

**BOARD AGENDA
PULASKI COUNTY
BOARD OF SUPERVISORS**

**Regular Meeting
Mon., Nov. 27, 2000
7:00 p.m.**

ITEM	KEY STAFF
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1. Invocation

2. Additions to Agenda

(Adopted memorial resolution for former Fairlawn Fire Chief Lewis Linkous – Frame and deliver to Mr. Linkous’ family)

Ms. Hanks/
Mr. Crigger

3. Public Hearings:

a. A review of the Pulaski County Comprehensive Plan and Future Land Use Map.

(Approved as modified (Volume 1 on pages 45 & 49) – Bind as one document into Section 1 & 2 – Notify Planning District Commission of modifications and binding requests – Publish on web site)

Ms. Jenkins/
Mr. Spangler

b. A rezoning request by **George W. & Julie W. Hudson** from Residential (R1) to Agricultural (A1) on a portion of property identified by tax map no. 018-001-0000-0006, 61.325 total acres, located on the south side of Highland Rd. (Rt. 627) .35 miles east of Barsus Rd (Rt. 698), Cloyd District.

(Approved with the exception of frontage along Rt. 11 – Notify applicant and modify zoning records)

Ms. Hopkins

c. A rezoning initiative by the **County of Pulaski** of the green space areas associated with the **Commerce Park** from Planned Industrial District (PID) to Conservation (C-1) on a portion of properties owned by **Douglas R. Cullip**, identified as tax map no. 036-007-0000-0001, 047-048-0000-0005 and owned by **Emogene R. Cullip** identified as tax map no. 047-048-0000-0004, located south of the New River Valley Airport, Cloyd District.

(Approved minimum of 300’, per the map located with the records of this meeting – Modify zoning records)

Ms. Hopkins

d. A rezoning initiative by the County of Pulaski from Industrial (I1) to Planned Industrial District (PID) of properties owned by **JB Collins, Jr. & Cloyd C. Evans**, identified as tax map no. 036-005-0000-002A,3, and owned by **New River Valley Airport** identified as tax map no. 036-003-0000-0004, located south of the New River Valley Airport, Cloyd District.

(Approved – Modify zoning records)

Ms. Hopkins

- e. A rezoning initiative by the **County of Pulaski** for the New River Industrial Park, currently zoned Industrial (I1) and Planned Unit Development (PUD), to be rezoned as follows:
Rezoning to Transitional Industrial District (I-0) of the following:
- ◆ Motion Control Systems, Inc., tax map parcel 039-017-0000-0001
 - ◆ Gene B. and Doris D. Boitnott, tax map parcel 039-017-0000-0002
 - ◆ New River Valley Development Corporation, tax map parcel 039-017-0000-0016
 - ◆ Crawfco LLC, tax map parcel 040-002-0000-0004
 - ◆ Undeveloped lots of the Industrial Development Authority of Pulaski County, tax map parcels 040-002-0000-0002,3,5,6,10 and portions of tax map parcel 039-001-0000-0101
 - ◆ Mebco LLC, portion of tax map parcel 030-001-0000-0003
 (Approved – Notify affected property owners – Modify zoning records) Ms. Hopkins
- f. An initiative by the **County of Pulaski** for consideration of amendments to the Pulaski County Zoning Ordinance as follows:
- To allow conformance with the 1950 Code of Virginia, as amended, regarding the issuance of Special Use Permits (SUP)
 (Approved – Modify zoning ordinance) Ms. Jenkins
 - Revision of Section 23-2.5 to eliminate the mandatory requirement that the Pulaski County Telecommunication Advisory Committee review each special use permit application for construction of towers.
 (Tabled, pending further action by Planning Commission) Ms. Jenkins
- g. A request for Special Use Permit (SUP) by **S. Steven & Rebecca B. Lyles** to allow an exception to the length of a dock per Art. 8-5 of the zoning ordinance on property identified as tax map no. 075-004-0000-0043 (0.98 total acres), zoned Residential (R1), located on the east side of Lake Drive .26 miles west of Owens Rd. (Rt. 663), Ingles District.
 (Tabled – Requested additional information when adjacent docks were constructed, cost of dredging vs. building dock – Obtain additional information requested – Place on December agenda) Ms. Jenkins/
 Ms. Hanks
- h. A request for Special Use Permit (SUP) by **J.W. Gravely** to allow a second single family dwelling on property owned by **William David Gravely c/o Mary V. Gravely** identified as tax map no. 007-001-0000-0022 (2.59 total acres), zoned Residential (R1), located on the east side of Parrott Mountain Rd (Rt. 606) approximately 100 ft. south of Gravely Lane, Cloyd District.
 (Approved, with a semi-annual inspection to be conducted of property – Notify Mr. Gravely) Ms. Jenkins

