

**BOARD AGENDA  
PULASKI COUNTY  
BOARD OF SUPERVISORS**

**Regular Meeting  
Mon., June 23, 2003  
7:00 p.m.**

**FOLLOW UP ACTION**

ITEM	KEY STAFF
1. <u>Invocation</u>	
2. <u>Additions to Agenda</u>	
3. <u>Public Hearings:</u>	
a. <u>A rezoning request by <b>Christopher W. Disibbio</b> from Residential (R1) to Commercial (CM1), on property identified as tax map no. 057-001-0000-0012 (1.0000 acres), located at 5175 State Park Rd. (Rt. 660), Ingles District</u> (Approved as recommended by Planning Commission – Notify applicant)	Ms. Taylor
b. <u>A request by <b>Larry G. &amp; Dayna W. Phillips</b> for a Special Use Permit (SUP) to allow second manufactured home, on property identified as tax map no. 123-002-0000-0006 (40.8410 acres), zoned Agricultural (A1), located at 4349 Irish Mountain Rd. (Rt. 736), Ingles District.</u> (Approved as recommended by Planning Commission – Notify applicant)	Ms. Taylor
c. <u>A request by <b>Michael Z. &amp; Dari S. Jenkins</b> for a Special Use Permit (SUP) to allow second manufactured home, on property identified as tax map no. 082-001-0000-034B (1.5500 acres), zoned Residential (R1), located at 4326 Russell Rd., Draper District.</u> (Approved as recommended by Planning Commission – Notify applicant)	Ms. Taylor
4. <u>Highway Matters:</u>	
a. <u>Follow-up from Previous Board meeting:</u> 1. <u>State Park Road, Rt. 660, Request for Speed Reduction</u> (VDOT advised 35 mph signs would be posted by end of the week of June 27)	

2. Rt. 815, Whitt Southern Road  
(VDOT advised paving should begin later in the summer (2003))
  3. Falling Branch Road Speed Study  
(VDOT advised signs have been erected)
  4. Request for Installation of Median Crossing at Rt. 99, 84 Lumber  
(VDOT advised installation of a median crossing is not an option due to sign distance between two crossings – Board requested VDOT to continue to review and provide any updates)
- b. Request for Speed Study, Rt. 636, Alum Spring Road  
(VDOT to conduct formal speed study – Provide update at July Board meeting – Place update on July Board agenda) Ms. Hanks
  - c. Rich Hill Lane Resolution  
(Denied resolution as currently written – Place update on July agenda if needed) Ms. Hanks
  - d. Resolution Accepting Greenwood Drive and Pine Grove Drive into Secondary System  
(Approved – Send resolution to VDOT) Ms. Hanks
  - e. Rural Addition Status Report  
(Reviewed)
  - f. Board of Supervisors Concerns  
(Supervisor Conner expressed appreciation to VDOT for the paving of Cougar Trail Road)  
  
(Supervisor Cook expressed concern regarding the spreading of asphalt with a grader at Riverwood Subdivision – VDOT to review)  
  
(Supervisor Sheffey advised of a pothole off of Rt. 11 onto Hazel Hollow Road)  
  
(Supervisor Sheffey requested VDOT review the possibility of a turning lane off Rt. 100 to Rt. 797 – Place update on July agenda)

(Supervisor Sheffey requested signage for the drop center in Fairlawn – Staff to arrange for signage)

Ms. Jenkins

g. Citizen Concerns

(Comments were heard from Joyce Thorne, Ranny Akers and Carolyn Hager expressing concern regarding Dunkard's Bottom drainage)

(VDOT to arrange a community meeting for residents of Dunkard Road and Barton Drive – Residents requested Board members, as well as Mr. Brugh, make an effort to attend – VDOT to advise county staff when meeting has been scheduled)

(Jack Gelter offered to fill in the area of his property that is causing drainage problems, if allowed – Staff to contact Mr. Gelter and provide update to Board)

Mr. Coake

5. Treasurer's Report  
(Reported)

6. Citizens' Comments

- ◆ Comments Re: New River Post Office  
(Place on July agenda for presentation)

