

AGENDA
BEDFORD COUNTY BOARD OF SUPERVISORS
OCTOBER 24, 2005

5:00 P.M. BOARD WORK SESSION

- a. Call To Order
- 1) Philip Thompson, Director of Planning, And Carl Mailler, American Farmland Trust - Final Draft Of The Cost Of Community Services Study.
- 2) Tommy Mason, Budget Analyst – Preview Of Fiscal Year 2006-2007 Budget

7:00 P.M. Dinner

7:30 P.M. WELCOME

- a. Moment of Silence
- b. Pledge of Allegiance
- (1) APPROVAL OF AGENDA
- (2) FIFTEEN MINUTE CITIZEN COMMENT PERIOD
(For Items On This Agenda That Have Not Been Addressed At A Public Hearing)
- (3) PUBLIC HEARINGS/PUBLIC APPEARANCES
 - a. Public Appearance – Carl Mailler, American Farmland Trust – Cost Of Community Services Study
 - b. Public Appearance – Bob Gerndt, Nursing Home Administrator – Selection Of The County Nursing Home As A Select Group Member Of The Virginia Nursing Home Quality Initiative.
 - c. Public Appearance – Bill Hoy, Information Officer – Legislative Priorities
- (4) ACTION ITEMS
 - a. Consideration Of Adoption Of Budget Calendar
 - *Staff Presentation: Tommy Mason*
 - b. Consideration of Adoption Of The PPEA Guidelines For The Implementation Of The Public-Private Education Facilities And Infrastructure Act Of 2002
 - *Staff Presentation: Kathleen D. Guzi And Carl Boggess*
 - c. Consideration Of A Request To Schedule A Public Hearing Regarding Revisions To The Decal Ordinance
 - *Staff Presentation: Carl Boggess*
 - d. VACo Voting Credentials For The Annual Business Meeting
 - *Staff Presentation: Kathleen D. Guzi*
 - e. Closed Session (Information To Follow Under Separate Cover)

- (5) **BOARD COMMENTS, COMMITTEE REPORTS, REQUESTS AND RECOMMENDATIONS**
- a. Update – Long Term Planning Committee
 - b. Update – School Construction Committee
 - c. Update – Fire And Rescue Committee
 - d. Bedford County Planning Commission’s Meeting Minutes For September 6, 2005 and September 19, 2005
 - e. Bedford Public Library System Board Of Directors Meeting Minutes For September 13, 2005 (With Corrected Schedule Of Meetings Attached)
- (6) **APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES**
- (7) **COUNTY ATTORNEY REPORTS, REQUESTS AND RECOMMENDATIONS**
- (8) **COUNTY ADMINISTRATOR’S REPORTS, REQUESTS AND RECOMMENDATIONS**
- a. Informational Item – Technical Review Committee Agenda For October 27, 2005
 - b. Informational Item – Permits Issued In September
 - c. Informational Item – YMCA Award
- (9) **PENDING MATTERS**
- Mission Statement
- (10) **UPCOMING MEETINGS**
- November 7, 2005 – CIP Work Session
 - November 16, 2005 – Regular Meeting With A Work Session
(On Wednesday Due To VACo Conference)
 - November 28, 2005 – Regular Meeting

*Items added at meeting

Board of Supervisors:

Gary M. Lowry, Vice-Chairman – Dist. 7, Charles Neudorfer - Dist. 2, Dale Wheeler – Dist. 1, Robert L. Bashore – Dist. 4, and Steve Arrington – Dist. 5

Absent:

Roger W. Cheek, Chairman – Dist. 3 and Bobby G. Pollard – Dist. 6

Staff Present:

Kathleen D. Guzi, Frank Rogers, Carl Boggess, Susan Crawford, Sue Montgomery, Philip Thompson, Tommy Mason, Cheryl Dean, Bob Gerndt, Bill Hoy and Brigitte Petersen

5:00 P.M. BOARD WORK SESSION

Vice-Chairman Lowry called the meeting to order and welcomed everyone.

