

**ADMINISTRATOR REPORT**  
**February 27, 2019**

**TO:** Campbell County Board of Supervisors  
**FROM:** Frank J. Rogers, County Administrator  
**RE:** March 5, 2019 Board of Supervisors Meeting

**5:00 PM** - Broadband Authority

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

1. **APPROVAL OF MINUTES**

[January 15, 2019](#) – Board Work Session

[January 31, 2019](#) – Board Retreat

[February 5, 2019](#) – Regular Session

2. **APPEARANCES**

Campbell County Historical Society – Mrs. Nina Thomas

a. **[REQUEST FOR INSTALLATION OF ELEVATOR IN THE HISTORIC COURTHOUSE](#)**

Mrs. Nina Thomas of the Campbell County Historical Society would like to present a request for approval of the installation of an elevator at the back of the Historic Courthouse. The CCHS has been granted funds from the Fray Family Trust for the installation cost and has received approval from the Virginia Department of Historical Resources. Mr. Tom Gerdy of Gerdy Construction Company, Inc. will be in attendance to answer any technical questions.

Attachments: [CCHS Elevator Construction Proposal](#)  
[Preliminary Elevations and Plans](#)  
[Grant Letter from Fray Family Trust](#)  
[VDHR Approval Letter](#)

**RECOMMENDATION: Please advise the Campbell County Historical Society if they may move forward with the elevator project.**

3. **ADMINISTRATOR'S ITEMS**

Mike Davidson, Director of Economic Development

a. **[BROADBAND RESOLUTION](#)** (5 minutes)

The Virginia Tobacco Region Revitalization Commission (TRRC) is receiving grant applications for last-mile Broadband deployment to unserved areas of a locality.

Knowing the interest of the Board on Broadband and given the short filing deadline, staff prepared an application for the TRRC Research and Development Broadband Grant on behalf of the Board of Supervisors/Campbell County Broadband Authority. A final application does not commit a locality to any action. Based upon feedback from Providers and the TRRC, the final application focuses on smaller, less expensive towers to extend the broadcast area into unserved areas from an existing tower in Brookneal. The grant request also includes funds to subsidize the cost of installing the systems in customer's households which is the main concern from providers. The grant application is for \$125,000 that has to be matched 50/50 with local funds.

The only areas that are eligible are areas designated as unserved areas. The TRRC accepts the designation of unserved areas provided by the Center for Innovative Technology which is areas with less than a 10 Mbps download and 1 Mbps upload. The CIT map is included showing the unserved areas in Campbell County. To be successful in the grant application, the County must have a broadband provider commit to being our partner. Presently we are having conversations with two providers but have no contract with either. We are requesting \$125,000 from the grant that has to be matched with \$125,000 of local funding. We will move forward with the final application with the Board's concurrence.

**RECOMMENDATION: Staff requests if the Board desires to seek a TRRC grant for Broadband that the Board of Supervisors adopts the attached Resolution of Authorization to move forward with submitting a final application to the Tobacco Region Revitalization Commission for a Research and Development Broadband Grant.**

Frank J. Rogers, County Administrator

b. [PERMANENT MEMORIAL FOR HUGH W. ROSSER](#) (5 minutes)

Hugh W. Rosser served on the Campbell County Board of Supervisors for 52 years and has the distinction of being the longest serving Board of Supervisors member in the Commonwealth of Virginia. Mr. Rosser passed away on March 22, 2017.

Members of the community have expressed an interest in establishing a more permanent memorial to honor Mr. Rosser's service to the County and several months ago the Board considered a proposal for a plaque and pedestal from Baer & Sons Memorials in the amount of \$2,718. The Board agreed Mr. Rosser's length of service and contributions to Campbell County should be recognized, but because Mr. Rosser was known for and prided himself on fiscal conservatism, the Board asked staff to bring back a design and proposed costs of a plaque that could be displayed in the Board room.

