

## ADMINISTRATOR'S REPORT

November 12, 2008

TO: Board of Supervisors

FROM: R. David Laurrell, County Administrator *R. David Laurrell 11/12/08*

RE: November 17, 2007 Board of Supervisors Meeting

11:00 a.m. [Public Works Committee](#) (Puckett / Rosser)

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

7:00 p.m. December 2, 2008 - [Joint Committee Meeting](#) (Gunter / Rosser)

### Approval of Minutes

1. [October 10, 2008](#) – Planning Session

[October 30, 2008](#) – Joint Dinner with the Towns of Altavista and Brookneal

[November 3, 2008](#) – Regular Meeting

### PUBLIC HEARING

Kristin Wright, Staff Attorney

#### 2. PUBLIC HEARING – WELL EASEMENT REQUEST

A.J. Thompson, a citizen within the Altavista Election District, has requested an easement from the County to encompass existing wells discovered to be within the right-of-way, but beyond the state-maintained portion, of Blue Ridge Lane. This request was received by Community Development Director Paul Harvey who prepared the attached [staff report](#), [plat](#), and [aerial map](#). Also attached are a [Deed of Easement](#) and the [public notice](#), required by Virginia Code 15.2-1800, that appeared in the Lynchburg News & Advance on November 9, 2008.

**RECOMMENDATION: Staff recommends the Board hold a public hearing on this matter and if**

satisfied, authorize the County Administrator to execute documents granting the well easement.

### APPEARANCES

Shameka Wright, Human Resource Generalist

### 3. INTRODUCTION OF NEW EMPLOYEES

Shameka Wright would like to introduce the following new staff members:

Brian Gleason – Administrative Aide - Administration

Sandra Shackelford – Planner – Community Development

Don Austin, Residency Administrator

### 4. VIRGINIA DEPARTMENT OF TRANSPORTATION MATTERS

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

The following are resolutions to add streets to the Campbell County Secondary Road System:

1. [Concord Estates](#) – A resolution to add Frost Drive, Stallion Court, Walking Trail Drive and Trotter Lane in the Concord District to the secondary road system is attached.
2. [Leesville Road Estates](#) – A resolution to add David’s Way, Crystal Lane, Tyler Court, Ryan Drive, Cooper Way and Garnett Court in the Sunburst District to the secondary road system is attached.
3. [Russell Meadows Subdivision](#) - A resolution to add Ford Terrace, Mantle Drive, Heather Drive and Jeter Court in the Seneca District to the secondary road system is attached.
4. [Walnut Hills Subdivision](#) – A resolution to add Armistead Lane, Mosby Court, Semmes Court and Kershaw Drive in the Seneca District to the secondary road system is attached.
5. [Livestock Road](#) – A resolution to adopt the newly constructed portion of Livestock Road (Rt. 674) in the Rustburg District to the secondary road system is attached.

([Sketch](#) is also attached.)

6. [Carden Lane](#) – A resolution to adopt the newly constructed Carden Lane (Rt. 955) in the Rustburg District to the secondary road system is attached. ([Sketch](#) is also attached).

**RECOMENDATION: Approve the additions of new streets in the Concord Estates Subdivision, Leesville Road Estates Subdivision, Russell Meadows Subdivision, Walnut Hills Subdivision and the addition of Livestock Road and Carden Lane.**

### ADMINISTRATOR'S ITEMS

Michael Daly, Department of Youth, Adult and Community Services

5. [VDHR Cost Share Program](#) (15 minutes)

At its August 18<sup>th</sup> meeting, the Board requested to have a representative from the Virginia Department of Historic Resources (VDHR) to elaborate on the benefits to the locality to update the County's historic site inventory. Bob Carter, Director of the Division of Community Services for VDHR, will provide additional information and answer any questions to aid in the decision whether or not to participate in the Cost Share Grant Program.

If the Board of Supervisors would like to move forward with the VDHR Cost share grant program to create a Countywide inventory staff would include this in the departmental priorities and initiatives for FY 2010 and, if funded, convene a local group to assist with identification of potential properties. The local share cost would be between \$12,500 and \$17,500.

