

# ADMINISTRATOR'S REPORT

October 11, 2007

TO: Board of Supervisors  
FROM: R. David Laurrell, County Administrator *R. David Laurrell* 10/11/07  
RE: Board Meeting October 15, 2007

11:00 a.m. [Human Services Committee](#) (Carter, Falwell)  
1:00 p.m. Call to Order, Invocation by Supervisor Gunter

## APPROVAL OF MINUTES

1. APPROVAL OF MINUTES - [September 17, 2007 regular meeting](#)

## APPEARANCES

Shameka Wright, Human Resources Generalist

2. INTRODUCTION OF NEW EMPLOYEES

Shameka Wright would like to introduce several new employees:

Social Services - Tanya Eubanks, John King, Kristy Gutwein, Cynthia Walker, Shannon Carhart  
Real Estate - Mary Kaye  
Public Safety - Kent Hicks  
Commissioner of the Revenue - Ronna Johnson-Davis  
Community Development - Brandon Dillard

Don Austin, Residency Administrator

3. VIRGINIA DEPARTMENT OF TRANSPORTATION MATTERS

[Langdon Road \(Route 694\)](#) - One item to consider is a request dated April 20, 2007 from three of the property owners on Langdon Road who did not want VDOT to proceed with widening

and hard surfacing Langdon Road between Leesville Road and the Railroad Underpass. The property owners also asked that this section of road become a dead end. The road is current in the Six Year Plan. The [original request and maps](#) are attached.

**Recommendation: Unless the Board desires otherwise, staff requests Board confirmation to continue with the Langdon Road widening and paving project. The Board also directs staff to notify the three property owners that the project remains on schedule and will be paved in the near future.**

Robert Merryman, President, Campbell County Historical Society

4. [HISTORICAL SOCIETY PRESENTATION](#) (10 min)

Robert Merryman would like to make a brief presentation regarding the plans, activities and programs of the Historical Society as they relate to the Historic Courthouse Museum. The museum officially opened in May 2006.

**Recommendation: No specific action required.**

**ADMINISTRATOR'S ITEMS**

Anne Blair, Director of Information Technology

5. [INFORMATION TECHNOLOGY UPDATE](#) (10 min)

Anne Blair will present an update on the Information Technology Department as outlined in the [attached report](#).

**Recommendation: No formal action is required.**

J. Michael Davidson, Director of Economic Development

6. [INCENTIVES FOR HI-TECH MACHINING](#) (5 min)

The Board approved incentive funding for the relocation of Hi-TECH Machining during a closed meeting on August 6, 2007. The property owner, Jeff Case, plans to relocate his business to a site off of Doss Road that was being used as a warehouse operation. Based on the existing incentive policy, Hi-TECH Machining would be eligible for an amount not to exceed \$22,000.

**Recommendation: Staff requests Board authorization in open session to fund the industrial**

**incentives in an amount not to exceed \$22,000 for this project. A supplemental appropriation is attached.**

7. [JOHN WILLIAM YATES RESOLUTION](#) (5 min)

John W. Yates served on the Campbell County Industrial Development Authority for 20 years. While still serving on the IDA, he passed away on Tuesday, September 25, 2007. Attached is a resolution in honor and memory of Mr. Yates to be presented to his family at a later date.

**Recommendation: Staff requests Board authorization of a resolution in honor and memory of John W. Yates and the presentation of the resolution to his family at an upcoming Board of Supervisors meeting or other place of their choosing.**

Paul Harvey, Community Development Director

8. [COMMUNITY DEVELOPMENT DEPARTMENT UPDATE](#) (10 min)

Mr. Harvey would like to update the Board on the status of departmental operations and recent trends in local construction and development projects. A summary report is attached.

**Recommendation: No formal action is required.**

9. [UPDATE TRANSPORTATION PRIORITY LIST](#) (5 min)

The Board of Supervisors establishes a priority list of transportation projects for primary highways in the County. This list serves as a recommendation to the Commonwealth Transportation Board (CTB) in their pre-allocation hearings. The CTB is holding a public meeting on October 29<sup>th</sup> at 5:00 pm at the Kirkley Hotel, Candler's Mountain Road. The existing priority list is attached showing the current status of each project.

