

BOARD OF SUPERVISORS MEETING MINUTES OF APRIL 15, 2013

The following members of the Pulaski County Board of Supervisors met on Monday, April 15, 2013 at 5:30 p.m. at the Registrar's Office on Commerce Street in the Town of Pulaski, for the purpose of touring the newly renovated Registrar's offices: Joseph Sheffey, Chairman; Charles Bopp, Vice-Chairman; and Andy McCready.

Following the tour of the Registrar's offices, the Board met at 6:00 p.m. in the Basement Floor Conference Room of the County Administration Building, 143 Third Street, NW, in the Town of Pulaski, for the purpose of conducting a budget work session. The following members were present: Joseph L. Sheffey, Chairman; Charles Bopp, Vice-Chairman; Andy McCready; Ranny O'Dell; and Dean Pratt.

Also present were Peter Huber, County Administrator; Robert Hiss, Assistant County Administrator; Diane Newby, Finance Director; and Gena Hanks, Clerk.

1. Welcome and Call to Order

Mr. Sheffey explained the purpose of the meeting was to conduct a budget work session, as well as meeting in Closed Session.

2. Budget Considerations

Mr. Huber provided an update on adjustments made to the draft budget, as directed by the Board in previous work sessions. Mr. Huber advised the budget provided to the Board reflected a "5-cent" increase in real estate taxes.

Mr. Huber provided the Board with information related to the pricing from two vendors for replacement of the Twin Community Fire Department's tanker.

Mr. Huber also described budgetary figures related to software for the engineering department, the wiring for the new Sheriff's office, as well as the doors at the Fairlawn and Draper Volunteer Fire Departments. Board members discussed estimates for the installation of the doors, energy efficient improvements to Newbern Volunteer Fire Department, and the need to replace rather than refurbish the tanker at the Twin Community Fire Department.

Mr. McCready advised that while the low bidder for the doors for the Fairlawn Volunteer Fire Department is attractive, the same doors were not quoted by the other vendors.

Mr. Huber suggested putting in the higher number for the doors at the Fairlawn and Draper Volunteer Fire Departments. Mr. Huber advised staff would include funds for the improvements to the Newbern Volunteer Fire Department, windows at the Fairlawn Volunteer Fire Department and adjustments for the engineering costs for the software.

➤ Follow-up from Budget Work Session Items

a. Twin Community's Tanker

Discussions regarding this matter were held at the beginning of the meeting.

b. Fairlawn and Draper Volunteer Fire Departments Improvements

Discussions regarding this matter were held at the beginning of the meeting.

c. Brain Injury Services

Mr. Huber reported that Jim Wallis, Director of Social Services, advised the state would not have budget figures for the Social Services department until May 1, 2013.

Mr. Huber advised the requested amount from Brain Injury Services was \$5,000 and that other localities were also being requested to provide funding. Mr. McCready advised the state also provided \$2,500 to Brain Injury Services.

d. Pulaski Senior Center

Mr. McCready noted the request from the Senior Center was \$21,000, which is the same level as funded in the current year.

e. Reassessment

Mr. Huber provided reassessment proposals received as a result of the issuance of a Request for Proposals. Mr. Huber also advised the budgeted amount for reassessment was at \$300,000.

Board members discussed appraisal services, software costs, state law related to timeline for conducting reassessment, the process for determining assessment, other localities as it relates to increase/decrease in property values, and sales to assessment ratio.

Mr. McCready recalled a Board of Equalization recommendation during the last reassessment that the county cannot support an office of an assessor.

Mr. Sheffey requested an updated listing of the numbers of parcels from the Commissioner of the Revenue.

Mr. McCreedy inquired if bids had been received on the Commissioner of the Revenue assessment software. Mr. Hiss responded bids had been received. Staff was requested to provide the tentative results in the next weekly update.

f. New River Valley Community Services Office Space (NRVCS)

As reported in the Board packet, the NRVCS has outgrown its current Pulaski Mall space and desires to relocate its Child and Family Services to the Maple Shade office. Further, this relocation is in-line with the long term desire of having a one-stop service citizen center consisting of DSS, Court Services Unit, Goodwill - Workforce Development, and NRVCS. The current CIP has \$273,048 in remaining funds allocated for Maple Shade projects (MTM, DSS, and Court Services). Based on the total cost estimate of \$378,287, staff recommended that an additional \$105,239 be allocated to complete this project.

Mr. Hiss provided an update on the status of the space at the Maple Shade facility. Mr. Hiss also reported that Jim Wallis and Rob Hiatt, Court Service Unit Director, plan to work towards a "one stop" effort for human service agencies.

Board members discussed award of the preliminary design following receipt of bids, the timeframe for NRVCS office space needs, and expressed concern over the filling of space at the Maple Shade facility.

Mr. McCreedy requested staff provide a spreadsheet verifying square footages, capital, rent rates and payoff.

Mr. Sheffey requested staff review the possibility of potential for use of space at the Pulaski Mall and provide an update at a future meeting.

g. New Sheriff's Office

Mr. Huber described a proposal prepared by Tim Barnes reporting a savings of approximately \$60,000 off the cost of the project. Mr. Barnes had reported this savings was due to being able to purchase the \$200,000 fiber line previously owned by Pulaski Furniture for \$3,000.00.

Board members discussed funding needed for the building renovations and roof, use of capital funds or use of reserves and the savings due to the purchase of the fiber line from Pulaski Furniture.

Staff was requested to provide an estimated cost of additional funds needed beyond those included in the budget.

Mr. Huber suggested review of the potential for fiber to be installed using in house staff.

h. Dehaven Park Access

Mr. Huber described information provided by Anthony Akers related to receiving calls from citizens on Beach Drive in Snowville regarding the noise and heavy industrial type traffic coming in and out of Dehaven Park recently. It was reported that Mr. Akers had learned that a private contractor, Virginia Shoreline, was using Dehaven Park's ramp to load and off load supplies for a sea wall they were building on this lake. Staff noted this project is not related to any county projects and the contractor was using Dehaven Park as a convenience.

Mr. Huber advised that Mr. Akers had informed VA Shoreline to cease operation immediately, as there was no agreement for this type of usage of the county owned park by a private contractor.

Board members requested Mr. Huber to ask Mr. Akers to talk with the contractor about use of other sites on the lake, such as Rock House Marina and/or Conrad Brothers, or contacting Friends of Claytor Lake as to potential use of Big Hole Hollow, with a report to be provided to the Board via the weekly update.

i. Cloyd's Mountain Landfill

Mr. Huber provided information regarding costs related to the Cloyd's Mountain post closure.

Board members discussed the status of the elimination of post closure costs by the Department of Environmental Quality. Staff was directed to contact Draper Aden Associates and request a status report on the post closure issue.

j. School Buses

Board members discussed the replacement of school buses and the need to re-evaluate budgeting needs for replacement of school buses with higher mileages.

Board members also reviewed school needs under the Capital Improvements listing including school security cameras and a new PA system at the high school. Mr. McCready suggested renaming the account to "School Capital" expenditures.

k. Revenue Options

Mr. Huber advised the changes made to the overall budget by the Board resulted in a deficit of \$219,000. Mr. Huber suggested review of revenue options including Personal Property, Machinery and Tools, Motor Vehicle License and Business and Professional Occupational Licenses taxes.

By consensus, Board members agreed for the need to maintain a good contingency.

Mr. McCready also noted there were several county buildings in need of new roofs, adding to the overall costs associated with the budget.

Board members discussed raising the Personal Property tax by 21 cents, which would raise approximately \$374,000 in additional revenues.

Mr. Huber was requested to confirm that increasing the Personal Property tax would be a part of the overall budget adoption process and provide an update to the Board.

3. Other Matters

Mr. McCready inquired if county staff had received an update from school officials regarding the status of the carryover policy to be reviewed by the School Board. Mr. Huber advised no additional information had been received; however, staff would follow-up on the request and add the matter to the April 22, 2013 Board agenda.

Mr. Huber offered to contact the Roanoke County Administrator to discuss Roanoke County's recent adoption of a carryover policy.

4. Closed Session – 2.2-3711(A)1.5

A closed session is requested pursuant to Section 2.2-3711.A.1.5 of the 1950 Code of Virginia, as amended, to discuss prospective industry matters.

On a motion by Mr. Bopp, seconded by Mr. Pratt and carried, the Board of Supervisors entered a 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:

➤ Social Services Recognition

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:

➤ Commerce Park

Voting yes: Mr. McCready, Mr. O'Dell, Mr. Sheffey, Mr. Bopp, Mr. Pratt

Voting no: None

Return to Regular Session

On a motion by Mr. Bopp, seconded by Mr. O'Dell and carried, the Board returned to regular session.

Voting yes: Mr. McCready, Mr. O'Dell, Mr. Sheffey, Mr. Bopp, Mr. Pratt

Voting no: None

Certification of Conformance with Virginia Freedom of Information Act

On a motion by Mr. McCready, seconded by Mr. Pratt and carried, the Board of Supervisors adopted the following resolution certifying conformance with the Virginia Freedom of Information Act:

WHEREAS, the Board of Supervisors of Pulaski County, Virginia, has convened a closed meeting of this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act:

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WHEREAS, Section 2.2-3712(D) of the Code of Virginia requires a certification by this Board of Supervisors that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Pulaski County, Virginia hereby certifies to the best of each members' knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies; and (ii) only such public business matters as were identified in this motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors.

Voting yes: Mr. McCready, Mr. O'Dell, Mr. Sheffey, Mr. Bopp, Mr. Pratt
Voting no: None

5. Adjournment

On a motion by Mr. Bopp, seconded by Mr. Pratt and carried, the Board adjourned its special meeting. The next meeting of the Board will be the regular monthly meeting to be held on Monday, April 22, 2013 beginning with a Closed Session at 6:00 p.m. and the regular meeting at 7:00 p.m., with said meeting to be held at the County Administration Building, 143 Third Street, NW, Board Room, in the Town of Pulaski, Virginia.

Voting yes: Mr. McCready, Mr. O'Dell, Mr. Sheffey, Mr. Bopp, Mr. Pratt.
Voting no: None.

The next regularly scheduled Board meeting will be held on Monday, April 22, 2013 beginning with a Closed Session at 6:00 p.m. and the regular meeting at 7:00 p.m., with said meeting to be held at the County Administration Building, 143 Third Street, NW, Board Room, in the Town of Pulaski, Virginia.

Joseph L. Sheffey, Chairman

Peter M. Huber, County Administrator