

ADMINISTRATOR'S REPORT

DATE: March 25, 2011
TO: Board of Supervisors
FROM: R. David Laurrell, County Administrator *R. David Laurrell 3/30/2011*
RE: April 5, 2011 Board of Supervisors Meeting

2:00 p. m. Administration /Human Services Committee – [Agenda](#)
(Gunter / Rosser) Board Multi-Use Room

4:00 p. m. Call to Order, Invocation by Supervisor Puckett

5:00 p.m. Work Session – Redistricting

6:00 p.m. Break for Dinner

7:00 p.m. Public Hearing

Next Meetings:

Thursday, April 7th - 6:00 p.m. - Budget Workshop (Board Multi-Use Room)

Tuesday, April 19th - 4:00 p.m. – Final Budget Workshop – 4 PM to 5 PM
Redistricting Workshop and Public Hearing on New
Maps – 5 PM to 6 PM

APPEARANCES

Elizabeth Williams, Relay for Life Co-Chair

1. [PRESENTATION BY AMERICAN CANCER SOCIETY RELAY FOR LIFE](#)

The Campbell County Relay for Life received a National Award for the 2010 event on Thursday, January 13, 2011. Elizabeth Williams, Anne Williams and Vickie Walker would like to present the Board with the plaque and request it be placed alongside the existing award located in the Citizen Services Building. They will also be requesting permission to change the basic light bulbs on the Historic Courthouse and other county buildings in the area to a purple light bulb as a symbol of community support for the Relay for Life. The Campbell County East/Rustburg Relay for Life Event will be held at Rustburg High School on Friday, April 29 – Saturday, April 30, 2011.

RECOMMENDATION: Staff recommends the Board recognize Elizabeth Williams, Anne Williams and Vickie Walker and receive the award plaque. Additionally, staff recommends the Board grant permission to change the light bulbs on the County buildings to purple bulbs during the week of the Relay for Life and authorize maintenance personnel to assist them toward that endeavor.

ADMINISTRATOR'S ITEMS

Nan Carmack, Library Director

2. [REGION 2000 REGIONAL LIBRARY EXPLORATION](#) (15 Minutes)

Nan Carmack, Campbell County Library Director and Region 2000 Project Manager, Bob White, would like to present the [Region 2000 Regional Library Exploration Taskforce report](#) and request \$5,000 to match Bedford County and Lynchburg to support the retention of a consultant to study this project on a more detailed level ([supplemental attached](#)). The total project is estimated at \$15,000 for all three localities.

RECOMMENDATION: Staff recommends funding \$5,000 from the Undesignated General Fund Balance to retain a consultant for further study of the Region 2000 Regional Library Exploration Project in conjunction with Bedford County and the City of Lynchburg, subject to funding approval by the remaining localities.

Pam Cooke, Director of the Victim Witness Program

3. [RESOLUTION - VICTIMS RIGHTS WEEK](#) (3 minutes)

Pam Cooke, Director of the Victim Witness Program would like to request the Board to adopt the attached resolution designating the week of April 10-16, 2011 as Campbell County Crime Victims' Rights Week. Ms. Cooke would also like to invite the Board and staff to attend a recognition ceremony followed by a breakfast on April 12th at 8:30 a.m. in the Campbell County Circuit Court, commemorating that week ([invitation attached](#)). Ms. Cooke has requested Chairman Shockley present the resolution at the ceremony, or an alternate Board member if he is not available.

RECOMMENDATION: Staff recommends the Board adopt the attached resolution to designate the week of April 10-16, 2011 as Campbell County Crime Victims' Rights Week and recognize Pam Cooke who would like to comment on the resolution.

Mike Davidson, Economic Development Director

4. [LYNCHBURG AIRSHOW](#) (5 minutes)

The Board authorized, at their December 6, 2010 meeting, county staff to act as fiscal agent for the Lynchburg Regional Air Show by establishing revenue and expenditure accounts and processing payments of invoices submitted. Presently the Board approves supplemental appropriations of revenue into an expenditure line item before a disbursement can be made. Given the timing of the Air Show needs for disbursements, staff is requesting the Board authorize the County Administrator to approve supplemental appropriations and the transfer of that revenue generated by the Air Show into the Air Show expenditure line item. The County Administrator would then include those supplemental appropriations and transfers on a future Board agenda with other County Administrator approved appropriations.

