

VIRGINIA: AT THE CONTINUATION MEETING OF THE DINWIDDIE COUNTY BOARD OF SUPERVISORS HELD AT THE CHARLOTTESVILLE OMNI, CHARLOTTESVILLE, VIRGINIA, ON THE 21<sup>ST</sup> DAY OF JANUARY, 1999, BEGINNING AT 9:30 A.M.

PRESENT: LEENORA V. EVERETT, CHAIRMAN ELECTION DISTRICT #3  
AUBREY S. CLAY, VICE-CHAIRMAN ELECTION DISTRICT #5  
DONALD L. HARAWAY ELECTION DISTRICT #2  
EDWARD A. BRACEY, JR. ELECTION DISTRICT #4  
HARRISON A. MOODY ELECTION DISTRICT #1

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**IN RE: DINWIDDIE ELEMENTARY SCHOOL RENOVATION**

Representatives from Ballou, Justice & Upton met with the Board to present the design documents for renovation of Dinwiddie Elementary School. Not included in the project cost at this time are relocating the School Maintenance Shop and removal of the Food Bank building. Also, the cost of new casework is not included. The Architect recommended and the Board agreed to include an add-alternate in the bid to refinish the casework, which was described as restaining and sealing.

Due to the recent ice storm and need for emergency shelter, the Architect had been asked to investigate placing an emergency generator in the renovation project. The cost for a generator to run the entire school is \$200,000. The cost to run the Cafeteria, Gym, Dining Room and emergency lights is \$70,000. After a general discussion, the Board instructed the Architect to include pricing for a generator to run the Cafeteria, Dining Room, Gym, 1<sup>st</sup> floor of new classrooms and the administrative area for telephone and computer service. It was also agreed that two showers would need to be installed in the gym rest rooms.

The Architect stated the project was still within budget. The schedule is to open the school in November of 2000. The Superintendent stated the plans were to relocate the children before the '99 school year to modulars at Southside Elementary.

Upon motion of Mr. Bracey, seconded by Mr. Moody, Mr. Bracey, Mr. Clay, Mr. Haraway, Mr. Moody, Mrs. Everett voting "aye", the School Board and Ballou, Justice & Upton were instructed to proceed with the renovation project as presented with the add-alternates as discussed above.

The Board suggested that the School Board received sealed bids to relocate or demolish the Food Bank Building.

The Superintendent advised the Board that the Maintenance Building will be relocated with existing bond funds.

**IN RE: DISCUSSION OF FIRE STATIONS—DESIGN SKETCHES**

Representatives from Ballou, Justice, Upton, Architects met with the Board to review their proposed design sketches for the new fire stations for Dinwiddie and McKenney. The Dinwiddie Station was proposed to be 9,344 sq. ft. and include 4 bays. The McKenney Station was proposed to be 8,030 sq. ft. and include 3 bays. Both stations will provide living quarters. Estimated cost for Dinwiddie is \$98/sq. ft. and McKenney is \$104/sq. ft. These estimates include site work. Construction time is eight to ten months. The Architect advised the Board that their estimate of a pre-engineered facility is \$107/sq. ft.

**IN RE: DISCUSSION OF FIRE/RESCUE VEHICLES**

Mr. David Jolly, Public Safety Director, stated the estimated cost for a 3,000 gallon tanker for the Dinwiddie VFD and a pumper for the McKenney VFD is approximately \$200,000 each. The specifications for these vehicles are being prepared for bidding within the next six months. He pointed out to the Board that the major emphasis during the past has been on the major apparatus and little effort has been spent on the other units in the stations i.e. brush trucks, first responder and support vehicles. His suggestion was for the Board to consider purchasing four wheel drive vehicles for designated County departments which, based on a limited mileage criteria, would be transferred to the fire/rescue stations for brush trucks and natural disaster transportation needs.

**IN RE: DISCUSSION OF DESIGN-BUILD CONSTRUCTION PROCESS**

Mr. Donald Faison, Building & Grounds Superintendent, and Mr. David Jolly, Public Safety Director, were also present to discuss their research on pre-engineered buildings. Mr. Faison and Mr. Jolly held discussions with a building contractor who presented a cost estimate of \$55/sq. ft. for a pre-engineered building and \$70/sq. ft. with a brick front. They also held discussion with a design-building firm who presented an estimated cost of \$45/sq. ft. It was estimated that the Dinwiddie station could be built for \$425,000 with a brick front and the McKenney Station would be \$361,351.

Upon motion of Mr. Bracey, seconded by Mr. Moody, Mr. Bracey, Mr. Clay, Mr. Haraway, Mr. Moody, Mrs. Everett voting "aye", staff was instructed to proceed with the Design-Building process for construction of the fire stations.

**IN RE: RECESS**

The Board recesses at 12:07 P.M. for lunch. The meeting reconvened at 1:10 P.M.