1) Philip Thompson, Director of Planning, and Carl Mailler, American Farmland Trust, appeared before the Board with the Final Draft of the Community Services Study. Mr. Thompson stated that this was the study the Board had authorized in December 2004, and then turned the meeting over to Carl Mailler from American Farmland Trust.

Mr. Mailler briefly reviewed American Farmland Trust's history and purpose, and touched on the Cost of Community Services Study for Bedford County. He explained that the study represented a snapshot of one year in the financial life of the Bedford community and after reviewing the process by which the study was conducted, he briefly discussed the findings of the study which included total revenues and expenditures with regard to the land use ratio.

The results of the study revealed that for each \$1.00 of revenue received from residential properties in fiscal 2004, the County spent \$1.07 providing services to those properties; for every \$1.00 from commercial/industrial land uses, the County spent .40 cents; for every \$1.00 received from agricultural land use, the County spent .25 cents providing services.

There followed a question and answer session between the members of the Board, Mr. Mailler, and Mrs. Guzi. Mrs. Guzi stated that, during the regular meeting, Mr. Mailler would give a brief overview of this study for the benefit of citizens in attendance and then there may be possible action taken by the Board.

(2) Tommy Mason, Budget Analyst, appeared before the Board with a preview of suggested changes for the development and the presentation of the budget for fiscal year 2006-2007. He distributed the budget adoption schedule and a copy of the memo he had distributed to all the department heads and constitutional officers outlining what is needed for the budget process this year. Mr. Mason stated he has utilized new document storage software that has enabled him to distribute information faster, track changes, avoid last minutes 'surprises' etc. Mr. Mason then briefly reviewed the new personnel request form and program request form.

Mr. Mason has also formed a staff budget committee made up of the County Administrator, the Assistant County Administrator, the Human Resources Manager, and the Director of Fiscal Management. Mrs. Guzi and Mr. Mason both believe this committee has made the budget request process flow much more smoothly.

There followed a brief discussion between Mr. Mason, Mrs. Guzi and members of the Board on the budget adoption schedule.

Mrs. Guzi stated that this year we will utilize the work sessions in January and February to review department budget requests instead of having two Board members come in for all-day sessions as we have in the past, that will enable all Board members to be present to hear the requests and changes; there will also be time limits for departments presenting their information to the Board.

The Board will take action on adopting this schedule later in the regular meeting.

7:00 P.M. Dinner

The Board of Supervisors and staff remained in open session and moved into the Board Conference Room for dinner.

Board of Supervisors:

Gary M. Lowry, Vice-Chairman – Dist. 7, Charles Neudorfer - Dist. 2, Dale Wheeler – Dist. 1, Robert L. Bashore – Dist. 4, Steve Arrington – Dist. 5, and Bobby G. Pollard – Dist. 6

Absent:

Roger W. Cheek, Chairman – Dist. 3

Staff Present:

Kathleen D. Guzi, Frank Rogers, Carl Boggess, Susan Crawford, Tommy Mason, Cheryl Dean, Bill Hoy, Philip Thompson, Sue Montgomery, Bob Gerndt and Brigitte Petersen

7:30 P.M. Board Meeting

Vice-Chairman Lowry welcomed everyone to the meeting, a moment of silence was held and the Pledge of Allegiance was said.

Vice-Chairman Lowry noted the following additions to the agenda:

- Add Action 4a-i, request for approval of bond refunding – will be heard in front of Action Item 4a
 - Revision of closed session wording
 - Add Action Item 4f, request to accept credit card payments by the Treasurer
-

(1) Supervisor Bashore made a motion to approve the agenda as amended.

**Voting yes: Mr. Wheeler, Mr. Neudorfer, Dr. Bashore, Mr. Lowry,
Mr. Arrington and Mr. Pollard**

Voting no: None

Absent: Mr. Cheek

Motion Passed.

(2) FIFTEEN MINUTE CITIZEN COMMENT PERIOD

There were no citizens desiring to speak.

