

<i>FOLLOW-UP ACTION</i>	<i>KEY STAFF</i>
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1. Invocation
2. Additions to Agenda
(Tabled)
3. Public Hearings:
 - a. Proposed Secondary Road Improvements:
 - ◆ Six-Year Plan for 2000 – 2006
 - ◆ Budget Priorities For 2000 – 2001
 - ◆ New Rural Addition Requests

(Comments were heard from the following citizens; Tim Thompson re: Rt. 796, Akers Road; Charles Hoover of Hoover Color Corporation re: Rt. 693, Julia Simpkins Road, Max Creek Bridge; Edward Hoglr3/ Tc ttt. 796600, ParrotttTEMC /P #MCID 27 B30 BT/TT1 1 Tf-0.0002 T

- c. A rezoning request by Michael Boyer from Residential (R1) to Agricultural (A1) with a Conditional Use Permit (CUP) for expansion of Gateway Mobile Home Park on property owned by Gateway Claytor Lake LC, identified by tax map no. 066-001-0000-0040, 41, 43, 9.66 total acres, located at 4585 State Park Rd. on the southwest corner of the intersection of State Park Rd. (Rt. 660) and Hidden Valley Rd., Ingles District.

(Staff explained items "c & d" on agenda and recommended a combined hearing – Approved, as recommended by Planning Commission – Notify applicant)

Ms. Jenkins/
Mr. Huber

(Supervisor Cook recommended the Planning Commission require recreational centers in mobile home parks – Advise Planning Commission)

Mr. Huber

- d. A rezoning request by Michael Boyer from Residential (R1) to Agricultural (A1) with a Conditional Use Permit (CUP) for expansion of Gateway Mobile Home Park on a portion of property owned by Joseph M. Rakes, identified by tax map no. 066-001-0000-0050, 9.81 total acres, located south off Hidden Valley Rd., Ingles District.

(Approved as a part of item "c")

- e. A rezoning request by C. R. Dalton from Residential (R3) to Residential (R2), and site plan review to allow two apartments on property identified by tax map no. 076-001-0000-077A, 32.9290 acres, located at 4700 Shelburne Rd., on the east side of Shelburne Rd. (Rt. 690) approximately 0.25 mile south of Merry Point Rd., Ingles District.

(Tabled, until later date to allow court review of a Board of Zoning Appeals decision in progress – Place on agenda to reschedule hearing once court action is completed, if

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g. Condition of property owned by Kermit A. and Diane M. McCurry and identified by tax map parcel 067-004-0000-0055, zoned Residential (R-2), located on the east side of Highview Dr., (Rt. 811), approximately 800 ft. north of Dunkard Rd. (Rt. 661), Dunkards Bottom Subdivision, Ingles District.
(Approved allowing property owner 30 days to resolve existing violation – Advise property owner)

Ms. Jenkins

h. Condition of property owned by Riverbend Water Company, identified by tax map parcels 054-005-0003-0004, 5-8, zoned Agricultural (A1), located on the southeast corner of the intersection of Alum Spring Rd. (Rt. 636) and Tyson St. (Rt. 1110), Tyson Hills Subdivision, Robinson District.
(Estimate cost of cleanup – Seek cooperative agreement with owner and neighborhood for maintenance, once site is cleared and seeded to allow mowing -
Notify property owner of expected compliance within 30 days)

Mr. Mayberry
Mr. Huber

Ms. Jenkins

4. Highway Matters:

a. Follow-up from Previous Board meeting

1. Rt. 693, Farris Mines Road, Narrow Bridge Restrictions for Modular Homes Due to Weight and Replacement Cost Estimate
(Cost estimate submitted – VDOT will include as part of six year plan update information)
2. Speed Limit Postings, Rt. 807, Hatcher Road
(VDOT will complete)
3. Guardrail Request, Rt. 636, Alum Spring Road
(VDOT has added to list to review and will send copy of review list – Place update on November Board agenda)
4. Rt. 636, Black Hollow Road, Pavement Repair
(VDOT will address)
5. Rt. 613, Cherry Branch Road/Rt. 664, Graysontown Road
Road, Intersection Guardrail Request
(VDOT has added to review list and will copy county)
6. Rt. 681, Sifford Road, Widening
(VDOT will undertake soon)

