

MADISON COUNTY VIRGINIA
2024
MINUTEBOOK



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Agenda
Board of Supervisors
Tuesday, January 2nd, 2024 at 9:00 AM
Administration Building Auditorium
414 North Main Street, Madison, Virginia 22727

Call to Order, Pledge of Allegiance & Moment of Silence - Parliamentarian

Determine Presence of a Quorum – Parliamentarian

Description of Meeting & Election Procedures – Parliamentarian

Election of the Chairman – Parliamentarian

Election of the Vice-Chairman - Chairman

Adoption of an Agenda - Chairman

Public Comment - Chairman

Consideration of an Organizational Resolution for Calendar Year 2024 - Chairman

- i. Bylaws
- ii. Code of Ethics
- iii. Freedom of Information Act Policy
- iv. Personnel Policy
- v. Purchasing and Surplus Asset Policy

Committee, Liaison, and Other Appointments – Deputy Clerk

[*Discussing COIA and FOIA training*](#)

Public Comment

Closed Session

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 9:00 AM — Tuesday, January 2nd, 2024

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

MEETING #1 — January 2nd

At the Organizational Meeting for the Board of Supervisors on Tuesday, January 2nd at 9:00 AM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chair
Carty Yowell, Vice-Chair
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Brian Gordon, Deputy County Administrator
Hannon Wright, County Attorney
Kim Turner, Deputy Clerk

ABSENT:

CALL TO ORDER, DETERMINE PRESENCE OF A QUORUM

Hannon Wright, the County Attorney, serving as the Parliamentarian, called the 2024 Organizational Meeting of the Madison County Board of Supervisors to order. A quorum was established.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

The County Attorney stated he would like to start with the Pledge of Allegiance and follow with a moment of silence.

DESCRIPTION OF MEETING & ELECTION PROCEDURES

The Parliamentarian provided a brief overview of the meeting and the election procedures that will be utilized for today's session. Once a chairman has been selected, this individual will complete the remaining agenda items for today's meeting as listed on the agenda.

ELECTION OF THE CHAIRMAN

The Parliamentarian opened the floor for nominations for the office of Chairman of the Madison County Board of Supervisors.

Supervisor Yowell made a motion to nominate Supervisor Clay Jackson as the Chairman, seconded by Supervisor Jewett. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

ELECTION OF THE VICE-CHAIRMAN

Chairman Jackson opened the floor for nominations for the office of Vice-Chairman of the Madison County Board of Supervisors.

Supervisor Dawson made a motion to nominate Supervisor Carty Yowell as the Vice-Chairman, seconded by Supervisor Jewett. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

ADOPTION OF AN AGENDA

Chairman Jackson inquired if anyone had anything to add to the agenda.

The County Administrator recommended the following change:

Adding: “Resolution for calendar year 2024”.

The County Administrator stated the resolution will allow the Board to vote on the items as one item.

Chairman Jackson agreed with the County Administrator’s recommendation. Chairman Jackson stated they will go through all the edits and then vote on the resolution if the Board agreed.

The Board agreed.

Chairman Jackson recommended the following change:

Adding: under committee, liaison, and other appointments, “Discussing COIA and FOIA training.”

Supervisor Dawson made a motion to approve the agenda as amended, seconded by Supervisor Yowell.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).

PUBLIC COMMENT

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

CONSIDERATION OF AN ORGANIZATIONAL RESOLUTION FOR CALENDAR YEAR 2024

i. Bylaws

Supervisor Yowell recommended the following changes:

- 2.3 Annual Organizational Meetings: would like to add “Organizational Meeting” in the first sentence to clarify that sentence one and sentence two are not referring to two different meetings.
- 4.4 Public Comment: The last three words states, “business five days” and it should state “five business days.”

The County Administrator recommended the following changes:

- 5.2 Delivery of Agenda: Change A. and B. where it referenced “4:00 pm” to “close of business”.
- 5.7 Minutes: Changed “his” to “their” in the first sentence. In the last sentence took out “for the prior month” and added “or second” so minutes can be approved at any regular meeting.

Supervisor Yowell stated on 2.3 the County Administrator added a sentence that they just looked at.

“The annual organizational meeting shall be held in the Board Auditorium on the first business day of the succeeding year, beginning at 9am.”

The County Administrator agreed and stated it was added for clarity. This has been the Boards normal practice, but it was not specified.

ii. Code of Ethics

The County Administrator stated he had one change which was the year.

iii. Freedom of Information Act Policy

The County Administrator stated there were no changes.

iv. Personnel Policy

The County Administrator recommended the following changes:

- Deleting “Rescue Squad and” and “the Madison County Rescue Squad or” where it discusses civil leave now that the Rescue Squad is no longer in existence.
 - The County Administrator did not change anything that would not allow civil leave pay, for example, they continue to pay someone if they run a fire call.
- Deleting “The Board or its members may also provide emergency instructions to County employees in the event that they observe a situation that warrants it.”
 - Made that change so the paragraph above would be in parallel, so it was not conflicting. They are still authorized and required to engage in discussion with Board members, but as far as normal direction it goes through the County Administrator.
- Deleting “as agreed to and as included in any employment contract entered into by the Board of Supervisors” and added “as vehicles are available and the employee lives within Madison County.”
 - The staff that are allowed to take vehicles home are specified in this section.
 - Usually, the County Administrator lives in the County which is why he did not list within twenty miles like the other positions listed.
- Adding “and Human Resource” and “in advance of taking disciplinary action.”
 - For disciplinary action, they have a progressive disciplinary policy and anything verbal would come to the County Administrator in advance, and the County Administrator wants to include Human Resources in that.
 - Wants to make sure that for anything above verbal reprimand, the County Administrator and Human Resource are given that notice in advance and then taking disciplinary action.
- Grievance Procedure: Adding language so it reads, “Termination, layoff, demotion, or suspension from duties because of [unsatisfactory job performance](#)...” to strengthen it.
 - In the future, staff will bring changes to the Personnel Policy in this area to the Board, but it is not ready yet.
 - A situation may arise where an employee disagrees with it and wants to grieve it. If they are outlining the counseling given and the Personnel Policy, they are citing then it should not be grievable.

v. Purchasing and Surplus Asset Policy

The County Administrator stated there were zero revisions and he is not sure if the Finance Director will bring some recommended changes this year. They have discussed some financial specific changes, but it may be an opportunity to talk about those during the budget process. Staff have not made any suggestions at this time, but there are things he and the Finance Director have discussed in the past that may make more sense done administratively.

Supervisor Yowell stated when Tyler- Munis gets fully implemented he is sure there will be things they need to adjust.

The County Administrator agreed and mentioned they will be looking at things with credit cards. There is a fuel program policy that the Finance Director has worked on so there will be some additional areas.

Chairman Jackson stated they have resolution #2024-1 and that enacts all five of the items they just discussed.

Supervisor Yowell made a motion to approve Resolution #2024-1 as presented, seconded by Supervisor Dawson. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

COMMITTEE, LIAISON, AND OTHER APPOINTMENTS

A detailed list of appointments for all Boards/Commissions/Authorities was presented for review and consideration.

Chairman Jackson asked if they could approve this at the end with any amendments.

The County Administrator stated in years prior they approved the committee appointments as presented which would include any changes because the list the Board has is what they work to approve each year. The County Administrator stated the Deputy Clerk has contacted the individuals who are serving already to see if they are willing to serve if they are eligible.

The following changes were requested:

COMMITTEE	TERM EXPIRING	ADDING
BOS	Carty Yowell	Carty Yowell
BOS	Charlotte Hoffman	Judson Buchanan
CPMT	Dustin Dawson	Dustin Dawson
Development Committee	Zachary Whitman (Citizen Representative)	Zachary Whitman (Citizen Representative)
Development Committee	Jamie Wilks (Senior Building Official)	Jamie Wilks (Senior Building Official)
Development Committee	Hannon Wright (County Attorney)	Hannon Wright (County Attorney)
Development Committee	Ligon Webb (County Planner/Zoning Administrator)	Ligon Webb (County Planner/Zoning Administrator)
Development Committee	Stephen Carpenter (Planning Commission Chair)	Stephen Carpenter (Planning Commission Chair)
Development Committee	Jonathon Weakley (County Administrator)	Jonathon Weakley (County Administrator)

Development Committee	Tracey Gardner (Economic Development & Tourism Director)	Tracey Gardner (Economic Development & Tourism Director)
Development Committee	Carty Yowell (Board of Supervisor)	Carty Yowell (Board of Supervisor)
Development Committee	Dustin Dawson (Board of Supervisor)	Dustin Dawson (Board of Supervisor)
Planning Commission	Fay T. Utz	Advertising
Planning Commission	Michael Snider	Michael Snider
Planning Commission	James Smith (Jim)	James Smith (Jim)
Social Services Board	Charlotte Hoffman	Jud Buchanan
Topping Fund Committee	Karen Hammack	Annette Dodson
Topping Fund Committee	Greg Cave	Greg Cave
Topping Fund Committee	Jonathon Weakley	Jonathon Weakley
Topping Fund Committee	R. Clay Jackson	R. Clay Jackson
Topping Fund Committee	Dustin Dawson	Dustin Dawson
Tourism Committee	Lydia Hansen	Lydia Hansen
Tourism Committee	Lynn Graves	Lynn Graves
Blue Ridge Cigarette Tax Board	Brian Daniel	Brian Daniel
Blue Ridge Cigarette Tax Board	Jonathon Weakley (Secondary)	Jonathon Weakley (Secondary)
Blue Ridge Committee for Shenandoah National Park Relations	Bruce Bowman	Bruce Bowman
Blue Ridge Committee for Shenandoah National Park Relations	James Ballard (Alternate)	James Ballard (Alternate)
Blue Ridge Committee for Shenandoah National Park Relations	Carty Yowell (Alternate)	Carty Yowell (Alternate)
Central Virginia Regional Jail	Erik Weaver	Erik Weaver
Central Virginia Regional Jail	Charlotte Hoffman	Jud Buchanan
Encompass Community Supports (Rappahannock Rapidan Community Services Board)	Valerie Ward	Advertising, soliciting for another DSS employees.
Encompass Community Supports (Rappahannock Rapidan Community Services Board)	Scott Bennett	Advertising
Encompass Community Supports	Lisa Paine-Wells	Lisa Paine-Wells

(Rappahannock Rapidan Community Services Board)		
Madison Extension Council	R. Clay Jackson	R. Clay Jackson
Piedmont Workforce Development	Annette Hyde	Annette Hyde
Piedmont Workforce Development	James Jewett	Soliciting for a school employee.
Rappahannock Juvenile Detention	Nancy Coppedge	Nancy Coppedge
Rappahannock Juvenile Detention	Jonathon Weakley	Jonathon Weakley
Rappahannock River Basin	Carty Yowell	Carty Yowell
Rappahannock River Basin	Jonathon Weakley (Alternate)	Jonathon Weakley (Alternate)
Rappahannock Rapidan Regional Commission	Jonathon Weakley	Jonathon Weakley
Rappahannock Rapidan Regional Commission	Dustin Dawson	Dustin Dawson
Regional Preparedness Advisory Committee for Interoperability	Brian Gordon	Brian Gordon
Regional Preparedness Advisory Committee for Interoperability	Gavin Helme	Gavin Helme
Skyline Community Action Partnership	Peter Work	Peter Work
Skyline Community Action Partnership	James Jewett	James Jewett

Supervisor Jewett asked the County Attorney if it was a conflict of interest with his daughter in-law who is also serving on the Skyline Community Action Partnership.

The County Attorney asked for clarification on Supervisor Jewett's compacity with it.

Supervisor Jewett stated he is on the Board of Directors and so is his daughter in-law.

The County Attorney stated he would look into it and provide an answer.

Chairman Jackson advised coming back next Tuesday with an answer.

The County Attorney agreed.

Supervisor Yowell mentioned that it is a fifteen-member Board.

Thomas Jefferson EMS
Council

Carty Yowell

Dustin Dawson

Thomas Jefferson EMS Council	Dustin Dawson (Alternate)	Carty Yowell (Alternate)
Joint Capital Improvement Plan Committee	R. Clay Jackson	R. Clay Jackson
Joint Capital Improvement Plan Committee	Carty Yowell	Carty Yowell
Director of Emergency Management	R. Clay Jackson	Chairman- R. Clay Jackson
Deputy Director of Emergency Management	Jonathon Weakley	Jonathon Weakley
Coordinator of Emergency Management	Gavin Helme	Gavin Helme
Deputy Coordinator of Emergency Management	Brian Gordon	Brian Gordon
Historical Society Liaison	Charlotte Hoffman	Jud Buchanan
Madison County Fire Department Liaison	Charlotte Hoffman	Jud Buchanan
Madison Town Council Liaison	R. Clay Jackson	R. Clay Jackson
Madison Town Council Liaison	Dustin Dawson	Dustin Dawson
Madison County School Board Liaison	R. Clay Jackson	R. Clay Jackson
Madison County School Board Liaison	Carty Yowell	Carty Yowell
Madison County Library Board Liaison	James Jewett	James Jewett
Planning Commission Liaison	R. Clay Jackson	R. Clay Jackson
Planning Commission Liaison	Carty Yowell	Carty Yowell
Tourism Committee Liaison	R. Clay Jackson	Jud Buchanan

The County Attorney informed the Board that Jim Smith is on the Planning Commission and the Electoral Board and to make sure there is no conflict with those two positions, Mr. Smith is doing Planning Commission without compensation.

Supervisor Yowell made a motion to approve the list of appointments for County committees, external appointments, and Board liaisons as amended, seconded by Supervisor Dawson.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).

Discussing COIA and FOIA training:

Chairman Jackson advised during FOIA, COIA, and Zoning ADA training.

The County Attorney stated it could be labeled as miscellaneous training rather than Zoning ADA training. The County Administrator mentioned he talked with the Commonwealth's Attorney, and they suggested the afternoon of January 16th.

Chairman Jackson stated they do not want to do that and suggested doing an advertised meeting for the Planning Commission Workshop Meeting either on January 17 or February 21st. The only thing on the agenda would be for the COIA, FOIA, and ADA training and encouraged the County Administrator to invite all County staff to the training as well.

The County Administrator stated the Ordinances specifies who all needs to be included and will invite those folks.

Chairman Jackson asked the Board if they were in agreement to do the training at one of the Planning Commission Workshops. Chairman Jackson also asked the County Attorney how long it would take.

The County Attorney stated two and a half hours.

The County Administrator inquired if the Chairman preferred either January 17th or February 21st.

Chairman Jackson asked the Board if that worked for everyone and mentioned he wants everyone there because FOIA is simple but very important as well as COIA. Chairman Jackson inquired which day worked for the Board.

Supervisor Yowell asked Jim Smith, Planning Commission member in attendance, for confirmation that the Planning Commission workshop agenda was looking light.

Mr. Smith concurred with Supervisor Yowell comments on the agenda.

Supervisor Yowell stated they do not know what the agenda will look like for February 21st.

Chairman Jackson asked if there was enough time to advertise.

The County Administrator stated he did not think so.

Chairman Jackson advised still advertising and not adjourning there meeting next Tuesday and continue their meeting on January 17th. Chairman Jackson inquired if they could do that.

The County Attorney stated he was not sure it needed to be advertised because it is training.

Chairman Jackson stated two or more Board members can go to a meeting they just cannot engage or discuss business.

The County Attorney agreed.

Chairman Jackson stated they need to be able to ask questions and say what they need to say.

The County Attorney stated he understood and clarified the distention he is making is a training session versus working on things for the county. The County Attorney stated he would defer to what the Board wanted to do.

The County Administrator recommended the Joint Meeting on February 7th, or the first business meeting of the month on February 13th to be considered for the training. The County Administrator stated if they go with a Planning Commission date, those meetings tend to start at 6:30 pm for workshops and 7:00 pm for Joint Meetings. The County Administrator recommended advertising and moving the time up to 5:00 pm or 6:00 pm.