**IN RE: REVISION OF BUILDING FEE SCHEDULE**

Mr. Dwayne Abernathy, Building Official, met with the Board to review the proposed increase in building fees. Mr. Abernathy advised the Board through a written comparison with surrounding localities, that the proposed increase would put the County more in line with the area and cover the increasing costs of his office.

Upon motion of Mr. Bracey, seconded by Mr. Clay, Mr. Bracey, Mr. Clay, Mr. Haraway, Mr. Moody, Mrs. Everett voting "aye", the Building Official was authorized to proceed with the preparation and advertisement of the proposed building fee schedule for public hearing as soon as possible.

**IN RE: DISCUSSION OF FULL-TIME POSITION -- BUILDING INSPECTIONS**

Mr. Dwayne Abernathy, Building Official, met with the Board to discuss the part-time positions presently included in his budget and to request that these positions be replaced with a full-time position. Funding in the amount of \$44,000 was included for a part-time building inspector and part-time secretarial help. The full-time position would devote more time to the office but also be able to perform inspections. His estimated cost for the position is \$34,000. He also recommended that the \$14,000 included in his budget for a new truck not be expended as staff anticipates the availability of the vehicle being used by the Construction Inspector at the Chaparral site at the end of the project.

Upon motion of Mr. Bracey, seconded by Mr. Haraway, Mr. Bracey, Mr. Clay, Mr. Haraway, Mr. Moody, Mrs. Everett voting "aye", the Building Official is authorized to proceed with advertising and filling a full-time Building Inspector position to replace the two part-time positions presently in his office budget.

**IN RE: REVIEW OF PLANNING AND DEVELOPMENT FEE SCHEDULE**

Mr. William C. Scheid, Director of Planning, met with the Board to review the proposed increase in the planning and development fee schedule. The fee revision also includes erosion and sediment control review. Mr. Scheid pointed out that the increase was necessary to basically cover the advertising costs and staff time involved in the review process. The present fee schedule barely covers the advertising cost for hearings.

Upon motion of Mr. Moody, seconded by Mr. Bracey, Mr. Bracey, Mr. Clay, Mr. Haraway, Mr. Moody, Mrs. Everett voting "aye", the Director of Planning is authorized to proceed with the preparation and advertisement of the proposed planning and development fee schedule for public hearing as soon as possible.

**IN RE: CIP PROCESS/GIS REPORT**

Mr. March Altman, Zoning Administrator, met with the Board to discuss the Capital Improvements Program process and ask for their recommendations. After a general discussion, the general consensus was to continue the process with some ideas for improvement of the process of incorporating the Board's input into the initial review by the Planning Commission. Mr. Altman also distributed copies of the initial GIS Report and advised the Board a formal presentation would be made at their day meeting on February 17, 1999.

**IN RE: DISCUSSION OF EASTSIDE SCHOOL  
RENOVATION/RECREATION COMPLEX**

Mr. Tim Smith, Director of Parks and Recreation, met with the Board to discuss preliminary conceptual plans for the renovation of Eastside School and possible community/recreational use. He pointed out that the County was losing the recreational use of the school facilities due to the increasing needs of the School system and the growing demand for recreation in the County. Both plans propose renovation of the existing building with the addition of multi-purpose gymnasium space. The renovation also includes space for the Rohoic Branch Library. The Board agreed to continuing the renovation process to make useable space, but leave the gymnasium space until an outside funding source could become available. Mr. Haraway recommended that staff contact local industry since they are very interested in fitness programs for health insurance cost containment.

Upon motion of Mr. Bracey, seconded by Mr. Haraway, Mr. Bracey, Mr. Clay, Mr. Haraway, Mr. Moody, Mrs. Everett voting "aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that conceptual plan #2 for the renovation of Eastside Plan Elementary School was approved and staff was authorized to proceed with obtaining an artist's rendition of that plan for marketing purposes; and

BE IT FURTHER RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that staff bring back estimates of the basic costs to occupy the building for approval and appropriation of funding.

**IN RE: PARKS AND RECREATION FOUNDATION**

Upon motion of Mr. Bracey, seconded by Mr. Moody, Mr. Bracey, Mr. Clay, Mr. Haraway, Mr. Moody, Mrs. Everett voting "aye",

BE IT RESOLVED that the Board of Supervisors of Dinwiddie County, Virginia supports the idea of the formation of a Parks and Recreation Foundation for the purpose of providing a partnership with citizens who are interested in addressing and improving the recreation component of the County's quality of life.

Upon motion of Mr. Haraway, seconded by Mr. Bracey, Mr. Bracey, Mr. Clay, Mr. Haraway, Mr. Moody, Mrs. Everett voting "aye",

BE IT RESOLVED that the Board of Supervisors of Dinwiddie County, Virginia agrees to advance the fees to the Foundation for start-up costs, which consist of State Corporation and IRS fees.

