



County of Shenandoah

OFFICE OF COUNTY ADMINISTRATION
600 N. Main Street, Ste 102
WOODSTOCK, VA 22664
www.shenandoahcountyva.us

AGENDA

Property & Public Works Committee
Board Conference Room
Shenandoah County Government Center
600 N. Main Street, Woodstock, Virginia
December 2, 2010
4:00pm

Committee Members:

Steve Baker, Chairman
Conrad Helsley
Dennis Morris
Dick Neese

Staff Liaison: Mary T. Price, Assistant County Administrator

1. **Approval of Minutes**
Property & Public Works Committee, November 4, 2010.
2. **Monthly Reports and Staff Comments**
 - A. Solid Waste Report: October 2010
 - B. General Properties Report: November 2010
 - C. District Courts and Health & Human Services Building Project Update
 - D. Parks & Recreation Report: November 2010
 - E. Animal Shelter Report: November 2010
3. **Special Reports**
None
4. **Old Business**
None
5. **New Business**
 - A. Committee tour of the Health and Human Services Building.

Adjournment, subject to the Committee's and its guests' retiring to the Board Conference Room at _____ o'clock, or as soon thereafter as possible, to eat dinner. No action will be taken at this dinner. It is possible that some business may be discussed, but there is no plan to do so. The Committee's guests, including other Supervisors and designated staff members, may join it for dinner. The public is welcome to attend the dinner, but no food will be provided for the public. The dinner's principal function is simply to allow Committee members to attend meetings beforehand and afterward. The Committee meeting will be deemed adjourned at the conclusion of the dinner.

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**MINUTES OF MEETING OF
PROPERTY & PUBLIC WORKS COMMITTEE
BOARD CONFERENCE ROOM
November 4, 2010**

A regular meeting of the Property and Public Works Committee was held in the Board Conference Room, 600 North Main Street, Woodstock Virginia on November 4, 2010 at 5:00pm. The following committee members were present: Chairman Steve Baker, Dennis Morris, Dick Neese. Others in attendance included County Administrator Doug Walker, Assistant County Administrator Mary T. Price, Duane Williams, Garland Miller, Pam Sheets and Executive Assistant Chris Sherman.

1. Approval of minutes from the October 7, 2010 meeting.

Supervisor Morris made a motion, seconded by Supervisor Neese to approve the minutes of the November 4, 2010 meeting. The motion was approved 3-0

2. Monthly Reports and Staff Comments:

A. Solid Waste Report

Mary Price, Assistant County Administrator said that Brad Dellinger was unable to attend the meeting and informed the committee that bids on the leachate funding would be going out in December.

B. General Properties Report

Duane Williams corrected the report by decreasing the cost of materials for work at the landfill.

Doug Walker, County Administrator asked Duane if there was a direct connection in cost savings due to the work order process. Duane said yes.

C. District Courts and Human Services Building Project Update.

Tim Ferguson, Project Coordinator said that the Health & Human Services building is almost complete except a few minor touch ups. He also said that department orientations are beginning and Departments are scheduled to relocate during the first week of December. Mr. Ferguson said that the committee will be very proud of the final appearance.

Mr. Ferguson concluded by saying that the Courthouse is approximately 75% complete in most areas of construction and the project continues to progress on schedule.

Ms. Price said that we would schedule a tour for the Board of Supervisors for Thursday December 2nd, 2010 during the next PPW Committee meeting.

D. Parks & Recreation Report

Pam Sheets, Director of Parks and Recreation said that the County Park has been winterized for the upcoming winter season by closing the restrooms and ball fields.

E. Animal Shelter Report

Mary Price stated that the painting of the kennels has been postponed due to a slight increase in dog population and that the contractor is working with us for a re-scheduling date.

3. Special Reports- There were no special reports.

4. **Old Business-There was no old business to discuss.**

5. **New Business-**

A. Consideration of a request by People, Inc. to serve the County as the Indoor Plumbing Rehabilitation Program Administrator.