Chairman Jackson stated they are going to have a hard time getting all the Planning Commission to come.

The County Administrator asked about the seventh which is a public hearing.

Chairman Jackson stated that was going to be cancelled.

Supervisor Yowell stated no, they will discuss HART.

Chairman Jackson agreed and stated that is not going to work. Chairman Jackson suggested trying to do it on the 17th. The County Attorney will get them an answer about the training. Chairman Jackson recommended not adjourning their meeting on Tuesday and continue it till 6:30 pm on Wednesday the 17th.

The County Administrated stated they are continuing, but they do not normally have a scheduled Board of Supervisor Meeting on the 17th, so it is not advertised.

The County Attorney stated to “stand by.”

Chairman Jackson stated he thinks they can do that and mentioned they have done it in the past.

Supervisor Yowell stated they do that the whole budget season but that is out there.

While the County Attorney researched further, Chairman Jackson confirmed the 17th would work with everyone.

The County Administrator stated they can always call a special meeting. They would give notice to the paper, put it on the bulletin board and on the doors, and put it on the website.

Chairman Jackson asked the Board if that worked.

Supervisor Jewett stated as long as it is no earlier than 6:30 pm.

Chairman Jackson stated they cannot start earlier because no one will show up.

The County Administrator stated he is just worried about the proper meeting requirements.

Chairman Jackson advised going down the special meeting path.

The County Administrator asked the County Attorney if that was more plausible.

The County Attorney stated it is supportive, but he thinks there is an exception for training.

Chairman Jackson recommended giving the authority to the County Administrator and the County Attorney to determine whether they need to have a special meeting, a training session, or if they need to possible adjourn until the 17th, whichever method works and that is most transparent.

Supervisor Dawson made a motion to authorize the County Administrator and the County Attorney to determine whether the Board needs to have a special meeting, a training session, or if the board needs to adjourn until the 17th, seconded by Supervisor Jewett.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).

PUBLIC COMMENT

Chairman Jackson opened the floor to public comment. With no public comment being brought forth, the public comment opportunity was closed.

Tracey Gardner: Mrs. Gardner, Economic Development & Tourism Director, was attending virtually and welcomed Supervisor Buchanan to the Board and to the Tourism Committee.

Kim Turner: Mrs. Turner, Deputy Clerk, informed the Board and the Planning Commission that folks on committees that are required to do COIA will receive an email regarding filing requirements.

Chairman Jackson inquired when the forms are due.

The Deputy Clerk stated she would include that in the email, but this was her first year doing it and did not want to inform them incorrectly.

The County Administrator stated he thought it was the beginning of February. The County Administrator stated his office will be working with the Commonwealth's Attorney's Office because there is some overlap there.

Chairman Jackson asked the IT Team when the Multifactor Authentication line in the sand date was.

Alan Berry: Mr. Berry, System Administrator I, stated it was this Friday.

Supervisor Jewett stated he knows he has been authenticating with the onetime password through text, but it is pushing him to download the authentication app.

Alan Berry, System Administrator I, mentioned if they run into that issue to let him know. They have to go into their intra settings in Microsoft and do a soft reset.

Supervisor Yowell asked if they must do that on a person-by-person basis.

Alan Berry, System Administrator I, stated if they have any other authentication in place, it will default to ask them to download the app.

CLOSED SESSION

None.

ADJOURN

With there being no further business to conduct, Supervisor Yowell made a motion to adjourn, seconded by Supervisor Jewett. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: February 13, 2024.

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Agenda
Board of Supervisors
Tuesday, January 09, 2024 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

Consent Agenda

2. Approve Minutes: 11/28/2023 & 12/06/2023

[2a. Mr. Whidby's Leathers Request](#)

Special Appearances

Old Business

New Business

Discussion

Information/Correspondence

3. COIA 2024 Requirements - Executive Administrative Assistant/ Deputy Clerk

Public Comment

Closed Session

- 2.2-3711(A)(1) for personnel

Continuation

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 4:00 PM — Tuesday, January 9th, 2024

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

MEETING #02 — January 9th

At a regular meeting of the Board of Supervisors on Tuesday, January 9th at 4:00 PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chair
Carty Yowell, Vice-Chair
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Brian Gordon, Deputy County Administrator
Hannon Wright, County Attorney
Kimberly Turner, 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

Supervisor Yowell made a motion to permit Supervisor Dawson to attend the January 9, 2024, meeting remotely, seconded by Supervisor Jewett. **Aye: Jackson, Yowell, Buchanan, Jewett. Nay: (0) Abstain: Dawson. Absent: (0).**

Supervisor Yowell stated for the record that Supervisor Dawson is not feeling well.

The County Administrator stated for the record that their policy allows for remote participation for a maximum of twice per calendar year and noted this is the first this year.

Chairman Jackson advised that a quorum was present. Chairman Jackson advised adding the following item to the agenda:

OLD BUSINESS

2a. Mr. Whidby's Leathers Request

Chairman Jackson asked if anyone had anything to add to the agenda, which they did not.

Supervisor Jewett made a motion to approve the agenda as presented, seconded by Supervisor Buchanan.

The County Administrator asked the County Attorney if they needed to clarify "amended."

Chairman Jackson asked Supervisor Jewett if he would like his motion to include 2a. Mr. Whidby's Leathers Request.

Supervisor Jewett made a motion to amend the agenda with the request, seconded by Supervisor Buchanan. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (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.

CONSTITUTIONAL OFFICERS, COUNTY DEPARTMENTS, COMMITTEES & ORGANIZATIONS

1. Monthly Reports

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

- Happy New Year and Law Enforcement Appreciation Day.
- Dave Fulton from Bald Top did a great job representing Madison in the food and beverage industry at the CVAPED (Central Virginia Partnership for Economic Development) meeting December 15th.
- Attended Zoom CEDS (Comprehensive Economic Development Strategy Committee Team) Committee Meeting which is with the Regional Commission in Culpeper (RRRC). They are also working with the Thomas Jefferson Partnership in Charlottesville.
 - Camoin Associates went over schedule and progress – some goal areas are 1) Places and spaces for Economic Development, 2) Site Infrastructure and adaptive reuse, 3) Existing and emerging target industries, 4) Workforce development and partnerships (Implementation through collaboration) Much of it followed our Comp Plan in terms of focusing on natural resources for rural areas and Agri-tourism.
- Had AFID (Agricultural & Forestry Industries Development Funds Grant) call with Hidden Pines.
- Interview with Virginia Business
- Attended Comp Plan meeting.
- Realtors Round Tabled scheduled for the 24th and they will go over the Comp Meeting stuff.
- Attended Development Committee meeting where HART's new application was recommended to go to Planning Commission.
- Working on budget
- The Business Appreciation Expo will be May 24th and the dinner will be May 20th at Early Mountain and hopefully Bavarian Chef will cater again.
- Working on a new initiative for her department and in collaboration with the Chamber of Commerce.
- Had a meeting with Ellen Phipps with Aging Together and looked at an informational meeting in March or April for making Madison a dementia business friendly community. Tentative date March 21st or April 18th for initial meeting.
- Working on getting event dates and events on multiple calendars.
- FYI: She will be out February 5th-18th.
- Since Cluster Growth grant has been awarded via state, she attached LOS and final grant info and RFP to her report.
 - Gave an overview of the grant.

Supervisor Yowell stated he looked though the grant and asked why RRRC was not involved in this.

The Economic Development & Tourism Director stated they are on the Board and if they need help, they will be willing to help. It is a Go Virginia grant and is region nine.

The County Administrator stated that just like RRRC is a certain region, we are region nine for Go Virginia and GO Virginia is a state initiative. The County Administrator stated there are some crosswalks at times.

The Economic Development & Tourism Director stated the crossover is similar to VATI Grants and the Thomas Jefferson Partnership.

The County Administrator stated Patrick Mauney, with RRRC (Rappahannock-Rapidan Regional Commission) and Christine Jacobs, with Thomas Jefferson Planning District Commission, are members on the Go Virginia.

The Economic Development & Tourism Director agreed and stated Francoise is their Private-Sector Member on the Go Virginia Council.

The County Administrator stated Tina Weaver was recently added as well.

The Economic Development & Tourism Director agreed.

Supervisor Yowell stated RRRC carries a lot of weight everywhere and he likes to put them in the mix whenever he can.

Charmain Jackson agreed. Chairman Jackson inquired what they are doing with the AFID grants for Hidden Pines.

The Economic Development & Tourism Director stated it was awarded, but both AFID grants were awarded during COVID. It is specialized construction for Hidden Pines, and they are trying to get the numbers down without a claw back. They are trying to get all the numbers and extensions they may need, and they are trying to get the performance contract. There were down from six staff to one at VDACS (Virginia Department of Agricultural and Consumer Services).

Chairman Jackson asked if there were further questions for the Economic Development & Tourism Director, which there were not.

Steve Carpenter: Mr. Carpenter, Chairman for the Planning Commission, gave an monthly report.

- The agenda is pretty light for this this month. They have one subdivision still in planning and the dog rescue application is probably coming back with some revisions.
- Both standing committees are active right now.
 - One is working on examining and updating the existing zoning ordinances.
 - The other is working on creating a more effective boundary line adjustment set of regulations for the ordinances.

Chairman Jackson asked if there was an update on the Comp. Plan.

Planning Commission Chairman Carpenter stated at their next meeting they have two more sections and Mr. Webb and Ms. Little have put together a lot of information. Their next stage is to begin editing and making it smaller.

Chairman Jackson asked if there were any questions for the Planning Commission Chairman Carpenter, which there were not.

Annette Dodson: Ms. Dodson, Animal Shelter Manager, gave a monthly report.

- The Animal Shelter is doing great.
- 4-H Livestock Club brought in donations that the members had gathered.
- Union Bank and Trust also did a donation drive for the shelter and Humane Society.
- Melissa and Joyce had their rabies titers drawn at the Health Department to check antibody levels.
- One PT employee will be leaving at the end of January due to having surgery. Position should be advertised in the middle of the month.
- Will be starting the end of the year state report.
- Numbers for December:
 - Five dogs adopted.
 - Four dogs reclaimed.
 - Three dogs were sent to rescues. (HART, PAL Inc., Augusta SPCA)
 - Seven cats adopted, one from PetSmart.
 - Three cats to rescue PAL Inc.
- Started January with three cats and three dogs.

Chairman Jackson asked what is out there today.

The Animal Shelter Manager stated they have four dogs and one cat.

Chairman Jackson stated that was incredible and asked if there were any questions for the Animal Shelter Manager.

Supervisor Buchanan inquired what was a hybrid canine.

The Animal Shelter Manager stated it is a wolf dog.

Sean Ferguson: Mr. Ferguson, Director of Emergency Communications, gave a monthly report.

- They are doing okay at dispatch.
- Emergency Communication for the month:
 - 911 calls received from residents was 107.
 - Wireless calls were 345.
 - Taken 1,828 administrative calls to the center.
 - Outgoing calls made was 948.
 - Total call volume for the center was 3,228.
 - Only 84% for the same time period last year
 - Percentage for calls for year to date was 98%
 - Calls for service through the Sheriff, Fire, and EMS last month were 1,046.
 - Bring the call volume for the whole year to 13,571 which is 106% of last year's numbers.
- Radio project status: Still waiting on the Church Hill site to be completed.
 - Today is his second day and he is still getting up to speed on the project.

- Experiencing a shortage of three positions.
 - One individual in training.
 - Has received a few more applications.
- Community outreach through the center:
 - For Christmas they had their elderly gift delivery.
 - Several of the dispatchers go above and beyond with personal phone calls to these individuals, go shopping for them, and take them out to get a haircut or groceries.

Chairman Jackson inquired when the one staff comes out of training.

The Director of Emergency Communications stated they will be going to the academy for certification in February and that is a weeklong program. Once they get back into the center it becomes more of a ride along program with an experienced dispatcher. This individual is showing good promise and good aptitude. The Director of Emergency Communications stated one of the individuals he has an application for is from another jurisdiction's dispatch and hopefully they can bring them onboard also.

Supervisor Yowell inquired how many total positions they would have if they were fully staffed.

The Director of Emergency Communications stated eleven dispatchers, two supervisors, and one Director.

Supervisor Yowell stated EMS can call on other counties for mutual aid and inquired if that was possible in the dispatch world. Supervisor Yowell stated someone is covering a lot of hours if they are down three staff.

The Director of Emergency Communications stated they meet their minimum requirement of two dispatchers. Being down staff puts them in a spot if they need extra help, they need someone to cover days off, or if they need to up staff for the storm. Prime staffing will allow them to have three people, so they will have that extra person. The Director of Emergency Communications stated other jurisdictions are in the same position they are in, running with minimum staffing.

Chairman Jackson asked the Board if anyone had any further questions for the Director of Emergency Communications, which they did not.

Erik Weaver: Sheriff Weaver gave a monthly report for the Sheriff's Department.

- They are busy this time of year.
- They have a few members on the Blue Ridge Task Force.
 - There was a situation where they got \$186,000 of cocaine, little over \$4,000,000 in Marijuana, scrips, mushrooms, \$500,00 of THC, LSD, multiple weapons that the ATF had to be called in for, and about \$386,000 in cash.
 - They will end up with \$300,000 coming to the County.
 - Their extra person that went to the Task Force is starting to pay off.
 - This stuff is coming through our County and is involved in our County. They are still dealing with fentanyl, but this helped a little bit.
- Short two staff with two in the academy now.
 - They come out in June/July and will still be another four to six months thanks to DCJS. They are adding additional travel time, ride time, and training time.
- Calls are increasing and nothing positive is going on, but they are out there every day.

Supervisor Buchanan asked for clarity that they are two short with two in the academy.

Sheriff Weaver stated they do not count them until they are out of the academy.

Supervisor Buchanan asked for confirmation that they will be even once they are out.

Sheriff Weaver agreed.

Chairman Jackson stated it is good they went back with the Blue Ridge Task Force, and he is glad to see a lot of this stuff off the streets. Chairman Jackson stated they all appreciate the law enforcement day today. Chairman Jackson asked if there were any further questions for Sheriff Weaver, which there were not.

Noah Hillstrom: Mr. Hillstrom, EMS Chief, gave a monthly report.

- December was busy with 182 calls and an eleven-minute response time.
- Continue to assist other counties with mutual aid.
- Fully staffed.
- Continuing to help with events:
 - Friday Night Lights.
 - Started up their blood pressure program with the Senior center.
- Chief Hillstrom had a great meeting with the school about a high school EMT program. The goal is to help keep folks in Madison with a great career path by starting as a volunteer and transitioning to a job potentially.
 - They have a cosmetology program currently where they send folks to Orange County, and they are looking to do something similar.
 - Madison does not have the infrastructure to host their own, but Orange has verbalized that they would be interested to do that to help folks get trained.
- Dr. Rhames visited the crew December 4th and had the opportunity to go on several calls.
- Established an employee engagement committee based on feedback with moral and communication.
 - The idea is ownership.
 - If they are not aware of problems, they cannot fix problems.
 - Wants the team to be involved.

Chairman Jackson stated the school has a nursing program and inquired if there is a way to tie the EMT program into that.

Chief Hillstrom stated there was not.

The County Administrator stated they like to crosswalk when they can, but that program is tied to UVA. This program will be where Madison can do the training and UVA has the nursing program.

Chairman Jackson stated he received an email that EMS is offering a CPR class to everyone.

Chief Hillstrom agreed.

Chairman Jackson inquired about the date of that class.

Chief Hillstrom stated January 18th, but he would have to look at the flyer for the time.

The County Administrator brought the flyer on the projector screen, which is located on the website.

Chief Hillstrom stated it will be located at the former Rescue Squad building and Daryl Preston is the instructor. It is not a certification class, but it is an awareness class. It is open to anyone who wants to learn lifesaving skills.

Chairman Jackson asked if the Board had any further questions for Chief Hillstrom, which they did not. Chairman Jackson thanked Chief Hillstrom.

