

BOARD OF SUPERVISORS MEETING MINUTES OF FEBRUARY 22, 2016

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:

- Fire Truck
- Board Member Health Insurance
- Alexander Arms

Voting yes: Mr. Guthrie, Mr. McCready, Mr. Bopp, Mr. Pratt.

Voting no: None.

Return to Regular Session

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

Voting yes: Mr. Guthrie, Mr. McCready, Mr. Bopp, Mr. Pratt.

Voting no: None.

Certification of Conformance with Virginia Freedom of Information Act

On a motion by Mr. Bopp, 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:

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. Guthrie, Mr. McCready, Mr. Bopp, Mr. Pratt.

Voting no: None.

Mr. McCready described the purpose of the Closed Session and action needed to return to open session.

2. Welcome and Call to Order

A. Confirmation of a Quorum

Mr. McCready welcomed those in attendance at the Board meeting and explained

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the reason for the quorum (Mr. O'Dell's absence due to cataract surgery). Including Chairman McCready, there were four members present and the meeting proceeded.

B. Pledge of Allegiance

Mr. McCready led the Pledge of Allegiance.

C. Invocation

Reverend David Kester, Anderson Memorial Presbyterian Church, led the invocation.

3. Recognitions

A. Southwest Times Readers Choice Awards

Brenda Adams, Publisher of The Southwest Times, announced the observance of 110 years The Southwest Times has been with the Pulaski County community and the announce the second (2nd) annual Southwest Times Readers Choice Awards. The following County venues and employees were recognized.

- Favorite Park : #2 – Randolph Park, #3 – Claytor Lake State Park
- Favorite Place to Swim: #1 – Randolph Park
- Favorite Campground/RV Park : #1 - Claytor Lake State Park
- Favorite Community Festival/Event: #1 – Claytor Lake Festival
- Favorite Hiking Trail: #1 – New River Hiking Trail, #2 – Claytor Lake State Park
- Favorite Public Boat Ramp: #1 – Claytor Lake State Park
- Mr. Pulaski County - #2 – Anthony Akers
- Favorite Elected Official - #3 – Mike Fleenor
- Favorite EMS Worker - #1 – Scotty Proctor, REMSI
- Favorite Government Employee - #3 – Peter Huber

Mr. McCready asked Mr. Huber to receive the awards on behalf of the County and thanked The Southwest Times and the readers for their votes.

4. Additions to Agenda

Mr. Huber described the following additions/changes to the agenda:

Adding to Reports from Reports from County Administrator & Staff – “Report from Legal Counsel regarding Health Insurance for Board Members”

5. Public Hearings

A. Six-Year Plan

Mr. McCready advised a public hearing had been scheduled to receive citizen comments on the six-year plan, which provides for an opportunity for citizens to express thoughts on road matters and make suggestions for any additional road projects. Mr. David Clarke, VDOT, advised a proposed plan will be presented at

tonight's meeting and the Board will have the opportunity over the next few months to make adjustments to the plan and the priority of projects before signing a resolution.

Mr. Clarke updated the Board on the completion of three projects from last year: spot improvements to Lead Mine Road (Route 693), hard surfacing of Depot Road in Belspring and hard surfacing of a portion of Rock Creek Road and reviewed the projects left on the plan: Julia Simpkins Road spot improvements, and the paving of the following unpaved roads: Case Knife, Bethel Church, Wilson Grove and Boyd. Mr. Clarke reminded everyone that the plan is regarding spending and not construction. Additionally, he advised there was \$70,000 available for a project involving a bridge. Mr. Huber asked about the possibility of using the funds to make improvements to the Max Creek Bridge; Mr. Clarke did not feel this could be completed with \$70,000 and Mr. McCready inquired about the bridge at Route 672 which Mr. Clarke felt could be improved for the projected amount as most of the issues were maintenance related.

Mr. McCready asked about applying for additional funds through High Volume Unpaved Roads funding. Mr. Clarke advised of the criteria of a minimum 500 vehicles a day traveling the road and currently there are no unpaved roads in the County that meets the requirement.

Mr. McCready opened the public hearing.

Al Davis, Rose Lane, Fairlawn, requested traffic light study and the addition of the traffic light at the Route 11/Bedspring Road intersection (Restaurant Row) due to the increased amount of traffic accidents.

Ronny Akers, Dublin, suggested widening/extending the one lane bridge at Route 693.

Brenda Blackburn, 6497 Rue bush Road, Dublin, requested the smaller bridge leading into Camp Powhatan be looked at due to increased traffic in area.

Paul Hamblin, Robinson district, spoke regarding timing issues at the intersection of Morehead Lane and Peppers Ferry Road traffic light. Mr. McCready advised the traffic light is under the jurisdiction of the Town of Pulaski; however staff would contact the Town to discuss his concern.

Mr. McCready closed the public hearing.

