

**BOARD AGENDA  
PULASKI COUNTY  
BOARD OF SUPERVISORS**

**Regular Meeting  
Mon., Feb. 25, 2002  
7:00 p.m.**

**FOLLOW-UP ACTION**

<b>ITEM</b>	<b>KEY STAFF</b>
1. <u>Invocation</u>	
2. <u>Additions to Agenda</u> ♦ <u>Recognition</u> (Recognized Gena Hanks for receipt of Virginia Institute of Government Special Merit Award)	
3. <u>Public Hearings:</u>	
a. <u>A request by <b>Margaret Jarrell</b> for a Special Use Permit (SUP) to allow a manufactured home as a storage structure on property owned by <b>Mary Frances Mitchell</b>, identified as tax map no. 038-001-0000-0037, (1.1363 acres) zoned Residential (R1), located at 7401 Hazel Hollow Rd., Cloyd District.</u> (Approved request for a one-year period, as recommended by Planning Commission, with understanding trailer will not be occupied - Advise applicant)	<b>Ms. Taylor</b>
b. <u>A request by <b>William H. Quarterman</b> for a Special Use Permit (SUP) to allow a camper on property identified as tax map no. 038-017-0000-0003, (1.53 acres), zoned Residential (R1), located at 7106 Falling Branch Rd., Cloyd District.</u> (Approved request, as recommended by Planning Commission, with understanding camper will not be used for commercial purposes - Notify applicant)	<b>Ms. Taylor</b>
4. <u>Highway Matters:</u>	<b>Mr. Brugh (unless noted otherwise)</b>
a. <u>Follow-up from Previous Board meeting:</u> 1. <u>Request for Speed Study on Rt. 633, Powell Avenue</u> (VDOT advised Salem Traffic Engineering Department may have an update in March – Place update on March Board agenda)	<b>Ms. Hanks</b>
2. <u>Request for Speed Limit Posting, Rt. 755, Depot Road</u> (VDOT advised Salem Traffic Engineering Department may have an update in March – Place update on March Board agenda)	<b>Ms. Hanks</b>

3. Request for Speed Limit Sign (25 mph) on Winding Way Drive  
(VDOT advised Salem Traffic Engineering Department may have an update in March – Place update on March Board agenda) **Ms. Hanks**
  4. Informal Speed Study – Alexander Drive  
(VDOT suggested larger signs be erected – VDOT to install additional speed limit signage, as well as pedestrian signage)
  5. Mason Vaughan Blvd. Improvements  
(VDOT suggested additional speed limit signage – VDOT to install additional speed limit and pedestrian signage)
  6. Cox Hollow Road Improvements  
(VDOT advised of right-of-way issue – VDOT to review and provide update at March meeting – Place update on March agenda) **Ms. Hanks**
- b. Rural Addition Status Report  
(Staff reviewed in detail each road on the rural addition list, a copy of which is filed with the records of this meeting – Re: Banks Street – Staff to confirm property owner is not willing to give right-of-way) **Ms. Taylor**
- (VDOT provided specifics on rural additions qualifications, which requires three permanent, occupied dwellings and is a public road, either by deed or in county system, prior to 1932, but not take into state system)
- c. Black Hollow Heights Lane Rural Addition Resolution  
(Adopted resolution – Prepare for execution and send to VDOT – Prepare letter to Gary Day expressing appreciation for assistance in working with residents) **Ms. Hanks**  
**Ms. Taylor**
  - d. Revenue Sharing Program  
(VDOT explained program and advised the deadline for submittal this year is March 30 – Staff provided a summary of existing & projected county expenditures – VDOT to provide a listing of areas of improvements of some of the surrounding counties where revenue sharing funds have been used – Defer consideration of participation by county to March 25 Board meeting – Place on March agenda) **Ms. Hanks**

- e. Request for Lowering of Speed Limit on Gate 10 Road  
(Supervisor Sheffey advised residents plan to submit a petition for a speed limit request – Place update on March 25 agenda)

**Ms. Hanks**

- f. Effect of VDOT Budget Issues on Six-Year Secondary Road Improvement Plan  
(VDOT provided an explanation of the budget issues and expected reduction in construction budget; that reductions will not effect current construction projects, including the Memorial Bridge construction; that funding for the Rt. 100 over Cloyd's Mountain improvements still exists; however, discussions are currently being held by the legislature re: this matter; Pulaski County would lose about 36% funding over a six year time frame, going from approximately \$12 million over six years to \$7.6 million; VDOT does not plan to redo the six-year plan until final funding figures are determined; however, VDOT expects a new six year plan will have to be developed for 2002-08)

- g. Board of Supervisors Concerns  
(VDOT provided an update regarding the road leading to the Comfort Inn in Dublin advising this would be considered a subdivision street rather than a rural addition)

(Supervisor Conner requested repairs to potholes and shoulder along Route 643)

(Supervisor Conner requested a status report on Hatcher Road improvements – VDOT advised bids were expected to be advertised in March)

(Supervisor Hale requested an update on Mines Road and advised that resident had been told by VDOT that an informal speed study had been done – VDOT to review and provide update at March 25 meeting – Place update on March agenda)

**Ms. Hanks**

(Supervisor Cook advised of chugholes on Peak Creek Bridge – VDOT advised improvements would be a major project and that all VDOT could do at this time is patch holes)

(Supervisor Cook requested a timeline for surfacing of Cooks Lane – VDOT advised surfacing is to begin soon)

(Supervisor Fariss inquired as to the plans for upgrading of the Rt. 100 bridge in Wythe County as it crosses the New River – VDOT confirmed there is no work scheduled in the immediate future, but is scheduled to be replaced beginning in 2005, which should coordinate with the completion of the I77 New River Bridges replacement )

(Supervisor Sheffey inquired as to the plans for opening of asphalt plants)

h. Citizen Concerns

(Mr. Wesley Cox inquired as to the events leading to the improvements of Cox Hollow Road – VDOT to review and provide update at March 25 meeting regarding improvement on a short section where sufficient right-of-way has not been granted - Place update on March agenda)

**Ms. Hanks**

5. Treasurer's Report

(Provided update and advised delinquent real estate advertisement which appeared in the Sunday, February 24, Southwest Times edition had proved successful)

6. Citizens' Comments

(None)

7. Reports from the County Administrator & Staff:

a. Key Activity Timetable (KAT)

(Supervisor Fariss inquired as to plans for the handicapped ramp in front of County Administration Building (CAB))

(Supervisor Fariss inquired as to the plans for the Rt. 100 street lighting and improvements)

(Supervisor Cook inquired as to the status of signage on Rt. 100)

(Supervisor Fariss requested an explanation of "residential commercial use of surplus property" – Staff advised this is property that is still owned by the county and determined not feasible for residential use)

(Staff to add to KAT the development of a customer service center in Fairlawn)

**Ms. Hanks**

- b. Animal Shelter Recommendations & Acceptance of Anonymous Animal Shelter Donation  
 (Deferred to March 25 agenda pending receipt of report from Virginia Tech – Place on March 25 agenda) **Ms. Hanks**
- (Staff to provide total amount donated to date to animal shelter – Provide update via weekly update) **Ms. Burchett/  
Ms. Hanks**
- c. Sponsorship of July 4 Fireworks Display  
 (Approved proceeding with plans to have a 4<sup>th</sup> of July fireworks display at the New River Valley Fairgrounds at a total cost of \$10,000, with the towns of Dublin and Pulaski and the New River Valley Fairgrounds to be requested to share in half of the cost, if at all possible – Confirm with Grucci plans for July 4<sup>th</sup> fireworks display – Confirm financial participation by others) **Ms. Hanks/  
Mr. Huber**
- d. Revenue Projections  
 (Reviewed in detail charts developed by staff, including a five-year revenue projection, a detail of sales tax income, a cash flow history, a summary of current debt, and the unobligated fund balance)
- e. Appointments:
1. Town of Pulaski Flood Control Project Committee  
 (Place on March agenda) **Ms. Hanks**
  2. Emergency Services  
 (Appointed Nancy Burchett as Deputy Director)
  3. Planning Commission  
 (Reappointed Doug Warren for a four-year term ending 12/31/05 – Notify Dr. Warren) **Ms. Hanks**
  4. Recreation Commission  
 (Appointed Ms. Sheila Brown, Mr. Bobby Hunter and Sam Patterson) **Ms. Hanks**
  5. Airport Commission  
 (David Tickner appointed to replace Peter Huber as the county's representative – Notify Airport Commission) **Ms. Safewright**

6. Social Services Board  
(Appointed Reverend Clyde George to fill the unexpired term of Terri Sternberg, with said term ending 1/31/04 - Notify Reverend George) **Ms. Hanks**

8. Items of Consent:

- a. Minutes of January 28, 2002  
(Approved) **Ms. Hanks**

- b. Accounts Payable  
(Approved) **Ms. Spence**

c. Appropriations & Transfers:

1. Interoffice Transfer #8 - \$43,825.21  
2. Appropriations & Transfers:  
a. General Fund #12 - \$5,211.60; #13 - \$1,000.00; & #14 - \$5,890.00  
b. School Fund Budget Adjustments #1 – (\$31,185)  
c. School Fund Appropriation #2 - \$171,415.60  
(Approved) **Ms. Burchett**

d. Ratification:

1. Change Orders:  
♦ Blue Ridge Mechanical Contracts, Inc. Change Order #2  
Change Order #2 – Visitor's Center Plumbing - \$1,337.00  
(Ratified)  
2. Agreements, Grants, & Other:  
♦ Virginia State Police Excess Military Property Participation Agreement  
(Ratified)

- e. Contract Approvals  
(None)

- f. Personnel Changes  
(Reviewed)

- g. Randolph Park Completion  
(Approved appropriating \$300,000 to complete park for installation of automatic sprinklers and lights on four softball fields & one soccer field and purchase of bleachers) **Mr. Akers**

- h. Randolph Park Management  
(Authorized hiring a pool manager for approximately four months at a salary of \$600 per week - Proceed with advertising for position) **Mr. Akers**
  
  - i. Resolution of Commendation – Response to Overturned Tanker Spill  
(Adopted resolution – Arrange for execution – Send to appropriate individuals/agencies noted in resolution) **Ms. Hanks**  
**Mr. Crigger**
  
  - j. Courthouse Security  
(Approved purchase of one metal detector and basic wired alarms for the brick courthouse – Proceed with purchase) **Mr. Leonard**
  
  - k. DeHaven Park Fencing  
(Approved proceeding with construction of fence on the DeHaven Park side of the property line to ensure future control by the county at an approximate cost of \$1,500) **Mr. Akers**
  
  - l. Proposed School Board Funding Policies  
(Declined to adopt policies in favor of continuing current practices)
  
  - m. Adoption of Proposed Member User Agreement & Adoption Resolution  
(Confirmed approval and adoption of member user agreement which was authorized by Board at its October 2001 meeting; however, adoption of user agreement resolution officially needed to be approved & adopted and made a part of the Board's minutes – Board adopted resolution – Arrange for execution and transmit to Pepper's Ferry upon receipt of appropriate maps) **Ms. Hanks**
9. Citizen Comments  
(None)

10. Other Matters from Supervisors  
(Supervisor Fariss expressed concern over any plans by the county to join with the School Board in a joint telephone system usage – Staff advised the school superintendent had offered for the county to review the schools telephone system to jointly save money and that staff did not have a recommendation at this time; further, the school has offered use of its internet system to the county. Board concurred with exploring options to save money)
  
11. Closed Meeting –2.2-3711.A.1.3.5.7  
(Authorized purchase of school site for Claremont School replacement)
  
12. Adjournment  
(Adjourned)

**Mr. Huber**

February 15, 2002

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Public Hearings

- a. A request by **Margaret Jarrell** for a Special Use Permit (SUP) to allow a manufactured home as a storage structure on property owned by **Mary Frances Mitchell**, identified as tax map no. 038-001-0000-0037, (1.1363 acres) zoned Residential (R1), located at 7401 Hazel Hollow Rd., Cloyd District. - A public hearing has been scheduled to consider this request. See **enclosed** documentation. The Planning Commission recommends approval for a one-year period.
  
- b. A request by **William H. Quarterman** for a Special Use Permit (SUP) to allow a camper on property identified as tax map no. 038-017-0000-0003, (1.53 acres), zoned Residential (R1), located at 7106 Falling Branch Rd., Cloyd District. - A public hearing has been scheduled to consider this request. See **enclosed** documentation. The Planning Commission recommends approval.

/gh

February 15, 2002

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Highway Matters

- a. Follow-up from Previous Board meeting
1. Request for Speed Study on Rt. 633, Powell Avenue – This matter is currently under review by VDOT.
  2. Request for Speed Limit Posting, Rt. 755, Depot Road - This matter is currently under review by VDOT.
  3. Request for Speed Limit Sign (25 mph) on Winding Way Drive - This matter is currently under review by VDOT.
  4. Informal Speed Study – Alexander Drive - This matter is currently under review by VDOT.
  5. Mason Vaughan Blvd. Improvements – This matter is currently under review by VDOT.
  6. Cox Hollow Road Improvements – This matter is currently under review by VDOT.
- b. Rural Addition Status Report - ***Enclosed*** is an update of the Rural Additions Progress Report.
- c. Black Hollow Heights Lane Rural Addition Resolution – Adoption of the ***enclosed*** resolution is recommended.

