

## **ADMINISTRATOR'S REPORT**

DATE: January 27, 2012  
TO: Board of Supervisors  
FROM: R. David Laurrell, County Administrator *R. David Laurrell*  
RE: February 7, 2012 Board of Supervisors Meeting

2:30 p. m. Public Works /CED Committee - [Agenda](#)  
Board Multi-Use Room (Pendleton / Puckett)

4:00 p. m. Call to Order by Chairman Goldsmith and Pledge of Allegiance  
Invocation by Supervisor Shockley

### UP COMING MEETINGS:

Tuesday, February 28<sup>th</sup> – 5 PM – EMSAC –  
Public Safety Conference Room (Falwell/Shockley)

Tuesday, February 28<sup>th</sup> – 7 PM – Joint Committee Meeting –  
Campbell County Technical Center – (Borland/Goldsmith)

### **APPROVAL OF MINUTES**

1. [January 3, 2012](#) – Regular Meeting  
[January 17, 2012](#) – Annual Planning Session

### **ADMINISTRATOR'S ITEMS**

Nan Carmack, Library Director

2. [RENEWAL OF TIMBROOK LIBRARY LEASE](#)

The Timbrook Library resides in the Southwood Village shopping mall on Timberlake Rd. The current lease expires at the end of February. The renewal lease will expire on February 28, 2015 and the Rebkee Management Company, representing the owner, has offered a 7<sup>th</sup> amendment to the current lease for a three year period with identical terms to the current lease.

Key features of the amendment include a requirement for six months notice before vacating the premises, which allows a bailout option in the event other arrangements are made for the Timbrook Library Branch, and an annual 3% increase in rent. The [lease extension agreement is attached](#).

**RECOMMENDATION: Staff recommends the Board accept the 7th amendment and renewal of the lease for the Timbrook Library and authorize the County Administrator to execute the lease extension.**

Mike Daly, Director of Youth, Adult and Community Services

3. [INVEST IN KIDS PROCLAMATION](#) (5 minutes)

A request has been received from the Smart Beginnings Central Virginia Coalition, an Early Childhood Education coalition serving Region 2000, asking that Campbell County and other localities throughout the region designate Wednesday, February 22<sup>nd</sup> as “Invest in Kids Day.” [\(Resolution attached\)](#) Campbell County is represented on the regional coalition and through our Campbell County Child Development Task Force.

On February 22, an event will be held at Lynchburg College to designate February 22<sup>nd</sup> as “Invest in Kids Day”. Thomas Chewning, Chief Financial Officer of Dominion Resources and Chairman of the Virginia Early Childhood Foundation will be the keynote speaker. He and other presenters, including Larry Jackson from AEP and Ben Davenport, Chairman of the First Piedmont Corporation and Davenport Energy will be talking about the importance of investing in early childhood education in order to prepare our children to succeed in school and the workplace.

**RECOMMENDATION: Staff recommends the Board adopt the attached resolution declaring February 22<sup>nd</sup> as “Invest in Kids Day” in Campbell County.**

4. [WAR OF 1812 BICENTENNIAL COMMEMORATION](#) (5 minutes)

This year Virginia is commemorating the 200<sup>th</sup> anniversary of the War of 1812. Campbell County has been asked by the Virginia Commission on the Bicentennial of the War of 1812 to adopt the [attached resolution](#) in support of the bicentennial.

**RECOMMENDATION: The Administration/ Human Services Committee and staff recommend adoption of the attached resolution commemorating and supporting the Bicentennial of the American War of 1812 in Virginia.**

G. Michael Damron, P.E., CCUSA Administrator

5. [GLADYS WATER SYSTEM UPDATE](#) (10 minutes)

The Gladys Volunteer Fire Company has utilized water obtained from the Gladys Elementary School for many years to fill their tanker trucks. After the closing of the Gladys Elementary School the Authority was asked and agreed to operate the school water system until a final disposition of the property was determined and to install a new water system for the Gladys Volunteer Fire Company.

The County appropriated \$30,000 for installation of a new non-potable water system to fill fire trucks at the Gladys fire station. The appropriated amount was based upon preliminary information provided by well system installers. After meeting with members of the Volunteer Fire Company and putting together the details of the subsequent design phase of the project, additional requirements became necessary.

