

**ROUND HILL TOWN COUNCIL
REGULAR MEETING MINUTES
October 24, 2019**

A Regular Meeting was held by the Round Hill Town Council at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, October 24, 2019, 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

Melissa Hoffmann

Staff Members Present

Melissa Hynes, Town Administrator/Zoning Administrator
Rob Lohr, Project Specialist

Others Present

Paula James
Deputy Carpenter, Loudoun County Sheriff's Office
Deputy Fornwalt, Loudoun County Sheriff's Office
Keith Coddington

IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Ramsey called the meeting to order at 7:37 p.m. Vice-Mayor Graham led those present in the Pledge of Allegiance.

IN RE: ROLL CALL

Mayor Ramsey stated that, with Councilpersons Hummel, Allen, and Evers, as well as Vice-Mayor Graham and himself, present, a quorum was established.

In regard to the Community Policing Report, Town Administrator/Zoning Administrator Hynes explained that the Community Policing representative will be late. Mayor Ramsey stated that, following her arrival, and at an appropriate time in the meeting, the Community Policing Report will be presented.

IN RE: PUBLIC COMMENT

Mr. Keith Coddington, of 35797 Greggs Branch Way, Round Hill, spoke, noting that he lives in the new development, which is known as Brentwood Springs, but is officially filed as Creekside at Round Hill. Mr. Coddington stated that his purpose in speaking this evening is to provide information to the Council, and to request help from the Council. Mr. Coddington explained that the builder of his development is preparing to file for the release of the bond for Phase One of construction, and, in conjunction with this, has been repairing sidewalks, drainage areas, curbs and other infrastructure. In so doing, Mr. Coddington noted, three of four ramps leading to the path in Niels Poulsen Park, which is owned by the Town, have been removed. Additionally, Mr. Coddington stated his belief that Round Hill is obligated to be in compliance with the Americans with Disabilities Act (ADA), and questioned if the park is in compliance with this federal statute, as part of the compressed-stone workout path in the park has been replaced with a sand and rock combination. Mr. Coddington also questioned if existing crosswalks in the development comply with ADA requirements, as the removal of the ramps (noted earlier in his remarks) created a situation in which users of the park must go over a curb to get to the Town-owned path in the park. Mr. Coddington stated that the builder has claimed that VDOT instructed him to remove the ramps; additionally, he noted that he spoke to a State government representative, who questioned if VDOT would have required the removal of the ramps. Mr. Coddington closed his remarks by suggesting that the Town Council, in consultation with its legal counsel, should determine if Round Hill is in compliance with Title II/ADA. Mr. Coddington also requested that the Council help see to it that the ramps are reinstalled.

Mayor Ramsey noted that the Town has already accepted the dedication of the park. Councilperson Hummel asked to address the issue of the crosswalks in the development, noting that his company works for Wormald Homes and assisted with the development of the community for Wormald. Mr. Hummel explained that, approximately four years ago, the State implemented new crosswalk regulations, which superseded any prior plans as depicted on zoning drawings and/or approved site plans. Councilperson Hummel further explained that, under these new regulations, completion of a crosswalk study, and its subsequent submission to VDOT, was required; this was done for Brentwood Springs. VDOT, upon review of the study, returned with comments which eliminated the crosswalks under discussion this evening. Mr. Hummel noted that these requirements are imposed by VDOT based upon traffic studies, and in an effort to locate crosswalks in the safest possible areas. Councilperson Hummel stated that the three existing crosswalks, located on Greenwood Drive, and equipped with ramps, do provide access to the park, with one of the crosswalks leading directly to the park. Councilperson Hummel stated that he would be happy to provide the VDOT-approved traffic study to Mr. Coddington.

Town Administrator/Zoning Administrator Hynes addressed the issue raised regarding the path in the park, noting that there were problems with the original materials used in construction of the pathway washing out; the materials currently installed there are temporary, with approval by the Town Council required to install an asphalt path. Councilperson Hummel explained that the proffer for the park does not allow for an asphalt pathway, and that, if one is installed prior to the bond release, it will not be approved and will need to be removed. Mayor Ramsey indicated to

Mr. Coddington that the Town intends to install an asphalt trail in that area, as soon as it is possible to do so. Councilperson Hummel reiterated that he would be happy to dialogue with Mr. Coddington regarding issues in the development.