- i. A request for Special Use Permit (SUP) by **Grant Avenue Development LLC** to allow a sign setback variance for Arby's Restaurant on property owned by **Dublin Fairacres Limited Partnership** identified as tax map no. 056-002-001A-0001 (2.43 total acres), zoned Commercial (CM-1), located on the southwest corner of Woodlyn St (Rt. 1028) and Cleburne Blvd. (Rt. 100), Draper District.
(Approved as requested – Notify applicant) Ms. Jenkins

- j. A request by the **Pegasus Tower Company LTD.** for a Special Use Permit (SUP) to allow a telecommunications tower and related facilities on property owned by **Virginia Perkins, Revocable Trust**, identified as tax map no. 097-009-0000-0060,63, zoned Agricultural (A1), 86.90 total acres, located on the south side of Kirby Rd. (F-047) 0.26 mi. west of Graham Rd. (Rt. 652), Draper District.
(Approved 195' silver monopole structure with screened base – Notify applicant) Ms. Jenkins

- k. Expansion of the **New River Enterprise Zone** to include the Commerce Park and New River Valley Airport.
(Approved, with the exception of expedited permitting and free water and sewer connections – Apply for amendment) Mr. Huber

4. Highway Matters:

Mr. Brugh (unless noted otherwise)

a. Follow-up from Previous Board meeting

- 1. Rural Addition Status Report
(Provide listing of all rural additions in next weekly update) Mr. Crigger/
Ms. Hanks

- 2. Request for School Zone 25 mph Flashing Sign on Dudley Ferry Loop (Riverlawn Elementary School)
(No report presented – Request response from School Board – Place update on December agenda) Mr. Huber/
Ms. Hanks

- 3. Rt. 693 Bridges Status
(Supervisor Fariss recommended that both bridges be replaced at the same time in order to reduce costs – VDOT reported savings of approximately 10% - VDOT requested to consider building both bridges – Place update on December agenda) Ms. Hanks

4. Confirmation of Traffic Counts, Estimates on All Projects on Six Year Plan, as well as Recommendation On Requests by Public from October Board meeting
(Update spreadsheet with new traffic counts – Include date of original request if possible)

Ms. Hanks

- b. Request for No Parking/No Dumping Signs on Rt. 625, Morgans Farm Road
(VDOT to install either “No Dumping” or “No Parking” signs as appropriate)

- c. Board of Supervisors Concerns
(Supervisor Conner expressed concern re: Little Creek Road deterioration – VDOT to repair)

(Supervisor Hale requested patching on portion of Alum Spring Road, as well as the need for repainting white and yellow lines – VDOT to repaint, if weather permits)

- d. Citizen Concerns

(Tina Wright spoke re: the narrow portion of Dallas Freeman Road – VDOT to do spot improvement and confirm whether or not items need to be part of the six year plan)

5. Treasurer’s Report
(Reported)

6. Citizens’ Comments
(Comments were heard and a petition presented from various citizens re: the need for renovations to, or replacement of, Claremont School)

7. Reports from the County Administrator & Staff:

- a. Key Activity Timetable
(Revised deadline for County Administration Building front entrance renovations to June 2001)

Ms. Hanks

- b. Rt. 100 Improvements
(Refine cost estimate for trees – Check with PCHS Horticulture Department on planting trees – Check with Mark Rowh on grant options – Place update on December agenda)

Mr. Long/
Mr. Huber/
Ms. Hanks

c. Appointments:

