

**ROUND HILL TOWN COUNCIL
MEETING MINUTES
December 6, 2018**

A Meeting of the Round Hill Town Council was held at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, December 6, 2018, at 7:30 p.m.

Council Members Present

Scott T. Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
Donald W. Allen
Amy E. Evers
Michael B. Hummel

Council Members Absent

Frederick J. Lyne

Staff Members Present

Melissa Hynes, Town Administrator, Town Planner/Zoning Administrator
Maureen Gilmore, Town Attorney (arrived at 7:47 p.m.)

Others Present

Jeffrey Mitchell
Reed Mayer
Clinton Chapman
Megan Albright
Melissa Hoffmann

IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Ramsey called the meeting to order at 7:33 p.m. Vice-Mayor Graham led those present in the Pledge of Allegiance.

IN RE: ROLL CALL

Roll Call was held; with all present, except for Councilperson Lyne, a quorum was established.

IN RE: COMMUNITY POLICING

There was no Community Policing Report.

IN RE: PUBLIC COMMENT

Mayor Ramsey opened the meeting to Public Comment, asking that anyone who wishes to speak state his/her name and address for the record.

Ms. Megan Albright, of Round Hill, introduced herself, and noted that she and her family have lived in Round Hill since 1992. Ms. Albright stated that they are very invested in the Town, as they have raised their boys here, and have business and residential interests in Round Hill. Ms. Albright also noted that she and her family have been involved with the fire department here. Ms. Albright stated that she believes in giving back to the Town, and in giving back to communities in which she is invested, such as her church, her school, and her co-op. Ms. Albright closed her comments by noting her belief that she has experience which would be helpful in service on the Town Council. Ms. Albright thanked the Council for its time; Mayor Ramsey thanked Ms. Albright for her comments.

Ms. Melissa Hoffmann, of Lake Ridge Estates, Round Hill, then introduced herself, noting that she and her family, which includes three children under the age of ten, have lived here since 2006. Ms. Hoffmann stated that they had been looking for a community to which to move, and "stumbled" upon Round Hill when attending the Friday night Blue Grass Jam at the Old Furniture Factory; they subsequently found their home here. Ms. Hoffmann noted that she works as a brewer at the Lost Rhino Brewing Company in Ashburn. Ms. Hoffmann stated that she is very interested in the projects occurring in Round Hill, especially the "path to nowhere" near their home; she noted that she has been involved in both the Town's Christmas observances and the Round Hill Hometown Festival. Ms. Hoffmann stated that she, like Ms. Albright, is interested in giving back to the community. Mayor Ramsey thanked Ms. Hoffmann for her comments.

There was no further Public Comment.

IN RE: ADOPTION OF REGULAR MEETING AGENDA (Amendments & Deletions)

Vice-Mayor Graham made a motion **to adopt the Agenda, with the following addition: under Business Items, add Item #3 – Utility Update.** Mayor Ramsey suggested that *Business Item #2 – Round Hill to Purcellville Bike Trail & Loudoun Emerald Ribbons*, and *Action Item #8 – 2019 Legislative Agenda & Positions Statement*, be carried over to a future meeting. Vice-Mayor Graham suggested that *Action Item #6 – Resolution 2018-11, Rockwool Manufacturing Facility* be carried over to a future meeting, as well. There was discussion of deferring *Action Item #7 – ZOAM-2018-01, Lodging, Senior Housing & Accessory Apartments*, to a future meeting, as a member of Council who previously expressed concerns regarding these amendments was not present at this evening's meeting. Town Administrator Hynes noted that deferring this item could negatively impact the Public Hearing scheduled for the amendments; it was ultimately decided to take action on the item this evening. Councilperson Allen seconded the motion. There was no further discussion. A vote was held; the motion was approved 4-0, with Councilperson Lyne absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Donald W. Allen	Aye
Michael B. Hummel	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye
Frederick J. Lyne	Absent

