

VIRGINIA: A REGULAR MEETING OF THE SURRY COUNTY BOARD OF SUPERVISORS
HELD IN THE GENERAL DISTRICT COURTROOM OF THE COUNTY
GOVERNMENT CENTER ON FEBRUARY 6, 2014 AT 7:00P.M.

PRESENT: SUPERVISOR ERNEST L. BLOUNT, CHAIRMAN
SUPERVISOR JUDY S. LYTTLE, VICE-CHAIR
SUPERVISOR JOHN M. SEWARD
SUPERVISOR KENNETH R. HOLMES
SUPERVISOR GIRON R. WOODEN, SR.

ALSO

PRESENT: MR. TYRONE W. FRANKLIN, COUNTY ADMINISTRATOR
MR. WILLIAM HEFTY, HEFTY & WILEY, COUNTY ATTORNEY
MS. TERRI E. HALE, FINANCE DIRECTOR
MS. RHONDA L. RUSSELL, DIRECTOR OF PLANNING
SHERIFF ALVIN W. CLAYTON, SR.
MRS. DEBBIE NEE, COMMISSIONER OF THE REVENUE
MRS. VALERIE PIERCE, DIRECTOR, SURRY SOCIAL SERVICES
MRS. TAMARA ARTHUR, DIRECTOR OF EMERGENCY SERVICES

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE

The meeting was called to order by Chairman Blount who then asked for a moment of silence. Following the moment of silence, he asked those present to stand and say the pledge of allegiance.

CONSENT ITEMS

1. Approval of January 2, 2014 Minutes, Board of Supervisors
2. Approval of January 16, 2014 Minutes, Board of Supervisors
3. Approval of February 2014 Accounts Payable:

	Accounts Payable	Additional	Total
General Fund	\$149,611.39	\$143,798.59	\$293,409.98
Debt Service	\$125,246.59	\$0.00	\$125,246.59
Capital	\$20,724.04	\$22,067.50	\$42,791.54
Water & Sewer	\$32,770.77	\$1,123.92	\$33,894.69
CSA	\$18,047.18	\$105.36	\$18,152.54
Indoor Plumbing	\$37.00	\$0.00	\$37.00
Juror Payments	\$0.00	\$0.00	\$0.00
Totals	\$346,436.97	\$167,095.37	\$513,532.34

4. Appropriation Requests:

School System - February 2014	Instruction	\$840,000.00
	Admin./Health	\$75,000.00
	Pupil Transp.	\$65,000.00
	Operation/Maint.	\$130,000.00
	Food Serv.	\$40,000.00
	Debt Service	\$0.00
	Capital Projects	\$0.00
	Technology	\$40,000.00
	Total	\$1,190,000.00
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Dept. of Social Serv. - February 2014		\$150,000.00

Supervisor Lyttle made a motion that the Board approve the Consent Items as enumerated. Supervisor Seward seconded the motion. Supervisors Seward, Blount, Wooden, Lyttle and Holmes voted affirmatively to approve the motion.

PROGRESS REPORTS

1. VDOT

A. Quarterly Report

Mr. Rossie Carroll, VDOT Williamsburg Residency Administrator, reported that VDOT had received 40 work orders. Maintenance requests have been completed with 23 outstanding. VDOT crews will begin patching pot holes starting February 7, 2014. Mr. Carroll reported on two snow events affecting Surry County to include the pre-treatment of road surfaces and snow removal. Projects in the County include the Lebanon Road project which should conclude in October 2014, Route 630 bridge replacement scheduled to begin in March and conclude in September 2014, and the replacement of dolphins at Scotland Wharf. Additionally, Mr. Carroll discussed continuing maintenance such as pot hole repairs, shoulder repairs, ditching and cutting back of brush.

Mr. Carroll advised the Board that speed studies had been performed as requested on Highgate and Cobham Wharf Roads. He briefly discussed study recommendations and stated that reports would be forwarded to the County Administrator.

2. Treasurer

A. Investment Letter

Chairman Blount read the Investment Letter provided by Mary H. Shaw, Treasurer, which stated that as of January 2014 meeting the

County had \$7,341,673.71 in the LGIP Fund. Since that report, accrued interest for December 2013 in the amount of \$585.52 had increased that balance to \$7,342,259.23. Since the January 2, 2014 report, \$15,000,000.00 was transferred to the LGIP increasing the balance to \$22,342,259.23. As of February 6, 2014 the County had \$22,850,193.81 in total investments, including one CD valued at \$507,934.58 which matures January 18, 2015.

3. County Administration

A. Presentation: Director of Finance

Ms. Terri Hale, Director of Finance, presented the Board with the FY 13-14 Year-to-Date Report as well information regarding the fiscal climate for the upcoming FY 14-15 budgeting process. She discussed local and state revenue sources, general fund expenditures, and School fund revenues and expenditures. Ms. Hale reported that staff expected a minimal reduction in VRS group life premiums, but that health insurance premiums were expected to increase by about 10%. She informed the Board of two bills currently before the General Assembly which could have an effect on the County. Ms. Hale further reported that the Public Service Corporation Assessment Ratio was 100% and that the Treasurer's Office had collected approximately \$1 million in the last two years with the help of a contracted legal firm. ***(A copy of Ms. Hale's presentation is attached as an integral component of these minutes.)***

B. Request for Public Hearing: CUP 2013-06

Ms. Rhonda Russell, Director of Planning and Community Development addressed the Board to request that they authorize a public hearing to consider public comments regarding Conditional Use Permit (CUP) 2013-06 an application by R. Godfrey to permit a commercial paint shop as a Conditional Use as permitted by Article III, Agricultural Rural Residence District, Section 3-302, Permitted Uses, of the Surry County Zoning Ordinance. The +1.65 acre parcel is located on the west side of Beechland Road beginning +4,400' north of the intersection of Beechland Road and Golden Hill road, extending along Beechland Road for +531' with an average depth of +400'. The property is currently zoned Agricultural Rural Residence District (A_R), the Tax Parcel ID is 41-31F and the address is 2550 Beechland Road. Mr. C.B. Faison was in attendance as agent for the applicant and briefly addressed the Board offering to answer any questions they might have.