Jennifer Warren: Mrs. Warren, Finance Director, gave a monthly report.

- The auditors have gotten a little behind and were not able to come tonight to present.
 - They plan to get the draft to them this week and present it to the Board at the first meeting in February.
- The Finance Director and Human Resource are actively running their first payroll in Tyler-Munis, and it is going well.
- Time and attendance: They are very close to their online timesheet program that they are developing. They will have training with the staff at the end of this month and the start of February.
- ESS, Employee Self Service, is another new program they are implementing so employees can log in and get their paystubs. That is also going to be part of that training.
- FY25 budget meetings are coming up.
 - They have sent the templates to all department managers and are actively receiving outside agency requests.
 - They will be scheduling meetings for the upcoming budget meetings.

Chairman Jackson inquired why they were behind in the audit.

The Finance Director stated it was on the auditors and the Finance team has given them everything they need; the auditor is just behind schedule.

Chairman Jackson asked if there were any questions for the Finance Director, which there were not.

Moonie Frazier: Mr. Frazier, Facilities & Maintenance Manager, gave a monthly report.

- There has been bad weather, like ice, and they have been addressing those hotspots.
- Had a fire alarm inspection for the War Memorial building and the Court House building yesterday. Both passed and everything went well.
- Recycling sign has been updated at the Transfer Station.
 - They will be adding more signs for awareness of the customers.
 - People have been picking stuff out of the metal pile and it is unsafe and taking money back from the contractor.
- The boiler at the Court House is still down. They have been trying to find parts for this boiler.
 - They have one up and running, but if it fails, they will be in trouble.
 - They have spoken to the manufacturer, and they do not make the piece anymore.
 - It has 12 years left in its lifecycle.
- The coils went out in the HVAC system at the War Memorial building. They had a leak there two weeks ago where they tried to fill it up with freon. It went through the system and put a haze in the upper layer of the building. The fire alarms went off, but everything is okay besides that unit.

The County Administrator stated it is discouraging. These are 2009 units and they have checked with the manufacturer as well as their distributor. They have a quote for a replacement, the question is do they go back with that same boiler. The County Administrator mentioned the school has been having issues with boilers as well. The County Administrator stated he is going to come back to the Board in two weeks with some type of approval. The County Administrator stated they have tried to look at a third-party vendor for the hood piece for the furnace that also has ceramic insulation. They have been unable to find a provider or someone who will sell the part anywhere in the United States. The County Administrator stated they must have a boiler, but if they replace that boiler the options are either a new boiler with the same manufacturer or another company that starts the period of the new lifecycle. If they go with PK (Patterson Kelly), the manufacturer, they may be looking at scheduled replacement of both boilers in ten years or replace one now. The County Administrator stated his plan is to come back to the Board at their next meeting with a recommendation of purchase. The County Administrator stated the quote is roughly \$33,000.

Chairman Jackson stated Stacy Timmons went down the path with the boilers at the school by looking at the warranty. Chairman Jackson inquired if any of these were under warranty.

The County Administrator responded that they were not. The County Administrator stated boilers should not fail and mentioned the one at the School Board Office stayed on their CIP budget for replacement for years. They should get twenty to forty years minimum out of some of these boilers.

Chairman Jackson stated it sounds like they keep buying junky boilers and mentioned the school's trouble with their boilers.

Supervisor Buchanan inquired how long manufacturers' warranties last.

The County Administrator stated normally it is a year and they could make a case if it failed in a two-to-three-year period.

Supervisor Buchanan inquired if they could buy an extended warranty.

The County Administrator stated they could not and before he signs anything he will get it to the County Attorney. There is an emergency procurement that would fit this criteria, but he would feel better once they vet it more.

Supervisor Jewett asked what type of fuel runs the boilers.

The County Administrator stated he believed it was propane.

The Facilities & Maintenance Manager agreed.

Supervisor Jewett asked if it was steam or hot water circulation.

Chairman Jackson stated they are hot water.

Supervisor Jewett inquired if it was feasible to move to a heat pump feature for the Court House. Supervisor Jewett mentioned looking into several multiple mini split systems. They are very efficient and then they do not have everything at one time.

The County Administrator stated they would get engineering involved or talk to the current HVAC contractor. These units are from the renovations in 2008 or 2009 and they should not have failure this early. The Bureau Veritas report showed the lifecycle at thirty years and the manufacture is saying twenty years.

Chairman Jackson stated he agreed with Supervisor Jewett that they need to be evaluating some options, so they are not having to replace these major capital investments at \$33,000. Chairman Jackson asked if this was just the boiler component, and it did not include the control system.

The County Administrator agreed.

Chairman Jackson advised the County Administrator to come back in two weeks. Chairman Jackson asked the Board if they had any further questions for the Facilities & Maintenance Manager, which they did not.

Greg Cave: Mr. Cave, Chief Animal Control Officer, gave a monthly report.

- Alex Fincham, Animal Control Officer (ACO), completed his four NIMs training.
 - Four most important training for disaster planning (one, two, seven, and eight).
- ACO Fincham received his pre-exposure rabies shots through the Health Department.
- Working with the Health Department for another four-month quarantine.
 - Two puppies came in contact with a skunk.
 - Madison Health Department ordered a four-month observation period after the skunk came back positive for rabies.
 - Emily Bourdon from the Health Department, ACO Fincham, and himself went to the address yesterday to inspect the kennels and the puppies and everything looks good.
 - The owner has started his post-exposure vaccines.
- There was a report of five cows that were possibly taken from the Boston Culpeper area.
 - There were reports that they were being housed in Madison and they later learned from the owner that they were located in Culpeper County and returned. Charges are pending in Rappahannock.

Supervisor Yowell asked the Chief Animal Control Officer if he received a call on Christmas day about this.

The Chief Animal Control Officer stated he received the call on December 26th, but they were supposedly taken on the 25th.

Chairman Jackson asked if there were any questions for the Chief Animal Control Officer, which there were not.

The Chief Animal Control Officer stated in sixteen years he has never experienced a call like this. It did not happen in Madison, just reports of them possibly being kept in Madison.

Chairman Jackson asked the Board if they had any further questions for the Chief Animal Control Officer, which they did not.

Jerry Carpenter: Mr. Carpenter, Parks & Recreation Director, gave a monthly report.

- Hometown Heroes Gala at the Redback Barn on February 17th at 7:00 pm.
 - It is an award ceremony to honor exceptional individuals that have been impacting the community.
 - To purchase tickets, go to HooverRidge.com.
 - To vote for nominees, go to HooverRidge.com.
 - Voting ending January 19th
 - They have raised \$4,000 so far over on voting, with all proceeds going to the Outdoor Recreation Center.
 - They will have a silent auction item at the Gala and are still looking for silent auction items to auction off.
 - Blue Cut Media will be the DJ.
 - Food will be provided by Over-the-Top Chef
 - They have limited tickets left and encouraged people to get theirs.
- Highlighted calendar events:
 - Wool and Wine Festival is on April 20th.
 - This year they expanded the sheepdog trials to three days (19th, 20th, 21st) and hoping to make that a national event in the future.
 - Music in the Park is June 22nd, July 27th, August 24th.
 - Halloween Fest is October 19th.
 - Haunted Woods is October 26th.
 - Smores with Santa is December 9th.
 - Numerous Movie Nights and other events.

Chairman Jackson stated the lights looked good.

The Parks & Recreation Director thanked Chairman Jackson and stated they came down yesterday.

Chairman Jackson asked the Board if they had any further questions for the Parks & Recreation Director, which they did not.

Chairman Jackson asked the Parks & Recreation Director what his favorite silent auction item was for the Hometown Heroes event.

The Parks & Recreation Director stated dinner for two at Bavarian Chef.

CONSENT AGENDA

2. Approve Minutes: 11/28/2023 & 12/06/2023.

Chairman Jackson asked the County Attorney for clarification that Supervisor Buchanan should abstain from these.

The County Attorney agreed.

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

SPECIAL APPEARANCES

None.

OLD BUSINESS

2a. Whidby's Maintenance Request Letter

Chairman Jackson stated they have a request by Mr. Whidby to do snow removal and some road maintenance, and they have the corresponding emails from all the neighbors in opposition to this. Chairman Jackson stated he rode up there on Friday and there are trees planted in the right of way and a rototiller, which is easy to get by, but still in the right of way. Chairman Jackson stated they made their case very clear that all these things needed to not be in the right of way, and they have sent multiple letters. Chairman Jackson stated Supervisor Yowell is going to tell them how Mr. Whidby has not followed procedure based on the position paper. Chairman Jackson stated he does not see any reason to entertain this.

Supervisor Yowell stated after looking at the position paper he has three questions.

1. Did Mr. Whidby obtain the consent of all landowners?
2. Did Mr. Whidby send a copy of the proposal to all other residents?
3. Did any of the residents opposing the repairs submit a written proposal?

Supervisor Yowell stated he does not think one or two happened and they have received opposing letters. Only after all these things are done will the County make a decision. Supervisor Yowell stated they have a good process and there is no way Mr. Whidby can come in yesterday and expect the rest of the residents to respond to what he is proposing. Supervisor Yowell stated even if Mr. Whidby did circulate it, the neighbors should have at least a week. Supervisor Yowell stated since Mr. Whidby did not follow the procedure, they need to motion to deny his request.

Supervisor Buchanan inquired who plows the road.

Chairman Jackson stated Mr. Whidby has been doing it for a long time. Unofficially there is another neighbor that has said they will blow it for no cost, just because it is the neighborly thing to do.

Supervisor Buchanan inquired if there are any medical issues if it is not plowed.

Chairman Jackson stated he is sure there is.

Supervisor Buchanan asked how an ambulance would get into there.

Chairman Jackson stated he did not know and asked the County Attorney where the need to go with this.

The County Attorney stated where they go with this is no different than where they have been. They are in the middle of a refinement of the position paper, and they will try to address snow removal. They have decided to remain in a status quo.

Chairman Jackson stated these people live on top of a mountain and there is no HOA so there is no community organized snow effort until the VDOT roads. Chairman Jackson mentioned Eltan Road is very steep, and he would not want to be on it in the snow. Chairman Jackson stated they are not in any worst condition than the past years and by living up there they have to take things into their own hands.

Supervisor Yowell stated there are many really long driveways in Madison County and asked if EMS assess the accessibility and makes a determination if they can or cannot get to the road.

Chief Hillstrom agreed and stated they will also reach out to the Fire Department if they have to hike in.

Supervisor Yowell asked if they would cut a trail.

Chief Hillstrom agreed and stated every call is different and is situational dependent. Leathers Lane would be difficult.

Chairman Jackson asked Supervisor Yowell how long it takes VDOT to get to his road since he is close to 231.

Supervisor Yowell stated he is close to 231, but it takes a couple of days.

Chairman Jackson stated it really does not put them in a worst position. They live in the Country and EMS has an average eleven-minute responses time. Chairman Jackson asked Supervisor Buchanan if that answered his questions.

Supervisor Buchanan stated it does, but it is a shame it cannot be worked out. It is dangerous if someone has a health issue and EMS cannot get into there.

Chairman Jackson agreed.

Supervisor Yowell agreed and stated that is one of the factors they take into account when they move there. Supervisor Yowell stated when he lived in Virginia Beach, he was really close to the hospital, so everything got scraped and the electricity came right back on. Supervisor Yowell asked the Deputy County Administrator to put on his fire company hat and inquired how the Fire Department helps in these situations.

The Deputy County Administrator stated they are a small enough house that EMS, the Sheriff, and Fire all have to work together for things like that and VDOT gets involved too. VDOT will go in and plow if they need them to.

Chairman Jackson asked the Board what they would like to do.

Supervisor Yowell made a motion to deny Mr. Whidby's request, seconded by Supervisor Jewett. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

NEW BUSINESS

None.

DISCUSSION

None.

INFORMATION/CORRESPONDENCE

3. COIA 2024 Requirements - Executive Administrative Assistant/ Deputy Clerk

The Deputy Clerk informed the Board that COIA stands for Conflict-of-Interest Act and a lot of Boards and Committees fall in this category. The Board of Supervisors and IDA (Industrial Development Authority) are required to complete the Statement of Economic Interest before February 1st, or they will be a penalty of \$250. The Financial Disclosure Statement form needs to be completed by the PRA (Parks & Recreation Authority) and RSA (Rapidan Service Authority). The Real Estate Disclosure form needs to be completed by the County Administrator, Planning Commission, and the Board of Zoning Appeals. Constitutional Officers have to file as well, but file separately so the Deputy Clerk does not track those. Training for COIA will be done on January 17th following a Planning Commission Workshop session which starts at 6:30 pm.

The County Attorney stated there is also an online COIA training that is an option as well. The County Attorney stated he spoke with the Commonwealth's Attorney, and they are all set.

Chairman Jackson stated that is the idea behind the continuation tonight is so they can do the training all together. Chairman Jackson asked the Board if they had anything else to add, which they did not.

PUBLIC COMMENT

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

CLOSED SESSION

Supervisor Yowell made a motion to convene in closed session pursuant to Virginia Code Section 2.2-3711(A)(1), seconded by Supervisor Buchanan.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).

Supervisor Yowell made a motion to re-convene in open session, seconded by Supervisor Jewett. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

Supervisor Yowell made a motion to certify by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code Section 2.2-3711(A)(1) and that was identified in the motion to convene in closed session were heard, discussed, or considered in the closed meeting, seconded by Supervisor Dawson.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).

As a result of the Closed Session, the Board did not take further action.

CONTINUATION

Supervisor Yowell made a motion for the Board to continue their meeting January 17th, 2024, at 6:30 pm following the Planning Commission Meeting, seconded by Supervisor Jewett.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk

Adopted on: February 13, 2024.



Agenda
Continued Meeting
Madison County Board of Supervisors
Wednesday, January 17, 2024 at 6:30 PM
Admin. Building Auditorium, 414 North Main
Street, Madison, Virginia 22727

Call to Order

Determine Presence of a Quorum/Adoption of Agenda

Public Comment

New Business

1. COIA, FOIA, & ADA (Associated with Zoning) Training - County Attorney & Commonwealth's Attorney

Information/Correspondence

Closed Session

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 6:30 PM — Wednesday, January 17, 2024

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

MEETING #03 — January 17th

At a Continued Board of Supervisors Meeting before the Planning Commission Workshop session on Wednesday, January 17th at 6:30PM in the Admin. Building Auditorium.

PRESENT: R. Clay Jackson, Chair
Carty Yowell, Vice-Chair
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Brian Gordon, Deputy County Administrator
Hannon Wright, County Attorney
Kimberly Turner, Deputy Clerk
Ligon Webb, County Planner

ABSENT: N/A

CALL BACK TO ORDER

Chairman Jackson called the Board back to order.

DETERMINE PRESENCE OF A QUORUM/ADOPTION OF AGENDA

Chairman Jackson advised that a quorum was present. Chairman Jackson stated they need to adopt an agenda and asked the Board if they had anything to add, which they did not.

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

Chairman Jackson advised suspending the Board of Supervisors portion of the meeting and letting the Planning Commission come into session and then go into the training.

NEW BUSINESS

1. COIA, FOIA, & ADA (Associated with Zoning) Training - County Attorney & Commonwealth's Attorney

The County Attorney presented ADA training associated with zoning.

- This was not a required training but thought it would be good training for these two governing bodies.

The Commonwealth's Attorney presented COIA training.

The County Attorney presented FOIA training.

The County Attorney thanked everyone and stated that concluded the training unless anyone had questions.

Chairman Jackson asked if anyone had any questions, which they did not. Chairman Jackson gave thanks to the County Attorney and Commonwealth's Attorney.

The County Attorney thanked the application for their patience.

CALL TO ORDER

Chairman Jackson called the Board back to order.

INFORMATION/CORRESPONDENCE

None.

CLOSED SESSION

None.

PUBLIC COMMENT

Chairman Jackson advised adding a second public comment to the agenda.