Staff contacted the Portrait Place who has designed a metal plaque approximately 16" x 20" that could be displayed in the Board room. As a side note, in our quest to do something unique to honor Mr. Rosser, we reached out to art teachers in the County schools. A senior at Altavista High School, Dillon Crouch, took on the project and worked very hard on a black and white drawing of Mr. Rosser that we would also like to frame and display in an appropriate location. While there is no charge for the drawing, staff suggested a \$100 donation to Altavista High School for art supplies would be appropriate.

The metal plaque, donation and framing of the black and white drawing would be less than \$600.

Attachments: [Metal Plaque](#)  
[Black and White Drawing](#)

**RECOMMENDATION:** Please authorize up to \$600 for the metal plaque by the Portrait Place, framing the drawing and a donation to Altavista High School to establish a permanent memorial for Hugh W. Rosser. The Board and staff extend its gratitude to this very talented art student and his teacher, Maria Wyatt, for preparing the beautiful artwork.

Clifton M. Tweedy, Deputy County Administrator

c. [TIMBROOK PARK RESTROOM CONSTRUCTION](#) (5 minutes)

On December 4, 2018 the Board approved funds for improvements to Timbrook Park. These improvements included fencing between the parking lot and the field, which has been completed. Funds were also approved to construct a restroom and reseed/sod the grass field to repair low areas. Staff was asked to make efforts to secure donations from the community to minimize the restroom construction costs.

The planned restroom facility is designed to provide for long term use with minimum maintenance. Design sketches and outline specifications showing the materials needed to construct the facility are attached for your viewing.

A memorandum prepared by Mary Pascale, Parks and Recreation Director, discussing the efforts to date to solicit donations of labor and materials to reduce the construction costs of the restrooms is included. These outreach efforts will continue as we move toward the start of construction in April. County staff will coordinate all the construction activities after utilizing as much donated labor as possible and getting several prices for labor or material that are not donated by the community.

Attachments: [Design Sketches](#)  
[Outline Specifications](#)

**RECOMMENDATION:** After receiving this report ask any questions concerning these efforts to improve the facilities at Timbrook Park.

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.

Frank J. Rogers, County Administrator

e. [FISCAL YEAR 2020 – 2024 CAPITAL IMPROVEMENT PLAN \(CIP\)](#)

The County annually adopts a Capital Improvement Plan (CIP) as part of the budget development process. The CIP is a five-year planning tool that identifies capital assets and investments that are anticipated and/or planned. Traditionally the CIP incorporates known expenses that exceed \$10,000 for fixed assets. This is where large, fixed assets and projects are budgeted.

The attached recommended Fiscal Year 2020-2024 CIP reflects the on-going investment needed to maintain the County's existing infrastructure. There are several key items reflected in the proposed CIP.

First, the CIP adopted in Fiscal Year 2019 anticipated an increase in the Local Share Transfer from the General Fund in the amount of \$100,000 each year until 2023. As a result, the local funding for the CIP as proposed increases \$100,000 over the amount funded in Fiscal Year 2019.

Second, the proposed CIP has pushed the proposed Public Safety facility to Fiscal Year 2021. This facility, initially proposed in FY2019, is planned in response to the growing need for additional space for the County's Public Safety operation. The facility is anticipated to be funded with debt in an amount not to exceed \$4,500,000. Staff continues to defer this project as space needs and options are evaluated.

Third, the draft includes an increase of \$735,000 in Fiscal Year 2024 for Facility Capital Replacement. Board members may recall that during last year's budget forum, the Animal Shelter facility was raised. It was the lone concern brought to the Board during the public forum that was not, in some manner, addressed in the subsequent budget proposal. In addition, a new Animal Shelter facility had previously been contemplated in the CIP but was subsequently stricken. However, the facility will continue to age and be subjected to annual inspections by the State Veterinarian to assess the facility's suitability and conformity with state regulations.

Staff has proposed \$735,000 in Fiscal Year 2024 in anticipation of needed facility renovations. These funds are included for planning purposes only at this time and, as future years unfold, staff will continue to assess the actual needs of the facility and associated costs.

Finally, and most importantly, the proposed CIP reflects a lack of resources beginning in Fiscal Year 2023. However, relative to the overall cost of the five year plan, this deficit does not represent a material concern at this time. Projects will be completed (oftentimes under budget), or deferred, or removed from plan over time. This will impact the funds available from year to year and may cause the plan balance to shift over time.

