

VIRGINIA: AT THE CONTINUATION MEETING OF THE DINWIDDIE COUNTY BOARD OF SUPERVISORS HELD IN THE MULTI-PURPOSE ROOM OF THE PAMPLIN ADMINISTRATION BUILDING IN DINWIDDIE COUNTY, VIRGINIA, ON THE 4th DAY OF MARCH, 2003, AT 3:00 P.M.

PRESENT: ROBERT L. BOWMAN IV - CHAIR ELECTION DISTRICT #3
(Arrived 4:32 P.M.)
DONALD L. HARAWAY – VICE CHAIR ELECTION DISTRICT #2
HARRISON A. MOODY ELECTION DISTRICT #1
EDWARD A. BRACEY, JR., ELECTION DISTRICT #4
AUBREY S. CLAY ELECTION DISTRICT #5

=====

Mr. Donald Haraway, Vice Chairman, called the continuation meeting to order at 3:09 P.M.

**IN RE: DISCUSSION OF PROPOSED FEES- FOR
QUARANTINED ANIMALS/FEE FOR PICKED UP, OWNER
RELEASE ANIMALS -- ANIMAL CONTROL OFFICER**

Ms. Mary Ellison, Animal Control Officer stated it is very expensive for the County to provide services for picking up animals. She discussed the proposal of the following fees:

1. Turned in animals that **have** to be picked up by Animal Control...\$10.00 **IF** licensed, \$20.00 unlicensed, with the appropriate property release.
2. Quarantined animal **brought** to the shelter.....\$ 20.00
3. Quarantined animal **picked up** with license.....30.00
4. Quarantined animal **picked up** without license.....40.00

Animal Control receives several calls a year in reference to picking owned dogs up for citizens. She stated she would like to propose a pick up fee for these dogs. In the past, people call because they can't handle the dog, have no transportation, or they don't want to put the animal in their car. Experience has shown that these animals have not been vaccinated for rabies and have no license. Therefore, she requested the above fee, #1, be established.

Our current pickup fees are \$10.00 for the first day, plus \$2.00 per day for care of stray dogs, which is below other jurisdictions. This is the fee for dogs returned to owners from the shelter.

We do not charge a "turn in" fee for an animal brought to the shelter that does not have to be quarantined. Hopefully, this policy will help to stop animals from being "dropped".

Dinwiddie County Code, Sec. 4-58. Quarantine of biting or bitten animals. All animals biting or otherwise injuring human beings or animals shall immediately be placed under quarantine for a minimal period of ten (10) days. The area and conditions of quarantine shall be designated by the health officer or his duly authorized deputy. **When suitable quarantine cannot be maintained by the owner, the animal shall be removed to a suitable pound and there be quarantined at the expense of the owner.** All animals bitten by rabid animals, or suspiciously rabid animals, shall either be destroyed or, if previously vaccinated in a manner satisfactory to the health officer, may be revaccinated in the prescribed manner and held under quarantine for a minimal period of thirty (30) days.

Comparisons:

Colonial Heights:

Pick up fee	\$15.00
Board	6.00 per day
Will not pick up turn in	
Quarantine	15.00 + 6.00 per day

Petersburg:

Pick up fee	\$30.00
Board	12.00 per day
Turn in	30.00
Quarantine	30.00 +12.00 per day

Prince George:

Pick up fee	\$10.00
Board	3.00 per day
Turn in	25.00 (picked up or brought to shelter)
Quarantine	5.00 per day + 10.00 if returned to owner

Upon Motion of Mr. Moody, seconded by Mr. Clay, Mr. Bracey, Mr. Moody, Mr. Clay, Mr. Haraway, voting "Aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that authorization is granted for Administration to advertise for a Public Hearing to amend the Code of the County of Dinwiddie, Virginia to impose fees to cover the costs associated with picking up animals.

IN RE: COMMISSIONER OF THE REVENUE – BUDGET DISCUSSION

Ms. Deborah Marston, Commissioner of the Revenue, presented the following requests for the Boards consideration for the FY 03-04 budget.

A new position – Field Person - This would be a Grade A Step 4 position at an annual salary of \$25, 494. This person would go out in the field and measure new construction, checks to make sure the contractors are all properly licensed, and make sure they have a business license for Dinwiddie County. This position would be self-supporting because revenue from new construction would be put on the books right away for taxation purposes. Within 30 days the Treasurer does a supplemental bill for collection of funds.

The County Administrator asked if the position would be a part-time or full time position. The Commissioner responded it could be part-time now and work into a full time position. The County Administrator commented, what you are saying is that on a monthly basis you would be picking up all the land transfers and matching those up with all the building permits on a current basis. Ms. Marston replied yes.

