

*FOLLOW-UP AGENDA*

ITEM	KEY STAFF
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*Viewing of Dublin Fire Department's New Ladder Truck  
(Viewed)*

1. Invocation
2. Featured Employees:
  - Commissioner of Revenue & Treasurer's Offices  
(Recognized Shannon White of the Treasurer's Office and Dane Hudson of the Commissioner of Revenue office)
3. Additions to Agenda  
(Mr. Huber advised of an additional item to the "Items of Consent" regarding regulation of sexually oriented businesses and a request to adopt such an ordinance on an emergency basis)
4. Public Hearings:
  - a. An initiative by the County of Pulaski to amend the following sections of the Pulaski County Zoning Ordinance:
    - Amendments to Article 1, Definitions, defining retail sales, rental and servicing of construction and agricultural equipment.  
(Approved as recommended by Planning Commission – Amend ordinance) Ms. Jenkins
    - Amendments to Article 15 of the Zoning Ordinance, which regulates signs; specifically regarding shopping center signs, materials a sign may be constructed of, special exceptions for sign height, signs requiring a Special Use Permit, and allowance for signage in the Planned Industrial (PID) Zoning District.  
(Approved as recommended by Planning Commission – Amend ordinance) Ms. Jenkins

- An amendment to Article 2, Agricultural (A1), Article 4, Commercial (CM1) Zoning District, and Article 7, Industrial (I1) Zoning District, to allow **retail sales, rental and servicing of construction and agricultural equipment** as a use by-right or by Special Use Permit.  
(Approved with a change to the wording stating this would only apply to “primary use” – Amend ordinance to reflect change)

Ms. Jenkins

- b. An ordinance providing for the implementation of the 2004-05 changes to the personal property tax relief act of 1998.  
(Adopted ordinance – Transmit to appropriate agencies)

Mr. Huber

- c. An amendment to and revision of the Adelphia cable franchise agreement and consent to assignment of the franchise agreement to Comcast.  
(Adopted amendment and revision to agreement – Arrange for appropriate execution and distribution accordingly)

Mr. Huber

5. Highway Matters:

- a. Follow-up from Previous Board meeting:  
1. Review of Highway Matters Section of KAT  
(Supervisor Akers inquired re: guardrail installation on Hazel Hollow Road – Mr. Clarke and Supervisor Akers to visit site and confirm exact location of requested guardrail)

(Mr. Clarke advised Wilderness Road would also qualify for guardrail in several locations – Place on KAT)

Ms. Hanks

(Mr. Clarke advised Rt. 612 in Parrott would not qualify for guardrail due to the road being narrow)

(Supervisor Akers questioned the schedule for paving of Little River Dam Road - Mr. Clarke confirmed the paving should occur in the spring around April or May)

(Supervisor Sheffey requested an update on the Rt. 11 entrance sign – Mr. Clarke confirmed any location would need to be placed in an area that would not block vision of drivers – VDOT to provide maximum dimensions of signage – Place on KAT)

Ms. Hanks

2. Adoption of Six-Year Secondary Road Plan

(Mr. Clarke advised there was additional space on the six year plan for an unpaved road)

(Mr. John Hall requested maintenance of Case Knife Road, specifically unclogging and/or replacing of drainpipes, road maintenance, and trimming of trees; pictures were presented of deterioration of the road after rainfall – VDOT agreed to perform general maintenance and determine if road qualifies as a rural rustic road – Place on KAT)

Mr. Clarke

Ms. Hanks

(Approved six year plan to include Rock Creek Road, as well as the turn lane at Pulaski County High School – Transmit to VDOT)

Ms. Hanks

b. VDOT Finance Overview

(Presented slide show – Send presentation in weekly update)

Ms. Hanks

(Supervisor Sheffey posed several questions re: tolls vs no tolls on I81 – Mr. Clarke advised that models are being created to determine affect on Rt.11, etc.)

c. Citizen Concerns

(Ms. Barbara Smith presented concerns re: Rt. 638, specifically the issue of access to Rt. 11, curves and sight distances on Rt. 11 – Supervisor Akers advised of no deceleration lane on Rt. 11 to turn into Route 638 – Place on KAT for review by Mr. Clarke at January meeting)