Supervisor Wooden made a motion that the Board authorize the advertisement and scheduling of a public hearing during their meeting on Thursday, March 6, 2014. The motion was seconded by Supervisor Lyttle and passed with unanimous approval.

C. Tourism Update

Ms. Pat Bernshausen, County Administration, provided the Board with an update on tourism initiatives. She reported that the Surry County Tourism website was operational and that staff has the capacity to upload information to additional state and local electronic forums. Additionally, she reported on current follow-up efforts for the Virginia Tourism Corporation (VTC) Marketing Leverage Grant award as well as attendance at the recent VA-1 Tourism Summit (November 2013) and Virginia Travel & Hospitality Day at the General Assembly (January 2014).

D. Project Updates: Rescue Squad Building, Marina and Library

Mr. Tyrone Franklin introduced Mr. Brian Camden of Powell Management who addressed the Board to provide project updates. Current projects include: 1) the conversion of the BB&T building into the new home of the Surry branch of the Blackwater Regional Library, 2) the public boat launch facility at Gray's Creek, 3) the Gray's Creek Marina Facility, and 4) the proposed Surry County Volunteer Rescue Squad Facility. Mr. Camden discussed each project reporting on work accomplished to date, work to be completed and recommendations for further action. ***(Mr. Camden's presentation is attached as an integral component of these minutes.)***

Following Mr. Camden's presentation, Mr. Franklin recommended that the Board empower staff to proceed in releasing the necessary RFP's. Supervisor Lyttle asked that a work session be scheduled for the purpose of reviewing the RFP's prior to their release. The Board discussed the need to continue their meeting to Thursday, February 20, 2014 for that purpose.

E. Presentation: Virginia Secretary of Administration

Madam Secretary, Nancy Rodrigues, addressed the Board thanking them for the opportunity to have worked with them previously as an independent contractor on projects related to economic development. She presented Board members and staff with a small gift to express her appreciation and thanked Mr. Franklin for meeting with her and First Lady, Dorothy McAuliffe, regarding the County's need for a grocery store. Mrs. Rodrigues concluded by stating, "Exciting things are happening!"

F. Resolution 2014-02 - Senior Citizen 90 Years

Mr. Franklin presented the Board with Resolution 2014-02 recognizing Mrs. Annie Delilah Jones Doggett of Surry County who obtained the age of 90 years on December 20, 2013.

Supervisor Lyttle made a motion that the Board approve Resolution 2014-02 as presented. Supervisor Holmes seconded the motion which passed with unanimous approval.

G. Resolution 2014-03 – Confirmation of January 28, 2014

Declaration of Local Emergency

Mr. Franklin presented Resolution 2014-03 confirming the declaration of a local emergency on January 28, 2014 by Mr. John Seward, Emergency Management Director, due to a winter snow storm that affected the County. Mr. Franklin explained that Resolution 2014-03 will also act to terminate the event.

Supervisor Seward made a motion to adopt Resolution 2014-03 as presented. The motion was seconded by Supervisor Wooden; Supervisors Blount, Lyttle, Holmes, Seward, and Wooden voted affirmatively.

H. Appointment: Social Services Board

No action was taken.

I. Appointment: Board of Historic and Architectural Review

No action was taken.

J. Appointment: Industrial Development Authority

Supervisor Seward suggested that Board members research additional candidates. No action was taken.

K. Appointments: Land Development Ordinance Steering Committee

Ms. Rhonda Russell, Director of Planning and Community Development informed Board members that work would soon begin on the County’s revision of the Subdivision and Site Plan Ordinance; it is anticipated to be a twelve month effort. She asked the Board to consider appointing steering committee members to participate with staff and consultants in the development of the proposed ordinance.

Supervisor Holmes made a motion that the following individuals be appointed to the steering committee:

Organization/Board/Commission	Name
Board of Supervisors	Mr. Giron R. Wooden, Sr.
County Administrator	Mr. Tyrone W. Franklin
County Attorney	Mr. Brendan Hefty
Planning Commission	Mr. John Stokes
Surry County Schools	
Agricultural Extension	Mr. Glenn Slade
Surry Chamber of Commerce	Mr. David Coggin
Real Estate Professional	Mr. John Marilla

Development Community Rep.	
Volunteer Fire/Rescue	
Planning Department	Ms. Rhonda L. Russell – Staff Support
Brandon Currence Architect	Mr. Jon Hartley – Staff Support

Supervisor Lyttle seconded the motion; the motion was passed with unanimous approval.

L. Continuation of Meeting

Mr. Franklin informed the Board of the School Board’s request for a joint work session for discussion of the upcoming FY 15 budget process. At the conclusion of this meeting it is recommended that the Board continue their meeting to Thursday, February 13, 2014 at 6:00pm at the Surry County High School.

UNFINISHED BUSINESS

1. Board Appointments

Chairman Blount made the following appointments:

Buildings & Grounds Committee: Mr. Kenneth Holmes and Mr. Giron Wooden, Sr.

Personnel Committee: Mrs. Judy Lyttle and Mr. Kenneth Holmes

Fiscal Affairs Committee: Mr. Ernest Blount and Mr. John Seward

Planning Commission Representative: Mrs. Judy Lyttle

Highway Transportation Safety Commission Representative: Mr. Giron Wooden, Sr.

