

**BOARD AGENDA
PULASKI COUNTY
BOARD OF SUPERVISORS**

**Regular Meeting
Mon., February 28, 2000
7:00 p.m.**

FOLLOW UP ACTION	KEY STAFF
1. <u>Invocation</u>	
2. <u>Additions to Agenda</u>	
3. <u>Public Hearing – Community Development Block Grant</u> (Follow-up hearing to be scheduled for March 27 Board of Supervisors meeting – Place on March agenda)	Mr. Huber Ms. Hanks
4. <u>Highway Matters:</u>	
a. <u>Follow-up from Previous Board meeting</u>	
1. <u>Signal Coordination Intersections of Rt. 11, Lee Highway, Rt. 600, Belspring Road, and Rt. 114, Peppers Ferry Boulevard</u> (VDOT has received equipment for coordination and will install in near future)	
(Supervisor Sheffey requested a flashing sign under signal alerting to no left hand turn being allowed)	
2. <u>Rt. 674 & 640 Brookmont Road, Speed Posting</u> (John Thompson has reviewed item with Sheriff and Salem District headquarters will review details)	
3. <u>Fairlawn Pavement Maintenance</u> (VDOT advised work is ongoing)	
b. <u>Revenue Sharing Program</u> (Reviewed – No action)	
c. <u>Big Valley Drive Speed Limit Posting Request</u> (VDOT estimates it will be posted at 35 mph and was requested to perform a formal speed study)	Mr. Brugh (unless noted otherwise)

- d. 2000 Spring Preallocation Hearing
 (VDOT advised the hearing date has been changed from March 22 to sometime in the first two weeks of April – VDOT will advise once date is set)
- (Supervisor Fariss requested staff to “endorse plan with exception of second Radford Bridge”)
- Mr. Morgan
- e. Welcome Sign on VDOT I-81 Right of Way Denied
 (Continue to future meeting)
- Ms. Hanks
- f. Proposal for A Trail and Bikeway Joining the City of Radford with Pulaski County
 (Staff to conduct feasibility study, including connecting with Radford trails – County attorney to conduct liability study – Provide update to Board within 120 days – Place update on June 26, 2000 Board agenda)
- Mr. Morgan
 Mr. McCarthy
- Ms. Hanks
- g. Rural Addition Status Report
 (Place on April agenda for update)
- Ms. Hanks
- h. Maintaining Access to Madison Avenue, Rt. 715
 (VDOT will brief Board of alternatives at March or April Board meeting)
- Ms. Hanks
- i. Board of Supervisors Concerns
 (Supervisor Conner advised of broken pavement on Back Creek/Black Hollow roads and needs patching as practical, as well as a pothole in front of Newbern School)
- (Supervisor Cook inquired regarding news release regarding VDOT award of construction contracts and noted errors in road numbers)
- (Supervisor Sheffey requested guardrail on west side of Rt. 600 near Rt. 600 and Gate 10 Road intersection – VDOT will review)
- (VDOT advised Rt. 100 over Cloyd’s Mt. will be closed one weekend in March due to work near Rt. 601)
- j. Citizen Concerns
 (Comments were heard from Fess Green re: a trail connection with Herons Landing on NRIP side)

(Don Rainey suggested bike trail crossing New River and suggested a public hearing during the 120 day study period; suggested gutter clearing on Rt. 114 – VDOT will rent a machine this year and clear; advised of excessive no parking signs where gutters exist on Rt. 114 and suggested painting curbs; advised of standing water on Rt. 600 in ditch line near first state road on right toward Belspring and lack of culvert in that road entrance off Rt. 600)

5. Treasurer's Report
(Presented)

6. Citizens' Comments
(Geraldine Yost presented letter for additional information re: Commerce park and requested IDA withdraw current application for Commerce Park rezoning)

(Supervisor Cook suggested participation agreement be shared with interested citizens)

Ms. Hanks

(Board requested IDA withdraw Commerce Park rezoning matter scheduled for March 14 Planning Commission agenda with information available to citizens at March 14 Planning Commission meeting)

Mr. Huber/
Ms. Jenkins

(Mr. Rainey advised that Commerce Park area comprehensive plan appears in conflict with proposal and suggested comprehensive plan review of area)