Ms. Hanks

- d. Board of Supervisors Concerns  
(Supervisors Akers requested maintenance on Dallas Freeman Road – Place on KAT) Ms. Hanks
- (Supervisor Conner requested status of chevron signage for Rt. 11 curve)
- (Supervisor Conner requested an update on Little Creek Mountain improvements – Mr. Clarke advised the improvements had been made)
- (Supervisor Hale requested VDOT inform him of status of Case Knife Road matter)
- (Supervisor Sheffey requested VDOT review Church Hill Lane for consideration as a rural rustic road – Add to KAT) Ms. Hanks
- (Supervisor Sheffey requested guardrails at Church Hill Lane)
- (Supervisor Sheffey questioned if Sam Gregory is doing snow removal for VDOT due to snow removal having been slower than usual – VDOT to review and advise Board either by weekly update or at January Board meeting) Mr. Clarke
- (Mr. Clarke confirmed funding for maintenance can only be used for maintenance and no other improvements such as paving – Staff to lobby legislators for consideration of tar & gravel as a maintenance item) Mr. Huber
6. Treasurer's Report  
(Reported)
7. Citizens' Comments  
(None)
8. Reports from the County Administrator & Staff:  
a. Key Activity Timetable  
(Reviewed)

- b. Appointments:
1. Planning Commission  
(Reappointed Doug Warren for a term ending December 31, 2009)
  2. Pepper's Ferry Regional Wastewater Treatment Authority  
(Appointed Pete Huber as alternate – Notify Pepper's Ferry Authority) Ms. Hanks
  3. Jamestown 2007 Committee  
(Approved appointment of Chamber President for 2006 and 2007) Ms. Burchett
9. Items of Consent:
- a. Approval of Minutes of November 28 & December 12, 2005  
(Approved) Ms. Hanks
  - b. Accounts Payable  
(Approved) Ms. Spence
  - c. Interoffice Transfers & Appropriations  
(Approved) Ms. Burchett
  - d. Ratification - Polyester Mobile Home Park Notice of Award  
(Ratified notifying Meade Construction of award of contract to built the water & sewer lines serving Polyester Mobile Home Park) Mr. Coake
  - e. Contracts, Change Orders & Agreements
    1. Polyester Mobile Home Park Construction Contract  
(Same as item 9d)
    2. Department of Health Local Government Agreement  
(Approved annual agreement, pending review and concurrence of approval by County Attorney) Mr. McCarthy
  - f. Personnel Changes  
(Reviewed)
  - g. Adoption of Budget Calendar  
(Approved – Distribute as appropriate) Ms. Burchett/  
Ms. Hanks

- h. Adjustments to 2006 Meeting Calendar  
(Approved moving the December 2006 meeting from December 25 , 2006 to December 18, 2006 – Notify news media as appropriate) Ms. Hanks
- i. Resolution to Participate in the New River Valley Regional Water Supply Plan  
(Adopted resolution – Transmit to NRVPDC) Ms. Hanks
- j. Personnel Policy Meals Reimbursement  
(Amended policy to reflect state policy allowing for the maximum amount reimbursable for meals taken outside the state to be \$46.00 per day – (\$10 for breakfast, \$10 for lunch and \$26 for dinner – Notify employees through Grapevine) Ms. Burchett
- k. Upgrade of Integrated Library Automation System  
(Approved any grant applications and any temporary funding which may be needed in order to implement the proposed system) Ms. Ogburn
- l. Work-for-Others Personnel Change  
(Adopted addition to personnel policy – Transmit to employees via Grapevine) Ms. Burchett
- m. Memorandum of Understanding Between the New River Planning District Commission & Pulaski County  
(Approved agreement allowing for administration to assist in the construction phase of the Wilderness Road exhibit and sidewalk at the Wilderness Road Regional Museum) P. Hughes
- n. Revision to Communications Systems Agreement  
(Approved revisions to agreement for interoperations of communications systems – Arrange for execution of appropriate agreement) Mr. McCarthy
- o. Execution of Mutual Aid Agreement with Carroll County  
(Approved entering into mutual aid agreement – Arrange for execution of appropriate agreement) Mr. Richardson

- p. Emergency Ordinance Regulating Sexually Oriented Business  
 (Adopted on an emergency basis – Prepare wording for advertisement of a public hearing at January 23 Board meeting and transmit to Ms. Taylor – Prepare public hearing notice for January 23, 2006 Board meeting – Revise draft ordinance as may be needed)
- Mr. Tickner  
 Ms. Taylor  
 Mr. Tickner

10. Citizen Comments  
 (None)

11. Other Matters from Supervisors  
 (Supervisors wished all county staff a Merry Christmas & Supervisor Akers thanked county staff for hard work over past couple of years)

