

**BOARD AGENDA
PULASKI COUNTY
BOARD OF SUPERVISORS**

**Regular Meeting
Mon., June 24, 2002
7:00 p.m.**

FOLLOW-UP

ITEM	KEY STAFF
1. <u>Invocation</u>	
2. <u>Presentation of Resolution – Gayle Long</u> (Presented – Prepare final resolution for framing and send to Ms. Long)	Ms. Hanks
3. <u>Recognition of Claytor Lake Festival Committee</u> (Viewed PPT presentation before meeting – Prepare resolution of appreciation for July meeting)	Ms. Hanks/ Mr. Huber
4. <u>Additions to Agenda</u>	
5. <u>Public Hearings:</u>	
a. <u>A request by Roy D. & Kathy R. Bunn for an amendment to the Pulaski County Zoning Ordinance to add a use not provided for, per Section 17-5, to allow custom manufacturing as either a use by-right, by Conditional Use Permit (CUP) or by Special Use Permit (SUP) in the Agricultural District (A1);</u> (Approved zoning amendment, as recommended by the Planning Commission – Notify applicant) <u>and</u>	Ms. Taylor
<u>A request by Roy D. & Kathy R. Bunn for consideration of a Special Use Permit (SUP) to allow custom manufacturing on property identified as tax map no. 037-001-0000-0002, zoned Agricultural (A1), (8.1694 acres), located at 6500 Ruebush Rd. (Rt. 617), Cloyd District.</u> (Approved as recommended by Planning Commission)	Ms. Taylor
b. <u>A request by Danny P. McClure for a Special Use Permit (SUP) to allow a setback variance for an existing structure per Section 4-5, and revised site plan review on property known as TownSquare Auto Wash, identified as tax map no. 056-001-0000-0071, 71A, 72, zoned Commercial (CM1), 5315 Newbern Rd (Rt. 682), Draper District.</u> (Approved, as recommended by the Planning Commission – Notify applicant)	Ms. Taylor

c. A request by **Pamela Ann (Newman) Dalton** for a Special Use Permit (SUP) to allow a neighborhood retail store on property identified as tax map no. 116-001-0000-014A, zoned Agricultural (A1), (1.9470 acres), located at 4543 Clark Ferry Rd. (Rt. 653), Draper District.
(Denied request, as recommended by Planning Commission – Notify applicant)

Ms. Taylor

d. A request by **Betty M. Richardson** for a Special Use Permit (SUP) to allow a State Water Control Board Permitted Sewage Facility on property identified as tax map no. 018-002-0000-0055, zoned Residential (R1), located on the east side of Cleburne Blvd. (Rt. 100) approximately 0.27 mi. north of Lillydell Cr. (Rt. 733), Cloyd District.
(Approved request, as recommended by Planning Commission – Notify applicant)

Ms. Taylor

e. A request by **David G. & Cheryl M. Myers** for an amendment to the Pulaski County Zoning Ordinance to add a use not provided for, per Section 17-5, to allow livestock as either a use by-right, by Conditional Use Permit (CUP) or by Special Use Permit (SUP) in the Residential District (R1);
And
(Denied request – Notify applicant)

Ms. Taylor

(Task force established consisting of volunteers, including realtors, citizens and a Planning Commission member with task force to provide a recommendation to the Board of Supervisors at July meeting re: zoning as it relates to livestock- Schedule meeting of task force)

Mr. Tickner/
Ms. Jenkins/
Ms. Taylor

A request by **David G. & Cheryl M. Myers** for consideration of a Special Use Permit (SUP) to allow livestock on property identified as tax map no. 037-005-0000-0010, zoned Residential (R1), (4.4420 acres), located at 3636 Ruebush Rd. (Rt. 617), Cloyd District.
(No action needed)

f. A request by **Walter Daniel Lambert** for amendment to a Special Use Permit (SUP) to allow operation of a flea market six (6) days a week on property known as Wings of Eagles Church, identified by tax map no. 038-006-0000-0008, zoned Commercial (CM1), (1.430 acres), located at 6975 Lee Highway (Rt. 11), 350 ft. west of Camelot Farms Road, Cloyd District.

(Denied request, as recommended by Planning Commission – Notify applicant)

Ms. Taylor

g. Disposition of approximately 22 acres along Route 11 west of Dublin further described on Pulaski County Tax Map No. 048-001-0000-0032.

