

A SPECIAL MEETING OF THE NEW KENT COUNTY BOARD OF SUPERVISORS WAS HELD ON THE 17TH DAY OF AUGUST IN THE YEAR TWO THOUSAND SEVEN OF OUR LORD AT FIRE STATION NO. 1 IN PROVIDENCE FORGE, VIRGINIA, AT 12:00 NOON.

IN RE: ROLL CALL

Mark E. Hill	Present
David M. Sparks	Absent (arrived at 12:30 p.m.)
James H. Burrell	Present
Stran L. Trout	Present
W. R. Davis, Jr.	Present

The Chairman called the meeting to order.

IN RE: INVOCATION

Mr. Burrell gave the invocation.

IN RE: JOINT MEETING WITH SENIOR STAFF

Chairman Trout turned the meeting over to County Administrator John Budesky to begin staff discussion of department FY07 accomplishments as well as FY08 goals.

Mr. Budesky stated that one year ago departments had developed goals. Around that same time, the Board created a mission statement, a vision, and goals for the County. He advised that most of Administration's goals were targeted toward serving customers with a level of public information and education. He indicated that the goals/accomplishments process was about a year away from being a full outcome-based process and, while his department was heading toward a more consistent format, the End of the Year Report would be a culmination of the documents presented at this meeting. He asked for feedback from the Board on whether they felt departments were on track, based on the eight key performance areas.

Mr. Budesky said that Administration was starting to branch out and perform more functions so this was the first year for that department's goals. After reviewing the functions and goals of Administration, Mr. Budesky advised that a Citizen Involvement Committee had been formed and he asked for Board feedback on the possibility of a citizen survey.

Mr. Burrell cautioned on the structure of questions, stating that the committee should be careful in how it asked certain questions.

Mr. Trout said that feedback was hard to obtain in a bedroom community. He said a survey was a good objective but it may be hard to reach citizens in that way.

Mr. Budesky stated that a multi-tiered approach would be used to reach people including web-based, hard copy and telephone surveys. He indicated that it would be December or the first of next year before staff could begin to use the information from the survey.

Mr. Hill asked about the length of the survey and suggested that schools might be a good avenue for distribution. He also suggested that the schools be invited to participate in future senior staff meetings.

Mr. Davis asked if New Kent University would be televised and Mr. Hill suggested re-broadcasting the program on Channel 48.

The discussion led to additional filming beyond Board meetings. Mr. Budesky asked if it was the desire of the Board to have a staff member trained in this or if someone should be hired.

Mr. Davis asked that the first New Kent University session be recorded and see how it went.

Mr. Sparks arrived at approximately 12:30 p.m.

Mr. Budesky said that another proposed survey, to be given to customers after visiting a County department on business, would be presented at the upcoming senior staff meeting.

Discussion centered on Administration's goals once more. Mr. Budesky asked for the Board's perspective of those goals.

Mr. Hill asked when would be a time that an employee would not be able to return a call or e-mail within one business day. He also indicated that employees should indicate in voicemail messages and "out-of-office" e-mail messages that they would be out of the office for an extended period of time.

Mr. Homewood advised that external customers did not receive "out-of-office" messages through e-mail as internal customers did. Mr. Hill indicated that he thought the service was useless if that was the case and that he would rather be routed back to the receptionist instead of getting someone's voicemail.

County Attorney Jeffrey Summers stated that this was the first full year for the County Attorney's Office and that, in that year, utilizing interns had saved the County a significant amount of money. He gave an overview of FY08 goals.

Community Development Director George Homewood stated that his department really liked the idea of management by objective. He turned discussion over to the Environmental Programs Manager Amy Walker.

Ms. Walker stated that most goals from last year had been met. She also reviewed the goals for FY08.

Planning Manager Rodney Hathaway gave an overview of FY08 planning goals as well as accomplishments from FY07 relating to zoning complaints, the Comprehensive Plan, the quarterly newsletter to developers, a new software solution, site plans and subdivisions.

The Community Development Work Program was distributed, which was reviewed by Mr. Homewood.

Assistant Director of Financial Services Amy Stonebraker reviewed FY07 accomplishments as well as FY08 goals as they related to performance based outcome budgeting.

Human Resources Specialist Darla Stanley gave an overview of Human Resources' FY07 outcomes and FY08 goals.

Mr. Hill suggested that New Kent University may be a good idea for new employees on a quarterly basis.

GIS Coordinator Matthew Forbes reviewed GIS and Information Technologies FY07 outcomes and FY08 goals, which he indicated were more customer service based than before.