Mr. Coddington thanked the Council.

IN RE: COMMUNITY POLICING REPORT

Deputy Carpenter, of the Loudoun County Sheriff's Office, presented this report, beginning by noting that the department has been working on enforcement of the speed limit on New Cut Road. Deputy Carpenter asked if the Town has conducted any studies of the area; it was noted that no studies have been done. Mayor Ramsey stated that the Council did discuss the possible purchase of a lighted sign for the area, one which provides the rate of speed each car is traveling as it approaches the sign; however, he was uncertain that any action had been taken. Town Administrator/Zoning Administrator Hynes stated that the purchase of a sign has not yet occurred, but that two budgetary measures exist which would provide for its purchase. Deputy Carpenter stated that some type of traffic-calming would be beneficial in that area.

Deputy Carpenter raised the issue of the tunnel which goes under the Route 7 Bypass, which Mayor Ramsey noted will be discussed by the Council at this evening's meeting. Deputy Carpenter indicated her interest in working with the Town on a resolution to the issues existing there, noting that she has spoken with VDOT regarding the tunnel.

Deputy Carpenter asked if there were any questions. Mayor Ramsey raised the issue of the lack of striping in the lanes at the exit from the Route 7 Bypass, on the east side of town. Project Specialist Lohr reported that there was recently an incident in that area, regarding which he notified the Sheriff's Office; subsequently, VDOT was contacted. Mayor Ramsey reviewed the manner in which the lanes were oriented prior to the recent paving, and noted that the lanes no longer seem to follow that orientation, and with no lines painted as yet, and no signage provided, the area is confusing to drivers. Deputy Carpenter and Project Specialist Lohr noted that, as of this evening, the lines in that area have been painted; however, it was noted, the lane striping in that area is different than it was prior to the paving, and is still proving confusing for drivers. Project Specialist Lohr asked for the Council's permission to reach out to VDOT and request a meeting at the site, to be held tomorrow. Deputy Carpenter asked that she be notified if the meeting occurs, as she would like to participate.

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

Vice-Mayor Graham moved **that the Council adopt the Agenda, with the following changes: add discussion of the *Pedestrian Tunnel*, and add an *Executive Session for Legal Matters*, to be held after *Council Comments*.** Mayor Ramsey requested that *Action Item #1 – Town Council Appointment* be heard prior to the *Approval of Minutes*; Vice-Mayor Graham agreed to this amendment. Councilperson Allen seconded the motion. As all Council Members had not yet been able to review the minutes, it was decided to defer the *Approval of the Minutes* to the next Town

Council meeting. There was no further discussion of the Agenda. A vote was then held; the motion was approved 4-0, with Councilperson Hoffmann absent. The vote is recorded as follows:

| <u>MEMBER</u> | <u>VOTE</u> |
|----------------------|--------------------|
| Michael B. Hummel | Aye |
| Donald W. Allen | Aye |
| Melissa Hoffmann | Absent |
| Mary Anne Graham | Aye |
| Amy E. Evers | Aye |

IN RE: APPROVAL OF MINUTES

The Approval of the Minutes was deferred to the next Town Council meeting.