Extra part-time help funds –the general reassessment will be starting up this summer going into full swing next year. During the reassessments singlewide mobile homes are picked up and put on as personal property for taxing. Ms. Marston informed the Board that there is a three-way verification for the orange strip files. They are a manual card file system, and computer screen system and the actual tax maps. Typically these are verified during a reassessment or every other reassessment, but they have not been verified since the 1992-93 reassessment. Those things really need to be verified and we need to make sure all of the parcels are put on the tax maps. The land use tax information has to be recalculated based on the new assessments too. The new PPTRA Act, which will go into effect in 2004 will require that all vehicles have to be verified and if we can't it is a guaranteed revenue loss for the County. It is a three-step verification process, first with DMV, then the purchase of the County decal and then signing and filing the personal property form. Ms. Marston requested that the Board seriously consider funding the extra help for her office for these issues.

The County Administrator asked the Commissioner to elaborate on what the extra work for her office would be for PPTRA? She replied we have to verify

that vehicles used for business are marked properly on the personal property forms and each one has to be signed. If the form is not signed, technically the State may not reimburse the County. The State will download the Income Tax forms by internet to the County and her office will have to verify that the vehicle was marked for business use on the return. The County decal will have to be checked for the same information. Then we have to check the DMV records to verify that when the State license tag was purchased it is marked for business use also.

Capital Outlay – Equipment to tie into the Clerk of the Circuit Court's Office to get deeds and plats needed for tax information. Ms. Marston stated the total cost is \$99,000. There was a \$60,000 grant from the State, which was available to the Clerk's Office to provide equipment to photograph the deeds in her office. The Commissioner of Revenue said hopefully she could use some of the grant money to purchase the equipment for her office. In addition, she stated she needs \$7,000 for aerial photographs; one typewriter; a laptop for fieldwork; a P.C. and printer; a vehicle to use to measure new construction; \$2,000 reserve money for items that might break down; and funds to purchase microfilm equipment for Land Use and Business License.

Travel and Printer Reimbursement – The state cut all travel money and she requested the County reimburse her for attending the Commissioners meeting in October. The County did not pay for the printer for the P.C., which was ordered for her office and she requested they reimburse her the \$459 that she paid for out of her pocket. Ms. Marston stated her office has sold maps and real estate records from July 2001 – January 31, 2003 and they have collected \$2,600 that is not earmarked in the budget for anything. She requested that these funds be used to reimburse her for the travel and printer.

The LGOC is going to be held in Norfolk this summer and she asked that the Board consider paying the Constitutional Officers for travel related to mandated training.

Mr. Moody and Mr. Bracey requested that Ms. Marston check with some of the other comparable localities regarding the new field position to see what revenue it would bring into the County.

The County Administrator asked Ms. Marston if the updated revenues for the budget would be ready for the Board this week. She replied her office would try to get those figures to them this week.

IN RE: TREASURER – BUDGET DISCUSSION

Mr. William E. Jones, Treasurer, stated his budget had been cut \$11,796 this year. Most of the funds have been taken out of the part-time help line item, travel was cut out and he cut down on newspaper ad sizes and advertisements. He stated the only thing that bothered him was postage funds for the second half billing. Mr. Jones commented there might be other line items he may be able to transfer into the postage budget later.

Travel Reimbursements for FY04 – This coming year travel has been cut out of the State budget. He requested that the County appropriate local funding for them to attend at least one of their conferences. Mr. Jones stated his Deputy attends the LGOC for re-certification courses and the travel would be for educational purposes.

Request to Place Treasurer's Employees Under County Personnel and Pay Plan – The Treasurer commented he has been contemplating asking that his employees be allowed to come under the County personnel and pay plan for years and years and he feels this is the time to do it. The State is not keeping up with the salary scales of the private sector or the local County plan. It is for the betterment of my staff, and the County, and its good for morale. He reported his

Staff is in the process of finalizing the job descriptions the other County employees did last winter. It will be analyzed and the position will be placed into a category on the County plan. He stated the figures he provided in the budget for his employees were some that came off the County scale based on where he felt they might fit. Mr. Jones said he had talked with the County Administrator about this and once his employees are in they are in to stay. He stated he didn't know if any of the other Constitutional Officers had requested this but he was asking for it and he would like for the Board to consider it for his staff. The County Administrator explained that the Treasurer's staff has been provided the same questionnaire that the County employees filled out to be evaluated. Once the questionnaires are completed they will be sent to the consultant that did our work to see where his employees might fit on our scale so the Board will then have something to react to. If the Board decides to allow them to come under the County's personnel and pay plan it should not effect the State compensation so far as the reimbursements to the County. Mr. Jones commented the County would still be reimbursed what the State normally pays for his staff.

