

ADMINISTRATOR'S REPORT

DATE: September 24, 2007
TO: Board of Supervisors
FROM: R. David Laurell, County Administrator *R. David Laurell* 9/26/2007
RE: October 1, 2007 Board of Supervisor's Meeting

5:00 p.m. [Administration/ Management Services Meeting](#) (Pendleton / Rosser)
7:00 p. m. Call to Order, Invocation by Supervisor Falwell

Approval of Minutes

1. Approval of Minutes - [September 4, 2007](#) - Regular Meeting

PUBLIC HEARINGS

Paul Harvey, Director of Community Development

The following rezoning requests were [advertised for public hearings](#):

2. [PUBLIC HEARING – REQUEST TO REZONE](#)

Rezoning # 08-00239 - Request is from Ronald DeVos, Contract Purchaser and Agent for Lillian Link to rezone .41 +/- acres in the Timberlake Election District from B-LC,C, Business-Limited Commercial, Conditional to B-GC, Business-General Commercial for use of the existing building as a financial service business located at 3696 Waterlick Road, Forest, VA.

RECOMMENDATION: The Planning Commission recommended approval citing good zoning practice by vote of 7-0.

3. [PUBLIC HEARING – REQUEST TO REZONE](#)

Rezoning # 08-00187 - Request is from Russell E. Nixon of Nixon Land Surveying, LLC, and agent for Earnest E. & Terry B. Clark to rezone 5.027 +/- acres in the Concord Election District from A-1, Agricultural to R-MF, Residential-Multi Family for a 6-lot reconfiguration and construction of multi-family duplexes located at 122 Turf Road, Lynchburg, VA.

RECOMMENDATION: The Planning Commission recommended approval citing good zoning practice by vote of 6-0 with one abstention.

4. [PUBLIC HEARING – SPECIAL USE PERMIT](#)

Request #08-00152 - Request from Russell E. & Sandy H. Glass is for a special use permit to construct an attached dwelling unit for occupancy by an immediate family member. The property, 2.43 +/- acres, is located at 455 Runner Stone Court, Evington, VA in the Altavista Election District and zoned R-SF, Residential-Single Family.

RECOMMENDATION: The Planning Commission recommended approval citing convenience by vote of 7-0.

David W. Shreve, County Attorney

5. [PUBLIC HEARING -- AEP Easement Request](#)

A request was received from American Electric Power for an easement to cross an unnamed right-of-way near its intersection with Bumgarner Drive in the Timberlake Election District (see attached [aerial view](#)). Virginia Code 15.2-1800 requires a public hearing (see attached [advertisement](#)) and if approved signing of the attached [agreement](#).

RECOMMENDATION: Staff recommends that the Board hold a public hearing on this matter and if satisfied, authorize the County Administrator to execute documents granting AEP the easement.

6. [PUBLIC HEARING – No Wake Zone – Leesville Lake](#)

At their August 20, 2007 meeting the Board gave staff permission to [advertise for a public hearing](#) on the following:

A [request](#) was received from the Runaway Bay Homeowner's Association (RBHOA) for the establishment of a no-wake zone within Leesville Lake near the Runaway Bay community, based on concerns related to high-speed watercraft causing dangerous rocking of the floating docks prevalent there. The Virginia Code at 29.1-744(D) sets forth the procedure for the establishment of the zone. The County must enact an [ordinance](#), after [notice to](#) the Department of Game and Inland Fisheries, establishing the zone and then hold a public hearing prior to passage.

RECOMMENDATION: Staff recommends the Board update the County Code to add a no-wake zone to Leesville Lake in four coves within the Runaway Bay subdivision.

ADMINISTRATOR'S ITEMS

Mike Davidson, Economic Development Director

7. [Dearing Ford Business and Manufacturing Center Phase II](#)
(5 minutes)

The Board at their November 21, 2005 authorized the release of an RFB for the construction of an industrial access road and entrance to Dearing Ford Business and Manufacturing Center and at their May 15, 2006 meeting approved the submission of a grant application to the Tobacco Indemnification and Community Revitalization Commission for the construction. In August 2006, the Tobacco Commission awarded Campbell County \$250,000 in----- grant funding for this purpose. Purchasing released a properly advertised RFB, a pre-construction meeting was held and three proposals were received. The low bidder was Haymes Brothers at \$372,667. A 15% contingency in the amount of \$55,900 is requested as there are always issues with construction projects that can not be predicted.