(Board requested Planning Commission review comprehensive plan in the Commerce Park area)

Mr. Huber

(Mr. Pierre LaFlamme spoke regarding the participation committee meeting and Virginia's First schedule)

(Mr. Frank Cobb presented information and a video regarding item 8k on the agenda – Supervisor Conner requested a copy of the video for county records)

Mr. Huber

(Staff to develop procedure for editing video presentation prior to presentation at meetings – Add to department head agenda)

Mrs. Hanks

(Mr. Rainey requested rezonings not consistent with comprehensive plan be heard as with a zoning activity and a comprehensive plan amendment)

Mr. Huber

(Mr. Rainey suggested changes to land use proposed by Board of Supervisors, such as major public facilities, include a public hearing prior to taking action)

7. Reports from the County Administrator & Staff:

a. Key Activity Timetable
(Reviewed)

b. County Administration Building Design Alternatives
(Approved both concepts, with sidewalk deleted – Advise architect)

Mr. Morgan

c. A rezoning request by **Henry J. Brabham** from Commercial (CM1) to Conditional Industrial (I1) for 27,424 sq. ft. of a 12.0703 acres parcel owned by **Brabham Enterprises** identified as tax map no. 057-001-0000-012A, located at the northeast corner of the intersection of State Park Rd. (Rt. 660) and Interstate 81 southbound lane, Ingles District.

(Mr. Brabham suggested additional commercial and industrial zoning classifications are needed as county develops)

(Board approved returning site plan to Planning Commission for consideration of screening)

Mr. Huber

d. Appeal of William Clowdis Medical Clinic Site Plan
(Appeal denied – Notify applicant)

Ms. Jenkins

e. Local Revenue Estimates FY 01
(Staff to review annual assessment cost and report on other similar localities using it)

Mr. Morgan

(Research BPOL tax comparison to Merchant's Capital Tax)

Mr. Morgan

(Order copies for Board of Supervisors of local tax rates book from UVA)

Ms. Hanks

f. Appointments:

1. Planning Commission
(Appointed Richard Guthrie to begin service with June, 2000 Planning Commission meeting – Notify Mr. Guthrie) Ms. Hanks
2. Workforce Investment Board
(Assistant County Administrator Huber appointed as second alternate – Notify Private Industry Council) Ms. Hanks
3. New River Valley Development Corporation
(Appointed Jack Nunley – Notify Mr. Nunley – Ask Mark Buckland if interested in serving) Ms. Hanks
4. Library Board
(Appointed Diann Marshall – Notify Ms. Marshall) Ms. Hanks
5. New River Highlands Resource Conservation
(Refer request to PEP for consideration) Mr. Huber/
Ms. Safewright
6. Fairview Home Board
(Confirmed appointment of Supervisor Conner to Board – Notify Fairview Home Board) Ms. Hanks

g. Board Facilities Tour
(Confirmed 2/29, 11:00 a.m.)

8. Items of Consent:

- a. Minutes of January 13 & 24 and February 7, 2000
(Approved with correction to voting record on 1/13/00 minutes) Ms. Hanks
- b. Accounts Payable
(Approved)

- c. Appropriations and Transfers:
1. Interoffice Transfer #8 - \$44,189.34
 2. General Fund Appropriations #13 - \$6,600.00; #14 - \$5,302.97; #15 - \$2,000; #16 - \$300.00; #17 - \$35,407.00
 3. Capital Improvement Fund Appropriations #7 - \$27,488.00; and Budget Transfer #1 - \$0
 4. School Fund Fund Appropriation #13 - \$200,
(Approved) Ms. Spence
- d. Ratification:
1. Change Order
 2. Agreements, Grants, & Other
 - a. Agreement for Programming Services – Bill Thomas
(Ratified) Ms. Burchett
 - b. Cloyd's Mt. Leachate Pump Station
(Ratified) Mr. Coake
- e. Personnel Changes
(Reviewed and approved – Amend policy regarding employees exempt from FLSA) Ms. Burchett
- f. Dust Control at Dublin Middle School Playing Fields
(Arrange for paving of the rear entrance to the school playing fields at an anticipated cost of \$5,000 to \$7,000) Mr. Coake
- g. Housing Opportunities for Persons with Aids Program – Certification of Local Approval
(Obtain additional information regarding affect on county – Request information from Mr. Wallis and place report on March 27 agenda) Ms. Wallis
Ms. Hanks
- h. Fine Arts Center Grant Application
(Approved , but confirm not locked in at \$7,000) Mr. Huber
- i. Hiring of Felons and Misdemeanants Policy
(Adopted policy – Distribute to employees as appropriate) Ms. Burchett
- j. Board Goals
(Approved)

