



Agenda
Board of Supervisors
Tuesday, August 8th, 2023 at 4:00 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

Constitutional Officers, County Departments, Committees & Organizations

1. Monthly Reports – Present Representatives

Consent Agenda

2. Approve Minutes: 07-11-2023

Special Appearances

3. Central Virginia Partnership for Economic Development Update – Helen Cauthen & Katie Dulaney
4. VDOT Quarterly Update Presentation – Carrie Shephard

Old Business

New Business

5. PSAP Grant – Director of Emergency Communications
6. RRRC 50th Anniversary Resolution – County Admin.
7. Bald Top Brewing Company's Firework Permit – County Admin.
8. Committee/ Board Update- Sarah Dillon for FAPT – Deputy Clerk

Discussion

Information/Correspondence

9. Engineer Professional Service Agreement Renewal – County Admin.
10. Upcoming Public Hearings – Sign Ordinance & Rezoning Fees

Public Comment

Closed Session

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 4:00 PM — Tuesday, August 8th, 2023

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

MEETING #29 — August 8th

At a regular meeting of the Board of Supervisors on Tuesday, August 8th at 4:00 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
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. Chairman Jackson stated he would like to start with the Pledge of Allegiance and follow with a moment of silence.*

DETERMINE PRESENCE OF A QUORUM/ADOPTION OF AGENDA

- *Chairman Jackson advised that a quorum was present and inquired if anyone had anything to add to the agenda.*

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

PUBLIC COMMENT

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

CONSTITUTIONAL OFFICERS, COUNTY DEPARTMENT, COMMITTEES & ORGANIZATIONS

1. Monthly Reports – Present Representatives

Jennifer Warren: Mrs. Warren, Finance Director, gave a monthly report for the Finance Department. The Finance Director stated they are in the middle of their HR and payroll implementation with Tyler Munis and things are going well. They had a good demo presentation with some of the department heads on the upcoming time and attendance module as well as the advanced scheduling module. The Finance Director mentioned the advanced scheduling module will help in some departments, specifically EMS and the Sheriff's Department. The Finance Director stated the timeline for implementation for both is still on target to go live on January 1st. The FY23 audit work with Mary Earhart and her team begins the week of October 2nd. The Finance Director stated they are making some process changes to help streamline some of their processes with Bank of America and Amazon. The Finance Director stated she would take any questions from the Board.

➤ *Chairman Jackson inquired the date Tyler Munis goes live.*

The Finance Director stated it was January 1st. The Finance Director clarified that Tyler Munis is already live for Finances, but the second and third module will be January 1st.

➤ *Chairman Jackson asked how much more training and implementation do they have post January 1st.*

The Finance Director stated the only thing is phase three, which is in parallel with HR payroll. After January 1st, as long as they get phase three done at the same time, there will not be any additional implementation.

➤ *Chairman Jackson asked the Board if they had any questions for the Finance Director, which they did not. Chairman Jackson thanked the Finance Director for her report.*

Noah Hillstrom: Mr. Hillstrom, EMS Chief, gave a monthly report for the Emergency Medical Services Department (EMS). Chief Hillstrom stated July was busy with 192 calls, with 10 minutes as an average response time. Chief Hillstrom mentioned there is additional response information in his report. They are starting to track unit availability within the county. Chief Hillstrom gave an overview of when they have the most calls during the day and unit availability. Chief Hillstrom stated they gave a lot of mutual aid to other counties. They were requested for eight calls and answered four from Greene County, one from Orange, and Madison requested two to help cover calls in Madison. For personnel, Chief Hillstrom stated they are down four and he received approval today to make offers for two paramedics. They are still actively recruiting for other positions. Chief Hillstrom stated that Mr. Brady, who has been their Medical Director for over seventeen years, received a promotion at UVA as a Director and he submitted his resignation for Madison. Chief Hillstrom mentioned they are working closely with Dr. Matthew Rhames, from Culpeper Hospital, to create a contract. Chief Hillstrom plans to have

a proposal contract for the Board at the August 22nd meeting and a go live transition September 1st. For standby events, Chief Hillstrom stated they did the Tractor Pull and the Madison County Fair. Chief Hillstrom stated they will place the ambulance order tomorrow. They have some language in the contract that needs to be adjusted. Chief Hillstrom asked the Board if they had any questions.

- *Chairman Jackson asked the Board if they had questions, which they did not. Chairman Jackson congratulated EMS on getting the new ambulance. Chairman Jackson asked if Dr. Brady serves as a contract employee.*

Chief Hillstrom agreed and stated the new Medical Director will be pro bono.

- *Chairman Jackson stated that was terrific.*

The County Administrator stated Hannon Wright, County Attorney, has reviewed the ambulance contract, which is what got them to the final as well as Chief Hillstrom's assistance. The County Administrator mentioned the County Attorney is vetting the OMD (Operational Medical Director) Agreement. The County Administrator stated they were thankful for Mr. Brady's service from 2005 to present. The County Administrator confirmed they will have the OMD Agreement ready by August 22nd. The County Administrator asked Chief Hillstrom if the State EMS had it currently.

Chief Hillstrom stated that was correct and he has briefed the County Attorney. It is with OEMS (Office of Emergency Medical Services) right now to make sure they have met all their criteria and then the County Attorney will review it.

- *Chairman Jackson inquired when Dr. Brady is officially no longer their Medical Director and if there would be any overlap.*

Chief Hillstrom stated his resignation is effective August 31st. Dr. Brady has offered, if they do not have a replacement, to remain on until they do.

The County Administrator stated they were hoping to have something for Dr. Brady to say, "thank you". The County Administrator stated they would like the Board to formally recognize Dr. Brady and either Chief Hillstrom or the Chairman can present. The County Administrator mentioned Emergency Communications is also being serviced through the OMD Agreement.

