

Walterboro City Council
Work Session
November 13, 2017

MINUTES

A Work Session of Walterboro City Council was held at City Hall on Monday, November 13, 2017 at 5:00 P.M. with Mayor Bill Young presiding.

PRESENT WERE: Mayor Bill Young, Council Members: Jimmy Syfrett, Paul Siegel, Tom Lohr, Bobby Bonds, James Broderick and Judy Bridge. City Manager Jeff Molinari, Assistant City Manager Hank Amundson, City Clerk Betty Hudson, and City Attorney George Cone were also present. There were approximately 5 persons present in the audience. The purpose of this Work Session was to review the proposed plans by the architectural firm of McMillan Pazdan and Smith for the Walterboro Wildlife Sanctuary Discovery Center located at 100 S. Jefferies Boulevard. Present on behalf of McMillan Pazdan and Smith were: Paulette Myers, (McMillan Pazdan Smith) Mr. Nick Galizia (McMillan Pazden Smith), Mr. Max Streeter (McMillan Pazdan Smith), and Mr. Warren Pruitt (ADC Engineering).

There being a quorum present, Mayor Young called the Work Session to order.

WORK SESSION:

City Manager Molinari told Council that the members of the architectural firm were back tonight. He said, we have two primary objectives: 1) to approve the floor plans and 2) to approve the design of the amphitheater. It's been a crazy few months with the election and everything, and we have gotten away from this a bit, but we are a few months behind schedule and we need to get back on schedule. It would be wonderful tonight if Council could all agree on those two items - the floor plans and the amphitheater, so that the architects can move forward with the construction documents and be ready to bid this project out and award a contract early next year.

Next, Mr. Max Streeter addressed Council using an overhead screen. He said, one of the main things that we were tasked with was exploring the space in front of the stage and the shape of the amphitheater to insure that we had enough room for dancing and other potential activities, as well as the size of the stage. So, we worked with ADC Engineering and we moved the roughly similar configuration of the amphitheater land south by about 7½ feet to get a little more space on the site, but to still work within the contours of the existing site. One of the main challenges as we stepped down to the amphitheater is minimizing the cut and fill on site to reduce cost and to make sure that we have a good usable amphitheater, but also not to do much civil work in terms of the infrastructure and retaining walls.

Mr. Streeter noted that the new sketch represented the new general range of the amphitheater space with the changing area and the stage. The main dancing material is 15 feet of usable space and it is on a curving arc of about 55 feet. What we are calling the top tier, which is a sloped graded area, is the space where other people could stand or sit on blankets and use the space and then the deck will be in the back. We drew this lower portion here to be 15 feet deep, which has the dance floor. So, that space is 800 square feet in terms of a dancing occupancy that will get us approximately 160 people. Seated on blankets or picnic style, it would be approximately half that.

Mr. Streeter pointed out that the amphitheater will have 220 seats, and that is based on an 18-inch wide person sitting on those concrete seats. If we were to utilize the space in between with the grass, we are looking at approximately 400 people using that space.

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Mr. Streeter noted that the top tier space has approximately 1,600 square feet of space. If we are looking at it from a standing use - we could fit approximately 330 people there, but again you could also use that in a more picnic style and you could reduce that number by one-half.

Lastly, we have the deck on the top, which is over 1,000 square feet. Standing again, the occupancy would be about 200 people, using that space to witness a performance. So, in total, all those uses, we are looking at approximately 1,000 users.

Again, you asked us to re-explore the toilets. We cut a new wall for a hole in the masonry wall here and installed a door instead of the historic window that you have. We created this hallway and so we are just seeking final approval from you for the "gang" men and women toilets. This is a change that I think we sent to Jeff last month and got the approval for, but we wanted to confirm that.

We will get into the flooring in a second, but we want to look at the current configuration of the amphitheater and receive approval from you to move forward with construction documents.

Mayor Young then asked if the stage in this configuration was a little larger than what was presented to Council the last time? The Mayor further stated, now we have a 15x55 curved area in front of the stage that could be used for either seating, watching, or dancing, etc. It will be a flexible space, right? Mr. Streeter responded, that is correct. Mayor Young then said, so we have a compromise there between going with a much larger stage and doing this with a flex space in front.

Mr. Nick Galizia stated, we are showing that area in grass, but if it helps to make it more flexible, we can look at a hard space for that area. Mayor Young felt that the grass space should probably remain the same at this point and this could be changed in the future.