(3) PUBLIC HEARINGS/PUBLIC APPEARANCES

(3a) Carl Mailler, American Farmland Trust appeared before the Board with the Cost of Community Services Study. Mr. Mailler explained the process for conducting the study and analyzing the data collected; he then briefly touched on the results of the study (as he had done for the Board in the work session). He pointed out that there is a myth that the more residential property a county has, the better off that county will be. Many believe this will increase the tax

base. Mr. Mailler said this is not true, as residential properties require much more of the county in the cost of services than agricultural and commercial properties. He stated that farm land was not just land waiting to be developed, and that there are many ways to use farm land to develop a strong, local generator of revenue, jobs and tourism. After touching on various aspects of the study, he offered to take questions from the Board.

Mrs. Guzi stated that the Board could refer the study to the Tax Committee for their review to determine if any further action is needed (in terms of setting some type of policy); also, staff recommends that the Board also refer the study to staff as reference material to be taken under consideration in the budget process and the comprehensive plan.

Supervisor Neudorfer made the motion to forward the study to the Tax Committee and to Staff for consideration in the processing of the Comprehensive Plan.

**Voting yes: Mr. Wheeler, Mr. Neudorfer, Dr. Bashore, Mr. Lowry,
Mr. Arrington and Mr. Pollard**

Voting no: None

Absent: Mr. Cheek

Motion Passed.

(3b) Bob Gerndt, Nursing Home Administrator, appeared before the Board to announce that the Bedford County Nursing Home has been chosen as a "Select Group" member of the Virginia Nursing Home Quality Initiative, which is a three-year program. Mr. Gerndt explained that the Bedford County Nursing Home was selected from a large group of nursing homes for this honor. He stated that there is a national effort to improve the quality of nursing home care, which involves an overall 'culture change' in the attitude taken toward the long-term care of our seniors. He said his staff is more centered on the patient, and tries to take a more holistic approach to their care.

Mr. Gerndt credited his staff with the nursing home's success, and hopes their example will have a positive affect, through the 'Select Group' program, on other nursing homes throughout the state.

Mr. Wheeler congratulated Mr. Gerndt's staff on their achievement and made the following motion:

Supervisor Wheeler made the motion for a resolution acknowledging the Bedford County's Nursing Home's achievements.

Mrs. Guzi stated she agreed that the Nursing Home's staff deserved recognition and their success was certainly due to Mr. Gerndt's leadership.

**Voting yes: Mr. Wheeler, Mr. Neudorfer, Dr. Bashore, Mr. Lowry,
Mr. Arrington and Mr. Pollard**

Voting no: None

Absent: Mr. Cheek

Motion Passed.

(3c) Bill Hoy, Public Information Officer, appeared before the Board with a draft of this year's Legislative Priorities, which outlined the County's goals in the following areas: taxation and funding; education; transportation; solid waste; eminent domain; fire and rescue; and specific legislation as it pertains to issues at Smith Mountain Lake.

Mr. Hoy pointed out that, with the completion of the renovations to the Health Department, we are asking to increase the State's share of what is charged for the facility. Mrs. Guzi added that the State will pay rent to localities that build and hold health departments. In order for the State to pay this rent, it must be a part of the budget bill for the General Assembly.

Mr. Hoy continued by stating that the sources for this legislative draft came from unfulfilled request from last year, a brainstorming session with Mrs. Guzi and department heads, and from the Tri-County Lake Administration. Mr. Hoy then quickly gave a brief review of the items on the draft, and stated he would be in touch with members of the Board to schedule meetings with our legislators.

Supervisor Pollard made a motion to adopt the legislative priorities as presented.

**Voting yes: Mr. Wheeler, Mr. Neudorfer, Dr. Bashore, Mr. Lowry,
Mr. Arrington and Mr. Pollard**

Voting no: None

Absent: Mr. Cheek

Motion Passed.

(4) ACTION ITEMS

(4a-i) Kathleen D. Guzi, County Administrator, appeared before the Board with a resolution authorizing the issuance and sale of the County's General Obligation Refunding Bond and Requesting the Economic Development Authority of Bedford County, Virginia to issue its lease Revenue Bond to refund all or a portion of the Authority's Lease Revenue Bonds. She stated the first resolution in the Board's packet is needed by the Economic Development Authority because the County issued the 1999 Courthouse Lease Revenue Bonds through the EDA. The second motion is to refinance the General Obligation Bonds and the Courthouse Lease Revenue Bonds.

