

RE: RECESSED MEETING, WEDNESDAY, SEPTEMBER 8, 2010, 6:00 P.M.

The meeting was called to order by the Chairman.

PRESENT: Timothy W. Cotman, Sr., Chairman  
Gilbert A. Smith  
Sherri M. Bowman

RE: LIBRARY CAMPAIGN

Mr. James A. Tyler, Jr., Chairman of the Charles City County Library Campaign and Treasurer of the Heritage Library Foundation expressed the Library Campaign Committee's appreciation of the Board of Supervisors' interest and support of the library project. He cited their generosity of providing the land for the future library and their agreement to maintain it once built.

He informed the Board that the Campaign Committee is active, meeting at least monthly over the year, and are dedicated to see this project to its completion.

Mr. Tyler presented the following three categories of reasons why Charles City County needs a library: (1) The current facility in the Courthouse is woefully inadequate, the library does not have long term use of the space, and it is not a long term solution; (2) Studies made all over the United States show the dollars spent on public libraries are returned multiple times over to the locality, improving the finances of the community it serves. He stated the least of which is \$5.00 back to the locality for every dollar spent, the best being \$31.00 back. A public library would act as a catalyze for development in the Courthouse area, a cornerstone project around which other businesses will develop; and (3) the citizens of Charles City County want a public library and are deserving of one and all it would bring to the community.

With the pledges already in hand, together with the contributions received, plus the anticipated contributions Mr. Tyler stated the Committee anticipates announcing this fall the total fund raising efforts to be in excess of \$700,000. The Campaign also sent out a solicitation letter for pledges and experienced an amazing response with over 100 pledges to date.

Mrs. Barbara Winter, Director of the Heritage Public Library, explained the answers to *why a library in Charles City* and *why now* with saying the demand is now and the need is now. She went on to inform the Board of Supervisors that library usage by citizens is increasing every month and the need for a library in Charles City County is greater now than it has ever been. She asserted that in May, 2010 the Heritage Public Library served 42% more citizens than it did for the same period last year; and in June, 11%; July, 21%; and in August, 13%; also the number of borrowers overall is up 17% from this time last year. The total number of books in circulation this year is 3200.

The Heritage Public Library has increased the number and improved the quality of the programs they offer, Mrs. Winters informed, listing as examples, Computer Basics I and II, Windows 7, Excel, Basic HTML, Website Design, and Microsoft Word. Unfortunately most computer classes, while open to citizens of both counties, have to be held in New Kent because of the lack of space in the Charles City location. In addition, every week Charles City residents are offered career counseling resources, resume assistance, and help in filling out online applications.

Studies show that 300,000 Americans get job-seeking help at their public library every day, Mrs. Winters stated, and provided the following statistics:

- 5,400 libraries offer technology training classes – more than the number of computer training businesses in the US.

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- Every day 14,700 people attend free library computer classes – a retail value of \$2.2 million. Based on 286 business days per year, that is \$629 million worth of computer classes annually.
- 2.8 million times, every month, business owners and employees use specialized resources at public libraries to support their small businesses.

Mrs. Winters shared the business story of Ernest and Julio Gallo, who, in 1933 needed a wine recipe to start their business and, turned to their local library. There they found the pamphlet, *The Principles of Winemaking*. They started making wine, pursued their dream, and today their brand is a household name. Their small business has grown creating hundreds of jobs, thousands of opportunities, and millions of satisfied customers.

Mrs. Winters stated that the Library will bring concrete economic benefits to Charles City. The Library is developing a business resource center, she informed the Board, and will soon provide the resources that Charles City residents need to create new careers and grow small businesses. Statistics show that more than 80% of businesses in rural communities are small businesses and cannot support a corporate library. The public library is vital to those businesses becoming their “research and development” arm.

Mr. Gil Entzminger, AIA, with Enteros Design, PC, architect for the library project, addressed the Board of Supervisors sharing that Enteros Design has worked closely with the Library Campaign Committee for the past several months to refine the project goals and establish a vision for the facility.

Mr. Entzminger presented the following specifics about the planned library: The new facility will sit at the southern end of the courthouse complex, and it will serve as an anchor on axis with the historic courthouse. In the building’s exterior, masonry material, scale, and proportions are designed to be compatible with the historic courthouse buildings; while still expressing the mission and function of a modern library. Large sections of glass and clerestory windows will bring in controlled natural light and allow framed views into and out from the library. The building design uses architectural forms and patterns which recall the rich heritage and diverse culture of Charles City County.

The new library will accommodate over 20,000 volumes of print and non-print materials. In addition to the library collections, the new library will house the Center for Local History where the County's rare books, photographs and manuscripts will be preserved future generations. The facility also provides a 100 seat meeting room, group study rooms, a special programs room, a self serve cafe, gallery space, and a computer training lab. The new Charles City Library is not only designed to store books, but it will also serve as a cultural center and gathering place for the community.