IN RE: APPROVAL OF MINUTES

1. October 18, 2018 Town Council Meeting

Councilperson Hummel moved **to approve the October 18, 2018 Town Council Meeting Minutes**; Vice-Mayor Graham seconded the motion. There was no discussion. A vote was held; the motion was approved 3-0-1, with Councilperson Hummel abstaining, and Councilperson Lyne absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Donald W. Allen	Aye
Michael B. Hummel	Abstain
Mary Anne Graham	Aye
Amy E. Evers	Aye
Frederick J. Lyne	Absent

2. November 1, 2018 Town Council Meeting

Vice-Mayor Graham noted that the word *Treasurer*, on page six, was misspelled. Vice-Mayor Graham moved **to approve the minutes, as amended**; Councilperson Allen seconded the motion. There was no discussion. The motion was approved 3-0-1, with Councilperson Hummel abstaining, and Councilperson Lyne absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Donald W. Allen	Aye
Michael B. Hummel	Abstain
Mary Anne Graham	Aye
Amy E. Evers	Aye
Frederick J. Lyne	Absent

IN RE: BUSINESS ITEMS

1. Presentation of FY2018 Audit by Jeff Mitchell

Mr. Jeffrey Mitchell, CPA, of Mitchell & Company, P.C., provided this report, and distributed a written presentation to Council Members; he noted that the audit is for the time period July 1, 2017 through June 30, 2018. Mr. Mitchell explained that this fiscal year was one of transition for the Town, with the Treasurer leaving and a temporary Accounting Assistant assuming some of the responsibilities of the Treasurer. The books and records of the Town were in good order, with transactions properly recorded, for the

year. Mr. Mitchell stated that there were no issues during the audit process, with his firm assisting with some normal, year-end adjustments. Mr. Mitchell reported that Mitchell & Company representatives met with Town Administrator Hynes to review the Town's financial records in detail, and to provide information on the audit process to her; this proved to be a productive meeting. Mr. Mitchell then reviewed the written presentation with Council, highlighting the following:

- that the Town continue to work toward a consolidation of its accounts, as its business could be transacted with only one account;
- explaining the impact on Utility Fund Billing of the carry-over existing at the end of the fiscal year;
- that all Bond Escrow monies have been spent, with the account now reflecting a balance of \$0.00;
- that the Town's Pension Fund remains over-funded, and that Round Hill is likely the only municipality in Virginia for which this situation exists – Mr. Mitchell stated that this is a good situation, and explained that the Town is paying the amount set by the Virginia Retirement System, which is working toward correcting this;
- the impact on the Town's Fixed Assets of improvements made to Sleeter Lake Park, which represents the major improvements made during the fiscal year;
- smaller projects which also impacted the Town's Fixed Assets;
- that the Town's Accounts Payable were routine, with a Performance Bond reflected in the totals;
- two proffers made to the Town, for which the funds provided have not yet been spent;
- the Town's primary debt, a \$5.6 million Bond, which was refinanced in 2009, and for which the payments have been spread out;
- a deficit noted in the CIP line, as monies collected in prior years was spent during this fiscal year; additionally, transfers between funds were reflected in this item;
- funding provided by Loudoun County for the upcoming Main Street Enhancement Project;
- an operating deficit for the Town's Utility Fund, with factors which account for this explained;
- a comparison of historical data in various budget categories;
- the equalization of real estate tax rates undertaken by the Town for the past several years;
- a comparison of actual expenses with budgeted expenses;
- a Budget to Actual analysis for Utility operations;
- a reduction of the surplus in the General Fund, as some of these funds were used for projects such as Sleeter Lake Park;
- the Cash Balances for both the General Fund and the Utility Fund, and restrictions placed upon some of these funds.

Mayor Ramsey noted that there is currently an operating deficit in the Utility Fund, which reflects the Council's decision to take steps to balance out the reserves and to keep rates down.