**RECOMMENDATION: Staff recommends modifying #5 (Route 24-Village of Rustburg three-lane extension) because it is partially complete, and modifying item #6 (Route 24-Rustburg sidewalk) because it is also partially complete. Please advise staff if other changes are needed to the priority list prior to adoption.**

Mary H. Pascale, Director of Operations – Recreation

10. [ENGLISH PARK PROJECT MASTER PLAN](#) (10 Min)

The master plan for the English Park Project has been finalized. Input for the project was

received from the citizens in the community through surveys and public meetings. Attached are the master plan maps showing the [lower portion](#) and the [upper portion](#) of the project. The Altavista Town Council has approved a special use permit with nine conditions as detailed at the bottom of the memorandum.

**Recommendation: The members of the English Park Committee and staff request approval of the English Park Master Plan.**

Clifton M. Tweedy, Deputy County Administrator

11. [CONCORD WATER LINE EXTENSIONS – PRELIMINARY REVIEW](#) (15 min)

The Board at its June 18, 2007 meeting authorized the Campbell County Utilities and Service Authority (CCUSA) to proceed with a preliminary engineering review of the feasibility to extend water lines from Concord Elementary School to U. S. Route 460 and beyond. A report from the engineering firm of [Draper Aden Associates](#) along with a map of the [current Concord Water System](#) is attached to aid in the discussion on the feasibility of extending the water lines.

**Recommendation:**

1. **Authorize staff and CCUSA to proceed with the construction design of segments A, B & C of the waterline project beyond Concord Elementary School.**
2. **Authorize staff to work with CCUSA to negotiate contracts with any large users in the area before finalizing the engineering plans and authorizing construction.**
3. **Authorize staff to work with CCUSA to contact potential costumers in the area to determine their willingness to connect to the waterline before finalizing the engineering plans and authorizing construction.**
4. **Direct staff and CCUSA to institute an “Aid to Construction” fee in the amount of \$2,350 similar to the Leesville Road project for segments B, C, D, E & F. Segments B and C would be pre-funded by the County with reimbursement as customers connect. Segments D, E & F would need to be pre-funded by customers or revisited by the Board for alternate funding in the future.**

R. David Laurrell, County Administrator

12. [CENTRAL VA COMMUNITY SERVICES – VML/VACO FINANCE PROGRAM](#)  
(5 min)

The Central Virginia Community Services Board at its September 26<sup>th</sup> meeting adopted a resolution to submit an application to the VML/VACo Finance Program to finance the costs to purchase and renovate the Courtland Building in an amount not to exceed \$2,200,000. Each member

jurisdiction would need to adopt a similar resolution to meet the requirements of the program.

**Recommendation:** Staff recommends the Board adopt the [attached resolution](#) authorizing CVCS to submit an application to the VML/VACo Finance Program to purchase and renovate the Courtland Building in Lynchburg in an amount not to exceed \$2,200,000.

13. [RESOLUTION TO HONOR DORIS RODE](#) (3 min)

At the September 17<sup>th</sup> meeting Supervisor Gunter advised Doris C. Rode who represents the Concord Election District on the Planning Commission is planning to retire effective December 31, 2007. He requested staff draft a resolution to honor Mrs. Rode for her 27 years of service on the Planning Commission.

**Recommendation:** Staff recommends the Board of Supervisors adopt the attached resolution for presentation to Mrs. Rode at the October 22, 2007 Planning Commission meeting.

**CONSENT AGENDA**

14. CONSENT AGENDA

a) [APPROPRIATIONS](#) - A list of appropriations is attached for your review.

b) [REGIONAL LANDFILL – AMHERST COUNTY WITHDRAWAL](#)

Amherst County has decided not to join the Regional Landfill Authority; therefore all other members need to approve changing the service agreement and the articles of incorporation to remove any reference to Amherst County.

c) [REQUEST FOR WATER/SEWER LINE EXTENSION – CALOHAN ROAD/LIVESTOCK ROAD](#)

A [request](#) was received from CCUSA for the extension of water and sewer to approximately eight (8) acres at the intersection of Calohan and Livestock Road for construction of a Bojangles Restaurant. The request is consistent with the Comprehensive Plan.