- *Chairman Jackson thanked Chief Hillstrom for his report.*

Gavin Helme: Mr. Helme, EMS Assistant Chief of Administration/Emergency Management, gave a monthly report for Emergency Management. Chief Helme stated they are still in the process with the shelter upgrade. They had another follow-up meeting with the engineer and the engineer came back with a higher price of about \$50,000. The reason is due to the placement of the generator and how they must run the wiring. Chief Helme mentioned that Supervisor Dawson can testify to the fact that copper is expensive. Chief Helme stated they are looking at going with a slightly smaller generator to cover the main HVAC they will need for the corridor to provide shelter space. Chief Helme stated the engineer thinks he can do that and stay within the original \$150,000 budget. Chief Helme stated if the engineer can do that, he will then go to the Grant Administrator for VDEM and get approval and sign offs so they can start moving forward. Chief Helme is hoping to have more information in two weeks. For the SHSP Grant, Chief Helme stated they have submitted both grants. Everything has gone out to the peer reviewers and the subject matter expert reviewers, and they must be back by August 18th. Chief Helme stated they anticipate hearing something around October for the SHSP. For upcoming opportunities, Chief Helme stated they have the Touch-A-Truck Event on September 30th. Chief Helme stated Air Care from Culpeper, EMS, Fire, the Sheriff's Department, and the Madison Free Clinic will be participating. Chief Helme stated he will be working with EMS and Chief Hamm regarding the Motocross Hare Scramble, which is coming up on the 19th and 20th at Graves Mountain. Chief Helme asked the Board if they had any questions.

- *Supervisor Jewett asked Chief Helme where the Touch-A-Truck Event is held.*

Chief Helme stated it will take place at the Young Farmers Field.

- *Supervisor Yowell asked for clarification that the Hare Scramble will take place on the 19th and 20th of this month.*

Chief Helme confirmed.

- *Chairman Jackson thanked Chief Helme for his report.*

Brian Gordon: Mr. Gordon, Director of Emergency Communications, gave a monthly report for the Emergency Operations Center. Mr. Gordon stated it was a static month. Total home phone calls received on 911 were 179, wireless 464, administrative calls taken were 2,309, and administrative calls made were 1,343, with a total call volume through the center being 4,295. Mr. Gordon gave an overview of their numbers this year compared to last year. Mr. Gordon stated for the Radio System, they are busy at Churchill right now. Mr. Gordon mentioned that Geotech has been done, but he has not received the report. There was no rock around the hole, which is a very good sign. Mr. Gordon stated the Geological Survey was done, which is where they dig pits to look for arrowheads and things similar. There was no report back on that either.

They are currently doing Spectrum Fingerprinting, which means they are looking for radio waves that would cause interference with their system. Mr. Gordon stated that Churchill is the last site that needs to be done and they anticipate moving through this process and hopefully starting construction sometime in September. They had a construction walk up there last Thursday and they had a few speed bumps that were ironed out and there will not be an issue moving forward. The contractors for the engineer moved the site about 200 yards from where they wanted it. Mr. Gordon stated this is corrected.

➤ *Chairman Jackson stated 200 yards was substantial and Supervisor Yowell agreed.*

Mr. Gordon agreed and stated it would have made them have to cut into a bank and there would be more grading involved, and a retaining wall would have been required. Mr. Gordon stated, as of Friday, he had a staff member resign due to family issues and needing to move. Mr. Gordon mentioned he has one in training. Mr. Gordon stated he attended the demolition derby to assist the Sheriff's Office. Mr. Gordon stated he would be happy to answer any questions.

➤ *Chairman Jackson asked the Board if they had questions, which they did not. Chairman Jackson thanked Mr. Gordon for his report.*

Bruce Livingston: Mr. Livingston, Information Technology Specialist, gave a monthly report for the IT Department. Mr. Livingston stated they are done with training for Laserfiche. Now, they need to regroup and decide how they are going to use it best. Mr. Livingston stated they will not be able to use Laserfiche for what they originally planned to use it for. The IT team needs to do a lot of admin work to build the search fields and filters. Mr. Livingston's recommendation is to roll it out and let the departments use it. Mr. Livingston mentioned there is not a lot of admin support that comes with it, but the good news is all the training is done and they can use it.

➤ *Chairman Jackson inquired what Mr. Livingston thinks they will use Laserfiche for.*

Mr. Livingston stated when it was first mentioned, he thought it was going to be for everyone to digitalize their filing cabinets. Mr. Livingston stated they can do that, but they must create filters to set up the search system. Mr. Livingston stated it is going to be a lot of work. Mr. Livingston stated they paid for it, and they are going to make it work, but he doesn't feel it was done right.

The County Administrator stated Mr. Livingston will be meeting with some offices to discuss how they would use it to determine the level of effort IT would have to take and make the best decision from there. The County Administrator mentioned that Mr. Wilks, Building Official, is the only staff who has used this at another locality. The County Administrator stated if it seems to be counterproductive, they will bring that information back. The County Administrator stated he is not recommending ending services, but he wants to evaluate what they are paying for. It

will be used primarily by the Treasurer, Commissioner, and Building and Zoning. It was initially geared toward finance as well, but he has told Laserfiche no. The Finance team are well inundated with many day-to-day routines and Tyler Munis phase two. They have been successful, and they do not need a roadblock.

Mr. Livingston stated he has a meeting next week with the two project owners and he is going to ask if Laserfiche can help with the filters and offer other levels of support. Mr. Livingston stated they are working on scheduling a pen test and that is going to happen very soon. They started to clean up some things from the October pen test but decided to get a fresh pen test. Mr. Livingston stated a pen test is basically a simulated attack on the network. In October, they passed it and there were some things he identified, but they are going to do it again. For Fiber, they are waiting on ANS to send Matt, and everything is done with REC and all the make ready things. Mr. Livingston stated the Finance Director had already covered most of what they needed to share regarding Tyler Munis. They are working with some of their Tech right now because they are having problems keeping a stable VPN. Mr. Livingston stated all the VITA stuff was worked out with the website. The issue was there was a configuration change that needed to be made on their network.

- *Chairman Jackson asked the Board if they had any questions for Mr. Livingston, which they did not. Chairman Jackson thanked Mr. Livingston for his report.*

Brian Daniel: Mr. Daniel, Commissioner of Revenue, gave a monthly report for the Commissioner of Revenue's Department.

- The Commissioner stated his office is making the final push for personal property and business tangible property so they can certify the book September 1st.
 - The Commissioner stated they are on standby with Laserfiche.
 - The Commissioner stated he is working with Avenity to clean up a few things that may automate and allow them to do other things based on data. It is taking some time to build out those rules to put into place so the system can install it and properly handle the data.
- *Chairman Jackson asked the Board if they had questions for the Commissioner, which they did not. Chairman Jackson thanked the Commissioner for his report.*

Tracey Gardner: Mrs. Gardner, Economic Development & Tourism Director, gave a monthly report for the Economic Development & Tourism Department.

- Mrs. Gardner stated she was in full Taste of the Mountains mode. People are still contacting her or haven't made their decision yet if they are going to participate. Kite's Ham may not participate because they need help and are actively hiring. Mrs. Gardner stated she does not know if Miranda's Restaurant is going to be open.

- Emy Lou's sign looks great at the Madison Plaza and there is a lot of interest in her current location too.
- Three Springs Farm is going to be having their grand opening at the old Aroda Store on August 19th.
- The Shenandoah Survival's ribbon cutting already took place and they are having classes. Mrs. Gardner has been meaning to ask if they are coordinating any of those with Emergency Management. Mrs. Gardner mentioned they are doing CPR classes and various things like that.

The County Administrator stated the Fire Department had Sam Good out there.

- Mrs. Gardner stated she went to the Town Council meeting on August 3rd and if they get their CBDG Grant she agreed to be on their Project Management Committee along with Supervisor Dawson. Mrs. Gardner mentioned they find out on the 15th if they get the grant.
- *Supervisor Yowell inquired how much the grant was for and what the grant was for.*

Mrs. Gardner stated it was a planning grant of \$60,000.

The County Administrator stated he had a brief meeting with the Town Clerk. The planner would essentially come to town, walk the town, and meet with town officials to talk about things whether it is beautification, sidewalks, and/or powerlines. The County Administrator stated it's to give them more of a comprehensive plan to create a vision and make some improvements.

- *Chairman Jackson stated it still sounded like sidewalks.*

Mrs. Gardner stated they are still sitting on the \$30,000 that the county gave them from the revolving Loan Fund that was for that.

- *Chairman Jackson stated he thought the sidewalk would cost 2.7 million for about 150 feet of sidewalk.*

- The next Food Council meeting will be August 14th.
- The Regional Tourism group is doing the Event Planning Workshop.
- Mrs. Gardner stated she is attending the VEDA fall conference on September 20th.
- The Realtor Round Table meeting will be on September 27th.
- Mrs. Gardner is following the CEDS meeting.
- The Governor's Summit on Rural Prosperity is in October.
- The State Tourism Summit is in November.

- Mrs. Gardner stated they updated the Barn Quilt Trail, and they are receiving a lot of inquiries about that and gave thanks to Nan Coppage and Laura DeBoer.
 - Mrs. Gardner stated she submitted the Greater Piedmont Realtors' June 2023 report. One thing that happened right after she sent her report through is the Governor reported that they are back to pre-Covid tourism numbers. Mrs. Gardner mentioned that they will probably find out in September what the 2022 numbers were.
 - Mrs. Gardner mentioned a gentleman from Culpeper came into the visitor center. After further discussion the gentleman informed Mrs. Gardner that they were bringing 25 Airstreams to Madison Vines, and they were spending four days there.
- *Chairman Jackson asked the Board if they had any questions and he asked if there was anything new at Taste of the Mountains.*

Mrs. Gardner responded that there are some new crafters she is placing now. Mrs. Gardner mentioned there are no ponies, but there will be sand art.

The County Administrator mentioned the Chamber page has a new product Revelations is offering.

Mrs. Gardner stated it is a non-alcoholic Verjus and she stated it is good. Mrs. Gardner stated they make salad dressings and drinks with it.

- *Chairman Jackson thanked Mrs. Gardner for her report.*

CONSENT AGENDA

2. Approve: Minutes from 07-11-2023

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

SPECIAL APPEARANCES

3. Central Virginia Partnership for Economic Development Update – Helen Cauthen & Katie Dulaney

Helen Cauthen, President of Central Virginia Partnership for Economic Development, stated it was great to see the Board again and thanked the Board for having them tonight.

- **Jobs:** They focus on higher paying jobs in target sectors that also offer career ladder opportunities.

- New Capital Investment: Those tax revenues help the county do all the things the folks just gave reports on. They also focus on the fact that revenue generated business helps ease the burden on the homeowners who typically complain about taxes.
- Regionalism: There are 18 regional groups in Virginia, and they are one of those with eight counties and the city of Charlottesville.
 - Businesses tend to look at regions first rather than specific jurisdictions. If you are in Madison and trying to grow, you may need to look at a neighboring county for the appropriate location.
 - They want to be sure that they keep focused on what the county wants in their individuality.
- They have been around since 1995 and they are a public-private partnership, nonprofit, in collaboration of local government, business, and education.
- Their leadership includes:
 - Jonathon Weakley, the County Administrator, who is on the Board of Directors.
 - Pace Lochte, the Director of Economic Development at the University of Virginia, is their current Chairman.
 - Tracey Gardner serves on their Economic Development Partners group which meets monthly, and she is a very active contributing member.
- The investor list on the screen is who is currently involved with them. Listed are about 65 companies, Germanna Community College, Piedmont Virginia Community College, UVA, and the local governments.
- Economic Development is a long-term process, and it takes all the things on the screen and many more working together to ensure local business continues to be successful.
- They are the support organization for Go Virginia Region 9. As of July 1st, Virginia Career Works Piedmont became a standalone organization also called Virginia Career Works.
- They have three main strategies:
 - Strategy 1: To build the national identity of Central Virginia as a great location for business. This has to do with promoting and supporting existing businesses and retaining and expanding them in Madison County. Also attracting and recruiting businesses in target sectors. (Not any kind of business in the world but very specific ones). Their target industries were shown on the screen. Madison's target industries, when they did this study a few years ago, were agribusiness, business and financial services, and one that captures the tourism and hospitality pieces because that is so prevalent here. They have a website: centralvirginia.org. Tracey Gardner helps ensure that Madison's fact sheet and information reflects what the county wants it to and is always updated with the latest facts and figures. They have a "Bold Venues Begin Here" brochure and there is a picture of Bald Top on the brochure. In FY23, they had seven announcements, 437 new jobs, and