Mr. Rob Goldsmith, President of People, Inc. presented a map that illustrated 50 low income properties in Shenandoah County that lack indoor plumbing.

Supervisor Morris asked Mr. Goldsmith how they pick and choose who receives the indoor plumbing first.

Mr. Goldsmith said that it is a first come first serve basis and on some occasions it can be established as a priority property. He continued by saying that the State does not allow more than four or five jobs to be contracted at once.

Mr. Goldsmith requested the Board submit a letter to Shenandoah Housing of Community Development designating People, Inc. as the Indoor Housing Administrator.

Supervisor Morris made a motion, seconded by Supervisor Neese to designate People, Inc as the Indoor Plumbing Rehabilitation Program Administrator. The motion was approved 3-0.

B. Discussion regarding closing trash collection sites December 25, 2010 and January 1, 2011.

Mr. Walker said that Brad Dellinger could not attend the meeting. He said that the County has an opportunity to close the convenience sites throughout Shenandoah County on Christmas Day and New Years Day, therefore saving the County money and allowing staff spend time with their families.

Mr. Neese said that it is worth a try but we should try to get the word out.

Mr. Morris said that he is concerned with the overloaded volume of trash and debris on Sunday, the day after closing the sites.

Mr. Walker said that Mr. Dellinger expects and is prepared for that and stated that no motion is required from the committee. He said that we will take care of advertising, emailing, posting on the website and making signs to help inform the general public.

With no further business to come before the Committee, the meeting was adjourned at 5:42 pm.

Steve Baker, Chairman

Respectfully submitted cms

November Department Report for the December 2010 Properties and Public Works Committee Meeting

I. Projects

A. Recently completed projects

1. Since the last monthly report we have taken in the following dead livestock for burial: 19 cows, 5 calves, 1 horse. Total for the month of Dec 25 animals.

Vehicles and pieces of heavy equipment that underwent repairs:

- a. P11 Salt spreader Replaced engine carburetor. Replaced rear delivery chute and conveyor chain and all sprockets and chains. Replaced all rollers and bearings. Received a 250 hour service.
 - b. P10 Plow Replaced all plow cylinders. Replaced main plow wiring harness.
 - c. E6 Skid steer Barn Adjusted drive chains on both sides.
 - d. E21 963C Track Loader Replaced heater control valve.
 - e. Fisher Hill Compactor site Replaced motor starter and hydraulic pump. Changed oil and filter.
 - f. Posi Shell Applicator Received a 250 hour service.
 - g. E10 Skid Steer shop Replaced battery and battery cable ends. Replaced fuel tank and fuel filter.
2. Preventive maintenance was performed on the following.
 - a. #4 Mack rolloff Received a state inspection.
 - b. #1 Mack Rolloff Repaired rear bumper and adjusted steering.
 - c. P1 Red Ford Fuel Truck Replaced left rear tire.
 - d. #8 Mack Rolloff Received a 250 hour service and state inspection.
 - e. #7 Mack Rolloff Received a 250 hour service.
 - f. P4 Blue chevy Stakebed Replaced both angling cylinder hoses and repaired snow blade lights.
 - g. P17 Western salt spreader Received a complete service. Replaced rear spinner shaft and bearing.

B. Projects underway

1. We are posi shelling on nice days.
2. We are stilling cleaning tracks daily on all equipment
3. We are stilling hauling leachate. The total for November is 273,917 gallons.

II. Personnel None

III. Planned Purchases None at this time.

IV. Environmental:

A. Nothing to report.

V. Issues for the Board to Consider: Nothing at this time.

VI. Tonnage for the month: November trash 138.92 tons a day. 3473.16 tons for the month . Recycling tons shipped out 170.75 tons . Recycling tonnage 8.9 a day.



Shenandoah County Parks and Recreation

508 Piccadilly Street, Edinburg, VA 22824 * 540-984-3030 * 540-984-8032 *
psheets@shenandoahcountyva.us * www.scpr.info

Director's Report – November 24, 2010

Progress report:

- The Shelter #2 repairs are complete and the final invoice has been submitted. The pre- and post-inspections were done without any issues, and the new slab looks fabulous.

