



**Agenda**  
**Board of Supervisors**  
**Tuesday, June 27, 2023, at 6:00 PM**  
**Administration Building Auditorium**  
**414 North Main Street, Madison, Virginia 22727**

**Call to Order, Pledge of Allegiance & Moment of Silence**

**Determine Presence of a Quorum/Adoption of Agenda**

**Public Comment**

**Consent Agenda**

1. Approve: Minutes from 06-07-2023
2. Supplemental Appropriation - #19

**Special Appearances**

**Old Business**

2. a. [Jenkins' Lease](#)

**New Business**

3. FY24 Budget Book
3. a. [Supplemental Appropriation #20- Shooting Range Lead Remediation](#)
4. Fireworks Permit Application – Matthew Fant
5. Fireworks Permit Application- Chad Lohr
  - a. Fireworks Permit Application- Rapidan Baptist Camp
  - b. Fireworks Permit Application- Rodney Frazier
6. Festival or Event Permit Form- Bald Top Brewing Co.
7. Festival or Event Permit Form- Tractor Pull July 8th.
8. Committee Update & Appointments
  - a. Building Code Board of Appeals- Appointment
  - b. Community Policy Management Team- Reappointments
  - c. Family Assessment & Planning Team- Reappointments
  - d. Social Services Board- Appointments
  - e. Rapidan Service Authority Board- Appointment
  - f. Thomas Jefferson Area Criminal Justice Board- Vacancy

**Discussion**

**Information/Correspondence**

9. Proposed Amendments to Local and Regional Water Supply Planning Regulation
10. Public Hearing- July 11<sup>th</sup> for Sign Ordinance Amendment

**Public Comment**

**Closed Session**

[2.2-3711\(A\)\(7\)](#)

**Adjourn**

## MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 6:00 PM — Tuesday, June 27th, 2023

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

### MEETING #25 — June 27, 2023

At a regular meeting of the Board of Supervisors on Tuesday, June 27 at 6:00 PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chair  
Carty Yowell, Vice-Chair  
Charlotte Hoffman, Member  
Dustin Dawson, Member  
James Jewett, Member  
Jonathon Weakley, County Administrator  
Sean Gregg, County Attorney  
Hannon Wright, County Attorney  
Kimberly Turner, Executive Administrative Assistant/ Deputy Clerk

ABSENT:

### CALL TO ORDER, PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

- *Chairman Jackson called the Board to order.*

### DETERMINE PRESENCE OF A QUORUM/ADOPTION OF AGENDA

- *Chairman Jackson advised that a quorum was present. Chairman Jackson stated he had a few items to amend to the agenda.*

### **DELETE: CLOSED SESSION**

#### **ADD: OLD BUSINESS**

*2. a. Jenkins' Lease*

#### **ADD: NEW BUSINESS**

*3. a. Supplemental Appropriation #20- Shooting Range Lead Remediation*

- *Chairman Jackson stated when they get to the Firework Permit Applications, he would like to combine them when they vote. Chairman Jackson inquired if anyone else has anything to add, which they did not.*

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

### PUBLIC COMMENT

**Joe May:** Mr. May stated he would like Mr. Webb, the County Planner, to no longer be employed by Madison County. Mr. May gave examples of why he felt Mr. Webb was not professional and acting as a public servant. Mr. May stated he does not want Madison County to resemble Culpeper County and he feels it will with Mr. Webb as the Madison County Planner.

With there being no further public comment, the public comment section was closed.

## **CONSENT AGENDA**

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- *Chairman Jackson stated the Board will need to vote on these items separately because Supervisor Yowell was absent at the June 7<sup>th</sup> meeting.*

### 1. Approve: Minutes from 06-07-2023

Supervisor Hoffman made a motion to approve the minutes from June 7, 2023, seconded by Supervisor Jewett. **Aye: Jackson, Hoffman, Dawson, Jewett. Nay: (0) Abstain: Yowell. Absent: (0).**

### 2. Supplemental Appropriation - #19

Supervisor Yowell made a motion to approve Supplemental Appropriation #19 for \$703,000.00, seconded by Supervisor Hoffman. **Aye: Jackson, Yowell, Hoffman, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

## **OLD BUSINESS**

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### *2. a. Jenkins' Lease*

- *Chairman Jackson stated they would discuss the Jenkins' Lease as old business rather than in closed session. Chairman Jackson asked the legal team if there is anything else to add, which they did not. Chairman Jackson stated this is to dissolve the lease based on the lack of need since they put the tower on the Aylor property. Chairman Jackson asked the County Administrator if he had anything to add.*

The County Administrator stated he and the legal team have reviewed the lease and the lease agreement had standard provisions to terminate. One reason being the Board has not found the site to be suitable and they have moved on to a different site.

