

A SPECIAL MEETING OF THE NEW KENT COUNTY BOARD OF SUPERVISORS WAS HELD ON THE 19TH DAY OF FEBRUARY IN THE YEAR TWO THOUSAND TEN OF OUR LORD AT FIRE STATION ONE IN PROVIDENCE FORGE, VIRGINIA, AT 10:05 A.M.

IN RE: CALL TO ORDER

Chairman Sparks called the meeting to order.

IN RE: ROLL CALL

Thomas W. Evelyn	Present
David M. Sparks	Present
James H. Burrell	Absent (arrived at 10:25 a.m.)
Stran L. Trout	Present
W. R. Davis, Jr.	Present

All members were present after Mr. Burrell's arrival.

IN RE: ECONOMIC TRENDS, REVENUE AND EXPENDITURES

County Administrator Cabell Lawton recognized the members of the Budget Team for their hard work and indicated that Mr. Whitley would be leading the presentation in light of his involvement as Interim County Administrator. He advised that staff was not proposing any drastic cuts or increases in this review but was presenting a current overview and looking for "a sense of the Board" as to its priorities in the upcoming budget process.

Mr. Whitley commented that it was staff's goal to provide the Board with the best information available in order to make the tough decisions needed to arrive at a balanced budget. He reminded that final State funding figures would not be available from the General Assembly until mid or late March and it was staff's plan to have a recommended budget to the Board by early April, with the Board having April and May to review and discuss it, and then adopt it in late May or early June.

He reviewed that the unemployment rate in New Kent basically paralleled that of the State, although it was up a slightly in the last few months, and at best the County was hoping for a stable rate in the upcoming months.

He reported New Kent was "holding its own" as far as sales tax revenues, faring better than some of the other localities, and those revenues were expected to meet what had been budgeted.

He noted that meals tax revenue was surprisingly strong and reported that there were discussions in the General Assembly about lifting the cap. He indicated that raising the tax rate in New Kent by 2% would generate an additional \$197,799.

He reviewed real property tax revenues, which reflected the recently completed 2010 General Reassessment and confirmed that a large percentage remained from residential as compared to business and commercial. He recognized the Board's ongoing efforts to increase the business tax base, which he acknowledged "took time and effort". He noted that the expected tax revenue from the current reassessment for the FY11 budget was estimated to be a \$877,199 increase over FY10 and, based on current statistics, one cent on the real estate tax rate would generate annual tax revenue (equalized) of around \$270,000.

Mr. Whitley reported that the number of building permits being issued was relatively stable and it was projected that the value of all construction would remain constant at the current rate. He indicated the number of permits issued for single family dwellings had increased compared to the same period last year.

He reported 29 foreclosures in 2009, compared to 12 in 2008, with a rate of 0.13% compared to the State's rate of 0.14% and a national rate of 0.27%. He projected a slight increase in those figures until the unemployment rate either flattened out or decreased.

He indicated that New Kent was also "holding its own" in the collection of personal property taxes, with a forecast of slight growth in values of vehicles and mobile homes. He attributed the decrease in FY10 to the drop in values of sport utility vehicles and trucks.

He reported FY09 financial highlights to include a 5.54% increase in the unreserved fund balance (General Fund); a transfer of \$2.9 million to the CIP fund; actual revenues having exceeded amended budget revenues by \$287,589; the County's compliance to its Debt to Total Assessed Value policy (not to exceed 4.5%) and Debt Service to Expenditures policy (not to exceed 12%); and having met or exceeded its policy of having undesignated fund balances at the close of each fiscal year being 15% of total annual adopted budget.

Regarding FY10, Mr. Whitley reported that the County expected to collect \$500,000 or 3% over what was projected, and although it had used a 92% collection rate for its FY10 revenue projections, the collection rate had been better than expected at 96%. Personal property tax revenue was expected to exceed projections by \$150,000 or 5.2%.

For FY11, he reported current estimated loss of State funds in the amount of \$2.3 million, \$1.8 million of which would result from the proposed change in the LCI which would be explained later in the presentation by School Superintendent Robert Richardson. He confirmed that the majority of the loss pertained to schools, with the loss to the County projected at approximately \$466,381, which included reductions in funding for constitutional officers of \$353,055 and Comprehensive Services Act funding of \$89,319. He added that some funding might be restored for the Sheriff's Office, but that law enforcement remained the most impacted by the State reductions.

