

ADMINISTRATOR REPORT
July 16, 2020

TO: The Campbell County Board of Supervisors
FROM: Frank J. Rogers, County Administrator
RE: July 21, 2020 Board of Supervisors Meeting

5:00 PM - Broadband Authority

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

1. APPROVAL OF MINUTES

[WORK SESSION – MAY 19, 2020](#)

[REGULAR MEETING – JUNE 2, 2020](#)

[WORK SESSION – JUNE 16, 2020](#)

2. APPEARANCES – None

3. ADMINISTRATOR’S ITEMS

Frank J. Rogers, County Administrator

a. [DISCUSSION OF CONCORD TRANSFER SITE OPERATING HOURS & COMMUNITY IMPACTS](#)

Starting on July 2nd and 7th and intensifying on July 8th a number of complaints were received about the Concord Transfer site only being open four hours each evening on Tuesday, Wednesday and Thursday. Due to the volume of citizen concerns and the amount of trash being left outside the gate, and after conversations with Supervisor Cline, it was decided to open the site the same 13 hours per day seven days a week until the Board of Supervisors could consider the issue. Staff would like to discuss options with the Board and receive direction.

b. [TREASURER SIGNATORY APPROVAL](#)

Sheila M. Smith was elected Treasurer of Campbell County on November 5, 2019 and assumed office on January 1, 2020. She replaced Robin F. Jefferson who began service as Treasurer on January 1, 2000 and retired December 31, 2019.

At the request of the Treasurer and after talking with the Bank of the James, it became apparent that a formal resolution of the Board was necessary to recognize Mrs. Smith as the new signatory at the banking institutions used by the County. A resolution is attached for the Board’s consideration and approval.

RECOMMENDATION: Staff recommends the Board adopt the attached resolution which would be distributed by the Treasurer to the various banking institutions as needed.

Clifton M. Tweedy, Deputy County Administrator

c. [HIGHWAY MATTERS](#)

- i. Status of Outstanding Highway Matters: See memorandum
- 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 \$25,442.05 from the county attorney for services provided from May 20, 2020 through June 23, 2020.

Services

General Representation:	\$12,655.50
Real Estate Tax Collection:	\$6,279.00
Personal Property Tax Collection:	\$916.50
Miscellaneous Matters:	\$2,203.50

Expenses Paid

Real Estate Tax Collection:	\$3,387.55
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c. [CAMPBELL COUNTY TRAINING SCHOOL – REQUEST TO WAIVE PERMIT FEE](#)

Mr. W.E. “Bill” Jamerson has informed County staff that he will be the Project Manager for the renovations to the Assembly Building for the Campbell County Training School. This property was previously owned by Campbell County and donated to the non-profit group working to restore and maintain the facilities.

Mr. Jamerson will be applying for a building permit in the coming weeks and expects to start construction shortly thereafter. On behalf of the Campbell County Training School Committee he is requesting that the County waive the building permit fee, as stated in [the attached letter](#).

d. [PATRICK HENRY MEMORIAL LIBRARY FURNACE REPLACEMENT](#)

Campbell County Department of Public Works is soliciting sealed bids for the removal of two (2) existing oil furnaces and the installation of two (2) new gas heat pumps. This project also involves the modification of the existing heat pump and cooling system along with the installation of the two (2) new 5-ton heat pumps. The project site is located at Patrick Henry Memorial Library, 204 Lynchburg Highway, Brookneal Virginia.

The Invitation for Bid was posted on the County website and the state procurement website (eVA). The state website delivered the bid documents to 5528 vendors and three (3) responses were received. The funds for this project are available and will be paid from Facility Capital Replacement, GL line 4-302-094400-0088.

e. [DETENTION ADVISORY BOARD APPOINTMENT](#)

Campbell County is a contracting jurisdiction with other area localities in the Lynchburg Juvenile Detention Center. As such, the County is entitled to one seat on the Detention Advisory Board, and is guaranteed a certain number of beds in the facility at a discounted rate. The appointed representative is traditionally a staff member.

The Detention Advisory Board meets at least quarterly to conduct required business. Members must be appointed by the local governing body. There are no set terms or term limits. N. Irene Williams is the Program Manager in our Youth Services Department. She routinely works with the agencies involved, and is willing and able to serve as our representative.

f. [EAP SERVICES](#)

The County's current EAP vendor, REACH, INC, has been leading employee counseling sessions and treatment programs for the past five (5) years. The original term of this contract expired on July 31, 2016 with four (4) one (1) year renewals. All four (4) renewals have been exhausted and a new solicitation for EAP Services was advertised.

Employee Assistance Programs are generally focused on prevention, early intervention, and treatment of employees' personal problems that may impact job performance. The EAP is a personal and confidential counseling service, along with many additional life management services, available to all full-time employees and all members of their household. The EAP offers caring, professional help with a broad range of concerns, from routine challenges to serious issues. The primary goal of the EAP is to help employees and family members balance the demands of work and personal life. The Evaluation Committee consisted of Darlene Cowart, HR & Benefits Coordinator, Ronna Johnson-Davis, Director of Management Services, and Sherry Harding, Director of Public & Employee Relations. The Request for Proposals was advertised on the County website and the State procurement website (eVA). A total of 5,784 vendors were reached and notified of the solicitation through eVA.

