

**BOOK 33****VIRGINIA:**

At a special meeting of the Board of Supervisors of Amherst County held at the Administration Building thereof on Tuesday, the 17<sup>th</sup> & 18<sup>th</sup> day of February, 2011 at 9:00 a.m. at which the following members were present and absent:

**BOARD OF SUPERVISORS:**  
**FEBRUARY 17 & 18, 2011**

**PRESENT:** Ms. C. Tucker  
 Mr. F. Campbell  
 Mr. R. Curd  
 Mr. D. Kidd  
 Ms. J. Roberson

**ECONOMIC DEVELOPMENT AUTHORITY**  
**FEBRUARY 17, 2011**

Mr. B. Robertson  
 Mr. K. Kinnier  
 Mr. M. Russell  
**FEBRUARY 18, 2011**  
 Mr. M. Russell

Ms. C. Tucker, Chair, called the meeting to order.

**IN RE: BOARD OF SUPERVISORS RETREAT**

**Innovative Communities**  
**Amherst County Board of Supervisors: 2011 Planning Retreat**

**Phase I: Analyzing Taxation and Budget Issues**

Tuesday, February 15, 2011

7:00 p.m.

Led by C. Lee Lintecum and Brenda Campbell

**Phase II: Identifying the Priorities**

Thursday, February 17, 2011

Friday, February 18, 2011

9 a.m. – 4 p.m.

School Board Meeting Room

Facilitated by Martha A. Walker, Ph.D.

Community Viability Specialist, Virginia Cooperative Extension

**Thursday: Day One of Planning Retreat**

**9:00 a.m. Welcome** .....Lee Lintecum, County Administrator  
**Overview of the Day** .....Martha Walker  
**Review 2025 Goals and Priorities**..... Lee Lintecum

All goals up for review and set two year goals and review every three months and establish new goals.

**9:50 a.m. Introduction of Retreat Participants**

**10:00 a.m. Economic Development Panel**..... Don Kidd  
 Moderator Martha Walker

Industrial Representative ..... Robert Hall, CMC Rebar  
 Industrial Representatives ..... Charlie Brown & Matt Roeser, Clorox  
 Commercial Real Estate Developer .....Rick Read, Coldwell Banker  
 Agricultural Development Representative .....Bill Tucker, Tucker Family Farms

*Panel Discussion Guide*

- **Describe your company/work and your relationship with Amherst County.**

Jim Meade – Brockman Park – Telecom services ..... (DOD) – biggest challenge is labor pool. Not a lot for younger generations to do.

Charlie Brown – First Brands (Glad), Clorox – happier now with the by-pass, employment base good.

Bill Tucker – 7<sup>th</sup> generation family farms, 14 different locations, cattle business

Rick Read – Coldwell Bankers – commercial sales, business falls in with Amherst County

Steve Bailey – Amherst Chamber of Commerce – What needs businesses have, Board of Supervisors need to work on building relationship. Steve works for Sweet Briar and their belief of buying local as much as possible would help the county

- **When you are scouting for a new site, what are the priority items that lead to your company selecting a community?**

Charlie Brown - High speed internet, cellulars, GPA access, sewer, water, talent/employment pool, industrial park, electric, cost of fuel, interstate easy access, tax rate, utility rates, incentives, area favorable and profitable, rail and truck service accessible, space for expansion

Rick Read - ease of project from start to finish, work more with locals than out of state potentials, speed is important, availability of higher education, tax breaks for limited periods, availability of utilities, cost of fuel, air service

Bill Tucker – Broadband, cost effective, neighbors and community, site, soil, water supply, conservation options

Steve Bailey – a lot more businesses have input, recommends get more input

Jim Meade – low property tax, talent pool

- **What promotes the expansion of your industry/business?**

Jim Meade – word of mouth and networking, going commercial

Charlie Brown – change in and upgrading equipment, maintaining awareness of tax base, utility cost, utility regulations, availability of natural gas, air travel (regional airport)

Bill Tucker – access to water, financial community understanding capital investments, cash flow basis, agricultural lending

Rick Read – business friendly, change in use rates, sign ordinance, lack of decent buildings

- **What inhibits the expansion of your industry/business?**

Bill Tucker – high quality of land to maximize land use

- **What are three things that the governing body of Amherst County could do to improve the business climate in Amherst?**

Jim Meade – airport service, local foods and catering

Steve Bailey – lodging facilities

Charlie Brown – air service, natural gas, environmentally green

Bill Tucker – pilot project, incentives for small businesses, land view – ensure right to farm

Rick Read – promote your county (recreation and amenities), try to avoid public hearing zoning processes, zone properties for businesses.

