

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 3:00 PM — Thursday, February 16th, 2023

Location: Admin. Building Auditorium, 414 N. Main Street

MEETING #08— February 16th, 2023

At a Budget Workshop (#3) of the Board of Supervisors on Thursday, February 16th at 3:00 PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chair
Charlotte Hoffman, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Kimberly Turner, Deputy Clerk

ABSENT: Sean Gregg, County Attorney
Carty Yowell, Vice-Chair

CALL TO ORDER, PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

Chairman Jackson called the Board to order.

Supervisor Hoffman made a motion for Supervisor Dawson to appear at the meeting remotely, pursuant to Virginia Code Section 2.2-3708.2 and Section 2.4.F of the Bylaws of Madison County, seconded by Supervisor Jewett. **Aye: Jackson, Hoffman, Dawson, Jewett. Absent: Yowell Nay: (0).**

DETERMINE PRESENCE OF A QUORUM/ADOPTION OF AGENDA

Chairman Jackson advised that a quorum was present.

Supervisor Jewett made a motion to approve the agenda as presented, seconded by Supervisor Hoffman. **Aye: Jackson, Hoffman, Dawson, Jewett. Absent: Yowell Nay: (0).**

PUBLIC COMMENT

Chairman Jackson opened the floor for public comment. With there being no public comment being brought forward, the public comment opportunity was closed.

FY 24 BUDGET WORKSESSION

The Board of Supervisors participated in a budget workshop involving presentations made by various outside agencies and County Departments.

Commissioner of the Revenue, Brian Daniel: Mr. Daniel has been advised to allow an AS400 server to be maintained by an outside company.

➤ *Supervisor Jewett asked if the machine was going to be on-premise.*

Mr. Daniel responded that it is an on-premise machine, but it will be hosted in Staunton so they will oversee the maintenance. Mr. Daniel had a small increase on postage and another on mileage. There was an increase in cost for supplies that caused an increase in the assessor and personal property budgets.

EMS, Noah Hillstrom: Mr. Hillstrom now has a new schedule in efforts to reduce overtime hours. Mr. Hillstrom went over in detail the increases/decreases in their budget.

- *Chairman Jackson asked how long you can rent a ventilator for.*

Mr. Hillstrom stated it depends, but the one he is currently looking at is for 5 years.

- *Chairman Jackson stated that they need to purchase IT and office supplies in a different way.*
- *The Supervisors agreed that they will need to come back to this budget due the amount requested and the complexity of it.*

Central VA Partnership for Economic Development, Helen Cauthen: Mrs. Cauthen thanked the Board for their support. This year's request is flat, with no increase.

- *Chairman Jackson asked if they are looking for site ready locations.*

Mrs. Cauthen agreed, she is currently working with Mrs. Gardner, Economic Development & Tourism Director, for a few properties in Madison.

- *Chairman Jackson asked if we are doing our due diligence.*

Mrs. Cauthen said Mrs. Gardner is doing her best. The General Assembly is looking at a large amount of money for site readiness, which will help make this process smoother.

The County Administrator stated that the Realtor Roundtable is encouraged to make sure their inventory is updated to maintain accurate site readiness.

- *Supervisor Jewett inquired about the perspective sites and what Mrs. Cauthen envisions as possibilities for businesses and industries for those sites.*

Mrs. Cauthen stated that it is up to each locality regarding the use of the sites. It depends on what the need is in the region.

Animal Shelter, Karen Hammack: Mrs. Hammack stated they are asking for less money this year. She is looking for increases to cover expenditures for electricity and telecommunication, and an increase to continue purchasing staff uniforms. Mrs. Hammack would like to change her

part-time employee to full time. They have a decrease in budget for advertising and medical supplies.

The Finance Director stated that these changes in the budget make the overall request lower.

- *Chairman Jackson inquired about the position change.*

Mrs. Hammack stated they need extra help, and the part-time staff is a dedicated employee.

