

**BOARD OF COUNTY COMMISSIONERS OF FREDERICK COUNTY MEETING MINUTES
FOR THURSDAY, MARCH 21, 2013**

Commissioner Blaine R. Young, *President*, called to order a meeting of the Board of County Commissioners of Frederick County, Maryland, (“Board”) for Thursday, March 21, 2013, at 9:00 a.m. Present were Commissioners C. Paul Smith, *Vice President*; Billy Shreve, David Gray and Kirby Delauter. Also present were Ms. Lori Depies, Office of the County Manager and Ms. Patti Morrow, Recording Secretary.

MOTION TO GO INTO CLOSED SESSION/ADMINISTRATIVE FUNCTION

Maryland Annotated Code State Government Article § 10-508(a) (1) To discuss: (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or (ii) Any other personnel matter that affects one or more specific individuals.

Topic: To discuss the details of a proposed personnel initiative and its impact on specific employees.

Motion to go into closed session – Passed 5-0.

COMMISSIONERS	MOTION	SECOND	YES	NO	ABSTAIN	NOT PRESENT
Young			X			
Smith	X		X			
Shreve		X	X			
Gray			X			
Delauter			X			

Commissioner Blaine R. Young, *President*, reconvened a meeting of the Board of County Commissioners of Frederick County, Maryland, (“Board”) for Thursday, March 21, 2013, at 10:00 a.m. Present were Commissioners C. Paul Smith, *Vice President*; Billy Shreve, David Gray and Kirby Delauter. Also present were Ms. Lori Depies, Office of the County Manager and Ms. Patti Morrow, Recording Secretary.

INVOCATION AND PLEDGE OF ALLEGIANCE

The meeting began with an invocation followed by the recitation of the Pledge of Allegiance.

PROCLAMATION – CHILD ABUSE PREVENTION AND AWARENESS MONTH

The Board proclaimed the month of March as Child Abuse Prevention and Awareness Month.

BUSINESS RECOGNITION – SERVICE COORDINATION, INC.

The Board recognized Service Coordination, Inc. for their contributions to the community.

COMMISSIONER COMMENTS

Comments were provided by Commissioners Young, Smith, Shreve and Delauter.

Update of Board of County Commissioners’ Administrative Actions – Commissioner Blaine R. Young and Lori Depies, Office of the County Manager

Commissioner Young briefed the public on the Board’s recent administrative actions.

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APPROVAL OF MINUTES

Motion to approve the minutes for Thursday, February 28 and Thursday, March 7, 2013 – Passed 5-0.

COMMISSIONERS	MOTION	SECOND	YES	NO	ABSTAIN	NOT PRESENT
Young			X			
Smith	X		X			
Shreve		X	X			
Gray			X			
Delauter			X			

PUBLIC COMMENTS

- Susan Chapman
- Jeanette Bartelt
- Gil House
- Donald Lee

CONSENT AGENDA

The following items were included on the consent agenda:

- Emergency Number Systems Board Grant Funding
- Chesapeake Bay Trust and Maryland State Agency Watershed Assistance Grant Application

Motion to approve the consent agenda as presented – Passed 5-0.

COMMISSIONERS	MOTION	SECOND	YES	NO	ABSTAIN	NOT PRESENT
Young			X			
Smith	X		X			
Shreve			X			
Gray			X			
Delauter		X	X			

WORKSESSION

The Performing Arts Center Statutory Trust – Loan Assumption Request (Frederick Arts Council) – Renee Lopez, Trustee, Ausherman Family Foundation

Ms. Diane Fox, Finance Division, and Ms. Amy Benton, Amy Benton PR, were also present for the request.

There was no public comment.

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Motion to approve the request by the Ausherman Family Foundation that the Performing Arts Center Statutory Trust be allowed to assume Frederick County's loan to the Frederick Arts Council – Passed 5-0.

COMMISSIONERS	MOTION	SECOND	YES	NO	ABSTAIN	NOT PRESENT
Young			X			
Smith			X			
Shreve	X		X			
Gray			X			
Delauter		X	X			

ADMINISTRATIVE BUSINESS

Business Updates – Helen Riddle, Community Development Division

Ms. Riddle updated the Board on business activity in Frederick County.

**Bid Award – Purchasing Memo #13-111, Roof Replacement at 401 Sagner Avenue
(Continued from 3/14/13) – Sue Barthol and Dave Ennis, Public Works Division**

Ms. Barthol noted there were no insurance claims made for roof repairs at this location and the deductible was \$25,000.00 per incident.

Motion to approve the roof replacement at 401 Sagner Avenue as presented – Passed 5-0.

COMMISSIONERS	MOTION	SECOND	YES	NO	ABSTAIN	NOT PRESENT
Young			X			
Smith	X		X			
Shreve			X			
Gray		X	X			
Delauter			X			

Hydrologic and Hydraulic Study for Point of Rocks Drainage Area and Attached Budget Transfer – Shannon Moore, Community Development Division and Paul Dial, Parks and Recreation Division

Staff noted in an effort to expedite the Capital Improvements Program (CIP) project, the Parks and Recreation Division proposed to partner with the Office of Sustainability and Environmental Resources to fund the analysis prior to FY 2014.

Motion to approve the analysis for the Point of Rocks Stormwater Master Plan in the amount of \$56,560 and the corresponding budget transfer from the Point of Rocks Common Project – Passed 5-0.

COMMISSIONERS	MOTION	SECOND	YES	NO	ABSTAIN	NOT PRESENT
Young			X			
Smith	X		X			
Shreve			X			
Gray			X			
Delauter		X	X			

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Mutual Aid Memorandum of Agreement (MOA) – Department of the Army, Fort Detrick – Jack Markey, Emergency Management Division

Mr. Markey presented the Mutual Aid MOA renewal with Department of Army, Fort Detrick for a five-year period, March 21, 2013 – March 21, 2018.