Ms. Hanks

(Mr. Donald Stiller spoke in opposition to the proposed Wilderness designation and provided the Board with a summary of his comments – Send Board members written comments via weekly update)

Ms. Hanks

7. Reports from the County Administrator & Staff:

- a. Key Activity Timetable (KAT)  
(Reviewed – Staff to move all existing "Completed" items from KAT to a separate file)

Ms. Hanks

- b. Request from Friends of Pulaski Theatre for Property Tax Exemption  
(Board requested presentation by Friends of Pulaski Theatre at August Board meeting to review request – Notify Friends of Pulaski Theatre – Place on August agenda)

Mr. Huber  
Ms. Hanks

- c. Appointments
  - 1. Pulaski Encouraging Progress Committees  
(Reappointed those individuals with terms expiring June 30, 2003 who expressed interest in continuing with service) Ms. Safewright
  - 2. New River Community Action  
(Invite Guy Smith to serve) Ms. Hanks
  - 3. Membership on State Boards  
(Send letter to Governor, other localities and PDC encouraging county attorney for appointment to VDOT Board) Mr. Huber
- 8. Items of Consent:
  - a. Approval of Minutes of May 19 & June 2, 2003  
(Approved) Ms. Hanks
  - b. Accounts Payable  
(Approved) Ms. Spence
  - c. Appropriations, Interoffice Transfers, & Annual Appropriation Resolution  
(Approved) Ms. Burchett
  - d. Ratification:
    - 1. Department of Criminal Justice Services  
(Ratified) Ms. Hanks
    - 2. Application for Emergency Response Interoperability Demonstration Grant  
(Ratified) Mr. Huber
    - 3. Renewal of Deed of Lease with Virginia Dept. of Health  
(Deferred action, pending negotiation with the Dept. of Health – County attorney to review and provide staff with update – Place on July Board agenda) Mr. McCarthy  
Ms. Hanks
  - e. Personnel Changes  
(Reviewed)

- f. Administration of Indoor Plumbing/Rehabilitation Program Funds  
(Approved commitment for continued use of Department of Housing and Community Development for the 2003-2004 fiscal year) Ms. Hanks
- g. FY 04 Budget Adoption  
(Approved – Notify departments as appropriate - Place on county web site) Ms. Burchett  
Mr. Akers
- h. Review of County Debt  
(Authorized review by Ned Smither, Financial Advisor, of all county debt, including that of the IDA, PSA and schools to determine if any savings can be achieved through refinancing of existing loans, debt and/or lease purchase agreements) Mr. Huber
- 9. Citizen Comments  
(None)
- 10. Other Matters from Supervisors  
(None)
- 11. Closed Meeting – 2.2-3711.A.1.3.5.7
  - Fairview Home  
(Approved sale of surplus land for residential purposes) Mr. Coake
  - Network Administrator  
(Authorized hiring a full time network administrator) Mr. Huber/  
Ms. Burchett
  - Draft Ordinance Requiring Removal or Repair of Buildings  
(Confirm with Supervisor Fariss what action he would prefer be taken) Mr. Tickner
- 12. Adjournment

June 16, 2003

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Public Hearings

- a. A rezoning request by **Christopher W. Disibbio** from Residential (R1) to Commercial (CM1), on property identified as tax map no. 057-001-0000-0012 (1.0000 acres), located at 5175 State Park Rd. (Rt. 660), Ingles District. - A public hearing has been scheduled on this request. The Planning Commission recommends approval, as described in the ***enclosed*** information.
- b. A request by **Larry G. & Dayna W. Phillips** for a Special Use Permit (SUP) to allow second manufactured home, on property identified as tax map no. 123-002-0000-0006 (40.8410 acres), zoned Agricultural (A1), located at 4349 Irish Mountain Rd. (Rt. 736), Ingles District. - A public hearing has been scheduled on this request. The Planning Commission recommends approval, as described in the ***enclosed*** information.
- c. A request by **Michael Z. & Dari S. Jenkins** for a Special Use Permit (SUP) to allow second manufactured home, on property identified as tax map no. 082-001-0000-034B (1.5500 acres), zoned Residential (R1), located at 4326 Russell Rd., Draper District. - A public hearing has been scheduled on this request. The Planning Commission recommends approval, as described in the ***enclosed*** information.