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

ADJOURN

With there being no further business to conduct, Supervisor Jewett made a motion to adjourn, seconded by Supervisor Dawson. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent (0).*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: February 13, 2024.

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Agenda
Board of Supervisors
Tuesday, January 23, 2024, 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: 12.12.2023 & 12.26.2023

Special Appearances

Old Business

2. Courthouse Boiler – Facilities & Maintenance Manager
3. Draft Compensation Study Update – County Administrator

New Business

4. Madison County Fair's Waiver Request Letter – County Administrator
5. Broadband Resolution – County Administrator

Discussion

6. Strategic Plan – Supervisor Jewett

Information/Correspondence

7. Wildfire Recognition – Deputy County Administrator
8. [Committee Appointment Update](#)

Public Comment

Closed Session

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 6:00 PM — Tuesday, January 23, 2024

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

MEETING #04 — January 23rd

At a regular meeting of the Board of Supervisors on Tuesday, January 23rd at 6:00 PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chair
Carty Yowell, Vice-Chair
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Brian Gordon, Deputy County Administrator
Hannon Wright, County Attorney
Kimberly Turner, Deputy Clerk

ABSENT: None.

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. Chairman Jackson inquired if anything needed to be added to the agenda.

The County Administrator noted they wanted to give the Board updates on committee appointments from after the Organizational Meeting.

Chairman Jackson advised adding the County Administrators recommendation as followed:

INFORMATION/CORRESPONDENCE

8. Committee Appointment Update

Supervisor Yowell made a motion to approve the agenda as amended, seconded by Supervisor Dawson.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).

PUBLIC COMMENT

Chairman Jackson opened the floor for public comment.

Jim Smith: Mr. Smith lives in Brightwood and had a few items to discuss regarding number five, Broadband Resolution, and number six, strategic planning, on the agenda. Before speaking Mr. Smith provided a revenue report to the Board. Mr. Smith voiced his concerns with the new bill and stated he was not in favor of it but was in favor of the letter the Board would be considering tonight. Mr. Smith supports engaging in strategic planning due to his concerns regarding long-term finances.

With there being no further public comment being brought forward, the public comment opportunity was closed.

CONSENT AGENDA

1. Approve Minutes: 12.12.2023 & 12.26.2023

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

SPECIAL APPEARANCES

None.

OLD BUSINESS

2. Courthouse Boiler – Facilities & Maintenance Manager

The County Administrator stated he asked Mr. Frazier, Facilities & Maintenance Manager, to be in attendance tonight since he oversees facilities and works with various vendors. As part of the Facilities & Maintenance Manager's monthly report at the last meeting, he discussed a boiler failure at the Circuit Courthouse. They have two boilers there and one of the two has failed. The Facilities & Maintenance Manager and the County Administrator have talked to Riddleberger Brothers, who is the vendor for the manufacturer, and the manufacturer and there is no part for this unit. These are 2009 models, roughly 15 years old, and the life expectancy is 20 years, so it still had some life left. Unfortunately, there is not a third-party vendor that could find the source and the Facilities & Maintenance Manager can speak to specifics. The County Administrator gave an overview of the piece that needs to be repaired. A quote was provided to the Facilities & Maintenance Manager and the County Administrator spoke with the vendor as well. Originally the quote was at \$33,000 and they got it down to \$31,900. The Facilities & Maintenance Manager has a recommendation and the County Administrator stated he concurred. The Finance Director is also present, and the County Administrator has asked her to analyze the finances and can speak to where the monies would come from and make a recommendation for transferring funds from operations to capital.

The Facilities & Maintenance Manager stated his recommendation is to replace this boiler with another PK boiler, so they do not have to make a bunch of changes to the switchboard and the \$31,000 was all inclusive. Riddleberger was trying to sell them another type of boiler for roughly \$60,000. The Facilities & Maintenance Manager stated if they replace both boilers later, then they can possibly sell this new boiler. The Facilities & Maintenance Manager recommends replacing it instead of trying to repair it. The Facilities & Maintenance Manager stated no one wants to put their stamp on it in case something goes wrong.

Chairman Jackson inquired how the second boiler was.

The Facilities & Maintenance Manager stated it is still up and it has passed inspection. It has been holding on for about two months now.

Chairman Jackson inquired if the new one will become the primary.

The Facilities & Maintenance Manager explained that it does not have a primary, that they both would alternate.

Chairman Jackson mentioned the study they have states the boilers were supposed to last for 30 years.

The County Administrator clarified that the study was the Facilities Condition Assessment, company Bureau Veritas. Their estimation was 30 years of life. They talked with PK (Patterson Kelly) the boiler manufacturer, and they stated the unit has a 20-year lifespan. It is not something you can file with insurance to recoup. VAcorp is the insurer for all County assets for buildings or equipment. There was some life left, and it is unfortunate that this internal part is not available and that is what led to this recommendation for a boiler replacement. This was not one of the targeted HVACs in the capital plan. This was one that failed that was outside of the FY24 replacement schedule, but they have found available funding. When considering other companies versus Patterson Kelly, they look at the engineering, design, and layout. The life cycles will stay 20 years and they should plan on 15 years because they only got 15 years out of this one. The County Administrator stated this is their best option at the time being that one of the two bowlers for the Courthouse is working during the winter months. They can have the boiler within a three-week period. The County Administrator stated he requested they treat this as “no heat” meaning they are prioritizing them in their schedule.

Supervisor Buchanan asked what the standard warranty for PK was.

The Facilities & Maintenance Manager stated he would need to check into that.

Supervisor Buchanan inquired about the possibility of getting an extended warranty.

The County Administrator stated he would ask about an extended warranty. For a standard warranty, most products are a year and maybe three to five. The County Administrator stated there was a question regarding whether there is another way to approach this mechanically. With the building and existing configuration of different zones, they are unable to replace this boiler with that type of mechanical equipment.

Supervisor Buchanan asked if the price included the removal.

The County Administrator agreed and stated it is turnkey.

The Facilities & Maintenance Manager suggested keeping it when they remove it, in case the other one failed so they could have extra parts. The Facilities & Maintenance Manager stated it is a one-year warranty.

Supervisor Dawson asked if the state came in to do an inspection and that was how it failed.

The Facilities & Maintenance Manager stated they were getting it serviced and Riddleberger noticed it was cracked.

Chairman Jackson asked if anyone had any questions before talking funding, which they did not.

Jennifer Warren, Finance Director, stated they have some capital funding for HVAC replacements, but not much since this was not in the scheduled plan this year for capital. The Finance Director stated they

have gone through the Facilities & Maintenance operations budget and there are a few categories, based on where they are year to date, from which they can pull. These are: outside services, repair and maintenance building, repair and maintenance, and parking lot paving. The Finance Director stated she forgot to ask the County Administrator about the parking lot paving, but she remembered during their discussion that they are going to be waiting on that until FY25.

The County Administrator stated there's only \$4,000 in that line but it's possible they may want to forgo using those funds. They must address the large tree that fell near the DMV. They did some research and found that that is County property. The problem with the paving is they must get a scope of work and a company to come out and bid. For paving, the Facilities & Maintenance Manager is working with Parks and Recreation for consideration and other projects. They will probably use some, if not all that \$4,000 this year. The County Administrator stated he thought the Finance Director was looking at the two different repair and maintenance line items.

The Finance Director agreed and stated she did more analysis after they talked and there are four categories the Finance Director would like to pull from: outside services, repairs and maintenance building, repairs and maintenance, and some from parking lot paving.

The County Administrator recommended the Board vote to authorize the County Administrator to sign the proposal and allow transfer of the appropriate funds in the amount of \$31,900 to be transferred from the Facilities & Maintenance call center to the capital line item for Facilities & Maintenance.

Supervisor Dawson made a motion to approve \$31,900 from the four categories into Facilities & Maintenance for the boiler at the Courthouse, seconded by Supervisor Jewett.

The County Administrator clarified that they are going to treat that as the capital.

Supervisor Dawson agreed and Supervisor Jewett seconded. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

3. Draft Compensation Study Update – County Administrator

The County Administrator stated the study committee has been hard at it since the Board approved commissioning a classification and compensation study at their September 26th, 2023 meeting. Initially they were planning to provide a draft study in early January. Since that time, they have done a lot of internal meetings with various departments. They are working on a public safety scale, and it is almost finalized. One of the localities, Culpeper, has increased some of their public safety positions in mid-January, and it caused some recalculation. A public safety scale will be something recommended and there will be a few positions recommended for reclassifying. They will be outlined in the narrative and through the actual internal documents they have. The update at this time is to inform the Board where they are, and they will bring to the Board a rough draft at the February 8th Budget Work session. The County Administrator stated the Board is probably going to be going through it for two or three work sessions before giving them direction. The County Administrator stated he would like a potential implementation schedule to go with it. The County Administrator asked the Finance Director, who is part of the Study Team, to be here tonight to add any additional thoughts.

The Finance Director stated she has created a summary tab that will show by department what the increase is for both compensation and fringe. Once they have refined those numbers to present to the

Board, the Finance Director is going to go back to FY25 department budgets and work with department heads to see if they can offset this increase in compensation and fringe. The Finance Director is also looking at the comp board funding revenue between what they were providing in revenue to what they will be providing to see what that additional revenue will be and present it to the Board.

Supervisor Yowell asked if they are going to have the comp board stuff in time.

The Finance Director stated not all of it, but they have potential numbers. The Finance Director stated it is her understanding from several department heads that they might not get those final numbers until later in the budget cycle.

The County Administrator agreed and stated he heard this from the Sheriff's Office, other departments, and Human Resources. The County Administrator stated this would not set them back from starting this review on the 8th. They have expenditures and salaries that are fully comp board funded, some positions that are partially, and then there are positions the county fully funds. When the Board is looking at a number to consider it is going to be a true number. Comp board funding is tax funding whether it is federal, state, or local dollars and it is a revenue source they are dealing with that should play into that equation. The County Administrator stated the Board has seen that in the Governor's budget and General Assemblies. The County Administrator stated he does not believe it will be fully ready by then, but they can start through the bulk of it.

The Finance Director stated for positions where they do not have comp board funding updates, she will put the current as a placeholder. That way the Board can see the current revenue offset to those departments. The Finance Director mentioned she will make a note that they will be updating comp positions once they get that information.

The County Administrator stated the Board will get to hear it and see it as a group but recommended getting one or two Board members to come in at a time and meet with the whole study team to start looking at some of these numbers. They can answer questions at the time they are meeting with the Board individually and it helps prepare the study team to bring answers back to the first work session. They are trying to make value of time and give the Board some information up front, so it is not too much of an information overload. The County Administrator stated anyone sitting in this room can anticipate that this is not a low 5-digit or 4-digit number when looking at compensation studies. They have been put in place to consider economic downturns and market corrections and they are trying to get staff at least to the market rate. The County Administrator gave an overview of more objectives of the compensation study.

Supervisor Yowell stated there is justification for the information in the study and asked if they could add the justification on the line item.

The Finance Director agreed and stated they have a notes column. They have a preliminary note, and the Finance Director will make sure it is pretty thorough and gave an example.

The County Administrator stated it is not too much trouble to do this because they are tracking different variables. The County Administrator gave a few examples of different things they consider and stated they do have those comments for those considerations.

Supervisor Yowell inquired if job descriptions come into play here.

The Finance Director stated they sent the job descriptions to the employees, and they reviewed them to confirm if they were accurate and make comments if not. They also sent surveys to employees to gather feedback. They have a lot of data, and it is taking a little bit longer than planned. The department heads have been fabulously giving feedback.

The County Administrator stated it should help set expectations and allow them to justify if it is something different than what they are seeing so it does not take anyone by surprise. They were able to catch department heads for their regular budget discussion and the compensation discussion. The County Administrator stated they have not seen too many job descriptions yet where they required a lot of changes, just a few.

The Finance Director stated the one that sticks out is Karl with building inspections. He had a lot of additions to his job.

The County Administrator stated they had them on a pathway through a certification process.

Chairman Jackson stated it is a lot of information and it is going to take several meetings to get through with multiple rounds of questions. The study team has worked on it extensively.

Supervisor Buchanan inquired how many employees there are.

The Finance Director stated with part time, she believed it was 132.

Chairman Jackson stated it is a lot and thanked the Finance Director.

NEW BUSINESS

4. Madison County Fair's Waiver Request Letter – County Administrator

The County Administrator stated it is pretty consistent every year. As part of the fair operation, they are asking for an exemption of fees for landfill fees or transfer station fees, building inspection fees, and zoning fees. They are announcing the week of the fair as July 17th through the 20th. They are a nonprofit, and a good, safe family entertainment. This is in line with requests they have made in past years, but it should be made as an annual request.

Chairman Jackson stated they do it every year and people value it.

Supervisor Yowell made a motion to exempt the Madison County Fair from landfill fees, build inspection fees and zoning fees, seconded by Supervisor Buchanan. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

5. Broadband Resolution – County Administrator

The County Administrator stated they have REC's, Mr. Ponton and Mr. Henry in the audience tonight. It was brought to the County Administrator's attention and there are other counties that either have passed opposition letters or will be considering it this week at their board meeting. The County Administrator stated staff recently learned of House Bill 800 and he believes there was a Senate bill that just dropped today, Senate Bill 713, which is mirroring HB800. This bill appears to shift cost. Madison County's main provider, through the VATI grants, has been Firefly and they did a lot of assumptions and calculations for

their make-ready work. There is an internet service provider (ISP) that is not Firefly, which is pushing this patron to move forward on this bill. If this goes through it makes the make-ready costs and any of those additional costs get passed onto the cooperatives which are going to get passed on to the ratepayers. The County Administrator gave an example of make-ready work and ways there may be increases. The County Administrator stated he personally opposes this as a citizen, but he is speaking in the capacity of the County Administrator. Louisa County has passed this resolution and they have changed some wording, but it is very similar to Louisa's. The County Administrator thanked Vice-Chairman Yowell for recommending a small edit to the last bullet point of the resolution. Originally there were parentheses around "funded by cooperatives." Supervisor Yowell had a good point to take the parentheses out and reword it to say, "make-ready work to be funded by cooperatives each time." This makes it clear that any additional changes to the standards would compel the make-ready work to be funded by cooperatives and by extension would move onto the ratepayer. In the agenda packet is REC's opposition letter and VACO has an e-mail in there taking a stance. Other partners who have been part of the Thomas Jefferson Planning District Commission who have also applied for VATI grants like Louisa are opposing this and Fluvanna is considering opposing it. The County Administrator's recommends the Board take into consideration staff recommendations, current neighboring partners opposition, our cooperatives opposition, and staff recommends the Board consider passing resolution #2024-2 with the minor revision provided by Supervisor Yowell.

Mr. Ponton thanked the Board for considering this. This is important to them, and it is important to all the counties and their members that they oppose this. Mr. Ponton expressed concern about this bill and stated it has the high potential to increase electric bills by as much as 50%, maybe a little larger. They appreciate the Board considering this and helping to support getting all the information they can out to the house and the Senate to not let this go through. There is support for both directions, and that is understandable. They appreciate all the counties, VACO, and anyone who will support and write a letter of support against this bill. This bill is not going to help get this project done any faster, it is probably going to delay it even further. The project with Firefly and REC is outside of this scope.

Chairman Jackson inquired who was for this.

Mr. Ponton stated there is one Delegate, Wyatt, who is for this. There is a Senator, Mr. Ponton could not remember their name, and a couple more people.

Chairman Jackson inquired why are they for this.

Mr. Ponton stated they believe the only way to resolve the issue of the cost is to push this back on the electric utilities. They believe that the reason this is expensive, and the ISPs cannot afford it, is because utilities have failed to keep their plant up to date, which is not true. Mr. Ponton gave an overview of the maintenance process they currently have in place at Rappahannock Electric Cooperative (REC) and how they replace and manage the poles. The plant today is perfectly fine, so this should not be funded on the backs of their members. They want this to be successful, just like in this county. They are doing what they can to support the ISPs and support bringing broadband because there is a lot of funding out there. If things are not taken care of in a relatively short amount of time, all that money goes back to the federal government, and it is gone. REC has been working with the ISPs and has been working diligently with their engineers and their designers.