- 135 million dollars in new capital improvement investments. Madison County didn't have a project this year, but last year they helped with Hidden Pines.
- Strategy 2: Elevate the region to achieve growth throughout the region. The main things they are doing here are supporting Go Virginia, as well as developing sites. One they have lacked, and other counties are struggling with is having sites for business to remain and grow. The next slide explained Go Virginia 9, the areas they fund, and the targeted industries. Madison County has received money from Go Virginia 9. Madison participated in their site project that was solely funded by the Partnership and South Park Center was a part of that. They are currently talking with Tracey Gardner about the next site project. They have a current GO Virginia project at almost \$800,000 for Culpeper and Louisa County to do site development. Their biggest opportunity right now is the Shannon Hill Regional Business Park, which is at the Shannon Hill intersection on 64 on 700 acres.
 - Strategy 3: Attracting, retaining, and aligning talent to strengthen regional competitiveness. Ms. Cauthen introduced their new Talent Director, Katie Dulaney, who would finish the presentation. Ms. Dulaney stated she is going to talk through strategy three on several talent initiatives that the partnership has launched. The first two, LivingCentralVA.org and Livability Central Virginia Magazine, are talent attraction pieces to ensure localities have the talent they need to fill jobs. The third talent initiative is TechLink, which is the talent retention initiative. LivingCentralVA.org is a website they launched that showcases why Central Virginia is a great place to live, work, and play. Each locality has a page. On the screen was a snapshot of Madison County's page. There is multimedia on the website including interviews with business leaders to get a feel for some of these companies. Under the work tab, they have highlights of each of the sectors that Ms. Cauthen named and linked businesses throughout the region that fit into those sectors. If anyone clicks on the business logos, it will go to the business hiring page to help showcase those job openings. Ms. Dulaney stated she saw a few Livability Central Virginia Magazines right outside the auditorium. Those magazines were the first issue which came out last year and the snapshots on the screen are from that. The "Back on the Farm" article is an Agribusiness piece that showcases Bald Top Brewing as well as Early Mountain Vineyards. They are expecting the second issue later this year and appreciate Madison County's support. They also have a digital format so businesses can email the magazine. The digital copy is on the livingcentralva.org website. TechLink is funded by Go Virginia Region 9, and they are about to finish up their first year and kick off their second year. TechLink exists to fill entry-level Tech job openings all throughout the region. Ms. Dulaney stated she had the fortune of working with a team of student interns at UVA, PVCC, and Germanna who have helped connect to their student bodies to talk about TechLink. TechLink has strategies to engage with

both students and businesses in hopes to connect the two. They release a student newsletter every Monday during the school year, which they will start again when UVA starts their semester. Ms. Dulaney stated she had one-on-one meetings with students regularly to talk about their job searches and they are regularly planning and supporting networking events. Last April, they sponsored and planned two networking events that brought together over 50 businesses and over 300 students to network and talk about jobs. Ms. Dulaney discussed strategies for engaging businesses. They always invite businesses to be featured in the newsletter and enjoy co-writing to make sure businesses are having the message they want in front of students. Ms. Dulaney is having one-on-one meetings with businesses to understand hiring needs so she can highlight those when talking to students. Ms. Dulaney also invites businesses to networking events. Ms. Dulaney mentioned on August 29th UVA is kicking off their recruiting season with an event called Tech Night Takeover. The Partnership is sponsoring tables because they want to make sure there is regional presence. They still have spaces and if there are any businesses in Madison County that would like to attend, they can email her. Ms. Dulaney stated she would love to talk about the next steps to get registered. One of the biggest takeaways that they try to share with businesses is if you want to recruit UVA students, they should make sure their positions are on Handshake. It is the biggest tool that they look at for jobs. Ms. Dulaney stated if you know businesses in Madison that have an entry level job opening and want to connect with TechLink students they should post on Handshake. They can also email the job posting to her so she can help promote. If there are companies who do not have entry level jobs right now, but want to increase the visibility of their company, they can also reach out so Ms. Dulaney can showcase them in the newsletter, brainstorm lunch and learn events, have students touring their facility, and promoting them on social media. Ms. Dulaney mentioned they collaborate with two other grants that have internships, one being based out of UVA and the other is Virginia Career Works Piedmont. They run the gamut from high school internships all the way to entry level Tech jobs. Ms. Dulaney stated she was happy to answer any questions.

- *Supervisor Jewett inquired how the Public School System fits into this program with regard to workforce development.*

Ms. Dulaney stated the Talents Supply Connector is more focused on the K-12 piece. TechLink is specifically focused on students that are getting ready to graduate college. Ms. Dulaney stated Virginia Career Works Piedmont is focusing on curriculum and they are partnering with CTE teachers to help underscore some of this career prep and the K-12 school. Ms. Dulaney stated she

would be happy to connect Supervisor Jewett with their team at Virginia Career Works if he would like to hear more about that.

- *Supervisor Jewett asked if there are any financial support/grants or programs that come through their organization to help supplement CTE instructors in the school system because that is a big issue.*

Ms. Dulaney stated yes, through the state they are matching funds now for internships for businesses that qualify. This is through the internship collaborative; her colleague May could talk more about this. For businesses that want to have interns, they need a certain number of qualifications and then they go through a training program and receive matching funds to pay their interns. This helps with making internships affordable and allows students to have that on-the-job experience. Ms. Dulaney stated connecting with the other two grants would be the closest thing for K-12, but she wasn't able to talk further on this topic.