The facility devotes approximately 2,800 square feet specifically to children collections and activity space. A separate space is designed for teens and young adults to address their unique needs. The children’s area is designed with open space, colorful forms, and appropriate seating to promote learning activities. A special program room is designed for children’s activities which include story time, puppet shows, and craft activities.

In regards to the budget for the library facility project, the current estimate is just under \$5,200,000. The estimated cost could range between approximately \$4,900,000 and \$5,600,000, depending on the final design and market conditions at the time of bidding.

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Having worked closely with the Library Campaign Committee refining the project budget, cost cutting options have been developed which can be implemented as needed to meet the budget. Some of these cost reduction measures include cutting the water feature, eliminating skylights, and reducing paved areas.

Mr. Entzminger stressed that the schedule for bidding the project could have a big impact on the total project cost, emphasizing that the current bidding climate is very favorable to owners who are ready to build. He shared that on some of Enteros Design, PC's recent projects, including the Petersburg Public Library, bids have come back 25% below project budgets. Although the future of the construction market cannot be accurately predicted, it is anticipated that within two years there will be a significant increase in construction prices. If this project can go out to bid in 2011, Mr. Entzminger firmly stated, he believes the County will realize a significant savings on the building cost. Confident that this is a shovel ready project, he said the drawings can be completed by the beginning of 2011 to be ready to move forward.

Ms. Mary Ellen Stumpf, of Stumpf & Associates, Inc., a respected fund development professional and advisor on the library project, reviewed for the Board of Supervisors the following three lessons learned from her experience raising funds for community projects to insure success. Lesson (1) Fund raising campaigns must have both private and public investment of capital funds, one leverages the other. Without a proportionate gift from the County there will not be sufficient belief by citizens, businesses and foundations, and the campaign will ultimately fail; Lesson (2) Capital Gifts are a successful trend that will augment the County's wonderful commitment already made of the land and the commitment to operate the future new library. Long after the capital campaign, libraries are enjoying the ongoing efforts of the library's foundation and private donors to supplement operating support. This is done by annual appeals, grants, major gifts and sponsorships. This public/private financial relationship may be ongoing and not just for this project. Lastly, Lesson (3) it is important to have a major challenge donor which encourages sizable donations from others. Ms. Stumpf stated that there is a family ready to make a very sizable and perhaps initial gift, structured to be a challenge donor, upon the County's commit to the project.

Mr. James A. Tyler, Jr., concluded the presentation of the Library Campaign Committee requesting the Board of Supervisors consider committing half of the library building cost, \$2,500,000, by January, 2011. He added that the cost of operation of the library annually is estimated to be \$160,000 to \$200,000.

He pointed out that in 2012 the County will complete the payments on financing of three new schools that will free up \$610,000 in the operating budget. He suggested that the Board may consider bundling the Library project loan with other County essential needs to take advantage of the borrowing power the Library project would afford the County.

With the certainty of County investment, Mr. Tyler said in closing, the campaign could expand, stating the Committee will commit fully to raising the other half of the cost once the County commits to the project.

Mr. Gilbert A. Smith said Charles City County definitely needs a library and the citizens deserve it. He stated that the Board would do whatever it can to make the library a reality.

Ms. Sherri M. Bowman praised the Library Campaign Committee on their thorough presentation.

Mr. Timothy W. Cotman, Sr. explained that the Committee did not need to "sell" the Board on a library for Charles City as they are all "on board". The Board appreciates the work the Library Campaign Committee has done, he said, to come up with ideas to make this a possibility. He thanked the Committee for their presentation and stated the Board will give the ideas and points made tonight all the positive scrutiny they can.

RE: WASTE WATER MANAGEMENT PLAN

Environmental Developer, John Bragg, explained that the Code of Virginia, as amended, in 2003 was amended to require the development of a comprehensive statewide supply planning process to (1) ensure that adequate and safe drinking water is available to all citizens of the Commonwealth, (2) encourage, promote and protect all other beneficial uses of the commonwealth's water resources, and (3) encourage, promote and develop incentives for alternative water resources, including, but not limited to desalination.

In November, 2005 a regulation supporting this plan became effective. The regulation requires that all counties, cities, and towns in Virginia submit a local water supply plan or participate in a regional planning unit in the submittal of a regional water supply plan to the State Water Control Board. Mr. Bragg informed the Board that our regional water supply plan is due by November 2, 2011 and as part of the process, there will be a requirement for public hearing. He expressed his plan to have an executive summary and draft by the end of this month and to go to public hearing next month.