Proposals of \$52,300, \$45,071.04 and \$43,495 were received from three (3) firms. Falwell Corporation submitted the lowest proposal [\(see attached\)](#) leaving a balance of \$13,495. Funds of \$14,267.12 received from CCUSA for the sale of the Carson well lot in Concord can be used to

supplement the original \$30,000 appropriation for a total available for the project of \$44,267.12. [A supplemental appropriation is attached.](#)

**RECOMMENDATION: Staff recommends the Board approve the supplemental appropriation in the amount of \$14,267.12 for a total of \$44, 267.12 for the installation of a non-potable water system at the Gladys Volunteer Fire Company.**

Scott V. Hechler, Public Safety Director

6. [RESOLUTION HONORING FIRE COMMISSIONER BILL BIGHAM](#) (5 minutes)

Bill Bigham proudly served in the volunteer position of Fire Commissioner since 2005 and constantly gave of himself for the betterment of the volunteer fire service, for the protection of the lives of the citizens of the County, and for the general support of the Department of Public Safety in Campbell County. His leadership was instrumental in uniting the volunteer fire leadership to collaborate with the Department of Public Safety to address emergency services from a countywide perspective and from the individual community perspective simultaneously.

Bill recently stepped down to have more time for family and professional endeavors. Staff requests that the Board adopt the [attached resolution](#) to be presented at the Board's March meeting in honor of his service to the County and our fire service.

**RECOMMENDATION: Staff recommends the Board of Supervisors honor the service of Fire Commissioner Bill Bigham and adopt the attached resolution for presentation at the regular March meeting.**

7. [OPEN BURNING LAWS FOR SPRING CODE UPDATE](#)

In 2009 the Board approved a mandatory leaf burning ban for the Timberlake area of the county. This area included Wildwood, Crest Heaven Estates, and areas west of the railroad tracks, located west of Lawyers Road and north of Goggins Road and Buffalo Creek. This ban was put in place due to concerns and complaints about the smoke and dangers from leaf burning in densely populated areas. Due to differing development density in this area the management of the burn ban has been a challenge.

The Fire Marshal's Office receives numerous calls in support of the current leaf burning ban as well as from those against it. Staff has prepared [revisions \(attached\)](#), approved by the Public Safety Committee, to the [current regulations section \(attached\)](#) of our County Code for the Board to consider. If approval is given, these revisions will be included as part of the Spring Code Updates.

The most significant recommended change is that the new regulations would apply countywide and are based on fire protection standards and minimum distances. In more densely developed areas the burning would be more difficult to obtain permission for due to close adjacent structures, while burning in areas that are less densely populated or that have larger distances between occupied dwellings would be easier to achieve.

**RECOMMENDATION: The Public Safety Committee and staff recommend the Board authorize the attached revisions to the burn laws be included as part of the regular spring updates to the County Code.**

Clifton M. Tweedy, Deputy County Administrator

8. HIGHWAY MATTERS (5 minutes)

a.) [Status of Outstanding Highway Matters](#)

**RECOMMENDATION: This is information only. No action is required.**

b.) Highway Matters Action Items:

Two resolutions are attached for the Board's consideration to add streets within [Hickory Hill Subdivision](#) in the Sunburst District and [Two Bid Road](#) in the Troublesome Creek Subdivision in the Spring Hill District to the Campbell County Secondary Road System for maintenance.

**RECOMMENDATION: Staff recommends the Board adopt the attached resolutions adding Caleb Court, Conner Road, Hickory Hill Road and Two Bid Road to the Campbell County Secondary Road System for maintenance.**

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

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

Kristin B. Wright, Staff Attorney

9. [RESOLUTION FOR RESCISSION OF DECLARATION OF SURPLUS PROPERTY AT TIMBER LAKE](#) (5 minutes)

In September 2011, staff received a request from the Timberlake Homeowners Association that the County give them a strip of property between Timberlake Drive and the shoreline of Timber Lake (Tax map #20H 1EQD 109A). The property is a slim strip of land that was created to serve as access to the lake from the road and the properties on the other side of Timberlake Drive.