- *Supervisor Jewett thanked Ms. Dulaney and stated he would like to speak further with her colleagues she mentioned.*

Ms. Dulaney stated she would love to connect them.

- *Chairman Jackson inquired if the Board had any other questions, which they did not. Chairman Jackson thanked Central Virginia Partnership for their report.*

4. VDOT Quarterly Update Presentation – Carrie Shephard

Carrie Shephard, VDOT Resident Engineer for the Charlottesville residency, was present and gave a quarterly report for VDOT.

- Preliminary Engineering:
 - The RCUT at Shelby is continuing to move forward. The last milestone was the right of way, next is PAC (pre-advertisement conference) and it was advertised for November of this year.
 - The sidewalk in the Town of Madison is currently being decided if it is viable. If it is, it is scheduled for the winter of 2027.
 - 707 Pine Hill Road Bridge - Next milestone is a pre-advertising conference, and they expect the advertisement date to be January 2025.
 - 749 Moon Road Bridge replacement over Hughes River - Next milestone is scoping, and it is in the very early stage.
- Rural Rustic Roads:
 - 606 Desert Road Phase I - Under construction and almost complete.
 - 606 Desert Road Phase II - Under construction and almost complete.

- Construction Activities:
 - Road Project
 - Completed incidental concrete repairs on Route 29 Business, south of Waverly Yowell Elementary School – Sidewalk repair.
 - Bridge Project
 - Route 707 Nethers Road Bridge Replacement – Construction is currently underway. Anticipated completion date October 13, 2023.
- Traffic Engineering:
 - They were requested to conduct a speed study on 621 Beautiful Run Road. The speed study was not warranted, but they were missing chevron signage, and it has been reinstalled.

Ms. Shepherd stated that concluded the formal presentation and she was available for questions.

The County Administrator stated he and Ms. Shepherd have had conversations but need the Board’s direction for a few items. On Turner Drive, a good portion of the citizens on that road have engaged with the county and VDOT earlier on. Half of the road was placed into their Secondary Six Year Road Plan last year. The remaining portion of the road doesn’t qualify for the Secondary Six Year Road Plan because of width and other challenges. The County Administrator stated it is his understanding that if the Board wants to take on that portion of the road, they will need construction estimates. For VDOT to get construction estimates, surveying needs to be done. If the Board desired to pursue that, they want to ensure they are not telling the community that it would qualify or that it would be approved. The County Administrator mentioned it is hard for the Board to make a decision without construction estimates to widen the road and acquired right-of-ways. The County Administrator asked for confirmation from Ms. Shepherd that Telefee funds could be used for the surveying portion if the Board desired, which she agreed.

- *Chairman Jackson asked the other Board members if they are good to go down the path of surveying Turner Drive, which they were. Chairman Jackson mentioned they are at the bottom of their list right now, meaning it will be completed in 12 to 13 years and if they get the surveying done, potentially other funds may become available if it is applicable.*

Ms. Shepherd stated the county receives about \$38,000 a year in Telefee funds and that will continue as far as VDOT knows. The District Grant Unpaved fund goes up towards the end of the plan and they currently get roughly \$300,000. As long as the funding stream continues per year that will be the funding to use unless they would like to pursue revenue sharing.

- *Chairman Jackson stated they do not.*

The County Administrator stated VDOT would have to evaluate roads to determine which type of funding would be needed. The County Administrator asked for confirmation that the Board does not want to do revenue sharing.

- *The Board agreed to not do revenue sharing as a funding source and they would prefer to use Telefee funds.*

Ms. Shephard stated that Telefee funds are \$37,000 a year and is spread across different cost centers. One cost center is for right-of-ways, which is what they will tap into to do surveying. One cost center is traffic engineering related services. Ms. Shephard mentioned there is another one she cannot think of at the moment.

The County Administrator asked if she meant TAP funds and stated he thought they had unspent TAP funds from last year.

Ms. Shephard stated there are two other cost centers that are not too specific.

- *Chairman Jackson inquired if they have identified usages for the \$37,000 and how much Ms. Shephard thought surveying was going to cost.*

Ms. Shephard stated the last time they talked to their surveyors; it was around \$12,000. Ms. Shephard stated the section of Turner Drive that qualifies is 0.44 miles out of .67. VDOT estimates the cost to be roughly \$350,000 for the .44 miles. The additional .23, would require hard surfacing, potential realignment, right-of-way dedication, the drainage issue, and the widening.

- *Supervisor Jewett asked the County Administrator where they were with the right-of-way issue with the residents.*

The County Administrator stated getting the surveying would help identify any additional properties that they are not tracking to get signatures. They have identified Ms. Wilson as the point of contact for the residents on that road. The County Administrator mentioned there was at least one resident that was not sure. They have moved on to see if folks to the right of Turner Drive are willing to give up more right-of-way. They received a letter, signed by certain residents, and they provided that to VDOT. The County Administrator stated they need to find out if it is sufficient or would the survey identify some additional steps to discuss right-of-ways. The County Administrator stated he doesn't believe there is anything else needed to do the surveying, but there may be other documentation needed once they discover the cost of the project. The County Administrator stated these are the right-of-ways for not only widening the

road, but for drainage and the disbursement of that drainage. The County Administrator asked Ms. Shephard if she had anything to add.

Ms. Shephard stated they do not need anything additional to do the surveying. Once they do the surveying, they should have very clear limits that they will be requesting for citizens to donate. Then they go through the process of gathering legal documentation for the right-of ways.

The County Administrator asked if that would be issued from VDOT to the residents, not from the county. At that point in time, if the Board says to move forward, VDOT would work with those property owners as they have done with RCUT.

Ms. Shephard stated they would not.

- *Chairman Jackson asked for clarification that Madison County must obtain the right-of-ways and then convey them to VDOT.*

Ms. Shephard stated they would ask the county to coordinate the documentation behind the donation of right-of-ways and then give them to VDOT.

The County Administrator inquired who would draft those documents.