**Recommendation:**

a) **Approve the appropriations.**

b) **Requests the Board adopt the following motion “I move that the Board of Supervisors re-adopt the resolution previously adopted by the Board on July 2, 2007**

**approving the Articles of Incorporation and member Use Agreement for the Region 2000 Services Authority by removing all references in both documents to the County of Amherst as a member of the Authority” per the attached resolution and authorize the Chairman to sign the Member Use Agreement.**

**c) Staff recommends approval of the water and sewer extension request.**

**Appointments**

15. [APPOINTMENTS](#)

An updated appointment list is attached for your convenience.

**MATTERS FROM THE BOARD**

16. MATTERS FROM THE BOARD

A few minutes will be scheduled at each meeting to discuss matters from the Board.

NOTE: Please note information item #33 below. A contract has been signed with Dewberry at a cost of \$1,089,300 to provide design drawings and construction documents and administration on the Phase I Master Plan improvements involving the renovations and new construction related to the Courthouse and Citizen Services Buildings. A timeline is also included. Funding for this project will come back to the Board later in the year along with options for the Concord Elementary and Concord Water Line projects.

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**AGENCY MINUTES AND REPORTS**

- 17. [Brookneal/Campbell County Airport Authority](#) August 29, 2007
- 18. [Airport Authority Financial Statement](#) August, 2007
- 19. [Airport Authority Resolution – Liability Insurance](#) August 29, 2007
- 20. [Human Services Committee Minutes](#) August 20, 2007
- 21. [Industrial Development Authority Minutes](#) May 24, 2007
- 22. [Route 501 Regional Coalition](#) May 23, 2007

## INFORMATION ITEMS

- |     |  |                           |
|-----|--|---------------------------|
| 23. | <a href="#"><u>Auditor of Public Accounts Approves Offices of Treasurer, Commissioner of Revenue &amp; Sheriff</u></a> | September 21, 2007        |
| 24. | <a href="#"><u>Comcast Plans Channel Changes</u></a>   | September 27, 2007        |
| 25. | <a href="#"><u>Communications System Upgrade #1</u></a>  | October 3, 2007           |
| 26. | <a href="#"><u>Communications System Upgrade, #2 Timeline</u></a>  |                           |
| 27. | <a href="#"><u>Communications System Upgrade, #3 PIO</u></a>   |                           |
| 28. | <a href="#"><u>Communications System Upgrade, #4 CIP Request</u></a>   |                           |
| 29. | <a href="#"><u>Cooperative Extension Names Maguire Acting Director</u></a>   | October 1, 2007           |
| 30. | <a href="#"><u>Joint Committee Information from Schools</u></a>  | September 25, 2007        |
| 31. | <a href="#"><u>Draft VDOT Access Management Regulations</u></a>  | September 26, 2007        |
| 32. | <a href="#"><u>New Traffic Signals in Campbell County</u></a>  | October 1, 2007           |
| 33. | <a href="#"><u>Phase 1 Design Update</u></a>   | October 3, 2007           |
| 34. | <a href="#"><u>Quick Release Sports Update</u></a>   | October 15, 2007          |
| 35. | <a href="#"><u>Timberlake Pride Newsletter, 1<sup>st</sup> issue</u></a>   | September, 2007           |
| 36. | <a href="#"><u>Six Year Plan Meeting with Transportation Board</u></a>   | September 28, 2007        |
| 37. | <a href="#"><u>Va Cooperative Extension Annual Report</u></a>  | July, 2006 – August, 2007 |
| 38. | <a href="#"><u>VDOT Will Conduct Speed Study Route 24/Route 501</u></a>  | September 13, 2007        |