

November 12, 2008

At a reconvened meeting of the Board of Supervisors of Prince Edward County, held at the Court House, thereof, on Wednesday the 12th day of November, 2008; at 5:30 p.m., there were present:

William G. Fore, Jr.

Sally W. Gilfillan

Robert M. Jones

Charles W. McKay

James C. Moore

Howard F. Simpson

Lacy B. Ward

Mattie P. Wiley

Also present: Wade Bartlett, County Administrator; Sarah Puckett, Assistant County Administrator; and James Ennis, County Attorney.

Chairman Fore called the meeting to order, stating that its purpose was a work session to review the proposed library construction contract with the Town of Farmville; the proposed contract with the Town of Farmville for the water system; and to discuss the staff retreat and the re-prioritization of items.

In Re: Library Options

Chairman Fore said he received an e-mail from Lowell Frye of November 5, 2008 regarding funding for the proposed library, requesting continued support from the Board. Chairman Fore said the e-mail stated the bids were lower than anticipated, and Mr. Frye said the opportunity cannot slip away, and requested the Board take action.

Chairman Fore said the three options on the library agreement were presented to the Board members prior to the VACo meeting, and that discussion was held between Mr. Bartlett and Mr. Spates, Town of Farmville Manager, and the legal representatives of the two entities to result in the three draft options. Chairman Fore asked the Board for input to determine which option to support; negotiations with

the Town would then continue. He said the County will fund two-thirds of the cost, but the source of funding has yet to be determined.

Supervisor Moore asked if the Town has done anything to this point. Mr. Bartlett said the Town has accepted the construction bids; the lowest is from Coleman Adams. He said there are approximately 32 days remaining under the written contract.

Supervisor Gilfillan said the library is necessary for economic development. She opened discussion on the option to let the Town own the building and be responsible for the maintenance. Concerns were raised that the Town would bill the library for the services; Chairman Fore said the County does not share in the maintenance costs for the existing library, and there would need to be an annual budget request to the County from the library just as before.

Mr. James Ennis, County Attorney, said that a County/Town agreement on an annual appropriation cannot be made ahead of time. He said future Boards may decide on two-thirds support. He then said the Board should set dollar figure on the construction contract with a limit set on change orders. He said contractors may bid low and make up the difference through change orders, and advised approval from the County be necessary on an amount exceeding a set dollar figure. Mr. Bartlett said the original contract had a cap of \$1,000. Further discussion on a cap amount followed.

Supervisor Gilfillan said grant opportunities could cut costs for the supplies for the library, and asked if anyone was researching grants for computers and other library equipment. She suggested a library tax rate be set until the library project is complete.

Further discussion on the application of possible grant awards followed. Mrs. Sarah Puckett, Assistant County Administrator, said the agreement could specify that cost reductions offset by grants and donations should be reduced from the project cost and distributed two-thirds, one-third between the County and the Town. She said a 10% contingency should absorb change orders. Chairman Fore said Mr. Ennis recommended any change orders with a total construction budget of more than \$1,000 must be approved by the County and the Town, with change orders not to exceed an amount determined by the Board. Mr. Ennis said the contingency typically cover site development costs and unknown material cost fluctuations, and not necessarily change orders.

Chairman Fore said that could be governed by the Building Committee, as the administration having the power to make decisions during construction by the Committee.

Mr. Ennis said the construction costs could be funded at two-thirds, not less than \$3,070,000, nor more than \$4.2 million. He said it can be capped by agreeing to pay a capped amount, and suggested adding "less grant funding received." Further discussion followed.

The Board agreed that any construction change orders that would increase the total construction budget by more than \$1,000 must be approved by the County and the Town, with total change orders not to exceed \$61,400.00 without consent of the County.

Chairman Fore said one difference between Options 1 and 2 is ownership of the building as in "Option 1 - the Town use of library ceases to exist and uses the building for Town purposes, the Town must reimburse the County the original cost."

Further discussion regarding the responsibility for maintenance of the building and annual operating expenses followed. Mrs. Puckett said the County must meet the state match funding requirements or the library would lose their state funding. Mr. Ennis said it was discussed because they clarify the responsibility of the Library Board of Directors, and it was determined that neither the County nor the Town wished to be involved in personnel decisions, but would act as fiscal agent, will fund part of the construction, and oversee the construction, but do not wish to run the library on a day to day basis.

Supervisor Wiley asked about the name of the library; Mrs. Puckett said it may be the Central Virginia Regional Library, Farmville-Prince Edward County Branch.

Chairman Fore said the County has agreed to fund two-thirds of the cost of the library. He said the County has so many capital projects in the near future, decisions must be made after Davenport completes the study and renders the ability to repay the money. He said nothing will be signed until it has been determined the County can afford the projects.

Supervisor Ward asked if it had been advertised to secure a financial advisor. Mr. Bartlett said the County did advertise for a financial advisor and the deadline for those bids is November 21, 2008. He said the Board engaged Davenport to preserve a \$10 million bank qualification that runs on a calendar year basis, and to complete a financial analysis which needs to be complete before the County can make an

informed decision on the library or any other project. Further discussion followed regarding the duties of a financial advisor.

Supervisor Ward inquired about the report Davenport presented at the meeting on November 6, 2008. Supervisor Jones said Davenport gave an idea on the process on how a county could get a line of credit. Mr. Bartlett said Davenport instructed the Board on the process, bank qualifications, and the timelines that are necessary. He said he had asked them about the process, because prior to doing this type of project, a financial package is necessary. Further discussion followed.

Chairman Fore asked the Board for a determination on the option to submit to the Town of Farmville. The Board agreed on Option 2, with a few revisions. Mr. Bartlett said Town Council will review the agreement and a joint meeting will be scheduled for actual votes and signatures. He said the financial analysis will be completed in the near future. Mr. Bartlett also suggested scheduling public hearings on these projects.

On motion of Supervisor McKay and adopted by the following vote:

Aye:	William G. Fore, Jr. Sally W. Gilfillan Robert M. Jones Charles W. McKay James C. Moore Howard F. Simpson Lacy B. Ward Mattie P. Wiley	Nay: None
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the meeting was adjourned at 6:52 p.m.