**RECOMMENDATION: Staff recommends the Board determine if this project should be a priority at this time and be included in the FY 2010 budget priorities.**

Mike Davidson, Economic Development Director

6. [Campbell County Incentive Policy](#) (10 minutes)

The Campbell County Board of Supervisors adopted a formal Industrial Incentive Policy in August of 2002 and a revised Industrial Incentive Policy in August 2005. Staff has reviewed the existing policy and made some suggested edits to bring the policy more in line with current conditions. Included is a collection of recommendations by the Economic Development Commission and Campbell County staff including the Community Development Department. Attached are three documents: a clean copy of the [revised Incentive policy](#), the [version in edit format](#), and a [sheet with examples](#) of recent expansion projects and how the change in the employment grant numbers would affect the Return on Investments (ROI).

**RECOMMENDATION: The Economic Development Commission, CED Committee and staff are**

**requesting the Board of Supervisors review the Draft Incentive Policy, suggest changes as necessary, and adopt a revised Incentive Policy to assist with Economic Development activities in Campbell County.**

7. [Virginia Fishing Trail](#) (15 minutes)

In late 2007, a Franklin County representative contacted the Virginia Tourism Corporation to inquire about developing and promoting a fishing trail to attract visitors/tourists. From that inquiry, the Virginia Tourism Corporation and the Department of Game and Inland Fisheries held discussions that led to meetings of potential stakeholders to determine the interest level and define the project scope. It is clear that fishing and outdoor recreation have a significant impact on Virginia's economy and a state sponsored fishing trail could have a positive impact on Campbell County by better utilizing our natural assets of Leesville Lake, the James River and the Staunton River. A [White paper \(copy attached\)](#) has been produced outlining the proposed cooperative marketing initiative. Also attached is a copy of a [map of the proposed area](#) included in the Virginia Fishing Trail.

Each interested locality is being asked to consider two actions. <sup>(1)</sup> First is to commit to \$500.00 as initial marketing funds. These funds would serve as local match for other grants applications and are available in the FY09 Tourism line item to cover these preliminary costs. Funds in this amount are available in the Economic Development budget for tourism activities.

<sup>(2)</sup> Second is to adopt either a resolution or [letter of support \(attached\)](#) for the Fishing Trail effort.

Staff believes this program can have a positive impact on the county particularly the Altavista, Brookneal, and Leesville Lake areas.

**RECOMMENDATION: The CED Committee and staff are recommending the Board of Supervisors consider the proposal, authorize the County Administrator to sign the attached letter of support, and at this time commit to funding of \$500.00 to provide marketing funds to get this effort underway.**

Alan Lane, Director of Management Services

8. [Solid Waste Management Fund Type](#)

The County established a separate Solid Waste Management Fund in FY08 in order to segregate and better track the revenue and expenses associated with the Landfill and Transfer Site Operations. Now that the County is participating in a regional solid waste authority (Region 2000 Services Authority), we need to designate our Solid Waste Management Fund as a *Special Revenue Fund* for accounting purposes. This will segregate the fund in our annual audit as originally intended. The Board needs to take formal action to designate this fund for this purpose by expressing the County's intent to earmark

current and future revenues for solid waste services.

**RECOMMENDATION: In order to designate the County Solid Waste Management Fund as a *Special Revenue Fund* for accounting purposes, staff requests that the Board express its intention to earmark current and future revenue associated with the solid waste management program to the County's Solid Waste Management Fund.**

Mary H. Pascale, Director of Operations, Recreation

9. [Recreational Access Grant Resolution](#) - (10 minutes)

In 1997 the Board of Supervisors adopted a plan to purchase property to develop four local parks; one being in each of the high school service areas as well as one larger county wide park to serve the county as a whole. Altavista's English Park completed a master plan and received approval from all governmental bodies to move forward with the development of the property.