Mr. Davis commented that it appeared that local revenue remained constant and the shortages resulted from cuts in State funding. Mr. Whitley agreed, noting that because of good budgeting and good anticipation of what the economy would do, revenue estimates had been "right on target". He reminded that the County was able to absorb the cuts made by the Governor in the fall of 2009 but next year it might not have that ability.

IN RE: CAPPITAL IMPROVEMENT PLAN (CIP) PROJECTS

Mr. Whitley reviewed the CIP projects that the County had completed over the past few years, which included the new high school, sheriff's office, health & human services building, and courthouse renovations, all of which had been built into the debt service structure. He invited conversation and direction on other projects that the Board might want, including two major projects – a temporary fire station in the Lanexa area and renovations to the historic school for use by the Library and School Board.

Fire Chief Tommy Hicks reviewed the status of plans for a temporary Lanexa fire station. He reported that the community had raised around \$30,000 in donations, which included \$15,000 in cash with the remainder being "in kind" donations. He indicated that a 40 x 50 foot steel structure had been ordered to erect as a temporary station to house apparatus

and community donations were going to cover the cost of the pad site, paving and site work. He added that a waste oil furnace would be used to heat the building, with the waste oil being donated by an adjacent business, Jerry's Auto Service.

He advised that there had been 472 responses in the Lanexa service area in 2009, roughly 70% of which were EMS calls, and it was the one area in the County where there had not been any significant improvement in response times. He did not have information on the number of households in the service area but agreed to obtain and provide that information to the Board members. He confirmed that there was active community interest and support to move ahead with the project.

He reported that use of the property would be donated by the landowner and a house on the property had recently become available for rent as a station house at \$700 per month. Interim County Attorney Michele Gowdy advised that if the Board approved moving forward, it was her intention to include both the house and property into a three-year lease, with two one-year renewals, between the County and the landowner.

Chief Hicks reviewed current staffing at all of the fire stations and explained that in the beginning it would not be necessary to hire additional paid personnel to staff the new station as it was his plan to re-assign existing staff from the other stations.

He emphasized that the community was aware of the County's current budget situation and understood that there may not always be paid staff at the Lanexa station in the initial years. He added that it was also understood that development of a volunteer component was important for the success of the project, which he felt would be benefited by having the overnight quarters available in the station house. He indicated that there was an available fire engine that would be moved to the Lanexa station once the building was erected, and an available ambulance that could be stationed there when staff was on site. He admitted that although the station could be staffed without hiring new paid personnel, additional staffing needs would become an issue in the future in response to population growth.

He reviewed the anticipated recurring operational costs for the station, which included electricity, maintenance, communication, supplies, and rent, and he asked that the Board consider funding these costs from the contingency account. He confirmed that another \$20,000 to \$25,000 needed to be raised, but he felt that the community would continue to support the project and once the County took action to show its support, it was his belief that community support and donations would increase and plans were underway to schedule another community meeting. He added that once the fire station opened, it was estimated that homeowners in that area would collectively save around \$225,000 as a result of reductions in homeowners' insurance premiums.

Chief Hicks indicated that what he needed from the Board was permission to proceed with negotiating and entering a lease with the landowner, as well as agreement to fund operations. Financial Services Director Mary Altemus confirmed that there were sufficient funds in the contingency account.

Mr. Whitley suggested that the Board could appropriate funding for operations from the contingency account to cover the remainder of the fiscal year, and then include operation costs for FY11 in the normal budget cycle.

Chief Hicks indicated that if the Board signaled its support for moving forward, then it was possible that staff and an ambulance could be on site within thirty days.

There was discussion regarding calls made into New Kent by James City Fire & Rescue, and how a fire station in Lanexa would be closer to areas in James City County than the the closest fire station in that adjacent locality. Chief Hicks advised that in 2009, James City responded to six calls into New Kent and he anticipated that staff from the Lanexa station would respond to calls over the line into James City, which would result in revenue recovery for New Kent. He reported that he recently had discussions with the James City County Fire Chief about New Kent's partnership with Hanover in the Black Creek area and he anticipated another meeting in that regard in the near future.

There were questions regarding the condition of the house on the property. Chief Hicks reported that the requested funding would cover whatever work and furnishings were needed.

