

A SPECIAL MEETING (RETREAT) OF THE NEW KENT COUNTY BOARD OF SUPERVISORS WAS HELD ON THE 23RD DAY OF JANUARY IN THE YEAR TWO THOUSAND EIGHT OF OUR LORD IN THE KENT ENGLAND ROOM OF THE VISITORS & COMMERCE CENTER IN NEW KENT, VIRGINIA, AT 4: 30 P.M.

IN RE: ROLL CALL

Thomas W. Evelyn	Present
David M. Sparks	Present
James H. Burrell	Present
Stran L. Trout	Present
W. R. Davis, Jr.	Present

The Chairman called the meeting to order.

IN RE: HERITAGE PUBLIC LIBRARY

Lee Tyson, Chairman of the Library Board of Trustees, and Alan Bernstein, Librarian at the Heritage Public Library (Library), were in attendance to advise the Board of Supervisors on the current status of the Library shutdown and to request additional county funding. Also present were Steve Miles and Bob Kay, members of the Heritage Library Foundation Board.

Mr. Tyson reported that the Board of Trustees had met and discussed all of the options and as well had been in discussion with officials from Charles City County. He advised that the Library Board had made the decision to open two separate branches, one in space leased in New Kent Commons, and a site in Charles City County in available county-owned space. He indicated that the site in Charles City would likely be a 2,300 square foot space in one of their extra courtrooms. Mr. Tyson advised that they would be signing a three-year lease on a 3,300 square foot space in New Kent that was previously occupied by Coldwell Bankers. He reported that although the space would be smaller than the building in Providence Forge, it was their belief that it would adequately accommodate a temporary library facility that would be centrally located to New Kent residents and would likely help draw some business to New Kent Commons.

Mr. Tyson advised that in order to be able to carry out their plan, the Library Board was requesting the County to increase its contribution to the Library over the next three years by \$20,000 per year. He indicated that with that additional contribution, the Library would be able to handle the lease payments during the first and second years of the lease (at \$2,200 per month and \$2,600 per month, respectively) and that the Library Board recognized that it would have to raise funds to help to meet the lease payments in the third year (\$3,100 per month). He advised that the space at New Kent Commons could be available within ten to fourteen days of the signing of the lease.

Mr. Tyson advised that Mr. Bernstein and his staff were in the process of developing a plan to divide the collection between the two sites and deciding what would remain in storage. He indicated that, as was common in regional libraries, many items would move back and forth between sites.

He also advised that the Library's Board of Trustees had made the decision to remain with the two sites under a regional concept on a permanent basis.

There was a discussion on State aid and how it was spent. Mr. Bernstein reported current State aid to be in the neighborhood of \$60,000 and that it was mostly spent on books and videos. He indicated that the collection would be divided based upon space or demand and would likely reflect the 70/30 funding breakdown between the two localities. It was confirmed that Library cardholders would be able to use either of the facilities and, even though an item might be assigned to one branch, it could go to either site. He advised that he did not expect that having two separate sites would result in an increase in State funding because aid was calculated based upon population and square mileage. Mr. Bernstein reported that the Library's current budget request reflected an increase of 17 cents per capita that the State Library was requiring of them, over and above the \$20,000 in increased funding.

It was confirmed that Mr. Bernstein would be in charge of both branches.

Mr. Budesky explained that although the Library was currently requesting additional funding of only \$8,333 to cover the remainder of the current fiscal year, the Library Board would need to know that the Board was committed to the additional funding throughout the three-year lease.

Mr. Sparks asked about a shorter term lease. Mr. Tyson advised that a shorter term was not addressed in any of their discussions. Mr. Budesky indicated that the owner of New Kent Commons needed a longer term lease in order to justify the investment he was making in demolition work, new carpet installation, and new signage, and that he was already renting the space to the Library at far below market prices at \$8 per square foot.

Mr. Tyson reported that Library staff had already started to separate the books and plan for the move, which he indicated would be more difficult because the bookshelves had to be emptied and moved to the new location.

He indicated that the timeline for opening the Charles City County branch had not yet been finalized, adding that there was no demolition or renovations needed for that space.

There was discussion regarding parking at the New Kent facility. Mr. Budesky reported that the owner had agreed to work with an adjacent property owner to create a graveled parking area behind the Dairy Queen.

There were concerns expressed that changes would be needed to the Agreement entered into by New Kent, Charles City and the Library Board when the Library was initially formed. Mr. Tyson advised that Library Board had reviewed the Agreement, which called for the primary location of the Library to be in Providence Forge on Route 155, and although there were some things that they might want to change, they did not think that they were in violation by moving forward with their plans.