Ms. Hanks

7. Confirmation of Request for Speed Limit Sign Postings:

- a. Rt. 798, Falling Branch Road
- b. Rt. 787, Peak Creek Road & Rt. 644, Hurston Road
- c. Rt. 623, Gate Ten Road
(Speed study completed and posted to the greatest extent possible)
- d. Rt. 640, Brookmont Road
(Speed study completed and posted to the greatest extent possible)
- e. Rt. 690, Shelburne Road
(Speed study completed and posted to the greatest extent possible)

(VDOT will review all and provide a report at November Board meeting – Place on agenda)

Ms. Hanks

b. Status of Obtaining Right-of-Ways for Rural Additions

(Staff advise of status of Edgewood Drive off Rt. 100, Rolling Hills/Bagging Plant Road connector; Lindsey Road, off Rt. 693, Julia Simpkins Road; Cooks Crossing Lane; and School House Lane – Supervisor Fariss requested Adams Road neighborhood be contacted for interest in a shorter road than originally requested – Supervisor Sheffey requested VDOT and county staff obtain estimate on Hillside Lane and Cedar Lanes, off Rt. 623, Gate Ten Road, so property owners can be advised of cost they must incur to build road to meet state standards - Place update on Board agenda as soon as additional progress on right-of-way is achieved)

Ms. Hanks/
Mr. Crigger

c. Proposed Street Addition to Secondary System Off Rt. 114, Peppers Ferry Blvd.

(Approved – Notify developer)

Mr. Huber

d. New River Industrial Park Access Road

(VDOT will review and advise county of cost, if VDOT is not able to fund – Place on November Board agenda)

Ms. Hanks

- e. New River Valley Bike Lane Costs
(Resubmit map and place consideration on November Board agenda) Mr. Huber/
Ms. Hanks

- f. New River Trail Access/Safety Improvements at Allisonia
(Approved contract and request VDOT concur) Mr. Long

- g. Board of Supervisors Concerns
(Supervisor Conner requested Rt. 807, Hatcher Road, be regraded – VDOT will review)

(Supervisor Sheffey requested Fairlawn area maintenance on pavement repair – VDOT will review)

- h. Citizen Concerns
(Ed Hoggatt requested center line striping on Rt. 606, Parrott Mountain Road, to end – VDOT will determine if eligible – Place update on November Board agenda) Ms. Hanks

- 5. Treasurer's Report
(Presented)

- 6. Citizens' Comments
(None)

- 7. New River Community Center Building Request
(New River Action Committee requested rights to Police Academy, if vacated, or help with site location, in conjunction with Office on youth – Study and report back at December Board meeting – Place on December agenda) Mr. Morgan/
Ms. Hanks

- 8. Reports from the County Administrator & Staff:
 - a. Key Activity Timetable
(Reviewed)

 - b. Impact on Electric Deregulation
(Reviewed)

- c. Report on Condition of Clean-up of Property and Unsafe Structure Owned by Jesse James Smith, identified as tax map parcel 128-001-0000-0016, 0.50 acre, zoned Agricultural (A1), located on the north side of Farris Mines Road (Rt. 693), approximately 800 ft. west of the Duncan Road, (Rt. 659) intersection, Ingles District
(Approved reoccupancy if building code met and noted that companion or farm animals to support residence are an allowed accessory – Advise applicant)
- Ms. Jenkins
- d. Report on Clean-up of Property Owned by Glenn Cobb, identified by tax map parcels 038-001-0000-0017, zoned Residential (R1), 0.25 acre, located on the north side of Falling Branch Road (Rt. 798), Cloyd District
(Staff requested to arrange meeting with Mr. Cobbs to validate current violations, with assistance of county attorney – Place update on December Board agenda)
- Mr. Huber/
Mr. McCarthy/
Ms. Hanks
- e. Noise Control Ordinance Update
(Presented – Send copy of all ordinances in study via a weekly update – Ask Sheriff to report on number of noise complaints and submit in 30 days at November meeting – Place on November agenda)
- Mr. Huber/
Mr. McCarthy/
Ms. Hanks
- f. County Administration Building Entrance Design Alternatives
(Resubmit design to include the “Plan B” concept with flagpoles accompanying seal, but no fountain – Advise Architect – Place update on next appropriate agenda)
- Mr. Morgan/
Ms. Hanks
- (Arrange water service to be made available for public at Board meetings in vestibule or lobby, such as pitcher and cups, or cup dispensers in restrooms)
- Ms. Hanks
- g. Appointments
1. New River Community Action Board
(Appointed Reverend Donald Swift or ask Jim Wallis, if Rev. Swift declines)
- Ms. Hanks