RECOMMENDATION: Staff recommends the Board authorize the County Administrator to approve supplemental appropriations into the proper line items for the Lynchburg Regional Air Show to facilitate timely payment of bills for the Air Show.

Alan Lane, Director of Management Services

5. [PRESENTATION OF COUNTY FY2012 BUDGET REQUEST](#) (10 minutes)

Staff would like to distribute the budget books for the proposed FY 2012 County budget and give the Board a brief review of the budget. An in depth review of the budget will be done at the scheduled budget workshop on Thursday, April 7th at 6:00 p.m. in the Board Multi Use Room.

RECOMMENDATION: No action required. Please review the budget books prior to the budget workshop on Thursday, April 7 at 6:00 p.m.

Dr. Robert Johnson, Superintendent of Campbell County Schools

6. [PRESENTATION OF SCHOOLS FY2012 BUDGET REQUEST](#) (15 minutes)

Dr. Johnson would like to distribute and provide an overview of the Fiscal Year 2012 Budget Request from Campbell County Schools. Time is scheduled for general questions at this meeting. Specific review of the entire County budget is scheduled for the April 7th budget workshop at 6:00 p.m.

RECOMMENDATION: No action required. Accept the budget request for further review at the April 7th budget workshop at 6:00 p.m.

Clifton M. Tweedy, Deputy County Administrator

7. [GLADYS ELEMENTARY OPTIONS](#) (15 minutes)

Last year the School Board voted to close the Gladys Elementary facility and just recently voted to declare the property surplus. They will shortly be turning over the facility to the County for a decision by the Board on its future use. County staff has visited the Gladys Elementary site twice and met with School maintenance personnel to gather information about the facility. Based on this information, a number of issues must be considered concerning the future of the building and grounds. Staff is requesting the Board review the attached list, which is general in nature. The costs estimates are preliminary.

There are a number of options for disposition of the building as outlined on the attached memorandum that staff would like to briefly review with the Board. Prior to making a final recommendation staff would like to conduct a community meeting in the Gladys area to explain the options to area residents and get preliminary feedback on what the community would like to recommend. Staff would bring back a final recommendation at the Board's June 7th meeting.

One item that we need to address outside of the building and grounds is the need to retrofit the water system to provide a fire suppression water supply for the Gladys area. The fire company

currently uses the existing water supply at the school for emergency water. If the existing water system is taken out of commission for potable water to the building we would like to investigate using the same well and installing an on-ground, non-potable water tank for their use. This would be the preferred option if the Board decides to keep the property in some form. An option would be to locate a tank on the fire company grounds and look at the need to drill a new well to service the tank. The CCUSA is in the process of dismantling the old water system in Concord and has an 18,000 gallon tank that could be used for this purpose. The Utilities Authority has agreed to donate this tank to the County for use in providing water to Gladys Fire Company. The estimated cost to retrofit the existing system or to place the tank on the fire company site is approximately \$30,000. Funding for this would come from the Capital Improvement Fund – Reserve for Future Commitments if approved by the Board. When the final cost estimates are developed for this project if the total cost exceeded that amount staff would update the Board and request the additional funding.

RECOMMENDATION: Staff recommends the Board authorize staff to hold a community meeting in the Gladys area to inform residents on the status of the school and the costs associated with several options and report back to the Board at your regular June 7th meeting for final action on disposition of the building and grounds. Additionally, staff recommends the Board authorize staff to accept the on-ground water tank from CCUSA and provide a non-potable water supply for use by Public Safety agencies in the Gladys area to replace the existing potable water supply at the school; and, authorizes an appropriation for this purpose in an amount not exceed \$30,000 from the Capital Improvement Fund – Reserve for Future Commitments.

8. [CCADM 010-FY11; TRANSFER SITE MAINTENANCE](#)

The Campbell County Department of Public Works is responsible for maintaining eight (8) transfer site waste locations ([please see list attached](#)) throughout the County and currently pays \$57,600 annually for the maintenance of these eight (8) sites.

An Invitation for Bid (IFB) was issued on February 25, 2011 seeking written bids from qualified Contractors for the maintenance of these sites. Bidders were encouraged to bid on any individual site or any combination of sites. A [spreadsheet is attached](#) showing the bid results and payments shall be made to Contractors on a monthly basis, from line item 4-515-42300-3250, Contracted Site Attendants. The total bid when combined for all eight sites is \$59,976, an increase of \$2,196 over the current cost.

RECOMMENDATION: Staff recommends the lowest responsive and responsible bid for each transfer site be accepted as follows for a total award in the amount of \$59,796.00 annually for a three (3) year contract period:

• Concord Transfer Site	Troy Jones	\$ 6,600/Annually
• Three Forks Transfer Site	Troy Jones	\$ 6,600/Annually
• Falling River Transfer Site	Robert “Eddie” Scott	\$ 6,600/Annually
• Brookneal Transfer Site	Earl Pillow	\$ 5,484/Annually
• Gladys Transfer Site	Gladys Ruritan Club	\$ 6,600/Annually
• Hodges Transfer Site	Thomas Thurman	\$ 5,520/Annually
• Altavista Transfer Site	MWT Properties	\$11,196/Annually
• Evington Transfer Site	MWT Properties	\$11,196/Annually

9. HIGHWAY MATTERS (5 MINUTES)

a.) Status of Outstanding Highway Matters – There are no outstanding highway matters to discuss at this time.

RECOMMENDATION: This is information only. Any action items follow in section b.

b.) Highway Matters Action Items – There are no action items for this meeting.

RECOMMEDATION: No action is required.

c.) A few minutes will be scheduled at each meeting for Supervisors to voice any questions or concerns regarding highway matters. Requests will be forwarded to VDOT as appropriate.

Note: Supervisor Goldsmith provided staff with a request from the Evington Community to request VDOT to designate Route 24 from Route 29 to the Bedford County line as a Scenic Byway. Staff is currently compiling additional information from VDOT on this process to present the request to the Board for consideration at the Board's regular May 2nd meeting.

RECOMMENDATION: Please provide staff with any highway matters the Board has or that need to be passed along to VDOT.

10. CONSENT AGENDA

a.) [APPROPRIATIONS](#)

A list of appropriations is attached for the Board's consideration.

b.) [BASEBALL TRIP](#)

The Recreation Department coordinates several trips each year, such as outings to major league sporting events, beach trips, cruises, shopping trips, etc. All trips are paid in full by the community participants who take advantage of this benefit provided by Campbell County. There is no cost to the County.

A Request for Quotation (RFQ) was recently issued to three vendors for a baseball trip to see the Baltimore Orioles vs. The New York Yankees in Baltimore, Maryland on August 28, 2011. The trip will have a minimum of forty (40) participants and a maximum of fifty (50). Only one quotation was received as follows: Travel Lovers, Lynchburg, Virginia - \$105.00 per person

c.) [COUNTY ATTORNEY INVOICE](#)

An invoice for services rendered in the amount of \$6,614.69 is included for the Board's consideration.

d.) [MOWING SERVICES; CCADM 015-FY11](#)

Recently an Invitation for Bid (IFB) was issued to procure services for mowing the ninety (90) acres of athletic fields and twenty nine (29) acres of parks, as well as the bush-hogging of English Park. During the growing season these sites are mowed on a weekly basis, or as requested based on weather conditions and the bush-hogging is done monthly or as needed.

Twelve (12) bids were received with eleven (11) being responsive. The low bid was submitted by Jeff's Lawn Care, Gladys, Virginia. Please see the [attached spreadsheet](#) for a summary of all bids received. Bids were provided on a per field/per cut basis.

Funding for mowing services is paid from line item #4-100-043400-3327, Maintenance Contract – Ball Field Mowing.

e.) [GRANT PURCHASE OF PANASONIC TOUGHBOOKS, MOUNTS & DOCKING STATIONS](#)

The Campbell County Sheriff's Department was awarded a Buffer Zone Protection Plan Grant from the Virginia Department of Emergency Management for the purchase of Panasonic CF-30 Toughbooks (portable vehicle computers), including the hardware necessary for mounting in patrol/pursuit vehicles. Twenty-eight (28) Toughbooks were purchased in May 2010 and the grant reimbursed 100% of the total purchase price of these computers. There are remaining funds available to purchase an additional seven units from the grant.