(Supervisor Pratt asked that Burley Horton Road be placed on the six year plan waiting list – Compare minutes to listing for other additions)

Ms. Hanks

(Send updated waiting list and final six-year plan to supervisors in weekly update)

Mr. Hanks

(Supervisor Sheffey advised Annie B. Crockett had advised she had not received legislative concerns)

Mr. Huber

(Supervisor Akers thanked Sheriff Davis for allowing Jamie Radcliffe to depart from his usual deputy duties to perform code enforcement duties and advised Board would like to see continued use of Mr. Radcliffe)

12. Closed Meeting – 2.2-3711.A.1.3.5.7  
 (None)

13. Adjournment

December 12, 2005

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Recognitions

Featured Employees – Commissioner of Revenue and Treasurer - The employees to be recognized at the December Board meeting and featured for the month of January 2006 will be designated from the Commissioner of Revenue and Treasurer's offices. The employees to be recognized are Shannon White from the Treasurer's Office and Dane Hudson from the Commissioner of Revenue Office. ***Enclosed*** is a brief description for Ms. White. A description for Mr. Hudson will be included in the December 16 update, unless received in time to include in this packet.

/gh

December 12, 2005

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

Public hearings have been scheduled to consider the following:

- a. An initiative by the **County of Pulaski** to amend the following sections of the Pulaski County Zoning Ordinance:
- Amendments to Article 1, Definitions, defining **retail sales, rental and servicing of construction and agricultural equipment**.
  - Amendments to Article 15 of the Zoning Ordinance, which regulates **signs**: specifically regarding shopping center signs, materials a sign may be constructed of, special exceptions for sign height, signs requiring a Special Use Permit, and allowance for signage in the Planned Industrial (PID) Zoning District.
  - An amendment to Article 2, Agricultural (A1), Article 4, Commercial (CM1) Zoning District, and Article 7, Industrial (I1) Zoning District, to allow **retail sales, rental and servicing of construction and agricultural equipment** as a use by-right or by Special Use Permit.

A public hearing has been scheduled to consider adoption of the **enclosed** text amendments. Due to the Planning Commission meeting being held after the preparation of this Board packet, a recommendation from the Planning Commission will be provided in the December 16 weekly update.

- b. An ordinance providing for the implementation of the 2004-05 changes to the personal property tax relief act of 1998. – A public hearing has been scheduled for this meeting to consider adoption of the **enclosed** ordinance as required by the state.
- c. An amendment to and revision of the Adelphia cable franchise agreement and consent to assignment of the franchise agreement to Comcast – A public hearing has been scheduled on the **enclosed** Franchise Extension Agreement and subsequent Transfer Consent Resolution. This extension implements a franchise fee increase from 3% to what is becoming a national standard of 5%, sets aside an additional educational channel and ensures cooperation with Charter Cable in establishing a coordinated signal on which to broadcast public access channel information. Also **enclosed** is the Transfer Consent Resolution allowing the transfer of ownership from Adelphia to Comcast. Also **enclosed** is a summary of the existing franchise agreement, and the proposed changes.

/gh

December 12, 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 on the Highway Matters section from the Key Activity Timetable will be included in the December 16 weekly update, once updated by Resident Engineer David Clarke.
2. Adoption of Six-Year Secondary Road Plan – Mr. Clarke recommends adoption of the proposed plan with the addition of Rock Creek Road. Rock Creek Road was removed from the plan last year in order to allow for inclusion of the second Allisonia Bridge, as well as the turning lanes into Pulaski County High School to be funded through the Revenue Sharing program.

b. VDOT Finance Overview - Mr. Clarke plans to provide the Board with a presentation describing the state highway funding process.

/gh

December 12, 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.
- b. Appointments - The following information is provided regarding appointments:
  1. Planning Commission - The term of Doug Warren will expire on December 31, 2005. Dr. Warren is eligible for reappointment.
  2. Pepper's Ferry Regional Wastewater Treatment Authority (Alternate) – The Board is requested to appoint an alternate to the Pepper's Ferry Regional Waste Water Treatment Authority. Currently Ron Coake serves as the alternate for Winston Snead in representing the Pulaski County Sewerage Authority.
  3. Jamestown 2007 Committee – The Chamber is requesting the appointment of 2006 Chamber President Spencer Rygas to the Jamestown Committee. I recommend that this appointment be generic to whoever is the 2007 Chamber President in the unlikely event of a change.