Surry County Social Services Board Representative: Mr. Kenneth Holmes

Virginia’s Gateway Region Board: Mr. Ernest Blount

Crater Planning District Commission: Mr. John Seward

Hampton Roads Planning District Commission: Mr. John Seward

2. Claremont Fire Dept. Vehicle Request

Mr. Franklin informed the Board that the Claremont Fire Department has requested that the County purchase an Urban Interface Vehicle (Triple Combination Pumper) feeling that this apparatus is better suited for the terrain of their service area. The request had generated concern among Board members who perceived that the vehicle did not meet uniform standards previously approved by the Emergency Operations Team. On January 16, 2014 the Board held a work session to further consider the policy related to County purchases of fire equipment. During the discussion, Mr. Franklin recommended that the Board take action to enlist the assistance of a Springsted consultant to assist the Emergency Operations Team in reviewing and establishing updated standards for the purchase of new equipment.

Supervisor Wooden questioned the need to revisit the policy and suggested that the Board deviate from the policy and go ahead and purchase the vehicle as requested. Supervisor Seward recommended that the Board review and adjust the policy rather than deviate from it. Mr. Franklin stated that the review process could take place in a relatively short time frame enabling the Board to go ahead and act on the request.

Following some discussion, Supervisor Lyttle made a motion that the Board abandon the policy currently in place establishing the parameters regarding County purchases of fire and rescue equipment and develop a new policy. Supervisor Wooden seconded the motion. Supervisors Blount, Holmes, Lyttle, and Wooden voted affirmatively; Supervisor Seward abstained.

Supervisor Wooden made a motion that the Board authorize the purchase of a Peterbuilt 4WD Pierce Triple Combination Pumper (Urban Interface Vehicle) as requested by the Claremont Fire Department. Supervisor Lyttle seconded the motion. Supervisors Blount, Holmes, Wooden and Lyttle voted affirmatively. Supervisor Seward voted against the motion.

NEW BUSINESS

Mr. Franklin called the Board's attention to material provided in their packets regarding legislation moving through the General Assembly to legalize Sunday hunting. He provided news articles from the Tidewater News and The Smithfield Times. Additionally, he informed that several neighboring counties had passed resolutions in opposition to the legislation and that he had been contacted by several citizens in opposition to Sunday hunting. There was brief discussion; no action was taken.

CITIZEN COMMENTS

Mr. Jim Hackett (Resident of Prince George County, landowner in Surry County) addressed the Board and provided additional information regarding the issue of Sunday hunting. As a representative of the Gun Dog Coalition, he informed that this organization as well as smaller hunt clubs and landowners were in opposition to this legislation. He urged the Board to consider passing a resolution in opposition to HB 1237 and SB154.

Mr. David Berryman (Surry District) voiced concerns about the accuracy of the VDOT speed studies on Highgate and Cobham Wharf Road. He also spoke in opposition to Sunday hunting.

Mr. C. B. Faison (Claremont District) also spoke in opposition to Sunday hunting and reported that, as a landowner, he frequently encountered poaching on his land. Mr. Faison stated that Sunday hunting would destroy the way of life in Surry County.

Mr. John Stokes (Surry District) inquired if the presentation by Powell Management would be available to the public. Mr. Franklin informed that it could be made available from the County Government website and in print form from the Administrative Office. He also spoke against Sunday hunting.

Mr. John Newby (Surry District) informed the Board of concerns regarding the condition of Cobham Wharf Road between Alliance and Poplar Lawn Roads.

Mr. Mike Eggleston (Dendron District) spoke in support of the purchase of the Claremont fire vehicle.

CLOSED SESSION

There being no further comments from the public, Supervisor Seward made a motion that the Board move to Closed Session to discuss two personnel matters involving a specific employee, as permitted by the Code of Virginia §2.2-3711(A)(1). Supervisor Lyttle seconded the motion. Supervisors Blount, Wooden, Holmes, Seward and Lyttle voted in favor of the motion.

Supervisor Seward moved that the Board return to open session and certify by roll call that the closed session was concluded and that nothing had been discussed except the matter of matters permitted to be discussed under the provisions of the Virginia Freedom of Information Act. Supervisor Lyttle seconded the motion; all members present voted affirmatively.

Supervisor Lyttle made a motion that the Board authorize a resolution in opposition to Sunday hunting. Supervisor Wooden seconded the motion; Supervisors Blount, Lyttle, Holmes and Wooden voted affirmatively, Supervisor Seward abstained.

Supervisor Seward advised the Board that he wished no longer wished to serve on the Emergency Services Operations Team as a representative of the Board.

ADJOURNMENT

There being no further business before the Board, Supervisor Seward made a motion to continue the meeting to Thursday, February 13, 2014 at 6:00pm. at Surry County High School. Supervisor Holmes seconded the motion which passed with unanimous approval.



FY14 Mid Year Financial Report & FY15 Financial Outlook

Mid Year Reporting - For the period ending January, 2014

Terri E. Hale
Director of Finance
February 6, 2014

Local Revenue Sources

Local Revenues Constitute 91.9% of the General Fund budget.