IN RE: BUSINESS ITEMS

1. Pedestrian Tunnel

Mayor Ramsey reported that a resident has expressed concerns regarding the tunnel which goes under the Route 7 Bypass, which is in poor condition; this has resulted in communications with VDOT, local elected officials, officials of the Round Hill Owners' Association (RHOA), the Loudoun County Sheriff's Department, and others. Mayor Ramsey explained that the conversations regarding the state of the tunnel has led to the realization that something must be done about it, but that the logistics of what should be done, and who is responsible for those improvements, has not yet been determined. Mayor Ramsey reported that today VDOT produced a document (which has been included in the Council Members' packets), signed in 1989 when the Bypass and tunnel were constructed, in which the Town of Round Hill agreed to assume responsibility for maintenance of the tunnel. Mayor Ramsey noted that maintenance of the tunnel will be a long-term and recurring issue for the Town, and that, as it is a major connection, it is the Town's desire that the tunnel be safe. Town Administrator/Zoning Administrator Hynes stated that Staff will work to schedule a meeting with County representatives, and representatives of the Sheriff's Office, to address the issues/problems there. Mayor Ramsey requested that Staff compile both short-term and long-term plans for improvements at/maintenance of the tunnel; it was also noted that the County should partner in this effort, as the tunnel will be part of the soon-to-be-constructed Franklin Park Trail. Mayor Ramsey requested that the short-term plan be completed by Christmas. Deputy Carpenter stated that the Sheriff's Office wants to be involved in this project. Mayor Ramsey also requested that the RHOA be included in the planning and execution of the improvement efforts. Discussion ensued regarding issues occurring at the tunnel, such as loitering by juveniles, graffiti, lack of sight-lines due to the overgrowth of brush, and the need for lighting; the parties responsible for each of these issues, and possible solutions, were noted.

Deputy Fornwalt reminded those in attendance of the Quarterly Meeting of the Loudoun County Sheriff's Department, to be held at the Western Loudoun Substation on November 6.

Mayor Ramsey and Council Members thanked the Deputies for attending this evening's meeting.

IN RE: ACTION ITEMS

1. Town Council Appointment

Mayor Ramsey reported that a letter of interest and resume have been received from a resident, Ms. Paula James, for the vacancy currently existing on the Town Council; Mr. Ramsey noted that Ms. James was in attendance. Vice-Mayor Graham thanked Ms. James for her willingness to volunteer. Vice-Mayor Graham then made a motion **that the Town Council appoint Paula James to fill the existing vacancy, effective upon her swearing in and ending on July 1, 2020**; Councilperson Allen seconded the motion. In response to a question from Council, Mayor Ramsey explained that this seat will be filled again by way of a special election, which is scheduled to take place at the same time as the general election in May 2020; in the election of May 2020 there will be three open seats for full, four-year terms, and the special election for this seat, which will fill the remaining two-years of this term. Additionally, it was noted that, if no one runs for election to the seat which will be filled by Ms. James, any Town resident who receives a majority of write-in votes will fill this vacancy. A voice vote was then held; the motion was approved 4-0, with Councilperson Hoffmann absent. The vote is recorded as follows:

| <u>MEMBER</u> | <u>VOTE</u> |
|----------------------|--------------------|
| Michael B. Hummel | Aye |
| Donald W. Allen | Aye |
| Melissa Hoffmann | Absent |
| Mary Anne Graham | Aye |
| Amy E. Evers | Aye |

Mayor Ramsey stated that Ms. James is hereby appointed to serve on the Town Council, and invited her to have a seat at the Council table. Mr. Ramsey explained that Ms. James will not be an official Town Council member until she has been sworn in by the Clerk of the Circuit Court, and that Town Administrator/Zoning Administrator Hynes will assist her with this. Mayor Ramsey thanked Ms. James "for stepping up." Vice-Mayor Graham suggested that Ms. James attend the Strategic Planning Meeting scheduled for October 30, beginning at 5:30 p.m. It was noted that the Strategic Planning Meeting is open to the public, but that public comment will not be heard.

IN RE: BUSINESS ITEMS

1. Planning Commission Vacancy Discussion

Town Administrator/Zoning Administrator Hynes reported that she has not received any applications for this position.

2. Annual Strategic Planning Meeting Preparation

Town Administrator/Zoning Administrator Hynes reported that she will send the survey to Council Members tomorrow, and asked that they complete the survey prior to the Strategic

Planning Meeting scheduled for next Wednesday, October 30th. Council Members were asked to inform Staff of topics they would like to have included on the survey.

3. Utility Department Update

Vice-Mayor Graham presented this item, beginning by reporting that the Utility Staff has devised a plan for remediation of the issues with valves in the Stoneleigh subdivision; the first phase of this plan will be to locate the valves and determine if they are functioning properly, with future phases to include installation of new and/or additional valves. This project will begin shortly and likely will extend into the spring of 2020.