Animal Control, Greg Cave: Mr. Cave is asking for an increase in pay for various positions. He is also asking for an increase for fuel due to the increase in gas prices. Mr. Cave tried to decrease in other areas due to raising money in others. Mr. Cave has a decreased in his budget for advertisement, vehicle/equipment maintenance, record books and tags, and office furniture. In 5-6 years, they will need to replace a truck.

The Finance Director clarified that the spreadsheet does not reflect the salary changes. She did explain the request is in the comment section.

- *Chairman Jackson asked if the Finance Director could create a spreadsheet that represents all pay increase request from all departments.*

The County Administrator stated that they are waiting to hear back from the state to see what the COLA percentage is. This will affect if the county is able to make pay adjustments.

Finance/Auditor, Jennifer Warren: Mrs. Warren's budget is less this year due to having a Finance Director on board which allows the county to reduce paying as many outside consulting services for assistance like last year. There are also decreases for office equipment, mileage, postal services, software subscriptions, and IT equipment. There is an increase for our HR position due to new HR certifications.

- *Chairman Jackson asked if there is a policy for retention or payback if the person stays or goes.*

The County Administrator stated that administratively, they would have to add that to the policy, but it is legally allowed. He tends to put that in their employment letter. The Administrator also explained the reimbursement policy.

- *Chairman Jackson inquired about guidelines for staff certifications.*

The County Administrator explained that for staff increases, the department needs to be able to justify it by having them complete certificates to give back to the county.

- *Chairman Jackson asked if we could standardize this process.*

The County Administrator asked if they are looking for the same value across the board or changes depending on the certification. The Administrator stated that they could look further into this and bring it back to the Board.

Mrs. Warren covered the auditor budget. They had 2 years audited in FY23 (FY20 and FY21), but they are planning to do one audit for FY22 this coming year. The Pre-audit services rates have increased while the level of services remain the same. Mrs. Warren is trying to reduce the need to use pre-audit services due to this. She does believe this is possible now that they are getting more organized with things. There was a decrease for the OPEB valuation services.

- *Chairman Jackson is hopeful that the Tyler Munis program makes things easier.*

The Finance Director explained that she is going to need some support from pre-audit because there is half a fiscal year in RDA and the other in Tyler Munis. She does think it will be less of a need as they get more organized.

Sheriff, Erik Weaver & Candance Clatterbuck: Mrs. Clatterbuck started with court budget which has a decreased due to a decreased in hours. Next was the general fund and due to overtime, they are projecting an increase due to special events and highway safety. The Sheriff's Office has a new SRO which has caused an increase in the budget. There is also an increase for a new drug K9. There is an increase for a Cell Hawk contract, Lexipol, and an annual drone subscription. There is also an increase for 3 additional cameras and subscriptions for performance and tagging videos. There is an increase in ammo prices, and an increase in general supply cost. There is also an increase to renovate the shooting range.

- *Chairman Jackson asked if renovating the shooting range is something that Moonie Frazier can do?*

The County Administrator stated he will look to see who the last vendor used was. In the future, they will need to add this to the capital budget.

Mrs. Clatterbuck stated that they need new filing cabinets for the records room. There is also an increase to upgrade the surface pros.

- *Chairman Jackson asked the County Administrator if there are any file cabinets not in use that the county could pass along.*

The County Administrator said they would check their inventory.

- *Chairman Jackson asked what happened to the last drug K9.*

Mr. Weaver stated that the dog retired.

- *Chairman Jackson asked if the Sheriff's Office needed four new cars.*

Mr. Weaver confirmed.

- *Chairman Jackson inquired the number of AEDs they needed.*

Mr. Weaver stated they needed 10 of those and more TASERs.

- *Chairman Jackson asked how many TASERs their budget request would purchase.*

Mr. Weaver stated they budgeted for 20 new TASERs.

Extension, Brad Jarvis: Mr. Jarvis stated that there were a few increases compared to last year. There is a pay increase to be comparable with other counties. The supply budget its level funded. Mr. Jarvis discussed how the Summer Intern fits into the budget and the success they have experienced with this program. Mr. Jarvis also talked in detailed about the Pesticide Container Recycling Program that is doing well and is a reimbursement program. Mr. Jarvis shared that their Grant funding was larger than the county's contribution.