Revenue Source	FY14 Appropriation	FY14 Projected	FY14 Collections at 01/31/2014	% of Projection at 01/31/2014
Real Property Taxes	\$ 5,867,056	\$ 6,026,473	\$ 5,921,139	98.3%
Public Service Taxes	12,510,066	13,333,421	13,333,421	100.0%
Personal Property Taxes	1,178,932	1,247,932	981,561	78.7%
Penalties & Interest	182,000	206,760	72,737	35.2%
Other Local Taxes	911,117	676,023	240,720	35.6%
Permits, Fees & Licenses	42,500	51,976	32,691	62.9%
Court Fines & Forfeitures	25,000	55,995	28,526	50.9%
Use of Money & Property	89,126	89,544	42,207	47.1%
Charges for Services	125,000	127,691	66,511	52.1%
Miscellaneous	4,130	25,809	24,145	93.6%
Total from Local Sources	\$ 20,934,927	\$ 21,841,624	\$ 20,743,658	95.0%

State Revenue Sources

State Revenues Constitute 9.0% of the General and VPA Funds

Revenue Source	FY14 Budget	FY14 Projected	FY14 Collections at 01/31/2014	% of Projection at 01/31/2014
Non-Categorical Aid	\$ 763,001	\$ 755,252	\$ 568,508	75.3%
Shared Expenses	833,072	793,768	323,808	40.8%
Welfare Administration	389,001	298,159	154,228	51.7%
Other Categorical Aid	159,037	253,487	106,821	42.1%
Total from State Sources	\$ 2,144,111	\$ 2,100,666	\$ 1,153,365	54.9%

General Fund Expenditures

<u>Function</u>	<u>FY14 Appropriation</u>	<u>Expenditures at 01/31/2014</u>	<u>Percent Spent</u>	<u>Unencumbered Balance</u>	<u>Percent Unencumbered</u>
Genl Government Administration	\$ 1,800,819	\$ 758,879	42.1%	\$ 1,041,940	57.9%
Judicial Administration	425,710	212,575	49.9%	213,135	50.1%
Public Safety	3,187,662	1,506,950	47.3%	1,680,712	52.7%
Public Works	1,155,053	550,197	47.6%	604,856	52.4%
Health & Welfare	624,344	308,830	49.5%	315,514	50.5%
Social Services	1,868,298	863,223	46.2%	1,005,075	53.8%
Colleges & Universities	3,871	3,871	100.0%	0	0.0%
Parks, Recreation & Cultural	530,069	373,471	70.5%	156,598	29.5%
Community Development	499,300	242,418	48.6%	256,882	51.4%
Total by Function	\$ 10,095,126	\$ 4,820,414	47.7%	\$ 5,274,712	52.3%

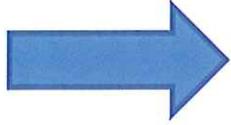
School Fund Revenue

<u>Revenue Source</u>	<u>FY14 Appropriation</u>	<u>FY14 Revenues at 01/31/2014</u>	<u>% of Appropriation at 01/31/2014</u>
Local	\$ 11,635,720	\$ 5,921,258	50.9%
State	2,820,807	1,123,787	39.8%
Federal	613,711	136,550	22.2%
Total School Fund	\$ 15,070,238	\$ 7,181,595	47.7%

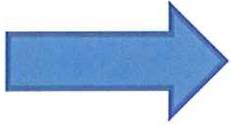
School Fund Expenditures

Function	FY14 Appropriation	Expenditures at 01/31/2014	Percent Spent	Remaining Balance	Percent Unspent
Instruction	\$ 10,622,072	\$ 4,600,467	43.3%	\$ 6,021,605	56.7%
Administration, Attendance & Health	875,176	447,005	51.1%	428,171	48.9%
Pupil Transportation	1,068,643	453,052	42.4%	615,591	57.6%
Operation & Maintenance	1,792,374	918,482	51.2%	873,892	48.8%
Debt Service	1,000	330	33.0%	670	67.0%
Technology	710,973	305,189	42.9%	405,784	57.1%
Cafeteria	609,049	286,796	47.1%	322,253	52.9%
Total Schools	\$ 15,679,287	\$ 7,011,321	44.7%	\$ 8,667,966	55.3%

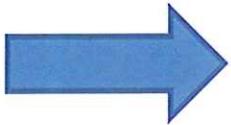
ITEMS OF INTEREST IN FY15:



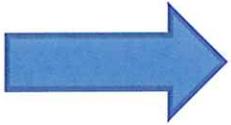
Minimal reduction in VRS, group life premiums; health insurance is estimated to increase 10%



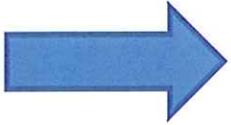
HB371 would require that BPOL be imposed on taxable income as opposed to the current gross receipts



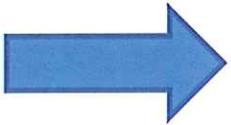
HB435 would prohibit localities from raising BPOL, machinery & tools and merchants capital above the January 1, 2014 rates



Few changes in state funding at this point....



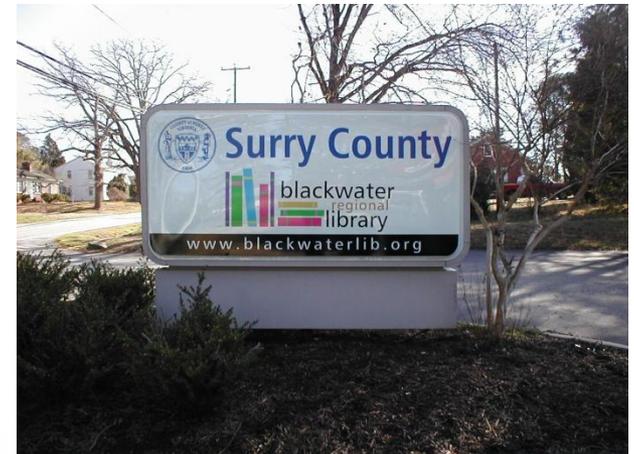
Public service corporation assessment ratio = 100%; any reductions in revenue would be a result of decreased values



FYI: Delinquent real estate taxes collected over 2.5 years = \$1M. The treasurer is now contracted with a law firm.