At the December 6, 2011 meeting, the Board held a public hearing on the question of declaring the property surplus. The Board declared the property surplus and authorized the sale of the property to the Timberlake HOA for nominal consideration. During the research process for the completion of the sale, the property was discovered to be an easement effectively dedicated years ago for public use, namely access to the lake. Easements of this type cannot be conveyed to a third party by the County; only vacated such that the property would be divided along its center and deeded to the two property owners on either side. As this would defeat both the purpose of the original intended use, and the use intended by the HOA, it will be necessary to keep the property in the County's name and authorize the HOA's intended use by adoption of the [attached resolution](#).

**RECOMMENDATION: Staff recommends the Board adopt the attached resolution and rescinding the former action to declare the property surplus and authorize the homeowners association to maintain the property for use as intended.**

R. David Laurrell, County Administrator

10. [STATE LEGISLATIVE SESSION UPDATE](#) (10 minutes)

Each year Campbell County participates in a fiscal impact estimate program managed by the Virginia Commission on Local Government. These fiscal impacts are developed to respond to bills introduced to the General Assembly for passage. Please find [attached a copy of nine of the fiscal impact statements](#) produced by the County Administrator for the 2012 session.

As of the date of this memorandum the fiscal impact of these nine bills, if adopted by the General Assembly, for mandated increases in expenses and reductions in revenue, would be up to \$1,635,000 for Campbell County. These nine bills are discretionary in nature and are not based on any federal or state statutory mandate. In the event these nine bills were passed by the General Assembly Campbell County would be forced to increase expenditures or reduce local revenues by up to \$1,635,000 thereby causing the need for additional local revenues through real estate and personal property taxes. These are in addition to the previously discussed mandates and reductions in state revenues.

If the state wants to impose additional mandates or restrictions on localities those cost should be borne by the state and not diverted through local governing bodies with no recourse other than to increase local taxes.

**RECOMMENDATION: Staff recommends the Board adopt a motion strongly opposing any further state mandates and direct staff to contact area legislators to oppose any legislation that forces localities to pass along additional tax burdens to local residents from the state.**

11. [FY 2013 ANNUAL PRIORITY INITIATIVES](#) (30 minutes)

Staff provided the Board with a draft FY 2013 Priority Initiative list at the regular meeting on January 3<sup>rd</sup>. Based on Board feedback at the January 17<sup>th</sup> planning session six items have been added or modified. Please find [attached a revised draft FY 2013 Priority Initiatives list](#) for the Board's consideration. Time has been scheduled at this meeting to review the draft items for FY 2013 and adopt a final list.

There are seven items highlighted on the attached list that I would like to discuss further with the Board. The last six are the ones that have been added, updated or modified since the planning session:

- 1) Item #638 – Migrate to iPad Use for Board Books;
- 2) Item #645 – Support Meals Tax Referendum on 2012 Ballot in Support of Education;
- 3) Item #646 – Prepare Balanced Budget with Service Reductions and Increased Local Revenue;
- 4) Item #556 – Agricultural Economic Development Planning;
- 5) Item #644 – US 501 Coalition Upgrade Recommendations;
- 6) Item #612 – Public Information Plan

7) Item #584 – Community Volunteer Program Reorganization.

**RECOMMENDATION: Following review staff is requesting the Board provide any final input on the draft FY 2013 Priority Initiatives, make any changes as deemed appropriate, and adopt a final list to be used during the FY 2013 budget development process.**

12. [UTILITIES AUTHORITY STRUCTURE](#) (20 minutes)

During the 1960s many Virginia localities established utility authorities as a vehicle to implement water and wastewater services under new legislation at the time. Over the years these authorities have been changed and adapted to changes in growth and other influences such as increased environmental regulations, economy of scale, and better coordination of development activity. The Campbell County Utilities and Service Authority (CCUSA) was created by action of the Campbell County Board of Supervisors in 1964 to provide oversight of water and wastewater services in the County. The CCUSA Board is a seven-member board appointed by the Board of Supervisors with an additional Board of Supervisors non-voting member who acts as a liaison to the Board and attends CCUSA meetings.

Over the past several years the Campbell County Board of Supervisors has received information and discussed on a number of occasions the direction of utilities provision in the future. This agenda item presents a timeline of discussions held, predominant utilities structures found in the Commonwealth today and options of proposed structures for providing utilities services for Campbell County in the future.