- k. Condition of Clean-up of Property and Unsafe Structures Owned by **Glenn Cobb**, identified on Pulaski County Real Estate Records as Tax Map Parcel 038-001-0000-0017, Zoned Residential (R1), 0.25 acre, located on the north Side of Falling Branch Road, (Rt. 798), Cloyd District
(Approved staff recommendation allowing owner one year to demonstrate the ability to remove violations, before further decisions on removal at county expense – Notify property owner - Place update on February 2001 agenda)
- Ms. Jenkins
Ms. Hanks
- l. Condition of an Unsafe Structure Owned by **Ralph A. Sheffey, Jr.**, identified on Pulaski County Real Estate Records as Tax Map Parcel 028-001-0000-0026, zoned Residential (R1), 0.3570 acre, located on the South Side of Falling Branch Road, (Rt. 798), approximately 75 ft. east of the New River Rd. (Rt. 624), intersection Cloyd District
(Approved staff recommendation allowing owner until June 1, 2000 to have repairs under contract, and after that date staff be authorized to remove the structure at an estimated cost of \$7,500, recoverable as a lien against the land – Notify property owner – Place update on June 2000 Board agenda)
- Ms. Jenkins
Ms. Hanks
- m. Disposition of surplus school property on the old Dublin Primary School campus, identified by tax map no. 047-008-0000-0057, 58, located on the southwest corner of the intersection of Sixth Street and South Avenue, Town of Dublin/Ingles District
(Authorized staff to accept offer of Ms. Barbara Hall of \$12,550.50, on the condition that if the building is not in compliance with the Dublin Town ordinances by September 1, 2001, the county can remove the structure from the property, with the cost of such removal to be recovered as a lien against the property – Notify Ms. Hall and arrange for transfer)
- Mr. McCarthy
- n. Update on Clean-up of Property owned by Robert E. And Mavis. N. Cantrell, identified by tax map parcel 098-001-0000-0028, 4.000 acres, zoned Agricultural (A1), located on the east side of Delton Road, Rt. 658, approximately 0.15 mile south of the intersection of Old Baltimore Road, also Rt. 658, Draper
(Approved staff recommendation allowing owner one year to demonstrate ability to remove any violations, before further decisions on improvement at

county expense are pursued, with a recommendation to the property owner that the property be visibly posted as unapproved for occupancy – Notify property owner)

Ms. Jenkins

- o. Christiansburg Institute, Inc. Heritage Support
(Endorsed – Send letter of endorsement)

Ms. Hanks

- p. Commendation of Sheriff’s Department Investigation
(Commended – Draft resolution for presentation by Chairman to Sheriff)

Ms. Hanks

- 9. Citizen Comments
(None)

10. Other Matters from Supervisors

(Supervisor Fariss requested again for staff provide background on use of ductile iron water mains, as required by PSA, rather than plastic, as allowed by Town of Dublin – Place update in weekly memo when prepared by county engineer)

Mr. Coake

Ms. Hanks

(Approved developing a concept plan for a Library feasibility study and then proceed with an initial survey technique)

Ms. Burchett/
Mr. Morgan

(Supervisor Fariss advocated tying together the comprehensive plan and rezonings and requested the recommendation be pursued)

Mr. Huber

(Supervisor Cook requested Fairlawn identity enhancement with a zip code and post office - Approved adoption of a resolution to Congressman Boucher requesting zip code and post office for Fairlawn)

Ms. Burchett/
Ms. Hanks

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

(Approved compensation changes for the following employees to comply with employees reaching full pay within five years of employment:

James Bell, Montgomery Short, Bryon Dollinger,
Anthony Akers)