Ms. Shephard stated she believes they can assist with some type of template and then of course any cost associated.

The County Administrator mentioned he would appreciate the templates and they could work with the community as they have.

- *Chairman Jackson stated they have great neighbors on Turner Drive. They have requested and want to work with the county and VDOT to proceed with the .27 miles left on the road. Chairman Jackson stated they have several years to get this put together and funded. Surveying would be the first step to go through and then they can start figuring out what right-of-ways they need. Chairman Jackson stated Madison County does not want to own any more roads and they should stay away from that. Chairman Jackson stated they can act as conduits. Chairman Jackson asked if they have designated any of the \$37,000 Telefee funds for any other project at this point or are they using it to go down the surveying path.*

Ms. Shephard agreed.

- *Chairman Jackson asked the Board if they want to proceed with using Telefee funds for surveying and the Board agreed. Chairman Jackson asked what other roads they need to discuss.*

The County Administrator stated he thought they took Parish Road off the table because that is even more challenging when it comes to width. Regarding the Secondary Six Year Road Plan, the County Administrator stated there were monies left. It was the Board direction at the time for VDOT to go back and look at six to eight roads to have estimates when they get to next spring. The County Administrator stated they have about 85 to 100 miles of remaining unpaved roads, but not all of those would pertain or qualify for the Rural Rustic Program.

- *Chairman Jackson stated they have six or seven roads on the Secondary Six Year Road Plan, and it takes a long time to fund those, and they are not going to get to all the roads. Chairman Jackson stated the one that has been requested is Clore Road. Chairman Jackson recommended having them come back as part of the secondary six-year road plan. Chairman Jackson stated they are not going to come before any of the other roads that are pre-existing on the list.*

The County Administrator asked Ms. Shephard if VDOT knows now or could look into what type of funding program they would be looking at for Clore Road.

Ms. Shephard stated it would depend on what they do. They did review Clore Road, and it had a number of challenges and does not qualify at its current state. If the Board was interested in doing something similar to Turner, it would require a lot more work but essentially it would be put towards their unpaved road allocation.

- *Chairman Jackson stated the citizens made a request and they need to go through the due diligence to see if there is an option and if it doesn't qualify, see where they go from there. Chairman Jackson asked the other Board members if they had anything else to ask VDOT, which they did not. Chairman Jackson asked Ms. Shephard how the patching was going.*

Ms. Shephard stated it was going well.

- *Chairman Jackson stated he had heard some complaints and asked Supervisor Jewett what he thought of the patching.*
- *Supervisor Jewett mentioned he is still hearing complaints about Route 230 (Orange Road).*

- *Supervisor Yowell stated Ms. Shepherd stated a speedy study was not warranted and ask how they would know if it was not warranted.*

Ms. Shepherd stated there are a few reasons a speed study is not warranted, one being they have done one recently. Ms. Shepherd mentioned there are a couple other things that they look at too before they use resources for this study. Ms. Shepherd stated she can check the specific ones for this.

- *Chairman Jackson asked if they are doing something to 230 going towards Orange.*

Ms. Shepherd stated they are going to be paving and if there is a concern with the patching it is going to get covered up.

- *Chairman Jackson stated a citizen who rides bikes on Ridgeview, Tryme, ad John Weaver has complaints about the patching. Chairman Jackson inquired when they are paving 230.*

The County Administrator clarified that Chairman Jackson is talking about Orange Road, not Wolftown.

Ms. Shepherd stated if they are patching the road, is possible it is for preparation for paving next year but she can look into it.

The County Administrator stated he and Supervisor Jewett rode that road with Mark and Ed from VDOT. They were told as early as 2027 because they grade the road and if they mill and patch the road it will improve the grading, therefore, it will push off the repaving schedule.

Ms. Shepherd stated he was correct.

The County Administrator stated he heard Chairman Jackson refer to Ridgeview, John Weaver, and Tryme. The County Administrator stated he remembered that as far back as Novum was on the paving schedule. The County Administrator stated he has learned that “skin patching” occurs prior to paving to prep the roads. The County Administrator stated he will drive out there soon. The County Administrator asked Ms. Shepherd if that paving had been completed or just the skin patching because they are due for paving.

Ms. Shepherd stated she did not know if it was completed and mentioned they get a two week look ahead.

The County Administrator asked Mr. Smith, who attended the meeting, if he knew the status since he lived out that way.

Mr. Smith stated they have been working the last two days.

- *Supervisor Jewett commented that the 230 East Orange Road has had some patching done to it, but if they are not going to pave it for the next three to four years, there needs to be more patching. There is a significant amount of rough surface area, and it is dangerous for motorcycles. Supervisor Jewett mentioned the engineer's explanation as to why they are reluctant to make those patches. Supervisor Jewett stated he feels they should make more of an effort to try to get that patched.*

The County Administrator mentioned that CTB approved the Smart Scale Project for Pratts and Fairground Road.

Ms. Shepherd stated that was correct.

- *Chairman Jackson asked what the next step was for that roundabout.*

Ms. Shepherd stated the next step is to start opening it up and start preliminary engineering.

- *Chairman Jackson asked what the timeline was for that project.*

Ms. Shepherd stated it was like six years out.

- *Chairman Jackson inquired if anyone else had anything else for Ms. Shepherd, which they did not. Chairman Jackson thanked Ms. Shepherd for her report.*

OLD BUSINESS

There was no old business.

NEW BUSINESS

5. PSAP Grant – Director of Emergency Communications

Brain Gordon, Director of Emergency Communications, stated this grant has been about three years in the making. The PSAP Recognition Funding Program was requested by Virginia PSAPs through multiple surveys. Any Virginia PSAP, per FY24, is eligible to apply for and receive funding for one-time employee recognition or for the use of a sign-on bonus program. It comes down to being \$2,500 per position. The criteria for the grant were presented on the screen and the two that pertain to Madison County are listed as A and C.

A. Authorized full-time 9-1-1 dispatcher/telecommunicator positions, including vacancies.

C. Authorized full-time PSAP managers, supervisors, and administrative employees who are certified and actively work on the 9-1-1/operations floor as part of their primary duties or as required during staffing shortages or emergencies.