**RECOMMENDATION: Staff recommends the Board of Supervisors consider the best structure for the provision of utilities services going forward and determine to either blend the two boards together or continue with the current structure with four-year terms and amended expiration term dates.**

13. CONSENT AGENDA

a. [APPROPRIATIONS](#)

Attached is an appropriation listing for your consideration.

b. [COUNTY ATTORNEY INVOICE](#)

Attached for your review is an invoice from the county attorney for \$1,464.50.

c. [TELEPHONE MAINTENANCE SERVICES](#)

The telephone maintenance contract with Century Link has expired. With the availability of other vendors to provide these services, an RFP was issued in October 2011.

Two (2) firms, CenturyLink, Charlottesville, VA and Mutual Telecom Services, Inc., Amherst, VA submitted proposals to provide telephone maintenance services. Both proposals were reviewed and each firm was invited in to make an informal presentation to the selection committee. After careful review the committee ranked Mutual Telecom Services, Inc. as the top firm and believes that a contract with MTS would best meet the needs of the County. Not only did MTS provide the most comprehensive range of services in their proposal, they offered greater customer service focus, increased efficiencies to mitigate cost, expertise in the data side that would

be a service improvement to the County, and demonstrated a highly pro-active and “forward thinking” attitude. Their references provided very positive feedback on their service and commitment to their customers.

**RECOMMENDATIONS:**

- a. **Approve the appropriations as presented.**
- b. **Approve the county attorney invoice for \$ 1,464.50.**
- c. **Based on the recommendation of the evaluation committee, approve Mutual Telecom Services, Inc. as the top ranked firm and authorize staff to negotiate and execute a final contract for Telephone Maintenance Services.**

**APPOINTMENTS**

- 14. [Attached is a list of appointments](#) for your consideration.

**RECOMMENDATION:** Staff recommends the Board appoint Cathy Phillips as the new parent representative on the Community Policy Management Team (Comprehensive Services Act).

**MATTERS FROM THE BOARD**

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

NOTE: Please see item #31 – Local Per Pupil Expenditure comparison as requested at the Board’s January 17<sup>th</sup> Planning Session.

**CLOSED MEETING**

- 16. Staff is requesting the Campbell County Board of Supervisors enter into [Closed Session in accordance with Section 2.2-3711 \(A\)\(3\) of the Code of Virginia](#) to discuss matters related to the acquisition or disposal of real property for public purposes related to a proposed Timbrook library branch.

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## **AGENCY MINUTES AND REPORTS**

- |     |   |                    |
|-----|---|--------------------|
| 17. | <a href="#"><u>Administration / Human Services Committee</u></a>      | January 3, 2012    |
| 18. | <a href="#"><u>Brookneal Campbell County Airport Authority</u></a>    | October 26, 2011   |
| 19. | <a href="#"><u>CCUSA</u></a>  | September 27, 2011 |
| 20. | <a href="#"><u>CCUSA</u></a>  | October 25, 2011   |
| 21. | <a href="#"><u>Department of Social Services Budget Committee</u></a> | January 10, 2012   |
| 22. | <a href="#"><u>Department of Social Services</u></a>                  | December 14, 2011  |
| 23. | <a href="#"><u>Industrial Development Authority</u></a>               | October 27, 2011   |
| 24. | <a href="#"><u>Library Board</u></a>                                  | November 21, 2011  |
| 25. | <a href="#"><u>School Board</u></a>                                   | December 12, 2011  |

