

**BOARD AGENDA  
PULASKI COUNTY  
BOARD OF SUPERVISORS**

**Regular Meeting  
Mon., February 28, 2005  
7:00 p.m.**

ACTION ITEM	KEY STAFF
1. <u>Invocation</u>	
2. <u>Introduction of New Roanoke Times Reporter, Jill Hoffman</u> (Chairman Sheffey introduced Ms. Hoffman)	
3. <u>Presentation by Pulaski Elementary School</u> (Reschedule to March agenda)	Ms. Hanks
4. <u>Featured Employees – PSA Water Dept. &amp; Water Treatment Plant</u> (Recognized Rick Gordon and Rick Crowder to serve as the Featured Employees in March)	
5. <u>Additions to Agenda</u> (Mr. Huber noted two additions to the “Closed Session” including a Land Acquisition/Disposition matter related to the building space needs study & a Legal Matter related to the Voting Rights Act)	
6. <u>Public Hearings</u> a. <u>Community Development Block Grant Program</u> (Approved applying for “Hammering” grant)	Mr. Utt
b. <u>A request by the <b>County of Pulaski</b> to amend the following sections of the Pulaski County Zoning Ordinance:</u> <ul style="list-style-type: none"> <li>• <u>Addition to Article 18 regarding limiting the length of time that a site plan is valid between review by the Zoning Administrator and resubmission of that plan;</u> (Approved, as recommended by Planning Commission – Update ordinance)</li> </ul>	Ms. Taylor

- An amendment to Article 2 allowing a contractors storage yard, small-scale as a by-right use rather than by Special Use Permit in the Agricultural (A1) Zoning District;  
(Approved, as recommended by Planning Commission – Update ordinance) Ms. Taylor
  
- An amendment to Article 12 which regulates Planned Unit Developments, regarding minor concept plan changes to be reviewed and approved by the Zoning Administrator.  
(Approved, as recommended by the Planning Commission, but removing number 8 related to “outdoor storage of unlicensed vehicles, used tires and parts.....” – Update ordinance) Ms. Taylor

7. Highway Matters:

a. Follow-up from Previous Board meeting:

1. Review of Highway Matters Section of KAT  
(Updated KAT)

(Supervisor Sheffey questioned VDOT re: plans for the intersection of Hazel Hollow Road and Memorial Bridge, specifically any plans for special markings – VDOT advised of no additional plans – Supervisor Sheffey also expressed concern re: drainage standing at the end of the Memorial Bridge due to heavy rains – VDOT to review drainage issue, as well as location for entrance sign – Place update on KAT) Ms. Hanks

(Approved moving Rt. 758, Case Knife Road, from KAT to Six-Year Plan waiting list) Ms. Hanks

2. Revenue Sharing Program  
(Supervisor Sheffey requested sketches of proposed lighting and plantings be provided in weekly update – Approved submitting revenue sharing request, with the understanding Board is under no obligation to use funds – Board prioritized revenue sharing projects with PCHS turning lane as first priority, streetlights and tree plantings as second priority, and other ongoing maintenance) Mr. Huber/  
Mr. Coake/  
Ms. Hanks

items to follow)

- b. Dunkard's Bottom Drainage  
(VDOT advised improvements are on schedule for advertising)
- c. Rural Addition Funding Qualification Requirements  
(Staff reviewing particulars of ordinance requirements – Schedule public hearing for April Board meeting)  
Mr. Tickner/  
Ms. Taylor
- d. Rural Addition Status Report  
(Reviewed – Mr. Huber advised he had requested Ms. Taylor review Waterfront Farms as a possible rural addition)  
Ms. Taylor
- e. Industrial Access Resolution  
(Adopted – Send resolution to Town of Pulaski)  
Ms. Hanks
- f. Robinson Tract Road  
(VDOT advised normal warning signs are visible – VDOT to continue to review – Place on KAT for further update)  
Ms. Hanks
- g. Allisonia Bridge Update  
(Reviewed previously – VDOT on schedule for June ad)
- h. Citizen Concerns  
(None)
- i. Board of Supervisors Concerns  
(Supervisor Conner advised of pothole at PCHS where buses turn into school – VDOT to review)  
  
(Supervisor Conner advised of trees hanging over road and needing to be cut below Fairview Home)  
  
(Supervisor Conner expressed appreciation to VDOT for recent snow removal)  
  
(Supervisor Sheffey advised signage had been knocked down at the intersection of Harry Brown Road and Church Street in New River – VDOT to reinstall signage)