Mayor Young then noted that the stage will be 18 inches high, so it's not a real high stage, and everybody else is seated above it, looking down on it.

Council Member Broderick then asked if there would be changing rooms in the back of the stage? He asked about the size of the space. Mr. Streeter responded that the size would be 8x8. Mr. Galizia responded that is really small. He added that there are two small rooms on the back side of that wall.

Council Member Bridge then said, if we are going to be able to use that space in front of the stage, it seems like to me it would be better to have a hard surface.

Assistant City Manager Hank Amundson added that the area could also be used for picnic blankets, etc. when it's not being used, and that is why it is grass. I am talking about right in front of the stage. That's a sitting lawn when it's not being used.

Mayor Young said, or it could be used as a modular dance floor in that space for the Rice Festival. Mr. Streeter added that the dance floor typically comes in a 3x3 tile, and so that 15 feet gives us the ability to use those modulators. Mayor Young asked if you went to a hard surface, what would you use - just concrete? Mr. Streeter responded, it looks like we would go with concrete. Mayor Young responded, if we just leave it grass, then that would not be a big deal to come back and make it a hard surface later. Mr. Streeter responded, if you wanted to retrofit it and make it a hard surface later, that would not be difficult. When asked about the cost by Council Member Broderick, Mr. Streeter responded that it would probably cost about \$4,000.

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Council Member Bonds then asked, if someone sets up a lawn chair up in the grass area, and the stage is 18 inches high, and I am in a chair in front of it, how is the person in the first row going to be able to see over me? Is that going to be high enough? Mr. Streeter noted that the first seating is an 18-inch high seat, and then you have the 15 feet. So, it would basically be as if any of us are sitting here in the room, if the person is upon the stage, you can pretty much see their face or their performance, but it's not like the views in the rest of the amphitheater.

Council Member Bonds expressed concern that those persons setting behind the natural area or grass area in front of the stage will not be able to see the stage performances. A brief discussion ensued on how persons on the front row will be able to see because people will be sitting in the grass area and blocking the view of the front row.

Council Member Bonds said, if we are going to do it that way, we will need to require that chairs not be placed in that area, because people will not sit on blankets, they will sit in a chair. My concern is that everybody will want to sit in that natural area and everybody in that natural area is going to sit on a chair. So, if a person sits in the front row seating, you are not going to be able to see over.

Mayor Young then said, we might have to make some rules about chairs in that area for certain performances. Mr. Galizia then asked, what if the stage were a foot higher? Mr. Streeter noted that the stage could go up to a 30-inch height without needing to put a rail on the front of the stage, but that would add cost for fill and retaining. Mr. Bonds explained that he was not advocating going higher with the stage. He said, I am just saying we may need to be careful how we use that front area, because if you say you can only use it for blankets, then I don't see a problem.

Mr. Streeter then said, keeping the height differential between the stage and that grassy area as close as possible lends it to be multi-use, where a performance could spill out into that space.

Mr. Charlie Sweat recommended that the grassy area was fine, and that we could just tell people that they can't put chairs in that area.

Regarding the area in the back of the amphitheater, City Manager Molinari asked how high up is that area? Is there a ledge there? Mr. Streeter responded, it is all sidewalk, and grass runs right up to the edges. There is no drop off. Mr. Broderick asked if the grass was sloped. Mr. Streeter responded, it is gently sloped from the lower curve at the back of the amphitheater up to the upper curve.

Mr. Streeter then said, from an ADA standpoint when you come down this ramp and you are right here, we need to get an ADA swell from this point, all the way down to here and likewise all the way down to here, so someone with a wheelchair can come down.

Further discussion was held.

Mr. Streeter noted that the point of interest for the entire amphitheater is coming down that ramp. There is also access from the county parking lot, so this is kind of a hub.

Council Member Siegel then asked what is the square at the top, which looks like a white rectangle. Mr. Streeter said, that's the connecting piece to the parking lot.

Mayor Young then asked if there were any further comments or suggestions.

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Council Member Broderick asking if lighting would be provided on the stage? Mr. Streeter responded, we have lighting, but it is on the underside of the roof.