Vice-Mayor Graham also reported that discussions continue regarding the water easement at the Lake Point subdivision, which will connect to the Wastewater Treatment Plant and Sleeter Lake Park. Project Specialist Lohr reported that a final copy of the document has been requested, and should be available next week, following review by the Town Attorney and the Town Engineer. Mr. Lohr explained that the final document will be delivered to the Mayor. Mayor Ramsey requested that this be handled administratively, and forwarded to the Round Hill Owners' Association (RHOA) when Staff deems it appropriate to do so; Mr. Ramsey requested that Staff inform him of when the document has been transmitted, so that he can follow-up with the RHOA. Vice-Mayor Graham explained that this line will be included in the Capital Improvement Projects budget for the upcoming year.

Vice-Mayor Graham reported that Staff also discussed the easement for Well D at this meeting, with two plans for the location of the line provided; Ms. Graham asked when the Town Council may decide which plan to adopt, with Mayor Ramsey stating that that will be done following recommendation from Staff. Discussion ensued regarding the two possible locations of this line, and studies/approvals required prior to making the determination regarding its location. Project Specialist Lohr provided additional information related to this item, noting that the two options under consideration will be brought to Council for discussion, and that both options will require piping to be installed in the nearby wetlands area; Mr. Lohr stated that it is hoped this information will be available to the Council in approximately one month's time. Discussion of this project, and the possible location of the necessary line, ensued, with it being noted that the line must be run in an area where a raw water line is available. A map of the area was provided to Council for review. The zoning of the site was also discussed, with it being noted that the current zoning does not permit by-right construction for municipal wells; however, the County has indicated a willingness to conduct a County-led zoning amendment for the site. Project Specialist Lohr stated that he will provide a Staff Report related to this project to Council in the near future.

There was also discussion of other wells, their connection to treatment facilities, and their filtering.

Vice-Mayor Graham reported that Project Specialist Lohr has drafted a policy to address sewer-only utility customers; it was noted that the 9,000-gallon limit is not included in the Ordinance. Ms. Graham reported that Utility Staff will meet again on November 13th, during which comments on the Ordinances will be taken; these comments will then be provided to the Council. Town Administrator/Zoning Administrator Hynes asked if Staff should work on a "clean up" of the Water and Sewer Ordinances; Mayor Ramsey noted that they should and that work on the Ordinances is not time sensitive.

Mayor Ramsey provided an update on a recent meeting held with Mr. Steve Torpey and Mr. Tim Hemstreet regarding the proposed Western Loudoun Recreation Center. Mr. Ramsey reported that the proposed recreation center is to be on a scale similar to the Claude Moore, Dulles South, and Ida Lee recreation centers, and is a high priority for County representatives. County representatives are currently researching potential locations for this facility, with the preference seeming to be in the Round Hill-Purcellville corridor, near Route 7. County officials plan to locate the facility in an area where utility service will be available. Mayor Ramsey noted that he and Town Administrator/Zoning Administrator Hynes are trying to encourage County representatives to locate this facility close to Franklin Park, although the County officials do not seem as enthusiastic about this location, due, in part, to existing poor soils on which to build a foundation. Mayor Ramsey further reported that a request was made to County officials to supply a projection of utility demand for the facility, following which Round Hill's engineer would prepare a water and sewer capacity analysis; Town Engineer Lane has since received information from the County, and has prepared a water model. The memorandum prepared by Mr. Lane will be provided to Council Members for review, prior to being sent to the County. Mr. Ramsey noted that the memorandum states that the successful conclusion of the process currently underway for additional well capacity for Round Hill would provide adequate water supply for the facility, and that the Town does currently possess adequate sewer capacity. Discussion ensued regarding any potential effect this may have on the Comprehensive Plan Amendment currently under review by the Planning Commission, as well as how the Town should correctly notify the County of Round Hill's ability to provide utility service.