- **What closing thoughts would you like to share with the retreat participants?**

11:30 a.m.      *Break*

11:45 a.m.      **Facilitated discussion of County economic development priorities.**

**Priority items when scouting**

- Ease of getting project from start to finish
- Welcoming attitude of community
- Amenities/recreation/social
- Land use taxation/keeping agriculture useable/conservation option
- Networks of governing bodies connections (word of mouth, business to business)
- Labor-affordable training/higher education/youth incentives
- Utilities – water, sewer, electricity, natural gas, broadband, cellular, GPA access
- Industrial park/facilities Enterprise Zone
- Tax incentives
- Transportation – Rail, Air, Interstate
- Land/Site with space for expansion (soil/waste)
- Partners/Relationships to landowners

**Advice**

- Review the comprehensive plan – zone for business (Village District)
- Maintain a business friendly Board of Supervisors
- Create a communication system between the Board of Supervisors and business community
- Connect with Sweet Briar College to economic/cultural
- Incentives for small/micro business development (incubator)
- Manage county growth to support agriculture (consider water/soil quality)
- Ensure the right to farm
- Streamline site plan development process
- Promote the County/amenities
- Maintain flexibility (Avoid Public Hearings)
- Better air service
- Lodging
- Food Service/Restaurants
- Natural Gas
- Commit to environmental sustainability/green incentives
- Use existing Rail contacts
- Encourage a financial system that is favorable to the agriculture industry
- Identify new funding to support incentives
- Connect to VA Economic Development
- Work with Chamber to be the sounding board
- Economic Development Director
- Maintain confidentiality of Business/industry

**Obstacles**

- Water/sewer extreme cost
- Signage
- Lack of decent buildings
- Lack of lodging/food service
- Lack of population/rooftops

12:30 p.m.      *Lunch*

**1:00 p.m.      Information Technology** .....Jackie Viar, IT Director  
                          • Broadband ..... Rick Green

- Amherst owns a vertical structure.
- Cannot build network unless licensed by FCC. Cost of \$2,000(one-time fee).
- Line of sight is very important. Amherst has 80-85% coverage.  
Options for ownership: a) own and operate, b) own but not operate, c) not own nor operate (leased)
- Discuss type of and benefits of as well as cost.
- Would promote small business and home business in areas.
- Cost \$1,083,000
- Need to develop a business plan

1:45 p.m. Break

2:00 p.m. Education ..... Dr. Brian Ratliff, Amherst County Superintendent

- What are Amherst County's priorities for public education over the next two years including academic achievement goals and projected budgetary needs?
- 6 year plan, facilities improvement plan, technology plan, literacy plan, gifted plan, school improvement plan
- Every child, every day
- Student achievement – close achievement gap, equalize opportunities for students
- Diversity counsel
- Leadership program for students
- Teacher/student relationship (competent teachers)
- Communication

Questions asked

1. Illiteracy rate for Amherst County
2. Entrepreneurship development training for students
3. 43 positions loss because of budget reduction
4. When was last pay raise

2:45 p.m. Facilitated discussion of County education and broadband priorities

**Education: Goal 1: Communication; Goal 2: Vocational/Business; Goal 3: Labor force**

**Broadband: Goal 1: Market Study/Business Plan; Goal 2: Improve access @ affordable rate; Goal 3: Secure Funding**

3:30 p.m. Status and Plans for Special Projects ..... Ellen Bowyer, County Attorney

- Historic Train Depot & Potential options for public use – Need \$651,379 to complete project.
- Riveredge Park – Has file but needs to check to see if complete.
- Project Management Options – Questions 1) Cost of money to complete? 2) Can you justify spending the money? Do we have internal capacity to handle these projects? If you don't have internal capacity to run these projects do you want to hire a project manager.
- Community Development Block Grant (CDBG) for Olde Town, Madison Heights..... Kelly Hitchcock, Region 2000.