1. Library Board
(Reappointed Ms. Shankman, Ms. Whitman, and new appointees Sharon Taylor & Pal Montgomery for terms ending 12/31/04 – Library Board to provide the Board of Supervisors with recommendation re: continuing service of Diane Marshall as Board member – Place on December agenda – Notify appointees) Ms. Hanks
2. Telecommunications Advisory
(Reappointed Isabel Berney, Carl Epley, E. W. Harless, Marion Lutz, and Bill Yerrick for terms Ending 12/31/04 - Notify appointees) Ms. Safewright
3. New River Resource Authority
(Reappointed Joe Sheffey for a term ending 12/31/04)
4. Office on Youth
(Reappointed Joyce Owens and Jeannette Sheffey for terms ending 1/1/04 – Notify appointees) Ms. Hanks
5. Pulaski County Sewerage Authority
(Reappointed Dale Boyd, Robert Bruce, Kyle DeHart, and Winston Snead for terms ending 12/31/04 – Notify appointees) Ms. Hanks
6. SWVA Economic Development Financing
(Reappointed Dallas Cox for a term ending December 31, 2001 – Notify Colonel Cox) Ms. Hanks
7. New River/Mount Rogers Workforce Investment Board
(Appointed Ron Bierman, pending his acceptance)
8. Virginia's First Regional Industrial Facilities Authority
(Appointed Pete Huber to finish term of Joe Morgan – Notify Planning District Commission) Ms. Hanks

8. Items of Consent:

- a. Minutes of October 23 & November 6, 2000 & Correction to June 26, 2000 Minutes
(Approved – Revise minutes and enter into minute book) Ms. Hanks
- b. Accounts Payable
(Approved) Ms. Spence

- c. Appropriations and Transfers:
1. Interoffice Transfer #5 - \$57,346.46
 2. General Fund Appropriations #7 - \$38,758.00; #8 - \$1,633.41; and #9 - \$7,000.00
 3. School Fund Appropriations #8 - \$25,032.00; #9 - \$53,300.00; #10 - \$13,000.00
 4. Capital Improvement Fund Appropriations #5 - \$38,519.00
(Approved) Ms. Burchett
- d. Ratification:
1. Change Order
(None)
 2. Agreements, Grants, & Other:
 - a. Authorization to Submit TEA-21 Grant Application
(No action – Removed from items needing action)
 - b. Section 125 Administrative Services Agreement
(Approved – Notify Hunt, DuPree & Rhine) Ms. Burchett
- e. Personnel Changes
(Reviewed)
- f. Resolution Authorizing Worker's Comp Coverage for Board of Supervisor Members
(Approved – Notify VML) Ms. Burchett
- g. Funding Requests:
1. Blue Ridge Highlands Regional Science Fair Funding Request
(Approved – Send letter notify of approval –
Prepare check for \$100 to send with letter) Ms. Hanks/
Ms. Spence
 2. Community Foundation of the New River Valley
(Approved – Send letter notify of approval –
Prepare check for \$50 to send with letter) Ms. Hanks/
Ms. Spence
- h. Emergency Operations Plan Resolution
(Insert resolutions into minutes, as added by
County Attorney) Ms. Burchett

- i. Condition of Unsafe Structure Owned by Ralph A. Sheffey, Jr., identified on Pulaski County Real Estate Records as Tax Map Parcel 028-001-0000-0026, zoned Residential (R1), 0.3570 acre, located on the South Side of Falling Branch Road, (Rt. 798), approximately 75 ft. east of the New River Road (Rt. 624), intersection
(Approved granting extension for deadline for the formulation of a repair plan from September 20, 2000 to January 20, 2001 – Notify Mr. Sheffey – Place update on January 2001 agenda) Ms. Jenkins/
Ms. Hanks
- j. Center in the Square Funding Request
(Approved – Send letter notify of approval, along with check for \$1,500) Ms. Hanks/
Ms. Spence
- k. New River Criminal Justice Training Academy Lease
(Modify existing agreement and obtain approval of Judge Gibb) Mr. McCarthy

9. Citizen Comments

(Terri Fitzwater-Palmore emphasized concern for children and need for school renovations)

(Beth Lancaster inquired regarding use of cutoff lights on Rt. 100)

Mr. Long

10. Other Matters from Supervisors

(Supervisor Fariss requested staff assist REMSI in planning the construction of the Hiwassee Rescue Station)

Mr. Coake

(Supervisor Fariss inquired as to maximum industrial taxes on natural gas – Staff also offered to request usage information from United Cities)

Mr. Huber

(Supervisor Fariss asked staff to check and repair peeling paint in the Board Room)

Mr. Leonard

(Supervisor Fariss requested a copy of the recent economic report regarding the future of the New Century Region be provided to all Board members)

