

ADMINISTRATOR REPORT
August 1, 2019

TO: The Campbell County Board of Supervisors
FROM: Frank J. Rogers, County Administrator
RE: August 6, 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

[WORK SESSION – JUNE 18, 2019](#)

2. APPEARANCES

a. [DEDICATION OF PERMANENT MEMORIAL FOR HUGH W. ROSSER](#)

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. The Campbell County Board of Supervisors authorized a plaque be made to honor Mr. Rosser's service that would be displayed in an appropriate location in the Haberer Building. Also to be displayed would be the portrait created by Dillon Crouch, a recent graduate of Altavista High School. At this meeting the beautiful plaque will be dedicated by the Board.

RECOMMENDATION: Staff recommends Chairman Gunter unveil the plaque and dedicate the same in memory of Hugh W. Rosser.

3. ADMINISTRATOR'S ITEMS

Frank J. Rogers, County Administrator

a. [REQUEST TO ISSUE AN RFP FOR GRANT WRITER SERVICES](#)

The Adopted Fiscal Year 2019-2020 budget includes funding in the amount of \$50,000 for a grant writing position. These funds were included in response to Board member input suggesting a dedicated grant writer would better assist the County in identifying, applying for, and monitoring grant funds to move Board initiatives forward, particularly Broadband.

While funds are included in the budget for a full-time County position, there may be an opportunity to contract out this service to more efficiently utilize the budgeted resources. As the Board works to further identify key priorities that may be eligible for various grant opportunities, the County can enter into a contractual agreement with an independent party to pursue grants. Staff believes that by initially implementing staffing for the grant writer position through a contractual relationship, we can better identify the availability of relevant grants, the local cost to acquire those grants, and the effort to administer those grants before adding an additional, full-time position to the County payroll.

If, over the initial period of the contract, it becomes abundantly clear that there are sufficient grant opportunities to warrant full-time, dedicated staffing, the County can transition to an in-house staff person in the future. If we do not find that we receive sufficient response to the RFP strategy, we can proceed with recruitment of an employee.

RECOMMENDATION: Staff recommends the Board authorize the issuance of a Request for Proposals for grant writer services.

Clifton M. Tweedy, Deputy County Administrator

b. [HIGHWAY MATTERS](#)

- i. Status of Outstanding Highway Matters: See agenda
- ii. Highway Matters Action Items: See next agenda item
- 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.

c. [REVENUE SHARING PROJECT RESOLUTIONS](#)

At their June meeting the Board of Supervisors approved the submission of a Revenue Sharing Pre-Application to support the upgrade of four existing gravel roads to VDOT standards. These improvements will allow them to be taken into the State system for maintenance. The projects involve construction and paving approximately 0.10 miles for Brian Drive, 0.27 miles for Farm Meadow Drive, 0.28 miles for Night Hawk Road, and 1.15 miles for Kingswood Lane. Staff has been working to refine the project, finalize the cost estimates, and prepare the final application for submission to VDOT. One of the steps required to complete the application process is for the locality to adopt a resolution of support for each project. The final applications must be submitted before October 1, 2019.

Attachments:

- [Resolution for Brian Drive](#)
- [Resolution for Farm Meadow Drive](#)
- [Resolution for Night Hawk Road](#)
- [Resolution for Kingswood Lane](#)
- [Copy of Revised CIP](#)

RECOMMENDATION: After review of the attachments and asking any questions, adopt the attached resolutions of support for Brian Drive, Farm Meadow Drive, Night Hawk Road, and Kingswood Lane.

4. [CONSENT AGENDA](#)

a. [APPROPRIATIONS](#)

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

b. [COUNTY ATTORNEY INVOICE](#)

Attached is an invoice for \$9,075.35 from the county attorney for services provided from June 26, 2019 through July 23, 2019.

Services

General Representation:	\$2,220.00
Real Estate Tax Collection:	\$6,197.50
Personal Property Tax Collection:	\$203.50
Miscellaneous Matters:	\$444.00

Expenses Paid

Real Estate Tax Collection:	\$10.35
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c. [CARDIAC MONITOR/DEFIBRILLATOR PURCHASE](#)

The EMS Division of Campbell County Public Safety requests to purchase one Cardiac Monitor/Defibrillator to be placed on the FIRE/EMS Captain's response vehicle to replace the old, outdated monitor that is more than 12 years of age. Paramedics utilize this important tool to deliver advanced cardiac life support (ACLS) and emergency medical patient care to the citizens of our community. Three (3) quotes were received from qualifying vendors.

Campbell County Public Safety applied for a 50/50 grant match from the Rescue Squad Assistance Fund and recently received notification that \$15,930.50 was awarded towards this purchase. Funds have been budgeted and are available in the FY20 CIP line item 4-100-032500-8201 Medical Equipment.

d. [LUCAS 3 CHEST COMPRESSION SYSTEM](#)

The EMS Division of Campbell County Public Safety is requesting to purchase two (2) Lucas 3 Chest Compression Systems to begin replacing malfunctioning devices that are close to ten years of age. The EMS Division was recently awarded a 50/50 Rescue Squad Assistance Fund (RSAF) Grant from the Virginia Department of Health for the purchase of two (2) Lucas 3 Chest Compression Systems. This grant will reimburse 50% (\$14,816.22) of the total purchase price of the two Lucas 3 Chest Compression Systems being requested.

Three (3) quotes were received from qualifying vendors. Funds have been budgeted and are available in the FY20 EMS budget line item 4-100-032500-8201 Medical Equipment.