- d. Revenue Sharing Program - ***Enclosed*** is a letter from Jim Givens describing the program. Application for the maximum allowable amount of Revenue Sharing funds is recommended. These funds will provide 50% VDOT participation in projects already or potentially funded by the county or private citizens. Potential uses of these funds would be streetlights and trees along Rt. 100 (if not funded by TEA 21), mowing along industrial parks and Fairlawn, snow removal in industrial parks, litter removal and Fair Acres storm water management improvements. I am working with Resident Engineer Dan Brugh to determine the specific allowable cost and recommend authorization to request the maximum allowable VDOT participation in these items.
  
- e. Request for Lowering of Speed Limit on Gate 10 Road - Ms. Trish Ladd of 7225 Gate 10 Road has requested the speed limit on this road be lowered to 35 mph. Mr. Sheffey may have additional information to share.
  
- f. Effect of VDOT Budget Issues on Six-Year Secondary Road Improvement Plan – Mr. Brugh plans to brief the Board regarding the potential local impact of recent budget issues within VDOT.

PMH/gh

cc: J. D. Brugh, Resident Engineer

February 15, 2002

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Reports from County Administrator and Staff

- a. Key Activity Timetable – ***Enclosed*** is an updated Key Activity Timetable.
- b. Animal Shelter Recommendations & Acceptance of Anonymous Animal Shelter Donation – A recommendation is expected from Mr. Michael Ermann of Virginia Tech College of Architecture in response to the inquiry by the Board regarding design suggestions for the animal shelter. That recommendation will be ***enclosed*** with this packet, if received in time, or will be sent in next week's Board meeting update. Public acknowledgment of an anonymous donation of \$10,000 has been requested by the donor as a means of encouraging additional donations.
- c. Sponsorship of July 4 Fireworks Display – Appropriation of \$5,000 is recommended for 4<sup>th</sup> of July fireworks to be held at the New River Valley Fairgrounds. I propose requesting that the Town of Pulaski, the Town of Dublin, and the New River Valley Fairgrounds consider sharing of the remaining \$5,000 cost.
- d. Revenue Projections – ***Enclosed*** is a five-year revenue projection, a detail of sales tax income, a cash flow history, a summary of current debt, and the unobligated fund balance. The calculations used to arrive at the unobligated fund balance are likely to require some explanation, which I will plan to provide in my report. I will be glad to answer questions you may have prior to the meeting by phone or in person.
- e. Appointments:
  1. Town of Pulaski Flood Control Project Committee- The Board previously appointed David Tickner as the county's staff representative. Appointment of two additional citizen representatives is requested.

2. Emergency Services - It is recommended Ms. Burchett be appointed as Deputy Director for Emergency Services. A vacancy has existed since the resignation of former county administrator Joe Morgan. I currently serve as Director of Emergency Services.
3. Planning Commission - The term of Commissioner Doug Warren has expired. He is eligible for a four-year reappointment.
4. Recreation Commission – Ms. Sheila Brown & Mr. Bobby Hunter have accepted the Board's invitation to serve; therefore, appointment by the Board is recommended. Any response from Mr. Charles Dehart providing a recommendation regarding a Fairlawn representative, as requested by the Board, will be reported once received.
5. Airport Commission - It is recommended David Tickner be appointed to take over my current position as the county's representative on the commission.

PMH/gh

February 15, 2002

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Items of Consent

- a. Minutes of January 28, 2002 – See ***enclosed***.
- b. Accounts Payable – See ***enclosed***.
- c. Appropriations & Transfers – See ***enclosed*** transfers and appropriations for the following:
  1. Interoffice Transfer #8 - \$43,825.21
  2. Appropriations & Transfers:
    - a. General Fund #12 - \$5,211.60; #13 - \$1,000.00; & 14 - \$5,890.00
    - b. School Fund Budget Adjustments #1 – (\$31,185)
    - c. School Fund Appropriation #2 - \$171,415.60
- d. Ratification:
  1. Change Order - Blue Ridge Mechanical Contracts, Inc. Change Order #2 Change Order #2 – Visitor’s Center Plumbing - \$1,337.00 – Ratification of the ***enclosed*** change order is recommended.
  2. Agreements, Grants, & Other - Virginia State Police Excess Military Property Participation Agreement – Ratification of the ***enclosed*** participation agreement is recommended allowing pass through of surplus military weapons for use by the Sheriff’s Department.
- e. Contract Approvals – There are no contract approvals pending at this time.

