

ADMINISTRATOR REPORT
May 3, 2019

TO: The Campbell County Board of Supervisors
FROM: Frank J. Rogers, County Administrator
RE: May 7, 2019 Board of Supervisors Meeting

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

1. APPROVAL OF MINUTES

[DEPARTMENTAL BUDGET MEETING – MARCH 11, 2019](#)

[WORK SESSION – MARCH 19, 2019](#)

[CAMPBELL COUNTY FARM BUREAU DINNER – MARCH 21, 2019](#)

[REGULAR MEETING – APRIL 2, 2019](#)

2. APPEARANCES – None

3. ADMINISTRATOR’S ITEMS

Frank J. Rogers, County Administrator

a. [CONSTITUTIONAL OFFICER COMPENSATION](#)

The State Compensation Board prescribes salaries for Sheriffs, Commonwealth’s Attorneys, Clerks of the Circuit Court, Treasurers, and Commissioners of the Revenue based upon the population of a locality. With the announced openings for Sheriff and Treasurer, staff has received inquiries regarding what the positions pay. Staff requests confirmation from the Board that starting salary for any newly elected Constitutional Officer will be set at the minimum as prescribed by the State.

This will in no way change existing compensation for incumbent Constitutional Officers, their staff or offices. This will affect only those newly elected into one of the five Constitutional Officer positions as enumerated above. Furthermore, if a newly elected Constitutional Officer would like to appeal for additional compensation upon taking office, such request can be forward to County Administration for future consideration by the Board.

RECOMMENDATION: Staff recommends the Board confirm as policy that the starting salary for newly elected Constitutional Officers will be the same as the minimum prescribed by the State for such office.

b. [PERMISSION TO ADVERTISE PUBLIC HEARING – CONCORD VOLUNTEER FIRE DEPARTMENT FOR TAX-EXEMPT LOAN](#)

In April 2019 staff received information from Claude Owen, President of Concord Volunteer Fire Department (CVFD) requesting permission to seek a tax exempt loan for the construction of a new building on their property at 12573 Richmond Highway, Concord. To complete the application the bank requires the Board of Supervisors conduct the appropriate public hearing and adopt a resolution.

CVFD is in the process of planning the construction of a new building that will include more bay space for trucks and a large kitchen and eating area for fundraisers. No County funds were budgeted or requested for this project; CVFD plans to complete the project with donations and a tax exempt loan. They are seeking a tax exempt loan through First National Bank to finance the remaining cost (after donations are applied) for approximately \$399,000 secured by the property. The CVFD will be responsible for the entirety of the building loan. The County would bear no responsibility for the loan.

RECOMMENDATION: Staff recommends the Board of Supervisors authorize the required public hearing at the June 4, 2019 meeting to consider the request by the Concord Volunteer Fire Department to enter into a tax-exempt purchase agreement with First National Bank to borrow approximately \$399,000 to construct a new building.

Kristin B. Wright, Staff Attorney

c. [PERMISSION TO ADVERTISE – MEALS TAX ORDINANCE](#)

On April 9, 2019, the voters of Campbell County approved a referendum that indicated their desire for a meals tax of up to four percent (4%) to be implemented in Campbell County. Following the results of the referendum, staff prepared a [proposed ordinance](#) instituting a meals tax modeled on the language used in surrounding counties, specifically Bedford and Amherst, and mirroring the authorizing state statute, Va. Code Ann. § 58.1-3833, as closely as possible. That proposed language, if approved by the Board, would fit in Chapter 9 of our County Code (Finance and Taxation), near the sections related to the transient occupancy tax. Because this would add a new ordinance to our county code, a public hearing is necessary under Va. Code Ann. § 15.2-1427 prior to passage.

RECOMMENDATION: Staff recommends the advertisement of a public hearing on the question of adding a meals tax ordinance to the Campbell County Code to be held at June 4, 2019 Board of Supervisors meeting.

d. [PROPOSED CHANGES TO CHAPTERS 21 & 22](#)

Staff updates Chapters 21 (Subdivisions) and Chapter 22 (Zoning) twice a year as part of the regular code update, and has attempted to show in track changes those proposed changes for the Board's consideration. The Board will recall that Supervisor Watts has suggested several changes to the way we subdivide property in the County after encountering difficulties with our current language while helping clients as a real estate agent.

The Planning Commission saw these changes at their meeting on April 22, 2019 on a preliminary basis. They expressed a desire for more information and some interest in a longer period for consideration as these are significant changes. A [summary of the two chapters](#) is attached, and shows Mr. Watts's proposed changes as well as those required by state law and staff request. Any of the proposed changes can be incorporated into the Spring Code update if the Board wishes.

RECOMMENDATION: Staff recommends the Board consider the above changes and provide direction to staff and the Planning Commission as to whether to consider them for public hearing.