Ms. Hanks

11. Closed Meeting – 2.1-344.A.1.3.5.7

12. Adjournment

November 20, 2000

TO: Board of Supervisors
FROM: Peter M. Huber, County Administrator
SUBJECT: Public Hearings

- a. A review of the Pulaski County Comprehensive Plan and Future Land Use Map – **Enclosed** is the county wide future land-use map. Copies of the text of the comprehensive plan were previously sent to Board members in weekly updates to allow as much time as possible for your review prior to this hearing. To avoid a significant amount of additional copying, the text of the plan was not again included in the packet. If you would like another copy of the plan or of the enlarged study area maps, please give the office a call and we will arrange delivery to you.
- b. A rezoning request by **George W. & Julie W. Hudson** from Residential (R1) to Agricultural (A1) on a portion of property identified by tax map no. 018-001-0000-0006, 61.325 total acres, located on the south side of Highland Rd. (Rt. 627) .35 miles east of Barsus Rd (Rt. 698), Cloyd District. – See **enclosed** information. The Planning Commission recommends approval.
- c. A rezoning initiative by the **County of Pulaski** of the green space areas associated with the **Commerce Park** from Planned Industrial District (PID) to Conservation (C-1) on a portion of properties owned by **Douglas R. Cullip**, identified as tax map no. 036-007-0000-0001, 047-048-0000-0005 and owned by **Emogene R. Cullip** identified as tax map no. 047-048-0000-0004, located south of the New River Valley Airport, Cloyd District – See **enclosed** information. The Planning Commission recommends approval.
- d. A rezoning initiative by the County of Pulaski from Industrial (I1) to Planned Industrial District (PID) of properties owned by **JB Collins, Jr. & Cloyd C. Evans**, identified as tax map no. 036-005-0000-002A,3, and owned by **New River Valley Airport** identified as tax map no. 036-003-0000-0004, located south of the New River Valley Airport, Cloyd District – See **enclosed** information. The Planning Commission recommends approval.

e. A rezoning initiative by the **County of Pulaski** for the New River Industrial Park, currently zoned Industrial (I1) and Planned Unit Development (PUD), to be rezoned as follows:

Rezoning to Transitional Industrial District (I-0) of the following:

- ◆ Motion Control Systems, Inc., tax map parcel 039-017-0000-0001
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- ◆ Crawfco LLC, tax map parcel 040-002-0000-0004
- ◆ Undeveloped lots of the Industrial Development Authority of Pulaski County, tax map parcels 040-002-0000-0002,3,5,6,10 and portions of tax map parcel 039-001-0000-0101
- ◆ Mebco LLC, portion of tax map parcel 030-001-0000-0003

See enclosed information. The Planning Commission recommends approval.

f. An initiative by the **County of Pulaski** for consideration of amendments to the Pulaski County Zoning Ordinance as follows:

- To allow conformance with the 1950 Code of Virginia, as amended, regarding the issuance of Special Use Permits (SUP)
- Revision of Section 23-2.5 to eliminate the mandatory requirement that the Pulaski County Telecommunication Advisory Committee review each special use permit application for construction of towers.

See enclosed information. The Planning Commission recommends the Board of Supervisors be the approving authority on item 1. For item 2, the matter was tabled to allow meeting with the Telecommunications Towers Committee.

g. A request for Special Use Permit (SUP) by **S. Steven & Rebecca B. Lyles** to allow an exception to the length of a dock per Art. 8-5 of the zoning ordinance on property identified as tax map no. 075-004-0000-0043 (0.98 total acres), zoned Residential (R1), located on the east side of Lake Drive .26 miles west of Owens Rd. (Rt. 663), Ingles District – See enclosed information. The Planning Commission recommends denial.

h. A request for Special Use Permit (SUP) by **J.W. Gravely** to allow a second single family dwelling on property owned by **William David Gravely c/o Mary V. Gravely** identified as tax map no. 007-001-0000-0022 (2.59 total acres), zoned Residential (R1), located on the east side of Parrott Mountain Rd (Rt. 606) approximately 100 ft. south of Gravely Lane, Cloyd District. – See enclosed information. The Planning Commission recommends approval.