2. Industrial Development Authority
(Appointed Andrew D. Owens, Jr. – Notify Mr. Owens and copy County Attorney – Ask County Attorney to arrange swearing in, if necessary) Ms. Hanks
 3. New River Valley Development Corporation
(No action – Place on November agenda) Ms. Hanks
 4. Office on Youth
(Staff to determine willingness of continued service by David Coffee and Tom Hawley, and if accepted, are reappointed for four year terms - Jack Leahy reappointed for four year term – Notify appointees) Ms. Hanks
 5. Randolph Park Advisory Committee
(Appointed Spencer Rygas – Notify Mr. Rygas and add to committee list) Ms. Hanks/
Mr. Long
9. Items of Consent:
- a. Minutes of September 20, 1999
(Approved) Ms. Hanks
 - b. Accounts Payable
(Approved) Ms. Spence
 - c. Appropriations and Transfers:
 1. Interoffice Transfer #4 - \$41,998.80
 2. General Fund Appropriation #4 - \$4,171.00
 3. General Fund Appropriation #5 - \$11,230
 4. Capital Improvement Fund Appropriations #3 - \$426,716.00
 5. Comprehensive Services Act Fund Transfer #2 - \$0
(Approved) Ms. Burchett
 - d. Ratification:
 1. Change Order:Claytor Lake Sewer Line Extension
Change Order #12
(Ratified) Mr. Coake
 2. Agreements, Grants, & Other:
 - a. Cloyd's Mtn. Landfill Groundwater
Protection Standards
(Ratified) Mr. Coake
 - b. Section 125 Plan Administrative Services
Agreement
(Ratified) Ms. Burchett

- c. Pulaski County Office on Youth/Bell Atlantic Youth Leadership Award
(Ratified as recommended by staff) Mr. Akers
- e. Cloyd's Mountain Landfill Sewer Engineering Contract Amendment
(Approved – Send executed amendment to Draper Aden) Ms. Hanks
- f. Personnel Changes
(Reviewed)
- g. Housing Proposals
(Review committee to complete negotiations with proposers in order ranked and make a recommendation for development of each site at the November Board meeting – Place update on November Board agenda) Mr. Morgan
Ms. Hanks
- h. Snowville Fire Station Repairs - \$7,500
(Approved \$7,500 for station maintenance as recommended by Fire Protection Committee) Ms. Burchett/
Mr. Crigger
- i. Resolutions:
 - 1. Dr. William Dawson
 - 2. Rob Eastwood
 - 3. Thomas M. Combiths
(Approved – Send resolution to recipients) Ms. Hanks
- j. Scheduling Public Hearings:
 - 1. Smoking Control Ordinance
(Advertise for public hearing at November Board meeting) Ms. Jenkins/
Ms. Hanks
 - 2. William D. Gravley Property Clean-up
(Advertise for public hearing at November Board meeting) Ms. Jenkins/
Ms. Hanks
 - 3. Erosion & Sedimentation Control Ordinance Amendment
(Advertise for public hearing at December Board meeting) Ms. Jenkins/
Ms. Hanks

- k. Amendment to County Vehicles Travel Policy
(Approved amendment – Notify employees through *Grapevine* newsletter - Amend policy accordingly)

- l. Compensation of NRV Jail Authority Members
(Approved compensation)

Ms. Burchett

(Supervisor Sheffey commended Refuse Collection Supervisor Larry Vest on special pickups – Send excerpt of minutes to PSA and Mr. Vest)

Ms. Hanks

12. Closed Meeting – 2.1-344.A.1.3.5.7

(Approved plan for excess pay reimbursement by former deputy sheriff)

Ms. Burchett

(Distribute new county seal lapel pin to county employees based on plan to be developed at next department head staff meeting)

Ms. Burchett/
Ms. Hanks

(Housing Proposal Review Committee to negotiate award of housing development contract on surplus school property)

Mr. Morgan

13. Adjournment

October 18, 1999

TO: Board of Supervisors

FROM: Joseph N. Morgan, County Administrator

SUBJECT: Public Hearings

- a. Proposed Secondary Road Improvements – Enclosed is a public hearing notice prepared by the resident engineer. The hearing will be for comment on:
- ◆ Six-Year Plan for 2000 – 2006
 - ◆ Budget Priorities for 2000 – 2001
 - ◆ New Rural Addition Requests

Also enclosed is the current six year plan and waiting list for secondary roads. In addition, the current status list for rural additions is enclosed.