Mr. Mitchell stated that he works for the Town Council, and noted that his firm found the Town's books and records to be in order. Mr. Mitchell noted that, had any issues arisen, he would have communicated those concerns to the Mayor or Vice-Mayor. Mr. Mitchell also noted that the Town set up its Capital Projects Fund to provide for multi-year projects. Mr. Mitchell recommended the following: that each Council Member fill out a "Conflict of Interest" form, on a yearly basis; that the Council adopt a Fixed-Asset Capitalization Policy, which would allow for expenses under \$5,000.00 to be tracked managerially; and, that Council adopt an Investment Policy. In response to a question from Council, Mr. Mitchell stated that the Town "is in good shape."

The Council thanked Mr. Mitchell for his report.

Discussion ensued among Council Members regarding ensuring that proffer money is spent for the purposes intended. Mayor Ramsey expressed concern regarding the operating revenues for the Utility Fund being lower, noting that it was unexpected; research will be done into a possible explanation for this.

2. Utility Department Update

Vice-Mayor Graham presented this item. An update on the Stoneleigh generator project was provided, with it being noted that the project should be completed by the end of the year. It was noted that the County Planning Commission approved the Town's application for construction of the Southern Water Tower at its meeting held on November 27th; the Planning Commission recommended that the application be forwarded to the Board of Supervisors for final approval at its meeting in January 2019. Town Administrator Hynes noted that one person at the hearing spoke against construction of the tower, expressing the concern that it could have a negative effect on wells in the area; monitoring will be done to ensure that nearby wells are not compromised. Ms. Hynes also noted that she explained to the County Planning Commission that the tank is not being built to serve new homes, but rather is needed to meet existing demand. Discussion of the possibility of the tank compromising wells in the area ensued, with it being noted that, at the distance the tank will be located from adjacent properties, its weight should have no effect on wells. There was also discussion of requesting that EGGI monitor the tank, or provide parameters for monitoring. Mayor Ramsey also requested that Supervisor Buffington's office be kept apprised of developments regarding the construction of the tower. Councilperson Hummel stated that Vice-Mayor Graham and Town Staff did a good job with their presentation to the County.

IN RE: ACTION ITEMS

1. Appointment of Planning Commissioner

Mayor Ramsey noted that an application has been received to fill the current vacancy on the Planning Commission. Mr. Reed Mayer, the applicant, of 8 East Loudoun Street, introduced himself, noting that he met the Planning Commission members at the meeting held earlier this week, and that he looks forward to serving. Councilperson Hummel, the Town Council representative to the Planning Commission, stated that Mr. Mayer sat in on the meeting and participated in those discussions, and did a great job. Vice-Mayor Graham asked for the meaning of the acronyms included in Mr. Mayer's resume, which he provided; Mr. Mayer explained that he is in the construction business, and that the acronyms apply to various certifications related to that field. Councilperson Hummel stated that the Planning Commission requests that the Council appoint Mr. Mayer. Councilperson Hummel then moved **that the Round Hill Town Council appoint Reed Mayer as a member of the Town of Round Hill Planning Commission, for a term beginning immediately and expiring on December 31, 2020**; Vice-Mayor Graham seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 4-0, with Councilperson Lyne absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Donald W. Allen	Aye
Michael B. Hummel	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye
Frederick J. Lyne	Absent

Mayor Ramsey congratulated Mr. Mayer on his appointment.

2. Appointment of Town Council Member

Mayor Ramsey noted that packets of information for each of the two candidates to fill this vacancy are before Council; Ms. Melissa Hoffmann and Ms. Megan Albright are the applicants, and spoke during the Public Comment portion of the meeting. Mayor Ramsey stated that, at this time, Council may decide if it has enough information to make a decision, or if it wishes to set up a question-and-answer process for each candidate; Council indicated that it is ready to proceed with a vote. Vice-Mayor Graham then moved **that the Round Hill Town Council appoint Melissa Hoffmann to the Round Hill Town Council vacancy, created by the resignation of Mike Minshall; the term shall begin as soon as the appointee takes her oath of office, until a Council Member elected by special election takes office**. Councilperson Allen seconded the motion. It was noted that the special election will take place during the general election scheduled for the first Tuesday in November of 2019. There was no discussion of the motion. A voice vote was held; the motion was approved 4-0, with Councilperson Lyne absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Donald W. Allen	Aye
Michael B. Hummel	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye
Frederick J. Lyne	Absent