Surry County Project Updates

Gray's Creek Marina 15-8H, 15-4-52, 15-8F & 15-8G



Information courtesy of:

POWELL MANAGEMENT ASSOCIATES

607 LYNNHAVEN PARKWAY, SUITE 202
VIRGINIA BEACH, VA 23452
(757)-486-0200
(757) 486-5599



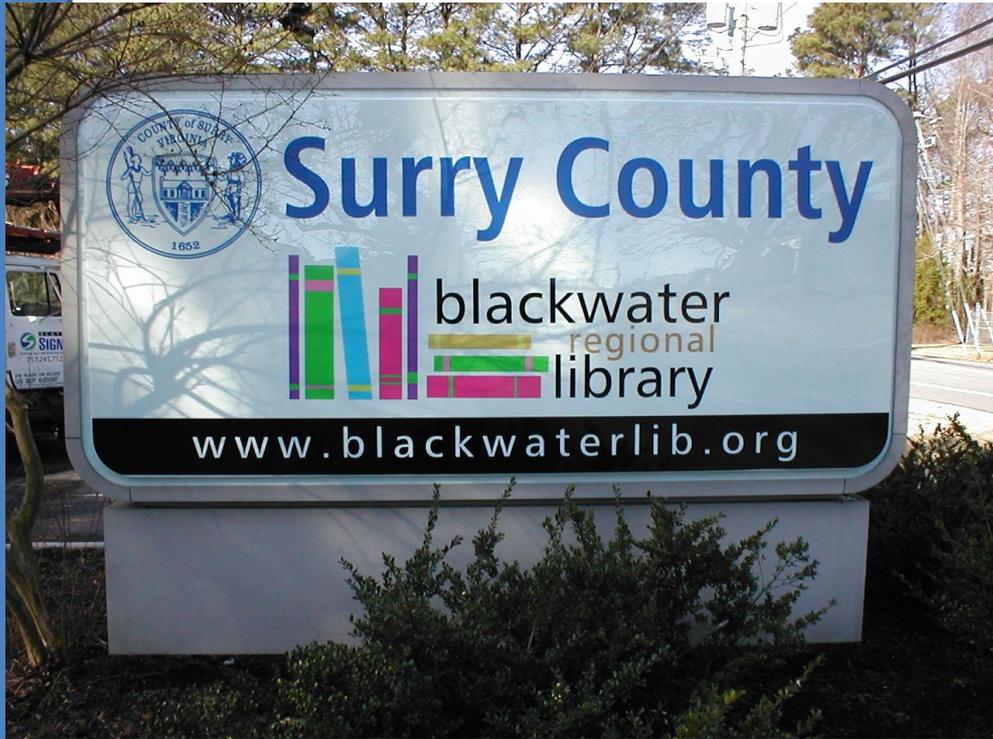
Surry County Blackwater Regional Library Facility



Surry County purchased the existing BB&T Bank building for the purpose of converting the facility into the Surry County branch of the Blackwater Regional Library system. The building is in very good condition and only interior renovations and electrical-mechanical upgrades are planned. The existing second floor is an unfinished space and may be converted to office space.

At this time, there are no plans to enclose the existing bank Drive-thru area but this space will remain available for future expansion.

Work Completed to Date:



1) A new sign identifying the facility as the new home for the new Surry County Blackwater Regional Library was installed on Monday, January 13, 2014. The sign was fitted so as to be placed inside of the existing frame.

2) The architectural firm of Tymoff + Moss had previously performed the Library Study and they were

subsequently engaged to provide planning and design services for the conversion of the bank to a library. Several meetings were conducted with the County and representatives from the Blackwater Regional Library. Currently, the architectural drawings for the renovation of the existing building have been completed



Mechanical and electrical drawings are scheduled for completion by February 10th. The architect has scheduled follow up meetings with Library representatives and will be finalizing the furniture and fixtures drawings and specifications on Thursday, February 13, 2014.

3) A Constructability and Value Engineering review of the new design had been performed to catch errors or omissions prior to the project being advertised for construction bids.

At this time, we anticipate receiving a lump sum base-bid contract to perform the renovation work together with two Bid Alternatives: One for the conversion of the unfinished second floor into offices-meeting areas and another Bid Alternative for all of the furniture-fixtures and equipment.

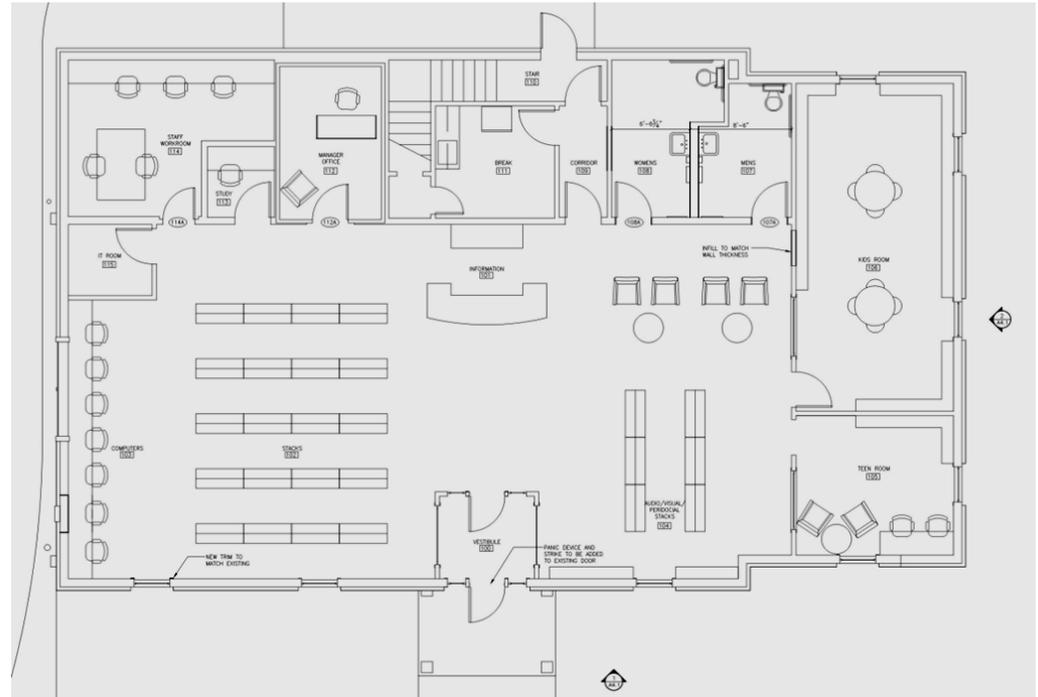
Work to be Completed:

1) Finalize plans, specifications and contract documents and submit to the County for review and approval. Perform final plan review.