During development of the project it was determined that the existing right of way and construction easements are very tight, and the engineer is recommending that the water line be extended from Dearing Ford Road approximately 700 feet along the length of the new road during this project so as not to damage the road at a later date. A [Request for Water Line Extension – Dearing Ford](#) is included (see also, attached [letter from CCUSA](#)) and the cost of the water line is included in the bid price. Sufficient funds for this project have been budgeted in the CIP.

RECOMMENDATION: Staff recommends Board approval of the extension of the waterline into Phase II of Dearing Ford Business & Manufacturing Center. Additionally, staff recommends the Board of Supervisors authorize the award of the contract for the Dearing Ford Business & Manufacturing Center Phase II construction of an industrial access road and entrance and water line to Haymes Brothers for an amount not to exceed \$428,567.00; and authorize the County Administrator to execute the contract, pending legal review.

R. David Laurell, County Administrator

8. [Tax Exemption Request – Altavista Adult Day Care Center](#) –
(5 minutes)

At the June 4, 2007 meeting, the Board held a public hearing on a request made by the Altavista Adult Day Care Center for tax exemption from real estate taxes for their property located at 103 Avoca Lane, Altavista. A representative from the organization was present and spoke in favor of the exemption. No one spoke against it, and the request was tabled to determine if a formula by which such requests could be evaluated simply and consistently could be established. Such a formula was established at the last meeting on September 17, 2007. The [proposed ordinance](#) is attached as is the [legal notice](#) that appeared to advertise the June 4, 2007 public hearing.

RECOMMENDATION: Staff recommends the Board approve the request of Altavista Adult Day Care Center for tax exemption of the real estate it owns at 103 Avoca Lane, Altavista.

9. [Tax Exemption Request – DePaul Family Services](#) – (5 minutes)

At the June 4, 2007 meeting, the Board held a public hearing on a request made by DePaul Family Services for tax exemption from real estate taxes for their property located at 250 Phillips Lane, Rustburg. A representative from the organization was present and spoke in favor of the exemption. No one spoke against it, and the requests was tabled to determine if a formula by which such requests could be evaluated simply and consistently could be established. Such a formula was established at the last meeting on September 17, 2007. The [proposed ordinance](#) is attached as is the [legal notice](#) that appeared to advertise the June 4, 2007 public hearing.

RECOMMENDATION: Staff recommends the Board approve the request of DePaul Family Services for tax exemption of the real estate it owns at 250 Phillips Lane, Rustburg.

10. [Placement of Buoys in Runaway Bay – Leesville Lake](#) (5 minutes)

A request was received from the Runaway Bay Homeowner’s Association (RBHOA) for the establishment of a no-wake zone and placement, at the expense of RBHOA, of buoys in the larger coves within Leesville Lake near the Runaway Bay community. The Board must first establish a no-wake zone after a public hearing. Once established, the Board of Supervisors must receive and review an [application for placement of buoys](#) which RBHOA has prepared and it is attached for your review.

RECOMMENDATION: Staff recommends the Board review and approve the application

by RBHOA for the placement of no-wake buoys in the larger coves of Leesville Lake within the Runaway Bay subdivision, and authorize staff to forward the application to DGIF for action.

11. [County Liability Insurance Coverage Increase](#) (10 Minutes)

As a part of the County's multi-year communications system upgrade project, two new radio repeater sites need to be located in the Brookneal and Concord areas to improve portable radio coverage. SSI Services, the County's consultant, has located suitable radio tower locations to install the required repeaters. These towers owned by U.S. Cellular will provide the County the most cost effective way to supply the required coverage. Lease requirements include \$5,000,000 liability insurance coverage by the County. Research of previously signed radio tower leases the County has entered into indicates the \$5,000,000 liability requirement is not unusual. The County currently carries a \$2,000,000 liability insurance policy through VML and increasing our liability coverage to \$5,000,000 will increase our annual insurance premium by about \$6,265.