- i. A request for Special Use Permit (SUP) by **Grant Avenue Development LLC** to allow a sign setback variance for Arby's Restaurant on property owned by **Dublin Fairacres Limited Partnership** identified as tax map no. 056-002-001A-0001 (2.43 total acres), zoned Commercial (CM-1), located on the southwest corner of Woodlyn St (Rt. 1028) and Cleburne Blvd. (Rt. 100), Draper District- See **enclosed** information. The Planning Commission recommends approval.

- j. A request by the **Pegasus Tower Company LTD.** for a Special Use Permit (SUP) to allow a telecommunications tower and related facilities on property owned by **Virginia Perkins, Revocable Trust**, identified as tax map no. 097-009-0000-0060,63, zoned Agricultural (A1), 86.90 total acres, located on the south side of Kirby Rd. (F-047) 0.26 mi. west of Graham Rd. (Rt. 652), Draper District.

The proposed tower would fill a gap in service between existing towers located in Wythe County and on Peak's Knob. See **enclosed** propagation maps. The Telecommunication Advisory Committee approved the request unanimously. The Planning Commission's approval was by a four to three vote.

VDOT COMMENTS:

This would be a new entrance, which would require a permit. An entrance permit will not be issued prior to county approval.

PLANNING COMMISSION AND TELECOMMUNICATIONS TOWER COMMITTEE RECOMMEND APPROVAL

- k. Expansion of the **New River Enterprise Zone** to include the Commerce Park and New River Valley Airport – Expansion of the existing New River Enterprise Zone would make the New River Valley Airport, Commerce Park and Appalachian Machine Rebuild eligible for the following financial incentives:

General State Income Tax Credit – A program administered by the state that reduces the Virginia corporate income tax by 80% in the first year and 60% for the next nine years. Credits cannot be carried forward and are negotiable for projects over \$15 million in size and employing over 50 persons. Qualified firms must increase employment by 10% over two years and 25% of new employees must be low income or zone residents prior to employment. Credits are subject to a statewide cap.

Investment Tax Credits – The state also provides a negotiated maximum state income tax credit of 5% for projects involving a \$100 million investment and creating 200 new jobs. Credits can be carried forward. Credits are subject to a statewide cap.

Real Property Improvement Tax Credit – Provides tax credits or cash grants equal to 30% of the cost of construction to a maximum of \$125,000. New construction must be for at least \$250,000. Building renovations must be equal to or greater than \$50,000 or the assessed value of the facility whichever is greater. Credits are subject to a statewide cap.

Job Grants - Grants firms \$1,500 for every new employee hired over a three-year period (\$500 per employee per year) to a maximum of \$100,000 annually. Firms can apply for subsequent grants for employment increases of more than 20%. Grants are subject to a statewide cap.

Expedited Permitting Procedures - (subdivision, zoning, and erosion control) Allows for staff review of all industrial subdivision, zoning, and erosion control matters not requiring a public hearing. In this manner, permitting approvals are not delayed by the timing of Planning Commission meetings.

Rebate of Water And Sewer Connection Fees - Eliminates water and sewer connections fees normally charged by the Pulaski County Public Services Authority (\$1,500 and \$1,500 respectively).

/gh

November 20, 2000

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Highway Matters

a. Follow-up from Previous Board meeting:

The resident engineer may have information to share on the following matters from previous Board meetings, unless noted otherwise:

1. Rural Addition Status Report – A report will be provided at the November 27 meeting.
2. Request for School Zone 25 mph Flashing Sign on Dudley Ferry Loop (Riverlawn Elementary School)- An update from the School Board has been requested. Any information received will be provided to the Board.
3. Rt. 693 Bridges Status – The resident engineer may have information to share.
4. Confirmation of Traffic Counts, Estimates on All Projects on Six Year Plan, as well as Recommendation On Requests by Public from October Board meeting – See **enclosed** recommendation from VDOT Resident Engineer Dan Brugh.

b. Request for No Parking/No Dumping Signs on Rt. 625, Morgans Farm Road – Supervisor Sheffey has requested this matter be reviewed by VDOT.

