

ADMINISTRATOR REPORT
September 26, 2019

TO: The Campbell County Board of Supervisors
FROM: Frank J. Rogers, County Administrator
RE: October 1, 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

[REGULAR MEETING – SEPTEMBER 3, 2019](#)

2. APPEARANCES

a. LYNCHBURG MAYOR TRENEY TWEEDY

Mayor Tweedy, a member of the Central Virginia Planning District Commission, would like to invite the Board to attend the Central Virginia Planning District Strategic Direction Roundtable 2019. The Roundtable will be held Thursday, October 17, at the Lynchburg Regional Business Alliance building, 300 Lucado Street, Lynchburg. The reception is at 5:00 p.m. and the meeting will begin at 5:30 p.m.

3. ADMINISTRATOR'S ITEMS

Frank J. Rogers, County Administrator

a. [FINANCIAL POLICIES](#)

At the Board's August 20th work session, representatives from the County's Financial Advisor (Davenport Inc.) distributed draft financial policies. As the Board will recall from previous briefings by Davenport, the financial policies are necessary to proceed with obtaining a credit rating from bonding agencies. The [policies attached](#) here are very much the same as those distributed on August 20th. The policies as proposed embody our standing practice with some revisions to streamline our staff effort and enhance efficiencies.

Equally important to the above referenced improvements to our internal processes, are the provisions in the policy for maintaining an adequate Unassigned Fund Balance in the General Fund. The policy as proposed calls for an Unassigned Fund Balance that should be, at a minimum 15% (and range up to 18%) of the combined budgeted revenues of the County General Fund and the Campbell County School Operating Fund, net of the County's local share contribution to the School Operating Fund.

Staff has received feedback on the draft policies to include certain typo/grammatical corrections as well as other, more significant changes as stated in the memorandum. Representatives from Davenport will be in attendance for discussion and to answer questions.

RECOMMENDATION: Staff recommends the Board review the proposed edits, make any additional changes desired and adopted the financial policies as amended.

Mike Davidson, Director of Economic Development

b. [BROOKNEAL CAMPBELL COUNTY AIRPORT](#)

The Brookneal Campbell County Airport received funding from Campbell County, the Town of Brookneal, the Federal Aviation Administration (FAA), and the Virginia Department of Aviation (DOAV) until 2018. In 2018, Congress required the FAA to classify all General Aviation Airports and the Brookneal Campbell County Airport was classified as an Unclassified General Aviation Airport, and the airport lost the ability to continue receiving FAA funding. It can still receive state funding but the local match ratio has changed dramatically.

It is imperative that the Airport becomes eligible to receive FAA funding. The easiest minimum eligibility requirement that the Brookneal Campbell County Airport can meet to become a classified airport and be eligible for FAA funding once again is having at least 10 aircraft designate the Airport as their home field and physically base their aircraft out of the airport. The Brookneal Campbell County Airport Authority (BCCAA) has previously discussed the possibility of having T-hangars constructed at the airport to attract public use aircraft, and is now working with Campbell & Paris Engineers and the DOAV to try to revive the hangar project. The BCCAA is applying for a USDA loan to fund the local cost of the project and, if approved, will need a bridge loan taking the project from design through construction, as USDA funds would not be disbursed until the project's completion. There are several options for the Board's consideration, as stated in the memorandum.

RECOMMENDATION: Staff requests the Board consider assisting the BCCAA with constructing a 13-unit T-hangar facility. Staff requests that the Board consider the attached document outlining several options and advise if the Board is willing to consider assisting the airport and, if so, which of the alternatives is acceptable to the Board.

Clifton M. Tweedy, Deputy County Administrator

c. [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 \$17,684.50 from the county attorney for services provided from August 21, 2019 through September 17, 2019.

Services

General Representation:	\$3,681.50
Real Estate Tax Collection:	\$4,088.50
Personal Property Tax Collection:	\$2,331.00
Miscellaneous Matters:	\$684.50

Expenses Paid

Real Estate Tax Collection:	\$6,618.40
Personal Property Tax Collection:	\$280.60

c. [AMBULANCE PURCHASE UNDER COOPERATIVE AGREEMENT WITH MONTGOMERY COUNTY](#)

The EMS Division of Campbell County Public Safety is requesting to purchase two (2) new ambulances under a cooperative agreement that Montgomery County has with Vest's Sales and Service, Check, VA. Campbell County Public Safety previously utilized this cooperative contract in FY19 to purchase a new ambulance.