**IN RE: CONTRACT FOR GROUNDS MAINTENANCE—  
AUTHORIZATION TO REQUEST PROPOSALS**

Mr. Donald W. Faison, Building And Grounds Superintendent, and Mr. Tim Smith, Director of Parks and Recreation, met with the Board to discuss grounds maintenance services for all the County buildings and recreational fields (Eastside Elementary School). They presented a chart which compared the costs of hiring personnel vs. contractual services. The recommendation from staff is to contract these services.

Upon motion of Mr. Bracey, seconded by Mr. Haraway, Mr. Bracey, Mr. Clay, Mr. Haraway, Mr. Moody, Mrs. Everett voting "aye", staff is authorized to solicit proposals for grounds maintenance services on an annual basis. Mr. Haraway recommended that a termination clause be included for unsatisfactory performance.

**IN RE: MAINTENANCE OF BUILDINGS – AUTHORIZATION TO BID**

Mr. Donald W. Faison, Building And Grounds Superintendent, met with the Board to discuss maintenance of the County's facilities. He did not recommend hiring in-house personnel because of the expense of hiring individuals who would be qualified in all of the fields of maintenance required.

Upon motion of Mr. Haraway, seconded by Mr. Bracey, Mr. Bracey, Mr. Clay, Mr. Haraway, Mr. Moody, Mrs. Everett voting "aye", staff is authorized to solicit proposals for contractual services to provide maintenance for the County buildings.

**IN RE: RECESS FOR DINNER**

The Board recessed at 4:45 P.M. for dinner. The meeting reconvened at 7:30 P.M.

**IN RE: REQUEST FOR DATA ENTRY/CLERICAL ASSISTANCE—  
ADMINISTRATION OFFICE**

The County Administrator presented a request for a full-time position that would provide data entry duties for the Fiscal Office and be responsible for the overflow of clerical responsibilities for the Clerk to the Board. Because of the data entry duties of the Computer Operator, she is not able to address the growing needs of the County's computer system and its users. Presently, the Clerk to the Board serves as Secretary to the County Administrator, Assistant County Administrator, Public Safety Director and Building and Grounds Superintendent, as well as one of the main receptionists for the Administrative Offices.

Upon motion of Mr. Clay, seconded by Mr. Bracey, Mr. Bracey, Mr. Clay, Mr. Haraway, Mr. Moody, Mrs. Everett voting "aye", staff is authorized to include the position of Data Entry Clerk in the 1999-2000 budget to be effective July 1, 1999.

**IN RE: COMMUNICATIONS EQUIPMENT/Y2K CORRECTION &  
UPDATE**

Mr. David Jolly, Director of Public Safety, met with the Board to review updates to the communications equipment to correct the Y2K problem as well as other communication equipment problems that need to be addressed at this time. He presented the following recommendations:

1. A proposal by Motorola to correct the Y2K problem for the County E911 system and upgrade the present equipment. – Cost - \$27,000; Funding from E911 Fund. Upon motion of Mr. Bracey, seconded by Mr. Haraway, Mr. Bracey, Mr. Clay, Mr. Haraway, Mr. Moody, Mrs. Everett voting “aye”, the proposal from Motorola to upgrade the County’s communication system and correct the Y2K problem is accepted with funding from the E911 Fund.
2. Connect the present Namozine VFD high band radio to the generator at the County communication center to provide continuance of service in a power outage. – Estimated cost of \$6,000; Funding from E911 Fund. Upon motion of Mr. Moody, seconded by Mr. Bracey, Mr. Bracey, Mr. Clay, Mr. Haraway, Mr. Moody, Mrs. Everett voting “aye”, staff is authorized to connect the Namozine VFD high band radio to the County communication center as presented with funding from the E911 Fund.
3. Procure the two position communications console offered by Prince George County – Estimated cost not to exceed \$5,000; Funding from E911 Fund. At the same time, Motorola will evaluate the present console to determine whether the additional console will be placed in the County’s communication center or in a remote location. Upon motion of Mr. Moody, seconded by Mr. Bracey, Mr. Bracey, Mr. Clay, Mr. Haraway, Mr. Moody, Mrs. Everett voting “aye”, staff is authorized to procure the two position console from Prince George County as presented with funding from the E911 system, not to exceed \$5,000 and to have Motorola evaluate the present console system.

**IN RE: RECESS**

The Board recessed at 8:35 P.M. to continue Friday, January 22, 1999 at 9:00 A.M.

**JANUARY 22, 1999**

The meeting reconvened at 9:00 A.M., Friday, January 22, 1999.