An Invitation for Bid (IFB) was recently issued and ten (10) bids were received ([summary attached](#)). Sufficient funds, remaining from the grant, for the purchase of these Toughbooks is available in line item 4-100-031705-8118.

RECOMMENDATIONS:

- a.) **Approve the appropriations as presented;**
- b.) **Accept the quote from Travel Lovers, Lynchburg, Virginia, for the procurement of a baseball trip in August 2011.**
- c.) **Approve the county attorney invoice for \$6,614.69;**
- d.) **Accept the lowest responsive and responsible bid from Jeff's Lawn Care for the provision of mowing services for County athletic fields and park sites, and bush-hogging of English Park in Altavista;**
- e.) **Accept the lowest responsive and responsible bid from Mooring Tech, Inc. in the amount of \$27,429.00 be accepted for the purchase of seven (7) Panasonic CF-30 Toughbooks, three (3) Mounts and three (3) Docking Stations.**

MATTERS FROM THE BOARD

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

WORK SESSION

- 12. 5:00 p.m. REDISTRICTING WORKSHOP - [Agenda](#)
- 13. 6:00 – 7:00 p.m. – Break for Dinner

PUBLIC HEARING

7:00 p.m. A PUBLIC HEARING was advertised ([ad attached](#)) for the following:

- 14. [PUBLIC HEARING – SPECIAL USE PERMIT REQUEST FROM THANE BIERWERT TO OPERATE A PRIVATE LANDING STRIP ON PROPERTY ZONED A-1, AGRICULTURAL LOCATED AT 390 ROUNDABOUT HILL.](#)

Special Use Permit Request #11-00819 from Thane Bierwert for a special use permit to operate a private grass landing strip 50’ x 925’ for a small, private airplane on his 30.03± acres. The property is located at 390 Roundabout Hill, Evington, Virginia and is in the Altavista Election District.

The Planning Commission recommended the following conditions: 1) the applicant utilizes the site in conformance with the use described in the narrative on the site plan dated January 31, 2011; 2) no landing will be allowed between sunset and sunrise; and 3) the applicant will get feedback from the regional airport authority and commission prior to the Board of Supervisors meeting.

RECOMMENDATION: The Planning Commission recommended approval of this request with the conditions listed above by a vote of 7-0.

AGENCY MINUTES AND REPORTS

- 15. [Library Board](#) Feb. 22, 2011
- 16. [Planning Commission](#) Feb. 28, 2011
- 17. [Recreation Advisory Council](#) Feb. 8, 2011
- 18. [Robert E. Lee Soil and Water Conservation District](#) Feb. 24, 2011
- 19. [School Board](#) Feb. 14, 2011

INFORMATION ITEMS

- | | | |
|-----|--|-----------------------|
| 20. | <u>Business Appreciation Week and Luncheon</u> | March 22, 2011 |
| 21. | <u>Livestock Road Landfill – Barnett Letter and Response</u> | March 23, 2011 |
| 22. | <u>Livestock Road Landfill – Greenlaw Letter and Response</u> | March 18, 2011 |
| 23. | <u>Livestock Road Landfill – Luchs Letter and Response</u> | March 20, 2011 |
| 24. | <u>Livestock Road Landfill – Onken Letter and Response</u> | March 18, 2011 |
| 25. | <u>Notification of Virginia Redistricting Hearings</u> | March and April, 2011 |
| 26. | <u>Progress Printing Incentives</u> | March 22, 2011 |
| 27. | <u>Region 2000 – Local Government Council Annual Dinner Invitation</u> | April 21, 2011 |
| 28. | <u>Report – Expenditure – Revenue Summary</u> | March 2011 |
| 29. | <u>Report – Collection of Delinquent Taxes</u> | March 2011 |
| 30. | <u>Report – Delinquent Taxes</u> | March 2011 |
| 31. | <u>Report – Undesignated Cash Balance</u> | Feb. 2011 |
| 32. | <u>Report – Undesignated Fund Balance</u> | Feb. 2011 |
| 33. | <u>The Committee to Advance the TransDomion Express</u> | March 14, 2011 |

2011 MEETING SCHEDULE

MEETING SCHEDULE UPDATE FOR 2011 – Beginning April 1, 2011 the Board's regular meeting schedule will move to the first Tuesday of the month at 4 PM.