Ms. Burchett

(Approved reclassification/compensation of library position for Assistant Director/Youth Services Coordinator for Children's Librarian and compensation increase for employee Rachael DeHaven as Assistant Director/ Youth Services Coordinator effective February 1, 2000)

Ms. Burchett

(Pending legislation discussed to lift annexation moratorium – Board members to call legislators)

(Place noise control ordinance draft with changes on March Board of Supervisors agenda for scheduling a public hearing)

Ms. Hanks

(County Attorney to determine if Fairview Home has appropriate easement for cemetery)

Mr. McCarthy

12. Adjournment
(To 2/29, 11:00 a.m.)

February 18, 2000

TO: Board of Supervisors

FROM: Joseph N. Morgan, County Administrator

SUBJECT: Public Hearing – Community Development Block Grant

A public hearing has been scheduled for consideration of a Community Development Block Grant.

JNM/gh

February 18, 2000

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. Signal Coordination Intersections of Rt. 11, Lee Highway, Rt. 600, Belspring Road, and Rt. 114, Peppers Ferry Boulevard
2. Rt. 674 & 640 Brookmont Road, Speed Posting
3. Fairlawn Pavement Maintenance

b. Revenue Sharing Program – ***Enclosed*** is an invitation to participate in the VDOT Revenue Sharing Program. In the past, local funds have not been available to match these state funds. The maximum available is \$500,000, which can be applied to any secondary road project.

c. Big Valley Drive Speed Limit Posting Request – Mr. Mark Tilley of 2765 Big Valley Drive, Draper, has requested a speed limit posting. VDOT Resident Engineer Brugh has reviewed the request. It does not qualify for a statutory 25 mph. He advises a speed study would most likely show that 35 mile per hour is appropriate. ***Enclosed*** is the “Draft Comments for the Commonwealth Transportation Board Pre-Allocation Hearing” that are proposed for endorsement on a valley wide basis.

d. 2000 Spring Preallocation Hearing – See ***enclosed*** correspondence from VDOT advising of the March 22 preallocation hearing. Also ***enclosed*** is the “Draft Comments for the Commonwealth Transportation Board Pre-Allocation Hearing” that are proposed for endorsement on a valley wide basis.

e. Welcome Sign on VDOT I-81 Right of Way Denied – See ***enclosed*** report from Senator Mayre indicating the legislature refused to allow the sign on VDOT right of

way. Also **enclosed** is a response to an inquiry from Congressman Boucher describing what signs can be installed. The best location staff knows to recommend is the quarry berm between exits 101 and 98.

- f. Proposal for A Trail and Bikeway Joining the City of Radford with Pulaski County – See **enclosed** proposal. The proposal could be considered as a future project to seek non-highway funding from the state or federal government.

JNM/gh

Enclosures

cc: J. D. Brugh, VDOT Resident Engineer

February 18, 2000

TO: Board of Supervisors

FROM: Joseph N. Morgan, County Administrator

SUBJECT: Reports from County Administrator and Staff

- a. Key Activity Timetable – ***Enclosed*** for the Board's review is an updated timetable.
- b. County Administration Building Design Alternatives – ***Enclosed*** are preliminary sketches prepared by Architect Tom Douthat for the accessibility improvements for the front entrances to the Pulaski County Courthouse and the County Administration Building. Once the concept is approved, authorization is requested to contract and/or construct all or a portion of the work with county forces.
- c. A rezoning request by **Henry J. Brabham** from Commercial (CM1) to Conditional Industrial (I1) for 27,424 sq. ft. of a 12.0703 acres parcel owned by **Brabham Enterprises** identified as tax map no. 057-001-0000-012A, located at the northeast corner of the intersection of State Park Rd. (Rt. 660) and Interstate 81 southbound lane, Ingles District. – Ms. Jenkins spoke with Mr. Brabham by telephone on Monday, February 14, 2000 regarding the screening issue. Mr. Brabham indicated he would be out of town this week, but would review the site regarding the screening issue and attend the Board meeting on February 28th. Ms. Jenkins has reviewed the site and photographs will be presented at the Board meeting.

Staff is of the opinion that for screening to be required it must either be a conditional zoning proffer or a site-planning requirement.