Mr. McCready asked Mr. Clarke to examine the bridge at Little Creek and Graysontown, along with Routes 693 and 672 for improvements and requested Mr. Clarke to review the inspection reports and weight limits for posting on the Max Creek Bridge.

By consensus, the Board requested county staff place on the March Board agenda review and approval of the six-year plan.

6. Highway Matters

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A. Citizen Comments on Highway Matters

Ranny Akers, Dublin, addressed the Board concerning increased tractor trailer traffic on Route 11/Route 100 and Route 114/Viscoe Road and turning lanes, markings (diamond shape) and lack of curbing on Alexander Road in Dublin and the status of the Round House project. Mr. McCready offered to speak with Mr. Akers in more depth at another time and thanked him for his comments.

B. Follow-up from Previous Board Meetings

Mr. Clarke reported the following: VDOT staff continues to work on weather related and Key Activity Time table items; removed trees on McFall Hollow and Julia Simpkins Road, cleaned out pipes at Julia Simpkins and Phillips Hollow; attended to gravel roads, street signs and mailboxes that were disturbed during the recent weather event.

C. Board of Supervisors Comments

Mr. Guthrie requested review by VDOT on the following: potholes and poor road conditions on Route 11 at the train derailment/temporary road site; review of Haga Drive, Dublin, deplorable road conditions (potholes, almost unpaved road status – photos provided) and a pothole at Giles and Maple Avenues. Mr. Clarke stated he would check to find out if Haga Drive was a state maintained road, review the other matters and provide an update.

Mr. Bopp inquired regarding the status of the ditching work on Little Walker Mountain. Mr. Clarke advised the work was not complete due to weather and completion of other projects. Mr. Bopp reported an issue with falling rocks in the Cloyd's Mountain area and thanked VDOT for the quick response during the weather event.

Mr. Pratt also commended VDOT's snow removal efforts and reported a safety concern with poor road conditions (alligators and potholes) at the entrance ramps to Interstate 81 at Exit 89.

Mr. McCready requested an update on the status of permits/approval from the Army Corp of Engineers regarding the drainpipe replacement at Little Creek. Mr. Clarke was unsure of the current status, acknowledged it was taking quite a bit of time and would provide an update. Additionally, Mr. McCready asked about the status of a "No U Turn" sign at Newbern Heights Drive. Mr. Clarke reported this issue has been reviewed and due to the amount of traffic on the road, it was suggested a traffic light study be conducted.

D. Commerce Park Industrial Access Road Request

Mr. Huber described Virginia's First request for the Board of Supervisors to sponsor their grant request allowing International Drive to be updated to state standards and entered into the state road system for long term maintenance.

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On a motion from Mr. Pratt, seconded by Mr. Bopp and carried, the Board approved the recommendation to sponsor Virginia's First grant request for the Commerce Park Industrial Access Road.

Voting yes: Mr. Guthrie, Mr. McCreedy, Mr. Bopp and Mr. Pratt.
Voting no: None.

E. Interstate 81 Entrance Sign

Mr. Huber reported the sale of land by American Electric Power to VDOT where the Welcome to Pulaski County sign (Southbound Interstate 81) and requested consideration from VDOT to maintain the sign in the vicinity as it is a source of community pride and alerts travelers to our area. Mr. Clarke advised he speak with those at VDOT responsible for this project and see if something can be worked out to relocate the sign in the area.

F. FY 2017 High Volume Unpaved Roads Program*

Mr. Clarke described the regulations for the High Volume Unpaved Road Program and advised the Board there were no roads in the County that qualify. Mr. Clarke offered to provide the Board with a list of the unpaved roads in County with high traffic volume (200 cars per day).

7. Presentations and Citizen Comments (related to items on agenda)

E. W. Harless, Draper district, inquired about Items of Consent E – Payment for Planning Commission Members* and J – County Administration Building*. Mr. Huber provided a summary for both items – changing the payment of Planning Commission members from per meeting to a monthly basis and the proposed engineering study to address infrastructure issues at the County Administration Building.

Paul Pallante, Fairlawn, asked about what the acronym PADS was under Item of Consent H – NRVRC Task Order – PADS Project. Mr. McCreedy explained it was regarding the Pulaski Adult Day and Fall Prevention Center.

Ranny O'Dell, Dublin, commented about the County website, requesting additional content regarding the committees and boards the Supervisors serve, the names of the individuals with appointments to committees/boards the Supervisors oversee and a short bio on each Supervisor.

8. Treasurer's Report

Ms. Worrell provided the monthly reports and updated the Board on the impending publication of the delinquent real estate tax information in The Southwest Times and Patriot.

9. Reports from the County Administrator & Staff

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A. Report from Acting County Attorney – Health Insurance for Board of Supervisors

Mr. Kirtner investigated the constitutionality of the Board of Supervisors receiving health insurance benefits from the County. Mr. Kirtner verified as a matter of statute, Board members can receive the same fringe benefits County employees receive however, the total compensation (salary and benefits) cannot exceed the annual compensation set for Board members.