(Authorized proceeding with issuing a Request for Proposals for the development of the property, without restrictions on potential use)

Ms. Safewright

h. Application for Funding with USDA, Rural Development For Funding of Sewer Lines Installation to Highland Park Subdivision (Dublin vicinity)

(Approved submittal of application)

Mr. Utt of PDC

6. School Board Presentation

(Presented PPT “Building Futures”)

(Board approved proceeding with building plan for Claremont/ Northwood schools replacement, as well as funding through a combination of the Virginia Public School Authority and any potential funding from the Literary Fund)

Mr. Huber/
Don Stowers

(Board of Supervisors and School Board to meet, as convenient, for the purpose of overall construction plan and reuse of school buildings once no longer occupied – Schedule meeting)

Mr. Hanks/
Mrs. Cox

7. Highway Matters:

a. Follow-up from Previous Board meeting:

◆ Request for Speed Limit on Rt. 11 at intersection of New River Road

(VDOT does not recommend lower speed limit to due only six accidents attributed to driver inattention and improper turning – VDOT to notify Sheriff Jim Davis)

VDOT (unless noted otherwise)

- b. Private Proposal for Financing of Widening of I-81
(Schedule a community-wide meeting for the purpose of hearing presentations by both sides of the issue prior to a Board response – Request Chamber arrange an informational meeting at NRCC) Mr. Huber

- c. Rural Addition Status Report
(Approved removing from active list: Sheila Dr., Akers Rd, Collier Street and Walker Road (Rich Hill Lane and Smythers Mountain Road to remain on active list)
Pending VDOT report on exact policy regarding acceptance of public roads – County attorney to research possible boundary change on Banks Street and provide update at next Board meeting – Staff requested to notify residents of action to remove from active list) Mr. McCarthy
Ms. Taylor

- d. Randolph Park Recreational Access Road Resolution
(Approved – Arrange for execution and send to VDOT) Ms. Hanks

- e. Board of Supervisors Concerns
(Supervisor Conner requested clarification on paving of Rt. 815)

(Supervisor Cook thanked VDOT for resurfacing bridge over Rt. 100)

(Supervisor Fariss requested VDOT review weight limit restrictions on Big Reed Island Bridge and provide update at next meeting – Place update on July agenda) Ms. Hanks

(Supervisor Sheffey expressed concern regarding weeds extending from retaining wall on Memorial Bridge – VDOT advised an extensive landscaping plan is underway for the wall)

(Supervisor Sheffey inquired regarding county signs at Memorial Bridge)

(Supervisor Sheffey inquired regarding the damage recently to Pepper's Ferry Bridge – VDOT evaluates costs to repair to be approximately \$300,000 to \$400,000, but if over \$400,000, VDOT expects to recommend replacement)

f. Citizen Concerns
(None)

(VDOT advised Cox Hollow Road completed)

8. Treasurer's Report
(Reported)

9. Citizens' Comments

- ◆ Animal Control Advisory Committee
(Comments were heard from citizens requesting Board reconsider location of animal shelter from the old Cloyd's Mountain Landfill site)

(Supervisor Fariss presented PowerPoint presentation)

(By consensus, Board agreed to consider other potential sites for animal shelter, dependent on sites requiring no additional funding and good visibility to shelter – Staff authorized to work with Animal Shelter Advisory Committee to identify additional sites as appropriate)

Mr. Huber

(Staff advised a proposed plan for the animal shelter should be available by Architect Glenn Reynolds by the end of July)

10. Reports from the County Administrator & Staff:

a. Key Activity Timetable (KAT)

(Staff requested to modify KAT by returning it to a "Letter" format)

Ms. Hanks

(Supervisors inquired and requested clarification regarding "Garage Appearance Pride Plan – Phase Two"; changing Target Date for "Health Department Office location" (July 03); and the status of the "Renfro Building Reuse Study")

b. Report on Ordinance Establishing the Motor Vehicle and Trailer License Tax as it relates to Trailers

(Approved eliminating decal requirements on trailers not required to have brakes and increased rate to \$10 per decal– Modify existing ordinance with addition and transmit final ordinance to County Administrator for inclusion in minutes and distribution to various county staff)