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June 16, 2003

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Highway Matters

a. Follow-up from Previous Board meeting:

VDOT has been requested to provide an update regarding the following road matters:

1. State Park Road, Rt. 660, Request for Speed Reduction
2. Rt. 815, Whitt Southern Road
3. Black Hollow Lane
4. Falling Branch Road Speed Study

b. Request for Speed Study, Rt. 636, Alum Spring Road – Mr. Tim Gravley has requested a speed study on this road. My review of this request involved a communication with Dan Brugh in which he indicated a 35 mph limit was likely.

c. Rich Hill Lane Resolution – Adoption of the ***enclosed*** resolution is requested.

d. Resolution Accepting Pine Greenwood Drive and Pine Grove Drive into Secondary System – Adoption of the ***enclosed*** resolution accepting these roads into the secondary road system is recommended. These roads are located in the new subdivision off of Bagging Plant Road.

e. Rural Addition Status Report - ***Enclosed*** is an update from Ms. Taylor.

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June 16, 2003

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Reports from County Administrator and Staff

- a. Key Activity Timetable (KAT) - ***Enclosed*** for information and Board suggestions is the Key Activity Timetable.
- b. Request from Friends of Pulaski Theatre for Property Tax Exemption – The Friends of Pulaski Theater is requesting exemption from payment of real estate taxes as a non-profit institution. Understanding the concern the Board has with increasing the amount of tax exempt property in the county, I plan to propose a means by which the county can provide some support without losing the future ability to collect real estate taxes. Any local appropriation can then be matched through the Local Government Challenge Grant, such is currently being done for the Fine Arts Center.
- c. Appointments:
  1. Pulaski Encouraging Progress Committees- As requested by the Board at its May meeting, PEP members with terms expiring on June 30, 2003 have been contacted to determine their continued interest. ***Enclosed*** is a listing with their responses.
  2. New River Community Action – Ms. Carolyn Brown was recently reappointed for an additional term on the Community Action Board. However, she has notified this office that she will no longer be able to serve in this capacity. A vacancy will exist when her current term expires on June 30, 2003.

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June 16, 2003

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Items of Consent

- a. Approval of Minutes of May 19 & June 2, 2003 – See ***enclosed***.
- b. Accounts Payable – Approval is requested of the ***enclosed*** listing of accounts payable.
- c. Appropriations, Interoffice Transfers and Annual Appropriations Resolution – The monthly appropriations, interoffice transfers and annual appropriations resolution will be ***enclosed***, if information is received in time.
- d. Ratification:
  1. 2003 Special Fund Application – Ratification of the ***enclosed*** \$5,000 federal grant is requested. This grant will provide the Sheriff's Office with the equipment and capability to use digital photography. The required \$1,667 local match would come from funds currently budgeted for use by the Sheriff's Office.
  2. Application for Emergency Response Interoperability Demonstration Grant – We received notification on June 14 of the availability of \$300,000 in federal demonstration grants for establishing an emergency radio system capable of communicating directly with that of other localities. I hope to arrange an application by the June 19 deadline for development of a common system between Montgomery County, Pulaski County and the City of Radford based on hazards with the New River crossings (rail, interstate and primary), flooding and support for the Radford Army Ammunition Plant. Ratification of an application (assuming one can be coordinated on short notice), is recommended.
  3. Renewal of Deed of Lease with Virginia Dept. of Health – ***Enclosed*** is a copy of the Deed of Lease with the Virginia Department of Health. Mr. McCarthy has been requested to review the lease and advise of any concerns. Approval is recommended, pending any concerns from Mr. McCarthy.