Supervisor Hoffman made a motion to terminate the Jenkins' Lease, seconded by Supervisor Dawson.

- *Chairman Jackson asked Supervisor Hoffman if she motions to authorize the County Administrator to do that and if Supervisor Dawson seconded.*

Supervisor Hoffman made a motion to authorize the County Administrator to terminate the Jenkins' Lease, seconded by Supervisor Dawson. **Aye: Jackson, Yowell, Hoffman, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

- *Chairman Jackson stated he hoped they would write something to Mr. Jenkins expressing thanks for allowing the county to use his property.*

The County Administrator stated he will convey that.

## **NEW BUSINESS**

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### 3. FY24 Budget Book

- *Chairman Jackson asked Mrs. Warren, the Finance Director, to inform them about the budget book.*

The Finance Director stated that as part of the budget process every year, they prepare a fiscal year budget book. The Finance Director stated the Fiscal Year 2024 Budget Book is finalized and similar to previous years. The Finance Director mentioned it is available for public view on the county's website and on the OneDrive for the Board of Supervisors. The Finance Director stated the budget book has the county's official organization chart, the budget message, goals and priorities, the structure of the funds, and a breakdown of the department's activities and expenditures. This year, the Finance Director added a regional comparison which provides a comparison between Madison, Greene, Culpeper, Orange, Rappahannock, and Fauquier County. The Finance Director stated they are in the final weeks of fiscal year 2023 and it will take them six weeks to close everything out for a "soft close". At the second meeting in July, the Finance Director will give a presentation on the soft close and how the preliminary numbers look prior to the audit.

- *Chairman Jackson stated the budget book looked great and thanked the Finance Director. Chairman Jackson stated he meet earlier that day with the Finance Director and the County Administrator, and the Finance Director clarified any concerns he had. One concern he had was pertaining to Social Services not closing out until later in the year, but he feels they are close and had firm numbers.*

The Finance Director stated she agrees and feels they will have a good preliminary look after they get everything in over the next few weeks.

### 3. a. Supplemental Appropriation #20- Shooting Range Lead Remediation

The County Administrator stated during the budget process, the Sheriff's Department requested to have a remediation of their shooting range, that they have certified and they use, added to their capital budget. The County Administrator stated he previously informed the Sheriff's Department he would look at the end of the 2024 fiscal year to see if there was any favorability in the budget. The County Administrator recommended doing the project now, rather than waiting. The County Administrator mentioned that he and the Finance Director had a meeting earlier to review to see where they are in the operating budget and in the capital budget. The policy states that any capital project, if it has monies remaining, will go back into the general fund or if there is a request to repurpose or shift those remaining fund to another capital project, the County Administrator should seek the Board of Supervisors' approval. The County Administrator stated that tonight he is looking for direction from the board regarding

supplemental number 20. They have identified two funding sources to fund this project. This project would be done by a company called Recoil. They will do the excavating down about two feet, they will remove the soil, sift the soil, remove the lead, they will conduct the audit, and they will conduct the recycling. The company allows for a 50/50 split of the recyclables. The County Administrator stated that in the company's proposal, there are two columns, one with rubber and one without. The County Administrator stated that Captain Estes, who is leading the project from the Sheriff's Department, wanted it without the rubber which is a \$30,000 item. The County Administrator stated they do not believe it will close out at \$30,000, due to the unknown number of recyclables they will receive. The County Administrator stated they are asking for an encumbrance of fiscal Year 2023 capital funds for that purpose, using \$5,000 of remaining CARP funds in the CIP from EMS and \$25,000 from the Commonwealth's Attorney's Capital. The County Administrator stated the Commonwealth Attorney's budget for fiscal year 2023 originally had \$330,000 for security enhancement upgrades, but they chose not to move forward with the full fledge approach. They decided to purchase cameras and an alarm system. The County Administrator stated the County's staff recommends the Board to approve encumbering the fiscal year 2023 funds outlined in the supplemental appropriation. The County Administrator stated that Supervisor Yowell asked him a very good question regarding how often this will need to be done. The County Administrator touched base with the Sheriff's Department and was told it would need to be done every eight to ten years, but most likely ten years due to the limited amount of people using the shooting range.