Two phase project, first phase is \$724,000 for 7 houses under contract. Phase two includes two additional houses. Federal Act called Safe Act is a loan to the home owner that must be repaid and the deed is held as collateral. Applicant must be physically living in the property to have priority. Project can start when county signs contract and has until February 2012. Management plan shows rules and process for houses and applicants. Jeremy Bryant is primary contact for Amherst County.

4:00 p.m. Retreat product ..... Ellen Bowyer

Report will not be available for two – four weeks. Need to have a working report.

*The Board of Supervisors will discuss what kind of document summarizing the results of the retreat would be most useful in tracking Board progress against the established priorities.*

4:30 p.m. Adjourn

**Friday: Day Two of Planning Retreat**

**9:00 a.m. Observations from Day One of the Retreat** .....Martha Walker  
*What has become clear to you?*  
*Review priorities identified during the Day One discussions.*

Mr. F. Campbell issues with land use.

Mr. R. Curd issues with communications.

Ms. C. Tucker - Chamber impressed with Board of Supervisors and their structure. She agreed needing a red list and to post it on our website so that citizens can be aware of status of projects as well.

Ms. J. Roberson lots on table, list of things to do with due dates associated with (ex: Train Depot).

Dr. Walker reviewed the handout that could be used as a tracking sheet for goals. Ms. J. Roberson would rather have a complete list of all projects not just listed by goals.

Ms. E. Bowyer advised that the list could be for Board of Supervisors and administration. She stated that the Board of Supervisors would need to pull the necessary information from the combined report.

Ms. C. Tucker pointed out that the Board of Supervisors has authority to prioritize list.

Mr. R. Curd states that the list would help educated the Board of Supervisors on the county needs.

Ms. J. Roberson stated that by having a list would help bring a new Board of Supervisor or staff member up to date on where the county stands on items on list. Where she could see who was responsible and go to that person to find out the status of a particular item.

Mr. D. Kidd pointed out that the County Administrator is over all staff not the board. The Board members should go to County Administrator rather than staff directly.

Dr. Walker assisted the Board of Supervisors with designing their own status report.

- Decide goal
- Decide what you are going to do to achieve that goal (objective/strategy)
- Timeline
- Person/Group Accountability
- Status
- Financial impact/cost
- Priority

Ms. C. Tucker suggested in standard format and addressed every meeting on agenda.

**9:15 a.m. Public Safety and Responders**

- Regional Jail Impact and Other Issues ..... Sheriff Jimmy Ayers
- Fire and Rescue Career Staff ..... Gary Roakes, Director
- Supervision for Career Staff..... Gary Roakes
- Funding options..... Gary Roakes

Gary Roakes – Need more staff with advance skills. Call volume has increased. Problem with volunteers responding to night calls. Incentives are being considered for volunteers but it will not resolve the issue. Time in responding to calls is an issue.

Board of Supervisors request a report with call volume and drop call report. Mr. G. Roakes stated he would have it ready for the March 1, 2011, Board of Supervisors Meeting.

The Board of Supervisors asked Mr. G. Roakes, what was the number one problem? Mr. G. Roakes stated three supervisors and three paramedics.

Mr. L. Lintecum recommended that Mr. G. Roakes be on the agenda for March 1, 2011, Board of Supervisors Meeting to present his case.

Sheriff Jimmy Ayers

- Retirement cost causing recruitment problems with out of pocket expense
- Animal Control and Shelter funds-appropriate size boxes, rabies vaccinations for all shelter employees, pre-sedatives for euthanized animals
- Computer network servers
- Jail closure will still need to maintain utilities and repairs and maintenance. Future plans as to use of facility once moved.
- Unclaimed bodies of individuals who die within their jurisdictions must provide burial. Funding cut from DSS budget.
- State fund positions will be reduced with the closure of the jail facility.
- Neglect in state funding has reduced overall funding for the Sheriff's office.

Ms. C. Tucker asked Sheriff Ayers to come prepared to show self-funded budget with cuts.

Mr. F. Campbell suggested Social Services may be in need of building. Ms. E. Bowyer brought up that it is a county building and should decide the cost of funds to utilize building. Mr. L. Lintecum stated school board in need of storage.

- 9:45 a.m. Public Works** (solid waste and grounds maintenance) ..... Teresa Nuckols, Director
- Status of Convenience Sites and the County landfill
  - Recycling Feasibility for Amherst County

Teresa Nuckols – Landfill is about 275 acres. We will need to start construction on trench B by 2015 to ready for 2016 use. Need to change permit to make changes to trenches. Proposed material recovery facility where the county could make recycling first stop and landfill second stop. County would profit from the facility. County would work with Nelson County on their recycles.

**Priorities:**

- |                                      |                |         |
|--------------------------------------|----------------|---------|
| • New scales                         | \$60,000.00    | ASAP    |
| • Permit Amendment                   | \$100,000.00   | FY 2012 |
| • Planning for trench B Construction | \$2,000,000.00 | FY 2015 |
| • Landfill Compactor                 | \$900,000.00   | FY 2014 |
| • Materials Recovery Facility        | \$3,000,000.00 |         |

**Collections**

- |                                   |              |         |
|-----------------------------------|--------------|---------|
| • Roll-off truck                  | \$140,000.00 | FY 2012 |
| • Containers for Drop-Off Centers | \$112,000.00 |         |
| • Convenience Center on 60W       | \$500,000.00 |         |

**Grounds**

- |                      |             |         |
|----------------------|-------------|---------|
| • Slope Mower        | \$50,000.00 | FY 2011 |
| • Truck              | \$60,000.00 | FY 2011 |
| • Building           | \$30,000.00 | FY 2012 |
| • Tractor/Eq Trailer | \$63,000.00 | FY 2014 |

Ms. J. Roberson asked about leasing options.

Ms. T. Nuckols was advised to attend March 1, 2011 Board of Supervisors meeting regarding the scales.

Ms. C. Tucker requested that Ms. Teresa Nuckols check into recycling management joint with Nelson County.

Check on mowing bids for voluntary and paid.

- 10:15 a.m. Priority for Public Property Maintenance** ..... David Proffitt  
Deputy County Administrator

- Janitorial service
- Roofs
- Courthouse chiller
- Goodwin Building
- County Administration Building Entrance Project

- HVAC upgrades
- Other building issues to be considered – Old Baptist Church and Parsonage and Jail
- County vehicles

**10:30 a.m. Planning & Zoning** .....Jeremy Bryant

Goals/Targets

- Create training program for new Planning Commission and Board of Zoning Appeals
- Continual educational programs
- Database for proffers and conditions
- Annual inspection of proffers and conditions
- Development review committee – Ms. C. Tucker suggested adding an agriculture individual
- Database for all signs in the county
- Recordation of Proffers
- Planning Commission Annual Report
- Erosion and sediment control
- Website
- Complaint system
- Internship program
- Permits software system
- Zoning and subdivision ordinance
- Comprehensive Plan Update
- Customer Service
- Geographic Information System – supplied budget information for 2011-2012

Mr. Matthew Rowe spoke regarding deadline on storm order management regulations. We must be in compliance with regulations by July 1, 2014. We will have to adopt a storm order management ordinance. He also spoke on Enterprise Zones and recommended that we proceed with this opportunity and now there are training workshops on these.

*11:00 a.m. Break*

**11:15 a.m. Facilitated discussion on Amherst County Priorities**

*12 noon Lunch*

**12:30 p.m. Facilitated Discussion and Confirmation of Priorities**

*The Board will establish a set of priorities and objectives to accomplish those priorities with timelines, funding, and accountability, including the roles of the EDA, the Planning Commission, and Region 2000.*

*The discussion will review the capacity of Amherst County operational systems to support the priorities including structural challenges such as 1) Employee relations and retention; 2) Status of Personnel Manual, 3) Shared Human Resource Position, 4) Procurement, and 5) Accounting.*

**3:00 p.m. Final Thoughts, Next Steps, Retreat Evaluation, Citizens' Academy**

Schedule Four-Month Follow-up Session: Thursday, July 14, 2011.

**3:30 p.m. Adjournment**

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Claudia D. Tucker, Chair  
Amherst County Board of Supervisors

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C. Lee Lintecum, County Administrator