PMH/gh

cc: J. D. Brugh, VDOT Resident Engineer

November 20, 2000

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Reports from County Administrator and Staff

- a. Key Activity Timetable - ***Enclosed*** for the Board's review is an updated timetable. Items added in the last month have been italicized.
- b. Rt. 100 Improvements – As a follow-up to previous interest by the Board in the improvement of Route 100 from Newbern Road to New River Community College, staff has estimated the cost of installing streetlights in addition to monthly fees range from \$40,000 for wood poles and \$115,000 for metal poles, the cost of sewer service along both sides of Route 100 from I-81 to the Corporate limits at \$285,500, and the cost of planting trees in the median in a similar manner as has been done along Route 11 and 177 entering the City of Radford. I would like to visually depict the impact of these changes and plan to recommend planting of trees and placement of a welcome sign based on the relatively low cost of these improvements and the visual impact on the community. ***Enclosed*** is a e-mail memo from Mr. Long regarding the cost of streetlights, an estimate from Mr. Coake regarding the cost of sewer service, and a map depicting the proposed location of sewer service. Also ***enclosed*** is an estimate for planting trees along Rt. 100.
- c. Appointments:
 1. Library Board- The terms of Becky Shankman, Jeanne Whitman, Nancy Burchett and Margaret Smith expire December 31, 2000. Ms. Burchett has served two consecutive terms and is not eligible for reappointment. Dr. Smith does not desire to be reappointed for health reasons. Ms. Shankman and Ms. Whitman are eligible for reappointment. In addition, the Library Board reports that Library Board member Diann Marshall has missed three consecutive Library Board meetings. Library staff has made numerous attempts to contact her both by phone and correspondence and no response has been received. The Library by-laws allow for the Library Board to notify the Board of Supervisors of such successive absences and the Board of Supervisors can then make a

determination whether the Library Board member is capable of discharging the duties of a Board member or whether the term should be ended and a new member appointed.

2. Telecommunications Advisory Committee- The terms of Isabel Berney, Carl Epley, E. W. Harless, Marion Lutz, and Bill Yerrick expire December 31, 2000.
3. New River Resource Authority -The term of Mr. Sheffey expires December 31, 2000. He is eligible for reappointment.
4. Office on Youth – The terms of Joyce Owens and Jeannette Sheffey expire December 31, 2000. Both are eligible for reappointment.
5. Pulaski County Sewerage Authority – The terms of Dale Boyd, Robert Bruce, Kyle DeHart, and Winston Snead expire December 31, 2000. They are eligible for reappointment.
6. Southwest Virginia Economic Development Financing – The term of Dallas Cox expires December 31, 2000. He is eligible for reappointment.
7. New River/Mount Rogers Workforce Investment Board – As reported in the ***enclosed*** memo from Mr. Ronnie Martin, Mr. Gene Dillon, Human Resource Director of Volvo, resigned from the Workforce Investment Board effective immediately. Representation by a business owner or company chief executive, operating officer or other representative with policy making or hiring authority of a company is required.

/gh

November 20, 2000

TO: Board of Supervisors

FROM: Peter M. Huber, County Administrator

SUBJECT: Items of Consent

- a. Minutes of October 23 & November 6, 2000 & Correction to June 26, 2000 minutes – See ***enclosed***. It is requested that the minutes of the June 26, 2000 meeting regarding the Mark Kinser zoning amendment, item c, be amended to reflect changes as noted on the ***enclosed*** excerpt of the minutes. It is my recollection that the Planning Commission recommended and the Board of Supervisors approved allowing business condominiums as a “by-right” use in the Commercial CM-1 District. The minutes of the meeting included several possible options.
- b. Accounts Payable – See ***enclosed***.
- c. Appropriations and Transfers – Approval of the transfers as follows and shown on the ***enclosed*** documentation, is requested:
 1. Interoffice Transfer #5 - \$57,346.46
 2. General Fund Appropriations #7 - \$38,758.00; #8 - \$1,633.41; #9 - \$7,000.00
 3. School Fund Appropriations #8 - \$25,032.00; #9 - \$53,300.00; #10 - \$13,000.00
 4. Capital Improvement Fund Appropriations #5 - \$38,519.00
- d. Ratification:
 1. Change Order – There are no change orders at this time.
 2. Agreements, Grants and Other – The following are submitted for the Board’s review and approval:
 - a. Authorization to Submit TEA-21 Grant Application - Authorization to submit the application is requested.

- b. Section 125 Administrative Services Agreement – Ratification is requested of the ***enclosed*** agreement for the continued use of Hunt, Dupree, Rhine and Associates, Inc. for the administrative services provided for the county's employee flexible benefits plan (cafeteria plan). The amount quoted is the same amount currently paid for these services. Therefore, we see no need to change for the administration of this plan.