Mr. Haraway commented in the last 3-years Mr. Jones' staff had received less than a 2% increase in their salary. Mr. Jones stated the last increase they received was a 3.25% increase in December of 2000. He also commented the State is proposing a 2.25% increase this year in December, based on what happens with the economy. He said he felt the chances of the State employees getting a salary increase are very slim.

Mr. Bracey and Mr. clay expressed concerns about whether the County should allow the Constitutional Officer's State employees to come under the County personnel pay plan.

The County Administrator asked Mr. Jones if he had gotten any more information about the DMV licensing issue? Mr. Jones said the information he received states, revised language drafted by treasurers and commissioners in conjunction with VML and VACo authorizes the Department of Motor Vehicles to appoint constitutional officers to serve as contract license agents for the Department. Commission rates will be negotiated and the locality is required to provide at least 80% of commissions received to the office to offset expenses incurred. Mrs. Ralph asked if it was going to be required or is it something you have to request? Mr. Jones stated it would have to be requested.

MR. HARAWAY TURNED THE MEETING OVER TO THE CHAIRMAN MR. BOWMAN

IN RE: RECESS

The Chairman called a recess at 4:30 P.M. The meeting reconvened at 4:35 P.M.

IN RE: GIS – STATUS/AUTHORIZATION TO ADVERTISE POSITION

Mr. David Thompson, Senior Planner/Zoning Administrator told the Board he received 11 proposals from firms to provide design and implementation services for the County-wide GIS. He stated the committee would meet tomorrow and short list the firms to five or less. He invited the Board to sit on the panel for the interviews at the end of this month or the first of April. He said he would let the Board know when he found out what the date will be.

We are hoping to receive the digital orthophotography from VIGN within the next two weeks. Hopefully, we are going to have a contract by the end of April or first of May.

Mr. Thompson explained how the GIS system would help all of the County departments. Mr. Moody asked who is going to overlay those tax maps? Mr.

Thompson stated the company would initially, once that is done the GIS manager and technician would take care of any changes. The Commissioner of the Revenue assigns the tax map parcel number but any approved plat comes to the Planning Department first. Mr. Bowman asked if it is required by the County to have a recorded plat of all divisions or sales of land? Mr. Thompson replied the deed has to be recorded but the plat does not. Mr. Bowman asked if any of the Counties require a plat with a deed? He replied Chesterfield does. Mr. Bowman stated he felt the County should have an ordinance to require plats of all divisions or sales of land; and the surveyors should also be required to do the plats in a scale comparable to the GIS. Mr. Thompson commented he felt it would be too cost prohibitive for the surveyors to require them to do a plat in a comparable scale for the GIS.

The Senior Planner/Zoning Administrator informed the Board that it would take approximately 8 months to scan and digitize our maps. We need to have a GIS manager to be responsible for feedback to the firm and to learn the use of the equipment. The firm would be responsible for the initial work but the manager would learn. Mr. Bracey asked what salary range and what the requirements would be for the position. Mr. Thompson commented he felt the person should be GIS certified and the salary range would be around \$36,656.

The County Administrator requested authorization to proceed with the process of hiring a GIS manager. Mr. Clay stated he is not in favor of hiring anyone before you need him or her. Mr. Bracey commented the proposals all recommend having a person on board so he can learn the equipment.

Upon Motion of Mr. Moody, Seconded by Mr. Bracey, Mr. Bracey, Mr. Moody, Mr. Clay, Mr. Haraway, Mr. Bowman, voting "Aye",

BE IT RESOLVED by the Board of Supervisors of Dinwiddie County, Virginia that Administration is authorized to proceed with the process of hiring a GIS manager.

Mr. Bowman stated he understood the GIS for Prince George is costing a lot less than ours. Mr. Thompson stated initially it is, but by the time they get through with the total system it was going to cost them more in the long run. Mr. Bowman asked how much ours is going to cost? He replied in the worst-case scenario \$750,000.

IN RE: QUARRY – STATE AGENCY WORKSHOPS

Mr. Guy Scheid, Director of Planning, stated what we were thinking of doing was to hold a workshop session on March 19th with the Planning Commission and Board to hear presentations from the Virginia Department of Mines, Minerals, and Energy, Department of Historic Resources, Virginia Department of Transportation, and the Department of Environmental Quality. The meeting would start at 6:30 P.M. and end around 8:30 P.M. The purpose for the workshop would be to have the representatives from the agencies address the permitting processes associated with rock quarry applications in general. The Board members agreed to hold the workshop with the stipulation that all questions from the public have to be written down for the agencies to answer at the end of the presentations.