Mr. McCarthy

- (Supervisor Sheffey asked if Commissioner of Revenue and Treasurer have the capability of identifying the type trailer a resident owns – Staff advised not, but that the request would be passed to both the Commissioner and Treasurer)
- Mr. Sayers/
Ms. Tickle
- c. Update on Billing Practices for Local Mobile Telecommunications services
(Staff to lobby State officials to require that cell phone companies make customer address information available for auditing purposes and that customers be required to provide their E911 information when applying for service)
- Mr. Huber
- (Approved hiring one, temporary, part-time individual for eight months to assist with computer maintenance, while leaving Mr. Spangler free to focus on the correlation of 911 with tax map information – Advertise and hire temporary, part-time individual)
- Ms. Burchett
- d. Zoning Ordinance Text Changes Update
(Staff provided update. Board requested removing section regarding administrative variances and amend section on the bond requirement to state that a bond will only be required when the developer wants to occupy the building without all the improvements in place. Other recommended items were approved – notify applicant)
- Mr. Tickner/
Ms. Taylor
- e. Appointments:
1. Building Appeals Committee
(Provide Board with listing of current committee members – Appointed Jeff Warf of Warf Construction – Notify Mr. Warf)

Ms. Hanks

Ms. Hanks

 2. Telecommunications Committee
(Appointed Extension Agent Sarah Burkett for a term limit ending December 31, 2005 – Notify Ms. Burkett)

Ms. Safewright

 3. PEP Committees
(Appointed Dave Spangler and Lynn White – Notify Mr. Spangler and Mr. White as appropriate)

Ms. Safewright

4. Zoning Appeals Board
(Nominated Andy McCready for an additional term – Make formal request to courts as appropriate) Mr. McCarthy
 5. Public Safety Committee
(Request Mr. Jonathan Fisher consider appointment – Place update on July agenda) Ms. Hanks
 6. Workforce Investment Board
(Advertise, as appropriate, for an individual to consider nomination to the Workforce Investment Board) Mr. Huber
 7. New River Community Services Board
(Reappointed Sue Thompson for a term ending June 30, 2005 – Notify Community Services Board) Ms. Hanks
11. Items of Consent:
- a. Approval of Minutes of May 13 & 20 and June 3, 2002
(Approved) Ms. Hanks/
Ms. King
 - b. Accounts Payable
(Approved) Ms. Spence
 - c. Appropriations and Transfers:
 1. Interoffice Transfer #12 - \$49,989.25
 2. General Fund #20 - \$20,046 & General Fund #21 - \$12,462
 3. School Fund Appropriation #4 - \$1,800; #5 - \$461,875
 4. Capital Improvement Appropriation #2 - -0-
 5. VPA Categorical Transfers #2 - -0-
 6. FY 03 Appropriations Resolution
(Approved) Ms. Burchett
 - d. Ratification
 - ◆ Virginia Preschool Initiative At-Risk Four-Year-Old Children Application Package for FY 03
(Ratified making application)
 - e. Contract Approvals
 1. Wingate and Associates
(Approved – Arrange for execution of agreement and transmit one copy to Wingate) Ms. Hanks

2. Frederick G. Griffin, PC
(Approved agreement for evaluation of joint and individual dispatch operations – County attorney to confirm arrangements with Virginia Beach officials regarding inclusion in procurement of the contract - Arrange for execution, once county attorney confirms arrangements) Ms. Hanks

3. Elevator Bids
(Approved acceptance of low bid from Breakell - Arrange for execution of bid) Mr. Leonard

- f. Personnel Changes
(Reviewed)

- g. Scheduling of Public Hearings:
 1. Closing of Section of Snider Lane
 2. Courthouse Security Fee Ordinance
 3. Jail Processing Fee
(Include schedule of hearings for July Board meeting along with any zoning hearings to be scheduled - Advertise on Sunday, July 7 & 14) Ms. Taylor/
Ms. Hanks

- h. DHCD Indoor Plumbing/Rehabilitation Program Fund Administration
(Approved transferring administrative responsibility of this program from Community Housing Partners to the New River Valley Planning District Commission (PDC)– Notify DHCD and PDC) Ms. Safewright

- i. Award of Worker's Compensation Insurance for FY 03
(Approved placing Worker's Compensation Insurance with the Virginia Association of Counties program due to an overall savings of \$9,509) Ms. Burchett

- j. DeHaven Park Issues
(Approved providing lifeguard coverage on Saturdays and Sundays and holidays – Arrange for appropriate coverage) Mr. Akers

- k. FY 03 Budget Adoption
(Adopted with changes as noted in this packet – Notify agencies and departments as appropriate) Ms. Burchett

- l. Acceptance of Recreation Program Administration
(Approved assigning administrative oversight of former Recreation Commission staff to Community Activities Director Anthony Akers)

- m. Acceptance of County-wide Recreation Program Merger
(Approved Memorandum of Agreement between the county and Town of Pulaski merging recreation departments – Arrange for execution of agreement as appropriate)
 - Mr. Huber/
Ms. Hanks