Building Official Clarence Jackson thanked the Board and Mr. Budesky for the opportunity to serve as a department head. He reviewed FY07 outcomes and reported that all goals had been met due to a slow down in that department. He also gave an overview of the department's FY08 goals.

Mr. Hill noted that the new permitting software would help the Building Development Department more than any other department.

Economic Development Consultant Mark Kilduff stated that great progress had been made in the last year for New Kent County Economic Development. He reviewed four guiding principles for his department as well as FY07 outcomes and FY08 goals.

Mr. Burrell asked if the goal of "six business locations for the County" included two in addition to one at each of the four interstate interchanges. Mr. Kilduff explained this goal further.

Treasurer Herbert Jones, Jr. reviewed his goals for FY08. By way of customer service he announced to the Board that by the first of September his office would be able to accept any major credit card at the transaction window.

Mr. Davis asked if customers could use cards at other locations where they paid their taxes, such as banks. Mr. Jones responded that he didn't think so but would look into it.

Social Services Director Michelle Lauter gave an overview of her department's six overarching goals and well as accomplishments for the past two years.

Public Utilities Director Alan Harrison reviewed FY07 accomplishments and goals for FY08.

Mr. Hill questioned the 75% goal for plan reviews. Mr. Harrison stated that the 75% was to meet the deadline for plan reviews. He said occasionally the plans were complex and his office requested extra time to review these plans.

Fire Chief Tommy Hicks reviewed Fire-Rescue's FY07 outcomes as well as FY08 goals.

Mr. Hill asked how many people were authorized through Fire-Rescue to perform inspections of businesses and if the Chamber had been contacted on this. Chief

Hicks responded that two people in addition to himself were authorized to do such inspections.

Mr. Hill asked if Fire-Rescue was seeing any paid part-time personnel from surrounding jurisdictions coming back and volunteering. Chief Hicks said that many people were discussing what New Kent Fire-Rescue was doing and that he had two volunteers from other counties.

Mr. Budesky thanked Chief Hicks for hosting the meeting and providing lunch.

Chief Deputy Joe McLaughlin reviewed the Sheriff's Office's accomplishments from last year and this year's goals.

Mr. Hill questioned how the Sheriff's Office could reduce the crash rate by 3%. Chief Deputy McLaughlin said this could be done by enforcing speed limits among other things, but admitted that much of it could not be prevented or measured.

Mr. Hill asked about the average summons for speeding and how many they were writing. Chief Deputy McLaughlin stated that they issued a little over 3,000 and reiterated that their goals said they would reduce the average speed each summons was written for. He said that New Kent was often referred to as a "speed trap" and that many say they slow down at the County line.

Mr. Hill asked if the Sheriff's Office was working with Fire-Rescue on strategic three-, five-, and seven-year plans. Chief Hicks indicated that they were.

Mr. Sparks asked if there was an increase in a certain type of call for the Sheriff's Office. Chief Deputy McLaughlin indicated that it was an increase across-the-board.

Ms. Lauter asked if the Sheriff's Office staffing needs were being met. Chief Deputy McLaughlin stated that their staffing was based on population and came from the Compensation Board.

General Services Director James Tacosa gave overarching principles for the department and turned discussion over to the Parks and Recreation Manager Kimberly Turner.

Ms. Turner reviewed a summary handout of Parks and Recreation's FY07 accomplishments and FY08 goals.

Mr. Sparks asked about the Before/After School Program.

Mr. Hill asked about the funding of the sponsorship program and if Social Services could help. Ms. Turner responded that Social Services did currently assist with the program.

Mr. Tacosa overviewed General Services' FY07 accomplishments and FY08 goals.

Mr. Hill asked what a 10% reduction in container pulls equated to and Mr. Tacosa responded that it was about \$40,000.

Mr. Tacosa gave a timeline for all projects under his department. He reported that the Sheriff's Annex should be completed by April 2008, the Public Utilities building by

October 2007, and the Human Services Building, the Vehicle Maintenance Facility and second floor Courthouse renovations should be approximately 70% complete by the end of FY08.

Airport Manager William Kelly reviewed the Airport's accomplishments for FY07 and goals for FY08. He stated that his main goal was to move from a hobbyist airport to a business airport.

Mr. Hill asked what percentage of hangars were currently leased to non-New Kent residents and Mr. Kelly said it was about 15 to 20%. He indicated that he did not know how many non-residents were on the waiting list for a hangar.