The Board is reminded that it was previously suggested the road into Harry DeHaven Park, with an expected expense of \$16,000, be added to the six year plan, rather than a formal recreational access road request.

Regarding adding major projects to the plan, the current six year plan items exceed the available funds by four million dollars. Therefore, keeping the current 25 projects on the plan moving ahead will probably use all available funds. Adding projects could be deferred for action by the next Board of Supervisors.

- b. A rezoning request by Cecil King from Commercial (CM-1) to Conditional Industrial (I-1) on a portion of property owned by Leroy T. and Lois A. Viars, identified as tax parcel 082-001-0000-0030, 31, 10.3432 total acres, located on the west side of county Pulaski Dr. (Rt. 99) at the intersection of Block Plant Rd., joining the Corporation Limits of the Town of Pulaski, Draper District. – A public hearing has been scheduled for this meeting. See enclosed documentation. The Planning Commission recommends approval.
- c. A rezoning request by Michael Boyer from Residential (R1) to Agricultural (A1) with

a Conditional Use Permit (CUP) for expansion of Gateway Mobile Home Park on property owned by Gateway Claytor Lake LC, identified by tax map no. 066-001-0000-0040, 41, 43, 9.66 total acres, located at 4585 State Park Rd. on the southwest corner of the intersection of State Park Rd. (Rt. 660) and Hidden Valley Rd., Ingles District. – A public hearing has been scheduled for this meeting. See enclosed documentation. The Planning Commission recommends approval.

- d. A rezoning request by Michael Boyer from Residential (R1) to Agricultural (A1) with a Conditional Use Permit (CUP) for expansion of Gateway Mobile Home Park on a portion of property owned by Joseph M. Rakes, identified by tax map no. 066-001-0000-0050, 9.81 total acres, located south off Hidden Valley Rd., Ingles District. – A public hearing has been scheduled for this meeting. See enclosed documentation. The Planning Commission recommends approval.
- e. A rezoning request by C. R. Dalton from Residential (R3) to Residential (R2), and site plan review to allow two apartments on property identified by tax map no. 076-001-0000-077A, 32.9290 acres, located at 4700 Shelburne Rd., on the east side of Shelburne Rd. (Rt. 690) approximately 0.25 mile south of Merry Point Rd., Ingles District. – A public hearing has been scheduled for this meeting. See enclosed documentation. The Planning Commission recommends denial.
- f. Adoption of An Ordinance Levying a Transient Occupancy Tax, Fixing the Amount of Tax, Providing for Its Collection and Prescribing Penalties for the Violation of said tax – A public hearing has been scheduled to consider adoption of the enclosed ordinance.
- g. Condition of property owned by Kermit A. and Diane M. McCurry and identified by tax map parcel 067-004-0000-0055, zoned Residential (R-2), located on the east side of Highview Dr., (Rt. 811), approximately 800 ft. north of Dunkard Rd. (Rt. 661), Dunkards Bottom Subdivision, Ingles District. – A public hearing has been scheduled for this meeting. See enclosed documentation.
- h. Condition of property owned by Riverbend Water Company, identified by tax map parcels 054-005-0003-0004, 5-8, zoned Agricultural (A1), located on the southeast corner of the intersection of Alum Spring Rd. (Rt. 636) and Tyson St. (Rt. 1110), Tyson Hills Subdivision, Robinson District. – A public hearing has been scheduled for this meeting. See enclosed documentation.

JNM/gh

Enclosures

October 18, 1999

TO: Board of Supervisors

FROM: Joseph N. Morgan, County Administrator

SUBJECT: Highway Matters

a. Follow-up from Previous Board meeting

The resident engineer may have information to share on the following matters from previous Board meetings, unless noted otherwise:

1. Rt. 693, Farris Mines Road, Narrow Bridge Restrictions for Modular Homes Due to Weight and Replacement Cost Estimate – See enclosed cost estimate from VDOT for replacing one of the bridges.
2. Speed Limit Postings, Rt. 807, Hatcher Road
3. Guardrail Request, Rt. 636, Alum Spring Road
4. Rt. 636, Black Hollow Road, Pavement Repair
5. Rt. 613, Cherry Branch Road/Rt. 664, Graysontown Road Road, Intersection Guardrail Request
6. Rt. 681, Sifford Road, Widening
7. Confirmation of Request for Speed Limit Sign Postings: The following postings were requested by Sheriff Davis earlier this year:
 - a. Rt. 798, Falling Branch Road
 - b. Rt. 787, Peak Creek Road
 - c. Rt. 623, Gate Ten Road
 - d. Rt. 640, Brookmont Road
 - e. Rt. 690, Shelburne Road

