

ADMINISTRATOR REPORT
December 21, 2018

TO: The Campbell County Board of Supervisors
FROM: Frank J. Rogers, County Administrator
RE: January 3, 2019 Board of Supervisors Meeting

6:00 PM - Call to Order and Pledge of Allegiance by Chairman Gunter
Moment of Silence

ORGANIZATIONAL MEETING – [Agenda](#)

- a. SELECT CHAIRMAN
 - i. Call for nominations for Chairman
 - ii. Nominate Chairman
 - iii. Motion to close nominations and affirm Chairman

- b. NEW CHAIRMAN ASSUMES CHAIR
 - i. Call for nominations for Vice-Chairman
 - ii. Nominate Vice-Chairman
 - iii. Motion to close nominations and affirm Vice-Chairman

- c. ESTABLISH TIME AND PLACE OF MEETINGS

RECOMMENDATION: Staff recommends the Board conduct its organizational meeting at the January 3, 2019 meeting to select the Chairman, Vice-Chairman, the time and place of meetings for 2019 along with the weather and electronic participation policies, and committee assignments.

Staff recommends the Board of Supervisors establish their regular meeting schedule on the first and third Tuesday of each month (except for second Tuesday in May for budget adoption) beginning at 6:00 PM in the Board Meeting Room, Walter J. Haberer Building, Rustburg, Virginia. The second meeting of the month is reserved for special meetings as needed.

If the Chairman acts, finds and declares that weather or other conditions are such that it is hazardous for members to attend the regular meeting, the meeting shall be continued to the following Thursday of that week at 6:00 p.m. and all hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required. (Per authority of Section 15.2-1416 of the Code of Virginia)

The Board confirms the policy adopted on June 12, 2018 that establishes a written policy for participation in Board meetings through electronic communication as set forth in Virginia Code §2.2-3708.1.

1. APPROVAL OF MINUTES

[REGULAR MEETING – NOVEMBER 8, 2018](#)

2. APPEARANCES – None

3. ADMINISTRATOR'S ITEMS

Frank J. Rogers, County Administrator

a. AUDITED FINANCIAL REPORT FY2018

The completed annual audited Financial Report for FY2018 for Campbell County has been distributed in printed form to the Board, in order for the Board to be prepared to receive the formal presentation today by Mr. Matt McLearen. The Board is asked to bring their printed copies to the January 3 Board meeting for the presentation. Mr. McLearen will also answer questions from the Board.

RECOMMENDATION: Receive the presentation from Mr. Matt McLearen of Robinson, Farmer, Cox Associates and ask any questions or request any additional information relating to the FY2018 Audited Financial Reports.

b. COUNTY LEAVE POLICY

Several years ago, the County revised its holiday closure policy. Under existing policy, County offices are closed on: New Year's Day; Memorial Day; the 4th of July; Labor Day; Thanksgiving and the Friday following; and Christmas Eve and Christmas Day. This is a total of 8 days each year that the County closes. Employees also receive four floating holidays to be used at their discretion with supervisor approval. These floating holidays are in lieu of the four state holiday closures during which the County currently remains open. This results in a total of 8 days the County is closed, but the equivalent of 12 holidays for employees.

The Social Services Board recently voted to move the holiday schedule for the Department of Social Services (DSS) to align with the State's holiday schedule. The Court system also routinely follows the State holiday schedule. This leaves us in a position where certain local offices are closed and others are open on the State recognized holiday closures. As a result, it may be prudent for the Board to revisit the existing leave schedule and either reaffirm our existing holiday policy; amend our holiday policy; or move to the State holiday schedule.

The Board has options to consider in this regard, including (but not limited to):

Option 1: Retain the Existing Policy.

There is no urgent need, nor legal requirement, to change the County's existing holiday policy/schedule. The matter is brought to the Board's attention, merely to acknowledge that with the recent DSS decision, there are now certain offices that are closed on various holidays while others stay open. This may, or may not, lend itself to confusion for the public.

Option 2: Amend the Current Policy.

As noted above, the County closes on specific holidays and awards four additional floating holidays to employees to be used at their discretion. However, the County presently remains open on Martin Luther King, Jr. Day, Presidents' Day, Columbus Day and Veteran's Day. The Board may wish to consider including Martin Luther King Day and Veteran's Day with these dates in our list of closures and in return reduce the number of floating holidays granted from 4 to 2.

Option 3: Adopt the State Holiday Schedule

If the Board wishes to provide a single, clarifying statement regarding office closures, the Board may wish to simply amend our existing policy to state that the County will follow the State holiday schedule. As you can see from the attached table, this would result in additional holiday closings. If the Board elects to take this direction, staff would recommend that the floating holidays be eliminated to offset the potential impact. The State holiday schedule is published annually and somewhat subject to change. There are also occasions when the Governor's office may authorize additional closures; early closures etc. Under this option, the County would fully comply with those instructions.