The EMS Division of Campbell County Public Safety has received a quote from Vest's Sales and Service under the Montgomery County Cooperative Contract for the purchase of two (2) new Dodge Ram 5500 SLT 4 x 4 Osage Ambulances in the amount of \$235,710.00 each, totaling \$471,420.00. Funds have been budgeted and are available in the FY20 CIP line item 4-302-094300-0030 EMS Apparatus/Facility Replacement Program.

d. [RADIO SYSTEM RFP TECHNICAL ASSISTANCE](#)

In FY 2018, the Board assigned \$286,486 for an additional EMS crew due to the closure of the Altavista Rescue Squad. In FY 2019, the Board assigned another \$300,000 at the request of the volunteer chiefs for the County's first crew, intended to address staffing needs primarily related to meeting the County's need for additional support for fire suppression activities. Together these funds totaled \$586,486. At the conclusion of FY 2019, a balance of \$35,268.02 remains in this assigned category.

At the Board's June 2019 meeting, staff was authorized to proceed with negotiations with the Regional Radio Board for the purpose of clarifying the viability and cost of that strategy. At the same time, staff was asked to develop a Request for Proposals (RFP) and solicit options for a "county-only" system replacement. Evaluating the technical merits of radio system proposals will require expertise beyond our in-house capabilities. Firms that have the requisite expertise and engineering skill will be able to assist the County in evaluating the various proposals and strategies contained therein. These firms can also assist with negotiating contracts etc. to insure the locality receives the maximum benefit from any future radio system installation.

e. [CENTRAL VIRGINIA MPO NAME CHANGE](#)

At its July meeting, the Central Virginia Metropolitan Planning Organization voted to adopt amended bylaws which included a name change to the Central Virginia Transportation Planning Organization. This new name is intended to help the public better understand the role of the organization in the region's transportation planning process. Both VDOT and the Federal Highway Administration concur with the changes, but in order for the amendments to take effect, MPO legal counsel advises that the five member localities need to adopt the [attached resolution](#). This new, simplified resolution replaces similar documents from 1979 and 2000, and allows the policy board to better govern itself in the context of current state and federal regulations.

RECOMMENDATIONS: Staff recommends the Board:

- a. Approve the appropriations as presented;**
- b. Approve the County Attorney invoice of \$17,683.82;**
- c. Approve the cooperative agreement with Montgomery County to purchase two (2) new ambulances utilizing Vest's Sales & Service as the awarded contract vendor;**
- d. Authorize the use of the remaining balance of funds in the Assigned for Public Safety category, not to exceed \$35,268.02, to retain the necessary technical expertise to fully and properly review radio system proposals and to provide recommendations to the County regarding best strategies for implementation.**
- e. Adopt the attached resolution.**

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.
- b. Staff is requesting the Campbell County Board of Supervisors enter into Closed Session in accordance with Section 2.2-3711 (A)(1) of the Code of Virginia to discuss matters related to personnel, specifically to consider the County Attorney contract.

7:00 P.M.

8. PUBLIC HEARINGS

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

Paul Harvey, Director of Community Development

a. [REZONING REQUEST – ENGLISH TAVERN ROAD](#)

#PL-19-109 - This request is to rezone 9.75 +/- acres from Agricultural to Residential – Multi Family, Conditional in order to construct an apartment complex. The property is located on English Tavern Road, Lynchburg, VA, and in the Spring Hill 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 – Multi Family, Conditional in order to construct an apartment complex with a total of 232 apartment units. The property adjacent to this parcel was rezoned to Residential – Multi Family, Conditional on February 5, 2019 to allow for the development on a townhouse development and two apartment buildings. This request is for a second phase to the previously approved development. The development would be served by public water and public sewer provided by CCUSA. The project evaluation committee met on July 30, 2019 to review the request. A summary of comments from that meeting are included in the packet.

RECOMMENDATION: The Planning Commission recommended approval of this request by vote of 5-0 citing good zoning practice.

b. [REZONING REQUEST – WARDS ROAD](#)

#PL-19-120 - This request is to rezone 0.846 +/- acres from Agricultural to Business – General Commercial in order to construct and operate an automobile service and repair establishment. The property is located on Wards Road, Lynchburg, VA, and in the Spring Hill Election District. As per the Comprehensive plan the property is located in an area designated as medium to high density commercial. [Staff report is attached.](#)

The applicant is seeking to rezone the parcel to Business – General Commercial in order to construct and operate an automobile service and repair establishment. The applicant would like to construct a 2,400 square foot metal building for general vehicle repair on the property. A previously existing dwelling on the property was removed in 2018. A buffer serving as a barrier to vision or noise will be required along the property line bordering the adjoining property zoned Agricultural.