There was consensus to appropriate funding for the remainder of the fiscal year. Both Mr. Mr. Evelyn and Mr. Trout expressed concerns that shifting staff would dilute coverage elsewhere and Chief Hicks again explained that scheduling and coverage was under constant evaluation and realignment in response to call volumes, and he did not anticipate that shifting paid staff to the Lanexa station would negatively affect coverage in the remainder of the County.

Mr. Sparks expressed his confidence in Chief Hicks' judgment and stated that he would support his request.

There was discussion regarding public safety coverage at festivals held at Rockahock Campground. Chief Hicks advised that those festivals were treated just like other events with attendance of 2,500 or more where alcohol was served. Mr. Trout reported that he had suggested that Newport News Waterworks also "put some money" into the Lanexa fire station project.

It was suggested that staff put together a proposed motion to provide funding for operations for the remainder of the fiscal year as well as funding for building improvements, for the Board's consideration at its March 8 business meeting. There was consensus to proceed with negotiations and execution of the lease.

Next there was discussion with General Services Director Jim Tacosa regarding maintenance and renovations of the historic school property.

Mr. Trout reminded the Board of the amounts being paid for rent on the School Board offices. He suggested that the scope of work be determined and then put out for bid because "waiting for the economy to turn around will cost us more money".

Mr. Tacosa spoke about the conditions and work needed in each section of the buildings and estimated that it would cost about \$100,000 to update the heating and air conditioning system in the 9,000 square foot science wing; \$100,000 to replace the windows and complete other renovations in the front section of the first floor (7,000 square feet); and another \$100,000 to renovate the center part of the building. He added that asbestos abatement would add \$25,000 to the cost, and another \$150,000 for a sprinkler system for the School Board offices and about \$100,000 for a sprinkler system for the space to be occupied by the Library.

He advised that he felt that the cost for the renovations proposed by the Library was closer to \$3 million than the \$2.2 suggested by the Library Board. However, he did indicate that he did not agree with the Library's architect regarding the need to relocate the handicap

ramp or the need for approvals by the historic agencies, and that some of the work could be done for less than what was estimated by the Library Board.

There was discussion regarding the funds set aside for development of Criss Cross Park and whether that project could be delayed and some of that funding diverted to other projects. Mr. Tacosa advised that the entrance project had been advertised for bid but it could be cancelled if the Board chose not to proceed.

Mr. Trout noted that the Library had some funds and had been scheduled to close on the sale of its property in Providence Forge. He also indicated that there might be some tax credits available for the school renovation project since it did have historic designation. However, he emphasized that the County had yet to figure out what it was responsible for and the most cost effective way to proceed, and he felt that it would be most economical to do the work on both the School Board offices and the Library space at one time.

School Superintendent Richardson reported that the School Board only had a rough sketch of what it wanted to do with the proposed School Board office space. However, he did acknowledge that the School Board had conversations with the same architect used by the Library Board who was of the opinion that there would be some economies in having the work done as a single project rather than in two separate ones.

Mr. Lawton suggested that staff work to come up estimates as to what it would cost to protect the building and make it functional, and the Board asked that those figures be ready by the March work session.

Mr. Davis reminded that the rent being paid for School Board offices and the Library needed to be taken into consideration in the analysis.

The Board then discussed whether to proceed with the entrance construction project at Criss Cross park, and if it was comfortable in proceeding with some planned renovations in the County Administration Building. It was confirmed that both projects were funded in the CIP budget.

Regarding the park entrance, Mr. Tacosa reported that he had learned that the wetlands crossing permits from both the Department of Environmental Quality (DEQ) and the Army Corps of Engineers could be extended; however, there was the risk that additional wetlands could be identified during the extension period that could reduce the developable percentage of the park, assessed at 64% under the current permits. He advised that the lowest bid received for this project in response to the last advertising had been in the sum of \$178,000, but he expected the bids to be lower on "the next go-round".

Mr. Trout inquired about funding. It was reported that there remained around \$82,000 in the CIP budget from the cash proffers received from Farms of New Kent, approximately \$171,000 from meals tax revenue, and \$304,288 from annual budgeting, for a total of \$557,579. Mr. Whitley reminded that the meals tax revenue had been designated for certain categories for the first three years only and the Board could change those designations if it wanted to. It was confirmed that all of the funding, except the proffers, could be used elsewhere if the Board decided that it did not want to spend that money on development of this park.