4. Lapel Pins Discussion

Vice-Mayor Graham presented this item, stating that Ms. Michelle Hummel, who has been preparing potential designs for the lapel pin has provided four designs at this time; Ms. Graham suggested that a straw vote be held by the Council on these four designs. Vice-Mayor Graham noted that Town Administrator/Zoning Administrator has requested that the age of the Town – one-hundred twenty years – be included in the design. Councilperson Hummel suggested that designs one and two be combined for use on the pins. Town Administrator/Zoning Administrator Hynes suggested that only two colors, "Round Hill red" and gold, be used. Councilperson Allen noted his concern that adding the age of the Town would cause the pins to quickly become outdated. Vice-Mayor Graham stated that she will ask Ms. Hummel for revisions, with Mayor Ramsey suggesting that design number four be used, with the date of the incorporation of Round Hill to be moved to the bottom

of the design; Council agreed with these revisions. Councilperson Hummel stated that he will speak to Ms. Hummel tomorrow regarding the proposed revisions.

IN RE: ACTION ITEMS

1. Utility System Digitizing & Mapping Contract Authorization

Town Administrator/Zoning Administrator Hynes presented this item, beginning by explaining the process currently used to find a valve, in the event of a water line break; this process currently involves finding a paper map of the utility system. Ms. Hynes noted that there has been discussion of digitizing the maps of the utility system, so that they may be accessed electronically by Utility Staff, and that a recent water line break has provided the impetus for accelerating this process. A company which specializes in utility mapping has been identified; using the web-based program provided by this company would allow for Staff access to the maps from various devices and at various levels, as opposed to the ARC GIS system currently in use, which requires a license and is available only on one computer. Project Specialist Lohr noted that Staff has worked with this system, and was quite impressed. In response to a question from Council, it was noted that citizen access is not available with this system. Councilperson Hummel then made a motion **that the Town Council approve this contract for asset digitization, for an initial fee of \$3,000.00 and an annual maintenance fee of \$2,500.00**; Councilperson Evers seconded the motion. Councilperson Allen expressed a concern that changes could be made to utility system maps, using this system, without appropriate oversight. Town Administrator/Zoning Administrator Hynes and Mayor Ramsey noted that the initial level of access for a typical staff member will allow for viewing the maps, with only certain specified users authorized to update information. Councilperson Allen also asked who will monitor changes, to ensure that they are made correctly and safely; Town Administrator/Zoning Administrator Hynes stated that she will contact the company regarding this issue, and will bring a protocol to the Council. Project Specialist Lohr also noted that the Town Engineer could be designated to serve as a monitor. Following this discussion, a vote was held; the motion was approved 4-0, with Councilperson Hoffmann absent. The vote is recorded as follows:

| <u>MEMBER</u> | <u>VOTE</u> |
|----------------------|--------------------|
| Michael B. Hummel | Aye |
| Donald W. Allen | Aye |
| Melissa Hoffmann | Absent |
| Mary Anne Graham | Aye |
| Amy E. Evers | Aye |

2. South Water Tank Design Authorization

Project Specialist Lohr presented this item, explaining that this project is moving to its next phase, and providing a brief recap of the work completed to-date. Mr. Lohr noted that information regarding the Design Authorization is included in Council Members' packets; this information includes the recommendation for a contractor, and the cost for this phase

of the project. In response to a question from Council, Project Specialist Lohr explained that bids for this proposal were not sought, as the contractor had been chosen at the beginning of the project; brief discussion of the steps completed in this process thus far ensued. Mr. Lohr stated that the rate proposed by the contractor has been compared to those for similar projects. Vice-Mayor Graham then made a motion **that the Town Council approve the Proposal for Engineering Services for the Round Hill South Main Zone Elevated Water Tank identified as P&B JN: 19-02. This involves committing a total lump sum of \$171,500.00 for the identified four phases of the engineering support services. I further move that the Town Administrator be authorized to sign the scope of services and contract.** Councilperson Evers seconded the motion. Vice-Mayor Graham reported that this project had been discussed at a recent meeting of the Utility Staff, during which it was noted that the existing tank is due to be cleaned and repaired; Ms. Graham noted that this shows the importance of having a back-up to that tank. Mayor Ramsey asked to clarify that Staff recommends approval of this contract; Project Specialist Lohr stated that they do. A voice vote was then held; the motion was approved 4-0, with Councilperson Hoffmann absent. The vote is recorded as follows:

| <u>MEMBER</u> | <u>VOTE</u> |
|-------------------|-------------|
| Michael B. Hummel | Aye |
| Donald W. Allen | Aye |
| Melissa Hoffmann | Absent |
| Mary Anne Graham | Aye |
| Amy E. Evers | Aye |

Mayor Ramsey stated that Town Administrator Hynes is authorized to execute this contract.