- n. Proposal for Installation of Internet Based GIS
(Approved requesting proposal for the system – Calculate cost for county operation and solicit Request for Proposals for use of a specific vendor)
 - Mr. Tickner
Mr. Sayers
Mr. Huber/
Ms. Safewright

- o. Acceptance and Disposition of HUD \$1 Homes
(Accepted residential properties on Finks Farm and Gate Ten roads, as well as approved disposition of properties through solicitation of sealed bids and dedication of all resulting revenue to support forced property cleanups – Advertise bids)
 - Ms. Safewright/
Mr. Huber

- p. Courthouse Parking
(Denied request to purchase property for the purpose of providing parking – Notify Mr. Bane)
 - Mr. Huber

- q. Thornsprings Sewer Line
(Approved participating in the cost of the sewer line at a cost of approximately \$160,000 – Notify town as appropriate)
 - Mr. Huber

- r. Purchase of Pulaski Rangers Box
(Approved purchase of one-half of a box seating at the Pulaski Rangers Games, at a cost of \$600, for use by Office on youth and delinquency prevention efforts, as well as occasional use by appointees and volunteers and in hosting prospective employers – Notify appropriate town officials)
 - Ms. Hanks/
Mr. Akers

- s. Purchase of General Properties Van
(Approved expenditure of \$7,400 for the purchase of a 1997 Ford E-250 ¾ ton van with 73,000 miles as a replacement for the existing 1986 one-half ton van being used by General Properties)

Mr. Mayberry/
Mr. Leonard

12. Citizen Comments

(Jean Anderson requested clarification on the location of the Thornspring sewer line, which staff provided at the meeting)

13. Other Matters from Supervisors

(Supervisor Conner expressed concern regarding the length of the Board meeting and the inability of citizens to be able to stay for entire meeting due to the late hour)

(Supervisor Fariss inquired re: the status of the renovations to the bathrooms in the Central Gym – Staff advised General Properties staff is currently providing work on the Visitor’s Center and the Renfro building)

(Supervisor Fariss inquired as to why landlords are billed if there is a problem for non-payment by a renter – Staff requested to review)

Ms. Burchett

(Supervisor Fariss requested farmers be educated on potential for agricultural nuisance business disruption)

(Supervisor Cook suggested no action by the Board re: the windmill power generating project)

14. Closed Meeting –2.2-3711.A.1.3.5.7

(Authorized working jointly with other jurisdictions on Adelphia financial problems to ensure compliance with local franchise requirements)

(Authorized erosion and sediment control enforcement of Levy Wong property)

Mr. McCarthy/
Mr. Coake

15. Adjournment

June 17, 2002

TO: Board of Supervisors
FROM: Peter M. Huber, County Administrator
SUBJECT: Public Hearings

- a. A request by **Roy D. & Kathy R. Bunn** for an amendment to the Pulaski County Zoning Ordinance to add a use not provided for, per Section 17-5, to allow custom manufacturing as either a use by-right, by Conditional Use Permit (CUP) or by Special Use Permit (SUP) in the Agricultural District (A1); and
A request by **Roy D. & Kathy R. Bunn** for consideration of a Special Use Permit (SUP) to allow custom manufacturing on property identified as tax map no. 037-001-0000-0002, zoned Agricultural (A1), (8.1694 acres), located at 6500 Ruebush Rd. (Rt. 617), Cloyd District. – A public hearing has been scheduled on this request. The Planning Commission recommends approval of an ordinance amendment to allow custom manufacturing as a defined use by Special Use Permit (SUP) in the Agricultural (A-1) District, as noted on the **enclosed** memo. **Enclosed** is additional information regarding this matter.

- b. A request by **Danny P. McClure** for a Special Use Permit (SUP) to allow a setback variance for an existing structure per Section 4-5, and revised site plan review on property known as **TownSquare Auto Wash**, identified as tax map no. 056-001-0000-0071, 71A, 72, zoned Commercial (CM1), 5315 Newbern Rd (Rt. 682), Draper District. - A public hearing has been scheduled on this request. The Planning Commission recommends approval. **Enclosed** is additional information regarding this matter.

- c. A request by **Pamela Ann (Newman) Dalton** for a Special Use Permit (SUP) to allow a neighborhood retail store on property identified as tax map no. 116-001-0000-014A, zoned Agricultural (A1), (1.9470 acres), located at 4543 Clark Ferry Rd. (Rt. 653), Draper District. - A public hearing has been scheduled on this request. The Planning Commission recommends denial. **Enclosed** is additional information regarding this matter.

- d. A request by **Betty M. Richardson** for a Special Use Permit (SUP) to allow a State Water Control Board Permitted Sewage Facility on property identified as tax map no. 018-002-0000-0055, zoned Residential (R1), located on the east side of Cleburne Blvd. (Rt. 100) approximately 0.27 mi. north of Lillydell Cr. (Rt. 733), Cloyd District.- A public hearing has been scheduled on this request. The Planning Commission recommends approval. ***Enclosed*** is additional information regarding this matter.
- e. A request by **David G. & Cheryl M. Myers** for an amendment to the Pulaski County Zoning Ordinance to add a use not provided for, per Section 17-5, to allow livestock as either a use by-right, by Conditional Use Permit (CUP) or by Special Use Permit (SUP) in the Residential District (R1);
and
A request by **David G. & Cheryl M. Myers** for consideration of a Special Use Permit (SUP) to allow livestock on property identified as tax map no. 037-005-0000-0010, zoned Residential (R1), (4.4420 acres), located at 3636 Ruebush Rd. (Rt. 617), Cloyd District. - A public hearing has been scheduled on this request. The Planning Commission recommends approval of an ordinance amendment to allow a private stable as a defined use by-right in the Residential (R-1) District, and as noted on the ***enclosed*** memo. ***Enclosed*** is additional information regarding this matter.
- f. A request by **Walter Daniel Lambert** for amendment to a Special Use Permit (SUP) to allow operation of a flea market six (6) days a week on property known as Wings of Eagles Church, identified by tax map no. 038-006-0000-0008, zoned Commercial (CM1), (1.430 acres), located at 6975 Lee Highway (Rt. 11), 350 ft. west of Camelot Farms Road, Cloyd District. - A public hearing has been scheduled on this request. A motion by the Planning Commission to recommend approval of the Special Use Permit (SUP) failed with a vote of 2 to 5. The Planning Commission took no further action. According to state code, the Planning Commission has 90 days to make a recommendation to the Board of Supervisors; if not, it is seen as an approval. That 90 days will expire prior to the next Planning Commission meeting, so the June 11 meeting was the last opportunity that the Commission had to make a recommendation. If the Board desires, it can send the request back to the Commission to reconsider; however, it is my current interpretation that this request was considered a denial. ***Enclosed*** is additional information regarding this matter.
- g. Disposition of approximately 22 acres along Route 11 west of Dublin further described on Pulaski County Tax Map No. 048-001-0000-0032. – A public hearing has been scheduled on this request. Pending hearing of valid public concerns to the contrary, I recommend authorization to accept proposals for the residential use of this property. The property is currently zoned Industrial and will need to be rezoned should the Board accept a proposal. Proposals could be advertised for review at the July Board meeting.

- h. Application for Funding with USDA, Rural Development For Funding of Sewer Lines Installation to Highland Park Subdivision (Dublin vicinity) – A public hearing has been scheduled on this matter. Current survey results for Highland Park are 56% in favor and 37% opposed, with a 94% response rate. While the percentage of residents in favor is below the 66% previously set by the PSA and Board of Supervisors, the survey was conducted based on a cost of over \$30 vs. an anticipated cost of approximately \$20 for the first 2,000 gallons, which can be assumed considering the ratio of grant and loan funds anticipated to be received in other Dublin area sewer projects.

Shawn Utt has been informed that it is likely the county will be receiving approximately \$1,045,000 grant and \$363,600 loan for the Dublin Area Sewer project (Rolling Hills and Orchard Hills). The extent of grant funds received results in being able to install sewer at a monthly cost of under \$16 for the first 2,000 gallons, which is significantly lower than originally anticipated.

June 17, 2002

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Citizen Comments

Animal Shelter Concerns – I have been asked by members of the Animal Shelter Committee for the opportunity to address the Board regarding their concerns as citizens with the location of the shelter on Cloyd's Mountain. ***Enclosed*** is a listing of county owned properties in the Dublin area as researched by Ms. Rebecca English. The most viable alternative site from a utility standpoint is the Corporate Center, or the former Dublin Elementary School property, though it is near to adjacent residential development. While the Cloyd's Mountain landfill property is no longer directly visible from Route 100 due to the road relocation, staff will be researching the ownership and availability of a more visible location between the old and new road as well as ways of making a site within the former landfill property more visible.

/gh

June 17, 2002

TO: Board of Supervisors
FROM: Peter M. Huber, County Administrator
SUBJECT: Highway Matters

- a. Follow-up from Previous Board meeting:
 - ◆ Request for Speed Limit on Rt. 11 at intersection of New River Road – The resident engineer may have information to share.

- b. Private Proposal for Financing of Widening of I-81 - ***Enclosed*** is correspondence from Smart Solutions, American Trucking Associations, Virginia Trucking Association, and the Greater Augusta Regional Chamber of Commerce regarding the proposal by Star Solutions which suggests the use of tolls on trucks to finance the widening of I-81. The Planning Commission has requested the Board send a letter in opposition to the proposal. I recommend a county-wide community meeting be held to hear presentations by both sides of the issue prior to responding. This approach would provide opportunity for input from the public as well as local industry. The meeting could be arranged and publicized by the Chamber of Commerce and held at New River Community College.

- c. Rural Addition Status Report – ***Enclosed*** is an updated rural addition listing. The following actions are recommended by staff:
 1. Move Sheila Drive to the inactive list at this time because it does not qualify and won't until the law changes or the gentleman sells the property (four lots) to four individuals.
 2. Remove Akers Road from the Rural Addition list because it is a state maintained road and on the six-year plan.
 3. Move Rich Hill Lane, Extension of Collier Street, Smythers Mountain Road and Walker Road to the inactive lists pending receipt of any interest from property owners in making these public roads with the potential for qualifying for state maintenance in the future. Letters were mailed on May 23 and no responses have been received.

June 17, 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 for review by the Board.
- b. Report on Ordinance Establishing the Motor Vehicle and Trailer License Tax as it relates to Trailers - Rose Marie Tickle and Maynard Sayers report that 3,107 trailers were registered with the DMV in the unincorporated portions of the county. To date, 1,123 county stickers for trailers have been sold, or approximately 36% of the total. Thus, estimated revenue loss from not requiring decals to be placed on trailers could be estimated at between \$11,000 and \$30,000, assuming the proposed rate of \$10 per decal. Based on requirements by the following surrounding jurisdictions regarding trailers decals, I recommend the portion of the ordinance related to trailer decals be adopted. ***Enclosed*** is a spreadsheet listing surrounding counties, including the towns of Dublin and Pulaski, showing details of any existing charges for decals on trailers.
- c. Update on Billing Practices for Local Mobile Telecommunications Services – Ms. Burchett, Mr. Spangler and I have checked with various cell phone companies and other localities regarding appropriate billing of utility taxes by cell phone companies. The consensus is that there are currently a number of inaccuracies in the billing system at the current time. Most of the major problems will be resolved in October 2002 with federal requirements to use zip+4 address identification. Due to a required 120-day waiting period, the county tax will not take effect until mid October, 2002. It is likely that there may still be some mistakes following implementation of zip+4. However, there are mistakes made in the assessment of all other taxes. A major part of the problem relates to the unwillingness by the state to make resident information available to the cell phone companies. I recommend the following steps be taken to minimize errors:

1. Lobby state officials to require that cell phone companies make custom address information available for auditing purposes and that customers are required to provide their E-911 address information when applying for service.
 2. Focus efforts by Mr. Spangler and the Commissioner of Revenue's office in matching E911 addresses with tax parcel information. This one-time job will allow much easier identification of county/town resident information and is critical to PSA billing, sales tax collection/distribution, and assessment of personal property taxes in addition to correct assignment of utility taxes on cell phones. Mr. Spangler is currently responding to 911 addressing needs in addition to maintaining all county computers within a 32-hour workweek. I recommend hiring a part-time staff to assist with computer maintenance, leaving Mr. Spangler free to focus on the correlation of 911 with tax map information.
- d. Zoning Ordinance Text Changes Update – Mr. Tickner will be present to provide information requested by the Board at its May 20 meeting regarding zoning text changes. See enclosed memorandum from Mr. Tickner.
- e. Appointments:
1. Building Appeals Committee - It is recommended the Board appoint Jeff Warf of Warf Construction to the committee to fill an existing vacancy.
 2. Telecommunications Committee - It is recommended the Board appoint Extension Agent Sarah Burkett to the committee with a term ending December 31, 2005.
 3. PEP Committees - An invitation was extended to Dave Spangler and Lynn White to serve on PEP. Both have accepted the Board's invitation; therefore, appointment is requested.
 4. Zoning Appeals Board - The term of Andy McCready expires July 20, 2002. A recommendation for reappointment by the courts is recommended.
 5. Public Safety Committee - Due to the recent death of Mr. Lee Oliver, a vacancy exists on the committee.
 6. Workforce Investment Board – Due to the recent resignation of Mr. John Corn, Pulaski County business representative on the local Workforce Investment Board, a vacancy exists. Nomination by the Board for an individual to fill the vacancy is requested.

June 17, 2002

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Items of Consent

- a. Minutes of May 13 & 20, & June 3, 2002 – See ***enclosed***.
- b. Accounts Payable – Approval of the ***enclosed*** listing of accounts payable is requested.
- c. Appropriations & Transfers- Approval of the following appropriations, as noted on the ***enclosed*** documentation, is requested:
 1. Interoffice Transfer #12 - \$49,989.25
 2. General Fund #20 - \$20,046 & General Fund #21 - \$12,462
 3. School Fund Appropriation #4 - \$1,800; #5 - \$461,875
 4. Capital Improvement Appropriation #2 - -0-
 5. VPA Categorical Transfers #2 - -0-
 6. FY 03 Appropriations Resolution – Approval of the ***enclosed*** resolution is requested.
- d. Ratification - Virginia Preschool Initiative At-Risk Four-Year-Old Children Application Package for FY 03- Ratification of the ***enclosed*** grant application in the amount of \$61,846 is requested.
- e. Contract Approvals
 1. Wingate and Associates – Approval of the ***enclosed*** agreement with Wingate and Associates for Reassessment Services is requested.
 2. Frederick G. Griffin, PC – Approval of the ***enclosed*** agreement for evaluation of joint and individual dispatch operations with Frederick G. Griffin is requested. We have been requested to include the City of Virginia Beach in the procurement of this contract at no cost or obligation to the County or the Town of Pulaski. I have confirmed that the Town of Pulaski will pay for half the cost of this study.

f. Personnel Changes – ***Enclosed*** is an update of recent personnel changes as prepared by Ms. Burchett.

g. Scheduling of Public Hearings:

1. Closing of Section of Snider Lane- A community meeting was held in August 2001 with representatives from the Jordan's Chapel Church and Larry Day of VDOT. At that meeting, Mr. Day informed those individuals present that the section of the road they were interested in closing was never a part of the state system. Scheduling of a public hearing for the July Board meeting to consider closing this section of Snider Lane is requested.
2. Courthouse Security Fee Ordinance- Scheduling of a public hearing for the Board's July meeting to consider the ***enclosed*** ordinance is recommended by staff and local judges. There are approximately 15,000 cases per year to which this fee would be applied, resulting in approximately \$45,000 in additional revenue at the \$3 rate. State law allows a maximum fee of \$5. Terri Powers, General District Court Clerk, reports all other jurisdictions are setting the fee at \$5 which, for Pulaski County, would result in \$75,000 in revenue. While the expenditure of this amount could readily be spent on court security, the \$3 rate was recommended based on being able to at least install metal detectors in all three courtrooms. Other needs not immediately covered by the \$3 fee include alarm and video surveillance systems. Court costs currently total \$42, \$2 of which is charged by the Board for maintenance of the Courthouse. The remaining \$40 is charged by the State. The Constitutional officers recommend the \$3 rate as a minimum. I recommend the advertisement and adoption by Board of a \$5 to ensure all possible steps are being taken to protect the courts.
3. Jail Processing Fee – The General Assembly passed the following language effective July 1, 2002

§ 15.2-1613.1. Processing fee may be imposed on certain individuals - Any county or city may by ordinance authorize a processing fee not to exceed twenty-five dollars on any individual admitted to a county, city, or regional jail following conviction. The fee shall be ordered as a part of court costs collected by the clerk, deposited into the account of the treasurer of the county or city and shall be used by the local sheriff's office to defray the costs of processing arrested persons into local or regional jails.

I recommend advertisement of a public hearing and drafting of an ordinance by Mr. McCarthy enabling further consideration of this matter at the July Board meeting.