- *Chairman Jackson stated that hopefully they are doing it every ten years if funding is available. Chairman Jackson asked if the other Board members had questions and mentioned he felt like it was a good thing to do.*

Supervisor Yowell made a motion to approve Supplemental Appropriation #20 for 30,000 for the gun range lead removal, seconded by Supervisor Jewett. **Aye: Jackson, Yowell, Hoffman, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

4. Fireworks Permit Application – Matthew Fant
5. Fireworks Permit Application - Chad Lohr
  - a. Fireworks Permit Application - Rapidan Baptist Camp
  - b. Fireworks Permit Application - Rodney Frazier

- *Chairman Jackson stated he wanted to vote on these Fireworks Permit Applications together and gave an overview of the applications.*

Supervisor Hoffman made a motion to approve the Fireworks Permit Application for Matthew Fant, Chad Lohr, Rapidan Baptist Camp, and Rodney Frazier, seconded by Supervisor Dawson. **Aye: Jackson, Yowell, Hoffman, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

6. Festival or Event Permit Form- Bald Top Brewing Co
7. Festival or Event Permit Form- Tractor Pull July 8th.

- *Chairman Jackson stated the Board could vote for the Festival Permit Applications as a group as well and asked the County Administrator if he had anything to add regarding the events.*

The County Administrator stated the Bald Top event was a carryover from their Firework permit that was approved at a previous meeting. The County Administrator stated Bald Top has done some advertising and it now seemed to be a larger event than originally planned. The Firework Permit does not ask for the anticipated participation, but due to hearing that it may be a larger event, his office reached out and required them to complete an Event or Festival Permit Application. The County Administrator stated he spoke with Chief Helme, Emergency Management Coordinator, as well as the Fire Chief, Troy Coppage, and some others for things they can do ahead of next year's fourth of July. The County Administrator stated the County was fortunate to receive so much rain for safety reasons. The County Administrator mentioned it would be a good service for the public safety group, with Mr. Helme leading those efforts.

- *Chairman Jackson inquired if Mr. Helme had anything to add.*

Mr. Helme, Emergency Management Coordinator, stated he met with the owner of Bald Top and informed him it is short notice for them to put together the staff to cover the event. Mr. Helme stated he asked him to reach out to Chief Coppage and Sheriff Weaver, but he found out that he had not done so yet. Mr. Helme stated they should be in good shape, and they should have adequate resources to cover if there was an issue at the event. Mr. Helme stated they are expecting up to 1,200 people to attend, which is significantly larger than in the past. Bald Top is mowing an extra field to have more parking. Mr. Helme stated he agrees with the County Administrator that as a public safety group they need to produce a more workable plan to better coordinate. One suggestion Mr. Helme had was incorporating the fireworks permit with the event permit. Mr. Helme stated, right now, his recommendation is to approve the permit applications, and they will work on improvements for the future.

The County Administrator expanded on what Mr. Helme mentioned, that sometimes people ask for dedicated service, but it is not often they can do that. The County Administrator clarified the county will be staffed as they normally are, and they hope they do not need the first response team, but there is not a dedicated unit for any of these events.

- *Supervisor Yowell asked for clarification that there will not be a unit at Bald Top for their event.*

Mr. Helme agreed, there will not be because they do not have the staff to cover it at this time. Mr. Helme stated there may be traffic control provided by the Sheriff's Department.

- *Chairman Jackson asked the Fire Chief, Troy Coppage, if he had anything to add.*

Mr. Coppage stated his main concern was the dry weather, but the rain took care of that. Mr. Coppage recommends planning for the future if the weather is bad to be able to put a stop to it.

- *Supervisor Yowell stated they could deny applications in the future if the weather is like it was a few weeks ago.*

Mr. Helme stated he agreed with Chief Coppage, if it were still as dry as it was a few weeks ago they would be in a bad spot.