Mayor Young asked if there would be any lighting from the building that would illuminate the seating area, or is that all going to be dark? Mr. Nick Galizia responded, we will need to look at some site lighting, now that all the parking is gone. We will work through that. I think we are already planning to have some lighting incorporated in the stairs, like a normal theater would, but as far as more area type lighting, we will need to look at that.

Council Member Bridge pointed out that lighting is crucial for that area, we are talking about a lot of people will be coming there. Assistant City Manager Amundson responded, we discussed that with the architects about them having a lighting plan.

Mayor Young then asked the architects, is there anything that we should have asked you about that we haven't asked you? Do you feel like you have covered everything that we ought to be doing, whether we have asked about it or not?

Attorney Cone then asked if the plans were ADA compliant? Mr. Streeter responded yes. He said, actually in this model that we have done for you what is not shown is a ramp that comes down for wheel chair access all the way down to the stage.

Mayor Young asked if the area behind the top row was a flat area? He asked if this area could be made wide enough for a wheel chair, so they could sit there and watch the performance. Mr. Streeter responded that there would be a simple railing at the back of that or at the front so that the wheel chairs will be kept from rolling down. Mayor Young then said, they don't need to be pushed all the way down the hill and back up if they can just stay there and watch the performance.

Council Member Siegel then asked if the materials were concrete. Mr. Streeter responded yes, we looked at a couple of materials back and forth - different ways to give it a texture so that it isn't just unfinished concrete, as well as the salt. We have thrown in the salt finish as a potential finish.

Mr. Nick Galizia then said, I think for comfort and longevity just the cast concrete is probably going to be the simplest and cleanest, most cost effective, long term way to go. It will be comfortable to sit on.

Council Member Bridge then expressed concern about the concrete seating. She expressed concern with seating being "white" concrete. Is there a way to put coloring in it, like gray or some kind of coloring, so that it is not stark white? Ms. Paulette Myers then said, we don't want to get into a coloring, because that would add too much cost. Mayor Young then said, was your idea that this would be white-white or just be concrete color. Ms. Myers responded, just concrete color.

Mayor Young then suggested if you want to, we could have a motion to approve the amphitheater and stage design. Attorney Cone reminded, we are not in a regular meeting, but you could give them a tentative approval. City Manager Molinari then said, everyone concurs that's what is going in the construction documents. Mayor Young then asked if everybody is good with this design. Council concurred.

The Mayor then said, now let's look at the bathrooms next. Mayor Young stated that the design for the bathrooms looked much better. Mr. Streeter stated that in the new design they ended up paneling this existing window and filling in the existing door here. This will add a small cost, but it's worth it to achieve the count that you are looking for in terms of the bathroom fixture count. So, we have 5 women fixtures

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down here, a janitor's closet and then there are 3 fixtures in the men's room. What this still continues to provide us is the ability to close this door off here, with the plan so that this whole section of bathrooms can be accessed from just the event hall area, or if you wanted to close that door off, it could just be accessed from the outside. This is where we have arrived and want to get your approval.

Mr. Galizia then said, the other update is that we removed the fixed stage in the event hall space, and we reduced some case work in the classroom area just to help save on cost.

Mr. Broderick then asked is that enough fixtures for about 1,100 people? Mr. Streeter said, with an event like that, you would probably bring in some kind of portalets. Council Member Bridge asked if there would be any storage space available underneath the stage? Mr. Amundson stated that there was not enough rise in there to provide storage space, so I walked around with Pat Murdaugh of the Farmer's Market and Museum and we looked at the space, and talked about ways to utilize the storage.

Mayor Young then asked, is everybody okay with the bathrooms? Council Member Bonds then asked about the men only having two sinks. Mr. Streeter responded that each bathroom has 1 less sink than it does toilet fixtures.

Mr. Broderick then asked if there were any storage opportunity underneath the outside deck? Mr. Streeter said, it is not covered by any kind of rain-protected element. The water will be coming through the deck. You certainly could put things under that. We've got landscaping around some of that - around the edges of the deck, so it could conceal whatever you might have under there.

Mayor Young then asked if there were any further problems with the bathrooms. He asked is everybody good with that? No further concerns were expressed.

Mayor Young asked if the area around the exhibit space was completely open. Is there a roof on that? Mr. Streeter responded, it is a trellis. The Mayor then said, so there is nothing there to protect you from the rain? Mr. Streeter responded that's correct. We have about a 4-foot overhang all the way around the edge of the roof.

