

**BOARD AGENDA
PULASKI COUNTY
BOARD OF SUPERVISORS**

**Regular Meeting
Monday, December 21, 2009
6:00 p.m. – Closed Session
7:00 p.m. – Regular Meeting**

FOLLOW-UP AGENDA

ACTION ITEM	KEY STAFF
1. <u>Closed Session – 2.2-3711.A.1.3.5.7</u>	
2. <u>Invocation</u>	
3. <u>Recognitions</u>	
a. <u>Featured Employees</u> (Recognized Sue Phillips and Angie Taylor)	
b. <u>Recognition of Sarah Burkett</u> (Recognized Sarah Burkett for receiving Distinguished Service Award from the National Extension Association of Family and Consumer Sciences)	
4. <u>Additions to Agenda</u>	
(Staff noted additional items as follows:	
a. <u>Ratification of Emergency Declaration</u>	
b. <u>Concurrence with local use of state holiday schedule</u>	
(Mr. Huber related the TMD/Wellness Center presentation to the presentation from Commission on Families and Children and support for Foster Care program in Pulaski County)	
(Mr. Sheffey welcomed former Board member Charles Cook)	
5. <u>Public Hearings:</u>	
a. <u>Petition by Susan K. Gaskins for Special Use Permit (SUP) on property located at 4793 Merry Point Road, to allow exception to limitations on piers, private dock facilities, and/or moorings, (067-001-0000-0060), (Ingles District).</u>	
(Mr. Sheffey advised the Planning Commission had tabled action on this matter; however, comments would be allowed – No citizen comments –	

Place on upcoming agenda as determined by Planning Commission)

Ms. Hanks/
Ms. Wright

- b. Ordinance authorizing the exercise of joint powers under an Agreement between the Counties of Bland, Carroll, Floyd, Giles, Grayson, Montgomery, Pulaski, Smyth, Washington and Wythe and the Cities of Bristol, Galax, and Radford, Virginia.
(Approved ordinance which rescinds Charter Chief Local Elected Officials Agreement" entered into by the governing bodies on February 15, 2000 – Send ordinance to Ronnie Martin)

Ms. Hanks

6. Citizen Comments

(Anthony Akers presented slide show on the proposed use of TMD building for use as an indoor wellness center catering to senior citizens and youth)

(Comments were heard from the following citizens in favor of the proposed use of the TMD facility and/or development of an Indoor Wellness Center: Cecil King, Kevin Meredith, Andy McCready, A. J. Smith, Craig Strain, Jamie McCarty, Lee Spiegel, and Charles Cook)

(Morgan Welker indicated his desire to see the TMD building marketed for industrial use, although he advised he is not opposed to the indoor wellness center concept)

(Faye Hanks expressed concern over the lack of additional funding for educators and the potential for the YMCA to be affected by the opening of an indoor wellness center)

(Angela Clevinger expressed concern over the lack of funding for educators)

(Board scheduled a special Board meeting for January 4th at 7:00 p.m. to allow citizen input on the proposed wellness center – Staff noted a citizen survey is being distributed via the county newsletter and on the county's website to determine public interest)

7. Highway Matters:

a. Follow-up from Previous Board meeting:

- Review of Highway Matters Section of Key Activity Timetable

(Mr. Clarke advised most secondary roads have been cleared from the recent snow storm)

(Mr. Clarke advised the recent "Watch for Children" signage requests by the Board were pending in the VDOT Traffic Engineering Department)

b. Citizen Concerns

(Morgan Welker requested changes to the lane markings in Dublin in both directions at the Route 11 and Giles Avenue intersections, as well as changes at the Route 100 and Route 11 exit ramps due to traffic back up on to Route 11 – Mr. Welker to provide request in writing with county staff to seek comments from Town of Dublin officials – Place on KAT)

Ms. Hanks

(Connie Thornton described problems with the changes suggested by Mr. Welker)

c. Board of Supervisors Concerns

(None)