Sherry F. Harding, Director of Public and Employee Relations

e. [HANDBOOK AND POLICY UPDATES](#)

Staff researched current handbook policies and identified areas that require language and policy adjustments toward legal compliance, organizational best practices, unified management in health insurance policy (to reflect shared plan/policy alignment with the school system), and additional clarification on leave and benefits. The changes researched and presented in the attached memorandum are deemed to be in the County's and employees' best interest as they serve to reduce confusion, provide greater transparency into our processes, manage shared benefits programs efficiently, and align with legal updates.

Attachments:

- [Constitutional Officers Memorandum of Understanding Form](#)
- [Handbook Changes Spreadsheet](#)

RECOMMENDATION: Staff recommend that the Board review, provide guidance toward any clarifications/adjustments, and approve the aforementioned changes, effective immediately, with official publication prior to or on July 1, 2019.

Clifton M. Tweedy, Deputy County Administrator

f. [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 \$14,445.43 from the county attorney for services provided from March 20, 2019 through April 16, 2019.

Services

General Representation:	\$3,071.00
Real Estate Tax Collection:	\$5,161.50
Personal Property Tax Collection:	\$1,794.50
Litigation Matters:	\$240.50

Expenses Paid

Real Estate Tax Collection:	\$4,278.23
Personal Property Tax Collection:	-\$100.30

c. [RECORDATION OF ABSTRACT OF REFERENDUM VOTES](#)

The Registrar has provided an [Abstract of Referendum Votes](#) from the April 9, 2019 Special 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.

RECOMMENDATIONS: Staff recommends the Board:

- a. **Approve the appropriations as presented;**
- b. **Approve the County Attorney invoice of \$14,445.43;**
- c. **Adopt a motion to record the Abstract of Referendum Votes from the April 9, 2019 special election in the minutes of the May 7, 2019 regular meeting.**

5. [APPOINTMENTS](#)

Attached for your review is a list of appointments.

Attachment: [Blue Ridge Regional Jail Authority Resolution](#)

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

Clifton M. Tweedy, Deputy County Administrator

a. [PUBLIC HEARING – COMBINED ANNUAL SECONDARY ROAD HEARING](#)

Attached is the [public notice](#) for a joint public hearing with VDOT on the proposed Six Year Plan for secondary road improvements. The current plan includes improvements scheduled for Fiscal Years 2020 through 2025. Attached are the proposed [Six Year Plan](#), [Rural Rustic Priority List](#) and [proposed resolution](#) for adoption following the public hearing.

Robert Brown, Resident Administrator, will represent VDOT at the public hearing. During the public hearing, citizens will be invited to provide comment on the Six Year Plan and to request road improvements or road additions to the Secondary Road system.

RECOMMENDATION: Staff recommends the Board conduct the required public hearing and adopt the attached resolution to approve the Six Year Plan for the years 2020-2025.

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9. [AGENCY MINUTES AND REPORTS](#)

- a. [Brookneal/Campbell County Airport Authority](#) November 28, 2018
- b. [Social Services Board](#) March 13, 2019
- c. [Economic Development Commission](#) September 20, 2018
- d. [Industrial Development Authority](#) January 24, 2019
- e. [Library Board](#) March 18, 2019
- f. [Robert E. Lee Soil & Water Conservation District](#) February 28, 2019
- g. [School Board](#) January 16, 2019
- h. [School Board](#) February 11, 2019
- i. [School Board](#) March 11, 2019
- j. [School Board](#) March 25, 2019

10. [INFORMATIONAL ITEMS](#)

- a. [Treasurer’s Report](#) March 2019
- b. [Revenue/Expenditure Summary](#) March 2019
- c. [Unassigned Cash/Fund Balances](#) March 2019
- d. [Library News](#) April 2019
- e. [Wreath Laying Ceremony](#) May 2019
- f. [Artisans Center of Virginia Update](#) May 2019
- g. [Economic Development Quarterly Update](#) May 2019

BOARD OF SUPERVISORS MEETING SCHEDULE

Revised 04/22/19

Tuesday, May 7th –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings, Combined Annual Secondary Road Hearing

Tuesday, May 14th –

6:00 PM – Budget Public Hearing

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 – Budget Presentation & Adoption

Thursday, May 30th –

12:00 PM – Business Appreciation Luncheon (Hyland Heights Baptist Church)

Tuesday, June 4th –

5:00 PM – Broadband Authority

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, June 18th –

6:00 PM – Board work session – topic TBD

Tuesday, July 16th –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, August 6th –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, August 13th –

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

6:00 PM – FAC

Monday, August 19th –

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

Tuesday, August 20th –

6:00 PM – Board work session – topic TBD

Tuesday, September 3rd –

5:00 PM – Broadband Authority

6:00 PM – Regular Administrative Business Meeting
7:00 PM – Public Hearings

Tuesday, September 17th –

6:00 PM – Board work session – topic TBD

Tuesday, October 1st –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, October 15th –

6:00 PM – Board work session – topic TBD

Tuesday, December 17th –

11:00 AM – Swearing-in Ceremony (Circuit Court)