Attachments:

- [Options Table](#)
- [State Holiday Calendar 2019](#)

RECOMMENDATION: Staff recommends the Board consider the County's existing holiday schedule and either affirm the existing policy or direct staff as to any changes the Board may wish to make.

c. [FY2019-2020 PRIORITY INITIATIVES](#)

The County's Priority Initiative System (PIPT) serves to identify and track key initiatives, programs and services that the County organization is engaged in. The system serves as an instrument to provide sound long-term planning and accountability and ensures that staff efforts align with the priorities of the Board of Supervisors.

Attached is a [table](#) containing the current initiatives, grouped by Department, that reflect previously approved and on-going efforts. There are few notable exceptions. These include the addition of staff tasks associated with researching a County Fair; and regular concert series in Rustburg. There are also new PIPTs for the Board's recently created Broadband Authority as well as to reflect the Board's direction from earlier in the calendar year that the Joint Committee engage the School CIP issue(s). If approved, this list will provide the Board's direction to staff as to how to direct financial and personnel resources in the coming budget. In short, if there is something on the list you would like us to discontinue, or if there is something that is not on the list that you would like us to be doing, please advise staff accordingly.

RECOMMENDATION: Following review, staff is requesting the Board provide direction on the draft FY 2020 Initiatives and recommends adoption of the final list with any amendments the Board determines are appropriate.

Clifton M. Tweedy, Deputy County Administrator

d. [HIGHWAY MATTERS](#)

- i. Status of Outstanding Highway Matters: See agenda

- ii. Highway Matters Action Items: None
- iii. A few minutes is scheduled each month for Supervisors to voice any questions or concerns regarding highway matters.

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

4. **CONSENT AGENDA**

a. **APPROPRIATIONS**

Attached is an appropriation listing for the Board's consideration.

b. **COUNTY ATTORNEY INVOICE**

Attached is an invoice for \$12,969.67 from the county attorney for services provided from November 20, 2018 through December 19, 2018.

Services

General Representation:	\$3,274.50
Real Estate Tax Collection:	\$3,052.50
Personal Property Tax Collection:	\$666.00
Miscellaneous Matters:	\$1,794.50

Expenses Paid

Real Estate Tax Collection:	\$2,882.00
General Representation:	\$920.00
Personal Property Tax Collection:	\$366.00
Miscellaneous Matters:	\$14.17

c. **RECORDATION OF ABSTRACT OF VOTES**

The Registrar has provided an Abstract of Votes from the November 6, 2018 General Election. Section 24.2-675 of the Code of Virginia requires the Electoral Board to forward a certified copy of each abstract of votes to the Clerk of the Board of Supervisors to be recorded in its minute book.

d. **REVISED PPEA GUIDELINES**

Campbell County has had guidelines for the Public-Private Educational Facilities and Infrastructure Act of 2002 (PPEA) since 2003. It is necessary to bring our guidelines up to current State Code. The [attached document](#) prepared by Kristin Wright, Staff Attorney, modifies our current guidelines to incorporate changes made in the State Code as they relate to this statute. This will insure our PPEA guidelines are current if we were to receive an unsolicited application or if we should decide to solicit a proposal for a capital project.

e. **COUNTY COURTHOUSE WASTE WATER PUMP REPLACEMENT**

The Campbell County Courthouse was built in 1991 with two (2) waste water pumps. At this time,

one pump is not working and the other is very worn. A two month lead time is required for ordering new pumps. The Department of Public Works would like to avoid having to deal with an emergency situation should the one functioning pump stop working.

Maintenance has received 3 quotes for this project. Included is the removal & replacement of both waste water pumps, discarding of the old pumps and the upgrading of the electrical controls. A one (1) year labor warranty and manufacturer's warranty on parts is included. Funds for this project are available in the Capital Improvement Line and shall be expensed from line item 4-302-94400-0088.

RECOMMENDATIONS: Staff recommends the Board:

- a. Approve the appropriations as presented;**
- b. Approve the County Attorney invoice of \$12,969.67;**
- c. Adopt a motion to record the Abstract of Votes from the November 6, 2018 election in the minutes of the January 3, 2019 regular meeting;**
- d. Approve the attached Public-Private Educational Facilities and Infrastructure Act guidelines (PPEA) as modified to conform to current State Code;**
- e. Accept the quote from Select Air Mechanical & Electrical for \$33,029.76.**

5. APPOINTMENTS

Attached for your review is a [list of appointments](#).

6. MATTERS FROM THE BOARD

A few minutes is scheduled at each meeting to discuss [matters from the Board](#).

7. CLOSED MEETING

- a. Staff is requesting the Campbell County Board of Supervisors enter into [Closed Session in accordance with Section 2.2-3711 \(A\)\(7\) of the Code of Virginia](#) to discuss legal matters related to a public nuisance.