2) Advertise the Invitation for Bids. Conduct a Pre-Bid Conference at the site; receive and review bids and make a recommendation for award.

3) Complete the renovations and related construction activities. A construction phase duration of 90 to 120 days is anticipated.

4) Install furniture-equipment, computers and books.



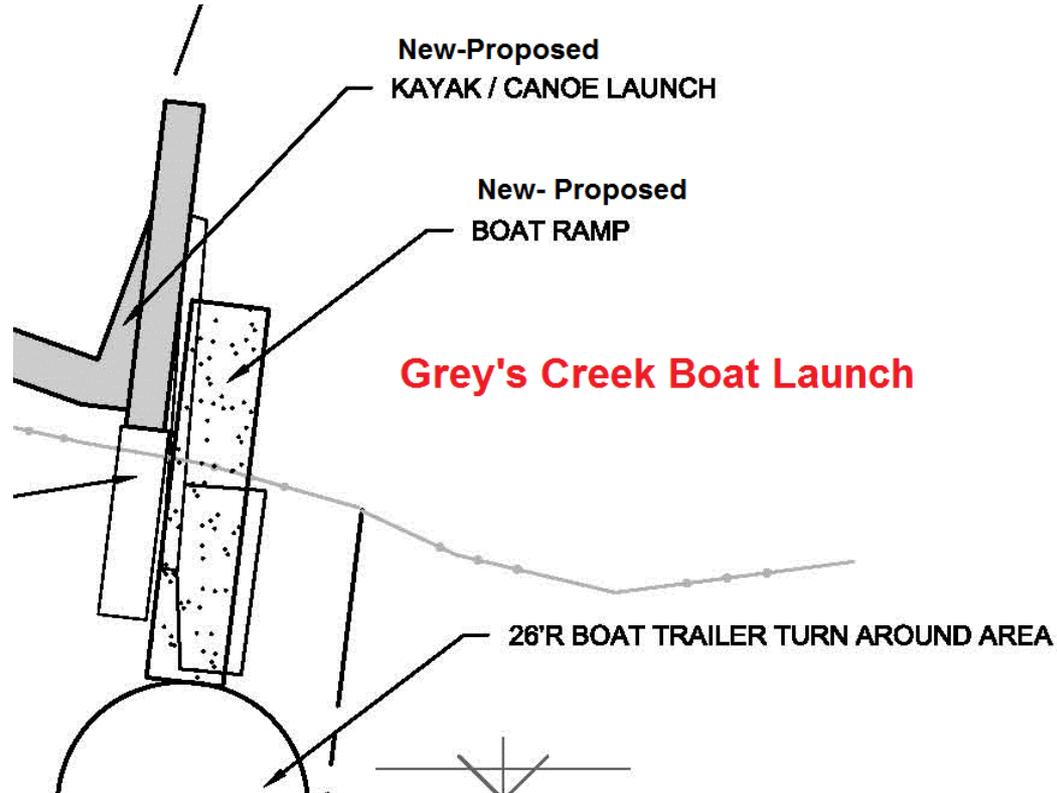
Surry County Public Boat Launch Facility at Gray's Creek



The existing boat ramp and pier were part of the County's purchase of the Grey's Creek Marina. The County subsequently received a One Hundred Thousand Dollar (\$100,000.) grant from the Virginia Department of Game and Inland Fisheries to design and install a new "Large Power public boating access facility at the Grey's Creek site."

Work Completed to Date:

- 1) A boundary survey was performed to establish the property lines. The area was posted with "Danger" and "No Trespassing" signs.
- 2) The marine/civil engineering firm of Langley McDonald was engaged to research preliminary design options, to identify development restrictions and to produce a preliminary design.



3) Adjacent to the existing boat ramp was an abandoned house boat washed up in the reeds. The boat was moved from the reeds and placed on the ramp to prevent use of the ramp.





4) The existing wooded pier was in unsafe condition and the access portion was removed to prevent public use.

5) An Architectural - Engineering Request for Proposals (RFP) was compiled and submitted for approval.





Work to be Completed:

- 1) Finalize the A&E RFP and advertise for services.**
- 2) Receive and review proposals and select a design firm.**
- 3) Coordinate activities and designs with the Virginia Department of Game and Inland Fisheries.**
- 4) Complete the design phase and secure all necessary approvals.**
- 5) Complete the construction phase.**

Gray's Creek Marina Facility



Surry County recently purchased the Grey's Creek Marina facility located at the end of Marina Road near the Jamestown-Scotland ferry. The 18.21 acre site fronting on Grey's Creek contains an existing two story restaurant - apartment building in fairly good condition, several damaged piers, an inadequate boat launching ramp, a non-permitted and non-operating sewage disposal system, a water well, several acres of wetlands and a gravel parking area.

The northern property line extends along the low-water line of Grey's Creek for approximately one thousand-one hundred feet (1,100') and includes approximately 11.7 acres of wetlands adjacent and to the west of the restaurant building. The property has excellent commercial development potential, venues for nature trails-lookouts together with significant public use options.