If it is a conditional-zoning proffer that was not considered by the Planning Commission, the commission must rehear it in accordance with Section 20-4 of the Zoning Ordinance. It may be possible to consider the screening to be a part of the fencing considerations that were discussed at the Planning Commission hearing. See ***enclosed*** excerpt of January 11 commission minutes.

If it is a site-planning requirement, Section 18-6.8 of the Zoning Ordinance allows the board to review all site plans. If the board approves the rezoning and wants to

require screening, etc., the site plan review powers of the board appear to provide sufficient leeway for such requirements.

- d. Appeal of William Clowdis Medical Clinic Site Plan – The ***enclosed*** letter from Darrell N. and Rebecca B. Bird appeals the February 8, 2000 approval by the Planning Commission of the ***enclosed*** site plan for the construction of a medical clinic by William Clowdis. It appears the appeal is for increasing the buffer area from forty-one to fifty feet in width and maintaining existing large trees in the buffer until new plantings mature. The clinic is proposed to be located on the north side of Route 11 between Cougar Trail Road and Cleyburne Boulevard. Also ***enclosed*** is an excerpt of the draft February 8, 2000 Planning Commission minutes, a reduced site plan specifying the location of the Bird home and a schematic profile illustrating visibility issues, an excerpt of the minutes of the March 22, 1999 Board of Supervisors meeting regarding the rezoning of this property, the March 14, 1999 zoning proffer from Dr. Clowdis, an excerpt of the minutes of the March 9, 1999 Planning Commission meeting, the original site sketch, and a February 8, 2000 letter from the Birds to the Planning Commission outlining their concerns.
- e. Local Revenues Estimates FY 01 – See ***enclosed*** estimate prepared by the Treasurer, Commissioner of the Revenue and staff.
- f. Appointments:
 1. Planning Commission – Mr. Richard Guthrie has accepted the Board's invitation to serve on the Planning Commission beginning with the June 2000 Planning Commission meeting.
 2. Workforce Investment Board – Ratification of the appointment of Mr. Hiawatha Nicely is requested, to the extent it is required.
 3. New River Valley Development Corporation – Mr. Jack Nunley has accepted the Board's invitation to serve; however, Ms. McGlothlin has declined the Board's invitation. A response has not been received from Dan Grubb.
 4. Library Board – Ms. Diann Marshall has accepted the Board's invitation to serve.
 5. New River Highlands Resource Conservation and Development Area (RC&D) – The Board has been requested to appoint a member to each of the following Resource Committees: Agriculture Resource Committee; Human Resource Committee; Recreation and Tourism Resource Committee; and Water Quality Resource Committee. ***Enclosed*** is correspondence from RC&D Council Chairman Donald Philen explaining the committee charges. It appears the RC&D Council is expanding well beyond its usual conservation related area of interest. I suggest county participation be coordinated with the New River Planning District Commission and PEP.

February 18, 2000

TO: Board of Supervisors

FROM: Joseph N. Morgan, County Administrator

SUBJECT: Items of Consent

- a. Minutes of January 13 & 24, 2000 – See **enclosed**.
- b. Accounts Payable – See **enclosed**.
- c. Appropriations and Transfers – Approval of the transfers as follows and shown on the **enclosed**, is requested:
 1. Interoffice Transfer #8 - \$44,189.34
 2. General Fund Appropriations #13 - \$6,600.00; #14 - \$5,302.97; #15 - \$2,000; #16 - \$300.00; #17 - \$35,407.00
 3. Capital Improvement Fund Appropriations #7 - \$27,488.00; and Budget Transfer #1 – \$0
 4. School Fund Appropriation #13 - \$200,000
- d. Ratification:
 1. Change Order – There are no change orders at this time.
 2. Agreements, Grants and Other – The following are submitted for ratification:
 - a. Agreement for Programming Services – Bill Thomas – Ratification of the **enclosed** agreement is requested.
 - b. Cloyd's Mountain Leachate Pump Station – Ratification of award of the contract Structures and Utilities for the base bid of \$366,824.90 is requested. See **enclosed** big tabulation and recommendation from Draper Aden Associates.
- e. Personnel Changes – **Enclosed** is an updated list of recent personnel changes, as

prepared by Management Services Director Nancy Burchett. It is also recommended the positions of Data Processing Manager and Programmer be included in those eligible for compensatory time as employees covered by the Fair Labor Standards Act.