- h. Department of Housing and Community Development (DHCD) Indoor Plumbing/Rehabilitation Program Fund Administration- Approval by the Board for transferring administrative responsibility for this program from Community Housing Partners to either the New River Valley Planning District Commission or the Southeast Regional Community Assistance Program (SERCAP) is recommended. Both are public agencies and will not require procurement. Administration by Community Housing Partners has not resulted in the use of available funding for several years based on the enclosed correspondence from the Virginia Department of Housing and Community Development which makes these available for local use.
- i. Award of Worker's Compensation Insurance for FY 03- As described in the enclosed memo from Mr. Burchett, it is recommended by McNeary Insurance Consultants and staff that the worker's compensation coverage for FY 03 be placed with the Virginia Association of Counties program due to an overall savings of \$9,509. This would also place workmen's compensation and liability insurance with the same carrier, which should facilitate claims handling.
- j. DeHaven Park Issues
- ◆ Lifeguards - The county's insurance carrier reports that not providing lifeguards does not increase the county's liability. He recommends appropriate signage such as "swim at your own risk". Mr. Anthony Akers can hire a lifeguard to provide weekend coverage at a total annual cost of approximately \$3,500. The facility has been used by approximately 10 to 20 bathers over the past two weekends with greatest attendance on Sundays and during hot weather. I recommend lifeguard coverage on Saturday and Sunday as a service to area citizens.
 - ◆ Food Service - Mr. Akers has also been working with local resident Mindy Harmon to provide limited food service. Ms. Harmon had submitted a proposal last year and is still interested in providing food service at the Park. Some repairs to the inside of the concession stand need to be made in order for the building to be functional. It is recommended that Ms. Harmon be allowed to operate concessions once the building is operational on the condition that she provides appropriate liability insurance.
- k. FY 03 Budget Adoption - Adoption of the FY 03 budget is recommended. The following changes between the budget advertisement and the annual appropriations is recommended for consideration by the Board. These changes are the result of modifications received from agencies following advertisement of the budget.
- ◆ Virginia Public Assistance Fund:
 - State Revenues Estimated at \$2,364 more than advertised; and
 - Federal Revenues Estimated at \$20,702 less than advertised.
 - ◆ Comprehensive Services Act Fund:
 - Local Funds Estimated at \$6,916 less than advertised.

◆ General Fund:

Virginia Retirement System expenditures estimated at \$2,620 less than advertised.

- l. Acceptance of Recreation Program Administration – Ratification to acceptance of the ***enclosed*** resolution adopted by the Recreation Commission is requested. The resolution assigns administrative oversight of former Recreation Commission staff to the Community Activities Director.
- m. Acceptance of County-Wide Recreation Program Merger – ***Enclosed*** is a memorandum of agreement between the county and the Town of Pulaski merging recreation departments. Adoption of the memorandum is recommended.
- n. Proposal for Installation of Internet Based GIS - ***Enclosed*** is a proposal for installation of the system at a one-time cost of \$6,700 and a monthly maintenance fee of \$455. While costs are expected to increase somewhat as additional layers of information are added, this system offers a practical, low cost means of making public information available to county employees and citizens. The system would save significant staff time on the part of the Commissioner of Revenue, Treasurer, and Community Development departments in responding to citizen inquiries. The full extent of the capabilities of this system can be seen in the Wise County link at <http://arcims2.webgis.net/wise/default.asp>. Use of this system would also eliminate the need for an in-house GIS programmer. Approval of the concept is recommended, as is establishment of a \$300 annual fee for full access to GIS information and the solicitation of proposals for use of a specific vendor.
- o. Acceptance and Dsposition of HUD \$1 Homes – Ratification of the acceptance of residential properties on Finks Farm and Gate Ten roads is recommended as is disposition of these properties through solicitation of sealed bids and dedication of all resulting revenue to support forced property cleanups.
- p. Courthouse Parking – I recommend county contribution of \$5,000 toward the cost of at least four additional parking spaces on the site of Jack Bane’s burned apartment. Currently, deputies are routinely parking in an alleyway access to the building. Use of these funds would be dependent on coordination of the project by the Town of Pulaski or a private contractor.

/gh

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June 17, 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:

- ◆ River Course Expansion - Mr. Sheffey and I plan to meet with Virginia Tech (VT) representatives at 9:00 a.m. on Monday, June 24, at the New River Valley Competitiveness Center. Chairman Sheffey has asked that I invite one additional Board member to the meeting to provide maximum communications between VT and the Board. County staff will be calling to solicit your interest. We plan to report the results of the meeting and specifically VT's interest in obtaining an additional five acres of property for expansion of the driving range.

Personnel:

- ◆ Appointments
- ◆ Salary Adjustment – Anthony Akers – I recommend adjusting Anthony's salary based on his acceptance of responsibility for oversight of the county-wide recreation merger and ongoing recreation as well as office on youth and delinquency prevention programming.

Prospective Industry:

- ◆ Windmill Project – Mr. Tickner and I will be meeting with the consultant for this project. We plan to report the results of the visit to the Board. If agreeable with the consultant, I recommend consideration of scheduling a public hearing to determine public concern and/or support for the project.

Legal Matters:

- ◆ None

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 June 24, 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:

- ◆ River Course Expansion

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
- ◆ Salary Adjustment

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.

- ◆ Prospective Energy Generation Facility

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:

- ◆ None

Voting yes: _____

Voting no: _____

Abstaining: _____

Not present: _____