Supervisor Buchanan asked if REC rents the poles to the ISP companies.

Mr. Ponton agreed.

Supervisor Buchanan stated if this got passed through, could REC just not increase the rent of the poles to cover the cost. Supervisor Buchana asked how much they are talking about and how many poles are bad.

Mr. Ponton stated it is in the range of 10% to 15% of the poles would have to be replaced. In a lot of cases, it is not that they are bad, it is height. Mr. Ponton explained how the current 35-foot pole would need to be taller to add more cables to it.

Supervisor Buchanan asked if there was anything saying they cannot raise the price for ISP companies to cover the cost if this bill passes.

Mr. Ponton stated if the bill passes, the ISP is not responsible for the cost of that pole.

Supervisor Buchanan asked if they could increase the rent, so people are not charged.

Mr. Ponton stated it is a possibility that it could increase it, but it would have to be a very substantial increase. Mr. Ponton discussed the possible reasons behind it being a substantial cost.

Supervisor Yowell stated there are probably some contractual agreements already in place between REC and the ISPs on how much rent they would pay.

Supervisor Jewett stated it is a domino effect and then nobody would get their service and they would be back where they started.

Supervisor Yowell stated that is what they got all this money to do.

Chairman Jackson stated this is a big shot to upgrade their technology infrastructure and infrastructure as a whole. Chairman Jackson stated changing it at this point seems to be ridiculous and it is a trickledown effect that will affect the consumer.

Mr. Ponton stated when the ISPs applied for the grant money, costs were figured in for make- ready for pole replacement costs. They have already received the funding to be able to do this and things are being shifted back on them. As a member of a cooperative himself, he does not want his bill to increase either and understands that it is sometimes tough paying those electric bills. They appreciate the Board considering this and their support.

Supervisor Yowell asked if they should expect a bill from the Senate that is going to try to do the same thing.

The County Administrator stated he was just made aware of Senate Bill 713 today which seems to be similar to the House Bill 800.

Chairman Jackson asked for confirmation that the sponsor on the House bill was Wise County.

The County Administrator stated it is showing for House Bill 800, eight sponsors. There are five Democrats and three Republicans that are sponsoring this. On the Senate Bill 713 side, there are two Senators that are sponsoring: Senator, Dave Marsden and Senator, Lamont Bagby. The County

Administrator referenced the projector screen and stated it speaks in addition to what Mr. Ponton was stating. There is ARPA funding, and that money does not expire until December 31st, 2026. There's time for them to either to say they would like an extension or reprioritize those monies. They have BEAD money they can take advantage of, which is strictly federal money. There are other ways to handle concerns without passing it on through an ISP rate or a power bill.

Mr. Ponton stated this does not only affect Rappahannock Electric Cooperative (REC), nor does it only affect this one ISP. All ISPs would then have the same opportunity should this pass and that is an even further increase in costs for electric members. REC is in favor of successful broadband projects, and they want to see that happen across the entire region. One of the number one questions they hear is, "you are my electric provider, what are you doing to help provide broadband." The answer is by partnering with large and small ISPs. Mr. Ponton expressed concerns with over lashing which is another thing that is in this bill. This would allow them to go out and attach to existing cables that are on those poles. Mr. Ponton reference a picture on the projector screen and explained what could happen if people start adding other cables without doing studies on the poles. They do not believe this is the right direction to go and are appreciative of the Boards support.

The County Administrator stated the main sponsors are Marsden from the Senate and Delegate Herring in the House. If the Board is obliged to pass this tonight, the County Administrator plans to send this off to their partners Firefly and REC, and the Thomas Jefferson Planning District to make them aware of passage and to encourage them as a Commission to make passage of a similar opposition. If the Board approves, the County Administrator will also reach out to their State Delegates to inform them of the County's position so they can vote accordingly to what the Board's constituents and the Board would like to see.

Chairman Jackson stated they have Resolution #2024-2, which is a resolution opposing legislative efforts to shift make-ready cost for broadband expansion to electric cooperatives.

Supervisor Dawson made a motion to approve Resolution #2024-2, seconded by Supervisor Jewett. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

Mr. Ponton thanked the Board.

Chairman Jackson advised Mr. Weakley to reach out to everybody and make sure they pass along the resolutions.

The Board agreed.

DISCUSSION

6. Strategic Plan – Supervisor Jewett

Supervisor Jewett stated they have been discussing strategic planning for the better part of a year/year and a half and they been trying to figure out a way to get it started. The State of Virginia wants their universities to be a resource to local businesses, local communities, and local governments. As part of James Madison University's (JMU) program they have a capstone course in Supervisor Jewett's department, in the College of Business, that will create information systems for clients over the course of the semester. These are topflight students and there are one hundred students divided into seven to eight teams. They compete to win the competition to see who produces the best solution. Supervisor Jewett was

talking to his colleague who runs that program, and everyone involved wants to partner with Madison County. They have done work for the Department of Forestry, local businesses in Harrisonburg, and IT companies in Northern Virginia. They have a really good track record of creating high quality work. If they do this program, they will write software for the County, and it will be a complete program that they can decide if they want to use. They will get intellectual property rights to it so they can do what they want after that. Supervisor Jewett would be the liaison between the County and this program and his goal and motivation for doing this is to get the process started. There are going to be a lot of changes in the requirements, but the Board can expect to be interviewed, as well as the staff and elected officials for feedback as to how they want this system to look. It is an enormous undertaking, but Supervisor Jewett has been guaranteed that they will get at least ninety-five plus percent out of it. Supervisor Jewett stated he is asking the Board for permission to pursue this program. It commences in early February, and it will conclude in mid-April. Supervisor Jewett stated the Board will be kept in the loop all the way.

Chairman Jackson inquired how much time by staff weekly is Supervisor Jewett thinking.

Supervisor Jewett stated it would be very little, maybe a couple of hours a week. They are going to send most of their questions to him.

Chairman Jackson stated that was good and asked the Board if they had questions and comments on this.

Supervisor Yowell stated it is not costing the county anything to get a product. When he first got the information about strategic planning, he thought they were going to have to pay \$100,000 to get something like this done.

Supervisor Jewett stated they would if they had to pay for it.

Chairman Jackson stated the no cost is big.

Supervisor Yowell states as an accountant he works on the other side of visions. They give him the vision, and he tells them how much it is going to cost. Supervisor Yowell stated he has always been a little skeptical of how much someone would get out of a strategic plan versus what they put into it. Supervisor Yowell stated he is willing to learn more through this process.

Supervisor Jewett stated this should be refined in the next couple of weeks and if the Board and staff have any input or other areas they want to focus on, to reach out. The only cost that they may incur would be if they adopt the software. They will need to see if they can host it on the on-premise servers or they would need to spin up servers in Azure cloud, which they currently have a contract with. It is going to develop in Azure and Supervisor Jewett needs to work with IT to figure out what a perspective cost would be if they adopt it. They cannot go wrong.

Supervisor Yowell asked if Azure is a content management software.

Supervisor Jewett stated it is Microsoft's cloud services and it has got a whole family of different software.

Chairman Jackson stated he agrees with Supervisor Yowell. Chairman Jackson stated the no cost is big. They tend to cost the county a ton of money and that is why they are going through this paying compensation. Chairman Jackson stated he is happy to see that done in house on the basis that they are

getting a better product that is geared towards Madison. Chairman Jackson stated if this is something that can push them in that direction than why not try it.

Supervisor Jewett stated he is envisioning this to be an easy-to-use system by them, so it is a collaborative software, it is a collaborative process, and they are not spending money outside.

Chairman Jackson inquired if this would have a portal for citizens.

Supervisor Jewett stated it depends on how they want to do it. Internally it would have a secure login by whoever they give access to. The reports would be public information anyway, and there is nothing they are hiding, but they would probably have it generate reports to post on the website that citizens can access.

Alan Berry, System Administrator I in the IT Department, stated eventually the county will be going to Azure. They probably will be hosting their own server that is basically nothing but Azure and the System Administrator can see them integrating with that. The System Administrator stated they can certainly get quotes for anything else that they would need hosting wise.

Supervisor Jewett stated he wants to involve IT in the process.

Chairman Jackson thanked the System Administrator and asked if there were other questions or comments.

Supervisor Buchanan mentioned that these people were mentored by Deloitte which is amazing.

Supervisor Jewett stated their average starting salary in his program is \$80,000 plus usually with a \$10,000 signing bonus. Some of these kids are starting at \$120,000- \$130,000 mainly because they have had at least one or two internships with Amazon, Deloitte, and KPMG. This is not an incompetent bunch of students, and they have big league mentors from Deloitte and JMU alumnus coming from all these different companies. They have some firepower behind this, and it is not going to cost a penny.

Supervisor Yowell asked if they will be able to explain it to an ignoramus like himself.

Supervisor Jewett stated communications is part of the project requirements. New elements that are going to be introduced into the project are FOIA consideration, meeting code, they cannot talk to more than two Board members at a time unless it is an official meeting, anything they produce is FOIA-able, and because of FERPA they must be very careful that they do not divulge any of their student information. There is going to be a legal dimension to this that they have not had to deal with before.

Chairman Jackson inquired how many students will be working on this.

Supervisor Jewett stated a hundred will be divided into seven teams and they all have the same project and are going to compete to be number one.

Chairman Jackson asked if they need a motion to move forward on this.

The County Administrator stated it would not be FY25 and recommended the Board to amend this to the current FY24 goals. That by itself should align that it is board action, and the Board is directing staff at whatever capacity is needed to participate.

The County Attorney inquired what the Board would be amending.

The County Administrator stated they will be amending the FY24 goals and priorities that were approved for the budget that was adopted in April.

Chairman Jackson stated he did not know if that was right because they are trying to see what goals and priorities this process comes up with. Chairman Jackson suggested the motion would be that they would authorize Supervisor Jewett to work with students at JMU to come up with a strategic plan and he would act as the conduit between them.

Supervisor Dawson made a motion to approve authorizing Supervisor Jewett to work with students at JMU to come up with a strategic plan as the conduit between them, seconded by Supervisor Buchanan.

The County Attorney asked if there was any sort of intermediate step where they take this on, frame the problem, and then come up with an early plan of action for the board to consider and then it keeps moving in iterations from that.

Supervisor Jewett agreed and stated they will complete the project and at the end of the process, the Board can say they are going to go forward, or they are not.

Supervisor Buchanan stated it is relatively quick.

Supervisor Jewett stated it has to.

Aye: Jackson, Yowell, Buchanan, Dawson. Nay: (0) Abstain: Jewett. Absent: (0).

The County Attorney encouraged Supervisor Jewett to let him know if he needs any help from him regarding deconflicting or educating anybody.

INFORMATION/CORRESPONDENCE

7. Wildfire Recognition – Deputy County Administrator

The Deputy County Administrator reference the Quaker Run Fire that took place between October 24th through November 17th. The Deputy County Administrator has a list of forty-four names for people around the county who had boots on the ground with brakes, backpack blowers, bringing food and so forth. In addition to that, there were 18 Volunteer Fire companies, EMS providers and emergency management. The County Administrator and the Deputy County Administrator have looked into doing challenge coins for the volunteers and plaques for those fire companies, EMS providers, and emergency management groups that helped. They are also looking into having a picnic at Graves. The Deputy County Administrator has spoken with the Fire Chief here in Madison and they do the annual banquet the fourth Saturday of March. They plan to do something there as well and that is a perfect time to get the neighboring fire companies in the building to have a meal and then recognize those folks. The Deputy County Administrator stated he is happy to hear any comments or suggestions.

Chairman Jackson stated they were talking about doing some type of picnic potentially at Graves for all those people around the March timeframe. The Graves family helped tremendously and are willing to work with them because they see the value of all those people that came together for it. Chairman Jackson stated it is a good thing to do.

Supervisor Yowell asked if they are talking about having two events and they are doing their own thing at the fire department.

The Deputy County Administrator agreed and stated the Fire Company holds a fire banquet every year. The Fire Chief first mentioned this before the fire was over with, so they are going to look at doing something there for the volunteers and professional agencies that came in to assist. Typically, they are invited anyway. As far as the volunteers go, this list is going to grow from forty-four names, and he is still trying to capture DSS. The Deputy County Administrator stated he knows there were more people involved.

Supervisor Buchanan inquired if it can be a full-page advertisement in the local newspapers.

The Deputy County Administrator stated they must be careful with that because they do not want to get into a situation where 2,000 people show up.

Supervisor Buchanan clarified he meant a full-page advertisement thanking the forty-four people.

The Deputy County Administrator stated they could certainly do that.

Supervisor Buchanan stated people would love to see that.

The Deputy County Administrator stated that is certainly something to look at. Social media is big now and they can do something like that as well.

Chairman Jackson stated it is a good thing and the folks up there that volunteered, they generally do not want anything. They could not have asked for better people, and they were there for the exact reason that you want them there for.

The Deputy County Administrator stated the fire company that showed up that sticks out in his mind is Kent Store and that is in Fluvanna. They had a group from Stafford that was on the way and the fire got in hand. There was a lot of support throughout the state, and had it not been multiple fires going on, then it might have been bigger than that.

Chairman Jackson stated it is a good thing to do.

8. Committee Appointment Update

The County Administrator stated it was recently learned that Virginia Career Works has changed their meeting date and time, and the Deputy Clerk has corresponded with Supervisor Jewett. The County Administrator confirmed with Supervisor Jewett that he was fine with the new date and time and if he wants to stay on, which he did. The County Administrator stated he learned that there is a Career Works Council which is what Supervisor Jewett is on and there is a Piedmont Workforce Advisory Board which is what Annette Hyde is on, who was reappointed, and they combine those meetings. The County Administrator stated he reached out to the schools before he received this education and should there ever

be an opening on the Advisory Board, Betty-Jo Wynham, the Madison County High School Principal and leads that CTE effort, will be willing to serve. The Council had to be made up of local officials.

Chairman Jackson asked when the meetings were held.

The County Administrator stated the meetings are March, June, September, and December, and it is the third Tuesday from 3:00 pm- 4:30 pm. They have one virtual meeting in June and that is the Annual Meeting.

The Deputy Clerk stated at the Organizational meeting the Board reappointed Lisa Paine Wells to the Encompass Community Supports Board, but they learned she has until 2025 until her term expires. They originally thought Valerie Ward was not eligible to serve again, but she is and is willing to serve if the Board would like to appoint her. They are still advertising Scott Bennett's position in the newspaper and on the website in two places.

Chairman Jackson asked for clarification that in addition to Lisa Paine Wells and Valerie Ward, they are advertising for another position.

The Deputy Clerk agreed.

Supervisor Yowell made a motion to approve Valerie Ward to the Encompass Community Supports Board, seconded by Supervisor Dawson. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

Chairman Jackson inquired if the Board would like to continue advertising for the Encompass Board.

The Board agreed.

The County Administrator stated for the Planning Commission they had three applicants the last time they interviewed and selected Mr. Smith to be appointed. There were two other applicants and the County Administrator reached out to them about the current opening. The advertisement went out a week ago and it is on the website. They have received one application so far. There is a Joint Meeting in February, and they have workshops. The County Administrator asked if the Board wanted to treat this as open until filled.

Chairman Jackson stated he understands they are running two different ads. The one in the paper has a February deadline and asked if it is going out again this week.

The County Administrator stated it is not.

Chairman Jackson asked the County Attorney if they must change that since it is advertised publicly.

The County Administrator clarified that the question is if it is advertised as "applicants through February 29th" can they prematurely close it and decide with the applicants they have before that date.

Chairman Jackson suggested they run something that states they changed the deadline.

The County Attorney stated he did not know what the advertisement requirements were and would have to look at it, but he assumed the answer was yes. The County Attorney stated once he can look at it, he will let the Board know.