The Mayor then said, I know over at the museum at the Farmer's Market, if you didn't have something on that outside area, you couldn't use it half the time.

Mr. Streeter responded that one of our key concerns is that there is a 25-foot setback from the front of the street. In this particular zoning, this lot is zoned to not have any new construction that is enclosed habitable space within that first 25 feet. So, because this is an open air trellis, it doesn't enact that. City Attorney Cone noted that the Farmer's Market would be in the same zone.

Mayor Young and Council Member Bridge wondered if it would be covered with plexiglass. Mr. Amundson then asked the architects if the trellis could be sloped for future coverage or would you want it to be built in. Mr. Nick Galizia then said. I think the way it is design right now, it sort of tucks right in underneath the existing overhang, and what we really don't want to do is get into tying into the existing roof in any way.

Mr. Young then said, we do have a big event space though, it is probably a bigger enclosed space than at the museum. So, we do have that where we can get in out of the weather. Council Member Bridge stated that there will be a lot of children

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standing outside too when it's raining trying to get into the building, cause we do have a lot of rain. It would be nice to have them protected.

Mr. Charlie Sweat then said, I think what they are saying is your event space down at the bottom section is more than enough to handle the people that you are going to have.

Council Member Bridge asked if it could be arranged if it's raining that the kids can come in the back door. Mr. Galizia then said, because all the parking is curbside, they will be coming in from the back. Council Member Bridge asked if the kids could come in through the event center and then go up into the Discovery Center.

Assistant City Manager Amundson then said, let's go back to the variance and the setbacks, because it is an existing non-conforming already. So, the setback is not an issue. So, the question is with this design, everybody likes this design. I like the idea and I understanding about tucking underneath this existing roof line which is 4 feet off. We also have the slope that comes down this way. How much fall do you need between here and there that it couldn't be achieved is the question with this edge type beam. I know the facade would be a certain way, but just to achieve it, so that you could cover with that so you can still get some light, like they have done at the Farmer's Market. Mr. Nick Galizia responded that he would have to look at the section, because I don't know all the dimensions off the top of my head. We need at least a quarter inch slope. Mr. Streeter then said, I think from here to this columize swell, it is approximately 16 or 18 feet from this outside edge to that wall. Mr. Galizia asked, is that with 4 inches of drop, is that right. Mr. Streeter responded yes.

Mr. Amundson then said, I just think that is something that is doable. The facade is always going to be somewhat square. But if you have a big event, and it starts raining, there is just not a place for them to go, if there are kids lined up. The most usable space at the Farmer's Market is covered. Mr. Streeter pointed out that the drainage from the roof goes all the way down to this point and collects on the gutter. So, this would be completely independent of that system.

Ms. Paulette Myers then asked, would it be important to enclose the front of the building of just the sides as well? The Mayor responded, the sides or maybe both. Mr. Amundson felt that the sides would be the most important. Ms. Myers responded that the sides would be the easiest to do.

Mr. Streeter then said, I think what Paulette is highlighting is that if we could keep this area as the focus of the protected area, just because of the difficulty of it going up and how narrow this space on the front side is to begin with, we could put a focus on creating some of this space as being covered. That is something we could do.

Mayor Young asked what is the material they use at the Farmer's Market - is that fiberglass? Council Member Bridge said, it's plexiglass. Mayor Young then said, it's not very pretty - I don't know if there is something that would look better than that, which would be clearer.

Ms. Myers, then asked, would you be opposed to pulling it back so that you can still have these exposed. Mayor Young responded, we don't want to change the outside appearance, but like Hank was saying we can hide it.

Mr. Streeter than asked, so we are good with the bathrooms, but you would like us to explore protecting the south region - the south side of the learning lab with some type of material. This was agreed by Council.

Mr. Streeter then talked about a floor map that was suggested by Council Member Bridge. He noted that Ms. Bridge had brought in an image of a map with the

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idea of a photo-realistic map on the floor as a way for children to experience the braided swamp from a different standpoint. We looked at this particular material cost and we talked to a couple of different suppliers and we found that this particular material would cost \$6.50 per square foot just for the material, with a warranty of 10 years.

It's going to have maintenance similar to all the rest of the materials that we explored. The 2nd one is the one that we've been talking with you about throughout this whole time which is a marmolium product, and doing the braided pattern in it. The pricing that we received was a material plus install cost of \$9.50 per square foot, with a warranty of 10 years.