7:00 P.M.

8. PUBLIC HEARINGS

The following Public Hearings were advertised ([ad attached](#)) for:

Paul Harvey, Director of Community Development

- a. [REZONING REQUEST – LIGHTFOOT TERRACE](#)

PL-18-151 This request is to rezone 6.26 +/- acres from Residential – Single Family to Residential – Manufactured Housing to allow for the placement of an additional manufactured home. The property is located at 89 Lightfoot Terrace and 196 Lightfoot Terrace, Evington, VA, and in the Sunburst Election District. As per the Comprehensive plan the property is located in an area designated as medium to high density residential. [Staff report is attached.](#)

The applicant is seeking to rezone the parcel to Residential – Manufactured Housing in order to allow for the placement of an additional manufactured home. There are currently three occupied manufactured homes on the two parcels and one manufactured home that is to be demolished. The existing manufactured homes are legal non-conforming structures. The applicant wishes to place the new manufactured home in a location where there is not an existing home, which requires the rezoning. The proposed rezoning to Residential – Manufactured Housing would also bring the existing manufactured homes into compliance. The property is considered a manufactured home park as defined in the Zoning Ordinance and the proposed manufactured home would meet the requirements for yard area and setbacks for a manufactured home park.

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

b. [REZONING REQUEST – DRUMMER STREET](#)

PL-18-153 This request is to rezone 0.41 +/- acres from Business – General Commercial to Residential – Manufactured Housing to allow for the placement of an additional manufactured home. The property is located at 66 Drummer Street, Rustburg, VA, and in the Rustburg Election District. As per the Comprehensive plan the property is located in an area designated as medium to high density mixed. [Staff report is attached.](#)

The applicant is seeking to rezone the parcel to Residential – Manufactured Housing in order to allow for the placement of an additional manufactured home. There are currently three occupied manufactured homes on the property. The existing manufactured homes are legal non-conforming structures. The applicant wishes to place the new manufactured home in a location where there was a manufactured home that was removed more than two years ago. Since more than two years has passed, the removed manufactured home lost its non-conforming status and a rezoning is required. The proposed rezoning to Residential – Manufactured Housing would also bring the existing manufactured homes into compliance. The property is considered a manufactured home park as defined in the Zoning Ordinance. There is a requirement that each manufactured home space consist of a minimum of five thousand (5,000) square feet of ground area. Due to existing constrains and infrastructure on the property, this requirement is not able to be met.

RECOMMENDATION: The Planning Commission recommended denial of this request by vote of 6-1.



9. [AGENCY MINUTES AND REPORTS](#)

a. [Brookneal/Campbell County Airport Authority](#)

October 24, 2018

b. [Social Services Board](#)

November 14, 2018

10. INFORMATIONAL ITEMS

a. [Treasurer's Report](#)

November 2018

b. [Revenue/Expenditure Summary](#)

November 2018

c. [Unassigned Cash/Fund Balances](#)

November 2018

d. [New Financial Software](#)

December 2018

e. [Economic Development Quarterly Update](#)

December 2018

f. [TRRC Broadband Grant Application](#)

December 2018

g. [Opportunity Zones](#)

December 2018

h. [Erosion & Sediment Control/Stormwater
Management Regulations](#)

December 2018

BOARD OF SUPERVISORS MEETING SCHEDULE

Revised 12/17/18

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

Thursday, January 3rd –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings, 2 rezonings

Tuesday, January 15th –

6:00 PM – Board work session – topic TBD

Tuesday, February 5th –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, February 12th –

5:00 PM – EMSAC – Public Safety Conference Room – (Good, Moore)

6:00 PM – FAC

Monday, February 18th –

6:30 PM – Joint Committee Meeting – Campbell Co. Technical Center – (Good, Gunter)

Tuesday, February 19th –

6:00 PM – Board work session – topic TBD

Tuesday, March 5th –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, March 19th –

6:00 PM – Board work session – topic TBD

Tuesday, April 2nd –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, April 9th –

6:00 PM – Budget work session (Multi-Use Room)

Thursday, April 11th –

6:00 PM – Budget work session (Multi-Use Room) **IF NEEDED**

Tuesday, April 16th –

6:00 PM – Board work session – topic TBD

Tuesday, May 7th –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, May 14th –
6:00 PM – Final Budget Presentation & Adoption

Tuesday, May 14th –
5:00 PM – EMSAC – Public Safety Conference Room – (Good, Moore)
6:00 PM – FAC

Monday, May 20th –
6:30 PM – Joint Committee Meeting – Campbell Co. Technical Center – (Good, Gunter)

Tuesday, May 21st –
6:00 PM – Board work session – topic TBD

Tuesday, June 4th –
6:00 PM – Regular Administrative Business Meeting
7:00 PM – Public Hearings

Tuesday, June 18th –
6:00 PM – Board work session – topic TBD