- *Chairman Jackson asked the Board what they would like to do for the two applications for Bald Top Brewing Company and the Tractor Pull on July 8<sup>th</sup>.*

Supervisor Jewett made a motion to approve the Festival or Event Permit Applications for Bald Top Brewing Company and the Madison Tractor Pull, seconded by Supervisor Yowell. **Aye: Jackson, Yowell, Hoffman, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

#### 8. Committee Update & Appointments

- a. Building Code Board of Appeals- Appointment
- b. Community Policy Management Team- Reappointments
- c. Family Assessment & Planning Team- Reappointments
- d. Social Services Board- Appointments
- e. Rapidan Service Authority Board- Appointment
- f. Thomas Jefferson Area Criminal Justice Board- Vacancy

The Executive Administrative Assistant/ Deputy Clerk, Mrs. Turner, gave an overview of the applications for appointments being presented. Mrs. Turner stated they need Board direction for Chris Artale's application for the Building Code Board of Appeals. Mrs. Turner stated in the agenda packet, both the Community Policy Management Team and the Family Assessment & Planning Team are listed and are recommended to be approved. The Family Assessment & Planning Team has one spot that will be voted on in July. Mrs. Turner asked the Board to consider approving the committee's applications for Karen Coppage and Kerri Banks for the Social Services Board. Mrs. Turner stated Supervisor Yowell would like to have Pete Elliott fill his spot for the Rapidan Service Authority Board due to his experience. Mrs. Turner asked the Board for direction regarding advertising for the Thomas Jefferson Area Criminal Justice Board.

- *Supervisor Hoffman and Supervisor Dawson asked for clarification on who the two applications were for the Social Services Board.*

Mrs. Turner and Supervisor Yowell clarified that it was Karen Coppage and Kerri Banks.

- *Chairman Jackson stated he would like to talk to Wade Gelbert about filling the Thomas Jefferson Area Criminal Justice Board prior to advertising.*
- *Supervisor Yowell agreed that was a good start.*
- *Chairman Jackson asked the Board if they had any questions before voting.*

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

## **DISCUSSION**

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- *Chairman Jackson asked the Board if they had anything to discuss. Chairman Jackson stated Alan Berry, Systems Administrator I, showed him the county's new website and stated it looks good.*

## **INFORMATION/CORRESPONDENCE**

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### 9. Proposed Amendments to Local and Regional Water Supply Planning Regulation

The County Administrator stated it was just for information for tonight, but if there are any concerns, it can be discussed at the next meeting. The County Administrator stated the State Water Control Board oversees water supply planning and, in this case, regional supply planning and DEQ has a role in that as well. The County Administrator stated there are proposed amendments that they have put out and the public comment period closes on July 21<sup>st</sup>, 2023. The County Administrator commented that he could prepare a letter with the Board's thoughts to present. The County Administrator stated they do regional plans where the Town, County, and Rappahannock Rapidan Regional Commission work together. The County Administrator stated he will present it as "old business" at the next meeting.

### 10. Public Hearing- July 11th for Sign Ordinance Amendment

The County Administrator reminded the Board they set the public hearing for the Sign Ordinance amendment for July 11<sup>th</sup>. The County Administrator stated he believes the legal team has made the recommended updates and he thanked Mr. Smith, an Electoral Board member, for suggesting adding "special elections" to the updates. The County Administrator asked the legal team if they had anything to add.

The County Attorney, Hannon Wright, stated they are still in the process of reviewing.

- *Chairman Jackson asked if the Board had any other questions.*
- *Supervisor Yowell stated he wants the Electoral Board to have an opportunity to look over the revisions to the Sign Ordinance before the public hearing.*

## **PUBLIC COMMENT**

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**Joe May:** Mr. May thanked Supervisor Jewett for shutting down the rehab proposal.

With there being no further public comment, the public comment section was closed.

## **CLOSED SESSION**

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[2.2-3711\(A\)\(7\)](#)

There was no closed session.



**ADJOURN**

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

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R. Clay Jackson, Chairman  
Madison County Board of Supervisors

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Jonathon Weakley, Clerk  
Copies: Board of Supervisors, County Attorney & Constitutional Officers  
Adopted on: July 25th, 2023.

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