➤ *Chairman Jackson asked what PSAP stood for.*

Mr. Gordon stated it stood for Public Safety Answering Point. Mr. Gordon stated there are several different levels of it in the state, #77 is for State Police and Park Service has one. Funding is made available through the Code of Virginia, it's annually, and the funding is limited by program initiatives. Funding is received from the E-911 wireless fund and other sources. The PSAP grant committee reviews those and the 911 Services Board approves those grants. They get a grant each year for the PSAP Education Grant called the Prep-Grant that they send to everyone for training, and they pay for it. The deadline to apply for this is August 15th and he has already submitted the application, but nothing needs to be done unless the Board approves it. The application will be reviewed on August 29th and the 911 Services Board will vote on those applications on the 14th and notifications will be sent out soon after. Should the Board choose to adopt this, they would do this sometime between September 14th and June 30th of next year. Mr. Gordon stated the benefit is our ECC has been understaffed and it has been hard to find people. Mr. Gordon stated he would be happy to answer any questions.

➤ *Chairman Jackson asked for clarification that there were no matching funds required for this.*

Mr. Gordon stated that was correct.

➤ *Chairman Jackson stated Mr. Gordon is asking for the Board to commit for \$35,000 total value, \$2,500 a shot for 14 employees.*

The County Administrator added for clarification that the county would be reimbursed.

➤ *Chairman Jackson stated he sees this as a no-brainer to help their dispatchers, managers, and everyone who works there.*

➤ *Supervisor Yowell asked Chief Hillstrom for EMS if there is funding like this for EMS or the Sheriff's Department.*

Chief Hillstrom stated there is not.

The County Administrator stated there has been in the past. The County Administrator stated this is probably CARES Act money that they are finding ways to spend, and this is a good way. When the pandemic first started, money was made available to keep the staff who didn't take a day off. The County Administrator gave the example of ARPA Funds, which they have used in the past to pay deputy bonuses last year for the Sheriff's Department. There are funding streams that come through still dealing with CARES Act money. This is PSAP through VDIM, but he is sure there was a component that originated from CARES Act money. The County Administrator stated, to Supervisor Yowell's point, if other departments see these types of grants available to apply. The County Administrator stated they are appreciative of this funding.

- *Chairman Jackson asked the Board if they had any other comments or questions, which they did not. Chairman Jackson asked the Board what action they would like to take.*

Supervisor Yowell made a motion to approve the PSAP Grant giving a one-time payment of \$2,500 to 14 of their communication positions totaling \$35,000, seconded by Supervisor Hoffman. **Aye: Jackson, Yowell, Hoffman, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

6. RRRC 50th Anniversary Resolution – County Admin.

The County Administrator stated they have a special guest at the meeting, Patrick Mauney. The County Administrator stated he is sure the Board is aware of the many services the Rappahannock Rapidan Regional Commission (RRRC) currently provides. Mr. Mauney, his Team, and Ms. Little are providing services for the comprehensive plan review. They have helped the county with water supply, planning, and many things rural counties would be challenged with, with limited staff and limited funding. The County Administrator stated there is a resolution prepared and thanked Mr. Mauney for providing a lot of the language to get this to final format. The County Administrator asked Mr. Mauney when Madison joined RRRC.

Mr. Mauney stated he had a few notes to add. The RRRC's first meeting was January 16, 1973, and Madison County joined in July 1974. The first two members appointed from Madison County were Mr. Alvin Moore and Mr. William Mitchell. Supervisor Jackson and Supervisor Hoffman both have had terms, Mr. Weakley as the County Administrator and they have all served them well. Mr. Mauney highlighted James Arrington who served 12 years from Madison County. It has been almost 50 years and they are very appreciative of Madison's support.

The County Administrator mentioned RRRC's 50th Anniversary celebration.

Mr. Mauney stated he would like to formally invite the Board to RRRC's 50th Anniversary celebration. Mr. Mauney gave an overview of the event and the location details.

- *Chairman Jackson stated that everyone says that they know what RRRC, Mr. Mauney, and his staff do, but he doesn't think that is correct. Every time they do anything somehow RRRC is involved, and it keeps evolving and different services are offered.*
- *Supervisor Yowell stated he is the Finance Director at Skyline Community Action Partnership and Mr. Mauney, his staff, and RRRC provided them with a grant to get six new apartments that are affordable in the Town of Madison. Supervisor Yowell stated that kind of stuff goes under the radar in a lot of cases.*

The County Administrator stated it is nice to hear Madison is always being considered. The County Administrator mentioned RRRC came through with some additional funding for some washers and dryers and different things to upgrade that. The County Administrator stated they are appreciative of that. The County Administrator stated he and Mr. Mauney were on a call that morning and Mr. Mauney is always representing the region well.

Mr. Mauney thanked the Board and stated that is what they are here for if a need comes up in a locality.

The County Administrator stated the Board has Resolution #2023-10 for their consideration for approval.

Supervisor Yowell made a motion to approve Resolution #2023-10, seconded by Supervisor Dawson. **Aye: Jackson, Yowell, Hoffman, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

7. Bald Top Brewing Company's Firework Permit – County Admin.

The County Administrator stated the Bald Top Brewing Company had a fourth of July celebration and they would like to have another firework display on September 2nd. They have submitted the proper paperwork. Due to the estimated 500 participants, the Event Permit Application will touch the administrative function, but it would not need approval like the Firework Permit Application. They have provided everything satisfactory for that. Chief Helme has reviewed and is available if the Board has any questions, concerns, or feedback.

Chief Helme stated they had all the right paperwork for the Firework Permit Application, and they are waiting on the Event Application.

- *Supervisor Yowell asked Chief Helme if they would do a "standby" for an event like that.*

Chief Helme stated not necessarily, and they have not been requested.

The County Administrator stated they tend to look at the size of the event. They are present for county functions like the fair, larger events, or concerning events like the Hare Scramble event. Unless there is a specific request it is a “standby event” in the sense if they get a call they are on the way and then head back to the station.