RECOMMENDATIONS: Staff recommends the Board:

- a. Approve the appropriations as presented;**
- b. Approve the County Attorney invoice of \$25,442.05;**
- c. Waive the building permit fee for the Campbell County Training School;**

- d. **Enter into an agreement with Johnson Controls, Inc. for \$39,091.00 to remove the old oil furnaces and install new gas heat pumps at Patrick Henry Memorial Library in Brookneal, VA;**
- e. **Appoint N. Irene Williams as the Campbell County representative on the Detention Advisory Board;**
- f. **Approve Optima Health EAP as the top ranked firm and authorize staff to negotiate and execute a final contract for the provision of EAP Services.**

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)(1) of the Code of Virginia to discuss matters related to personnel, specific to the County Administrator.
- 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.
- c. 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 consult with legal pertaining to possible or pending litigation regarding tax collections and the Region 2000 Services Authority.

7:00 P.M.

8. PUBLIC HEARINGS

The following Public Hearings were advertised ([ad attached](#)) for:

Paul Harvey, Director of Community Development

- a. [SPECIAL USE PERMIT REQUEST – 2183 SUNNYMEADE ROAD](#)

#PL-20-054 - This request is from Harvest Outreach Center, Inc. for a special use permit to operate a private school on property zoned Agricultural. The property is located at

2183 Sunnymeade Road, 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 operate a private school for students with special needs on the property. A special use permit for a Christian school was previously approved on the property on August 2, 1999. The school has not operated for a number of years and therefore the previous permit has expired and a new special use permit is required. Harvest Outreach Center has signed a lease agreement with Clearview Baptist Church to use a building on the property that was constructed for the previous school. The school would begin operation on August 1, 2020 and Harvest Outreach Center is currently pursuing a license to operate the school through the Virginia Department of Education.

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 the request by vote of 7-0 citing good zoning practice.

b. [REZONING REQUEST – KENT ROAD](#)

#PL-20-068 - This request is to rezone 2.673 +/- acres from Agricultural to Residential – Manufactured Housing to allow for the placement of two manufactured homes. The property is located on Kent Road, Evington, VA, and in the Altavista Election District. As per the Comprehensive plan the property is located in an area designated as transitional. [Staff report is attached.](#)

The applicant is planning to put a manufactured home on the property, which is permitted under the current zoning. The applicant would also like to place a second manufactured home on the property for her son. The property is not large enough to allow for a family division for the second manufactured home as currently zoned. The rezoning to Residential – Manufactured Housing would allow for the placement of two manufactured homes on the property or allow for dividing the property into two parcels of smaller acreage than allowed in the Agricultural zoning district.

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

c. [REZONING REQUEST – MT VISTA DRIVE](#)

#PL-20-077 - This request is to rezone 8.595 +/- acres from Agricultural to Residential – Single Family to allow for the construction of a single family dwelling with a reduced front setback. The property is located on Mt Vista Drive, Lynchburg, VA, and in the Rustburg Election District. As per the Comprehensive plan the property is located in an area designated as transitional. [Staff report is attached.](#)

The applicant is planning to construct a single family dwelling on the property, which is permitted under the current zoning. The applicant would like to construct the dwelling 25 feet from the front property line. The Agricultural zoning district requires a front setback of 50 feet. The rezoning to Residential – Single Family would reduce the front setback to 25 feet and would therefore allow the dwelling to be constructed in the desired location.

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

d. [REZONING REQUEST – 614 S TIMBERLAKE DRIVE](#)

#PL-20-080 - This request is to rezone 12.270 +/- acres from Residential – Single Family to Business – General Commercial to allow for the use of a sediment storage site. The property is located at 614 S Timberlake Drive, Lynchburg, VA, and in the Timberlake 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 the rezoning to allow the property to be used as a sediment storage site. The site would be used to store the dry sediment from the dredging of Timberlake. The dredging project is a conservation improvement project within the Timberlake Watershed Improvement District that was certified on May 5, 2019. The Department of Environmental Quality requires that a property be zoned commercial in order to be used as a sediment storage site.

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

e. [SPECIAL USE PERMIT REQUEST – 315 DAVIDS WAY](#)

#PL-20-084 - This request is from Mark and Donna Bruce for a special use permit to operate a rooming house on property zoned Residential – Single Family. The property is located at 315 Davids Way, Evington, VA, and in the Sunburst 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 would like to operate a rooming house on the property for short-term rentals using platforms such as Airbnb. The basement of the house would be used for an occasional short-term rental. There is a second driveway leading to the basement entrance that would provide off street parking. The residence is occupied by the owners who would be present when the basement is rented.

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 the request by vote of 7-0 citing good zoning practice.