B. Appointments

Mr. Huber requested approval of Rachael Dehaven to the Library Board for the Massie District.

On a motion by Mr. Pratt, seconded by Mr. Bopp and carried, the Board approved the appointment of Rachael Dehaven to the Library Board.

Voting yes: Mr. Guthrie, Mr. McCready, Mr., Mr. Bopp, Mr. Pratt.

Voting no: None.

C. Four-Year Goals

Mr. McCready advised there would be further discussion on Items 3.3.1 – Provide alternative to jail to reduce costs and prevent recidivism and 3.3.2 – Institute an inmate diversion pilot program(perhaps through Community Corrections) and advised the current list of goals and projects was drafted by the previous board. The Board will continue to review the goals and projects and will make revisions, deletions and additions as it continues its legislative process.

D. Dublin Elementary School Mobile Classrooms

The 8 (eight) mobile classroom at Dublin Elementary School are available and the School Board is interested in having them removed from the property. Emergency Management (Josh Tolbert) is interested in 1 (one) unit to use as a classroom at the Town of Pulaski Fire Training Building. Mr. McCready advised the Board of a request from Judge Long, who is looking for space for the Drug Court participants to use as a halfway house/diversion area for counseling, tutoring and job training and could use a few of the mobile classroom units. Location of the classrooms, setting, plumbing and the number of classrooms desired are to be determined. Mr. Guthrie suggested offering the classrooms as space for a business incubator/office purpose.

10. Items of Consent

Mr. McCready pulled item 10A – “Approval of Minutes of January 25, 2016 Board Meeting” as these would be included for review by the Board at the February 29, 2016, budget work session.

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On a motion by Mr. Guthrie, seconded by Mr. Bopp and carried, the Board approved the Items of Consent as follows:

Voting yes: Mr. Guthrie, Mr. McCreedy, Mr. Bopp, Mr. Pratt.
Voting no: None.

A. Approval of January 25, 2015 Board meeting

Deferred until February 29, 2016, Board of Supervisors budget work session.

B. Accounts Payable

The Board approved accounts payable for checks numbered 2049148 through 2049823, subject to audit.

C. Interoffice Transfers and Budget Adjustments

The Board approved the interoffice transfer #8 in the amount of \$42,358.23 and budget adjustments as follows: General Fund #14 - \$5,000; Capital Improvements Fund #7; School Fund #4 - \$97,600.00; and School Fund #5 - \$20,143.00.

D. Approval of Contracts, Change Orders and Agreements, Etc.

There were no contracts, change orders and agreements presented for the Board's consideration.

E. Payment for Planning Commission Members*

The Board approved the recommendation of payment for participation on the Planning Commission be changed from per meeting to monthly basis.

F. Personnel Changes*

The Board ratified approval of personnel changes that were presented in weekly updates from January 28, 2016 through February 18, 2016.

G. Uniform Policy Revision

The Board approved the following uniform policy revision for employees of the utilities (water/sewer) department.



**PULASKI COUNTY, PULASKI COUNTY PSA &
PULASKI COUNTY SCHOOL BOARD
UNIFORM, CLOTHING AND CLOTHING ALLOWANCE
ADMINISTRATIVE PROCEDURES POLICY**



- 1. PURPOSE:** To provide an equitable policy among County, PSA & School Board employees whose jobs require uniforms, or where clothing or clothing allowances are provided, and to ensure compliance with the IRS Accountable Plan rules and Personnel Policies, governing appropriate work attire.
- 2. APPLICABILITY:** This policy shall govern clothing or clothing allowances provided to employees of the County, PSA & School Board (including footwear) but excluding other personal protective equipment for compliance with OSHA standards which is governed by the Personnel Policies.
- 3. DEFINITIONS:** For the purpose of this policy, the following definitions shall apply:
 - a. Public Works Uniforms: Refers to the standard clothing required as a condition of employment for employees of the General Properties Department (maintenance and grounds), Building Maintenance, Water Treatment Plant, Joint Garage Facility, Public Service Authority and PSA Water/Sewer Department, whose positions are classified as maintenance, including crew leader or supervisor, laborer, sanitation equipment operator, HVAC Technician, mechanic, and utilities including operators in charge. These uniforms are taxable.
 - b. Custodial Services: Refers to the standard clothing required as a condition of employment for employees of the divisions who are classified as custodian or custodial supervisor. These uniforms are taxable.
 - c. School Nutrition Uniforms: Refers to the standard clothing required as a condition of employment for employees of the divisions who are classified as cafeteria or cafeteria supervisor. These uniforms are taxable.
 - d. Public Safety Uniforms: Refers to the standard clothing required as a condition of employment for sworn officers of the Sheriff's Office and the Animal Control Officers of the divisions. EMS workers are governed by REMSI's policies and procedures. Class A uniforms of the Sheriff's Department are not taxable. Polo shirts that contain the Sheriff's Logo and BDU (Cargo) pants are not taxable to Sheriff's Deputies or Emergency Response Personnel so long as the uniform is not worn while the employee is off-duty.
 - e. Parks and Recreation Uniforms: Refers to the shirts and T-shirts provided to County or School Board employees (including positions in maintenance classifications in Parks and Recreation) required for games, events, programs and County/school activities, necessary to identify the department staff members working these functions, and/or performing maintenance services. These employees will also

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include day camp workers and lifeguards at Randolph Park. These uniforms are taxable.

f. Non-Taxable Employee Uniforms and/or Clothing: Refers to the uniforms and clothing defined by the IRS to be required as a condition of employment and that are not adaptable to street wear such as traditional Sheriff's deputy uniforms and safety equipment (i.e. clothing including reflective stripes, safety shoes), etc. Non-taxable items also include polo shirt (inclusive of the Sheriff's Department or First Responders logo) and BDU's (cargo pants), which are worn only while the employee is on duty. Wearing of such items is strictly prohibited while off duty.

g. Taxable Employee Uniforms and/or Clothing: Refers to the uniforms and clothing that may or may not be required as a condition of employment, and that the IRS defines as adaptable to street wear such as uniforms with county logos, non-safety shoes, polo shirts, t-shirts, baseball hats, BDU or cargo pants, winter coats, etc.

4. PUBLIC WORKS UNIFORMS: Public Works Uniforms shall include the Division name, and be the same general style and color within each Division or Agency. For example, positions in the Division of the Public Works classification shall wear navy blue shirts displaying the General Services Division name. Items in the listing below may be taxable or non-taxable, (Refer to Section 3 Definitions).

a. Maintenance Positions: Positions within the General Properties/Building Maintenance classifications and general maintenance positions may be provided uniforms from the following items:

1. Rental Contract From the Approved Rental Listing (includes laundering) up to:
 - 11 pants
 - 22 shirts (11 short sleeve and/or 11 long sleeve as determined by the employee not to exceed 22 shirts total)
 - 2 lightweight jackets
 - 1 insulated work jacket
 - 2 light weight coveralls (as requested by employee)
 - 1 insulated coverall (as requested by employee)
 - 1 pair steel toed safety shoes (only if not purchased and reimbursed by the division)
2. Purchased From the Approved Purchase Listing, as needed:
 - 1 pair steel toed safety shoes per guidelines in the Personnel Policies (only if not provided as part of the rental contract) up to \$150

b. Joint Garage Facility Positions: Positions within the joint garage facility shall be provided uniforms from the following items:

1. Rental Contract From the Approved Rental Listing (includes laundering) up to:
 - 11 pants
 - 22 shirts (11 short sleeve and/or 11 long sleeve as determined by the employee)

- not to exceed 22 shirts total)
 - 2 lightweight jackets
 - 1 insulated work jacket
 - 2 lightweight coveralls (as requested by employee)
 - 1 insulated coverall (as requested by employee)
 - 1 pair of steel toed safety shoes (only if not purchased and reimbursed by the division)
2. Purchased From the Approved Purchase Listing, as needed:
- 1 pair steel toed safety shoes per guidelines in the Personnel Policies (only if not provided as part of rental contract) up to \$150
- c. Utilities Positions: Positions within Water Treatment Plant and PSA Refuse and Water/Sewer Departments shall be provided uniforms from the following items:
1. Rental Contract From the Approved Rental Listing (includes laundering) up to:
 - 11 pants
 - 22 shirts (11 short sleeve and/or 11 long sleeve as determined by employee not to exceed 22 shirts total)
 - 2 lightweight jackets
 - 1 insulated work jacket
 - 2 lightweight coveralls (as requested by the employee)
 - 1 insulated coverall (as requested by the employee)
 - 1 pair steel toed safety shoes (only if not purchased and reimbursed by the division)
 2. Purchased From the Approved Purchase Listing, as needed:
 - 1 pair steel toed safety shoes (only if not provided by the rental contract) up to \$150
 - 1 pair steel toed safety shoes and 1 pair muck boots for water/sewer department only (due to sanitary conditions) up to \$260 total for both

5. CUSTODIAL SERVICES: Custodial uniforms shall include the Division and employee names, and be the same general style and color. Items in these listings may be taxable or non-taxable, (Refer to Section 3 Definitions).

- a. Custodian Positions: Positions within the custodian classification shall be provided uniforms from the following items:
1. Rental Contract From the Approved Rental Listing (includes laundering) up to:
 - 11 shirts (short sleeve)
 - 11 shirts (long sleeve)
 - 11 pants
 - 11 smocks
 - 1 pair slip-resistant safety shoes (only if not purchased and reimbursed by the division)
 - 1 lightweight jacket
 - 1 heavyweight jacket

2. Purchased From the Approved Purchase Listing, as needed:
 - 1 pair slip-resistant safety shoes (only if not provided by the rental contract) up to \$60

6.SCHOOL NUTRITION UNIFORMS:

a. School Nutrition Positions: Positions within the School Nutrition classification are responsible for providing their own uniforms as follows:

1. All school nutrition employees are **required** to wear "scrub" type uniform apparel (includes tops and pants). Uniforms may be of any print or color that **promotes** the school nutrition program. Prints or colors that may generate controversy or be offensive to others will not be allowed. (Prints with political, religious, racial symbols or emblems are not allowed)
2. The School Nutrition Manager will determine what a "proper uniform" is, pertaining to hair, clothing and shoes.
3. Contracted employees will receive \$150.00 annually to help cover the cost of work wear.
4. Uniforms are to be clean, neat and wrinkle free.
5. All employees are required to wear ID badge as part of uniform requirement, which are provided by the School Board.
6. Employees are required to wear white, brown, tan or black slip resistant work shoes. Shoes must be solid top, no perforated uppers or canvas. Shoes must be kept clean every day.
7. Hair must be worn so it is neat and restrained not loose or flying or around the face. Hairnets are not required as long as employees are in compliance with this requirement.
8. Employees may support school spirit or themes directly related to each school site; such as "wearing school tee shirts" The School Nutrition Manager will determine what appropriate attire for these occasions.
9. Capri type pants are allowed.

Other health and safety requirements

- Nails must be kept short, clean and free of any type polish. Nails must not extend above fingertips.
- Nails: if you were not born with them they are not allowed.
- Jewelry: Long necklaces, earrings and bracelets not allowed due to safety concerns.
- All rings with sets is prohibited, single bands may be worn. Small watches are permitted however; they must be removed during food preparation.

7.PUBLIC SAFETY UNIFORMS: Public Safety uniforms address only the employees of the Sheriff's Office and the Animal Control division. Items in these listings may be taxable or non-taxable, (Refer to Section 3 Definitions).

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- a. Sheriff's Office Positions: Uniforms for deputies in the Sheriff's office are governed by General Order #22, Equipment and Uniforms.
- b. Animal Control Positions: Uniforms for animal control positions will be handled and governed through the Sheriff's Department.
- c. EMS Workers: Shall be governed through REMSI's policies & procedures.

Investigations personnel shall be reimbursed up to \$600 annually (on a fiscal year basis July 1 – June 30) for the purchase of clothing (suits, shoes, ties, & general apparel). Items in this listing may be taxable or non-taxable, (Refer to Section 3 Definitions). Employees must submit receipts to be reimbursed.

8. PARKS AND RECREATION UNIFORMS: Positions with Parks and Recreation classifications (excluding maintenance classifications) who are required during work hours to be identified as members of the Parks and Recreation department/school system at games, events, and programs may request shirts from the Approved Purchase List that identify them as staff members of the Parks and Recreation department/school system. Part time positions required to be identified as members of the Parks and Recreation department/school system at games, events, and programs may be provided with T-shirts identifying them as departmental staff. These positions also include day camp workers and lifeguards at Randolph Park. Items in these listings may be taxable or non-taxable, (Refer to Section 3 Definitions).

a. Maintenance Positions:

1. Rental Contract From the Approved Rental Listing (includes laundering) up to:

- 11 shirts (short sleeve)
- 11 shirts (long sleeve)
- 2 Insulated Coveralls
- 2 Lightweight Coveralls
- 1 pair slip-resistant safety shoes (only if not purchased and reimbursed by the division)

2. Purchased From the Approved Purchase Listing, as needed:

- 1 pair slip-resistant safety shoes (only if not provided by the rental contract) up to \$60

b. Other Classifications:

- Staff t-shirts

9. **EMERGENCY SERVICES COORDINATOR CLOTHING**: An employee in this classification may purchase clothing for the purpose of identification as a County employee on the job as emergency personnel at incident scenes up to \$300 annually (fiscal year July 1-June 30). Deputy Coordinators may purchase clothing for the same up to \$150 annually. Employees must submit receipts to be reimbursed.

10. **DEPARTMENTAL CLOTHING**: Members of other departments not identified above whose staff members choose to purchase shirts, T-shirts, jackets etc., with County

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name, department name and/or logo may purchase these items upon approval by their supervisor or department head using their own personal funds. County/PSA/School funds may not be used for these purchases.

11. PROCEDURES FOR OBTAINING UNIFORMS FROM THE RENTAL CONTRACT – NON-SHERIFF'S OFFICE:

the Purchasing Offices of each division shall manage The County/PSA/School uniform rental contract. Directors and Agency Heads shall work with the Purchasing Managers to develop an Approved Rental Listing for classifications within their division or agency. This listing shall consist of uniforms provided through the rental contract. Each employee classification receiving uniforms through the rental contract shall have a requisition form specific to their division. All items through this contract may be taxable unless otherwise specified. Employees are required to return their uniform and other related items that are County/PSA or School Board property to their supervisor upon termination, retirement, or transfer to a non-uniform position. Failure to comply may result in reduced wages and/or pay out of leave time to compensate for the cost of the uniforms.

Uniforms issued pursuant to this policy from the rental contract shall follow these steps:

- a. Each employee shall complete the applicable uniform requisition form for his or her uniform classification.
- b. The requisition form shall be submitted to the Supervisor or Department Head for approval.
- c. The approved requisition form shall be submitted to the Purchasing Office.
- d. Purchasing staff shall coordinate the rental of uniforms with the rental company.
- e. Invoices shall be submitted to the department for payment.
- f. The Supervisor or Department Head shall ensure the employee's name is listed on all applicable invoices.

12. PROCEDURES FOR OBTAINING UNIFORMS FROM THE APPROVED PURCHASING LISTING – NON-SHERIFF'S OFFICE:

(This section excludes classifications within the Sheriff's Office whose uniforms and clothing purchases are governed by Sheriff's Office General Order #22).

The Supervisors and Department Heads shall work with the Purchasing staff to develop Approved Purchasing Lists for classifications within their division or agency. Each employee classification receiving uniforms through the purchase of items from the Approved Purchasing List shall have a requisition form specific to their division or agency. All items included on the Approved Purchasing Lists may be taxable unless otherwise specified.

Employees issued uniforms pursuant to this policy from the Approved Purchasing List shall follow these steps:

- a. Each employee shall complete the applicable uniform requisition form for his or her uniform classification.

- b. The requisition form shall be submitted to the Supervisor or Department Head for approval.
- c. The approved requisition form shall be submitted to the Purchasing Office.
- d. Purchasing staff shall place the order for the uniform purchase.
- e. Invoices shall be submitted to the department for payment.
- f. The Supervisor or Department Head shall ensure the employee's name is listed on all applicable invoices.

13. PROCEDURES FOR OBTAINING UNIFORMS – SHERIFF'S OFFICE:

- a. All invoices shall indicate which items are taxable and which are not taxable.
- b. Invoices that include taxable items shall indicate the total dollar amount per employee.
- c. Staff in the Finance Department shall provide a copy of invoices to the Payroll Supervisor for inclusion as pay for the appropriate employees.

14. NON-ALLOWABLE PURCHASES: All purchases must comply with the procedures outlined in this Policy. County/PSA/School funds shall not be used to purchase or rent clothing or uniforms not included on County/PSA/School contract. County/PSA/School credit cards shall not be used to purchase or rent clothing or uniforms unless the Procurement Manager grants an exception. Any non-allowable purchases shall be immediately reimbursed to the County/PSA/School by the employee who authorized the purchase, and may subject the employee to disciplinary action.

15. COMPLIANCE: Uniformed employees shall wear their uniform during work hours only as a condition of employment. Although uniforms are worn to and from work, uniforms should not be worn during non-work activities and are not suitable for everyday wear. While in uniform, the purchasing or consumption of alcoholic beverages or engaging in other activities that might reflect negatively on the County is strictly prohibited, and shall subject the employee to disciplinary action, up to and including termination.

Employees are also required to return ALL uniforms to their supervisor upon termination, retirement or severance of employment. Failure to do so may result in the employee being charged with the cost of the uniform by a reduction of pay equal to the value of the uniform in their final payout.

APPROVED CLOTHING PURCHASE LISTING

The following is a listing of clothing approved for purchases directly by the employee as outlined in the above policy and is deemed as a reimbursable expense. Items may only be purchased once per year (on a fiscal year basis July 1 – June 30) and may only be reimbursed up to the amount listed for that department. Items in this listing may be taxable or non-taxable, (Refer to Section 3 Definitions):

Steel Toed Safety Shoes
Muck boots

Slip Resistant Safety Shoes
Suits (to include sports jackets, dress pants)
Dress Shirts
Ties
Khaki Pants
Dress Shoes
Dress Socks
Dresses (for female investigators)
Blouses
T-Shirts
Polo Shirts

H. NRVRC Task Order – PADS Project*

The Board approved the recommendation by staff for the County to provide the additional funds (\$15,500) for the NRVRC to continue providing grant administrative services to the end of the PADS CDBG grant.

I. Celebrating 2016 Local Government Education Week: April 3 – 9*

The Board approved the following proclamation celebrating 2016 Local Government Education Week: April 3 – 9.

**PROCLAMATION
APRIL 3-9, 2016, AS
LOCAL GOVERNMENT EDUCATION WEEK**

WHEREAS, since the colonial period, the Commonwealth of Virginia has closely held the institutions of local government; and

WHEREAS, local governments throughout the Commonwealth provide valuable services to the citizens of the communities they serve; and

WHEREAS, citizen services such as, law enforcement, public health and safety, recreational opportunities, and educating local children, are most often delivered at the local level; and

WHEREAS, in recognition of the work performed by local governments, the Virginia General Assembly, on February 29, 2012, designated the first week in April as Local Government Education Week in Virginia; and

WHEREAS, April 2, 1908 was the creation of the Council-Manager form of government in the City of Staunton thereby making the first week in April appropriate for this designation.

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WHEREAS, Pulaski County's local government in honor of Local Government Education Week encourages the support and participation in Education Week Activities.

NOW, THEREFORE, BE IT PROCLAIMED, by the Pulaski County Board of Supervisors that April 3-9, 2016, is hereby designated as Local Government Education Week; and

BE IT FURTHER PROCLAIMED, that the Pulaski County Board of Supervisors and the **Pulaski County School Board** will partner to promote civic education and engagement in an effort to educate citizens about their local government, strengthen the sense of community, and engage the next generation of local government managers.

ADOPTED this 22 day of February, 2016.

J. County Administration Building*

The Board of Supervisors authorized the following Memorandum of Understanding from Thompson and Litton for the development of a specific phased approach to addressing life safety concerns, accessibility issues, intermediate building renovations and the complete renovation of the County Administration Building at a cost of \$28,900.

**MEMORANDUM OF UNDERSTANDING NUMBER FOURTEEN (14) TO
RETAINER AGREEMENT BETWEEN
PULASKI COUNTY, VIRGINIA
AND
THOMPSON & LITTON, INC.
Dated June 24, 2011**

Project: County Administration Building
Life Safety and Accessibility Improvements T&L Project # 11404-14

Client: Pulaski County (County)
143 Third Street, NW; Suite 1
Pulaski, VA 24301

Engineer: Thompson & Litton, Inc. (T&L) 726 Auburn Avenue
Radford, VA 24141

Date: January 21, 2016

Background and Understanding:

On March 30, 2015, T&L submitted a Preliminary Architectural Feasibility Report (PAR) for the County Administration Building School Board Office Up-Fit. Included in the

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PAR was a recommended course of action for the renovations to the east wing of the County Administration Building. Following receipt of the PAR, the County proceeded with demolition work to the project area. During the course of demolition work the County discovered potential life safety issues which require immediate remediation. The County desires to move forward with further evaluation, identification and remediation of these life safety issues. The County also wishes to address any accessibility issues and immediate physical needs within the project area; eventually the entire project area will be renovated. It is anticipated that this work will occur in a phased approach and will consist of 4 (four) distinct phases to include:

Phase 1 – Immediate Life Safety Concerns – This phase is to include only the most critical of Life Safety concerns that pose an immediate danger to the occupants of the building. This phase will consist of an in-depth evaluation of the facility Life Safety and the production of the necessary documents to implement the remediation of the identified deficiencies.

Phase 2 – Accessibility Issues and Physical Needs – This phase will identify existing accessibility issues and any physical needs that may potentially lead to damage or further deterioration to the property (i.e. water, sewer, mechanical systems, HVAC, building envelope, etc...). This phase will consist of an in- depth evaluation and the production of the necessary documents to correct the identified deficiencies.

Phase 3 – Intermediate Building Renovation – This phase is to include design documents necessary to bring the project area up to a level of completion so that it may remain vacant until funds become available for the County to proceed with the complete renovation of the project area. This phase will consist of a conceptual level plan and associated cost estimate only.

Phase 4 – Complete Renovation – This phase will address the complete renovation of the project area for Pulaski County School Board Administration. This phase will consist of a conceptual level plan and associated cost estimate only.

Scope of Services:

T&L will provide the following Scope of Services:

Phase I Design Services

Prepare a detailed life safety evaluation and building code compliance review of the vacant east wing of the County Administration Building according to the 2012

Virginia Rehabilitation Code, Part II of the Virginia Uniform Statewide Building Code, Effective July 14, 2014. The balance of the administration building will not be included in this evaluation.

- The evaluation will include a written narrative with plans sheets (where warranted) delineating code deficiencies and recommended remediation strategies;
- Tabulated project code data will be presented to establish the minimum requirements to achieve code compliance; and
- Life safety deficiencies will be prioritized. The prioritized such that the County can utilize the list as a planning tool for implementation of the required corrective action. A cost estimate for each priority will be included.

Phase 2 Design Services

A detailed review will be completed for compliance with or deficiencies relating to the 2010 ADA Standards for Accessible Design (ADA); 2010 Standards for State and Local Government Facilities: Title II, dated September 15, 2010. The balance of the administration building will not be included in this review.

- The compliance review will be presented in narrative format with plan sheets (where warranted) to delineate accessibility deficiencies and recommended remediation strategies.

Accessibility and physical needs deficiencies will be prioritized such that the County can utilize the list as a planning tool for implementation of the required corrective action. A cost estimate for each priority will be included.

Phase 3 Design Services

A conceptual plan will be developed for the needed renovations required to bring the project area to a level of completion so that the County can leave the area vacant for an extended period of time. It is anticipated the level of renovations required for this phase will be minimal in nature and comprised of only those required for the space to remain unoccupied but safe. This conceptual plan will be accompanied by a cost estimate for the identified renovations.

Phase 4 Design Services

A conceptual plan will be developed for the complete renovation of the project area into the new School Board Administration. This conceptual plan will be accompanied by a cost estimate for the proposed renovations.

Assumptions/ Exclusions

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- No hazardous material related work is included. If hazardous material is encountered during construction, additional services may be required.
- Destructive investigation of existing conditions and testing of existing building systems are not included.
- Pre-design As-built/ measured drawings will be of the affected areas only and used for design purposes only. Record Document production is not included.
- A comprehensive building code analysis of the entire building will not be conducted. Other areas of the building not scheduled for renovations may require modifications to comply with the current building code, if so, additional services and fee may be required.
- No site work is envisioned or included in the above Scope of Services for the project.

Schedule and Compensation:

T&L shall provide the identified Design Services for a lump sum fee of \$28,900.00 (Twenty-Eight Thousand Nine Hundred Dollars and No/100) and will provide the final documents to the County within sixty (60) days from the date of the Notice to Proceed.

Terms and Conditions:

The terms and conditions, as outlined in the Retainer Agreement dated June 24, 2011, shall remain in effect under this Memorandum of Understanding.

11. Citizen Comments and Presentations (unrelated to items on the current agenda)

A. Citizen Comments

Mr. Don Surface, Rigney Drive, Dublin, and Mr. Al Davis, Fairlawn, registered with the Clerk prior to the meeting to be added to the agenda.

Mr. Surface described concerns with nuisance cats, specifically with one neighbor's cats (up to 15 cats on premises). The Board will look into securing more traps at the Animal Shelter for loan to citizens and asked Mr. Kirtner to check into the Virginia code along with ordinances in other areas to investigate the legal ramifications of cat regulation. Mr. McCreedy advised that staff would be in touch with him as work continued on the issue and thanked him for his comments.

Mr. Al Davis conveyed his thoughts regarding a potential change to the zip code for Fairlawn and feeding inmates while they are completing work for the County.

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Mr. McCready and Mr. Guthrie explained the Board's desire as trustees of the County to ensure all sales tax revenue Pulaski County is entitled is received and the zip code change would aid in doing so. On the matter of feeding inmates, it is legal to feed inmates while they are working for the County and is not considered aiding and abetting as the individuals are inmates and not fugitives of the law. The Board thanked Mr. Davis for his comments.

Brenda Blackburn, 6497 Ruebush Road, Dublin, discussed an ongoing property issue regarding land deeded by Mrs. Blackburn in the Camp Powhatan section of the County. The Board advised Mrs. Blackburn that the issue was not the Board's, Treasurer's or Commissioner of Revenue's to resolve but Mrs. Blackburn's responsibility to perfect or deny the claim on the land. Mrs. Blackburn was thanked for her comments.

Ranny Akers, Dublin, asked the Board about advertising vacant positions on boards, committees and commissions involving appointments by the Board of Supervisors. Mr. McCready explained the Board does advertise when there is a vacancy and no one has expressed an interest in serving. Mr. Akers also provided additional comments on the Haga Drive road condition. The Board thanked Mr. Akers for his comments.

E.W. Harless, Dublin, Draper District, thanked the Acting County Attorney and the Board for their transparency and professionalism in the way the request for health insurance benefits for Board members was addressed. He also suggested auctioning the mobile classrooms and using the money to purchase modular housing for drug participants and the training center for the fire department as renovations tend to be expensive.

Paul Hamblin, Robinson District, asked for clarification on item 10.7.1 on the 4 year goals and projects list – codification of existing ordinances, specifically the weed ordinance (responsibilities of property owners) and why it was not being enforced. The Board asked which property; Mr. Hamblin stated Mr. Bopp knew of the property and would not disclose the property address or name of land owner. Mr. McCready asked for Mr. Hamblin to provide the name to staff, reminded him there were exceptions to the policy and thanked Mr. Hamblin for his comments.

12. Other Matters from Supervisors

There were no further comments by the Supervisors or staff.

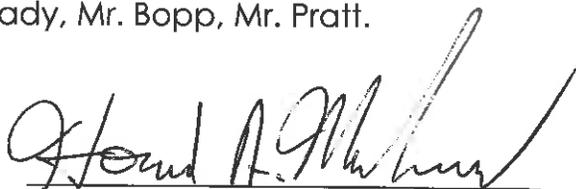
13. Adjournment

On a motion by Mr. Bopp seconded by Mr. Pratt and carried, the Board of Supervisors adjourned its regular meeting. The next meeting of the Board of Supervisors is budget work session to be held on Monday, February 29, 2016, at 6:00 p.m. in the Pulaski County IT Training Center at 89 Commerce Street, Maple Shade

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Plaza, in the Town of Pulaski. The next regular Board of Supervisors meeting is scheduled for Monday, March 28, 2016, 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 in the County Administration Building.

Voting yes: Mr. Guthrie, Mr. McCready, Mr. Bopp, Mr. Pratt.
Voting no: None.


Howard A. McCready, Chairman


Peter M. Huber, County Administrator