- e. Personnel Changes – ***Enclosed*** is an update of recent personnel changes from Ms. Burchett.
- f. Administration of the Indoor Plumbing/Rehabilitation Program funds – Each year, the Department of Housing and Community Development requests confirmation of the agency to administer \$51,404 in state and federal funding earmarked for addressing homes with plumbing issues. As of April 30, 2003, the current program operator, Southeast Regional Community Assistance Program, had obligated the expenditure of \$122,000 in their first year of administering this program. I recommend the Board commit to the continued use of this agency for the 2003-04 fiscal year.
- g. FY 04 Budget Adoption – ***Enclosed*** is the summary of the 2003-04 budget as proposed for adoption following the public hearing held on June 2, 2003.
- h. Review of County Debt – Considering the historically low interest rates, I suggest that the Board authorize a review by Ned Smither, Financial Advisor, of all county debt including that of the Industrial Development Authority, Public Service Authority and School Board to determine if any savings can be achieved through refinancing of existing loans, debt and/or lease purchase agreements. He proposes, and I recommend, the following arrangement for compensating him for his services. At no charge, Mr. Smither to look at the existing debt to determine if there is potential to refund the debt. Once we realize that there is debt "ripe" for refunding, he will calculate the proposed refunding and determine the projected savings by fiscal year in approximately three hours at a cost of \$450. If the county moves forward with a refunding, and if he solicits underwriters or banks, he would be paid \$150 per hour to a maximum of \$5,000 per refunding (it is most likely that several existing loans would be refinanced into one new loan). These and any other costs related to any refinancing done could be included in the new debt so as not to impact the 2003-04 annual budget.

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June 16, 2003

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:

- ◆ Corporate Center – The persons currently leasing the unused portion of the Pulaski County Corporate Center downhill from and on the north side of the water tank are asking to purchase this property. While the property is not suitable for industrial development, it does serve as an effective buffer against future development. For this reason, I suggest Board recommend that the IDA decline this request.
- ◆ Building Needs – ***Enclosed*** is an offer from Community National Bank for selling the former Bank of America building on the corner of Main and Route 11. Currently, the School Board is renting one floor of the three story building for \$15,000 per year. The bank is giving the county the opportunity to consider the purchase prior to offering the building for public sale. I recommend we consider the availability of this building in the development of an overall building space needs study. Thus, no commitment would be made at this time until building space needs could be properly estimated, existing buildings evaluated (including the CNB building) and a plan developed and approved by the Board.
- ◆ River Pointe Development – I anticipate receiving a proposed development plan and purchase proposal this week from Steve Crawford for the purchase of an additional portion of the Pulaski County Technology Park property from the Industrial Development Authority for use in the expansion of the Heron's Landing housing development. Any information received will be included in the weekly update.

Personnel:

◆ Appointments –

1. Pulaski Encouraging Progress Committees - As requested by the Board at its May meeting, PEP members with terms expiring on June 30, 2003 have been contacted to determine their continued interest. ***Enclosed*** is a listing with their responses.
  2. New River Community Action – Ms. Carolyn Brown was recently reappointed by the Board of Supervisors for an additional term on the Community Action Board. However, she has notified this office that she will no longer be able to serve in this capacity. A vacancy will exist when her current term expires on June 30, 2003.
- ◆ Emergency Management Coordinator – Montgomery, Giles and Wythe counties indicate an interest in sharing personnel while the local fire chiefs and REMSI Director recommend hiring a county-only employee. Moving from local only to shared regional employee requires laying off an employee. Since we currently have a vacancy in this position, I recommend use of the regional approach for a one-year trial basis, with the understanding that the position would be taken local if fire departments did not receive equal or better service from a regional effort, assuming a satisfactory regional approach can be worked out in the next two months. One of the items noted by the fire chiefs is that one person could not cover more than one county. I understand and respect that opinion and hope that a regional approach might include a team of two or three persons covering three or four counties in a similar manner as is being done with the Extension Services. I plan to meet as soon as possible with the other localities regarding this effort and plan to discuss the matter with the local fire chiefs on Wednesday, July 2.
- ◆ Network Administrator - Authorization by the Board to hire a part-time computer technician has ended. The Board had previously authorized hiring of Chris Akers while John Spangler linked 911 addresses with map and parcel information. The linking work is approximately two-thirds completed due to ongoing 911 address maintenance needs and the state requirement for verification of address information.