IN RE: REPORTS

1. Town Administrator Report

Town Administrator Hynes reported on the following items:

- Ms. Joan Wolford has purchased the old furniture factory building; she hopes to use a portion of the property for sales from her food truck.
- The Town passed its recent audit, with three "housekeeping" items noted.
- Tax bills will be mailed in the next two weeks; this will be the final year for the Town to handle this billing, as the County is collecting real estate taxes this year, and will collect personal property taxes next year.
- The final "Movie-in-the-Park" event for this year was held, with approximately thirty in attendance.
- The new curtains at the Town Office have been installed; installation of electric service to the exit signs is underway, and new carpet will be installed in three rooms upstairs next week.

- The photographs/video taken via drone, to highlight the updated lighting in Round Hill, and to provide a "before and after" photographic record for the Main Street Enhancement Project, have been completed.
- Staff training on the new Town website was held today.
- Ms. Martha Mason Semmes will be in the office for three hours per week.
- A new Town Planner has been hired, and will begin her duties on November 4th.
- New electric outlets are being installed at the Town Park; a Utility Staff member will oversee installation of the Christmas lights by the contractor.

2. Mayor's Report

Mayor Ramsey reported that he has spent a great deal of time working with the County on the issues surrounding the pedestrian tunnel under the Bypass, and in dealing with easements. Additionally, Mr. Ramsey noted that the Round Hill Owners' Association (RHOA) will address the proposed boundary line adjustment project with its residents at its November meeting, which he will attend.

IN RE: COUNCIL COMMENTS

Councilperson Hummel disclosed that, as a board member of Hero Homes, he is in discussion with the owner of the four lots on Yatton Road regarding the possible donation of up to two lots for homes to be built there by the organization. Mr. Hummel reported that former Councilperson Janet Heston has provided two boxes of files to him containing items related to the history of the Town. Finally, Councilperson Hummel reminded those in attendance of the Appalachian Trail Festival committee meeting scheduled for November 6th, at 5:30 p.m.

Vice-Mayor Graham reminded Council Members of the upcoming Staff Appreciation Luncheon, scheduled for November 13th from 11:00 a.m. to 1:00 p.m. Project Specialist Lohr noted that Staff understands that some Council Members may not be able to attend.

IN RE: CLOSED SESSION

Vice-Mayor Graham moved **that the Round Hill Town Council recess its open meeting and convene a closed session to discuss legal matters as authorized by Code of Virginia of 1950, as amended, §2.2-3711(A)(3), with the Town Administrator, Ms. Paula James, and the Town Attorney invited to attend; the Town Attorney will attend via telephone.** Councilperson Allen seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 4-0, with Councilperson Hoffmann absent. The vote is recorded as follows:

| <u>MEMBER</u> | <u>VOTE</u> |
|----------------------|--------------------|
| Michael B. Hummel | Aye |
| Donald W. Allen | Aye |
| Melissa Hoffman | Absent |
| Mary Anne Graham | Aye |
| Amy E. Evers | Aye |

Mayor Ramsey declared that the Town Council is now in Closed Session, and called for a recess at 9:40 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 Hummel seconded the motion. There was no discussion. A voice vote was held; the motion was approved 4-0, with Councilperson Hoffmann absent. The vote is recorded as follows:

| <u>MEMBER</u> | <u>VOTE</u> |
|----------------------|--------------------|
| Michael B. Hummel | Aye |
| Donald W. Allen | Aye |
| Melissa Hoffman | Absent |
| Mary Anne Graham | Aye |
| Amy E. Evers | Aye |

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

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 Hoffmann absent. The vote is recorded as follows:

| <u>MEMBER</u> | <u>VOTE</u> |
|----------------------|--------------------|
| Michael B. Hummel | Aye |
| Donald W. Allen | Aye |
| Melissa Hoffman | Absent |
| Mary Anne Graham | Aye |
| Amy E. Evers | Aye |

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at _____ p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary