The meeting was called to order at 5:33 p.m. by POP Chair Debbie Connors. The following POP Committee members were also in attendance: Loretta Arthur, Jon Greene, Philip Maroney and Robert Storke. Also in attendance were VGMC Chair Sid Vihlen, Jr., VGMC Attorney Heather Ramos and VGMC Planner Chris Dougherty.

Ms. Connors introduced and welcomed new member Philip Maroney.

**NEW BUSINESS**

1) Approval of Minutes – January 26, 2022 POP Committee Meeting

Loretta Arthur made a motion to approve the minutes of the January 26, 2022 POP Committee meeting as presented; seconded by Robert Storke. Motion carried unanimously.

2) Consider recommendation for renewal of S&ME planning services contract for 2022-23 Fiscal Year

Chair Connors stated the contract presented by S&ME is consistent with the currently approved contract, and there are no proposed changes in rates. There were no questions of the committee members.

Philip Maroney made a motion to recommend the full commission approve the 2022-23 planning services contract with S&ME as presented; motion seconded by Loretta Arthur and carried unanimously.

3) Consider recommendation for renewal of VHB planning services contract for 2022-23 Fiscal Year

Ms. Connors stated that the proposed contract reflects an increase in the project manager rate from $145/hour to $190/hour. Ms. Smith stated that when she spoke with Ms. Hughes, Ms. Hughes suggested that the increase in project manager rate, together with the decrease in the assisting planner rate, should not result in a significant overall increase in expenses.

Ms. Connors asked if there is a need to continue to have two planning firms, given the lower number of applications that are reviewed by VHB. Ms. Smith commented that she felt the proposed hourly rate of $190 for the project manager is a significant increase, particularly when compared to the rate paid to our primary planning firm, and suggested the rates remain consistent with the currently approved VHB contract. She stated the question of whether there is a need for a second planner is a separate issue, and the committee has the option to take no action on the
proposed contract and utilize just one planning firm. Ms. Smith asked if Mr. Dougherty had any thoughts on what may happen if the commission chose to use only one planning firm. Mr. Dougherty commented that it is always a good idea to have two firms, particularly for conflict purposes.

VGMC Chairman Sid Vihlen, Jr. agreed that it would be best to have two firms. He also stated he spoke with Ms. Smith regarding the proposed contract and he also feels the proposed hourly rate of $190 is too high. Mr. Vihlen suggested that the committee consider recommending approval of the contract at the current hourly rates of $145/project manager and $125/assisting planner. If VHB were to reject those terms, he asked if S&ME could handle all new applications until such time as another planning firm can be hired. Mr. Dougherty responded affirmatively. Member Maroney commented on best practices and agreed with Mr. Vihlen’s suggested course of action.

Member Greene commented on the proposed labor categories where the rates for the project manager would increase from labor category 11 to labor category 15, while the assisting planner would be reduced by two labor categories. Mr. Dougherty generally discussed succession planning within firms, as well as the movement and changes in staff in the planning field that is occurring.

Chair Connors stated there is general agreement to recommend the commission approve the contract at the current hourly rates. Ms. Smith stated the 2022-23 fiscal year commenced on October 1, 2022 and it’s imperative that we get the approved contracts to the County as soon as possible. She suggested any motion to approve the contract include a provision requiring a revised contract be reissued and submitted electronically to the VGMC office by 5:00 p.m. Monday, October 17, 2022.

Jon Greene made a motion to recommend the full commission approve the 2022-23 planning contract with VHB subject to: 1) The rates remaining at $145/hour for the project manager, and $125/hour for the assisting planner, and 2) The revised, executed contract must be received by the VGMC by 5:00 p.m. Monday, October 17, 2022. Motion was seconded by Robert Storke and carried unanimously.

4) Consider recommendation for renewal of GrayRobinson legal services contract for 2022-23 Fiscal Year

Chair Connors stated the contract proposes an hourly rate increase from $225 to $250 for attorneys and $105 to $130 for paralegals. She commented that this is only the fifth rate increase by GrayRobinson in over 30 years. Several individuals commented favorably relating to Ms. Ramos’ performance, and there were no questions raised regarding the proposed contract.

Robert Storke made a motion to recommend the full commission approve the 2022-23 legal services contract with GrayRobinson as proposed. Motion was seconded by Philip Maroney and carried unanimously.
OLD BUSINESS

None

OTHER BUSINESS

1) Renewal of 2022-23 VGMC office lease

Ms. Smith stated that ordinarily, the lease is considered approved at the time of budgeting so long as there is ample money budgeted at the time of renewal. This year, she stated the lease includes a 7.5% increase which will put us slightly over the approved rent budget. Additionally, member Maroney pointed out that the lease did not contain provisions relating to any default or default remedies of the Lessor, along with several minor clarifications within the lease.

Ms. Smith met with the property manager and the provisions were updated, however, they are not willing to modify the rate increase. She stated the property manager explained the increase is due to inflation and most tenants in the building were seeing a 9-9.5% increase in rent.

VGMC Chairman Vihlen commented that given the small size of the office and that utilities are included in the rent, along with the inflationary circumstances, he feels the rate is fair. Member Maroney concurred, adding that on a square foot basis it may seem high, however, offices in the 300+ square foot range generally run higher per square foot than larger offices.

There was no further discussion. Loretta Arthur made a motion to recommend approval and execution of the lease by the Chairman as presented. Motion seconded by Jon Greene and carried unanimously.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:00 p.m.

[Signature]
POP Committee Chair