RECOMMENDATION: Staff recommends the Board authorize an increase in County liability coverage to \$5,000,000 for the term of U.S. Cellular tower leases with the current fiscal year premium increase being funded from communications upgrade CIP funds and future year premiums being funded through the normal budgeting process.

CONSENT AGENDA

12. Following are Consent Agendas for your approval:

- a.) [Appropriations](#) – A list of appropriations is attached for your approval.
- b.) [AS/400 Computer System Upgrade](#) - CCADM 014-FY08 - Sealed bids were solicited for the AS/400 upgrade.
- c.) [COUNTY ATTORNEY FEES](#) – An invoice for services in the amount of \$3,255.00 is attached for your approval.
- d.) [COURT REPORTER APPEARANCE FEES](#) – An invoice for the County's share of the appearance of a court reporter at the August 9, 2007 hearing is attached for your approval.
- e.) [Social Services Building Floor Renovations](#) - CCADM 016-FY08 - Quotes were solicited for interior renovations to the Social Services Building. \$12,000.00 is allocated to fund this project under 4-100-053100-3310, Social Services, Maintenance/Repairs-Buildings. Staff is requesting

the remainder of funds come out of the Facility Upgrades line item, 4-302-94400-0085, to cover the quote from Owen Building and an additional \$3,000.00 for contingencies if needed.

f.) [Tennis Court Renovations](#) - CCADM 015-FY08 - Sealed bids were solicited for renovations to four tennis courts at William Campbell High School.

RECOMMENDATIONS: Approve items – a - f

a.) Approve the appropriations

b.) Approve the bid proposal of CAS Severn, Laurel Maryland for the purchase and installation of the AS/400 Computer System upgrade for a total cost of \$73,140.00

c.) Approve the County Attorney Invoices.

d.) Approve invoice for court reporter appearance fees.

e.) Accept the bid proposal of Owen Building and remodeling for renovations to the Social Services Building, and approve a total expenditure of up to \$18,500.00, out of the above mentioned line items, to allow for contingencies, if needed.

f.) Accept the low bid of Lawhorne Brothers, Inc., Lynchburg, Virginia, for renovations to four tennis courts at William Campbell High School for a total cost of \$46,000.

MATTERS FROM THE BOARD

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

NOTE: As an information item please note that the state is currently going through a process to determine what type of funding reductions will occur during the current fiscal year due to unexpected cuts in state funding to localities. Additional information will be provided to the Board as it becomes available. It is my understanding that the Governor is expected to make a final report available sometime in October. Staff is working with all affected areas in preparing to provide recommendations on how to address a reduction in state funds for the current fiscal year.

NOTE: Please note item #21 below, which is an invitation to the annual dinner meeting of the Region 2000 Partnership. Please advise staff of those interested in attending so we can make the final reservations.

NOTE: Please note item #27 below, which is a new audit requirement for Sheriff's Offices that may require a supplemental appropriation at a later date.

AGENCY MINUTES AND REPORTS

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|-----|---|--------------------|
| 14. | Litter & Environmental Commission Minutes | May 14, 20007 |
| 15. | Expenditure/Revenue Summary | September 13, 2007 |
| 16. | School Board Minutes | August 20, 2007 |
| 17. | School Board Minutes – Special Meeting | August 27, 2007 |

INFORMATION ITEMS

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|-----|--|-----------------------|
| 18. | Disaster Designation – Thank You for Your Request | September 06, 2007 |
| 19. | Disaster Designation Letter from Governor Kaine | September 14, 2007 |
| 20. | Invitation to the Central Virginia Land Conservancy | October 11, 2007 |
| 21. | Invitation to VA Region 2000 Partnership Annual Dinner Meeting | October 18, 2007 |
| 22. | Mt. Olivet Road – Watch for Children Signs | September 12, 2007 |
| 23. | Report on Delinquent Taxes | September 15, 2007 |
| 24. | Report on Public Nuisances | September 15, 2007 |
| 25. | Report on Taxes Collected | September 15, 2007 |
| 26. | Report on Zoning Violations | September 15, 2007 |
| 27. | Sheriff's Office Audit | September 17,
2007 |
| 28. | VA Sesquicentennial of the American Civil War Commission | September 17, 2007 |