Work Completed to Date:

- 1) A local surveying company was engaged to identify the property lines, determine the meets and bounds and to establish elevation contour lines from the creek to the southern property line. There is a significant elevation change from the northern side of the site to the southern side as evidenced by traveling down Marina Road.
- 2) A local civil engineering firm was engaged to examine and research the existing sewage disposal system. As noted previously, the sewage disposal system is neither working nor permitted to operate.
- 3) Several unsafe conditions were noted during a preliminary inspection of the property, these included open underground tanks, eroded and unstable banks and unsafe stairs/decks and piers. A local contractor was hired to cover the tanks, fence off the banks and secure the decks/piers. The property was also posted with numerous "No Trespassing" and "Danger" signs.



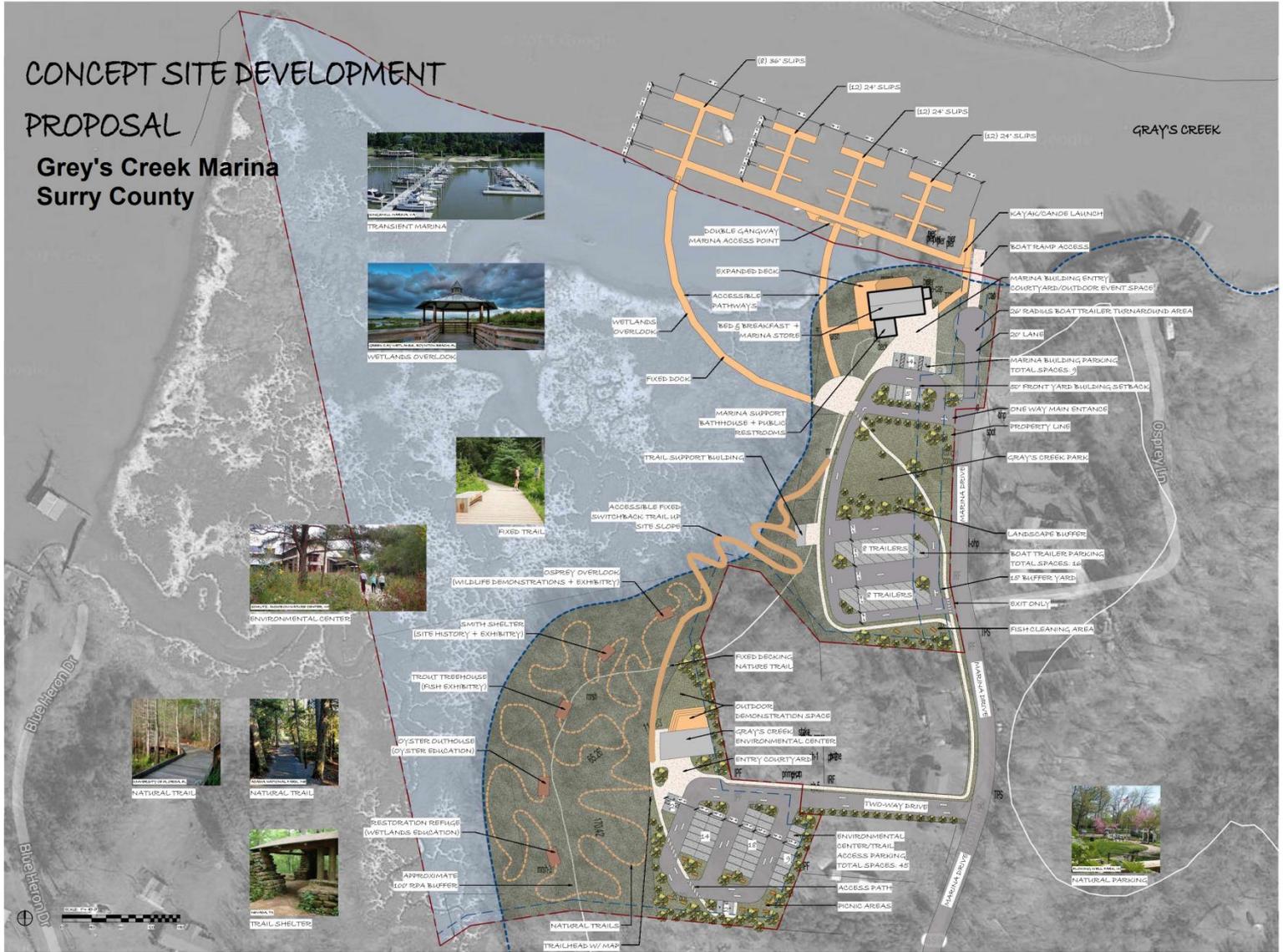
4) The specialized waterfront development architectural firm of VIA Design was engaged to research the property, analyze the restaurant building, determine zoning and development issues, identify revenue potential, assist with grant funding-research, determine the amount of new piers/marina capacity, layout a new public fishing/crabbing pier and to present an initial overall Concept Site Development plan.

5) Upon reviewing the new Concept Site Development plan the County decided to issue a Request for Proposal (RFP) for full architectural-engineering design services to develop the property. The RFP has been compiled and approved by the County attorney and is waiting Board action.

CONCEPT SITE DEVELOPMENT

PROPOSAL

Grey's Creek Marina Surry County



Recommendations for Further Action:

- 1) Board to review and approve the A&E RFP for design development services.**
- 2) Advertise RFP, review proposals and select architectural/engineering firm. Incorporate new Boat Launching facility into overall plan.**
- 3) Research additional Grant Funds available for the improvement and development of coastal and inland waterway property.**
- 4) Engage a specialized civil engineering firm for the review, design and implementation of a new sewage disposal system and water well. A previous drain field design was permitted for construction and this permit expired in August 2013 without the work being performed. The new design must be capable to accommodate the anticipated renovation-expansion of the restaurant, any new marina facilities, any new outdoor nature facilities and expected future additions.**



5) Define the revenue potential of each development program component to determine the level at which the property can self-sustain itself similar to a development Performa (i.e., marina fees, launch fees, fishing license sales, property rental fees for special events and other recreational use fees.)