- b. Status of Obtaining Right-of-Ways for Rural Additions – As requested by the Board, Emergency Services Coordinator Crigger plans to provide an update on the status of obtaining right of ways.
- c. Proposed Street Addition to Secondary System Off Rt. 114, Peppers Ferry Blvd. – Enclosed is correspondence from Resident Engineer Dan Brugh providing a listing of requirements necessary for VDOT to recommend acceptance into the system. Approval of the road addition is recommended, subject to compliance with VDOT requirements.
- d. New River Industrial Park Access Road – VDOT has done an excellent job in reworking

the intersection of the road leading into the NRV Industries plant and the industrial park. NRB Industries has requested guardrails be installed along the steep road edge on the right hand side of the intersection as the road leads into the plant site.

- e. New River Valley Bike Lane Costs - Dan Brugh estimates the cost of adding a bike lane to be a total of \$35,000 to \$40,000 per mile. He advises 50% (\$17,500 to \$20,000 per mile) is expected from the county. The remaining half is to come from the VDOT

October 18, 1999

TO: Board of Supervisors

FROM: Joseph N. Morgan, County Administrator

SUBJECT: Reports from County Administrator and Staff

a. Key Activity Timetable - See enclosed update.

2. Industrial Development Authority – Mr. Andrew D. Owens, Jr. has accepted the Board's invitation to fill the vacancy. Appointment is requested.
3. New River Valley Development Corporation – A vacancy exists due to the appointment of Mr. Wayne Carpenter to manager of the Competitiveness Center. The appointment has been for an indefinite term.
4. Office on Youth – The terms of David Coffey, Tom Hawley and Jack Leahy expire on November 1, 1999. All are eligible for reappointment for four year terms.
5. Randolph Park Advisory Committee – Appointment of Pulaski Furniture Corporate Counsel Spencer Rygas is recommended. Mr. Rygas is a county native who has expressed an interest in support of recreational efforts. His employer is a major adjacent property owner.

JNM/gh

October 18, 1999

TO: Board of Supervisors

FROM: Joseph N. Morgan, County Administrator

SUBJECT: Items of Consent

- a. Minutes of September 20, 1999 – See enclosed minutes.
- b. Accounts Payable – See enclosed.
- c. Appropriations and Transfers – The enclosed appropriations and transfers are recommended for approval:
 1. Interoffice Transfer #4 - \$41,998.80
 2. General Fund Appropriation #4 - \$4,171
 3. General Fund Appropriation #5 - \$11,230
 4. Capital Improvements Fund Appropriations #3 - \$426,716
 5. Comprehensive Services Act Fund Transfer #2 - \$0
- d. Ratification:
 1. Change Order - Claytor Lake Sewer Line Extension Change Order #12 – Ratification of the enclosed change order in the amount of \$8,445.12 is requested.
 2. Agreements, Grants & Other:
 - a. Cloyd's Mtn. Landfill Groundwater Protection Standards – See enclosed correspondence from the Department of Environmental Quality dated September 1, 1999. Also enclosed is a response on behalf of the county prepared by Draper Aden Associates. Ratification of Draper Aden's response is recommended.