Mayor Ramsey congratulated Ms. Hoffmann on her appointment, and explained that the term expires after the special election slated for November 2019, during which she may stand for election if she so wishes. Mr. Ramsey also explained that her official duties as a Council Member will not begin until she has been sworn into office by the Clerk of the Circuit Court. Mayor Ramsey thanked Ms. Albright for applying to fill the vacancy. Mayor Ramsey asked if Council objects to Ms. Hoffmann participating in discussion at this evening's meeting, noting that she may not vote until she has officially been sworn; Council agreed to her participation, in both the meeting and the scheduled Executive Session.

3. Property Taxes & Real Estate Taxes Due Date

Mayor Ramsey explained that there were some issues with the timely mailing of Personal Property and Real Estate Tax bills this cycle, with Town Administrator Hynes noting that a memo regarding this was sent to Council Members. Councilperson Hummel asked if many complaints had been received from citizens; Ms. Hynes noted that not many complaints were lodged. Town Administrator Hynes explained that State Code requires these bills to be mailed two weeks prior to the due date; this threshold was met. However, best practices call for these bills to be mailed thirty days prior to the due date, which did not occur this year. Mayor Ramsey explained that the Town Administrator is requesting a deadline extension to December 19, 2018, in order to meet the thirty-day period allotted for payment. Council agreed to this extension. Councilperson Allen then made a motion **that Council extend the tax deadline until December 19, 2018**; Councilperson Hummel seconded the motion. There was no discussion. A vote was held; the motion was approved 4-0, with Councilperson Lyne absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Donald W. Allen	Aye
Michael B. Hummel	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye
Frederick J. Lyne	Absent

4. Creekside/Brentwood Springs Open Space Deed of Gift

Mayor Ramsey stated that Councilperson Hummel has recused himself from any action regarding this agenda item. Mr. Hummel stated that he was willing to answer any questions Council may have, in his capacity as a representative of the principal in this matter. Mr.

Hummel provided an update on Creekside Park, noting that building the park was included in the proffers put forth for this subdivision; the park is to be deeded to the Town when improvements have satisfactorily been completed. Mr. Hummel explained that there have been problems with erosion at the site, which the developer has taken steps to correct; those measures have been successful. It remains for the Town to determine if the park is in the proper condition for acceptance; however, the goal is to have this Deed of Gift ready for execution when all improvements have been made and the Town is comfortable in accepting the site. The action proposed this evening will authorize the Mayor to sign the deed at that time. Mr. Hummel noted that, additionally, Project Specialist Lohr has asked that the civic site there be provided to the Town for staging for construction equipment for the upcoming Main Street Enhancement Project. The Wormalds (developer) agreed to this request, and suggested that this be included in the Deed of Gift, as well. Mr. Hummel stated that the deed has been reviewed by Town Attorney Gilmore, with her comments addressed. Mayor Ramsey asked if the park and the civic site have been bonded; Mr. Hummel stated that they have. Mr. Ramsey asked if acceptance of the park would negatively affect the bond; Mr. Hummel stated that it would not. Mr. Hummel stated that the developer is approximately one week away from completion of construction of the park site. Mayor Ramsey asked if the Town's engineering firm has inspected the site; Town Administrator Hynes stated that she is working with the firm to complete this inspection. Mayor Ramsey noted that permission to use the civic site in connection with the Main Street Enhancement Project would be required for completion of the bid package for that project. Vice-Mayor Graham then made a motion **that Council approve the Mayor to sign the Deed of Gift, upon approval by the Town Administrator and Town Attorney;** Councilperson Evers seconded the motion. There was no discussion. A voice vote was held; the motion was approved 3-0, with Councilperson Hummel recused, and Councilperson Lyne absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Donald W. Allen	Aye
Michael B. Hummel	Recused
Mary Anne Graham	Aye
Amy E. Evers	Aye
Frederick J. Lyne	Absent

Mayor Ramsey stated that he will execute the Deed of Gift when all requirements have been met.