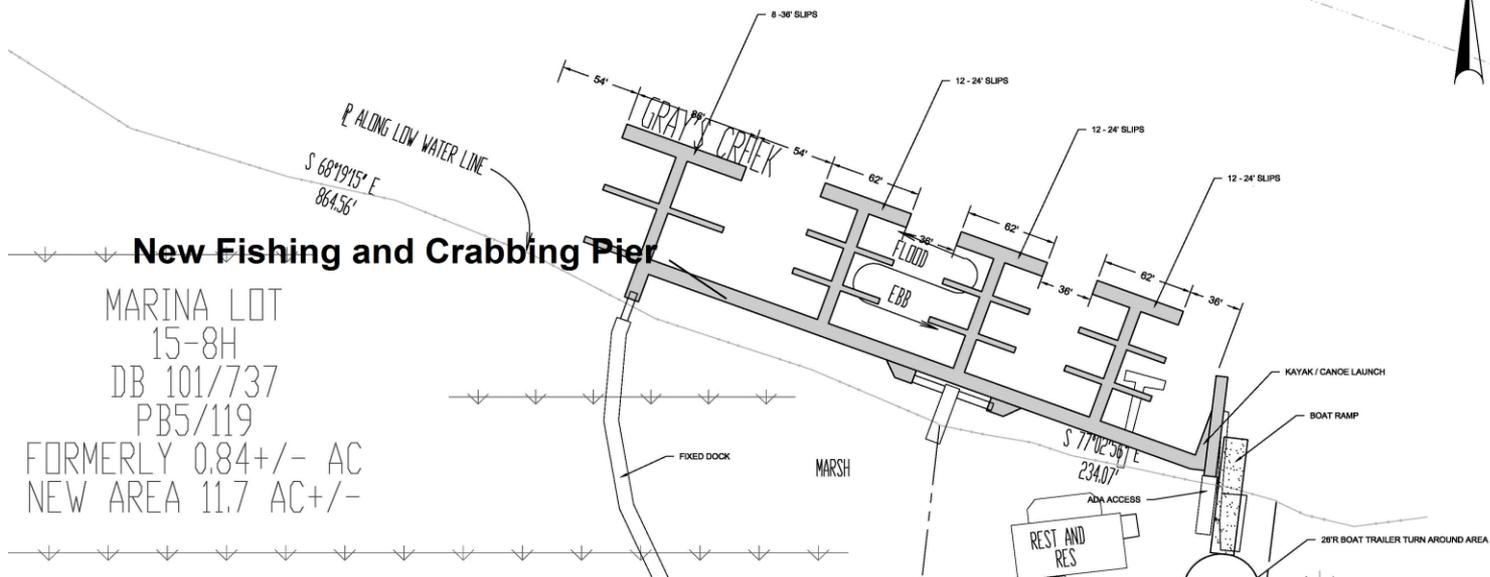
6) Compile a Operator Request for Proposal for the restaurant building and the four apartments located on the second floor.

7) Engage the James River Association as a potential partner for nature program compatibility and funding support opportunities.

8) Begin Public Outreach charette with appropriate groups, i.e., Board of Supervisors, citizen groups, commercial/recreational fishermen, nature programs, etc.

9) Develop detailed cost projections, identify Phasing options and develop a project schedule/timeline for all activities.

Possible Marina Layout for Grey's Creek Marina - Surry County



New Fishing and Crabbing Pier

MARINA LOT
 15-8H
 DB 101/737
 PB5/119
 FORMERLY 0.84+/- AC
 NEW AREA 11.7 AC+/-

Proposed Surry County Volunteer Rescue Squad Facility

General Information:

The existing facility housing the Surry County Volunteer Rescue Squad is deficient in its design and the building requires significant renovations to maintain its current state of readiness. Surry County is exploring building a new Emergency Medical-Rescue Station to be located near the existing Government Center.

Work Completed to Date:

1) On December 10, 2013 a meeting was held at the existing facility with representatives of the Surry County Volunteer Rescue Squad and County Administrator, Mr. Franklin. During this meeting and subsequent inspection of the facility, the following issues were noted:

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- The HVAC mechanical system in the existing facility is sweating and producing condensation throughout the building. This may be a health issue.
 - The existing facility is no longer suitable to address the needs of the volunteers or public.
 - A new facility needs to be designed and constructed to address the current and future mission of the Rescue Squad.
 - The new facility should be a 3-Bay drive-thru configuration equipped with overhead doors to accommodate fire trucks when needed.
 - The new facility should be designed with two bunk rooms, one male and one female, each with two bunk beds for a total of 4-men and 4-women.
 - The new facility should include separate male-female bathroom and shower facilities.
 - A separate Captain's office is needed.
 - A Communications room and Decontamination area may be required.
 - Sufficient space should be included to conduct a EMP classroom.
 - A communal living space, records storage area and a laundry room will be required.
 - Kitchen and food preparation areas to be determined.

2) Based on the meeting and facility inspection, an Architectural - Engineering Request for Proposal (RFP) was compiled and approved by the County attorney.

3) The A&E RFP was forward to representatives of the Rescue Squad for review and comment.

Work to be Completed:

1) Final approval of the A&E RFP by the Rescue Squad representative and BOS.

2) Establish a budget and schedule.

3) Advertise the RFP, receive and review proposals, select the design team.

4) Conduct planning and facility programming sessions with the design team and representatives of the Rescue Squad.

5) Design facility, secure permits and advertise for construction bids.

6) Build new Surry County Volunteer Rescue Squad facility.