Mr. Kevin Rotty, Morgan Keegan & Co. then appeared before the Board to walk them through this process. He said his company has been monitoring the County's outstanding debt to see if any refunding opportunities were present, given the favorable markets. With County staff, the decision was made to move ahead with a solicitation of banking organizations. He stated they have received proposals from several institutions, most of which were on the public sale method. Sun Trust Leasing Corporation recommended a private placement, which proved to be the most economical proposal. This will offer the County several advantages including a smaller cost of issuance and a locked interest rate. Mr. Rotty said, for the General Obligation Refunding Bond, this would be a fixed interest rate of 3.83%, which a total debt service savings over the

remaining term of the loan of over \$250,000 (\$20,000 per year). The amount of bonds refunded would be \$3.7 million.

For the Courthouse and Social Services Building (through the EDA), Mr. Rotty said those would refinance with maturities from 2011 to 2020, which would result in an annual savings of \$25,000 (with a total savings approximately \$295,000). With the Board's approval, the General Obligation deal would close within about one week; the Courthouse may take an additional week or two.

The followed a brief discussion between Mr. Rotty, Mrs. Guzi, Mr. Boggess and members of the Board.

Supervisor Wheeler made a motion to approve a resolution authorizing the issuance and sale of the County's General Obligation Refunding Bond and Requesting the Economic Development Authority of Bedford County, Virginia to issue it's lease Revenue Bond to refund all or a portion of the Authority's Lease Revenue Bonds.

**Voting yes: Mr. Wheeler, Mr. Neudorfer, Dr. Bashore, Mr. Lowry,
Mr. Arrington and Mr. Pollard**

Voting no: None

Absent: Mr. Cheek

Motion Passed.

Supervisor Bashore made a motion to refinance the Courthouse and Burks Scott Building Bonds that were issued in 1999.

**Voting yes: Mr. Wheeler, Mr. Neudorfer, Dr. Bashore, Mr. Lowry,
Mr. Arrington and Mr. Pollard**

Voting no: None

Absent: Mr. Cheek

Motion Passed.

Mrs. Guzi thanked the Board for their action on these items and taking action so quickly.

(4a) Tommy Mason, Budget Analyst, appeared before the Board with the new Budget Adoption Calendar. Mr. Mason reiterated one of the objectives of the new schedule was to utilize the work sessions for the budget review process instead of all day sessions with Budget Committees.

FY 2006-2007 Proposed Budget Adoption Schedule

October 17 th	Distribution of Budget Packets to all agencies and departments
November 7 th	CIP Work session
December 5 th	CIP Work session
January	

9 ^{th*}	Budget Work session – Department Proposed Budget Presentation
23 ^{rd*}	Budget Work session – Department Head Presentations and CIP
February	
6 th	Budget Work session – Department Head Presentations
13 ^{th*}	CIP Work session – Finalize CIP
16 th	Budget Work session – Department Head Presentations (if needed)
27 ^{th*}	Budget Work session
March	
13 ^{th*}	Budget Work session
20 th	Budget Work session – Board authorizes advertisement of FY 2005-06 Budget, Tax Rates, CIP and Nursing Home Daily Rate
27 ^{th*}	Ad appears in paper on Proposed FY 2006-2007 Budget, Tax Rate, CIP and Nursing home Daily Rate.
April	
3 rd	Budget Work session Ad appears in paper on Proposed FY 2006-2007 Budget, Tax Rate, CIP and Nursing home Daily Rate.
10 ^{th*}	Budget Work session (if needed)
13 th	Public Hearing on Budget at BSTC
17 th	Budget Work session (last one prior to adoption)
24 ^{th*}	Adoption of FY 2006-07 Budget, Set Tax Rate, Adoption of FY 2007-2011 CIP Plan, Adoption of Nursing Home Daily Rate

*** NOTE: ALL WORK SESSIONS BEGIN AT 5:00 P.M. ***

*Denotes possible regular meeting

There being no questions from the Board, a motion was made.