- f. Personnel Changes – ***Enclosed*** is an update of recent personnel changes as prepared by Ms. Burchett.
- g. Randolph Park Completion - Both the Randolph Park Fundraising and Steering committees met and reviewed the current status of the Park construction. ***Enclosed*** is a summary of current projects, anticipated costs and fund balances. The Steering Committee recommends to the Board that an additional \$250,000 be invested in the park to install automatic sprinklers and lights on four softball fields and one soccer field (sprinklers cost approximately \$10,000 per field and lighting costs \$40,000 per field). Together installation of these items will significantly enhance our local recreational programs and increase the ability to hold evening tournaments at a profit to the county. The Steering Committee further recommends that tournament proceeds be applied to repayment of this expenditure. Installation of lights requires a two-month lead-time. Staff recommends only lighting two baseball fields (savings of \$80,000) and that bleachers be purchased at a cost of \$30,000 for a net cost of \$250,000.
- h. Randolph Park Management – Authorization is requested to hire a pool manager for approximately four months at a salary of \$600 per week.
- i. Resolution of Commendation – Response to Overtaken Tanker Spill – Adoption of the ***enclosed*** resolution is requested.
- j. Courthouse Security – The Sheriff's Department has requested the installation of metal detectors at the entrance to the courtrooms at a cost of approximately \$3,700 each. The panic alarm system proposed would have provided wireless alarm button with direct access to the Sheriff's office would have cost \$4,500. Since the installation of the panic alarm system has not yet been purchased, I recommend appropriation of up to \$5,000 for the trial purchase of one metal detector and a less sophisticated but functional wired alarm system.

/gh

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February 15, 2002

TO: Board of Supervisors  
FROM: Peter Huber, County Administrator  
SUBJECT: Closed Meeting – 2.2-3711.A.1.3.5.7

A closed meeting is requested pursuant to Section 2.2-3711.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:

Property Disposition or Acquisition:

- ◆ School Site Property Acquisitions – Discussion of a response to the presentation by Dr. Stowers is recommended.
- ◆ Proposal for Use of Surplus Property – We have been discussing possible interest in the use of the surplus county property adjacent to the Mount Pleasant subdivision along Route 11 by a grocery store and hope to provide additional information at the Board meeting.

Personnel:

- ◆ Appointments

Prospective Industry:

- ◆ Renfro Building Rental – ***Enclosed*** is a letter to a prospective firm interested in utilizing 20,000 square feet of the Renfro building for manufacturing Army berets. Mr. Tickner also provided Volvo staff with a tour of the facility. We plan to update you regarding the results of these inquiries at the Board meeting.

Legal Matters:

- ◆ River Course Contract – Ms. Jennie Alman is looking for a buyer for the River Course and has inquired as to any flexibility the Board would grant concerning the requirement for sharing half (\$150,000) the cost of the Industrial Access Road called for in item E1 and the installation of the Golf Course Access Drive called for in item E3 of the ***enclosed*** agreement. It is likely that the county will be required to pay for the industrial access road but unlikely that the Golf Course access road will be needed. Given these factors, my thoughts are to propose a cash payment to the county of \$200,000 in lieu of these stipulations. I plan to discuss this approach with Ms. Alman and may have additional information to share at the Board meeting.

## CLOSED MEETING RESOLUTION

A closed meeting is requested pursuant to Section 2.2-3711.A.1.3.5.7 of the 1950 Code of Virginia, as amended, to discuss personnel, legal, land acquisition/disposition, and prospective industry matters.

The following motion is suggested for a closed meeting at the February 25, 2002 Board of Supervisors meeting:

It was moved by \_\_\_\_\_, seconded by \_\_\_\_\_ and carried, that the Board of Supervisors enter closed session for discussion of the following:

Property Disposition or Acquisition – Pursuant to Virginia Code Section 2.2-3711(A)3 discussion for consideration of the disposition or acquisition of publicly held property regarding:

- ◆ School Site Property Acquisitions
- ◆ Proposal for Use of Surplus Property

Personnel – Pursuant to Virginia Code Section 2.2-3711(A)1 discussion for consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of public officers, appointees or employees, regarding:

- ◆ Appointments

Prospective Industry – Pursuant to Virginia Code Section 2.2-3711(A)5 discussion concerning a prospective business or industry, or the expansion of an existing business and industry, where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

- ◆ Renfro Building Rental

Legal Matters – Pursuant to Virginia Code Section 2.2-3711(A)7 consultation with legal counsels and briefing by staff for discussion of specific legal matters and matters subject to probable litigation regarding:

- ◆ River Course Contract

Voting yes: \_\_\_\_\_

Voting no: \_\_\_\_\_

Abstaining: \_\_\_\_\_

Not present: \_\_\_\_\_