8. Treasurer's Report  
(Provided report)
9. Citizens' Comments  
(None)
10. Reports from the County Administrator & Staff:
  - a. Key Activity Timetable  
(Supervisor Hale inquired re: Rt. 100 streetlights and trees – Staff advised VDOT and AEP standards required re-bid of the project)  
  
(Supervisor Sheffey inquired re: status of possible newsletter to citizens – Staff to review at next department head meeting – Place on department head agenda) Ms. Hanks
  - b. Initial Local Revenue Estimates and Requested Expenditures  
(Reviewed in detail)
  - c. Appointments:
    - Pulaski Encouraging Progress Steering Committee  
(Appointed School Board Chairman Paul Phillips to PEP – Notify Mr. Phillips as appropriate) Ms. Safewright
  - d. Sound System Update  
(Reviewed proposal by Lee Hartman and Sons – Staff requested to seek suggestions from Lee Anderson of NRCC on possible solutions to the existing sound system – Staff advised speakers are to be moved) Mr. Huber/Ms. Hanks  
Mr. Leonard
11. Items of Consent:
  - a. Approval of Minutes of January 24, 2004  
(Approved) Ms. Hanks
  - b. Accounts Payable  
(Approved) Ms. Spence
  - c. Appropriations & Interoffice Transfers  
(Approved) Ms. Burchett
  - d. Ratification  
(None)
  - e. Contracts, Change Orders & Agreements

(None)

- f. Personnel Changes  
(Reviewed)
- g. Revision to Purchasing Policies  
(Approved amending purchasing policies to conform with Virginia Public Procurement Act, specifically providing for situations where the lowest acceptable bid in response to an Invitation to Bid exceeds available funds – Amend purchasing policies) Ms. Hanks
- h. Virginia Commission for the Arts Grant Application  
(Approved applying for Commission for the Arts, Local Challenge Grant on behalf of the Fine Arts Center – Notify Judy Ison) Ms. Hanks
- i. Scheduling of Public Hearing – NRV Hazard Mitigation Plan  
(Approved advertising on March 20 for public hearing at March 28 Board meeting) Ms. Hanks
- j. Memorandum of Understanding – “Negotiation for Interconnecting Regional Domestic Water Supplies and the Creation of a Regional Water Source Authority”  
(Approved, pending review by Mr. McCarthy) Mr. McCarthy
- k. Rockwood Farms Nomination to the Virginia Landmarks Register  
(Board provided support for nomination – Notify landowner and VA Department of Historic Resources) Ms. Hanks
- l. Ductile Iron vs. PVC Pipe Comparison  
(Postponed work by Draper Aden, pending a response from Rural Development) Mr. Coake
- m. Regional Planning for Bikeways/Walkways  
(Authorized PDC to do some additional planning, if needed at a later date, through the PDC rural work program) Mr. Burton
- n. 2005 Business Expo Sponsorship  
(Approved sponsorship of event at \$3,000 – Notify and assist Chamber staff) Mr. Tickner
- o. Resolution of Appreciation – Linda DiYorio

(Approved – Prepare for framing and presentation by Supervisor Sheffey)

Ms. Hanks

p. Jamestown 2007 Theme

(Approved naming “**PULASKI COUNTY – VIRGINIA’S NATURAL TREASURE**”)

Ms. Burchett

q. Right-of-Way to Fred Blevins Property

(Approved granting use of the right-of-way to Fred Blevins – Prepare appropriate documents)

Mr. McCarthy

12. Citizen Comments

(None)

13. Other Matters from Supervisors

(Supervisor Conner requested staff review Lamar signage, specifically paper from signage littering property around signs)

Mr. Tickner

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

(Approved proceeding with Voting Acts release following review by minority leaders in the community)

Mr. McCarthy

(Renewed Administrators employment contract – Revise for signature)

Mr. McCarthy

15. Adjournment

February 17, 2005

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Featured Employees

The employees to be recognized at the February Board meeting and featured for the month of March are Ricky Crowder of the PSA Water Department and Rick Crowder of the Water Treatment Plant. **Enclosed** are descriptions for both employees.

/gh

February 17, 2005

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Public Hearings

- a. Community Development Block Grant Program – A public hearing has been scheduled to solicit public input on the proposed Community Development Block Grant to be submitted to the Virginia Department of Housing and Community Development for the Pulaski Hammer Program. The Pulaski Hammer Program will include partnering with Goodwill Industries of the Valleys, as well as other regional agencies, to provide construction training to eligible individuals.