- f. Dust Control at Dublin Middle School Playing Fields – Authorization is requested to arrange for paving of the rear entrance to the school playing fields. While paving is not a priority for the school system or the recreation commission, there is a need to reduce dust that is a nuisance to the adjacent residential area. The anticipated cost is \$5,000 to \$7,000.
- g. Housing Opportunities for Persons with Aids (HOPWA) Program – Certification of Local Approval – The Board is requested to approve execution of the ***enclosed*** Certification of Local Approval, which approves the availability of HOPWA services in Pulaski County.
- h. Fine Arts Center Grant Application – Authorization is requested to submit a \$7,000 grant application to the Virginia Commission for the Arts Local Government Challenge Grant program which generally matches local expenditures for arts related purposes. The application deadline is April 1. However, grant procedures allow for adjustment of the amount requested in the event a lesser amount is budgeted by the Board.
- i. Hiring of Felons and Misdemeanants Policy – ***Enclosed*** is a draft policy for the Board's review. Adoption of the policy is recommended.
- j. Board Goals – Approval of the ***enclosed*** goals is recommended.
- k. Condition of Clean-up of Property and Unsafe Structures owned by Glenn Cobb, identified on Pulaski County Real Estate Records as Tax Map Parcel 038-001-0000-0017, Zoned Residential (R1), 0.25 acre, located on the north side of Falling Branch Road, (Rt. 798) Cloyd District – Please find ***enclosed*** a map prepared by staff, dated February 14, 2000 regarding the condition of the Cobb structure. Photographs of the structure are available. As requested by the Board, staff has determined violations of the property maintenance standards exist that warrant prohibiting occupancy. It is also recognized the expense to either make the structure habitable or remove it is costly. Therefore, staff recommends the owner be allowed a year to demonstrate the ability to remove the violations, before further decisions on removal at county expense are pursued. In the interim, it is recommended the property be visibly posted as unapproved for occupancy.
- l. Condition of Unsafe Structure Owned by Ralph A. Sheffey, Jr., identified on Pulaski County Real Estate Records as Tax Map Parcel 028-001-0000-0026, zoned Residential (R1), 0.3570 acre, located on the South Side of Falling Branch Road, (Rt. 798), approximately 75 ft. east of the New River Road (Rt. 624), intersection in the Cloyd District – Please find ***enclosed*** a memo prepared by staff, dated February 18, 2000 regarding the status of the Sheffey structure. It is recommended the property owner be allowed until June 1, 2000 to have repairs under contract. After that date, it is

recommended staff be authorized to remove the structure at an estimated cost of \$7,500, recoverable as a lien against the land.

- m. Disposition of Surplus School Property on the Old Dublin Primary School Campus, identified by tax map no. 047-008-0000-0057, 58, located on the southwest corner of the intersection of Sixth Street and south Avenue, Town of Dublin/Ingles District – The only interest in acquiring the property was shown by adjacent property owner Barbara Hall. See ***enclosed*** offer of \$12,550.50. Adjacent property owner Dianne Arehart expressed interest, but submitted no offer. Authorization is requested to accept the offer and for the county attorney to transfer the property to Ms. Hall. A condition is recommended that if the building is not in compliance with the Dublin Town ordinances by September 30, 2001, the county can remove the structure from the property, with the cost of such removal to be recovered as a lien against the property.

- n. Update on Clean-up of Property Owned by Robert E. and Mavis N. Cantell, identified by tax map parcel 098-001-0000-0028, 4.000 acres, zoned Agricultural (A1), located on the east side of Delton Road, Rt. 658, approximately 0.15 mile south of the intersection of Old Baltimore Road, also Rt. 658, Draper District – See ***enclosed*** response from the property owner. Staff recommends the owner be allowed a year to demonstrate the ability to remove any violations, before further decisions on improvement at county expense are pursued. In the interim, it is recommended the property be visibly posted as unapproved for occupancy.

JNM/gh

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February 18, 2000

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 recommended matters, as follows:

Pending appointments and personnel compensation changes to comply with employees reaching full pay within five years of employment are submitted. **Enclosed** is a listing of affected employees from Management Services Director Burchett and related correspondence from the Library Board.

/gh