Then the last one, we talked about maybe incorporating some of the higher portions of the exhibit hall with the nice material and then the event hall down in the lower half of the building being something different. We looked at an LVT wood which would have a material cost of approximately \$5.75 per square foot. This has a 20-year warranty. It's a little bit more durable. The reason we looked at this particular product was because when having events, weddings, where people are dancing, we looked for something with more durability than the other two spaces. So, we were hoping to get a general direction from Council on what product you would like to see or what material you'd like to see in the exhibit space and what product you'd like to see in the event space?

Council Member Siegel then asked if the map would cover the entire floor or is that a square of so many feet in the middle of the room? Mr. Streeter said we had been looking at that main central area in the exhibit space surrounding the tree columns as having the map, but looked also at doing it in the entirety of the upper exhibit hall. We had been looking at an image of Walterboro with the Great Swamp Sanctuary as the basis for that. We would need to pay for a high resolution aerial photograph of Walterboro to put there. So, that would be another small cost we would have to incur.

Mayor Young then asked, is that a vinyl wood? Mr. Galizia said, it is, it's a laminated vinyl tile. They do look really good and because they are vinyl, they will hold up to tables and chairs getting pushed around. It has a 20-year warranty. It's a little softer than a hardwood, so acoustics are a little better than with a traditional hardwood. Because we are doing the topping slab on that lower level, it would give us a smoother surface to work on. It will be an easy install.

Mr. Sweat then asked about durability as far as having to put heavy machinery on it. What's the durability of it? Mr. Galizia responded, there are different grades, so if there is a concern about heavy equipment, we can certainly look at a thicker LVT. They come in different thicknesses.

Mr. Sweat explained, in that back room, you never know when you are going to have to put a piece of equipment in there that's going to weigh heavy on the floor. Right now with the concrete slab, you don't have a problem. With heavy equipment, if you put one pressure point in the wrong way, then all of a sudden you will have a busted tile. So, you need to think about that too.

Mr. Galizia stated that this is the same material they use in a lot of museums and children's museums and places where there are tons of traffic or high traffic areas.

Mayor Young asked, is that a concrete of some kind or is that a board floor. Mr. Galizia said they take a vinyl image and glue it down, and then they epoxy the resin coating on top.

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Council Member Siegel then asked if the \$6.50 per square foot includes the material and the installation or is this just for the material? Mr. Streeter responded, it's just for the material. Mr. Galizia responded, that number did not include the installation. The only number we gave you tonight that included installation was one that was in our pricing set which was the kind of abstract braided swamp, out of the marmolium product. Mr. Broderick asked, do you have any idea what the cost is for installation? Mr. Galizia said, we couldn't get a quote from the manufacturers because everybody is different. Out of our final estimate, we can certainly try to get this priced as an alternate finish and that will give us a better idea.

Council Member Bridge asked, are you thinking about putting this flooring up in the exhibit area. It seems to me everybody is going to be so busy, and nobody is going to be looking at the floor. Mr. Galizia responded, what we were looking at was kind of a division of uses in the building, and it seemed like we would have this really heavy use in the back that is the event space. We have a smaller area up front for the more expensive material install than we do in the back half.

Mayor Young then asked if Council needed to decide on a floor covering? City Manager Molinari responded, it would be great if Council could make a decision on the flooring tonight, but that is one thing that we can mull over a little bit.

Mayor Young then said, I have noticed in a lot of hotels that I have stayed in now use that wood looking vinyl. It seems to be used a lot now. Mr. Nick Galizia said, it gets used a lot in restaurants, any where there is really high traffic and it requires less maintenance. Mayor Young then asked how much trouble would it be just to have a concrete floor in the event hall? Mr. Galizia said, we could do this because we are doing a topping slab, we could do a burnished, not really polish it, but finish it smooth and just do a concrete finish floor. I would worry about acoustics in that space if it were just raw concrete, because we've got basically block walls and you've got a concrete floor and you've got a wood ceiling which is softer than metal, but that is a lot of hard surfaces. If you packed 50 people in there, it would be too loud.

Mayor Young then said, most of the Discovery Center places, most of them have some type of hard floor, but I don't see why the other wouldn't work too.

Assistant City Manager Amundson said, that's something that could be put into the construction documents. Either way, it's going to be level. When we get back final cost estimates, that's something that can be changed. Mr. Galizia stated that the finish for the event hall space, we know what the sub-straight is going to be, it's going to be a topping slab. So, we will have a level concrete floor to work with whatever finish you determine that you want back there. I think we can work with the contractor during construction.

On a question from Council Member Bridge about the floor covering, Mr. Galizia responded that if we do a map or something like that, that would be limited to where the exhibits are, but then the toilet rooms would be in a tile flooring.

Mr. Streeter said, this is one where we'd love some direction, but if it needs to be priced at a certain amount and after the pricing is set, we could come to a final determination. The Mayor then asked Council if they had any strong feelings about the flooring choices for the event space.

Council Member Broderick said, I think that the final flooring you are talking about, that's a good idea. Council Member Siegel agreed with the wood-look flooring. Mr. Galizia then said, then the map is something that we wanted to incorporate in, but there is a lot of wall space. That's a different installation and a lot less expensive installation.

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The Mayor then asked if the epoxy map could be put in the event space. Would that be hard and loud just like the concrete? Mr. Galizia responded, yes, it's going to essentially be an epoxy coating.

Assistant City Manager Amundson then said, I see you have the price on each of the sample materials you brought. The marmolium is basically a luxury vinyl tile. Is that correct? Mr. Galizia said, it's not vinyl. Mr. Amundson said, what we are talking about is if we put the rivers on the top, but not on the bottom. It is not an exact thing. It's just that abstract. Is there really a savings? Mr. Streeter responded, the cost difference between the LVT and the marmolium is close.

Mr. Streeter further stated, I think the thing we have heard from you a lot throughout this is how nice do we want this event space to be as an event space. I even remember the tanks at one point, we wanted to make sure there were pretty fish there, not any salamanders or snakes. We just want to make sure that we are putting in what you think is going to make this the most ideal space.

Mayor Young said, I can see that in the event space too, but I was just wondering about the material. I think that the wood would go with all kinds of events. Ms. Bridge then said, if we cannot go with the concept of outlining our geographic area on the floor, then it doesn't matter, wood would probably look better.

A question was raised if the wood had a better warranty?

Mayor Young then said that he liked the idea of having a picture of part of the Sanctuary on the floor in the exhibit space. I don't know if that would be more expensive and might be harder to do. Mr. Charlie Sweat pointed out that the architects said they can turn around and take that same picture and put it on the wall.

Mayor Young said at the Lemon Island Maritime Center, they have a big picture on the wall. I guess it's an aerial photo, where you could see all of the streams that flow into the Ashepoo River. We could do the same thing here. We could back that up and you could see all the five streams and we could put that on the wall.

Further discussion was held on the sample floor coverings. The Mayor said, I don't dislike that (the marmolium) for the whole thing personally. I mean I like the wood too, but I like that it is pertinent to the building. Mr. Charlie Sweat then said, I would basically say I would go with the marmolium over the wood.

When asked about the coloring, Mr. Streeter responded that they went with a matted first tone, kind of a blue-gray and then the rest are different colors representative of water. They certainly could be tweaked, but I think this is what we were most interested in. We thought that by keeping the ground cover understated because there is so much going on with the tanks and displays, to keep the focus on the Discovery Center stuff. The Mayor said, I like the way it relates to the subject matter.

Mr. Molinari then said as far as acoustics, marmolium would be the best and LVT would be in the middle and then last would be concrete.

Various Council Members agreed with the marmolium flooring concept as presented by the architects. Council Member Broderick said that he also liked the concept of the picture on the wall.

The Mayor then asked if there were any further input. He said, I think we are about ready to hand it off and let them run with this.

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Mr. Streeter said, I think that is all we wanted to accomplish this evening. We are excited to push forward with construction documents and get everything turned around for you.

The Mayor then asked if the architects could come up with something that would be functional and look really good for that side roof of the Discovery Center, but I am sure you can figure that out.

The Mayor then asked if there was any further input. He said, I think we are about ready to hand it off and let them run with this.

Mayor Young said there was no further business for consideration. The meeting then adjourned at 6:30 P.M. Notice of this meeting was distributed to all local media, posted on the City's website and the City Hall bulletin board at least twenty-four hours prior to meeting time.

Respectfully,

Betty J. Hudson
City Clerk

APPROVED: February 13, 2018