Items marked with asterisk (*) are changed from previously published schedule
Underlined items are special meetings

Thursday, April 7th –

6 PM – Budget Workshop –
Board Level Multi-Use Room

Tuesday, April 19th –

4 PM – Regular Board Workshop – Final Budget and Census/Redistricting –
Board Level Multi-Use Room

Monday, May 2nd –

2 PM – Public Works/Community and Economic Development Committee –
Board Level Multi-Use Room (Pendleton/Puckett)
4 PM – Regular Administrative Business Meeting
6 PM – Dinner Break
7 PM – Public Hearings – Including Reassessment and Budget

*Tuesday, May 3rd – 11:45 a.m. - **Business Appreciation Lunch** – Hyland Heights Baptist Church

Tuesday, May 17th – 4 PM – No Board workshop currently scheduled

Tuesday, May 24th – 7 PM – Joint Committee Meeting –
Campbell County Technical Center (Pendleton/Shockley)

Tuesday, June 7th –

2 PM – Public Safety Committee –
Board Level Multi-use Room (Falwell/Goldsmith) (EMSAC TBD)
4 PM – Regular Administrative Business Meeting
6 PM – Dinner Break – If needed
7 PM – Public Hearings – Including Landfill Rezoning

Tuesday, June 21st – 4 PM – No Board workshop currently scheduled

Tuesday, July 5th –

2 PM – Administration/Human Services Committee –
Board Level Multi-Use Room (Gunter/Rosser)
4 PM – Regular Administrative Business Meeting
6 PM – Dinner Break if needed
7 PM – Public Hearings – Including Landfill Rezoning

Tuesday, July 19th – 4 PM – No Board workshop currently scheduled

Tuesday, August 2nd –

- 2 PM – Public Works/Community and Economic Development Committee –
Board Level Multi-Use Room (Pendleton/Puckett)
- 4 PM – Regular Administrative Business Meeting
- 6 PM – Dinner Break if needed
- 7 PM – Public Hearings – If needed

Tuesday, August 16th –

- 4 PM – Regular Board Workshop – Tentative – Stormwater/TMDL/E&S Update –
Board Level Multi-Use Room

Tuesday, August 23rd – 7 PM – Joint Committee Meeting –
Campbell County Technical Center – (Pendleton/Shockley)

Tuesday, September 6th –

- 2 PM - Public Safety Committee –
Board Level Multi-Use Room - (Falwell/Goldsmith) (EMSAC TBD)
- 4 PM – Regular Administrative Business Meeting
- 6 PM – Dinner Break if needed
- 7 PM – Public Hearings – If needed

Tuesday, September 20th – No Board workshop currently scheduled

Tuesday, October 4th –

- 2 PM – Administration/Human Services Committee –
Board Level Multi-Use Room – (Gunter/Rosser)
- 4 PM – Regular Administrative Business Meeting
- 6 PM – Dinner Break if needed
- 7 PM – Public Hearings - If needed

Tuesday, October 18th –

- 2 PM – Annual Board Planning Session – Proposed –
Board Level Multi-Use Room

Tuesday, November 1st –

- 2 PM - Public Works/Community and Economic Development Committee –
Board Level Multi-Use Room – (Pendleton/Puckett)
- 4 PM – Regular Administrative Business Meeting
- 6 PM – Dinner Break if needed
- 7 PM – Public Hearings - If needed

Tuesday, November 15th – 4 PM – No Board workshop currently scheduled

Tuesday, November 22nd – 7 PM – Joint Committee Meeting –
Campbell County Technical Center – (Pendleton/Shockley)

Tuesday, December 6th –

- 2 PM – Public Safety Committee –
Board Level Multi-Use Room – (Falwell/Goldsmith) (EMSAC TBD)
- 4 PM – Regular Administrative Business Meeting
- 6 PM – Dinner Break if needed

7 PM – Public Hearings – If needed

Tuesday, December 20th – 4 PM – No Board workshop currently scheduled