Mr. Sparks pointed out that New Kent had increased its contribution to the Library by about \$40,000 during the last budget cycle for some fixed-cost items and asked if the Library was expecting that same amount for the coming year. Mr. Bernstein indicated that they were led to believe that last year's funding amount would be the basis for future funding. Mr. Burrell noted that, until recently, New Kent's contribution to the Library had been lower than what was recommended by the State.

Following further discussion, Mr. Davis moved to approve the transfer of \$8,333 from General Fund contingency to fund the Heritage Public Library for the remainder of the fiscal year.

Mr. Evelyn asked if the Library Board would be seeking additional funding from Charles City County. Mr. Tyson advised that they were not, in that Charles City was donating space.

Mr. Kay advised that the members of the Foundation were working with the Library Board on raising funds. It was reported that there were five New Kent residents on the Foundation Board and two from Charles City.

After a review of the original Library Agreement, Mr. Summers advised that it provided that the Library have its headquarters at Route 60 and Route 155 but did not address where any branches were to be located, so he did not see any problem.

The members were polled on Mr. Davis' motion:

Thomas W. Evelyn	Aye
D. M. Sparks	Aye
Stran L. Trout	Aye
W. R. Davis, Jr.	Aye
James H. Burrell	Aye

The motion carried.

The Board members thanked Mr. Tyson and the others for their efforts on behalf of the Library. Mr. Tyson credited the "lion's share" of the effort to Mr. Budesky and County staff.

Mr. Burrell distributed information about a library being constructed in Fluvanna County and there was brief discussion regarding possible ways to fund and build a permanent facility.

IN RE: 2008 MEETING SCHEDULE

The Board discussed its 2008 meeting schedule.

Mr. Sparks advised that he wanted to keep the schedule as it had been in the past. Mr. Davis suggested that work sessions be held in the daytime until Daylight Savings Time came back into effect. Mr. Evelyn advised that he would prefer morning work sessions.

Mr. Burrell suggested that if work sessions were held in the morning, it might be better to hold them on a day other than Monday. After discussion, Mr. Sparks advised that he would be able to work his schedule around Tuesday morning work sessions. Board members were in consensus that work sessions should end no later than 12 noon.

Mr. Davis moved to adopt Resolution R-01-08 with the following changes: that work sessions would be held on the last Tuesday of each month to begin at 8:30 a.m. in the Boardroom, with the exception of July and December when there would be no scheduled work sessions. The members were polled:

David M. Sparks	Aye
Stran L. Trout	Aye
W. R. Davis, Jr.	Aye
Thomas W. Evelyn	Aye
James H. Burrell	Aye

The motion carried.

IN RE: ELECTIONS

Mr. Summers advised that there had been some inconsistencies during the election of officers at the January 14 meeting and for the sake of clarity the Board should again hold elections for the office of Chairman.

Mr. Trout moved to elect James H. Burrell as Board Chairman for 2008. The members were polled:

Stran L. Trout	Aye
W. R. Davis, Jr.	Aye
Thomas W. Evelyn	Aye
David M. Sparks	Aye
James H. Burrell	Aye

The motion carried.

IN RE: DISTRICT APPOINTMENTS

The Board continued to make District appointments.

Mr. Burrell moved to appoint Brenda Snyder as a District Three representative to the Planning Commission to serve a term ending December 31, 2010.

Mr. Burrell moved to appoint Charna Moss Gregory as a District Three representative to the Planning Commission to serve a one year term ending December 31, 2008.

Mr. Burrell moved to appoint Fire Chief Tommy Hicks as Coordinator of Emergency Management pursuant to Virginia Code Section 44-146.19.

The members were polled:

W. R. Davis, Jr.	Aye
Thomas W. Evelyn	Aye
David M. Sparks	Aye
Stran L. Trout	Aye
James H. Burrell	Aye

The motion carried.

IN RE: NON-DISTRICT APPOINTMENTS

The Board continued to make appointments not designated by district.

Mr. Trout distributed information regarding citizens who had expressed an interest in serving as New Kent's representative to the Chickahominy Disability Board.

Mr. Burrell moved to appoint Brenda Snyder as New Kent's Planning Commission representative to the Richmond Regional Planning District Commission to serve a one year term ending December 31, 2008.

The members were polled:

Thomas W. Evelyn	Aye
David M. Sparks	Aye
Stran L. Trout	Aye
W. R. Davis, Jr.	Aye
James H. Burrell	Aye

The motion carried.

IN RE: OTHER BUSINESS

Mr. Davis moved to adopt Resolution R-03-08 honoring Gladys B. Upp upon the occasion of her 100th birthday. The members were polled:

David M. Sparks	Aye
Stran L. Trout	Aye
W. R. Davis, Jr.	Aye
Thomas W. Evelyn	Aye
James H. Burrell	Aye

The motion carried.

IN RE: GOALS, NEW INITIATIVES AND FUNDING

Mr. Budesky reported that budget requests had been received from departments and agencies and he requested that the Board members provide information on any new initiatives they wanted so that their initiatives could be combined with the other requests in a manner that would allow them to be "ranked" in priority.

He advised that he had trimmed about \$6 million in requests from the Capital Improvements Plan (CIP) before it was recently sent to the Planning Commission.

There were references to the "cool counties" and other environmental initiatives as well as tax breaks for restoration of older structures or in historic districts. Mr. Burrell spoke about compliments he had received regarding the County's website improvements.

Mr. Budesky indicated that in the upcoming budget, the Board would be asked to budget for \$50,000 in "forgone revenue" for elderly and handicapped real estate tax relief, explaining that a recommendation would be coming from the Commissioner of the Revenue to expand the income and net worth thresholds so that more residents could qualify. Mr. Davis recounted a recent conversation with one of his constituents who had indicated that he spent one-sixth of his annual income to pay his county taxes. Mr. Burrell commented that many citizens had the misconception that tax relief was a lien on their property or was similar to a reverse mortgage and that it was important to educate the citizens about the program. Mr. Sparks predicted that the Board might "get some flack" from citizens about shifting the tax burden by raising the taxes of some to help others, and commented that he wished there was another way to provide relief and he would be happy to make a personal contribution. Mr. Evelyn indicated that he had heard some of the same comments from people in his district on fixed incomes who didn't want an increase in taxes. Mr. Burrell commented that he had not heard any complaints from anyone about the County's tax relief program.

Mr. Davis suggested that with the uncertainty surrounding the availability of water and the possibility that the County might have to use general funds for the utility project, the County should not take on any new initiatives that cost money. Mr. Budesky assured him that the utility project was sound and keeping pace with projections, with the exception of the Bottoms Bridge area. He did report that the Proforma projections were being downsized and that there might be a recommendation to reduce the size of the Parham wastewater treatment plant expansion.

Mr. Burrell suggested that the Board wait to identify new initiatives until revenue projections were made. Mr. Budesky advised that would be too late and emphasized that it was important to have that information as quickly as possible.

There was additional discussion regarding recycling and how best to increase revenues and savings and reduce costs. Mr. Davis suggested that the County should focus its efforts on increasing the recycling of those items that brought in the most revenue. Mr. Burrell shared some ideas for increasing the recycling of corrugated cardboard. Mr. Sparks inquired about a new compactor – Mr. Budesky reported that they had budgeted to rent a compactor in order to reduce the number of pulls. Mr. Sparks also commented that he felt that the majority of the residents were recycling and that more education would be preferable to mandatory recycling, and he also suggested that the General Services Director report to the Board on what items were most lucrative to recycle. Mr. Burrell, a member of the Board of Directors of the Central Virginia Waste Management Authority (CVWMA), reported that it was his understanding that corrugated brought in more than newspapers and aluminum. Mr. Budesky indicated that metal, oil and batteries brought in the most revenue for New Kent.

There was also discussion about the movement to ban the use of plastic bags. Mr. Budesky reminded that although a ban might stop New Kent vendors from using plastic bags, many County residents shopped in other jurisdictions.

Mr. Sparks encouraged finding some way to get citizens more involved in recycling, perhaps having the emphasis on saving money to reduce the tax burden, but not to the extent of offering pick-up service. Mr. Evelyn agreed, suggesting education rather than mandatory recycling. Mr. Burrell suggested that CVMWA could help with those efforts.

Mr. Sparks asked about debt service on the new high school. Mr. Budesky reported that the debt service plan called for a seven-cent tax increase equivalent annually for five years, and that there were only two years left in that cycle. He reminded that no tax increase was needed last year because of increased revenues and that he would not know what would be needed for the upcoming year until the revenue projections were in.

Mr. Evelyn asked about the heating and air conditioning for the new high school and why they weren't included in the bond financing. It was clarified that the cost of the heating and air condition system had been included in the borrowing, but that operational expenses for the system would need to be budgeted for on an annual basis.

Mr. Budesky reminded that the Memorandum of Agreement on the Vehicle Maintenance Facility (VMF) previously entered into between the Board of Supervisors and School Board called for the School Board to have two new employees and operation costs to run the VMF. There was discussion on New Kent's ranking regarding teacher salaries and why the increased school funding approved during the past years had had little effect on the rankings. Mr. Sparks reported on a recent discussion with the School Board Chairman, wherein it was emphasized that the Board of Supervisors would need to be convinced that

the School Board was effectively using its funding and would need a level of confidence that the requests reflected the true needs. Mr. Budesky assured the Board that the School Board's budget was "wound tight", pointing out that between 80% and 90% was for personnel costs. He reminded that the School Board had some discretionary funds from resulting from savings when it carried its own debt, and would be using the remainder of those discretionary funds to furnish the new high school. However, with school debt now being carried by the County, he advised that the School Board would no longer have the opportunity to carry discretionary cash. He indicated that past pay increases had boosted the salaries for longer term teachers but there remained a disparity in the pay for new and mid-range teachers.

Mr. Budesky pointed out that the CIP did not include any borrowing for the upcoming years and warned that the Board might be lobbied for some sort of commitment for a new library facility. He encouraged the Board that when that became an issue, it would be important to challenge the Library and the community to raise a certain percentage of the cost before the County made any commitment of tax dollars and recognizing that the County would have the right to make a new library a County facility.

Mr. Budesky added that if the Board had any new initiatives that would cost money, then it may have to either cut an existing program or raise taxes. He reminded that if the Board decided to assume any additional debt, it would be close to the limit set by policy regarding percentage of debt compared to operating budget.

There was discussion regarding funding for Comprehensive Services Act (CSA). Mr. Davis remarked that most of the County's CSA expenditures were for six to eight children, and that New Kent had the highest rate of anyone in the State except for Richmond. Mr. Budesky acknowledged that CSA was the County's fastest growing cost center but he remarked that the present CSA staff was the best the County had ever had and were working hard to manage the program. Mr. Burrell noted that there was pending legislation that would make parents more accountable for those expenses.

There was discussion regarding the progress of the zoning ordinance rewrite process. Mr. Summers predicted that the Zoning Ordinance Rewrite Committee (ZORC) would need another three to four months after which time he suggested that the committee take a break while staff worked on definitions and some other internal technical chapters, and resume its bi-monthly meetings sometime after the first of the calendar year to work on villages, agricultural and residential. There was discussion regarding timetables and deadlines, and providing more guidance and expectations to the ZORC. There was consensus that the ZORC would need to be finished with Phase I in time for the Board to adopt it before the end of June 2008, and that the ZORC Chairman and Vice Chairman would be invited to attend the next work session to discuss the timetable.

The Board discussed growth management as well as affordable housing. Mr. Budesky reported that a local developer would be applying to rezone property in the Tunstall area in order to build homes in the \$170,000 range. Mr. Budesky also indicated that the recent survey taken of County employees and teachers did not reveal any significant need for workforce housing in the County, noting that "affordable" or "workforce" housing meant different things to different people.

One of the Board members expressed his concern about the under-use of the Visitors Center. Mr. Budesky reported that the building was used daily for meetings with potential business prospects, and that tourist visits were anticipated to increase during the tourism

season between Memorial Day and Labor Day. He also pointed out that the lease with the Chamber of Commerce helped to off-set the operational expenses of the building.

There was a discussion regarding procurement. Mr. Budesky admitted that it had been an area of concern for him since he came to New Kent and was one area where the Assistant County Administrator would be working with the County Attorney to make sure that procurement was properly handled.

One of the Board members asked if the Assistant County Administrator would be assigned to write grants. Mr. Budesky advised that all departments needed to write their own grants and assured the Board that staff was working hard to obtain grants, noting that the County's grants had doubled in the last three years.

Mr. Budesky described his plans for the upcoming budget process, indicating that much of the line item detail would be provided up front and that, where possible, he would try to schedule budget meetings to coincide with the Board's meeting schedule. The Board members indicated that they were happy with the method used in the past few years, with the County Administrator bringing the Board a recommended balanced budget. It was agreed that Mr. Budesky would meet individually with each of the Board members before making a budget presentation at a future Board meeting.

Mr. Budesky reported that in future years, he would suggest that the budget process begin in December with adoption in April, which would be an advantage to the School system in awarding teacher contracts and would also assist the Financial Services department in being able to sooner resume its non-budget related operations. He identified members of the 2008 Budget Team as himself, Financial Services Director Mary Altemus, Assistant Financial Services Director Amy Stonebraker, Finance Manager Nichole Jonckheere, and Building Official Clarence Jackson.

He pointed out that the slowdown in the economy had had little effect on New Kent's revenue due to staff's conservative estimates, and noted that the Commissioner of the Revenue remained proactive in her efforts to keep supplemental assessments current.

IN RE: GENERAL ASSEMBLY LEGISLATION

Mr. Trout reviewed some of the pending General Assembly legislation.

IN RE: ADJOURNMENT

Mr. Davis moved to adjourn the meeting. The members were polled:

Stran L. Trout	Aye
W. R. Davis, Jr.	Aye
Thomas W. Evelyn	Aye
David M. Sparks	Aye
James H. Burrell	Aye

The motion carried.

The meeting was adjourned at 7:53 p.m.