- *Supervisor Jewett appreciated how thorough and detailed Mr. Jarvis presentation was and feels he has done an excellent job.*

Registrar, Lauren Eanes: Mrs. Eanes wants to move the advertisement line to the electoral boards budget because they are who uses the advertisement funds. There is an increase for mileage this year. The increase in the clerical line on the budget due to having four elections this year rather than the normal three. Mrs. Eanes is asking for a part time employee during early election time which is half of the year.

The Finance Director made a comment that she made an edit to the spreadsheet under the clerical line per Mrs. Eanes request.

Electoral Board, Jim Smith: The Electoral Board's main purpose is to run elections. Smith had a few increases to their budget mostly due to the additional election. Some of the increases include a request for training. Mr. Smith is asking for an increase to purchase/maintain voting machines and an increase in rental fees. Mr. Smith thanked the Sheriff's Department for their aid on the Election Day.

- *Chairman Jackson asked if other counties have their Sheriff's Office's support or do they have to order security.*

Mr. Smith stated that some Counties do order security, but we do not need to thanks to our local Sheriff's Office.

Mrs. Eanes also comment that due to number regulations, our county does not need extra security like larger areas. Mrs. Eanes also commented that a lot of their salaries and a portion of the March primary election is reimbursed.

At 4:35 pm, the Board was ahead of schedule and VA Regional Transit had not yet arrived. Due to this, Foothills Housing presented. (They were not on the original agenda but attended the meeting.)

Foothills Housing, John Reid: Mr. Reid said they have 163 rental units in total, affordable housing for seniors and income-based rentals. In Madison, they do emergency repairs for homeowners. They partner with other agencies like Skyline CAP.

- *Chairman Jackson asked if they are asking for \$7,500, and confirmed in the past, they received \$7,000.*

Mr. Reid agreed and stated that they would love more, and it would be used to help the community if granted.

- *Chairman Jackson inquired where the Foothills Housing office was now located in Madison.*

Mr. Reid shared that they share an office with Tracey Gardner, the Economic Development & Tourism Director.

VA Regional Transit, Mike Socha: Mr. Socha is asking for the same amount as last year. He is thankful for the county and the citizens who have been respectful and patient during the COVID restrictions and masking rules. There numbers are continually increasing, and they are eager to continue to get the word out regarding their resources.

SAFE, Cindy Hedges: SAFE provides shelters, support, and advocacy for survivors of domestic abuse. They are asking for level funding. They receive funding from state and federal grants and they both look at what the communities are funding. This shows that the county is invested in the organization and encourages them to also invest. The County's funding helps when they need money quickly to help a fleeing family. They are also trying to educate youth and the community at large on what sexual and physical abuse looks like and how to recognize signs.

- *Supervisor Hoffman asked what Counties SAFE served.*

Mrs. Hedges responded they serve Culpeper, Madison, Orange, Rappahannock, and Fauquier Counties.

- *Supervisor Hoffman asked how many employees SAFE currently had.*

Mrs. Hedges responded that they have fourteen employees serving the five counties.

- *Chairman Jackson stated he believed that Clarrisa Berry spoke highly of them in the past.*

Mrs. Hedges explained they do work closely with her office.

- *Supervisor Jewett stated his personal experience with the SAFE organization and how impactful it is in the community.*

Emergency Management, Gavin Helme: There is a small increase in telecommunication for two satellite phones. There is an increase on the seminar and tuition line for training. There is a decrease in emergency events, but Mr. Helme was not sure if it would need to change. There was a decrease in vehicle fuel and vehicle maintenance. Mr. Helme also had a decrease in IT equipment and an increase in communication equipment for the radio systems. There was decrease in motor vehicles and an increase in other equipment like the Stop the Bleed Kits.

- *Chairman Jackson asked if upfitting the radios in the vehicles came out of the department's budget or the radio project's budget.*

The County Administrator stated he would look into it and would get back to him on that.