The plan as presented incorporates the County's routine investment in our GIS system; our Information Technology equipment and software; trash collection site improvements; ambulances, fire trucks and public safety equipment; recreation facilities; and Sheriff's office and Social Services equipment.

Attachments: [Recommended CIP FY20-24 and CIP Project Summaries](#)

**RECOMMENDATION: Staff recommends the Board review the attached recommended CIP. Following any discussion, staff further recommends the Board approve the attached CIP for Fiscal Years 2020-2024.**

f. FOLLOW UP DISCUSSION FROM JOINT MEETING WITH SCHOOL BOARD

Supervisor Watts has requested that an agenda item be included for the purpose of discussing the February 19<sup>th</sup> Joint Meeting with the School Board and the projects.

4. CONSENT AGENDA

a. APPROPRIATIONS

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

b. COUNTY ATTORNEY INVOICE

Attached is an invoice for \$13,644.20 from the County Attorney for services provided from January 23, 2019 through February 19, 2019.

Services

General Representation:	\$4,717.50
Real Estate Tax Collection:	\$4,736.00
Personal Property Tax Collection:	\$ 2,109.00
Miscellaneous Matters:	\$ 647.50

Expenses Paid

Real Estate Tax Collection:	\$ 659.80
General Representation:	\$ .00
Personal Property Tax Collection:	\$ 24.40
Miscellaneous Matters:	\$ 750.00

c. AUDITING SERVICES COOPERATIVE

The current contract for auditing services with Robinson Farmer Cox Associates expires June 29, 2019. Campbell County Public Schools currently has a contract with Robinson Farmer Cox for auditing services. Finance & Management Services would like to adopt the cooperative agreement available to the County to procure services for the next 5 years. The contract period for the County will be valid through FY2023. The quoted pricing for each year of the agreements auditing services is as follows:

<u>FYE</u>	<u>Pricing</u>
06/30/2019	\$59,500
06/30/2020	\$61,500
06/30/2021	\$61,500

06/30/2022 \$63,000

06/30/2023 \$63,000

d. COUNTY MOWING SERVICES, CCADM 011-FY19

This project shall include the mowing of athletic fields at park sites and various County School locations. Currently, during growing season, approximately 130 total acres are in this bid. 74 acres are expected to be mowed on a weekly basis for athletic use, 38 should be kept to a meadow general use condition, and 17 should be bush-hogged a few times over the course of the season. The current vendor for mowing services, chose not to renew their contract with the County. On January 10, 2019 an Invitation for Bid (IFB) was issued to procure services for mowing athletic fields and parks, in Zones 1, 2, & 4. The project will be awarded based on the best price for each of the regional zones. The mowing was divided into zones in an effort to allow the project size to be more manageable for various contractors in an attempt to acquire more affordable prices. Five (5) bids (of which 1 was non-responsive) were received and the lowest responsive and responsible regional zone bids are depicted below:

	<u>Vendor</u>	<u>Annual Bid</u>	<u>Per Cut</u>
Zone 1 - Rustburg	Derrick's	\$ 20,025	NA
Zone 2 - Concord	Derrick's	\$ 5,580	NA
Zone 4 - Southern	Derrick's	<u>\$ 14,730</u>	NA
<b>Grand Total for Zones:</b>		<b>\$ 40,335</b>	

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

**RECOMMENDATIONS: Staff recommends the Board:**

- a. **Approve the appropriations as presented;**
- b. **Approve the County Attorney invoice of \$ ;**
- c. **Staff recommends that the Board of Supervisors approve the cooperative agreement with Campbell County Public Schools for the County to procure a contract for auditing services with Robinson, Farmer, Cox Associates as the awarded contract vendor;**
- d. **It is recommended that Derrick's Cleaning & Lawn Care Services, which was the lowest responsive and responsible bid by zone, be accepted for the provision of mowing services for County's athletic fields at park sites and various County School locations.**

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**

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;
- [Section 2.2-3711 \(A\) \(8\) of the Code of Virginia](#) to consult with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel; and
- [Section 2.2-3711\(A\)\(28\) of the Code of Virginia](#) to discuss information subject to the exclusion in subdivision 11 of Section 2.2-3705.6.