(Mr. Clarke advised the re-decking of the Route 643 bridge would be advertised in 2010)

8. Treasurer's Report

(Provided monthly report, as well as report on property with non-taxable status)

9. Reports from the County Administrator & Staff:

a. Appointments:

1. Telecommunications Committee
(Reappointed Sarah Burkett for a term ending December 31, 2013 - Notify Ms. Burkett)

Ms. Safewright

2. Building Appeals Committee
(Appointed Thomas Hoffsinger for a term ending 6/30/2010 (filling unexpired term of Paul Shelor) – Notify Mr. Hoffsinger) Ms. Hanks
 3. PEP Steering Committee
(Appointed Mark Nichols for a term ending 6/30/11 and Phyllis Conner for a term ending 6/30/2010 - Notify Mr. Nichols and Ms. Conner) Ms. Dehart
 4. Public Service Authority
(Appointed Jerry White for a term ending December 31, 2013 – Notify Mr. White) Ms. Hanks/
Mr. Huber
 5. Board of Supervisors Vice-Chair
(Appointed Charles Bopp for a one-year term – Place designation of vice-chairman on December 2010 agenda) Ms. Hanks
 6. New River/Mount Rogers Workforce Investment Consortium
(Appointed Ranny Akers, with Dean Pratt as alternate - Notify appropriate representatives) Ms. Hanks
 7. Commission on Family and Children
(Appointed Tom Brewster – Notify Mr. Brewster) Ms. Safewright
- (Update appointments list to reflect all changes) Ms. Safewright
- b. Key Activity Timetable
(Change Target Date for “FY 09 Audit” to February 2010) Ms. Hanks
 - (Change Target Date for “Comprehensive Plan Update” to February 2010) Ms. Hanks
 - (Change Target Date for “Upgrade eternal flame” to March 2010) Ms. Hanks
 - c. Update on Vision Statement and Action Items
(Staff provided updated draft of vision statement – Place full version draft in newsletter and website seeking input from citizens) Mr. Hiss/Mr. Bell

- d. Commission on Children and Families
(Presented "Strategic Planning and Business Plan Development for Pulaski County Commission on Children and Families)
 - e. Code Enforcement Update
(Provided annual update on inmate usage towards clearing and improvements as follows:
NR Industries facility, Randolph Park, picking up trash and cutting weeds throughout county, Commonwealth Attorney's office painting, Draper Mountain Overlook, Pulaski Theatre, Peak Creek cleaning, Holly Street cleanup – Staff reported significant savings by using inmates)
10. Items of Consent:
- a. Approval of Minutes of November 23 & December 9, 2009
(Correct voting record on Request for Children at Play Signage on Vermillion Street to reflect Supervisor Akers as seconding vote) Ms. Hanks
 - b. Accounts Payable
(Approved) Ms. Spence
 - c. Interoffice Transfers & Appropriations
(Approved) Ms. Newby
 - d. Ratification and/or Approval of Contracts, Change Orders & Agreements, Etc.
 - 1. NRV Recreation, Inc.
(Approved)
 - 2. Memorandum of Understanding – APCo
(Ratified – Send to appropriate representatives) Ms. Hanks
 - 3. Risk Management Consulting Agreement
(Approved – Arrange for signatures) Ms. Hanks/Mr. Hiss
 - 4. Agreement for Purchase of Electricity from APCo
(Approved – Send to appropriate representatives) Ms. Hanks

5. Virginia Fire Programs Grant
(Ratified \$8,764 grant from the Virginia Department of Fire Programs for hazardous materials training supplies) Mr. B. Clark
- e. Personnel Changes
(Reviewed)
- f. Resolution – Coyote Damage Control Program
(Adopted resolution requesting the Department of Agriculture to reinstate and increase funds for this program – Send resolution to state) Ms. Hanks
- g. Health Department Roof Replacement
(Approved contract with John Morgan Roofing for the installation of a 90 mil fabric coating on the existing flat roof and the replacement of the heat pump) Mr. Hiss/
Mr. Hudson
- h. Virginia War Memorial
(Recognized Pulaski County's citizens by approving placement of names in minutes of meeting) Ms. Hanks
- i. Financial Advisor Services
(Considered proposals for financial advising services related to Peer Government Monitoring (\$1,500), Financial Policy/Debt Management (\$5,000), and Literary Fund Relief (\$2,000) - Place recommendation for approval of all three proposals on January 4th consent agenda.) Ms. Hanks
- j. Flood Insurance
(Approved increasing deductible to \$25,000 as a way of reducing county's operating cost) Mr. Hiss
- k. Ratification of Emergency Declaration
(Ratified emergency declaration) Mr. B. Clark
- l. Concurrence with local use of state holiday schedule
(Approved New Years Eve as additional holiday in concurrence with action by Governor – Notify employees) Ms. Hanks

11. Citizen Comments

(Mr. Fritz Streff thanked VDOT for work on a culvert located at the bridge near his farm – Also addressed issue related to Commission on Children and Families report noting focus needs to be on job creation as a way of improving the environment in families and thus addressing the drug abuse in families)

12. Other Matters from Supervisors

(Supervisor Akers thanked citizens for attending meeting, whether in favor or against a topic, and wished everyone a Merry Christmas)

(Mr. Conner advised that Mr. Joe Gorman, former Chair of the Montgomery County Board of Supervisors, had passed away – Mr. Sheffey called for a moment of silence in memorial to Mr. Gorman)

13. Adjournment

(To reconvene at Special Board meeting on Monday, January 4, 2010 at 7:00 p.m.)

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December 14, 2009

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:

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**

1. **Telecommunications Committee** - The term of Sarah Burkett on the Telecommunications Committee will expire on December 31, 2009. Reappointment of Ms. Burkett is recommended.
2. **Building Appeals Committee** – Mr. Paul Shelor has resigned from the Building Appeals Committee as indicated in the **enclosed** correspondence.
3. **PEP Steering Committee** - It is recommended the Board appoint Mark W. Nichols, incoming CEO of Pulaski Community Hospital on the PEP Steering Committee.

4. Public Service Authority - A vacancy exists due to the resignation of Maynard Sayers. As requested at the November Board meeting, Jerry White has been asked to serve and has accepted. Thus, the next steps would be confirmation and formal appointment.
 5. Vice-Chair Board of Supervisors – Dean Pratt’s term as Vice Chair will expire on December 31st.
 6. New River/Mount Rogers Workforce Investment Consortium – Jim Cornwell, attorney for Sands Anderson Marks and Miller requested that the Board reaffirm the appointment of Ranny Akers since the initial appointment was made prior to the adoption of the Workforce Investment ordinance (Board agenda item 5b). He also clarified that being an elected official was a requirement of this appointment but that designation of a term of office was up to the appointing body. Thus, I recommend appointment be for a term matching the length of Mr. Akers current term in office.
- Salary Adjustments – I would like to review adjustments to employee salaries based on their acceptance and conscientious performance of additional job duties.

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:

- TMD Building – ***Enclosed*** is a draft offer letter forwarded to the IDA for their consideration with anticipation that it would be forwarded to TMD by December 15th. Hopefully, we will have some feedback from TMD prior to the December 21st Board meeting. Discussion of comments received from the public regarding the use of the facility would be helpful as would suggestions for citizen advocates for the proposed project.
- New River Trail – ***Enclosed*** is a question posed by Shawn Utt regarding the possible use of eminent domain in obtaining the right-of-way needed for the extension of the New River Trail to Randolph Park and on to Fairlawn. We would like to discuss the Board’s perspectives on this approach as we continue to work on acquiring right-of-way. A suggested approach would be to require that eminent domain be allowed but only used as a last resort to “close a gap” in easements otherwise acquired on a voluntary basis. ***Enclosed*** is a map depicting the currently proposed routing for the initial extension to Randolph Park.

- Shae Dawn Industrial Park – Jim Hager requested a meeting with Joe Sheffey which he would like to report to the Board and staff plans to have a recommended property purchase number for consideration by the Board at the meeting.

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

PMH/gh

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.

It was moved by _____, seconded by _____ and carried, that the Board of Supervisors enter Closed Session for discussion of the following:

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 Adjustments

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:

- TMD Building
- New River Trail
- Shae Dawn Industrial Park

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

December 14, 2009

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: **Recognitions**

- a. Featured Employees – The featured employees to be recognized at the December Board meeting and featured for the month of January are Sue Phillips of the Commissioner of Revenue Office and Angie Taylor from the Treasurer's Office. Job summaries for both employees are *enclosed*.
- b. Recognition of Sarah Burkett – Sarah Burkett received the Distinguished Service Award from the National Extension Association of Family and Consumer Sciences. Ms. Burkett has been invited to attend the Board meeting to accept a formal recognition by the Board.

/gh

December 14, 2009

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Public Hearings

- a. Petition by Susan K. Gaskins for Special Use Permit (SUP) on property located at 4793 Merry Point Road, to allow exception to limitations on piers, private dock facilities, and/or moorings, (067-001-0000-0060), (Ingles District). - A public hearing had been scheduled to consider the above request; however, the Planning Commission tabled action on the matter as described in the ***enclosed*** information. It may be helpful for the Board to accept comments since the hearing was previously advertised.

- b. Ordinance authorizing the exercise of joint powers under an Agreement between the Counties of Bland, Carroll, Floyd, Giles, Grayson, Montgomery, Pulaski, Smyth, Washington and Wythe and the Cities of Bristol, Galax, and Radford, Virginia - The purpose of the agreement would be to fulfill its responsibilities under the federal Workforce Investment Act of 1998. This ordinance will rescind the "Charter Chief Local Elected Officials Agreement" entered into by the governing bodies on February 15, 2000. A public hearing has been scheduled to consider adoption of the recommended ***enclosed*** ordinance it will eliminate a current limited liability to the County in serving as fiscal agent.

PMH/gh

December 14, 2009

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

a. Follow-up from Previous Board meeting:

- Review of Highway Matters Section of Key Activity Timetable (KAT) – As of the time of preparing this packet, we had not received an updated timetable from Mr. Clarke.

/gh

December 14, 2009

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: **Reports from County Administrator and Staff**

- a. Appointments - See Closed Session memo for details regarding the following appointments:
 1. Telecommunications Committee
 2. Building Appeals Committee
 3. PEP Steering Committee
 4. Public Service Authority
 5. Board of Supervisors Vice-Chair
 6. New River/Mount Rogers Workforce Investment Consortium
- b. Key Activity Timetable – Review of the ***enclosed*** Key Activity Timetable is requested.
- c. Update on Vision Statement and Action Items – I have reviewed the ***enclosed*** draft vision statement with Board members and would like to suggest a broad based solicitation of public opinion prior to adoption.
- d. Commission on Children and Families – Robert Hiss has been working with the Commission on Children and Families on a plan to help address increasing Comprehensive Service, Juvenile Detention and Regional Jail costs and the Commission would like to present their findings to the Board. The following is a draft summary of their recommendations:

The Pulaski County Commission on Children and Families (PCCF) business plan was developed through a process facilitated by the Virginia Tech Institute for Policy and Governance undertaken from March – October of 2009. The process involved 1) a thorough examination of relevant indicator data; 2) interviews and surveys conducted with community human service agencies and nonprofits; 3) reviews and study of similar commission models; and 4) strategic and business planning sessions with the existing Commission.

This plan assessed the Commission's mission compared to the current operating plan of the Pulaski County Partners Coalition (PCPC). This assessment and its presentation concluded that the Commission's work should be closely coordinated with that of PCPCs. The Commission requested additional information on the Charlottesville-Albemarle Commission on Children and Families concerning work group structure, the use of MOUs, supervision of Commission staff and Performance measures. This information is included in this update and is highlighted in green. This plan also includes: 1) a summary of mission, vision and initial goals and objectives established by the PCCF; 2) a

recommended operational and process structure for the ongoing operation of the Commission; and 3) options for fiscal support of the Commission.

It is recommended that the Board support this plan and its implementation as a way to continue to coordinate the work of the human service agencies and potentially reducing CSA and incarceration costs.

- e. Code Enforcement Update – Jamie Radcliffe plans to provide the Board with an update regarding property clean-up efforts.

PMH/gh

December 14, 2009

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: **Items of Consent**

- a. Approval of Minutes of November 23, 2009 and December 9, 2009 – Approval of the ***enclosed*** minutes is recommended. Please let Gena know of any changes and corrections and they will be included in the December 18th weekly update.
- b. Accounts Payable – A listing of accounts payable will be included in the December 18th weekly update.
- c. Interoffice Transfers and Appropriations – Approval of the ***enclosed*** appropriations and interoffice transfers is requested.
- d. Ratification and/or Approval of Contracts, Change Orders & Agreements, Etc. –
 1. NRV Recreation, Inc. - ***Enclosed*** is the most recent version of the proposed lease agreement between the New River Valley Fair Board and the County.
 2. Memorandum of Understanding – APCo - Approval of the ***enclosed*** Memorandum of Understanding and Letter of Authorization is requested.
 3. Risk Management Consulting Agreement – Approval of the ***enclosed*** Risk Management Consulting Agreement with McNeary, Inc. is requested.
 4. Agreement for Purchase of Electricity from APCo - Ratification of approval of the ***enclosed*** agreement is requested.
 5. Virginia Fire Programs Grant – Ratification of the ***enclosed*** \$8,764 grant from the Virginia Department of Fire Programs for hazardous materials training supplies is recommended.
- e. Personnel Changes - ***Enclosed*** is an update from Ms. Spence of recent personnel changes.
- f. Resolution – Coyote Damage Control Program - ***Enclosed*** is an e-mail from the United States Department of Agriculture advising state funding for the Virginia Cooperative Coyote Damage Control Program was eliminated in September. Adoption of a resolution similar to that resolution (***enclosed***) which was adopted by Pittsylvania County requesting the Department of Agriculture to reinstate and increase funds for this program is requested. Adoption of a similar resolution is recommended.

- g. Health Department Roof Replacement - We received bids for the Health Department roof replacement. The three bids for a flat roof ranged from \$27,768 to \$42,327, depending on the type of membrane and length of warranty. The one bid for an A-frame roof was \$61,400 for shingles and \$65,400 for metal. We also requested bids for a solar assisted heat pump and bids ranged from \$23,000 - \$23,865. The overall budget for this project was \$50,000. Approval of a contract with John Morgan Roofing for the installation of a 90 mil fabric coating on the existing flat roof and the replacement of the heat pump is recommended. Staff foresees that it would be worth the extra \$136 to utilize a single contractor on this job rather than breaking out the bid to two firms. While, we concur with the need to get away from flat roofs, a pitched roof would cost an additional \$27,166 or 47% increase in cost considering that the 90 mil roof would have a 30 year warrantee.
- h. Virginia War Memorial - ***Enclosed*** is correspondence from Harry Warner, Jr., Executive Director for the Virginia War Memorial, providing a listing of Pulaski County citizens engraved on the Shrine of Memory's glass and marble wells. Recognition of a corrected listing of Pulaski County's citizens for entry in the minutes of the meeting is recommended.
- i. Financial Advisor Services – ***Enclosed*** are proposals for financial advising services related to Peer Government Monitoring (\$1,500), Financial Policy/Debt Management (\$5,000), and Literary Fund Relief (\$2,000). Each of these are being reviewed by staff with recommendations to be included in the weekly update on December 18th.

PMH/gh