5. FY2020-2022 Strategic Action Plan Adoption

Town Administrator Hynes presented this item, noting that the document before Council this evening was compiled during the Council's fall Strategic Planning Retreat, and, upon approval, will be used to determine funding during budget discussions. Ms. Hynes noted that no changes have been made to the document since its last review by Council. Vice-Mayor Graham then made a motion **that the Town Council adopt the FY2020-2022**

Strategic Action Plan; Councilperson Hummel seconded the motion. Mayor Ramsey explained that acceptance of this plan sets priorities for the Town Administrator and Town Staff to follow. There was no further discussion. A vote was held; the motion was approved 4-0, with Councilperson Lyne absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Donald W. Allen	Aye
Michael B. Hummel	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye
Frederick J. Lyne	Absent

6. ZOAM-2018-01 – Lodging, Senior Housing & Accessory Apartments

Mayor Ramsey asked if Council wished to act on ZOAM-2018-01 this evening, wished to make further changes, or wished to defer this to a future meeting. It was noted that no substantive changes have been made to the document before Council this evening, only grammatical corrections have been made. Mayor Ramsey explained that Councilperson Lyne, who is absent this evening, had objections to these amendments; Mr. Ramsey also noted that not all Council Members will be present for the second December meeting, if the decision is made to defer a vote until then. Mayor Ramsey summarized Mr. Lyne's concerns, and noted that some changes were made to try to address these concerns. Discussion ensued regarding continuing questions and concerns Council has with the document, with some minor changes suggested, specifically regarding the location of an entrance to an accessory apartment, how to determine the number of occupants, and the size requirements for buffers. Following additional discussion, it was decided to delay a vote on ZOAM-2018-01 until the meeting scheduled for January 3, 2019. Town Attorney Gilmore noted that the General Assembly is slated to take up this issue again, with action by that body likely to take effect by July 1, 2019; therefore, the Council may want to institute its regulations prior to that date.

IN RE: DEPARTMENTAL REPORTS

1. Planning Commission

Councilperson Hummel reported that the Planning Commission worked on amendments to the Zoning Ordinance regarding restaurant uses in the Central Commercial District; a public hearing for these amendments is scheduled for January of 2019. The possibility of holding a joint public hearing for these amendments was discussed, with it being noted that the document updated by the Planning Commission will be forwarded to the Town Council for review. Mr. Hummel highlighted sections of the ordinance where changes are to be made.

2. Town Planner/Zoning Administrator Report

Town Administrator Hynes asked if Council wished to include the request by residents of Hayman Lane, regarding road maintenance in that area, on the agenda for its meeting of

December 20, 2018. It was noted that the residents wish to start a fund, with contributions made by each property owner, for an initial total of \$1,000.00; contributions would be made by residents on a yearly basis. The Town may participate in this effort as a property owner, or may limit its involvement in the issues there as the official governing body. There was lengthy discussion of this issue, with it being noted that all residents of Hayman Lane are not in agreement with this proposal. It was also noted that the fire department can access the properties there, so that public safety issue is properly addressed. It was also noted that there are issues on Hayman Lane with an easement. Following this discussion, it was decided that the Town should approach the problems on Hayman Lane as a property owner. Town Attorney Gilmore suggested that a letter be sent to the residents' committee, explaining that this was discussed by the Council, and that the decision has been made as noted. Mayor Ramsey stated that he will write the letter.

Town Administrator Hynes reported on the following:

- Mr. Powers Thomas has signed an 18-month contract for the possible development of his property, located on the western side of Round Hill outside of the Town limits; the prospective developer may make a presentation of his plans for this property at a future meeting.
- Concerns have been raised about the co-mingling of trash and recycling by the Town's service provider, Patriot; Town Administrator Hynes will investigate this issue further.
- The application deadline for the position of Town Treasurer closed on Monday, December 3, 2018, at noon; telephone interviews will be held, followed by in-person interviews of three candidates, conducted by Mayor Ramsey, Councilperson Lyne and/or Councilperson Evers.
- It was noted, in response to a concern raised by a Council Member, that problems with the Christmas lights in the Town Park are in the process of being resolved. It was noted that Utility Supervisor Feltner and members of the Utility Staff helped in this resolution.