Mr. Hill asked what would be the argument for not giving space to New Kent residents first. Mr. Kelly responded that would be a form of discrimination because the Airport received state and federal funding. Mr. Summers stated that following a "no discrimination" policy was a condition of receiving that funding. Mr. Hill gave specific examples of County residents or developers that could not be accommodated by the Airport, such as New Kent Vineyards and Brickshire homeowners.

Mr. Trout stated that it was evident staff was working hard with the overview of facilities and programs being offered.

Mr. Davis said he felt the staff meeting format worked well. He said the staff was "as good a group of employees as the County had ever had".

Mr. Sparks stated that he appreciated everyone's efforts and hard work.

Mr. Burrell said he would echo the other Board members. He stated that he felt as if the staff was serving the County better than ever under Mr. Budesky's leadership.

Mr. Budesky stated that staff had stepped up and engaged themselves in the process.

The Board took a short recess.

IN RE: INITIATING RESOLUTION FOR PLANNING COMMISSION'S REVIEW
 AND RECOMMENDATION ON A ZONING AMENDMENT TO ALLOW FOR
 MODIFICATION

Before the Board for consideration was Resolution R-44-07 initiating Planning Commission review of a proposed zoning ordinance amendment to authorize the Zoning Administrator to grant modifications from certain provisions contained in the zoning ordinance.

Mr. Summers explained to the Board that five zoning variance case were scheduled to go to the Board of Zoning Appeals (BZA) in September. He indicated that the proposed amendment would allow the Zoning Administrator the power to make administrative modifications. There was discussion on the process of appeals with the Zoning Administrator and BZA.

Mr. Sparks asked Mr. Hathaway and Mr. Homewood if they thought the amendment made good sense. Both responded that they did.

Mr. Davis suggested keeping the issue out of the Zoning Ordinance Revision Committee.

Mr. Hill moved to adopt R-44-07 as presented. The members were polled:

Mark E. Hill	Aye
David M. Sparks	Aye
James H. Burrell	Aye
W. R. Davis, Jr.	Aye
Stran L. Trout	Aye

The motion carried.

IN RE: CLOSED SESSION

Mr. Davis moved to go into closed session for consultation with legal counsel pursuant to Section 2.2-3711A.13 of the Code of Virginia involving actual and probable litigation. The members were polled:

David M. Sparks	Aye
James H. Burrell	Aye
W. R. Davis, Jr.	Aye
Mark E. Hill	Aye
Stran L. Trout	Aye

Mr. Sparks moved to return to open session. The members were polled:

James H. Burrell	Aye
W. R. Davis, Jr.	Aye
Mark E. Hill	Aye
David M. Sparks	Aye
Stran L. Trout	Aye

Mr. Sparks made the following certification:

Whereas, the New Kent County Board of Supervisors has convened in a closed session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

Whereas, Section 2.2-3712 of the Code of Virginia requires a certification by the Board that such closed session was conducted in conformity with Virginia law;

Now there be it resolved that the Board hereby certifies that to the best of each member's knowledge (i) only public business matters lawfully exempted from open session requirements by Virginia law were discussed in closed session to which this certification resolution applies and (ii) only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered by the Board.

The Chairman inquired whether there was any member who believed that there was a departure from the motion. Hearing none, the members were polled on the certification:

The members were polled:

W. R. Davis, Jr.	Aye
Mark E. Hill	Aye
David M. Sparks	Aye
James H. Burrell	Aye
Stran L. Trout	Aye

The motion carried.

IN RE: LEGISLATIVE AGENDA

Mr. Burrell stated that he agreed with the proposed legislative agenda. He advised that it was necessary for him to leave the meeting early, and he departed.

Mr. Hill stated that he also agreed with the legislative agenda as presented.

Mr. Sparks had a few questions and concerns about items on the legislative agenda. After lengthy discussion, the consensus of the Board was to remove the item pertaining to incorporating universal housing design into the building code.

Discussion centered on the item pertaining to changing the water source of the Franklin and West Point paper mills from groundwater to another water source. Mr. Budesky indicated that the language on this item would need to be changed.

IN RE: LETTERS OF SUPPORT

Mr. Budesky asked for the Board's authorization to sign letters of support on behalf of the County.

There was consensus that Mr. Budesky be granted that authority, but Mr. Sparks requested prior notification in each instance.

IN RE: ADJOURNMENT

There being no further business, Mr. Davis moved to adjourn the meeting. The members were polled:

Mark E. Hill	Aye
David M. Sparks	Aye
James H. Burrell	Absent
Stran L. Trout	Aye
W. R. Davis, Jr.	Aye

The motion carried.

The meeting was adjourned at 3:44 p.m.