During his 680 hours of service, Chris Akers has:

1. Transferred the county e-mail and work files from Social Services computers to a separate county system allowing increased flexibility in connecting others to the county network as had previously been done with the Town of Dublin;
2. Linked the School Board, Library and Town of Pulaski to the county's network as was needed to implement the new accounting software;
3. Upgraded the software running on the file and e-mail computers;
4. Researched, procured and established a three time per day file back-up system;
5. Researched, procured and established a new filter for reducing unwanted e-

- mails;
6. Arranged for upgrading the current internet access; and
  7. Provided technical assistance in maintaining over 100 county computers.

I recommend continuing his employment on a 40-hour per week basis for the following reasons:

1. There will be continued maintenance needs related to the operation of the 911 system as development takes place and wireless 911 gets implemented.
2. The management, stability, and ability to expand the county computer network are some of the most important factors in the efficient operation of the county;
3. Several network functions such as virus protection and security permissions require daily monitoring and adjustment even after a major project is completed. Monitoring and managing the system is critical to its dependability.
4. Increased automation such as on-line reservation and payment is the key to doing more with less as is being demanded by the taxpayer;
5. Staff has been pleased with the service Mr. Akers has provided in responding to computer problems;
6. The workload Mr. Akers has encountered has been more than can be handled in a 20-hour week.
7. Additional hours are needed for him to train the existing Data Processing staff in the repair of personal computers;
8. County staff need training in conducting routine computer maintenance;
9. Maynard Sayers served in an unofficial role as a troubleshooter for database management and networking issues. The void left by his retirement needs to be addressed;
10. We will have an ongoing networking needs as various state agencies (primarily those relating to constitutional offices) move to internet based operations;
11. We currently spend just over \$700 per month for dedicated lines. One of the primary challenges over the next six months is the elimination of as many existing dedicated lines as possible through the extension of fiber optic cables and the use of internet cable modem service; and
12. Changing computer technology and challenges posed by hackers and viruses require that someone be responsible on a full-time basis for taking advantage of new opportunities and protecting existing operations from damage.

#### Prospective Industry

- ◆ None

#### Legal Matters:

- ◆ Department of Criminal Justice Services – ***Enclosed*** is notification from the Virginia Department of Criminal Justice Services that they plan to withhold \$57,527.26 from the regional community sentencing program. These funds are being demanded by the state due to the lack of documentation provided while the program was being operated by the New River Valley Community Sentencing Board. While this would have no direct impact on the county finances, the county was and is the fiscal

agent for the program and local courts would be affected by the lack of services which would result from a state funding reduction of this magnitude. The required documentation has been repeatedly requested from those involved in the administration of the program at that time. The matter was turned over to the State Police last week to obtain the necessary documentation and thought the Board should be made aware of this situation. The renewed interest in obtaining the needed documentation following initiation of the State Police investigation has resulted in the receipt of additional documentation being received from employees, as well as the Department of Criminal Justice Services. I plan to meet with the Regional Jail staff on June 17 and hope to have additional information prior to the Board meeting.

- ◆ Draft Ordinance Requiring the Removal or Repair of Buildings – ***Enclosed*** is revised draft of the update to the current ordinance with a bracket around the items inserted. The notification change is required to conform with the State Code. The reference to appealing issues to the Board of Supervisors is in response to issues raised by Dr. Fariss.
- ◆ Ongoing Development Issues – In addition to the ***enclosed*** list, I believe it would be helpful for the Board to review appropriate enforcement of the erosion and sedimentation control regulations at the Spring Creek property.
- ◆ Deerwood Drive Drainage – I hope to include a draft agreement with adjacent property owners regarding this issue in the June 20 Weekly Update. ***Enclosed*** is the agreement VDOT requires to be signed by the county in order for the road to be taken into the secondary system. The purpose of the agreement with the property owners is to transfer some of the responsibility for drainage issues related to the use of a sinkhole for drainage purposes to adjacent property owners.

## 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 23, 2003 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:

- ◆ Corporate Center
- ◆ Building Needs
- ◆ River Pointe Development

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
- ◆ Emergency Management Coordinator
- ◆ Network Administrator

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.

- ◆ None

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:

- ◆ Department of Criminal Justice Services
- ◆ Draft Ordinance Requiring the Removal or Repair of Buildings
- ◆ Ongoing Development Issues
- ◆ Deerwood Drive Drainage

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

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

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

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