Kristin B. Wright, Staff Attorney

f. [PUBLIC HEARING – SEMI-ANNUAL CODE UPDATE](#)

Semi-annually the Board of Supervisors updates the Code of Campbell County with mandated changes that result from action of the General Assembly and discretionary changes that are initiated by either the Board or staff during the year. At the Board’s regular meeting on June 2, 2020 staff briefed the Board on the proposed changes and the Board authorized staff to advertise for a public hearing at the July 21, 2020 meeting.

The proposed amendments to the County Code for the regular spring update are either mandated changes by the state or are discretionary changes that the Board has already approved for advertising or are minor amendments clarifying certain aspects of the Code. The amended text for all chapters is available electronically online with a paper copy available in the County

Administrator's Office. The summary of all changes was presented to the Board at the June 2 meeting and is also attached to this agenda item as part of the text of the newspaper advertisement.

During the staff presentation on June 2 the Board directed staff to advertise the code as presented and the Commissioner of the Revenue's request to change in the tax rate for a single motor vehicle owned by a veteran whose disability is qualified by the Department of Veterans' Services from \$4.38 per \$100 in assessed value to a negligible rate approaching zero. On June 16, the Board additionally authorized the advertisement of one additional change to section 9-3.3 at the request of the Clerk of Court. On June 22, 2020, the Planning Commission considered the proposed changes to Chapters 21 and 22, and voted 7-0 to approve those changes.

RECOMMENDATION: Staff recommends the Board conduct the required public hearing to update the Campbell County Code for the amendments advertised and based on any public comment adopt the amendments, with any changes the Board believes are appropriate.

g. [PUBLIC HEARING – PPEA PROPOSALS FOR RUSTBURG MIDDLE SCHOOL](#)

On June 2, the Board authorized solicitation of proposals under the Public Private Education Facilities and Infrastructure Act to build a new, replacement Rustburg Middle School here in the village on the same site where the current school sits. We received eleven proposals and they are currently under review. The Joint Committee is scheduled to receive further information from the five proposers initially ranked highest.

PPEA requires, at section 56-575.17(B), the holding of a public hearing on the proposals during the proposal review process. All proposals are posted (without their confidential information) on our website and paper copies have been available in the County Administrator's office. This is an opportunity for citizens to provide their thoughts and opinions on any single proposal, the proposals as a whole, or any plans for the school. This public hearing was advertised for tonight, and the [advertisement that appeared in the News & Advance is attached.](#)

RECOMMENDATION: Staff recommends that the Board hold the required public hearing on the proposals and accept public comment. No action is required.

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9. AGENCY MINUTES AND REPORTS

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| a. Brookneal/Campbell County Airport Authority | <u>February 26, 2020</u> |
| b. Library Board | <u>April 27, 2020</u> |
| c. Library Board | <u>May 18, 2020</u> |
| d. Planning Commission | <u>March 23, 2020</u> |
| e. Planning Commission | <u>May 26, 2020</u> |
| f. Robert E. Lee Soil & Water Conservation District | <u>May 28, 2020</u> |
| g. Social Services Board | <u>May 20, 2020</u> |

10. INFORMATIONAL ITEMS

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|--------------------------------|---------------------------------|
| a. Expenditure Revenue Summary | <u>May 2020</u> |
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- b. Treasurer's Report [May 2020](#)
- c. Unassigned Fund Balance [May 2020](#)
- d. Planning Commission Annual Report [FY2020](#)
- e. Virginia Loggers Association [May 2020](#)
- f. Public Comment Period at Board Meetings [July 2020](#)

BOARD OF SUPERVISORS MEETING SCHEDULE

Revised 7/02/2020

Tuesday, July 21st –

- 5:00 PM – Broadband Authority
- 6:00 PM – Regular Administrative Business Meeting
- 7:00 PM – Public Hearings

Tuesday, August 4th –

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

Tuesday, August 11th –

- 5:00 PM – EMSAC – Public Safety Conference Room (Cline, Moore)
- 6:00 PM – FAC

Monday, August 17th –

- 6:30 PM – Joint Committee Meeting – Campbell Co. Technical Center (Hogg, Shockley)

Tuesday, August 18th –

- 6:00 PM – Board work session – topic TBD

Tuesday, September 1st –

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

Tuesday, September 15th –

- 6:00 PM – Board work session – topic TBD

Tuesday, October 6th –

- 5:00 PM – Broadband Authority
- 6:00 PM – Regular Administrative Business Meeting
- 7:00 PM – Public Hearings

Tuesday, October 20th –

- 6:00 PM – Board work session – topic TBD

Tuesday, November 3rd –

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

Tuesday, November 10th –

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

6:00 PM – FAC

Monday, November 16th –

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

Tuesday, November 17th –

6:00 PM – Board work session – topic TBD

Tuesday, December 1st –

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, January 5th –

5:00 PM – Broadband Authority

6:00 PM – Regular Administrative Business Meeting

7:00 PM – Public Hearings

Tuesday, January 18th –

6:00 PM – Board work session – topic TBD