Chairman Jackson asked the Board if they wanted to authorize the County Administrator to change that to get away from February 29th.

The County Attorney stated this is not a required advertising and they do this to increase the number of applicants.

Chairman Jackson suggested adding it to the first regular meeting in February.

The Board agreed.

Chairman Jackson inquired if the Board wanted to interview applicants.

The Board agreed.

The County Administrator stated he can circulate the past questions if the Board would like.

Chairman Jackson agreed and stated it seems to be effective.

The County Attorney stated they can correct the advertisement anywhere it has been posted.

PUBLIC COMMENT

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

CLOSED SESSION

None.

ADJOURN

With there being no further business to conduct, Supervisor Yowell made a motion to adjourn, seconded by Supervisor Dawson. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: February 13, 2024.

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Agenda
Budget Worksession #1
Thursday, February 8, 2024 at 3:00 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

FY25 Budget Worksession

1. Review FY25 Priorities, Goals, & Strategies
2. FY25 Compensation Study

Public Comment

Closed Session

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 3:00PM — Thursday, February 8, 2024

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

MEETING #05 — February 8th

At a Budget Workshop (#1) of the Board of Supervisors on Thursday, February 8th at 3:00PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chair
Carty Yowell, Vice-Chair
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Brian Gordon, Deputy County Administrator
Kimberly Turner, Deputy Clerk

ABSENT: Hannon Wright, County Attorney

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. Chairman Jackson inquired if anything needed to be added to the agenda.

Chairman Jackson advised the following change:

1A. Washington Circle

Supervisor Dawson made a motion to approve the agenda as amended, seconded by Supervisor Buchanan.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).

PUBLIC COMMENT

Chairman Jackson opened the floor to public comment.

Joe May: Mr. May expressed concerns with the increase the school is requesting and their priorities.

Nick McDowell: Mr. McDowell recommended requiring all non-profits to submit the last two years' 990 forms.

With there being no further public comment brought forth, the public comment opportunity was closed.

FY25 BUDGET WORKSESSION

1. Review FY25 Priorities, Goals, & Strategies

The County Administrator gave an update on the current FY24 Goals, Priorities and Strategies.

1. Improve access to broadband services.
 - i. Still on track with an August 2025 completion date.
 - ii. Just reflects the Rise Project.
2. Complete major capital projects
 - a. Public Safety Radio System
 - i. Still on track with an August 2024 completion date.
 - b. Financial Software Replacement
 - i. Tyler phase I complete.
 - ii. Tyler phase II and III should be completed by March 2024.
3. Complete a facilities inventory and needs assessment.
 - a. Plan for a new EMS facility.
 - i. Renovation design and bid underway – anticipated construction completion by December 2024
 - b. Dispose of surplus real estate
 - i. Completed – Both Criglersville and Thrift Road properties were sold.
4. Establish and maintain an ongoing CIP.
 - i. A CIP plan has been established. This will be an annual occurrence to maintain and update per BOS approval.
5. Negotiate an optimal exit of Greene County from RSA and review and discuss future RSA plan and policies.
 - i. Completed
6. Increase human resource support and employee assistance.
 - a. Develop incentive program and public safety pay scale.
 - i. Incentive program is based on certifications required and identified by each department head. A new public safety scale has been prepared.
 - b. Provide and encourage adequate training and certifications.
 - i. Department heads identify adequate training and certifications for their respective departments.
7. Comprehensive Plan Update
 - i. Currently underway and anticipated for approval in Spring 2024.

The County Administrator gave an overview of the proposed FY25 Goals, Priorities, and Strategies.

1. Improve access to broadband.
2. Complete major capital projects
 - a. Public Safety Radio System
 - i. Anticipated to be complete in August.
 - b. EMS Renovation
 - i. Moved from Planning to a Capital Project
 - c. Hoover Ridge Outdoor Recreation Center (TBD)
 - i. Gave an overview of Phase I and Phase II.
 - ii. They are requesting funds for Phase I and they have donors funding Phase II.
 - iii. The Board approved last year to fund \$212,000 for engineering and design.
3. Enhance Economic Development Resource and Strategy
 - a. Gave an overview of what falls into this category.

The County Administrator stated these are drafts and recommended items one, two a, and two b be definite and asked for Board direction for two c, three, and any additions.

Chairman Jackson inquired if Supervisor Jewett thought number three covered his strategic planning or if it needed a subcategory.

Supervisor Jewett recommended adding a couple of subcategories under number three because the vision for strategic assessment and planning would be regular operations and economic development would be another focus of that.

Chairman Jackson recommended the following:

- a. Strategic planning and analysis (JMU project)
- b. Economic Development
- c. Analyze and potentially develop a technology corridor.

Supervisor Yowell recommended adding “need to identify Madison’s resources,” which the County Administrator mentioned.

Chairman Jackson inquired if they wanted to make that number four since it was a large category.

The Board agreed.

Chairman Jackson stated for clarity:

4. Identify resources.

Chairman Jackson stated this is for all aspects.

The County Administrator recapped adding the following for clarification:

3. Enhance Economic Development Resource and Strategy
 - a. Strategic planning
 - b. Economic Development
 - c. Technology corridor.
4. Identify Madison Resources

Chairman Jackson agreed and inquired what else the Board would like to add.

The Board did not have any more additions.

The County Administrator stated this is an item that is in the Budget Book, and they can edit items later in the year.

Chairman Jackson stated they have knocked off a handful of items from last year and that is positive and this list puts things into perspective moving forward.

1a. Washington Circle

Chairman Jackson stated they have been talking about Washington circle and getting people to pave it and take out the circle. The original comment was that people are backing into it and it will be easier to

snowplow without the circle. Chairman Jackson stated they have not seen a lot of snow and it is a waste of money and effort.

Supervisor Yowell agreed and stated there is history behind the Washington Circle and would recommend research be done before anything is done.

Joe May: Mr. May inquired what was the Washington Circle.

Chairman Jackson stated it is in front of the DMV and is very nice.

The County Administrator explained what it looked like.

Supervisor Yowell stated it acts as a speed deterrent.

Chairman Jackson stated it is a waste of time.

Chuck Jackson: Mr. Jackson inquired if the County owns it.

Chairman Jackson agreed.

Chuck Jackson: Mr. Jackson recommended reviewing the parking places so the rescue squad can get back there.

Chairman Jackson stated he is not for paving a lot of stuff and it is extremely expensive. It is a waste of money at this point, and they must do other things with the available funds.

2. FY25 Compensation Study

Chairman Jackson thanked everyone involved in the Compensation Study. Chairman Jackson recommended departments using the last five minutes of their budget presentation to give feedback.

The Board agreed.

Supervisor Yowell agreed and stated the goal tonight is to understand how it was developed and the logic that went into it.

The County Administrator gave an overview of the history of the Classification and Compensation Study.

- September 2023, the Board authorized the formation of a study team to complete an internal Classification Compensation Study.
- The last time this was done they spent about \$45,000 for Springsted to perform the study that started in 2019 and ended around April of 2021.
- In October 2023 there was an internal employee survey and they had great participation.
 - The survey results are in the draft study.
 - The highest percentage of employed disagreement or unsatisfaction involved salary and benefits as compared to other local government employers.
- The County Administrator gave an overview of the survey results.
- The County Administrator gave a brief overview of the Non-Public Safety Pay Scale and the new Public Safety Pay Scale.

- The County Administration stated there were three outcomes of this study.
 - No increase due to being at market rate.
 - No increase recommended as employment acceptance letter allows for increases after obtaining certifications.
 - Recommendation for increase (variations are dependent on market rate, reclassification, employee department compression, etc.).
- The County Administrator recommended the Board review/discussed the draft plan and set aside a future date for department heads to speak directly to the Board for comments.
 - The County Administrator mentioned now that the Board has stated that he will inform the department heads.
- If a department head had notes, they are in the study.
 - The study team has recommended salaries and if a department head had something else, they also put that in.
 - They did not suppress their information.
- There is a note section for how they arrived at those three outcomes.
- The County Administrator thanked the Study Team.

Supervisor Yowell referenced page four, “Future Objectives,” second paragraph and read, *“This plan is intended to apply to full-time Madison County employees. Employees of the Madison County School Board, the Madison County Department of Social Services and constitutional officers who do not elect by contract to participate in the Madison County personnel policy/position description/classification and compensation plan system are not included.”* Supervisor Yowell inquired if any of those stated in the first sentence have joined the Personnel Policy.

The County Administrator advised making some revisions to that paragraph. While going through past files his office came across a Cooperative Agreement amongst constitutional offices. Some are still in place, and some are not. The County Administrator stated there are constitutional positions that are in there, but he would clarify constitutional offices not officer. The County Administrator recommended at a later date before discussion with the Board, meeting with those people to see if they want to consider those Cooperative Agreements. The constitutional officers can agree to participate in certain parts. The County Administrator gave an example.

Supervisor Yowell referenced the next page, “Program Career Development” and read, *“To encourage and enable professional development for entry and mid-level employees, department heads shall establish a progression plan for employees within their departments.”* Supervisor Yowell inquired if that has been done or is that something they will be tasked with after they have done the study.

The County Administrator stated during this study they created different tiers that did not exist before and are creating job descriptions for those tiers. The County Administrator gave a few examples.

Supervisor Yowell inquired if this was created by department heads.

The County Administrator stated they talked with the department heads, but not every department has a plan, but they are working on the job descriptions for the ones that are tiered in the study. The County Administrator gave a few more examples.

Supervisor Yowell referenced “Advancement Within Grade” on page three. Supervisor Yowell stated he is looking at that and is trying to reconcile the time of someone’s annual hire date with the budget

process. Supervisor Yowell mentioned they do not tend to do stuff out of the budget cycle, but people get their reviews and opportunity to advance within a grade out of budget cycle.

Chairman Jackson clarified Supervisor Yowell would like performance evaluations to coincide with the budget process.

The County Administrator stated that is current and gave an overview of that process.

Chairman Jackson referenced “Future Objectives” and stated they have seen many examples of people that have plans to earn certifications over a definitive time period.

The County Administrator stated the goal is they are applicable certifications.

The Finance Director highlighted the following items on the survey results:

- Ninety-eight employees responded.
- Only 17%-26% disagreed or strongly disagreed about being satisfied with their total benefits package.
 - Employees are, for the majority, happy with the benefits/healthcare and the paid leave.
- They had 48% that either disagreed or strongly disagreed that they are satisfied with their overall compensation.
- They had 59% that either disagreed or strongly disagreed that they are compensated relative to the market.
- The next couple of questions were related to employees treating each other with respect, having good relationships with their supervisors, accurate job descriptions, and the County offering training in a safe environment.
 - Only between 11%-21% disagreed or strongly disagreed.

Chairman Jackson stated 49% say they strongly agree or agree that they are satisfied with the total benefits package, and then 59% strongly disagree they are compensated relative to the local market.

The Finance Director agreed and stated maybe employees do not understand that does encompass their healthcare and everything. The Finance Director stated a lot of the dissatisfaction they will find relative to the market questions is because a lot of these other localities are doing new pay studies. Greene County has a new one and Madison County employees are finding out about it, and they have had a lot of discussion around this.

Supervisor Buchanan inquired if Greene’s Pay Scale was included in this.

The Finance Director stated she had a handout for Greene’s Public Safety Scale that they got yesterday and was not able to publish it.

The County Administrator stated they pulled information from eight localities and Greene County was one of them and they changed after they had started. The supplement is what they recently provided and in the packet is what they were provided when they started.

The Finance Director stated the surrounding county averages for the localities is what they are currently paying their staff not necessarily their pay scale. Although they may have increased their pay scales, the numbers that they received represents what their current staff are making and then averages it together.

Chairman Jackson stated this is a moving target and by the time they implement this it will be out of date. Chairman Jackson referenced the last compensation study they did and stated they are behind before they get started.

The Finance Director discussed the difference between the suggested Non-Public Pay Scale and the current one. The Finance Director gave an overview of the new Public Safety Scale.

Supervisor Yowell asked if the \$19.55 comes from the survey.

The Finance Director stated after putting the study together, that was the least amount of pay for public safety and it is similar to other counties. The Finance Director discussed the calculations for the pay scales.

The Finance Director gave an overview of positions and their recommended pay grade compared to their current pay grade.

The Finance Director discussed and reviewed the salary information they received from Albemarle, Culpeper, Greene, Orange, Paige, Rappahannock, Rockingham, and Warren County.

The Finance Director discussed and gave an example of the process the Study Team took to calculate the salary recommendations. After they produced these recommendations the Study Team met with department heads to discuss their recommendations. The Finance Director gave a few examples of that process and different items that were discussed.

Supervisor Buchanan referenced the gaps for certain positions for some counties and asked if that county did not have those positions.

The Finance Director stated gaps meant the county did not report, meaning they did not have the specific title.

The County Administrator gave an example and stated if they did not report they either did not report or did not have that position.

The Finance Director discussed a summary breakdown by departments for the recommended increases including fringe, and additional revenue that they should take in from the comp board positions. The Finance Director discussed the percentage increases and gave examples. The total increase in compensation, including fringe is \$510,000, but it should go down to \$334,000 due to the extra estimated comp board revenue.

Chairman Jackson inquired if they ran a total for department head recommendations.

The Finance Director agreed and stated they are on these slides.

The Finance Director reviewed each individual department and the Study Team's recommendations as well as the department heads. During the Finance Director's presentation there were clarifying remarks and questions.

While discussing the Commission of Revenue's Department, the County Administrator discussed the similarities between the Commissioner of Revenue's and Treasurer's departments and how they created some parody with pay scales. The County Administrator explained the tier system.

While discussing the Commission of Revenue's Department, Supervisor Yowell mentioned the Chief Deputy is not making \$38,610.

The County Administrator agreed and stated the current Chief Deputy is retiring after about 25 years of service and their current salary is \$60,000. The market value for that position is about 63,752. In this department they have an upcoming retirement and an anticipated promotion. The County Administrator clarified which positions were which and the one being looked at for the promotion.

While discussing the Treasure's Department, the County Administrator discussed the Deputy II position's certifications which are similar to the Chief Deputy's certifications, and years of services. They are not requesting a change in the grade for the Chief Deputy, but they are recommending increasing the salary slightly due to tenure.

The Finance Director added they are recommending the midpoint plus three years of COLA.

While discussing the IT Department, the County Administrator mentioned they are presenting recommendations and their rationale, and the Board can make any changes. The County Administrator mentioned that during budget presentations IT will be requesting a new FTE (full-time employee) position, The County Administrator gave an overview of the history of the development of the IT Department regarding staffing and the reason for requesting a new position.

The Finance Director stated the rationale on the IT Manager's side is he is trying to take off a lot of the outsource stuff they are paying Magna 5 to do. This one person will offload a lot of that.

Chairman Jackson asked Supervisor Jewett if he thought they warranted a third IT position.

Supervisor Jewett stated it depends how much they are going to move away from their outsourcing contract and what is going to be advisable for the long term. Supervisor Jewett advised further analysis of that.

The County Administrator mentioned they have met about this a couple of times with the IT Manager and the Deputy County Administrator is working with him to get job descriptions and everything worked out within two weeks. The County Administrator stated that since this is Supervisor Jewett's field of expertise, they will come to him first and then the rest of the Board.

While discussing the Registrar's Department, the County Administrator stated the General Assembly has a bill before them regarding requirements for full time versus part time due to population for the Chief Deputy position.

While discussing the Commonwealth's Attorney's Department, the County Administrator mentioned the Administration Assistant is a part time position. The County Administrator stated the Board received a supplemental handout that was provided by the Commonwealth's Attorney.

The Finance Director agreed and stated it is a valid point. The Finance Director read the Commonwealth's Attorney's notes on the supplemental advocating for an increase in pay for her employees.

While discussing the Sheriff's Department, Supervisor Yowell inquired if the only place in the study where fringe is rolled in is the page in the beginning and this is just salary.