The draft CDBG proposal will be presented for comment along with information on projected beneficiaries, including the number of low- and moderate-income residents to benefit from the proposed project, and plans to minimize displacement. Citizens will also be given the opportunity to comment on Pulaski County's past use of CDBG funds.

- b. A request by the **County of Pulaski** to amend the following sections of the Pulaski County Zoning Ordinance:
  - Addition to Article 18 regarding limiting the length of time that a site plan is valid between review by the Zoning Administrator and resubmission of that plan;
  - An amendment to Article 2 allowing a contractors storage yard, small-scale as a by-right use rather than by Special Use Permit in the Agricultural (A1) Zoning District;
  - An amendment to Article 12 which regulates Planned Unit Developments, regarding minor concept plan changes to be reviewed and approved by the Zoning Administrator.

A public hearing has been scheduled to consider the above zoning amendments. **Enclosed** is the staff analysis and Planning Commission recommendations.

/gh

February 17, 2005

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

- a. Follow-up from Previous Board meeting:
  1. Review of Highway Matters Section of Key Activity Timetable (KAT) – The status of VDOT road matters previously discussed by the Board are ***enclosed*** on the Highway Matters section from the Key Activity Timetable. VDOT has been requested to notify the Board of any changes to this listing.
  2. Revenue Sharing Program – As requested at the January meeting, the original plan for landscaping and installing streetlights along Rt. 100 will be included in the weekly update. Adoption of this and other proposed revenue sharing items is recommended.
- b. Dunkard's Bottom Drainage – Mr. Clarke has been requested to provide the Board with copies of the plans for the Dunkard's Bottom drainage and can provide any additional information as needed.
- c. Rural Addition Funding Qualification Requirements - ***Enclosed*** is a letter from VDOT Resident Engineer David Clarke regarding requirements to maintain the county's qualification for rural addition funding. I have asked Mr. Tickner to research this situation and report to the Board on February 28.
- d. Rural Addition Status Report - ***Enclosed*** is an updated report from Ms. Taylor.
- e. Industrial Access Resolution - The Town of Pulaski has requested the Board adopt the ***enclosed*** resolution for the industrial access road to serve a new industry.

- f. Robinson Tract Road – A complaint was received from Ms. Shirley Davis regarding truck traffic on Robinson Tract Road, specifically the lack of warning signs to advise trucks of the narrow curvy road. Willie Richardson spoke with David Clarke and Mr. Clarke has agreed to have an engineer to check on what signage had been used before and at what location, along with obtaining a recommendation on the best way to proceed. Mr. Clarke advises there are two signs currently up stating that tractor trailers are not recommended. The first sign is just past the town limits, the second one is about a mile further near Route 639, Schrader Hill Road. Mr. Clarke advises another sign could be put up closer to where the curves are. In the meantime, he is checking to see if VDOT has the authority to prohibit a certain length vehicle on a road where weight is not a factor.

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February 17, 2005

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Reports from County Administrator and Staff

- a. Key Activity Timetable (KAT) – ***Enclosed*** is a copy of the Key Activity Timetable. An updated timetable will be sent in the February 25 update, following staff review on Thursday.
- b. Initial Local Revenue Estimates and Requested Expenditures – I plan to provide the Board with a report of the revenues to-date in the current fiscal year and projected revenues for next year.
- c. Appointments - The following information is provided regarding appointments:
  - Pulaski Encouraging Progress Steering Committee – It is recommended the Board appoint School Board Chairman Paul Phillips to the PEP Steering Committee.

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February 17, 2005

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Items of Consent

- a. Approval of Minutes of January 24, 2005 - See ***enclosed*** minutes.
- b. Accounts Payable – Approval of the ***enclosed*** listing of accounts payable is requested.
- c. Appropriations & Interoffice Transfers – Approval is requested of the ***enclosed*** interoffice transfers. Copies of any appropriations will be included in the February 25 weekly update.
- d. Ratification - There are no items for ratification at this time.
- e. Contracts, Change Orders & Agreements - There are no items for ratification at this time.
- f. Personnel Changes – ***Enclosed*** is an update from Ms. Burchett of recent personnel changes.
- g. Revision to Purchasing Policies - Mr. McCarthy has prepared the ***enclosed*** resolution for adoption by the Board which would amend the County of Pulaski Purchasing Regulations regarding an invitation to bid.
- h. Virginia Commission for the Arts Grant Application – Authorization is requested to apply for the Commission for the Arts, Local Challenge Grant on behalf of the Fine Arts Center for the New River Valley.
- i. Scheduling of Public Hearing – NRV Hazard Mitigation Plan - According to the Disaster Mitigation Act of 2000 (as amended), all local governments were required to have adopted a natural hazard mitigation plan by November 2004. This deadline has been extended for Virginia to April 2005. As you all know, the New River Valley Planning District Commission has been working with localities to prepare the NRV Hazard

Mitigation Plan over the past 18 months. FEMA has reviewed the final draft and given permission to move forward with the adoption process. It is recommended a public hearing be scheduled for the March Board meeting to adopt the enclosed draft resolution to be submitted to VDEM with the final version of the Mitigation Plan.