RECOMMENDATION: The Planning Commission recommended approval of this request by vote of 5-0 citing good zoning practice.

c. [SPECIAL USE PERMIT REQUEST – 721 DOSS ROAD](#)

#PL-19-121 - This request is from Robert Jordan for a special use permit to use an existing single family dwelling to rent on a short-term basis as a tourist house on property zoned Residential – Single Family. The property is located at 721 Doss Road, Concord, VA, and in the Concord 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 would like to rent out the existing single family dwelling on a short-term basis to families, visitors, and potential students/residents of the area. There are strict guidelines for staying at the property and guests have “house rules” to follow. The applicant lives near the property and makes frequent checks to ensure that the guidelines are being followed.

RECOMMENDATION: The Planning Commission recommended approval of this request with the condition that the applicant utilizes the site in conformance with the use described in the narrative submitted with this request, by vote of 5-0 citing good zoning practice.

d. [SPECIAL USE PERMIT – 2470 CLARKS ROAD](#)

#PL-19-122 - This request is from Thomas and Juliet Parmiter for a special use permit to operate a commercial sawmill and host special events on property zoned Agricultural. The property is located at 2470 Clarks Road, Rustburg, VA, and in the Spring Hill Election District. As per the Comprehensive plan the property is located in an area designated as transitional. [Staff report is attached.](#)

The applicant would like to operate a commercial sawmill on the property. The applicant currently owns a portable sawmill that has been used for personal use and would like to expand to a commercial sawmill. Eventually, the applicant would construct a 4,960 square foot barn to house the mill, milled wood, and other equipment. The sawmill would be located outside near the house until the barn is constructed. The applicant also wishes to use the second floor of the barn as a multi-purpose hall for events related to the sawmill business such as seminars, workshops, or customer appreciation events. The space may eventually be rented out for special events such as birthday/graduation parties, art studio classes, a place of worship, and other similar events.

RECOMMENDATION: The Planning Commission recommended approval of this request with the condition that the applicant utilizes the site in conformance with the use described in the narrative submitted with this request, and a further condition to limit the number of guests to 50 for events, by vote of 5-0 citing good zoning practice.

e. [REZONING REQUEST – 1211 DODSON DRIVE](#)

#PL-19-123 - This request is to rezone 28.891 +/- acres from Agricultural to Residential – Single Family for use as a single-family subdivision. The property is located at 1211 Dodson Drive, Rustburg, VA, and in the Concord 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 28.891 acres of the parcel to Residential – Single Family for use as a single-family subdivision. The concept plan shows a proposed twenty-one (21) building lots for single-family dwellings. The proposed lots would have frontage on Dodson Drive and meet the required minimum lot area and lot width. The request is not proffered, so the site plan and proposal are conceptual and non-binding.

RECOMMENDATION: The Planning Commission recommended approval of this request by vote of 5-0 citing good zoning practice.



9. AGENCY MINUTES AND REPORTS

- | | |
|---|-----------------|
| a. Industrial Development Authority | June 27, 2019 |
| b. Robert E. Lee Soil & Water Conservation District | July 25, 2019 |
| c. Planning Commission | July 22, 2019 |
| d. Library Board | August 19, 2019 |

10. INFORMATIONAL ITEMS

- | | |
|---|----------------|
| a. Expenditure Revenue Summary | August 2019 |
| b. Treasurer's Report | August 2019 |
| c. Unassigned Cash Fund Balance | August 2019 |
| d. Hodges Transfer Site Reopening | September 2019 |
| e. RELSWCD Annual Report | August 2019 |
| f. Library News | September 2019 |

BOARD OF SUPERVISORS MEETING SCHEDULE

Revised 09/12/19

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 – **TENTATIVE** – Joint Dinner with Towns of Altavista and Brookneal

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

Tuesday, March 3rd –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, March 17th –

6:00 PM – Board work session – topic TBD

Tuesday, April 7th –

5:00 PM – Broadband Authority

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, April 21st –

6:00 PM – Board work session – topic TBD