The Finance Director agreed.

The County Administrator added for clarity where the Study Team's recommendation was located versus the Sheriff's recommendation. The County Administrator stated it is worth noting that Greene County just put out some new numbers. The Sheriff opted not to do a tier system and they will handle their own internal increase recommendation when they get out of the academy.

The Finance Director stated after talking with Captain Estes, recruiting deputies is the biggest concern because Greene has this large number.

Supervisor Buchanan inquired if the fringes are similar across counties.

The Finance Director stated the FICA is the same rate, but she cannot answer on the VRS contribution.

The County Administrator stated most of those are the same. The health benefits could vary but when it comes to VRS the different plans are the same for those that participate in the Virginia Retirement System.

While discussing the Emergency Communication Department, the Deputy County Administrator stated he has worked with the Director of Emergency Communications on tier one, two and three. The Deputy County Administrator explained the different tiers are based on mainly certifications and some tenure.

The Finance Director stated this is one the Study Team feels strongly that the current salaries in this department need to be looked at. They are losing a lot of dispatchers quickly.

The Deputy County Administrator referenced the averages on the first sheet and stated they are not too far off on this scale. Greene County are starting them out at \$47,000 plus 1% for every year. The Deputy County Administrator gave an example of how a Madison staff could go to Greene and make more immediately. The Deputy County Administrator stated they turned into a training ground where people come to get trained and experience and then go somewhere else. The Deputy County Administrator mentioned this is a public safety issue everywhere.

The Finance Director gave an overview of the Study Teams recommendation salaries for Emergency Communications.

The County Administrator referenced the current minimum that is on the projector screen and stated the new recommendation is behind others, but they are trying to create the tiers for a career advancement process. It is making a substantial adjustment from where that grade level is now but there will be some pathway between one, two, and three.

While discussing the Emergency Medical Services (EMS) Department, the County Administrator clarified that the team listed the positions as a whole and then each staff's position individually without listing the staff's name.

The Finance Director stated the calculation is in the handout the Board received.

The County Administrator mentioned Madison does not have Fire in their job description. Madison may compete with Culpeper and Orange, but Greene is the closest to Madison because it is only EMS.

While discussing the Building and Zoning Department, the County Administrator stated they are not asking for a new position and clarified the "New position" is a promotion that leads to a new position title and is due to certifications.

While discussing the Animal Control Department, the County Administrator mentioned the difference in years of service for the Madison employee versus the markets.

While discussing Parks & Recreation, the County Administrator explained the recommendation to change the Program Coordinator's position title to an Assistant Manager which changes the pay grade and the salary. The Study Team also recommended a new pay scale and salary for the Manager due to the market and tenure. The County Administrator stated the Maintenance Technician is similar to a Facilities Maintenance Technician and they recommended those positions be classified the same. The County Administrator gave an example of those departments working together on projects.

Chairman Jackson, a Parks & Recreation Liaison, agreed that the Program Coordinator is an Assistant Manager, and the Maintenance Technician should be similar to the Facilities Maintenance Technician.

Supervisor Yowell, a Parks & Recreation Liaison, agreed and gave an overview of the many things the Program Coordinator does and their certifications. Supervisor Yowell stated the current Manager is the biggest scavenger and can do more with less and has many connections which saves money.

Chairman Jackson advised Parks & Recreation becoming a county department.

Supervisor Yowell inquired about the reason it was created as an Authority.

The County Administrator stated he sat on that Board and was able to clarify why it was created as an Authority rather than a department. Some of the reasons were due to the funding and getting the program going. The County Administrator recommended consulting the County Attorney and the Liaisons to have a discussion with the Parks & Recreation Authority Board. The County Administrator recommended adding this objective to the Goals, Priorities, and Strategies list as number five.

Chairman Jackson stated they are already operating payroll for these folks, and they deal with the whole benefits package. Chairman Jackson recommended talking to them when their department comes in and he and Supervisor Yowell will talk to them at the Parks & Recreation Authority Board meeting. Chairman Jackson advised tasking the County Attorney to evaluate to see what it would take to bring it under the County. Support Hoover Ridge is a 501c3 so that takes care of that aspect of it. Chairman Jackson stated it should not be a separate entity where they have to shift money back and forth.

The Board agreed.

While discussing the Economic Development & Tourism Department, the County Administrator clarified that the reason for aiming to pay the Director similar to Orange County is due to years of experience. They would never match Orange's pay range but try to achieve closer to the compensation of what that individual is currently making. They are not recommending going to the market salary, but recognizing those various functions that they perform, and their tenure compared to surrounding counties.

The Finance Director referenced the summary page that has the salaries with fringe listed. The Finance Director mentioned the highlighted in yellow is a change from the first version that is in the packet. The Finance Director stated she had the wrong comp board funding amount. It is to Madison's advantage because the Treasurer is projecting more in increased revenue. The Finance Director stated they put a lot of effort into this as a Study Team and she is asking Departments to cut where they can to help offset.

Chairman Jackson stated this is so much better than what they received from Springsted and stated they did a terrible job. Chairman Jackson thanked the Study Team for doing this.

Supervisor Jewett stated this is an excellent study and commended the Study Team for undertaking this. Supervisor Jewett stated one component he wishes could be apart of any compensation study, although it would be difficult, is knowing the work and responsibility differential from County to County for a given position. Some folks individually do take that into consideration when they decide to leave or not leave Madison. Unfortunately, this is the effect of three years of inflation caused by state and national government and the problem is being dumped in their laps. They are going to have to deal with it in the best and fairest way they can for the taxpayers and the employees.

The Finance Director stated she recognized that Greene County tax base has Walmart and Lowes and is a lot higher. They are looking at all those factors and unfortunately, they have to compete with those counties for employees.

Supervisor Yowell stated he has been thinking about that as well and stated the School Board wants to give the teachers raises for the same reasons. Supervisor Yowell shared a story his father told him, which he thinks about in these situations. Supervisor Yowell stated he cannot give the "I don't give a damn" position and he recognizes what they are up against and the value of their employees. Supervisor Yowell stated they will figure it out.

The Finance Director stated other counties have more staff and Madison's staff are wearing a lot of hats.

Chairman Jackson stated having additional staff has pros and cons. Madison is in a unique position and there is value even though they are in a competitive field. Madison has a bunch of perks that are hard to quantify and referenced the Finance Director's short commute to work.

The County Administrator stated when he thinks of the different components, he thinks about whether they need to be specialized in a certain thing per department. The County Administrator gave examples of the Commissioner and Treasurer. They are doing more with less and discussed how they can use their staff uniquely. The volume of work can be different and referenced call volumes and data they looked at. The County Administrator discussed tenure and stated it is alarming how they have become younger regarding years of service. The County Administrator stated he is not at the school and does not know the school's formula to get their numbers, but he is proud that this study has listed how they arrived at that by every position for the public to see.

The Finance Director stated one example of that is HR, where they have one FTE where other counties have several. If that one HR staff left, Madison would be in trouble. They have a backup plan, but they want to recognize they are smaller.

Supervisor Yowell inquired if the positions that have “Deputy” in front of the title are ready and qualified to step in to their director support positions.

The County Administrator gave a few examples and stated it depends on the position.

Supervisor Yowell recommended changing the name of the “Non-Public Safety Pay Scale” for clarity that there are not two Public Safety Pay Scales.

The County Administrator stated they will call the general one, “Pay Scale” and the other would be “Public Safety Pay Scale.”

The Finance Director agreed.

The County Administrator stated the General Assembly passed minimum wage standards that are different than the federal government. They are in the \$12.00 range and the law by the General Assembly at that time was by January 1, 2027, they will hit the \$15.00 per hour mark. The Pay Scale will be recalibrated based on law at some point.

Chairman Jackson stated they should go through some of the known cost that are out there currently to make everyone aware. They have a meeting with the schools tomorrow and nothing is set in stone. Right now, the school has a 700K proposed operation budget and that is not taking into account their salaries study which are going to be somewhere between 400-500K new money.

Supervisor Yowell agreed and stated the 700K is just to cover the 5% increase effective in December from the Governor’s budget.

Chairman Jackson stated they have a handful of ARPA and ESSER positions that they want to preserve and those are included. They have 700K for operations, 400K-500K new for salary, and capital for the school is 1.7 million. That is air handlers at Waverly, computers at 900K, the control board at 400K, 240K in buses, and another 100K roughly in general maintenance. On the County’s side they have the EMS building that is between 700K to a million to renovate, 334K in salaries and benefits new money, and potentially 700K for Parks & Rec for their capital project.

Supervisor Yowell agreed and stated he has a total of 4.8 million. The 1.7 million that they have from the school is a result from the Capital Improvement Committee, which he and Chairman Jackson both serves on.

Chairman Jackson stated it has gone really well and they have been talking about these items for a year and a half and is going through the vetting projects. Having the County Administrator, Deputy County Administrator, and Dr. Timmons with the schools adds a tremendous amount. There are a bunch of items on the list that need to be vetted a lot more and they will talk to Dr. Timmons to see what he thinks about it. Chairman Jackson stated he does not see a whole lot they are going to accelerate honestly. They have been taking care of the boilers at the High School this year, and there are a handful of other items.

The County Administrator stated they will get the CIP (Capital Improvement Plan) at some point, and he thinks they can land anywhere between 2.4-2.7. That is looking at the two large projects, one they want to see the price tag during the bid and that is the EMS renovation, and the other is whether the Board wants to fund phase one of the Hoover Ridge Outdoor Recreation Center. There is also an ambulance that is around \$470,000. They committed to one last year and this would be the money put in to pay for that. They are going to ask to order another one this year, but this money is to pay for the original one. There are also some fleet vehicles for the Sheriff. They will talk further on Tuesday about this, but they approved a service agreement with Davenport, Financial Advisor. That was during a timeframe when money was borrowed for the radio project, the Primary School renovation, and some other things. They have an active service agreement, and they will look at the audit when they get that and look at the School and County's capital. They will see their net positions where they ended last year and have recommendations for the Board. The idea is to review and analyze it and present it to the Board to choose.

Supervisor Yowell stated they do not know revenue and a lot of other stuff yet. Supervisor Yowell mentioned one of the items on the School Board agenda was "roll back" and inquired what that was.

The County Administrator stated he can look into it. Their calendar states their budget public hearing is scheduled for February 12th.

Chairman Jackson stated they do need to give the school credit because they turn money back every year and that shows responsibility. It is a tool they use to the taxpayer's advantage to repress additional cost based on current funding levels and being able to take care of additional needs.

The County Administrator put on the projector screen Ms. Patterson's email for Supervisor Yowell, and it stated, "Supplemental Appropriation Turn Back Funds." The County Administrator stated they have their public hearing right before.

Supervisor Yowell asked for confirmation that was for Monday.

The County Administrator agreed. At the next budget workshop, they will start rolling into department and outside agencies presentations. They have a lot of that information now and that can be released a lot sooner.

The Finance Director stated it is already on their OneDrive and gave an overview of where that was located.

The County Administrator stated the Deputy Clerk will put that in their agenda packet.

The Finance Director stated she has a spreadsheet that shows last year's request versus this year's request.

The County Administrator stated he appreciated Mr. McDowell's comment and stated in the past they have received that information. The County Administrator asked the Finance Director for confirmation that they normally submit a 990 form.

The Finance Director agreed and stated based on that comment she will put those in a folder within their folders that says "990 forms".

The County Administrator stated the request was for the Board to review those forms, so it may not be in the packet. The County Administrator stated for confirmation that he is going to email department heads that their time to make comments will be during their scheduled budget presentation.

The Board agreed.

PUBLIC COMMENT

Chairman Jackson opened the floor to public comment.

Mr. McDowell: Mr. McDowell spoke about the importance of paramedics and stated the presentation was great.

Kim Smith: Mrs. Smith Brightwood resident, shared appreciation for the Board that ended December 2023 and has every hope and expectation for Supervisor Buchanan. Mrs. Smith expressed concerns with past Board’s decisions and the long-term financial issues they are now facing. Mrs. Smith expressed concerns regarding community engagement. Mrs. Smith feels the school’s expectations and standards need to be higher. Mrs. Smith stated the County is getting older and Madison cannot compete with larger counties. Mrs. Smith stated they need to find a way to get families to want to live and stay in Madison. Mrs. Smith is in favor of strategic planning.

Bill Walthal: Mr. Walthal, Wilderness Road Resident, expressed concerns regarding the school system’s funding request and the overall level of standards. Mr. Walthal encouraged the Board to be mindful of tax increases when considering the budget and thanked the Board for their work last year.

With there being no further public comment brought forth, the public comment opportunity was closed.

CLOSED SESSION

None.

ADJOURN

With there being no further business to conduct, Supervisor Jewett made a motion to adjourn, seconded by Supervisor Dawson. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: February 27, 2024.
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Agenda
Board of Supervisors
Tuesday, February 13, 2024 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

Consent Agenda

2. Approve Minutes: 01/02/2024, 01/09/2024, 01/17/2024, & 01/23/2024

Special Appearances

Old Business

3. Swinging Bridge Update – Supervisor Yowell

[3a. Sheriff's Department Supplemental](#)

New Business

Discussion

Information/Correspondence

4. Municode Service Update – Deputy Clerk
5. Delay of FY 2023 Audit Completion – Finance Director

Public Comment

Closed Session

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 4:00 PM — Tuesday, February 13th, 2024

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

MEETING #06 — February 13th

At a regular meeting of the Board of Supervisors on Tuesday, February 13th at 4:00 PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chair
Carty Yowell, Vice-Chair
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Brian Gordon, Deputy County Administrator
Hannon Wright, County Attorney
Kimberly Turner, Deputy Clerk

ABSENT: None.

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. Chairman Jackson advised adding the following item to the agenda:

NEW BUSINESS: 3a. Sheriff's Department Supplemental

Supervisor Dawson made a motion to approve the agenda as amended, seconded by Supervisor Yowell.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (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.

CONSTITUTIONAL OFFICERS, COUNTY DEPARTMENTS, COMMITTEES & ORGANIZATIONS

1. Monthly Reports

Jennifer Warren: Mrs. Warren, Finance Director, gave a monthly report.

- They have a new date for receiving the FY23 audit back, which is February 29th.
 - The delay has been on the company's end due to IT and personnel issues.
- Continuing to work on FY25 budget.
- Continuing to work on ERP implementation.

- Finished the HR and payroll implementation.
- Finalizing time and attendance
 - Tyler-Munis is working on fixing a few issues.

Chairman Jackson reference item 5 on the agenda and asked the Finance Director if there was more information they needed to go over.

The Finance Director stated there was not. They said they probably could get the audit to them by the end of this week, but they said the 29th to make sure it is in final form. David Foley plans to come present in March.

The County Administrator stated there are statutory requirements for them to post about the delay in audit and they have it posted outside the auditorium as well as on the website and is for transparency purposes.

Brian Gordon: Mr. Gordon, Deputy County Administrator, gave a radio project update.

- They are 91% completed.
- Signed off on a partial benchmark three.
 - There is a total of four in this contract.
 - They have 70% of all equipment installed.
 - The third benchmark is 100% installed.
 - Fourth benchmark is final acceptance.
- ECC server racks have been installed.
- All consul equipment has been delivered to the ECC but not yet installed.
- All equipment has been installed at Hoover Ridge and microwave dishes have been hung.
- At Blakey Ridge, microwave dishes have been delivered but it has been too windy to be installed.
 - Anticipated to be done by the end of the week.
- Equipment has been installed at Beautiful Run and microwave dishes are up.
- At Church Hill, the retaining wall is being worked on.
 - That site is scheduled for completion March 29th.
 - Once the civil work is done, the foundation for that is scheduled for the first week of March depending on the weather.
- Training will take place in June.
 - Ranges from console operators at the ECC to the Director of Emergency Communications and himself conducting radio classes for first responders.
 - The new radios are more like a smart phone than traditional two-way radios.