Programs/Events/Facilities

Fall Programs (season is 9/16/10-11/30/10)*:

Programs (includes each section of each program) Scheduled = 110

Programs (includes each section of each program) With Full Registration (to date) = 74

636 Participants registered (to date)

***All programs will be reviewed seasonally in order to review financial success, attendance rates, reformatting needs, etc. in order to improve success rate.**

Winter Programs (season is 12/1/10-2/28/11)*:

Programs (includes each section of each program) Scheduled = 104

Programs (includes each section of each program) With Full Registration (to date) = 18

103 Participants registered (to date)

***All programs will be reviewed seasonally in order to review financial success, attendance rates, reformatting needs, etc. in order to improve success rate.**

Fall Facility Rentals (9/16/10-11/30/10):

Edinburg School – 333 reservations (to date) including Senior Center (repeating rental on Tuesdays-Fridays), parks and recreation classes and open gyms, and private rentals; \$1,855 in revenue.

Shenandoah County Park – 95 reservations (to date) including parks and recreation leagues, private field rentals, special events, and private shelter rentals; \$485 in revenue.

Winter Facility Rentals (12/1/10-2/28/11):

Edinburg School – 221 reservations (to date) including Senior Center (repeating rental on Tuesdays-Fridays), parks and recreation classes and open gyms, and private rentals; \$535 in revenue.

Shenandoah County Park – 1 reservations (to date) including parks and recreation leagues, private field rentals, special events, and private shelter rentals; \$0 in revenue.

Financial Update

Enterprise Budget Status

Income (7/1/10-10/28/10) = \$99,941.14 (40% of budgeted amount)

Expenses (7/1/10-10/28/10) = \$76,137.86 (28% of budgeted amount)

Operating Budget Status

Expenses (7/1/10-10/28/10) = \$154,193.65 (31% of budgeted amount)

Programs Update

- The department's stargazing nights are now held on a monthly basis and continue to do well. We are currently looking for locations in the southern part of the county to expand this program, where it will rotate through the county each month. The next event is on Saturday, December 4 at the Shenandoah County Park.
- There are 14 people registered for the Mediterranean Cruise at this time, and SCPR will be boosting its advertising for this program through the holiday season.
- The winter brochure is complete and was mailed on November 8. 95% of the fall programs are complete and we're transitioning to the winter season's program offerings.

Town, School & County Projects

- Strasburg – Pam is serving on the recreation committee for the Town's 250th Anniversary in 2011 as well as the Logistics Committee for the Great Train Raid to be held in May. Programs that Pam is responsible for include the Geocaching Series which will launch on January 1, the Strasburg Duathlon to be held on April 9, the Great Train Raid (logistics), and Founder's Weekend on November 5 & 6. Several commemorative items are on sale now—reservations for the commemorative pottery, the commemorative coin, a 2011 calendar—“Passages of Time”—and tickets for Strasburg's New Year's Eve Celebration on December 31.
- Shenandoah County Park – Restrooms and buildings are closed for the season. Full-time staff are conducting trash runs and inspections every two weeks. Staff requested more evening visits by the Sheriff's Department and are monitoring for trash issues related to the Thursday closures of the convenience centers.
- Toms Brook – No projects active at this time.
- Woodstock – We are still awaiting an appointment from the Town for the Advisory Board. We have been without a representative since early summer. Jason Bushong resigned from the board when he moved out of the town limits; he has two years remaining on his appointment.
- Edinburg – The electronic sign used by SCPR will be stored for the winter in mid- to late-December; it's current location could be problematic for any snow removal since it's so close to the curb and road.
- Mt. Jackson – Working with the Town Manager and Advisory Board member to find a dark location for stargazing. The Shenandoah County Soccer League fields have been suggested.
- New Market – Working with the Town Manager and Advisory Board member to find a dark location for stargazing; a potential location is the New Market Battlefield. We're also trying to re-start discussions about programs being held within the New Market Community Center, which is run by a third-party non-profit group. A tour of the community center was held and the place is in fantastic condition; we now need to meet with the owners to discuss rental rates, schedules, etc.
- School Board –The School MOA is set for renewal in 2011 and we'll begin the review

process in the early spring of 2011.