Motion to approve the renewal of the MOA as presented – Passed 5-0.

COMMISSIONERS	MOTION	SECOND	YES	NO	ABSTAIN	NOT PRESENT
Young			X			
Smith	X		X			
Shreve			X			
Gray			X			
Delauter		X	X			

Downtown Frederick Arts and Entertainment District Re-designation Letter of Support – Helen Riddle, Community Development Division

Ms. Kara Norman, Downtown Frederick Partnership, was present to request a letter of support from the local elected governing body to be submitted by The City of Frederick as a part of the re-designation application.

Motion to approve the signing of a letter of support for the Arts and Entertainment District re-designation application being submitted on behalf of The City of Frederick – Passed 5-0.

COMMISSIONERS	MOTION	SECOND	YES	NO	ABSTAIN	NOT PRESENT
Young			X			
Smith	X		X			
Shreve			X			
Gray		X	X			
Delauter			X			

FY 2014 – 2019 Capital Improvements Program (CIP) and FY 2014 Capital Budget – Input from Public Hearing Held 3/19/13 – Kelly Weaver, Budget Office, Office of the County Manager

Ms. Weaver noted there were 13 persons who spoke regarding the Frederick High School replacement project and two (2) spoke regarding the Walkersville Library at the Board's March 19 public hearing on the proposed FY 2014-2019 Capital Improvements Program (CIP) and FY 2014 Capital Budget. She indicated the Board was scheduled to discuss the proposed CIP again on Thursday, May 16.

Staff was requested to come back to a future Board meeting with scenarios regarding moving the Walkersville Library forward in the CIP while noting the effect that would have on the Waverly Elementary School project.

No action was taken as this item was informational.

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Proposed FY 2014 Voluntary Retirement Incentive Plan – Tracy Lobuts, Human Resources Division

Ms. Lobuts presented the plan that was designed to provide an incentive to participating employees while also providing budgetary savings to the county over an extended period of time. Ms. Lobuts noted the funding for the voluntary retirement incentive plan would come from the General Fund and be included in the FY 2014 budget.

Motion to approve the proposed plan as presented – Passed 5-0.

COMMISSIONERS	MOTION	SECOND	YES	NO	ABSTAIN	NOT PRESENT
Young			X			
Smith			X			
Shreve	X		X			
Gray			X			
Delauter		X	X			

Presentation of the FY 2014 Recommended Operating Budget – Regina Howell, Budget Office, Office of the County Manager

Ms. Howell reviewed the FY 2014 recommended operating budget and noted the changes made since the base budget was presented. It was noted there was a \$4.7 million increase in revenues and an \$800,000 increase in expenses which resulted in an unallocated surplus of \$3.9 million.

Ms. Howell mentioned the Electric Lighting Special Taxing Districts were being reviewed and would be presented with a proposed tax rate increase to take to public hearing.

Ms. Howell also noted that additional funding requests (appeals) would be presented on April 11; the proposed operating budget was scheduled to be released April 19; and a public hearing scheduled for Tuesday, May 7 at 6:00 p.m. at Urbana High School.

No action was taken as this item was informational.

Legislative Issues – John Mathias, Office of the County Attorney and Ragen Cherney, Office of the County Manager

Mr. Mathias briefed the Board on the issues before the Frederick County delegation members.

No action was taken.

COMMISSIONER COMMENTS

None.

PUBLIC COMMENTS

None.

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QUESTIONS – PRESS

None.

ADJOURN

The meeting adjourned at 12:30 p.m.

Patricia Morrow
Recording Secretary

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**FORM OF STATEMENT FOR
CLOSING THE MEETING OF THURSDAY, MARCH 21, 2013**

STATUTORY AUTHORITY TO CLOSE SESSION

State Government Article §10-508(a):

(1) To discuss: (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or (ii) Any other personnel matter that affects one or more specific individuals.

Motion:

Upon a motion by Commissioner Smith, seconded by Commissioner Shreve, the Board voted 5-0 to go into closed session under the Maryland Annotated Code State Government Article § 10-508(a) (1) To discuss: (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or (ii) Any other personnel matter that affects one or more specific individuals.

Time and Location:

9:00 a.m. – Third Floor Meeting Room, Winchester Hall

Topic to be Discussed:

To discuss the details of a proposed personnel initiative and its impact on specific employees.

Patti Morrow
Recording Secretary

**BOARD OF COUNTY COMMISSIONERS OF FREDERICK COUNTY MEETING MINUTES
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**FORM OF STATEMENT FOR MINUTES OF NEXT OPEN MEETING
ON THURSDAY, MARCH 21, 2013,
FOLLOWING THE CLOSED MEETING OF THURSDAY, MARCH 21, 2013**

STATUTORY AUTHORITY TO CLOSE SESSION

State Government Article §10-508(a):

(1) To discuss: (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or (ii) Any other personnel matter that affects one or more specific individuals.

Motion:

Upon a motion by Commissioner Smith, seconded by Commissioner Shreve, the Board voted 5-0 to go into closed session under the Maryland Annotated Code State Government Article § 10-508(a) (1) To discuss: (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or (ii) Any other personnel matter that affects one or more specific individuals.

Time and Location:

9:00 a.m. – Third Floor Meeting Room, Winchester Hall

Others in Attendance:

L. Depies, J. Mathias, L. Thall, T. Lobuts, S. Dobransky, R. Howell, E. White

Topic Discussed:

To discuss the details of a proposed personnel initiative and its impact on specific employees.

Action Taken:

No action was taken.

Patti Morrow
Recording Secretary