RECOMMENDATIONS: Staff recommends the Board:

- a. Approve the appropriations as presented;**
- b. Approve the County Attorney invoice of \$9,075.35;**
- c. Accept the lowest, responsive and responsible quote from ZOLL Medical in the amount of \$31,861.10 to purchase one (1) new manual cardiac monitor/defibrillator;**
- d. Approve the lowest, responsive and responsible quote from Stryker - Physio Control in the amount of \$27,046.22 to purchase two (2) new Lucas 3 Chest Compression Devices.**

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 \(A\)\(5\) of the Code of Virginia](#) to discuss a prospective existing business or industry expansion.
- b. Staff is requesting the Board of Supervisors enter into Closed Session in accordance with Section 2.2-3711 (A)(3) of the Code of Virginia to discuss the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

7:00 P.M.

8. PUBLIC HEARINGS

Frank J. Rogers, County Administrator

a. [PUBLIC HEARING – BOUNDARY LINE ADJUSTMENT](#)

In March of 2018, the Town of Altavista corresponded with the County to ask that the Town staff and County staff work together to identify growth opportunities in areas around the Town. Over time, the discussion turned to the County's Dearing Ford Business and Manufacturing Center. The site represents a total of 50 acres, zoned for Heavy Industrial use. The Center includes 28 acres adjacent to the Wal-Mart, as well as additional 21.75 acres on Dearing Ford Road, off of Route 29.

The Town has expressed an interest in obtaining property for future industrial development. Given the Dearing Ford Center's location immediately adjacent to Town, the property provides a unique opportunity. By locating the Center within the Town, any business that may wish to locate in the Center would be eligible for Town *and* County incentives. The Boundary Line Adjustment proposed here includes only industrial property that is presently undeveloped. No existing residential uses or existing businesses will be effected by the proposed boundary change.

Attachments:

- [Letter from Mayor Mattox 3-21-18](#)
- [Property Flier for Dearing Ford Business and Manufacturing Center](#)

RECOMMENDATION: Staff recommends the Board of Supervisors conduct the required public hearing and, following the closing of the public hearing, direct staff to work with the Town of Altavista to finalize the agreement. Staff also recommends the Board of Supervisors authorize the County Administrator to execute all required documents and submit to the Circuit Court Judge for approval.

b. PUBLIC HEARING – SALE OF REAL PROPERTY

During the staff discussions, the matter of the annual payment of meals tax from the Town of Altavista to the County also came up. Pursuant to the last boundary line adjustment agreement, the Town is obligated to pay fifty percent (50%) of the proceeds of the meals tax revenue on the gross sale of meals in excess of \$2,500,000 per fiscal year collected in the area of the 2006 Boundary Adjustment. The County on the other hand annually appropriates funds in the County's General Fund budget to be paid to the Town of Altavista. Staff is proposing that this annual payment from the Town be discontinued. In its place, the County will convey to the Town of Altavista those certain parcels of real property known as Dearing Ford Business and Manufacturing Center for the purchase price of \$1,000,000.

RECOMMENDATION: Staff recommends that, if the Board of Supervisors authorizes the Boundary Line Adjustment, that the Board of Supervisors further authorize staff to take all necessary steps to sell the Dearing Ford Business and Manufacturing Center to the Town of Altavista for the purchase price of \$1,000,000.

c. [PUBLIC HEARING – GLADYS PRECINCT POLLING PLACE RE-LOCATION](#)

For the past several years, the Community Impact Building in Gladys has been used as a polling location. Due to deterioration of that facility, the Registrar had to relocate voters for the April 2019 special election to the Gladys Volunteer Fire Department facility, located on Route 501.

In order to permanently relocate the precinct from the Community Impact facility to the Gladys Volunteer Fire Department, the Board must first conduct a public hearing on the matter.

RECOMMENDATION: Staff recommends the Board of Supervisors conduct the required public hearing and, following the closing of the public hearing, approve the Gladys precinct polling place re-location to the Gladys Volunteer Fire Department, and authorize staff to reflect the change in the County Code.

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9. **AGENCY MINUTES AND REPORTS**

- a. [Planning Commission](#) May 28, 2019
- b. [Planning Commission](#) June 24, 2019
- c. [Social Services Board](#) June 19, 2019
- d. [Robert E. Lee Soil & Water Conservation District](#) May 9, 2019
- e. [Robert E. Lee Soil & Water Conservation District](#) May 23, 2019

10. **INFORMATIONAL ITEMS**

- a. [Economic Development Department Quarterly Update](#) August 2019
- b. [Library News](#) July 2019
- c. [Rezoning & Special Use Permit Requests FY19](#) August 2019

BOARD OF SUPERVISORS MEETING SCHEDULE

Revised 07/19/19

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

Tuesday, August 20th –

5:45 PM – Board Photo

6:00 PM – Board work session – Meet with Financial Advisors on RFP proposals

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 – Hyland Heights Baptist Church

Thursday, November 7th –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, November 12th –

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

6:00 PM – FAC

Monday, November 18th –

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

Tuesday, November 19th –

6:00 PM – Board work session – topic TBD

Tuesday, December 3rd –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, December 17th –

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

Tuesday, January 7th –

5:00 PM – Broadband Authority

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, January 21st –

6:00 PM – Board work session – topic TBD

Tuesday, February 4th –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, February 11th –

5:00 PM – EMSAC – Public Safety Conference Room (TBD)

6:00 PM – FAC

Monday, February 17th –

6:30 PM – Joint Committee Meeting – Campbell Co. Technical Center (TBD)

Tuesday, February 18th –

6:00 PM – Board work session – topic TBD