Mr. Bragg explained the following are the elements that have to be included in the regional plan: where are we getting our ground water; for what are we using our water; what other resources are in the county, including the geological resources, the hydrological resources and the meteorological conditions; how many people do we have in the county now and how many do we expect to have in 2060; and what are our projections of our supply and demand at that time.

It is also required we have a Drought Response Plan and a Statement of Need based on the adequacy of existing water sources to meet current and projected water demand over the next thirty years.

Tammy Stephenson, with the Department of Environmental Quality (DEQ), and the 1998 plan created by Timmons Group have been very helpful in gathering the needed information. Also a grant for \$4500 awarded to the county to augment the cost of this process will cover the advertisements for the public hearing.

County Administrator, John Miniclier, Jr., added that each county in the region has done their own plan including the regional concept in theirs. As this county looks to develop in the future, ground water is going to become very difficult to get from DEQ. This instrument is one that I hope will lead us, if we have a section of our county we want to develop, as the western ends shows, do we look at regional water supplies? And in our other smaller development centers like the Courthouse area, to make sure we have availability in the future for ground water withdrawal at this location or at any of the other small locations.

This is a critical document and we will see something coming from the DEQ and hopefully the Richmond Regional Planning District Commission will also be focused on this issue.

Timothy W. Cotman, Sr. asked if they are the only group looking at this regionally.

Mr. Miniclier responded that there are other PDC's in sections of the Commonwealth that are. The Commonwealth and DEQ considers that a public resource. They have come up with ground water withdrawal estimates and in the future we have to look at water conservation and try to look at regional. Right now the big thing is DEQ, getting a ground water withdrawal permit, for example, for this location if we get the library built and other facilities coming in. Getting ground water withdrawal may be very interesting in the future.

Mr. Timothy W. Cotman, Sr., questioned if we and others are looking at other options. Mr. Bragg mentioned desalination and I don't think that is appropriate for us, he said.

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No, it's not, responded Mr. Miniclier. As you start talking about cost and size for water withdrawal, and building a plant to desalinate, and possibly taking water out of the James River, it is extremely expensive.

It's based on the amount of water our future plan shows we will have a need in our comprehensive plan. So we are looking at do we hook in to Henrico or New Kent on the western end where we have it on the 106 Corridor? And then take areas like the Courthouse, and other areas we define in our Comprehensive Plan, we need to have the availability of this ground water here for 200,000 gallons a day – whatever the amount may be - based on our Comprehensive Plan based on the development that we foresee in that.

RE: NOTICES OF VIOLATION – STRUCTURES

Building Official, Mr. Dallas Johnson, provided an update on the review of dilapidated or unsafe structures in the county. He explained the criteria of the county's Property Maintenance Code are as follows: A vacant existing structure, unsecured or open, shall be deemed an unsafe structure; Any building that is dilapidated structurally unsafe or its foundation is unstable to a point of partial or complete collapse will also be deemed unsafe. These unsafe conditions are required to be remedied.

Securing against public entry is the first step. But if there is a likelihood of a structure to pose a danger of partial or complete collapse then a Notice of Violation (NOV) is sent out advising the owner of the violation and required removal of the structure.

The Building Official's office has to-date sent out eleven NOV's, Mr. Johnson reported, adding, the owners do have the right to appeal if they feel the issue or issues may be remedied without removal. Three owners have come in and secured the permits to remove the structures and two have already cleared the problem structures. Several properties are still being reviewed.

Ms. Sherri Bowman queried if trailers, single and doublewides, etc. were included in the Building Official's review of county properties.

Mr. Johnson stated they are and there are some that still need to be looked at and dealt with.

Mr. Miniclier advised that there will be information regarding these structures and the Property Maintenance Code criteria in the County Quarterly Newsletter and we hope to work with the Chronicle also to get information to citizens.

RE: APPOINTMENT – RICHMOND AREA METROPOLITAN ORGANIZATION

Motion was made by Gilbert A. Smith to appoint Planning Director, Allyson Finchum, to replace Christina Greene-Bartscher and serve as Alternate Member for the county on the Richmond Area Metropolitan Planning Organization (MPO), said term to expire January 31, 2011. The motion carried as follows:

Gilbert A. Smith	Aye
Sherri M. Bowman	Aye
Timothy W. Cotman, Sr.	Aye

RE: APPOINTMENT – RICHMOND AREA METROPOLITAN PLANNING ORGANIZATION - TECHNICAL ADVISORY COMMITTEE (TAC)

Motion was made by Gilbert A Smith to appoint Environmental Planner, John Bragg, to serve as Alternate Member for the county on the Richmond Area Metropolitan Planning Organization - Technical Advisory Committee (TAC), said term to expire January 31, 2011. The motion carried as follows:

