEDED AN ENGINEER ON THE DISCIPLINARY BOARD AND AN ARCHITECT ON THE BOARD OF ADJUSTMENTS AND APPEALS.

DISCUSSION WAS HELD WITH THE BOARD AGREEING TO ADDRESS THE APPOINTMENTS TO THESE TWO BOARDS UP AT THE NEXT MEETING.

CHAIRMAN CARTER ADDRESSED THE MEMORIAL MR. EDWARD LEMIRE IN GREENHEAD HAS IN HIS YARD FOR HIS DAUGHTER WAS UPSETTING TO HIS NEIGHBORS AND WAS REQUESTING THE BOARD HAVE ATTORNEY HOLLEY WRITE HIM A LETTER ASKING HIM TO PUT UP A PRIVACY FENCE. COM- MISSIONER DAVIS OFFERED A MOTION, SECONDED BY COMMISSIONER BROCK AND CARRIED TO AUTHORIZE ATTORNEY HOLLEY TO WRITE A LETTER TO MR. LEMIRE REQUESTING HE PLACE A PRIVACY FENCE AROUND THE MEMORIAL.

COMMISSIONER DAVIS OFFERED A MOTION, SECONDED BY COMMISSIONER BROCK AND CARRIED TO AUTHORIZE CHAIRMAN CARTER TO MAKE THE TWO APPOINTMENTS TO THE BOAT LAKE BOARD IN ACCORDANCE WITH THE AGREEMENT THE COUNTY HAS WITH THE SUNNY HILLS CIVIC ASSOCIATION.

CHAIRMAN CARTER ADVISED THE BOARD HE HAD TWO CHANGES TO THE LIASON APPOINTMENTS: COMMISSIONER HALL WILL BE LIASON TO THE BUILDING DEPARTMENT AND COMMISSIONER BROCK WILL BE LIASON TO ROAD AND BRIDGE.

BERTRAM SMITH ADDRESSED THE BOARD AND EXPRESSED HIS APPRECIATION FOR THEIR ASSISTANCE IN PROVIDING THE SIGNS HE HAD REQUESTED AT THE LAST MEETING TO IMPLEMENT THE LITTER CLEAN UP ON COUNTY ROADS.

COMMISSIONER BROCK OFFERED A MOTION, SECONDED BY COMMISSIONER DAVIS AND CARRIED TO APPROVE OF VOUCHERS SIGNED AND WARRANTS ISSUED FOR MONTH OF NOVEMBER 1996 TOTALLING \$621,979.20.

COMMISSIONER DAVIS OFFERED A MOTION, SECONDED BY COMMISSIONER BROCK AND CARRIED FOR ATTORNEY HOLLEY TO DRAW UP THE ADVERTISEMENT FOR ADVERTISING THE ABANDONMENT OF THE ROAD REQUESTED BY L. M. CRUTCHFIELD.

COMMISSIONER DAVIS OFFERED A MOTION, SECONDED BY COMMISSIONER BROCK AND CARRIED TO ADJOURN. ATTEST:_____

CHAIRMAN

ATTEST:___

DEPUTY CLERK *END OF MINUTES* FOR 12/19/96

CLERK