- Advisory Board – The most recent board meeting was held on November 10 at the New Market Town Hall; we had a lively discussion about participation on the board, budgeting, brochures, and the CIP process. The next meeting will be held on January 19 at the Edinburg School; this is the annual reorganizational meeting.
- Cedar Creek & Belle Grove National Historic Park – The Key Partners continue to meet on a monthly basis. The final GMP was mailed in early November; some received a CD and some received the printed book. The National Park Service completed its interpretive programming at the end of October. The next Federal Advisory Commission is on December 16 where it will continue work on the interpretive plan; the Key Partners will also meet that same day to work on the interpretive plan, discussing how certain items of the plan affect each partner's operation.
- Pam is on the steering committee for the Fisher's Hill project with the Shenandoah Valley Battlefields Foundation. Hill Studio, SVBF, and the steering committee will be working in Strasburg on Wed., September 29 (weather permitting) actually walking potential trail sites and exploring possible connectors from the Town of Strasburg to the Keister Tract as Hill Studio explores the long-range planning for the Fisher's Hill trail project.

SCPR's WebTrac statistics (online registration) – 7/1-11/24/10:

SCPR is continuing to see an upward trend in use of the online registration system.

Sessions with 1 enrollment added = 129 (26.71% of sessions) +28 since last report

Sessions with 1 enrollment deleted = 9 (1.86% of sessions) +3 since last report

Sessions with activity inquiries = 191 (39.54% of sessions) +41 since last report

Sessions with household data changed = 15 (3.11% of sessions) +6 since last report

Sessions with family member data changed = 24 (4.97% of sessions) +7 since last report

Sessions with household history inquiries = 20 (4.14% of sessions) +11 since last report

Sessions with payments made = 105 (21.74% of sessions) +21 since last report

Number of one-time users = 83 (+10 since last report)

Number of sessions by one-time users = 83 (+10 since last report)

Number of repeat users = 51 (+15 since last report)

Number of sessions by repeat users = 179 (+45 since last report)

Number of households using web = 134 (1.81% of total households) +25 since last report

Number of sessions by guests = 221 (+47 since last report)

Number of complete transactions by one-time users = 51 (+7 since last report)

Number of complete transactions by repeat users = 54 (+14 since last report)

Total complete transactions = 105 (21.74% of total sessions) +21 since last report)

Number of Monday Sessions = 177 (+24 since last report)

Number of Tuesday Sessions = 90 (+26 since last report)

Number of Wednesday Sessions = 44 (+15 since last report)

Number of Thursday Sessions = 52 (+13 since last report)

Number of Friday Sessions = 81 (+16 since last report)

Number of Saturday Sessions = 17 (+3 since last report)

Number of Sunday Sessions = 22 (+5 since last report)

Number of 12:00am-6:00am sessions = 4 (+2 since last report)
Number of 6:00am-12:00pm sessions = 239 (+43 since last report)
Number of 12:00pm-6:00pm sessions = 163 (+33 since last report)
Number of 6:00pm-12:00am sessions = 77 (+24 since last report)

Normal Sessions = 135 (+22 since last report)
Timed-Out Sessions = 7 (+1 since last report)
Abandoned Sessions = 341 (+79 since last report)
Total Sessions = 483 (+102 since last report)

Average Number of Screen Hits (Normal Session) = 13 (+1 since last report)
Average Number of Screen Hits (Timed-Out) = 10 (+1 since last report)
Average Number of Screen Hits (Abandoned) = 9 (same)
Average Number of Screen Hits (All Sessions) = 10 (same)