**IN RE: REVIEW OF CIP PRIORITIES**

Staff reviewed the projects the Board has included in its present Capital Improvements Program and established their approval of how these projects are prioritized. The projects are as follows:

Dinwiddie Elementary School Renovation – VPSA/Literary Loan Funding

Dinwiddie VFD Station – Included in Next Bond Issue

McKenney VFD Station – Included in Next Bond Issue

Dinwiddie Tanker and McKenney Pumper – Included in Next Bond Issue

Ford 1<sup>st</sup> Responder – may be provided from present County equipment

Namozine Ambulance – applying for grant funding

Countywide GIS – phased in; timetable will be discussed after presentation on February 17, 1999.

Waste Management Site – Director of Waste Management will bring costs for establishment of site at Rohoic Dumpster Site. The Board instructed staff to pursue the use of surveillance equipment at the dumpster sites.

Communications Equipment Update – A plan for programming costs through the E911 Fund will be presented to the Board.

Voting Machines – Replacement as needed.

Old Courthouse – Work is proceeding on the work that is needed for the stabilization and maintenance of the building. The Board recommended that a citizens committee be appointed to work with the County on the future use of the building.

**IN RE: CAPITAL FUNDING ANALYSIS UPDATE FOR COUNTY**

Mr. Darrell Hill, Davenport & Company, LLC, met with the Board to review the County's Capital funding analysis, including the new capital projects proposed by the Board and the impact of major industry locating in the County. Looking at meeting the County's debt service requirements, the analysis shows that the new capital projects can be accomplished without a tax increase with the use of withdrawals from the Capital Reserve Fund and tax revenues provided by new industry in the County. It was also pointed out to the Board that there are many variables in the County's revenue picture because of recently instituted program changes by the General Assembly, i.e. personal property taxes and proposed cuts in meals tax, etc. Mr. Haraway asked for information on Municipal Leasing for the two fire trucks with the idea of reducing issuance costs.

**IN RE: PROPOSED BUDGET WORKSHOPS**

Upon motion of Mr. Bracey, seconded by Mr. Clay, Mr. Bracey, Mr. Clay, Mr. Haraway, Mr. Moody, Mrs. Everett voting "aye", the following schedule was approved for budget workshops for the FY 99-2000 proposed County budget:

February 3, 1999 – 1:00 P.M. – Meeting with Constitutional Officers  
February 10, 1999 – 1:00 P.M. – Meeting with Department Heads, Agency Heads  
February 24, 1999 – 9:00 A.M. – General Review & Workshop  
March 3, 1999 – Additional Workshop if needed.  
March 17, 1999 – Public Hearing

**IN RE: AUTHORIZATION TO SIGN DEEDS OF GIFT FOR QUALIFIED APPLICANTS—WEST PETERSBURG CDBG PROGRAM**

Upon motion of Mr. Moody, seconded by Mr. Bracey, Mr. Bracey, Mr. Clay, Mr. Haraway, Mr. Moody, Mrs. Everett voting "aye", the Chairman and/or County Administrator are authorized to sign Deeds of Gift for those applicants who are qualified for home ownership under the West Petersburg Community Development Block Grant Program.

**IN RE: DISCUSSION OF JAIL WELL STATUS AND CONNECTING OLD COURTHOUSE AND CLERK'S OFFICE ONTO JAIL SYSTEM**

Staff presented a letter from R. Stuart Royer & Associates, Inc. concerning the feasibility and cost of a new drilled well for the jail and old Courthouse complex. Concerns expressed were cost and the feasibility of funding sufficient quantity and quality. Staff discussed the present well tests on the Jail which show the contaminant levels to be well below Health Department levels. Staff also discussed the addition of a treatment system that would be designed to filter out the contaminants, but the engineers could not guarantee that it would filter out 100%. The Engineers have recommended that the County discontinue use of the old Courthouse well and connect the Courthouse and Clerk's Office buildings to the jail well. This can be accomplished for a minimal cost.

Upon motion of Mr. Moody, seconded by Mr. Bracey, , Mr. Bracey, Mr. Clay, Mr. Haraway, Mr. Moody, Mrs. Everett voting "aye", staff was authorized to proceed with connecting the old courthouse and clerk's office buildings to the jail well. Staff will continue to review the reports on the jail well water quality with the State Health Department and discuss the legal liabilities of re-establishing its use as a potable water source.

**IN RE: ADJOURNMENT**

Upon motion of Mr. Bracey, seconded by Mr. Moody, Mr. Bracey, Mr. Clay, Mr. Haraway, Mr. Moody, Mrs. Everett voting "aye" the meeting was adjourned at 12:15 P.M. to be continued at 1:00 P.M., February 3, 1999 at the Pamplin Administration Building for a budget workshop session.

Lee Nora V. Everett  
Lee Nora V. Everett  
Chairman, Board of Supervisors

ATTEST:

R. Martin Long  
R. Martin Long  
County Administrator

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