- *Chairman Jackson stated Bald Top did well with the firework display they did on July 1st and they have all the credentials.*

Supervisor Dawson made a motion to approve Bald Top Brewing Company’s Firework Permit, seconded by Supervisor Jewett. **Aye: Jackson, Yowell, Hoffman, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

8. Committee/ Board Update - Sarah Dillon for FAPT – Deputy Clerk

The Executive Administrative Assistant/ Deputy Clerk, Kimberly Turner, stated the Community Policy Management Team (CPMT) voted on 7/11/23 for the appointment of Sarah Dillon to serve a two-year term on the Family Assessment & Planning Team for the Private Provider position. The staff recommendation is for the Board to approve the CPMT vote for the appointment of Sarah Dillon to serve for a two-year term on the Family Assessment & Planning Team.

Supervisor Hoffman made a motion to approve Sarah Dillon to serve on the Family Assessment & Planning Team, seconded by Supervisor Yowell. **Aye: Jackson, Yowell, Hoffman, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

DISCUSSION

There was no discussion.

INFORMATION/CORRESPONDENCE

9. Engineer Professional Service Agreement Renewal – County Admin.

The County Administrator stated last year the county sent out proposals for Professional Engineering Service Agreements. They went through that process and the selection committee brought a recommendation to the Board and the Board approved. The way those agreements were structured, there was an initial 12-month term, and the county has the option to exercise four additional 12-month terms. They are coming up on their first year of the initial 12-months. WW Associates comes up this month and the beginning of September is when the first 12-month cycle is up for Hurt & Proffitt. The County Administrator feels they have been satisfactory, and they’re actively engaged with both firms. WW Associates is handling the design and bid work for the Hoover Ridge Outdoor Recreation Center, which was approved in the Board’s capital

plan. The scope of work and proposal was recently approved by the Board. They have engaged Hurt & Proffitt for the renovation of the former Rescue Squad building and the Board has approved and they are active with the design work. Staff recommendation is to move forward with that. The County Attorney has looked into it, and he believes the County Administrator is in authority to give written consent to re-up for another 12- months, which is why this was put as information to inform the Board. The County Administrator stated if the Board is not in agreement with that to please let him know.

- *Chairman Jackson asked the other Board members if they had a problem with that, which they did not.*

10. Upcoming Public Hearings – Sign Ordinance & Rezoning Fees

The County Administrator stated he will speak regarding the rezoning fees and the County Attorney can speak regarding the Sign Ordinance. They recently had a case to consider and examined the zoning fees. Right now, if someone wishes to rezone, the rezoning application is roughly \$2,000. Zoning fees are viewed as administrative fees and the Board may recall during budget time, approving the resolution for the administrative fees. Upon this recent consideration of this particular zoning case, they have reevaluated the rezoning fee. Staff and Board members mentioned the fee being steep and requested it to be aligned with the special use permit fees, which is \$500. The county is not looking to be a for-profit, but they are looking to cover advertising and other things. There is an additional service with Hurt & Proffitt, established before the Professional Service Agreement, for the contract for the GIS services. If there is a map change, Hurt & Proffitt covers that, but there is a fee. Due to this, staff are recommending \$600 instead of \$500 for the rezoning fee to be considered for the amendment to that fee. That is what will be advertised for a public hearing on August 22nd.

- *Chairman Jackson stated that is still better than \$2,000 and if they can get zoning to work the way zoning should work, it is positive. Chairman Jackson asked the other Board members if they were in agreement with \$600, which they were.*
- *Supervisor Yowell stated he would like the public to know why they are doing this. The Planning Commission and the Board of Supervisors get a lot of special use permits to do things in agriculture zones. Instead of issuing a special use permit they should rezone it properly. The problem was the fee to rezone was \$2,000 and the fee for a special use permit was \$500. Supervisor Yowell stated he thinks this is the way to go and it will get the zoning right.*

- *Chairman Jackson mentioned they have a case coming up to the Planning Commission out on 29 where they want to be a business and that is a good example where this works well.*

The County Administrator added by stating if someone is zoned A1, they want to be a business, they are on the Route 29 Corridor, and their business is not agricultural or selling an agriculture product then they should rezone. They would still have to apply, the Planning Commission would hear it and then the Board of Supervisors, but the fee would be less. The County Administrator asked the County Attorney if that was being advertised for a public hearing on August 22nd and if he missed anything.

The County Attorney stated that is correct, that the only thing he would add is there is an additional fee for 10 plus acres.

- *Chairman Jackson inquired about the going rate per acre over ten.*

The County Administrator stated it was \$100 per acre over ten and the County Attorney agreed. The County Administrator stated they can get into a larger complex review of a mixed development, for example being residential and commercial. This requires a lot more review and staff do not recommend changing that. For the normal cases, they would rezone with the \$600 fee.

- *Chairman Jackson asked if the other Board members had any comments, which they did not.*

The County Attorney gave an overview of the Sign Ordinance Amendment and asked if the Board had any questions.

- *Chairman Jackson asked if that public hearing was on August 22nd as well.*

The County Attorney stated it was.

- *Chairman Jackson asked the Board members if they had questions or comments on the Sign Ordinance, which they did not.*

The County Administrator mentioned they are still working on the RSA MOA. The intent was to have a public hearing, but that must be ready to go. That is two counties working on that at the same time and the council from both parties are actively working and have a good handle on it. When that is ready for advertising, they will bring that before the Board to set that date.

- *Chairman Jackson stated he spoke with Mark Johnson, Chairman of Orange County Board, today and they are going to be briefed about it tonight. The direction is consistent with what Madison has proposed and they should have something by their next meeting. Chairman Jackson stated Nelson County called him stated they are super appreciative of the Line of Duty Resolution the Madison Board approved.*

PUBLIC COMMENT

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

CLOSED SESSION

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).**

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Copies: Board of Supervisors, County Attorney & Constitutional Officers
Adopted on: September 12th, 2023.

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