There was discussion regarding cancelling the invitation to bid as well as the possibility of obtaining recreational access funds to construct the entranceway. Staff suggested that if the Board was inclined to cancel the project, then it would be best to do it before any of the

prospective bidders had spent time and money on it. There was consensus to cancel the current invitation for bids and let Mr. Lawton obtain some information on the possibility of obtaining recreational access funding.

Regarding renovations to the County Administration Building, Mr. Whitley advised that there was \$275,000 in the CIP budget for work to the former health department offices, Community Development, Building Development, Financial Services, and Administration. It was reported that the project would include relocation of the Data Center and replacement and/or upgrade of the HVAC system, both of which would be needed even if the other work was not done, and that there was some separate funding set aside for the HVAC work itself. Mr. Tacosa predicted that the project could be completed within four months if the affected offices could be temporarily relocated during the project. He commented that it remained a good climate for low construction prices and he anticipated the bids to be in the neighborhood of \$230,000. There was consensus to move forward with the project.

Mr. Whitley advised the Board that as a result of its policy of transferring to the CIP budget the undesignated funds that exceeded 15% of the operating budget, that amount had built up to around \$5 million and was available to pay cash for CIP projects rather than incur additional debt.

Mr. Davis asked if there were any loans that could be retired that would free up debt service in the budget. Financial Advisor Ted Cole advised that there were at least two loans that could be paid off, each of which would free up around \$214,000 per year in debt service payments. Mr. Sparks suggested that the Board wait until its March work session when it would receive cost estimates on the work at the historic school before it made any decisions.

There was discussion regarding whether or not capital funds could be used for operating expenses. Staff confirmed that they could but cautioned that they would represent one-time funds that would have to be made up for in future budgets.

IN RE: SCHOOLS

School Superintendent Rick Richardson conveyed apologies from School Board member Van McPherson, who was unable to attend as planned because of an injury sustained in the recent bad weather. He commended and thanked Fire Chief Hicks for providing information on road and weather conditions which had greatly assisted him in making early-morning decisions regarding school closings and late openings. He also thanked his School Transportation staff.

Dr. Richardson reviewed recent accomplishments of the school system, which included the County's high school and both elementary schools having received the Governor's Excellence Awards for the past two years. He indicated that 49% of those who graduated from the high school in 2009 had received advanced diplomas, which was a record that few other schools could match. He also shared information about test scores.

He advised that the figures in his upcoming presentation were ones received from the Department of Education and the Governor's Office and no one could explain the disparity in the figures from the Virginia Education Association (VEA) in recent newspaper articles.

He reported that reductions in State funding for the current fiscal year totaled \$502,588, adding that the State had rolled the reallocation of lottery funds and constructions funds, which used to be stand-alone funds, into Basic Aid to help "fill the holes". He indicated that

\$898,000 in American Recovery & Reinvestment Act (ARRA) stimulus funding helped with the shortage. He reviewed that increases that added to the budget gap were health care plan increases of \$572,142 and general cost increases of \$150,000, for a total budget gap for FY10 of \$2,318,769, which resulted in a 9.2% operating budget reduction and a 10% staff reduction, or 44 positions, including the 19 custodians that were eliminated.

He noted that former Governor Kaine's "caboose bill" reduced FY10 State revenues for New Kent schools by \$324,972, despite an increase in enrollment of 61 students (which lessened the impact somewhat). He explained that a "caboose bill" was how the Governor's Office dealt with instances during a budget year when revenues did not match appropriations. He reported that New Kent's Average Daily Membership (ADM) was 2,792 students, which was more than projected and attributable to a number of students moving from private schools and home schooling environments because of the economy. He noted an increase in the number of New Kent's free and reduced lunches, a common indicator of a locality's economy, from 13% in 2004 to 19% in 2010, with a 3% increase from 2009 alone.

He reviewed that in former Governor Kaine's proposed FY11 budget, reductions in funding for New Kent Schools was proposed at \$1.4 million, which included a first time ever reduction for special education of \$207,000 and a reduction of \$181,000 in SOL online tech funds. He explained that the latter fund was the single significant funding source for new and replacement computers. He was unsure whether those funds were restored in Governor McDonnell's proposed budget. He did mention that stimulus funds for FY11 had been reallocated to help fill FY10 shortages but that, fortunately, savings resulting from a Virginia Retirement System (VRS) holiday had helped New Kent schools to offset the loss.

He reviewed that Governor McDonnell's proposed FY11 budget proposal resulted in a reduction of around \$1.3 million for New Kent, and included a recalculation of the LCI, which would equate to \$480,000 less for New Kent schools, as well as additional reductions in State aid of \$826,000, representing New Kent's portion of the \$723 billion shortfall over next two years.

Dr. Richardson reported that the school system's projected general operating increases for FY11 included VRS increases, additional instructional position increases (to meet State-mandated pupil/teacher ratios), and general increases in operating costs. He pointed out that the total \$3.1 million shortfall represented an overall reduction of 20% of their budget. He indicated that switching to a hybrid schedule at the high school for next year would help with the pupil/teacher ratios, and explained how those ratios differed, depending on the grade level.

He advised that his staff continued to work on their budget in preparation for presentation to the School Board. He reviewed some areas where they were looking to cut, which included additional layoffs, furloughs, and salary reductions of between 1 – 4%. He admitted that they would need significant salary reductions and reductions in force to meet their shortfall, noting that 85% of their budget was for personnel (400 employees). He reminded that New Kent's school system had received high marks on the Governor's Efficiency Audit, there was effectiveness in the classrooms, and the school system was the primary work force development for the County and something to be proud of.

He spoke about the continuing source of frustration regarding the fact that with the reductions in funding there had been no change in either State or Federal requirements and regulations. He indicated that something "had to give" and they were not talking about expecting less from the students or teachers, but relaxing some of the requirements that "tied our hands" and prohibited decisions that should be made at the local level.

He reviewed that eliminating the freeze on the LCI would reduce funding to 93 school systems across the State, with increases for some of the Northern Virginia school systems. He reported that the New Kent School Board had joined a number of other school boards in adopting a resolution asking the Governor to reconsider this revision and how it would be applied, and he requested that the Board of Supervisors consider adopting a similar resolution. There was consensus among the Board members to consider such a resolution at its next meeting.

Mr. Sparks asked Dr. Richardson why the schools were "being so beat up", and did he think it was because funding for schools had risen 55% over the past five years. Dr. Richardson indicated that some of it had to do with former Governor Kaine's recommendation to eliminate the car tax assistance program, and the rest had to do with the fact that when 40% of the State's overall budget was for K-12 schools, then schools were expected to bear their share of the shortfall when revenues decreased. He indicated that, unfortunately, the level of cuts that would be necessary would force them to deconstruct some programs when associated staff positions were cut. He indicated that the referenced 55% increase in school funding had not been equitable across the State and that New Kent's State funding had not increased by that amount. He went on to say that unfunded mandates continued to be a problem, with the No Child Left Behind program being the "single most significant intrusion without any money". He indicated that there were bills pending that would reduce State regulations and requirements. There was discussion regarding how party politics had affected the work of the VEA. Mr. Trout reported that the Richmond Regional Planning District Commission had recommended that the LCI formula be re-examined, noting that it was a 40-year old formula that had been designed to help rural areas and meant to be the measure of a locality's ability to pay for education.

IN RE: PUBLIC UTILITIES

Financial Advisors Ted Cole and R. T. Taylor of Davenport & Company reviewed figures and projections on operating revenues, operating expenses, and net revenue for 2006 through 2015 for the Public Utilities system. Mr. Cole noted that the figures reflected that the system was not yet self-supporting through operating revenues but was still dependent on connection fees. He commented that the up-front connection fees paid by the Farms of New Kent had lasted longer than expected, which he attributed to the slowdown in development, downsizing of the scopes of projects, a good construction price climate, and higher interest earnings. He noted that there was no utility debt expected to be needed over the next several years. He emphasized the importance of maintaining a disciplined approach to keeping the utility system self-supporting by continuing with the 8% increases in annual user fees and rates. He indicated that the only growth built into the Utility *pro forma* were those increases, with all other revenues remaining flat including connection fees.

Public Utilities Director Larry Dame reported that he continued to be conservative in his projections despite the surprising rate of home construction in some areas. Mr. Davis noted that a lot of the construction had been in the public water and sewer service areas.

