



Board of Supervisors of Northampton County
P.O. Box 66 • Fastville, Virginia 23347

Katherine H. Nunez
County Administrator

PHONE: 757-678-0440
FAX: 757-678-0483

BOARD OF SUPERVISORS
Willie C. Randall, Chairman
Laurence J. Trala, Vice Chairman
Oliver H. Bennett
Richard L. Hubbard
Larry LeMond

TO: Board of Supervisors
FROM: Katie H. Nunez, County Administrator
DATE: January 10, 2014
RE: Bi-Monthly Report

I. Projects:

A. Public Service Authority:

The next meeting of the PSA is Tuesday, January 21, 2014 @ 7:00 p.m. in County Administration Building.

B. Zoning Ordinance Revision:

Staff continues to review the proposed zoning ordinance and solicit and receive input from the public. We have held two public information meetings on December 4 & 5, 2013 to allow us to answer any questions from the public and to receive comments from the public regarding this proposed document. The staff has provided a new calendar for the Board's consideration. As you will note, we are proposing that the Board will finalize the draft ordinance at this meeting (January 14, 2014) and vote to send it to a joint public hearing with the Planning Commission – said public hearing to be held on March 11, 2014. It is our intention to hold another round of public **information** meetings on February 26 & 27 in advance of the public hearing. Planning & Zoning staff will provide a presentation on the requested changes since our last round of changes at the November 19, 2013 meeting and included behind this memorandum as attachments.

C. Update on the USDA Request for Proceeds from the Sale of the former STIP in Cape Charles:

Enclosed are copies of my recent correspondence to USDA informing them of our intentions to meet our outstanding obligations on the grants from the STIP property and the correspondence from the Virginia Office of USDA Rural Development to the Washington D.C. main office of USDA which recommends approval of this project with certain conditions.

HISTORY: Received correspondence in April 2013 from USDA indicating that since we have not fulfilled the agreement regarding the \$599,734.80 (part of the negotiation in 2008 & 2009 to fulfill the grants provided for the development of the STIP project), then they are seeking these funds be repaid to USDA.

As you may recall from our June 22, 2012 Board meeting, I provided an update on our capital plan, including a discussion about the former Middle School property and seeking a direction from the Board on the intended use of the property. As part of that discussion, I included a reminder to the Board that we still needed to resolve our obligation to USDA and discussions with USDA previously regarding a re-use of this property for location of the EMS facility as well as other additional community uses (cafeteria, auditorium, classrooms for EMS training, etc.) appeared to meet the program requirements for these funds to be spent on. Please note that there are sufficient funds assigned to the renovation of the former Middle School and relocation of the EMS into this facility within our capital fund to meet our obligation USDA. However, if we are obligated to repay USDA, we would need to discuss where that source of funding would come from since the capital funds would not qualify this payment as eligible. See note below pulled from my report on June 22, 2012:

Please note that the improvements considered for the former Middle School property were going to serve another obligation of the County – meeting our outstanding obligation to USDA relative to three outstanding grants associated with the former STIP property. More specifically, the County needs to expend \$599,734.80 on a project that meets the requirements of USDA in a manner similar to which the original grant proceeds had been extended. If the County fails to do this, then USDA will require us to re-pay \$599,734.80 to them to resolve the remaining grant obligations. The conversion of the former middle school into a mixed use community center (public safety, recreation, office space, community meeting rooms) meets the USDA qualifications and is in keeping with our bond requirements. If the Board chooses not to proceed forward with the former middle school, we would need to determine how we will meet this outstanding obligation to USDA.

D. Middle School Renovation:

The Request for Proposals for Architectural and Engineering Services for the renovation of the Middle School property has been issued. I have designated a Middle School Renovation Committee composed of the Director of Public Works, the Building Official, the Emergency Medical Services Director, the Development Director, the Parks & Recreation Director, the Information Technology Director and myself.

The schedule is as follows:

- Deadline for receipt of proposals – January 21, 2014
- The Middle School Renovation Committee will evaluate proposals – January 24, 2014
- Interviews will be scheduled for the top ranked 3 to 5 firms – first week of February 2014
- The Middle School Renovation Committee will select and negotiate with the top choice candidate in order to provide a recommendation to the Board of Supervisors – February 10 thru 21, 2014.
- Board of Supervisors to award contract for this project – February 24, 2014.

E. District 2 Polling Place:

The Electoral Board has received notification from American Legion Post 56 in Cheriton that this facility will no longer be available for use as a voting location and has provided the