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December 12, 2005

TO: Board of Supervisors  
FROM: Peter M. Huber, County Administrator  
SUBJECT: Items of Consent

- a. Approval of Minutes of November 28, 2005 – Approval of the ***enclosed*** minutes is recommended.
- b. Accounts Payable – A listing of accounts payable will be presented in the December 16 weekly update.
- c. Interoffice Transfers & Appropriations – Copies of the interoffice transfer and appropriations will be submitted in the December 16 weekly update.
- d. Ratification - Polyester Mobile Home Park Notice of Award – Ratification in notifying Meade Construction that they have been awarded a contract to build the water and sewer lines serving Polyester Mobile Home Park is requested.
- e. Contracts, Change Orders & Agreements
  1. Polyester Mobile Home Park Construction Contract – Approval to enter into a construction contract with Meade Construction for installation of public water and sewer service to the Polyester Mobile Home Park is recommended, pending review and concurrence of approval by County Attorney Tom McCarthy.
  2. Department of Health Local Government Agreement – Approval of the ***enclosed*** annual agreement is recommended, pending review and concurrence of approval by County Attorney Tom McCarthy.
- f. Personnel Changes – An update on any recent personnel changes will be provided in the December 16 weekly update.
- g. Adoption of Budget Calendar – Adoption of the ***enclosed*** budget calendar is recommended.

- h. Adjustments to 2006 Meeting Calendar – Approval by the Board to moving the December 2006 from December 25, 2006 to December 18, 2006 is recommended.
- i. Resolution to Participate in the New River Valley Regional Water Supply Plan - Adoption of the ***enclosed*** resolution is recommended. Participation on a regional, rather than local basis, ensures coordination with plans by adjacent localities, while taking advantage of grant assistance and an extended timeframe by which the plan must be completed.
- j. Personnel Policy Meals Reimbursement – The county's current plan for reimbursement of meals originally matched that of the state government for out of county travel expenses, which would reimburse meals on a per diem basis of \$8 for breakfast, \$8 for lunch and \$20 for dinner. Reimbursement for breakfast is allowed if travel requires leaving home before 6:00 a.m. and for supper if returning home after 7:00 p.m. Exceptions are for meetings where meals are provided as part of the meeting program. The state has amended their policy to allow the maximum amount reimbursable for meals taken outside the State to be \$46.00 per day. The meal guidelines are \$10.00 for breakfast, \$10 for lunch and \$26.00 for dinner. Matching of the state guidelines is recommended and would have minimal impact on the County budget since out-of-state travel is generally unusual.
- k. Upgrade of Library Automated Book Tracking System - The Pulaski County Library continues to consider options for replacing and upgrading the 11-year old automated book tracking system. The proposed system will provide patrons with the ability to verify the availability of books, renew items they have checked out, review their account for any amounts owed, and place holds on materials via internet access. The Library Board proposes to pay the \$62,273 cost and the annual \$7,264 maintenance cost through a combination of state revenues and a \$25,000 Rural Development Grant. The purchase of the system from Library.dot Solution is being planned for mid June 2006 in order to be able to fund the project from state funding from both the 2005-06 and 2006-07 fiscal years. This transaction may require that the County temporarily fund the Rural Development portion of the purchase. The proposed system will match that used by 25 other library systems in Virginia including the City of Radford.

Product information and history of the company are available at [www.tlcdelivers.com](http://www.tlcdelivers.com). Only the online public access catalog can be seen from the library's web page; the other modules such as acquisitions, cataloging cannot be seen except from inside the library. Approval of grant applications and any temporary funding which may be needed in order to implement the proposed system is recommended.

- I. Work-for-Others Personnel Change – Adoption of the following addition to the Pulaski County Personnel policies is recommended: Employees may contribute up to five days each of accumulated unused leave per year to a pre-designated charity. The specific charity will be recommended by the Employee Recognition Committee and County Administrator for approval by the Board of Supervisors. In addition, there is a total dollar cap of \$10,000 annually on the total dollar value of contributed leave to be funded by the Board.

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December 12, 2005

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

In reviewing items needing discussion that I am aware of at the time this packet was prepared, I did not see anything needing discussion in Closed Session other than specific questions regarding appointments. I suggest we avoid having to hold a Closed Session, unless Board members have questions or issues with the appointments. Please let me know if you see anything you would like to see discussed in Closed Session and I will add the specifics to the agenda.

PMH/gh