- e. Personnel Changes - ***Enclosed*** is a listing of recent personnel changes as provided by Management Services Director Nancy Burchett.

- f. Resolution Authorizing Worker's Compensation Coverage for Board of Supervisor Members – Ms. Burchett has discovered that Workmen's Compensation Coverage can be extended to include coverage of the Board of Supervisors and their appointed representatives at a cost of approximately \$50 annually. Approval of a resolution defining Board members and appointees as employees of the County for the purpose of workers' compensation coverage is recommended. Coverage would allow for insurance protection while performing official duties. ***Enclosed*** is a letter from VML underwriter Cathie Moreland-Hasty which includes a recommended resolution.

- g. Funding Requests- The following listed funding requests have been received. The committee overseeing special funding requests have recommended funding in the amount indicated:
 - 1. Blue Ridge Highlands Regional Science Fair Funding Request - \$100- See ***enclosed*** request. This matter was referred to Jim Wallis and Anthony Akers for their review. They recommend the amount requested (\$50) be increased to \$100 based on the impact of the program on area youth.

 - 2. Community Foundation of the New River Valley- \$50 – See ***enclosed*** material describing this scholarship program. This matter was referred to Jim Wallis and Anthony Akers for their review. They recommend a contribution of \$50 as requested.

- h. Emergency Operations Plan Resolution – Adoption of the ***enclosed*** resolution approving the revised Emergency Operations Plan is requested. The revised plan reflects the removal of Joe Morgan as County Administrator and me as his replacement.

- i. Condition of Unsafe Structure Owned by Ralph A. Sheffey, Jr., identified on Pulaski County Real Estate Records as Tax Map Parcel 028-001-0000-0026, zoned Residential (R1), 0.3570 acre, located on the South Side of Falling Branch Road, (Rt. 798), approximately 75 ft. east of the New River Road (Rt. 624), intersection- ***Enclosed*** is an update from Zoning Administrator Jenkins, information provided by Mr. Ralph Sheffey and a summary of previous action. A timetable for repairing the structure has been requested from Mr. Sheffey by December 7th. In either case, the matter will be put on the January 22, 2001 agenda for a decision to accept whatever timetable. It is

recommended the Board grant an extension for the deadline for the formulation of a repair plan from September 20, 2000 to January 20, 2001.

- j. Center in the Square Funding Request – ***Enclosed*** is a request from Center in the Square for \$1,500. The Board funded similar requests over the past two years. I recommend funding of this request based on previous funding by the County and the benefit membership can provide the County in our regional visibility. The Center in the Square membership is less expensive than membership in the Roanoke Chamber of Commerce or the Roanoke Regional Partnership. If funded this year, I plan to include the matter in the annual budget review.
- k. New River Criminal Justice Training Academy Lease – Renewal of the ***enclosed*** lease is recommended with minor changes requiring accommodations for community use.

PMH/gh

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November 20, 2000

TO: Board of Supervisors
FROM: Peter Huber, County Administrator
SUBJECT: Closed Meeting – 2.1-344.A.1.3.5.7

A closed meeting is requested pursuant to Section 2.1-344.A.1.3.5.7 of the 1950 Code of Virginia, as amended, to discuss personnel, legal, land acquisition/disposition, and prospective industry matters. **Enclosed** is a draft resolution to enter the closed meeting on recommended matters, as follows:

Property Disposition or Acquisition:

- ◆ None

Personnel:

1. Pay Adjustments: In his closeout memo, Joe Morgan noted that pay adjustments needed to be made with regard to several employees. In reviewing the matter, I concur that some adjustments need to be made. He evaluated 20 supervisory staff and recommended adjustment of 15 salaries at a total cost of \$41,286 per year. In addition, a salary supplement has been requested for Keith Johnson in the amount of \$15,000. I would like to request concurrence by the Board in considering specific adjustments. Thereafter, I plan to review the material Joe Morgan put together with the department heads staff and present a specific recommendation for the consideration of the Board. I felt that an interim administrator should not handle the matter of staff compensation, since pay adjustments reflect a long-term commitment of the County. I also wanted to ensure the Board was in no way pressured with regard to the selection of an administrator. Thus, I deferred consideration of this matter for the last four months.