- *Chairman Jackson inquired about events, do to permits, where they needs are required.*

Mr. Helme stated that things have been going very well so far.

Library, Bonnie Utz: Mrs. Utz shared what they currently use their funding for. The library cannot use State Aid funding for anything other than book purchases. Mrs. Utz is asking for a \$10,000 increase to cover day to day fees.

- *Chairman Jackson asked about the library's increase for the FY23 budget from the previous fiscal year.*

Mrs. Utz stated it was \$8,500.

- *Chairman Jackson asked about their status with the State Library.*

Mrs. Utz stated that the money from last year put them where they needed to be five years ago. Mrs. Utz stated that they need to keep going moving forward. Mrs. Utz gave an overview of the Summer Reading Program. There is an increase in the cost for the summer shows which causes them to have an increase in their budget.

The County Administrator ask if the \$1,000 in their budget, from the Town of Madison, reflected per capita.

Mrs. Utz stated she was not sure.

The County Administrator asked about the building maintenance increase.

Mrs. Utz stated they are updating their carpet.

The County Administrator inquired about the contracted services increase and wanted to know what this covered.

Mr. Jones, who attended the meeting, stated it was for painting.

Culpeper Soil & Water, Greg Wichelns: Mr. Wichelns thanked the Board for the opportunity to present. Mr. Wichelns gave an update on their ongoing projects.

➤ *Chairman Jackson asked why there was a decrease in their budget.*

Mr. Wichelns explained that Madison did not have any site plans reviewed last year. The workload calculations went up, but the percentage on the whole went down. Mr. Wichelns explained that some years fluctuate based on population and work load.

The County Administrator asked if Culpeper Soil & Water still had the Septic Program to help people who have a failing septic system.

Mr. Wichelns stated that there is but only in the Robertson Watershed area.

The County Administrator asked if there is other funding if there is a health violation for a septic system.

Mr. Wichelns stated there was not one through them, but he said the local health department may have resources for this.

Parks & Rec, Jerry Carpenter & Lindsay Vonherbulis: Ms. Vonherbulis stated they are requesting \$354,017 which is an increase from last year. The biggest increase from their budget is from operations. They added funding to their payroll expenses because they have increased requirements for the Part-time custodian. They are increasing the advertising budget.

➤ *Chairman Jackson asked if Parks & Rec was able to fix their printer issue.*

Ms. Vonherbulis responded that they did. She continued with the budget stating there is an increase in fuel equipment and an increase for event equipment. They are mostly using credit cards in the concessions so there is an increase in their credit card processing fees. There is an increase for PRA projects for items like gravel and road repairs. There is also an increase for new signage and a roof for one of the sheds.

The County Administrator stated that the capital project for the outdoor recreation center will be captured in the overall capital plan.

➤ *Chairman Jackson asked when this would be discussed.*

The County Administrator stated they may touch on it on February 23rd, but for sure on March 2nd at the budget meeting.

Mr. Carpenter went over their Capital Improvement for Equipment Request Report. This year they need a new lawn mower, a new field rake, and a trailer.

Boys & Girls Club, James Compton and Graham Davidson: Mr. Compton stated the Boys & Girls Club is requesting \$2,000 which covers the cost of a child for a year. Mr. Compton thanked Supervisor Yowell for visiting the Boys & Girls Club and seeing the Club in action.

Mr. Graham stated he was on the Madison Boys & Girls Club's Board, but also a Club Parent and stated how much the Club has impacted his family.

The County Administrator summarized the future budget schedule.

- *Chairman Jackson asked when the General Assembly would have a decision regarding the COLA percentage.*

The County Administrator stated the General Assembly plans to end session on February 25th and we have no indication they are leaning away from 7%.

PUBLIC COMMENT

Chairman Jackson opened the floor for public comment. With there being no public comment being brought forward, the public comment opportunity was closed.

CLOSED SESSION

ADJOURN

With there being so further business to conduct, Supervisor Jewett made a motion to adjourn, seconded by Supervisor Hoffman. **Aye: Jackson, Hoffman, Dawson, Jewett. Absent: Yowell Nay: (0).**