Supervisor Arrington made a motion to adopt the FY 2006-2007 Budget Adoption Schedule.

**Voting yes: Mr. Wheeler, Mr. Neudorfer, Dr. Bashore, Mr. Lowry,
Mr. Arrington and Mr. Pollard**

Voting no: None

Absent: Mr. Cheek

Motion Passed.

(4b) Kathleen D. Guzi, County Administrator, and Carl Boggess, County Attorney, appeared before the Board to present the new PPEA Guidelines for the Implementation of the Public-Private Education Facilities and Infrastructure Act of 2002. Mrs. Guzi stated the School Construction Committee met last week to discuss the PPEA guidelines. She said Dr. Blevins will prepare a timeline (as discussed at the committee meeting) that will be distributed to the Board at a future meeting. Mrs. Guzi stated the School Construction meeting went very well and was extremely constructive.

Mr. Boggess stated this is a general document in the format suggested by the State.

Supervisor Neudorfer made a motion to adopt guidelines for the implementation of the Public/Private Education Facilities and Infrastructure Act of 2002.

**Voting yes: Mr. Wheeler, Mr. Neudorfer, Dr. Bashore, Mr. Lowry,
Mr. Arrington and Mr. Pollard**

Voting no: None

Absent: Mr. Cheek

Motion Passed.

(4c) Carl Boggess, County Attorney, appeared before the Board with a request to schedule a Public Hearing regarding revisions to Chapter 11 "Motor Vehicles and Traffic", Article II "Vehicle License" (the Decal Ordinance). Mr. Boggess stated he had already discussed this with the Board several months ago during the budget process. We have learned that we cannot charge more than what the state charges for a trailer registration, which is the only change we are making.

Supervisor Bashore made a motion that a public hearing be held on the 28th day of November 2005 to amend Chapter 11 "Motor Vehicles and Traffic" Article II "Vehicle License".

**Voting yes: Mr. Wheeler, Mr. Neudorfer, Dr. Bashore, Mr. Lowry,
Mr. Arrington and Mr. Pollard**

Voting no: None

Absent: Mr. Cheek

Motion Passed.

(4d) Kathleen D. Guzi, County Administrator, appeared before the Board to request that the Board designate an attending member to vote for the County at the annual VACo conference in November. She stated the major vote taken will be on the legislative packet, so it is essential we have county representation. She suggested having Chairman Cheek as the voting member, Dr. Bashore as the first alternate and Mr. Neudorfer as the second alternate.

Supervisor Neudorfer made a motion to appoint Supervisor Cheek as the voting delegate, Supervisor Bashore as the first alternate voting delegate, and Supervisor Neudorfer as the second voting delegate for the county at the annual VACo conference.

**Voting yes: Mr. Wheeler, Mr. Neudorfer, Dr. Bashore, Mr. Lowry,
Mr. Arrington and Mr. Pollard**

Voting no: None

Absent: Mr. Cheek

Motion Passed.

Mr. Pollard Suggested hearing item 4f prior to the closed session; the Board concurred

(4f) Carl Boggess, County Attorney, appeared before the Board with a request to allow the Treasurer to accept debit and credit cards, effective immediately, for payments of all fees, fines,

interest penalties or other charges including but not limited to motor vehicle fees, land use fees, DMV fees and dog tags. Mr. Boggess stated that when the Treasurer originally came before the Board with this request, her main focus was collecting taxes. Since that time, the Treasurer's office has found there are many other fees that could be collected using this method.

Supervisor Wheeler made a motion to allow the Treasurer to accept debit and credit cards, effective immediately, for the payments of all fees, fines, interest penalties or other charges including but not limited to motor vehicle fees, land use fees, DMV fees and dog tags.

**Voting yes: Mr. Wheeler, Mr. Neudorfer, Dr. Bashore, Mr. Lowry,
Mr. Arrington and Mr. Pollard**

Voting no: None

Absent: Mr. Cheek

Motion Passed.