The Park located in the Town of Altavista is currently accessible to the public by a footbridge, which is limited to foot traffic and the only vehicular access is an easement road which is not an acceptable public access way. The English Park committee would like to start development of the park property, and they recommend allocating \$115,000.00 from the CIP for matching funds to assist with the development of a roadway into the park. Applying for the VDOT Recreational Access Grant ([proposal attached](#)) could supply additional funds to implement an entrance and roadway leading to the first large parking lot ([see-attached map](#)). Please find attached the following support documents:

[Support Resolution for the Board of Supervisors](#)

[Performance Improvement Objective \(PIO\) Narrative and Schedule](#) and [Road & Bikeway map](#)

[English Park CIP Budget sheet](#)

The Board needs to be aware that the amounts listed on the project budget in the amount of \$540,000 most likely will not meet the project costs for the entire roadway using plant mix asphalt. With the current fluctuations in paving costs VDOT and Public Works estimate costs for the entire 2,100 feet, using plant mix, could cost upward of \$750,000. The Board may want to authorize application for the grant as written and then after bidding determine whether to move forward if bids come in lower than estimates or using a revised project scope at that time, or direct staff to revise the grant application at this time based on current estimates. The next round of funding for English Park from County CIP funds is not scheduled until July of 2012 in the amount of \$200,000.

Additionally the Board needs to be aware that the County's project manager is currently dedicated to other projects through the spring of 2011 and would not be able to manage this project. Locally

administered road projects require a significant amount of time and coordination. Moving this project and other park development projects forward as originally planned would require the County to move forward with bringing the Park Development Managers on board next summer. This position would replace the current contracted park development assistance from the County's retired recreation director as his contract expires. If the Board decides not to commit to the Park Development Manager then park projects in general would move forward at a slower pace as time allowed, and a contracted project manager would be needed to work on this project.

As our partner in this joint project, the Altavista Town Council was required to adopt a parallel resolution, which they did at their regular meeting on November 11, 2008.

**RECOMMENDATION: The English Park Committee, the Advisory Council and staff recommend the Board approve the attached Recreational Access Grant Resolution so staff may proceed with the application for the VDOT Recreational Access Grant with the understanding that the final scope of the project may need to be altered and the park development manager position would need to be addressed as originally planned.**

Richard M. Verilla, Director Social Services

10. [Campbell County Social Services Annual Report](#) (10 minutes)

The 2007-08 Campbell County Social Services annual report is attached. The DSS Director requests a few minutes to review the highlights of this [annual report](#). (Paper copy provided separately.)

**RECOMMENDATION: Staff recommends the Board accept the 2007-08 Campbell County Department of Social Services annual report.**

R. David Laurell, County Administrator

11. [CANCELLATION OF DECEMBER 15, 2008 MEETING](#) (3 minutes)

When there is no business that needs to be addressed before the first meeting in January, the Board traditionally cancels the second meeting in December. Staff is not aware of any pressing issues at this time. In the event something important arose, the meeting would be held as scheduled with no less than one-week advance notice.

**RECOMMENDATION: Please advise staff if the Board would like to tentatively cancel the December 15, 2008 regular meeting, subject to something arising that would require a meeting.**

12. CONSENT AGENDA:

a.) APPROPRIATIONS – [Appropriations](#) are attached for your review. Backup document for [appropriations #20081117-02](#) is attached.

**RECOMMENDATION: a.) Approve the appropriations.**

**MATTERS FROM THE BOARD**

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

\*\*\*\*\*

**AGENCY MINUTES AND REPORTS**

14. [Administration / Management Services Committee](#) November 3, 2008

15. [Brookneal Campbell County Airport Authority](#) September 24, 2008

16. [Campbell County Economic Commission](#) July 17, 2008

17. [Community & Economic Development Committee](#) September 2, 2008

18. [Fire Commission](#) October 5, 2008

19. [Rescue Squad Commission](#) October 8, 2008

**INFORMATION ITEMS**

20. [Boxley – Flat Creek Blog Postings](#) October 23, 2008

21. [Department of Conservation & Recreation Amendments](#) October 24, 2008

22. [Undesignated Fund Balance](#) October 2008

23. [Undesignated Cash Balance](#) October 2008