The County Administrator commented there is one more workshop we would like to hold March 12, 2003 at 6:30 P.M. The National Park Service would present the proposed land protection portion of the "DRAFT" General Management Plan for the land protection strategies specific to Dinwiddie County. She asked the Board if they would like to have the meeting? Mr. Clay, Mr. Moody, and Mr. Bracey said they would be interested in hearing the plan.

IN RE: COMMONWEALTH'S ATTORNEY – BUDGET DISCUSSION

Mr. T. O. Rainey, III, Commonwealth's Attorney, told the Board the State has cut the Constitutional Officers budgets and there is only \$300 remaining in his budget for the remainder of FY 03. He commented he has not asked for any supplemental assistance from the Board for many years. The staff consists of one secretary, one part-time assistant Commonwealth Attorney and him. General District Court is held on Monday, Tuesday and Thursday every week and a Commonwealth's Attorney must be in court. Also, I have to be present in the Circuit Court approximately 60 to 65 days a year. Unfortunately, many days both Courts run concurrently and two prosecutors are needed on those days. He stated he had suggested to the Circuit Court that they hold Court on Wednesday and Friday to avoid the need for two prosecutors. However, they did not like the idea. Mr. Rainey said if he lost the Assistant Commonwealth's Attorney he would not be able to cover the Court appearances. He commented if he lost the only secretary the office would be unable to handle any case files or correspondence and the phone would go unanswered.

He told the Board his secretary also has to undergo surgery and would be out for approximately 3 weeks and he needed funds for a temporary secretary for his office. He said hiring an hourly person wouldn't help because he doesn't have enough money in his budget to finish out the year.

Mr. Rainey stated there is \$27,000 in the Forfeited Asset seizure account that he shared with the Sheriff but its use is restricted. The County Administrator asked when the money would be available for use. He said it would be available March 18, 2003. Mrs. Ralph commented the proposed use of the forfeited funds would have to be worked through.

Several Board members asked if having a full time Commonwealth's Attorney would help. Mr. Rainey responded since the State took away some funding he felt there would be no money for a full-time attorney either. He explained that even if the Board endorsed the need, it would still have to go before the General Assembly for their final approval.

Mr. Rainey requested that the Board provide funds to help him with getting a temporary secretary for his office. He added he would meet with the County Administrator to see what could be worked out.

IN RE: CLOSED SESSION

Mr. Haraway stated I move to close this meeting in order to discuss matters exempt under section:

Privacy of Individuals - §2.2-3711 A. 4 of the Code of Virginia

Consultation with Legal Counsel - §2.2-3711 A. 7 of the Code of Virginia – Virginia Bio-Fuels Litigation

Mr. Clay seconded the motion. Mr. Bracey, Mr. Moody, Mr. Clay, Mr. Haraway, Mr. Bowman, voting "Aye", the Board moved into the Closed Meeting at 6:44 P.M.

A vote having been made and approved the meeting reconvened into Open Session at 7:20 P.M.

IN RE: CERTIFICATION

Whereas, this Board convened in a closed meeting under §2.2-3711 A. 4 – Privacy of Individuals §2.2-3711 A. 7 - Virginia Bio-Fuels Litigation

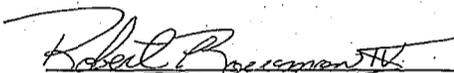
And whereas, no member has made a statement that there was a departure from the lawful purpose of such closed meeting or the matters identified in the motion were discussed.

Now be it certified, that only those matters as were identified in the motion were heard, discussed or considered in the meeting.

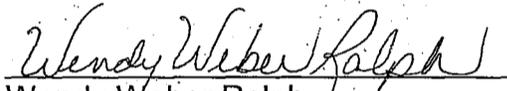
Upon Motion of Mr. Clay, Seconded by Mr. Haraway, Mr. Bracey, Mr. Moody, Mr. Clay, Mr. Haraway, Mr. Bowman, voting "Aye", this Certification Resolution was adopted.

IN RE: ADJOURNMENT

Upon Motion of Mr. Clay, Seconded by Mr. Moody, Mr. Bracey, Mr. Moody, Mr. Clay, Mr. Haraway, Mr. Bowman, voting "Aye", the meeting adjourned at 7:25 P.M.



Robert Bowman, IV, Chairman



Wendy Weber Ralph
County Administrator

/abr