8. **PUBLIC HEARINGS**

The following Public Hearing was advertised ([ad attached](#)) for:

Paul Harvey, Director of Community Development

a. [SPECIAL USE PERMIT REQUEST - 346 WILDWOOD DRIVE](#)

#PL-18-165 This request is from Mark Deshano, agent for Timothy L. & Trisha D. Fus, for a special use permit to add an additional dwelling unit to an existing single-family dwelling for use by an immediate family member. The property is located in the Sunburst Election District and consist of 0.61 acres ± in a medium to high density residential area. [Staff report attached.](#)

The owner would like to have an additional dwelling unit constructed as an addition to the existing single-family dwelling for use by the owner’s mother. The addition would consist of one bedroom, one bathroom, a kitchen, a living room, and laundry area. The septic system is being upgraded to accommodate the addition. The addition will meet setback requirements. This request will have no impact on daily traffic counts. Staff recommends the applicant utilizes the site in conformance with the use described in the narrative submitted with this request.

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

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9. **AGENCY MINUTES AND REPORTS**

- a. [Department of Social Services Meeting](#) January 16, 2019
- b. [Library Board of Trustees Meeting](#) January 21, 2019

10. **INFORMATIONAL ITEMS**

- a. [2018 Attendance Records](#) Jan. – Dec. 2018
- b. [Economic Development Project Updates](#) March 5, 2019
- c. [Library Newsletter](#) February 2019
- d. [Revenue/Expenditure Summary](#) January 2019
- e. [Treasurer's Report](#) January 2019
- f. [Unassigned Cash/Fund Balances](#) January 2019

## BOARD OF SUPERVISORS MEETING SCHEDULE

Revised 02/19/19

### **Tuesday, March 5<sup>th</sup> –**

- 5PM – Broadband Authority Meeting
- 6 PM – Regular Administrative Business Meeting
- 7 PM – Public Hearings

### Tuesday, March 19<sup>th</sup> –

- 6 PM – Board work session – topic TBD

### Thursday, March 21<sup>st</sup> –

- 6:30 PM - Farm Bureau Dinner (Spring House Restaurant)

### **Tuesday, April 2<sup>nd</sup> –**

- 6 PM – Regular Administrative Business Meeting
- 7 PM – Public Hearings

### Tuesday, April 9<sup>th</sup> –

- 6 PM - Budget work session (Multi-Use Room)

### Thursday, April 11<sup>th</sup> –

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

### Tuesday, April 16<sup>th</sup> –

- 6 PM - Board work session – topic TBD

### **Tuesday, May 7<sup>th</sup> –**

- 6 PM – Regular Administrative Business Meeting
- 7 PM – Public Hearings

### Tuesday, May 14<sup>th</sup> –

- 6 PM - Final Budget Presentation & Adoption

### Tuesday, May 14<sup>th</sup> –

- 5 PM – EMSAC – Public Safety Conference Room (Good, Moore)
- 6 PM – FAC

### Monday, May 20<sup>th</sup> –

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

### Tuesday, May 21<sup>st</sup> –

- 6 PM – Board work session – topic TBD

### **Tuesday, June 4<sup>th</sup> –**

- 5 PM – Broadband Authority Meeting
- 6 PM – Regular Administrative Business Meeting
- 7 PM – Public Hearings

Tuesday, June 18<sup>th</sup> –

6 PM – Board work session – topic TBD

**Tuesday, July 16<sup>th</sup> –**

6 PM – Regular Administrative Business Meeting

7 PM – Public Hearings

**Tuesday, August 6<sup>th</sup> –**

6 PM – Regular Administrative Business Meeting

7 PM – Public Hearings

Tuesday, August 13<sup>th</sup> –

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

6 PM – FAC

Monday, August 19<sup>th</sup> –

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

Tuesday, August 20<sup>th</sup> –

6 PM – Board work session – topic TBD

**Tuesday, December 17<sup>th</sup> – 11 a.m. Swearing-in Ceremony (Circuit Court)**