- j. Memorandum of Understanding – “Negotiation for Interconnecting Regional Domestic Water Supplies and the Creation of a Regional Water Source Authority” – Enclosed is a draft memorandum of understanding and authority agreement recommended for adoption by the Board, as part of the process of forming a regional water authority, and pending review by Tom McCarthy.
- k. Rockwood Farms Nomination to the Virginia Landmarks Register - We received notification this week from the Virginia Department of Historic Resources that the Virginia State Review and the Virginia Board of Historic Resources would be considering the nomination of Rockwood Farms to the Virginia Landmarks Register and the National Register of Historic Places. Local comments will be accepted through March 16. Support of the nomination is recommended.
- l. Ductile Iron vs. PVC Pipe Comparison – We have received the enclosed not-to-exceed price from Draper Aden for providing the Board with a listing of the benefits of each type of pipe. Also enclosed is a letter sent to Rural Development asking for an exemption to allow specification of ductile iron pipe. Considering the cost of the study, I recommend postponing the work by Draper Aden until we receive a response from Rural Development.
- m. Regional Planning for Bikeways/Walkways - The Planning District Commission (PDC) has advised that Montgomery County had proposed doing some trail/alternate transportation facility planning for their comprehensive plan-designated villages. VDOT has indicated it would prefer to do regional projects. Since a match is not required, the PDC thought it may be a good opportunity to do some follow-up (following the PDC planning effort this year) "conceptual drawing" and route/alignment and viability issue research for some segments of a New River-Huckleberry connector. Essentially, there is an opportunity to do a regional project and not just a Montgomery County project. Authorization is requested to allow the PDC do some additional planning, if needed, at a later date, through the PDC rural work program. If needed, the PDC could pursue some competitive rural transportation planning grant funds at a later time.
- n. 2005 Business Expo Sponsorship - Enclosed is information regarding the 2005 Business Expo: Where Business Meets Leisure. The Chamber is requesting the county sponsor this event at a cost of \$3,000. I recommend approval of this request.
- o. Resolution of Appreciation – Linda DiYorio - Supervisor Sheffey has requested the Board consider adopting a resolution of appreciation for Linda DiYorio who has retired from Congressman Boucher’s office. A resolution is being drafted for the Board’s review and will be included in the February 25 weekly update.

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February 17, 2005

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

- Recreation – While the indoor recreation facility surveys are still being tabulated, the general indication is that residents would like to see indoor facilities near their home, without having to increase taxes. Options based on these criteria might include a partnership with the YMCA, reopening the Pulaski County High School Fitness Center to the public, and using the indoor gym space at the Saint Albans facility. Alternatives include use of various elementary schools and/or exchanging utilization of Randolph Park for the new Radford Fitness Center. Anthony Akers and I would like to brainstorm options with the Board of Supervisors.
- Heron's Landing Development – As a result of a meeting with the Economic Development Administration, it appears that the county will be required to repay approximately \$250,000 spent by EDA for a sewer pump station serving industrial users in the New River Industrial Park. These funds would need to be paid as the result of the sale of this property for the expansion of Heron's Landing, rather than development for industrial purposes. Steve Crawford has agreed to repay this amount through a surcharge on sewer connections.
- Pulaski Furniture Option – Obtaining an exclusive option from Pulaski Furniture to purchase the Pulaski Furniture site next to the Ethan Allen Plant in Dublin (old Fairgrounds property) is recommended in order to better be able to respond to inquiries from prospective employers.

### Personnel

- Appointments - See ***enclosed*** memo as noted in under Reports from County Administrator and Staff.
- Administrator's Contract - ***Enclosed*** is the Board's current employment contract for the county administrator, which Joe Sheffey has asked be placed on the agenda for the renewal consideration by the Board.

### Prospective Industry

- None

### 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 February 28, 2005 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:

- ◆ Recreation
- ◆ Heron’s Landing Development
- ◆ Pulaski Furniture Option

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
- ◆ Administrator’s Contract

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:

- ◆ None

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

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

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

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