2. Employment Contract: I would like to propose the following change to Section 5B of the employment contract which would allow for carryover of comp time from one day to another while eliminating accrual from one month to the next:

It is recognized the employee must devote a great deal of his time outside of normal office hours to business of the County, and to that end Employee will be allowed to take reasonable compensatory time off during said normal office hours. No compensatory time shall be accrued OVER THE COURSE OF EACH MONTH ~~except for work on weekends and holidays~~. A minimum of eight hours shall be worked on all days except weekends and holidays, unless leave is taken and accounted for properly.

3. Proposed Personnel Changes Involved in Hiring of an Assistant County Administrator: I would like to separate the functions and title of Assistant Administrator from that of Economic Development Director in order to allow full opportunity for the promotion of in-house candidates for an assistant administrator. I have no intention of increasing the overall size of the staff and would combine both functions into one job in the event I cannot find an in-house candidate.

The assistant is responsible for general oversight of the organization and could also have other duties associated with their work for the County. These functions have been separated the functions into two job descriptions. ***Enclosed*** are job descriptions for Assistant County Administrator, as well as Community Development Director (which would include both Economic Development and Planning functions). I plan to advertise both jobs in-house to determine interest by current county employees. My purpose in placing this matter on the executive session agenda is to insure we have the opportunity to discuss any questions or concerns you may have regarding this approach.

4. Appointments:
 - a. Library Board- The terms of Becky Shankman, Jeanne Whitman, Nancy Burchett and Margaret Smith expire December 31, 2000. Ms. Burchett has served two consecutive terms and is not eligible for reappointment. Dr. Smith does not desire to be reappointed for health reasons. Ms. Shankman and Ms. Whitman are eligible for reappointment. In addition, the Library Board reports that Library Board member Diann Marshall has missed three consecutive Library Board meetings. Library staff has made numerous attempts to contact her both by phone and correspondence and no response has been received. The Library by-laws allow for the Library Board to notify the Board of

Supervisors of such successive absences and the Board of Supervisors can then make a determination whether the Library Board member is capable of discharging the duties of a Board member or whether the term should be ended and a new member appointed.

- b. Telecommunications Advisory Committee- The terms of Isabel Berney, Carl Epley, E. W. Harless, Marion Lutz, and Bill Yerrick expire December 31, 2000.
- c. New River Resource Authority -The term of Mr. Sheffey expires December 31, 2000. He is eligible for reappointment.
- d. Office on Youth – The terms of Joyce Owens and Jeannette Sheffey expire December 31, 2000. Both are eligible for reappointment.
- e. Pulaski County Sewerage Authority – The terms of Dale Boyd, Robert Bruce, Kyle DeHart, and Winston Snead expire December 31, 2000. They are eligible for reappointment.
- f. Southwest Virginia Economic Development Financing – The term of Dallas Cox expires December 31, 2000. He is eligible for reappointment.
- g. New River/Mount Rogers Workforce Investment Board – As reported in the *enclosed* memo from Mr. Ronnie Martin, Mr. Gene Dillon, Human Resource Director of Volvo, resigned from the Workforce Investment Board effective immediately. Representation by a business owner or company chief executive, operating officer or other representative with policy making or hiring authority of a company is required.
- h. Virginia's First Regional Industrial Facilities Authority – *Mr. Sheffey suggested consideration of this matter, following my appointment as administrator.*

Prospective Industry:

1. Potential Assistance to a Prospective Computer Support Center – I hope to have additional information as a follow-up to the paragraph describing this project in the November 17 weekly update.
2. Natural Gas Project – Supervisor Cook, Supervisor Hale and I plan to describe our visit to two Richmond area plants. I also plan to share pictures taken of these facilities. While certainly worthwhile for the county based on potential tax revenues, the project is likely to be

controversial. ***Enclosed*** is an article describing views held by those in opposition to such facilities.

3. Dublin Area Project – I plan to report any additional information available regarding a theme park project described to me by Sam Bell and Bill Parker. Approximately 600 acres owned by Mr. Bell around New River Community College including the Rockwood house is proposed for development into a Charles Dickens era theme park. In addition to needing water and sewer service, the project is anticipated to have a significant impact on taxes, traffic and municipal services. It is reported that developers may be requesting a boundary adjustment to incorporate the development into the Town of Dublin.

Legal Matters:

- ◆ None

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