- b. Section 125 Plan Administrative Services Agreement – Ratification of the enclosed agreement is requested.
- c. Pulaski County Office on Youth/Bell Atlantic Youth Leadership Award - Ratification is recommended of the first annual Pulaski County Office on Youth/Bell Atlantic Youth Leadership Award for \$250. The funds will be used toward:
 - 1. Awards to four youth for excellence in the categories of: volunteers service/community involvement and business leadership excellence;
 - 2. Tickets for the youth and families to attend the Annual Chamber Membership meeting and banquet on November 9th; and
 - 3. A banner displaying the sponsors name and award title.
- e. Cloyd's Mountain Landfill Sewer Engineering Contract Amendment - Enclosed is a letter dated September 28, 1999 requesting an amendment to convert the previous contracts for the sewer design to one contract for the remaining work. Approval is requested to award an amendment to the contract for \$36,200 for the remaining work, in lieu of the existing contracts. Over time, the work on the project has changed, due to changes in planning factors, the NRRA landfill construction and VDOT's work on route 100. Funds are budgeted to cover this expense.
- f. Personnel Changes – Enclosed is an update of recent personnel changes from Management Services Director Nancy Burchett.
- g. Housing Proposals – The committee appointed by the PEP Steering Committee is interviewing the proposers for the surplus school property on October 18. A recommendation will be submitted prior to the October 25 Board meeting.
- h. Snowville Fire Station Repairs - \$7,500 – Approval is requested of \$7,500 for station maintenance. The repairs have been recommended by the Fire Protection Committee, but were left out of the carry over capital appropriations in August.
- i. Resolutions:
 - 1. Dr. William Dawson – An appropriate resolution will be presented prior to the Board's meeting.
 - 2. Rob Eastwood – Adoption of the enclosed resolution is requested.
 - 3. Tom Combiths- Adoption of the enclosed resolution is requested.
- j. Scheduling Public Hearings:
 - 1. Smoking Control Ordinance – Scheduling a public hearing to consider adoption of the enclosed ordinance, as prepared by the county attorney, is recommended.

2. William D. Gravley Property Clean-up – See enclosed notice of no response to request for clean-up. Therefore, a public hearing at the November Board meeting is recommended.
 3. Erosion & Sedimentation Control Ordinance Amendment – A public hearing at the November Board meeting to consider adoption of the amendment is requested. See enclosed latest draft. The Planning Commission has scheduled another review of the ordinance at its November 4 work session. The county attorney is requested to clarify that two sections of the ordinance required by state law relating to forest harvesting roads are not in conflict, and if unclear, insert clarifying language.
- k. Amendment to County Vehicles Travel Policy – Approval of the enclosed amendment to the county's Travel Policy is recommended.
 - l. Compensation of NRV Jail Authority Members – See enclosed notice of the locality's responsibility to compensate its members on the regional jail. The same compensation as for the PSA and Planning Commission is recommended, which is \$100 per month.
 - m. Animal Remains (Feline) Disposal – Enclosed is a proposal from Star City Biological regarding disposal of animal remains. The proposal was reviewed and endorsed by the county Humane Society.
 - n. Flood Insurance Coverage - The insurance consultants for property and casualty coverage have recommended that the county consider purchasing flood insurance on those buildings that are in a flood plain area. Therefore, quotes have been obtained with a \$1,000 and \$5,000 deductible for consideration. The \$5,000 deductible is the highest deductible which can be obtained for this coverage. Staff is recommending that this coverage be obtained with the \$5,000 deductible for the two courthouses, the County Administration Building, the Pulaski Library and the Sheriff's Office. The total premium for these buildings will be \$25,539 annually. See enclosed quotes.
 - o. Jail Reuse Study – Authorization is requested to seek proposals for analysis of the old jail reuse or disposition. The study should include an analysis of whether the Sheriff's Department would be better served with headquarters in a location more central to the county. The old jail has largely been taken out of service, but some limited office use is being made of the former Magistrate's station and second floor offices. The proposed timing of the study is for completion prior to the next capital projects budget preparation.

JNM/gh

Enclosures

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October 18, 1999

TO: Board of Supervisors
FROM: Joseph N. Morgan, County Administrator
SUBJECT: Closed Meeting – 2.1-344.A.1.3.5.7

A closed meeting is requested pursuant to Section 2.1-344.A.1.3.5.7 of the 1950 Code of Virginia, as amended, to discuss personnel, legal, land acquisition/disposition, and prospective industry matters. Enclosed is a draft resolution to enter the closed meeting on recommend matters, as follows:

Personnel -

Compensation Due To Resignation – Deputy Sheriff - See enclosed memo from Management Services Director Burchett explaining an outstanding balance on the compensation of a deputy sheriff that resigned. It is recommended the memo be filed with the records of the October 25 meeting and personnel files to document:

- ◆ efforts to recover the overpayment were interrupted by the employee's health and resignation;
- ◆ as well as the fact that the Sheriff has taken other steps to accommodate the error.

Property Disposition –

Leased Manufacturing Space - Industrial Parks –

Findlay Industries - Any update on interest in the shell building can be reported.

Renfro – I will contact Board members individually regarding efforts to accommodate workforce needs with other employers due to lack of available labor.

JNM/gh