Gilbert A. Smith	Aye
Sherri M. Bowman	Aye
Timothy W. Cotman, Sr.	Aye

RE: FY 2011 REVENUE SHORTFALL UPDATE

The County Administrator, John F. Miniclier, Jr., reported that he has met with Waste Management's mid-Atlantic office and local office regarding the shortage in waste tonnage. This month the tonnage reported is about 1700 which is up from the 1300-1500 tons of the summer months. Mr. Miniclier stated they have said they will continue to look for sources of waste to bring here but have said very clearly they don't believe they will reach the 2000 tons per day. The issue is partly due to the tonnage in May, June, July and August was about 1300 each month. To meet the goal of 2000 tons per day they would have to bring in 4000 tons per day to the end of the year to make up the low tonnage months. Waste Management is saying they believe they will be able to maintain 1700 tons per day. What this means in numbers is, if they average about 1700 per day to the end of the fiscal year, we will be about a \$600,000 revenue shortfall.

Mr. Timothy W. Cotman, Sr., directed staff to stay on top of this issue.

Mr. Miniclier assured the Board the discussion with Waste Management will continue.

RE: FY2011 MONTHLY APPROPRIATIONS

Assistant County Administrator and Finance Director, Michelle Johnson, provided the Board of Supervisors the September, 2010 appropriations requests. Due to the revenue shortfalls, she recommended the Board approve the county departments submit monthly appropriations requests instead of quarterly through the fiscal year, June 30, 2011, to better monitor the county funds.

Motion was made by Gilbert A Smith to approve monthly appropriations be done starting with October, 2010 through the fiscal year, ending June 30, 2011. The motion carried as follows:

Gilbert A. Smith	Aye
Sherri M. Bowman	Aye
Timothy W. Cotman, Sr.	Aye

RE: FY2012 BUDGET PREPARATIONS – COLLABORATIVE COMMITTEE

Finance Director, Ms. Michelle Johnson, requested the Board declare the budget subcommittee to be formed be a compilation of a Board member, together with a member of the School Board, the School Superintendent, County Administrator, the School Board's Director of Finance and herself. To look at the spending trend of the last fiscal year, discuss how the county will move forward for FY2012, and make sure everyone is on the same page.

She requested also that the School Board be required to break down any line items over \$25,000, and the county be required to break down any line items over

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(CONTD)

\$10,000. This will allow a more focused look at how the local dollars are being spent and better address the revenue shortfall.

Ms. Johnson explained that the state recommends how much the county is to finance the school system. It is necessary, she explained, to understand any request over that recommendation in determining how we can fund the school system as we plan and move forward with next year's budget.

Motion was made by Gilbert A Smith to approve the methodology set out by Ms. Johnson for a collaborative group of the school systems and the county, and the committee be made up of a member of each Board, the Superintendent, County Administrator, the School Board's Director of Finance, Ms. Johnson, and any additional staff as deemed necessary, to discuss budget and funding issues. The motion carried as follows:

Gilbert A. Smith	Aye
Sherri M. Bowman	Aye
Timothy W. Cotman, Sr.	Aye

Motion was made by Gilbert A. Smith to offer the position to Mr. Timothy W. Cotman, Sr. to represent the Board of Supervisors on the County/School Budget Collaborative Committee. The motion carried as follows:

Gilbert A. Smith	Aye
Sherri M. Bowman	Aye
Timothy W. Cotman, Sr.	Aye

RE: BOARD OF SUPERVISORS' DIRECTIVES

Mr. Gilbert Smith directed staff to draft a letter to the School Board explaining the requests being made and the goals and objectives of the collaborative committee.

Mr. Timothy Cotman directed the County Administrator and the School Superintendent to meet and determine the specific issues to be discussed by the Committee and develop a specific agenda for the committee meeting.

RE: EXECUTIVE SESSION

Motion was made by Sherri M. Bowman to go into executive session to discuss legal matters under Section 2.2-3711(A)(7); and investment of public funds under Section 2.2-3711(6); of the 1950 Code of Virginia, as amended. The motion carried as follows:

Sherri M. Bowman	Aye
Gilbert A. Smith	Aye
Timothy W. Cotman, Sr.	Aye

Motion was made by Sherri M. Bowman to return to regular session. The motion carried as follows:

Gilbert A. Smith	Aye
Sherri M. Bowman	Aye
Timothy W. Cotman, Sr.	Aye

RE: EXECUTIVE SESSION (CONTD)

Motion was made by Sherri M. Bowman that the Board of Supervisors discussed only public business matters lawfully exempted from statutory open meeting requirements and public business identified in the motion to convene the executive session. The motion carried as follows:

Sherri M. Bowman	Aye
Gilbert A. Smith	Aye
Timothy W. Cotman, Sr.	Aye

There being no further business before the Board it hereby adjourned to meet again on Tuesday, **September 28, 2010** at 7:30 p.m. for the Board of Supervisors' regular meeting.