## **INFORMATION ITEMS**

- |     |  |                   |
|-----|--|-------------------|
| 26. | <a href="#"><u>Comcast – Cost Changes</u></a>  | January 19, 2012  |
| 27. | <a href="#"><u>Invitation to Meet New 4-H Agent</u></a>  | January 24, 2012  |
| 28. | <a href="#"><u>Legal Opinion – Conflict of Interest</u></a><br><a href="#"><u>Borland-Liberty University</u></a>         | January 26, 2012  |
| 29. | <a href="#"><u>Park Update</u></a>   | January 25, 2012  |
| 30. | <a href="#"><u>Park Budget Report</u></a>  | January 2012      |
| 31. | <a href="#"><u>Local Per Pupil Expense Data</u></a>  | FY 2010           |
| 32. | <a href="#"><u>Report – Expenditure – Revenue Summary</u></a>  | January 2012      |
| 33. | <a href="#"><u>Report – Treasurer</u></a>  | December 2011     |
| 34. | <a href="#"><u>Report – Undesignated Cash Balance</u></a>  | December 2011     |
| 35. | <a href="#"><u>Report – Undesignated Fund Balance</u></a>  | December 2011     |
| 36. | <a href="#"><u>School Board – 2012 Meeting Schedule</u></a>  | January 25, 2012  |
| 37. | <a href="#"><u>School Board – Notice of Public Hearing for Budget</u></a>  | January 24, 2012  |
| 38. | <a href="#"><u>Shentel – Cable TV Changes</u></a>  | December 15, 2011 |
| 39. | <a href="#"><u>SMLA - Brookneal Hatchery</u></a>   | January 24, 2012  |
| 40. | <a href="#"><u>Virginia 2.1.1</u></a>  | January 17, 2012  |
| 41. | <a href="#"><u>VDOT – Board of Supervisors Manual 2011 Update</u></a>  | January 3, 2012   |
| 42. | <a href="#"><u>The Back Page – “Shirking State Responsibility at<br/>Core of Possible Education Funding Changes”</u></a> | December 2011     |

## BOARD OF SUPERVISORS MEETING SCHEDULE

Revised 1/24/2012

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

### **Tuesday, February 7<sup>th</sup> –**

- 2:30 PM - Public Works/Community and Economic Development Committee –  
Board Level Multi-Use Room – (Pendleton/Puckett)
- 4 PM – Regular Administrative Business Meeting

Tuesday, February 21<sup>st</sup> – 4 PM – No Board workshop currently scheduled

### **Tuesday, February 28<sup>th</sup> –**

- 5 PM – EMSAC – Public Safety Conference Room (Falwell/Shockley)

Tuesday, February 28<sup>th</sup> – 7 PM – Joint Committee Meeting –

Campbell County Technical Center – (Borland/Goldsmith)

### **Tuesday, March 6<sup>th</sup> –**

- 2:30 PM – Public Safety Committee –  
Board Level Multi-Use Room – (Falwell/Shockley)
- 4 PM – Regular Administrative Business Meeting
- 6 PM – Dinner Break
- 7 PM – Public Hearings – Three Zoning Public Hearings

Tuesday, March 20<sup>th</sup> – 4 PM – No Board workshop currently scheduled

### **Tuesday, April 3<sup>rd</sup> –**

- 2:30 PM – Administration/Human Services Committee –  
Board Level Multi-Use Room – (Gunter/Puckett)
- 4 PM – Regular Administrative Business Meeting – Reorganization Meeting
- 6 PM – Dinner Break if needed
- 7 PM – Public Hearings - If needed

### **Tuesday, April 17<sup>th</sup> –**

- 4 PM – Budget Workshop (Multi-Use Room)

### **Tuesday, May 1<sup>st</sup> –**

- 2:30 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, May 15<sup>th</sup> –**

- 5:30 PM through 7:30 PM – Budget Public Hearing

Tuesday, May 22<sup>nd</sup> – 7 PM – Joint Committee Meeting –

Campbell County Technical Center – (Borland/Goldsmith)

Tuesday, May 29<sup>th</sup> –

5 PM – EMSAC – Public Safety Conference Room (Falwell/Shockley)

**Tuesday, June 5<sup>th</sup> –**

2:30 PM – Public Safety Committee –

Board Level Multi-Use Room – (Falwell/Shockley)

4 PM – Regular Administrative Business Meeting

6 PM – Dinner Break if needed

7 PM – Public Hearings – If needed

Tuesday, June 19<sup>th</sup> – 4 PM – No Board workshop currently scheduled

**Tuesday, July 3<sup>rd</sup> –**

2:30 PM – Administration/Human Services Committee –

Board Level Multi-Use Room – (Gunter/Puckett)

4 PM – Regular Administrative Business Meeting

6 PM – Dinner Break if needed

7 PM – Public Hearings - If needed

Tuesday, July 17<sup>th</sup> – 4 PM – No Board workshop currently scheduled