3. Mayor's Report

Mayor Ramsey reported that he attended the recent COLT meeting, at which the next round of comments to be made for the "Envision Loudoun" County Comprehensive Plan update were considered. Mr. Ramsey also provided a brief overview of the Emerald Ribbons project currently under consideration in the County; this effort is focused on creating and upgrading trails in the County. A sponsor on the Board of Supervisors is being sought, with COLT recommending that as many Supervisors as possible be involved in this effort, as the costs of this program could be great. Finally, Mayor Ramsey reported that another group, Bike Loudoun, is pursuing a bike trail project in the County. Mayor Ramsey noted that, with the appointments made this evening, the Town Council and the Planning Commission are now at full strength.

IN RE: COUNCIL COMMENTS

Councilperson Hummel requested a list of scheduled meetings for 2019.

Councilperson Allen asked about a Christmas party to be held for Staff; Town Administrator Hynes noted that a luncheon is scheduled for Wednesday, December 12th. It was decided to hold an informal event prior to Christmas for Council Members, Planning Commission Members, and Town Staff; Town Administrator Hynes will determine a date and provide the information to Council and Planning Commission Members.

Vice-Mayor Graham noted that Ms. Martha Semmes, who has agreed to work on a part-time basis for the Town during Town Administrator Hynes' leave, had previously worked with Round Hill. Vice-Mayor Graham reported that Purcellville declined funding from Round Hill, to cover the cost of food at a recent TANV meeting; however, Ms. Graham requested that Round Hill reimburse Purcellville \$100.00 toward those costs.

Councilperson Evers asked if it would be possible to pursue the option for members to call-in to meetings, if they are physically unable to attend. Town Attorney Gilmore stated that that option is possible, and that Council could discuss the option and adopt a policy governing it, if it wished.

Mayor Ramsey requested that audio files of all meetings be placed on the Town's website.

There were no further Council Comments.

IN RE: EXECUTIVE SESSION

Vice-Mayor Graham moved **that the Round Hill Town Council recess its open meeting and convene a closed session to discuss personnel matters as authorized by Code of Virginia of 1950, as amended, §2.2-3711(A)(1), with the Town Administrator, Town Attorney, and Ms. Melissa Hoffmann, invited to attend;** Councilperson Hummel seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 4-0, with Councilperson Lyne absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Donald W. Allen	Aye
Michael B. Hummel	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye
Frederick J. Lyne	Absent

Mayor Ramsey declared that the Town Council is now in Executive Session, and called for a recess at 10:08 p.m.

IN RE: ADJOURN CLOSED SESSION AND RECONVENE OPEN MEETING

Vice-Mayor Graham moved **that the Round Hill Town Council adjourn its Closed Session and reconvene its open meeting**; Councilperson Allen seconded the motion. There was no discussion. A voice vote was held; the motion was approved 4-0, with Councilperson Lyne absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Donald W. Allen	Aye
Michael B. Hummel	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye
Frederick J. Lyne	Absent

Mayor Ramsey stated that the Town Council is now in Open Session

Vice-Mayor Graham stated that she may have provided an incorrect citation when entering the Closed Session, and asked that the Town Administrator correct it in the minutes.

IN RE: CERTIFICATION OF CLOSED SESSION

Vice-Mayor Graham moved **that the Round Hill Town Council certify that, while in Closed Session, the Round Hill Town Council discussed only those matters that were contained in the motion by which the Town Council convened its Closed Session, and that were lawfully exempt from open meeting requirements**; Councilperson Hummel seconded the motion. There was no discussion. A voice vote was held; the motion was approved 4-0, with Councilperson Lyne absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Donald W. Allen	Aye
Michael B. Hummel	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye
Frederick J. Lyne	Absent

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 10:52 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary