

ADMINISTRATOR'S REPORT

November 15, 2007

TO: Board of Supervisors

FROM: R. David Laurell, County Administrator *R. David Laurell* 11/14/2007

RE: November 19, 2007 Board of Supervisors Meeting

11:00 p.m. [Public Works Committee Meeting](#) (Pendleton / Puckett)

1:00 p.m. Call to Order, Invocation by Supervisor Rosser

7:00 p.m. November 27, 2007 - Joint Committee (Gunter/Rosser) – Campbell County Technical Center

PUBLIC HEARING

Paul E. Harvey, Community Development Director

The following special use permit request was [advertised](#) for public hearing:

1. [PUBLIC HEARING - Special Use Permit Request](#) (Concord Elementary School – Village Highway)

#08-00319 - Request from CCUSA is for a special use permit to construct a 300,000 gallon water storage tank that will be 160' (+/-) tall and to construct an on-site sewage treatment facility at Concord Elementary School in the Concord Election District. These improvements are necessary for the expansion of the school and the extension of the public water system in Concord.

RECOMMENDATION: The Planning Commission, by vote of 7-0 and citing public necessity, recommended approval of the request as presented. Staff recommends conditions that the facilities are constructed in substantial conformance to the site plan and the maximum approved height of the water tank is 165 feet above ground level.

APPEARANCES

Shameka Wright, Human Resource Generalists

2. INTRODUCTION OF NEW EMPLOYEES

Shameka Wright would like to introduce several new employees:

William Donghia – Public Works

Michelle Davis – Circuit Court

Clerk

Elizabeth McGuire – Extension Service Kimberly Cooke – Social Services

Mary Kaye – Real Estate

Don Austin, Residency Administrator

3. VIRGINIA DEPARTMENT OF TRANSPORTATION MATTERS

The Residency Administrator will be present to receive any highway matters from the Board.

Resolutions to add [Holiday Lane](#), [McDaniel Lane](#) and [Smoky Hollow Road](#) to the secondary highway system are attached for the Board's consideration.

Recommendations: Approve the addition of Holiday Lane, McDaniel Lane and Smoky Hollow Road to the secondary system of state highways.

ADMINISTRATOR'S ITEMS

Clifton M. Tweedy, Deputy County Administrator

4. [Traffic Calming Measures – Sherbrooke Drive](#)

In October 2006 at the request of the Board VDOT conducted a review of traffic patterns on Sherbrooke Drive. Options from the [Traffic Calming Guide](#) were suggested for the Board's consideration ([VDOT letter attached](#)) and at the November 20, 2006 Board meeting the Board resolved to “*increase the fine for speeding on Sherbrooke Drive to a maximum of \$200, requests VDOT to install signs on Sherbrooke advising motorists of a maximum punishment of \$200 for exceeding the speed limit and requests the Sheriff's Department to patrol Sherbrooke Drive to enforce the new speeding penalty*”. The signs were installed and the Sheriff's Department was requested to increase its patrols in the area.

At the September 17, 2007 Board meeting, Supervisor Boyer requested staff take another look into placing physical calming measures on Sherbrooke Drive.

Recommendation: Please review the information obtained from VDOT and the Sheriff's Office and advise staff how the Board would like to proceed with this matter.

R. Aubrey Cheatham, Public Safety Director

5. [Governing Body Resolution for Grants](#) (5 minutes)

Campbell County Public Safety and Sheriff's Office apply for various grants on a yearly basis through the Virginia Department of Emergency Management. The Federal Government and the Virginia Department of Emergency Management require each locality to have a [Governing Body Resolution](#) authorizing named agents to execute for and on behalf of the named applicant, a public entity established under the laws of the State of Virginia, any actions necessary for the purpose of obtaining federal financial assistance provided by the federal Department of Homeland Security and sub-granted through the State of Virginia.

RECOMMENDATION: Staff and the Public Safety Committee recommend the Board adopt the attached resolution naming R. David Laurrell, County Administrator, Clif M. Tweedy, Deputy County Administrator, and Alan Lane, Management Services Director as authorized agents of the Board to obtain Homeland Security Grant funding.

Paul E. Harvey, Community Development Director

6. [Minimum Lot Sizes for Family Subdivisions in A-1 Zoning District](#) (10 Minutes)

Supervisor Rosser made a request that staff bring back minimum lot size requirements for family single-lot subdivisions within Agricultural (A-1) zoning districts to determine if there are options and/or pitfalls for reducing those requirements. Staff would like to provide information on this matter as summarized in the attached memorandum. If the Board wishes to consider a change, staff recommends the discussion be done within a broader planning context and involve the Planning Commission for a final recommendation to come back to the Board.

RECOMMENDATION: Advise staff if any further action is necessary.

Coralee C. Tuck, Interim Library Director

7. [Campbell County Public Library Annual Report FY 2006 - 2007](#) (15 minutes)

Copies of the Campbell County Public Library Annual Report FY200-2007 are included for your review. The objectives of this annual report are to give an account of library usage, report varied services found at our libraries, recognize those who have supported us with donations, and share the many ways donations may be made in the future.

We ask that the Board of Supervisors review this report and use the information to inform constituents of the services of the library. Extra copies will be made available upon request. We also ask that you recognize Library staff responsible for developing the award winning program materials.

RECOMMENDATION: No action is required.

Clifton M. Tweedy, Deputy County Administrator

8. [Regional Landfill Issues](#) (15 minutes)

The Board has approved joining the Region 2000 Services Authority to provide solid waste disposal services regionally. As part of the decision to join this regional effort, the Board directed solid waste disposal services should continue to be convenient to County citizens. Staff has been working on developing plans to address the various issues which will require modification in order to continue to provide solid waste management services:

1. [Landfill Transfer Site Improvements and Operations](#)
2. [Landfill Transfer Site Bulk Items](#)
3. [Transfer Site Operations](#) (Excluding Landfill Transfer Site)
4. Campbell County Litter & Environmental Commission
([Attachment I](#) and [Attachment II](#))
5. [Recycling](#)
6. [In-house Construction Group](#)

RECOMMENDATION: The recommendations below are numbered to match the items above and are being recommended by the Public Works Committee and staff.

- 1. Approve the recommendation of the Public Works Committee to authorize staff to make the improvements to the Landfill Transfer Site at an estimated cost of \$50,000. Transfer site improvements funds are budgeted in the CIP for each of the next five years. Also approve the Public Works Committee's recommendation to staff the expanded site with one full-time and 3-4 part time employees at an estimated cost of \$75,000 to be included in next years budget. Funding for these services was included in a draft budget prepared during the evaluation process before Campbell County joined the Authority.**
- 2. Approve the recommendation of the Public Works Committee to develop the necessary changes for final review and approval by the Board. This is planned to be part of the spring code update. Items to be addressed include eliminating the two tons per year free by not charging for bulk items, limiting the number of tires and appliances taken at the Landfill Transfer Site, restrictions on yard waste and stumps, and no longer accepting shingles for free.**
- 3. Approve the recommendation of the Public Works Committee to gate the Evington, Concord and Gladys Transfer sites this year and Hodges, Falling River, Brookneal and Three Forks Transfer sites next year. All sites with the exception of the Landfill Transfer Site will be unmanned and opened to the public each day from 6:30 am to 9:00 pm.**
- 4. Approve the recommendation of the Public Works Committee to share the cost of a recycling coordinator on a regionally basis and reserving a portion of the regional recycling coordinator's time to support the Litter Commission and school educational efforts. Also direct staff to include funding of \$25,100 for this shared position in next year's budget.**
- 5. Approve the recommendation of the Public Works Committee to improve the County's recycling efforts by relocating four cans to the newly expanded Landfill Transfer Site. Also include the estimated costs of \$10,080 for this recycling effort in next year's budget.**
- 6. Confirm the previously approved Board motion to form an in-house construction group. Also approve the recommendation of the Public Works Committee and authorize the hiring of two current employees to staff these positions to take effect July 1, 2008.**

CONSENT AGENDA

9. Following are Consent Agendas for your approval:

a.) [APPROPRIATIONS](#) – Appropriations are attached for your consideration.

b.) [Cisco Systems Network Equipment Upgrade](#) - One of the items on the County's Strategic Information Technology Plan is the replacement of the network infrastructure equipment. This equipment is used to provide network connectivity between County buildings.

c.) [SERVICES FOR DELINQUENT TAX PROPERTIES](#) – An invoice in the amount of \$50.00 for professional services on a delinquent tax property case is attached for your approval.

RECOMMENDATION: Approve items a - c

a.) Approve the appropriations.

b.) Approve the use of Advance Logic Industries' cooperative procurement contract with the City of Radford and Radford City Schools for the purchase and installation of Cisco equipment for a total cost of \$77,165.15.

c.) Approve the invoice in the amount of \$50.00 for professional services of Aubrey J. Rosser, Jr.

APPOINTMENTS

10. A list of [appointments](#) is attached for your consideration.

*Steven Shockley has tendered his resignation from the BZA effective December 31, 2007 due to his recent election to the Board of Supervisors from the Sunburst District. Supervisor Boyer may be prepared to recommend a replacement for the BZA in consultation with Mr. Shockley. BZA appointments are recommendations made by the Board to the Circuit Court for appointment.

MATTERS FROM THE BOARD

11. A few minutes will be scheduled at each meeting to discuss matters from the Board.

AGENCY MINUTES AND REPORTS

12.	Building Inspections Report	June 2007
13.	Building Inspections Report	July 2007
14.	Building Inspections Report	August 2007
15.	Building Inspections Report	September 2007
16.	CCUSA Minutes	August 28, 2007
17.	CCUSA Minutes	September 25, 2007
18.	Campbell County Economic Development Committee Minutes	September 04, 2007
19.	Fire Commission Minutes	October 17, 2007
20.	Public Safety Committee Minutes	November 5, 2007
21.	Expenditure/Revenue Summary	November 2007
22.	Treasurer's Report	November 2007
23.	Undesignated Fund Balance	November 2007

INFORMATION ITEMS

24.	Appointment of Assistant Fire Marshalls	November 09, 2007
25.	Invitation from Litter & Environmental Commission	December 10, 2007
26.	Leesville Lake Association Newsletter	November 2007
27.	Letter of Concern and Administrator's Reply – Tax Rates For Motor Homes and Camping Trailers	November 5, 2007
28.	New Board Member Orientation	November 30, 2007
29.	Thank You from Boolie Martin's Family	November 2007
30.	Timberlake Pride Newsletter	October 2007
31.	VA 2.1.1. – Get Connected Get Answers	October 2007