(4e) Closed Session, pursuant to Section 2.2-3711 (A) (1) personnel, to discuss performance, evaluation, assignment and classification of employees of the County.

Supervisor Arrington made a motion to go into Closed Session pursuant to Section 2.2-3711 (A) (1) personnel, to discuss performance, evaluation, assignment and classification of employees of the County; and Section 2.2-3711 (A) (5), discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in the location or expanding its facilities.

**Voting yes: Mr. Wheeler, Mr. Neudorfer, Dr. Bashore, Mr. Lowry,
Mr. Arrington and Mr. Pollard**

Voting no: None

Absent: Mr. Cheek

Motion Passed.

Supervisor Arrington made a motion to go back into regular session.

**Voting yes: Mr. Wheeler, Mr. Neudorfer, Dr. Bashore, Mr. Lowry,
Mr. Arrington and Mr. Pollard**

Voting no: None

Absent: Mr. Cheek

Motion Passed.

Supervisor Bashore made a motion that in accordance with Section 2.2-3712. D the Board certifies that to the best of each member's knowledge, only public matters lawfully exempted from open meeting requirements under this chapter and only such public

business matters as were identified in the motion by which the closed session was convened, were heard, discussed or considered in the closed session by the Board.

**Voting yes: Mr. Wheeler, Mr. Neudorfer, Dr. Bashore, Mr. Lowry,
Mr. Arrington and Mr. Pollard**

Voting no: None

Absent: Mr. Cheek

Motion Passed.

(5) BOARD COMMENTS, COMMITTEE REPORTS, REQUESTS AND RECOMMENDATIONS

(5a) Mrs. Guzi, County Administrator, gave an update from the Long Term Planning Committee. She extended an invitation to the Board to attend an all day planning session on October 29th. Mrs. Guzi stated that the Planning Commission has been trying to get more citizen input; each committee member has been charged with getting key people in their community who represent a different interest (education, land conservation, etc.) to attend this meeting. Mr. Lynn Barnes, a member of the Planning Commission, then briefly explained the planning session's agenda for the Board.

Mrs. Guzi commended the Planning Commission on the work sessions they've been holding, which has enabled them to receive more input from citizens.

Mr. Wheeler stated that it has been very difficult to get people in District 1 to attend all day Saturday meetings. It is a large body of working-age citizens, so it is difficult to have good attendance.

Mr. Neudorfer stated that he believes population growth is an issue that needs to be discussed at this meeting.

(5b) Mrs. Guzi stated that the Board had already been brief on the Scholl Construction Committee's activities earlier in this evening meeting.

(5c) Mrs. Guzi reported that the Fire and Rescue Committee meeting had to be rescheduled, so there is currently nothing to report.

(5d) The Board was given a copy of the Bedford County Planning Commission's meeting minutes for September 6 and September 19, 2005.

(5e) The Board was given a copy of the Bedford Public Library System Board of Directors meeting minutes for September 13, 2005.

(6) APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES

(no appointments)

(7) COUNTY ATTORNEY REPORTS, REQUESTS AND RECOMMENDATIONS

(8) COUNTY ADMINISTRATOR'S REPORTS, REQUESTS AND RECOMMENDATIONS

(8a) The Board was given a copy of the Technical Review Committee's Agenda for October 27, 2005.

(8b) The Board was given a copy of a report showing the Permits issued in September.

(8c) The Board was shown the award presented to the County by the YMCA.

(9) PENDING MATTERS

- **Mission Statement**
-

(10) UPCOMING MEETINGS

- **November 7, 2005 – CIP Work Session**
 - **November 16, 2005 – Regular Meeting with a Work Session**
 - **November 28, 2005 – Regular Meeting**
-

Supervisor Neudorfer made the motion to adjourn the meeting.

**Voting yes: Mr. Wheeler, Mr. Neudorfer, Dr. Bashore, Mr. Lowry,
Mr. Arrington and Mr. Pollard**

Voting no: None

Absent: Mr. Cheek

Motion Passed.

Vice-Chairman Lowry adjourned the meeting at 10:11 p.m.

Chairman