Mr. Trout and Mr. Sparks expressed their concern about the projected connections in the Bottoms Bridge Service District.

Mr. Dame indicated that water service revenues were down because of the wet season, which had affected both construction and water demand, but he expected those demands to increase as the weather improved. He reported that they were looking at delaying some

work that had been planned until revenues rebounded but he remained confident in light of the number of new homes that were continuing to be built.

Regarding current projects, Mr. Dame reported that the plant expansion project was proceeding on schedule. He indicated that work on the reclaimed water line project had been stopped by the Virginia Department of Transportation because of erosion concerns and the contractor had requested a 45-day extension which he was inclined to approve as long as it did not cost the County any money. He indicated that the renovations at the Chickahominy Plant were on schedule, and that reimbursements were being received from the stimulus funding.

IN RE: OPTIONS

Mr. Whitley reminded that all figures discussed were still preliminary, and that he didn't feel that a balanced budget could be reached without some adjustment in the tax rate. He advised that General Fund needs could be met with available revenue but not the needs of the school system. He advised that staff's goal was to provide the school system with the same amount of funding as last year, or even a little more, as he did not think they could absorb a cut of \$3.1 million on top of last year's cuts.

Commissioner of the Revenue Laura Ecimovic confirmed that assessment notices had been sent out and there were still some long-standing data errors, but she had been able to meet and help some taxpayers and she anticipated being completed with her appeals process by the end of March, at which time she would have a better idea as to what impact her adjustments would have on total land values.

Mentioned as options open for consideration by the Board to address shortages were using cash reserves, increasing the meals tax rate, re-designating meals tax revenue, restructuring debt, consolidation of County and School Board functions where possible, moving to semi-annual tax collections, employee furloughs, employee salary decreases, and reducing the number of days of operation of the trash convenience centers.

It was reminded that one cent on the real estate tax rate was around \$270,000 and that the equalized tax rate after the 2010 General Reassessment would be 68¢.

Following discussion, some of the Board members indicated that they would be willing to consider a two cent increase in the tax rate and staff was requested to "run the numbers" and bring the Board a recommendation on ways to find \$1 million in cuts.

IN RE: 2010 BYLAWS ADOPTION

Mr. Davis moved to adopt the amended Bylaws, as presented. The members were polled:

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

The motion carried.

IN RE: CLERK OF THE BOARD

Mr. Davis moved to appoint G. Cabell Lawton IV as the Clerk of the Board. The members were polled:

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

The motion carried.

IN RE: NON-DISTRICT APPOINTMENTS

Mr. Trout moved to appoint Rebecca West as the parent representative to the Community Policy & Management Team to serve a two-year term ending December 31, 2011.

Mr. Trout moved to appoint Deputy Tom Mears as New Kent's representative to the Tri-River Alcohol Safety Action Program to serve a three-year term ending December 31, 2011.

The members were polled:

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

The motions carried.

Mr. Trout moved to nominate William Chandler for Circuit Court appointment as a member of the Board of Equalization to serve a term ending December 31, 2010. The members were polled:

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

The motion carried.

IN RE: HOMELAND SECURITY GRANTS

Mr. Burrell moved to adopt Resolution R-09-10 authorizing the County Administrator to execute all documents necessary to obtain Homeland Security Department grant funding. The members were polled:

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

The motion carried.

IN RE: DISTRICT APPOINTMENTS

Mr. Trout moved to appoint Brandon Currence as the District 4 representative to the Historic Commission to serve a four-year term ending December 31, 2013.

Mr. Trout moved to appoint Terri Lindsay as the District 4 alternate representative to the Historic Commission to serve a four-year term ending December 31, 2013.

The members were polled:

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

The motion carried.

Mr. Evelyn moved to nominate David Frank for Circuit Court appointment to the Board of Zoning Appeals to serve a five year term ending December 31, 2014. The members were polled:

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

The motion carried.

IN RE: FORMER COUNTY ATTORNEY

Mr. Evelyn moved to approve the execution of the Separation Agreement and Release of Claims with the former County Attorney Jeff Summers. The members were polled:

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

The motion carried.

IN RE: ADJOURNMENT

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

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

David M. Sparks

Aye

The motion carried.

The meeting was adjourned at 2:51 p.m.