Chairman Jackson inquired about the date for training.

The Deputy County Administrator stated it is in June.

- Fleet mapping will be done by the end of this month and transferred into the system by May.
- Had a meeting with Stated Police and they received permission to be on the Stars System which gives access to VDOT, Conservation Police, and the Department of Forestry.
 - It will start as an interop channel and will grow from there.

Chairman Jackson inquired where the State Police were located.

The Deputy County Administrator stated Richmond.

- Coverage testing is set for June and July.
 - July is everyone's busy season for the Fire Department, Sheriff's Department, and EMS.
 - They are going to try to get coverage testing done in June to get it installed for July, but it may be pushed back into August.
 - The Sheriff does not want to try to install equipment while they are doing the parade and other things.
- Cutover is set for August 2024.
 - Tentatively the 15th

Supervisor Yowell inquired if cutover in August meant they are going live.

The Deputy County Administrator agreed and stated coverage testing is going to dictate that. They go into coverage testing in June or July. They divided the County into 280 squares, and they will test each square. Right now, they expect to be 95% on mobile and 93% on portable. If the percentage is below what Motorola said, then they will fix it.

Supervisor Yowell inquired if Church Hill would be done by then.

The Deputy County Administrator agreed and stated they are saying it will be done by the end of March, configured in April, and they will start testing in May. The Deputy County Administrator stated that depends how quickly Verizon gets in there. That contract was signed Friday and they have assigned them an Operation Manager.

Supervisor Yowell inquired about the equipment at Church Hill today.

The Deputy County Administrator stated they are working on the retaining wall with six courses at its highest. Once that is in, they can start digging the hole for the foundation for the generator, fuel pad, the shelter, and the tower.

Supervisor Buchanan asked if this was new equipment and what they did with the old equipment.

The Deputy County Administrator agreed and stated the old equipment will have some trade in value, but it is minute.

Supervisor Buchanan asked for confirmation they would not be able to use that for parts.

The Deputy County Administrator agreed they would not, but stated some of the MT3,000 repeaters they are using now will be able to be used as spares for their paging system because they are not upgrading that.

Jamie Wilks: Mr. Wilks, Director of Building and Zoning, gave a monthly report.

- Building
 - As of January 18, 2024, there is a new State Building Code.
 - There are a lot of changes.
 - Staff will be doing Code Update Training
 - Two staff will be attending the Building Code Academy and Residential Building Inspection and Permit Academy.
 - Included in the Board packet is a report showing the permits issued last month.

- Zoning
 - Continuing work on the Comp Plan.
 - Received a couple of site plans and they are being reviewed and have been shared with their state partners.
- Erosion & Sediment
 - There have been changes to the Storm Water Management and Erosion and Sediment Control Plan. In the Board packet is the letter they received.
 - This needs to be reviewed by the board, County Administrator, and the County Attorney.
 - At first it looked like there were going to be significant changes, but potentially not.
 - Takes effect July 1 and they do not want to be behind.

Supervisor Yowell inquired if a comment period on this has already passed.

The Director of Building and Zoning stated it is done and they notified them via email of the information that is in the agenda packet. The Director of Building and Zoning stated the state makes changes and passes it to the counties, similar to the Building Code. The new Building Code has a lot of changes and energy is everything with the state.

Supervisor Yowell asked if builders know the new codes when they come in.

The Director of Building and Zoning stated the majority do not know. They are going to hold a Code Update Training, like they did last time, and it is open to all.

Chairman Jackson inquired when they were doing that.

The Director of Building and Zoning stated they do not have a date yet due to Tyler-Munis implementation. They may do it around March.

The County Administrator stated they will make the Board and public aware when that date is available.

The Director of Building and Zoning stated there is a PDF out with the significant changes and they posted it on the County's website.

Moonie Frazier: Mr. Frazier, Facilities & Maintenance Manager, gave a monthly report.

- At the Courthouse they have been having problems with the cooling.
 - The coil in the chiller froze up and caused a bunch of holes.
 - They repaired it last year and now it is time to replace it.
 - Working on getting quotes
- The boiler replacement at the Courthouse should arrive any time.
 - As soon as it comes in, they will replace the boiler.
 - They are going to keep the old one for parts.
- The War Memorial Building unit is back up and running.
 - Completed that last week.
- They recently worked on a project at Hoover Ridge adding electric to the flag poles, batting cages, and irrigation lines to each field.
 - Saved the County a lot of money by doing it in-house.

- For the Transfer Station wood waste, he has two contractors meeting this week to get two other prices to see if the one they use is compatible.

Chairman Jackson inquired how often they do it.

The Facilities & Maintenance Manager stated they do it every year. They must do it every year because it is part of the recycling rate, and it helps tremendously.

Chairman Jackson inquired when they would do the chipping.

The Facilities & Maintenance Manager stated he was trying to do it before the Free Brush Month but will have to do it after Free Brush Month due to short timing. Due to the price, it needs to go out to bid and the Deputy County Administrator is helping with that.

Chairman Jackson inquired when Free Brush Month was.

The Facilities & Maintenance Manager stated it was in March.

Chairman Jackson asked for confirmation that they are planning to do it the April/May timeframe.

The Facilities & Maintenance Manager agreed.

- Recently looked at the roof on the Court house at the rubber roofing membrane as well at the CID building.
 - Trying to repair those to save money instead of replacing them right now.
- Meeting tomorrow morning for a fence contractor for the Landfill and the Animal Shelter.
 - Trying to get a couple prices and bids on those.
 - Need to replace the fence that is knocked down.

Chairman Jackson asked if they are going with a chain link with wire up high.

The Facilities & Maintenance Manager agreed.

Supervisor Yowell inquired if that went along Shelby Road.

The Facilities & Maintenance Manager agreed and stated it was in front of the Animal Shelter. There has been a lot of damage due to trees falling on it.

- DMV Office is completed.
 - Gutters have been replaced.
 - Handrails have been done.
- Gas tank has been removed from Criglersville at the Museum
- Coming up on mower season and outside work.

Supervisor Yowell inquired about the price to fix the cooling system at the Courthouse.

The Facilities & Maintenance Manager stated it is around \$11,000.

Chairman Jackson mentioned he was there, and it was very hot.

The Facilities & Maintenance Manager agreed and gave an overview of the process for fixing it.

The County Administrator stated they are coming up on a lot of lifecycle limits and it is a repair of an internal component. The County Administrator gave thanks to the School's Director of Facilities and Maintenance, Stacey Timmons. The County Administrator mentioned the Schools, Madison County Facilities, and Parks & Recreation work well together. Mr. Timmons sent an A&E firm out to meet the Facilities & Maintenance Manager to look at these roofs. The County Administrator discussed the price increases for material.

Sean Ferguson: Mr. Ferguson, Director of Emergency Communications, gave a monthly report.

- Emergency Communication for the month:
 - 911 calls received from residents was 138.
 - 339 from cellphones.
 - Administrative calls received were 2,245.
 - Administrative calls made 1,140.
 - Total call volume for the center was 3,862.
 - Increase of 109% for the same time period last year
 - Calls for service through the Sheriff, Fire, and EMS last month were 1,214.
 - That is 102% of what they did last year.
- Radio project status: The Deputy County Administrator gave a report.
- Staffing: One position open.
 - Dispatcher just completed Criminal Justice Academy Certification.
 - Two dispatchers just started in the past 2 weeks and are in training and anticipated attendance to Criminal Justice Academy June 3rd.

Chairman Jackson inquired if they were advertising for the one position.

The Director of Emergency Communications stated he is not advertising at this time. For a small center, there is not enough space to have everyone in there at one time. Once they get these two new staff through the academy the Director of Emergency Communications will reevaluate and start to advertise.

Chairman Jackson inquired how long the academy was.

The Director of Emergency Communications stated it is for one week, but the on-the-job training can take several months.

Supervisor Buchanan inquired about the cause for the percentage job from last year to this year.

The Director of Emergency Communications stated it could be any number of things and gave a few examples.

Annette Dodson: Ms. Dodson, Animal Shelter Manager, gave a monthly report.

- Chief Helme ordered and delivered the AED for the Shelter
 - It has been installed and he has been out several times to make sure it is working properly.
- The titer results came back for Melissa and Joyce, and both are good until December 2025.
- Met with Chris from Security Innovations and went over new camera placement for the shelter.
- One staff member's last day was January 31st, and they are in the process of interviewing for potential hires.
- Numbers for January:

- Five dogs adopted.
- Two dogs reclaimed.
- Two dogs transferred to RAWL, which is Rappahannock.
- One Dog transferred to PAL.
- Eight Cat adoptions
- Three cats transferred to PAL.
- Transferred eight cats from Culpeper to the Madison Shelter and all have been adopted.
- Started February with three cats and four dogs.
- Right now, they have three cats and four dogs.

The County Administrator stated to complement the fencing, the Animal Shelter Manager is getting some cost on grubbing/forest type of mulching to clear up that area.

The Animal Shelter Manager stated it is grown up and she wants to make it look more presentable to the public.

Gavin Helme: Mr. Helme, EMS Assistant Chief & Emergency Management Coordinator gave a monthly report.

- Still in the process of getting the Virginia Emergency Shelter Grant taken care of.
- Working with Mountain View Nursing Home to have a public safety facility tour.
- The Verizon SAT/COW: Due to the excessive annual and upfront costs of this device, they do not recommend proceeding with this item in the 2025 FY budget.
- The LEPC meeting has been scheduled for March 8, 2024, at 2:00 PM.
- Working on reimbursement for the Quaker Run Fire.

Noah Hillstrom: Mr. Hillstrom, EMS Chief, gave a monthly report.

- January was busy with 166 calls and a nine-minute response time.
- Continue to assist other counties with mutual aid.
- Fully staffed.
- On January 18, 2024, Daryl Preston instructed a community Friends and Family CPR event and nine people attended.
- EMS staff are now going to the Madison Senior Center each week to perform blood pressure checks.
- Gave a brief update on the canine respiratory illness.

Bruce Livingston: Mr. Livingston, Information Technology (IT) Manager, gave a monthly report.

- Reset the WIFI password this week due to overload of personal devices on WIFI.
 - Encouraged folks to use guest WIFI for personal devices.
 - IT has the password for WIFI.
- A lot of support on training for Tyler- Munis.
 - Feels good about it and the IT part is going smoothly.
- Alan Berry, System Administrator I, is working from home this week to work on Microsoft Certification Training.

Chairman Jackson inquired how long is the certification process.

The Information Technology Manager stated it would take a few weeks to a month. He is not starting from scratch because he has been working on it. They need that done for their future plans. The Information Technology Manager stated he has more training lined up for the System Administrator I staff.

- Completed Multifactor Authentication (MFA).
- Next will be the Intune rollout.
 - This will be to track and configure all mobile devices.
- Expects to spend a lot of time working on Tyler-Munis until the rollout.
 - Gave an overview of future requirements once Tyler-Munis is live.
- Kemper Mansion now has fiber.

Chairman Jackson inquired if that was for the Historic Society.

The Information Technology Manager agreed.

The County Administrator agreed and stated that is a county facility.

- Gave an overview of “Quarantined emails,” which is a new protection feature that is in place.

Supervisor Yowell stated he received a notice for a quarantined email asking if he wanted to accept the email and he felt that was a question more for IT.

Chairman Jackson agreed.

The Information Technology Manager encouraged people to contact IT if they received a quarantined email and they were not sure if it was safe. The Information Technology Manager mentioned he had Supervisor Yowell’s hard drive and was able to repair it.

CONSENT AGENDA

2. Approve Minutes: 01/02/2024, 01/09/2024, 01/17/2024, & 01/23/2024

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

SPECIAL APPEARANCES

None.

OLD BUSINESS

3. Swinging Bridge Update – Supervisor Yowell

Supervisor Yowell stated Marty McGetrick contacted him, and he would like to inform the Board and the general public where this stands right now. Fall of 2020 the bridge was shut down and a 501c3 was going to get formed in Criglersville to take it over, but that did not happen. Mr. McGetrick has decided to revive efforts to open the bridge. Mr. McGetrick sent a FOIA request to VDOT asking for all the history on it and he wants VDOT to fix the Bridge and keep it in their system.

Supervisor Yowell stated he made calls to Greg Yates, member of the Commonwealth Transportation Board, and Stacey Landry, Assistant District Administrator (who they would need an easement from to use that bridge), and Shawn Nelson. Greg Yates suggested they apply under the TAP program

(Transportation Alternatives Program). Supervisor Yowell explained what TAP does and stated the problem is the next round of applications are not until October 1st, 2025. Supervisor Yowell stated he asked Stacey Landry “what could be done to get this bridge going again” and “would she and her husband give an easement to whomever to get to the Bridge.” The Landry’s seemed amenable to doing that. Shawn Nelson stated he could convince VDOT that there is enough public interest in this to get the bridge fixed, but as soon as it is fixed VDOT wants it off their schedule. Supervisor Yowell stated he called Samantha Guerry from the Robinson Rose Community Alliance, and they are a 501c3 that was organized prior to the Criglersville School situation. Supervisor Yowell stated their mission fits into taking an interest in the bridge. Ms. Guerry is checking with other Board members and had questions which Mr. Yowell read. Ms. Guerry suggested a public private partnership between them and the county to have joint ownership. Ms. Guerry also suggested the non-profit will raise the funds for maintenance, trash, signage, and assume responsibility for managing and overseeing all that. Somebody would have to obtain the two right of ways on either end of the bridge and the County Attorney did not feel it was a huge issue. Ms. Guerry suggested the county be responsible for keeping it up to code. Supervisor Yowell inquired what the Building Official knew about Swinging Bridges.

Jamie Wilks, Director of Building & Zoning and Building Official, stated what they have now is not safe and he does not recommend the county take this on. It is a liability and is located in a flood plain.

Supervisor Yowell stated he wanted to inform the Board where it sits now and inquired if the County Administrator had anything additional.

The County Administrator stated he has not received a summary from Carrie Shepherd from VDOT and he was made aware of Samantha Guerry’s conversation with Shawn Nelson that Supervisor Yowell referenced. Shawn Nelson is in the Culpeper Office and Carrie Shepherd reports to Shawn Nelson. The County Administrator stated where they are today is where they were a couple of years ago and gave an overview of where they stand.

Supervisor Jewett inquired if they want another Criglersville school building. For any public private partnership, the defacto responsibility and expense would fall on the County. They are not keeping up their current properties as they should, and he does not see the value in the County committing to this. If there is a foundation that loves that bridge and wants to keep it up wonderful.

Supervisor Buchanan asked for confirmation that VDOT does not need the county involved.

Chairman Jackson stated they want the County to secure the right of ways and find a body that will own it.

Supervisor Yowell agreed and stated they will only fix it if they know there is an agreement in place to hand it off to someone.

Chairman Jackson stated he does not see a reason to do a public private partnership. If they are going to take on the liability and responsibility, they should just own it. Chairman Jackson stated it had significance and value to citizens in Madison and it is like Criglersville, but it is worth a lot less. Chairman Jackson advised making a decision and gave a few examples of possible options.

Supervisor Yowell stated he threw that out so they can think about it, and he will gage community interest.

Supervisor Buchanan inquired how long the bridge has been there.

Supervisor Yowell stated he had thought since the fifties.

The County Administrator stated he could get back to the Board with that information.

Supervisor Yowell stated if he had to make a decision today, he would say he does not want any parts of it, but he would like to gauge interest in the County.

Supervisor Jewett stated they should make it a toll bridge and make some money off it.

3a. Sheriff's Department Supplemental

The Finance Director stated on July 11th the Board approved Supplemental Appropriation #2 for \$164,000 and it was a federal ARPA Law Enforcement Equipment Grant. It is a reimbursable grant from the Department of Criminal Justice Services that the Sheriff's Department was able to secure. On November 21st, the Sheriff's Department was awarded an additional \$17,000. They submitted a budget amendment recently and it was approved today. The Sheriff is asking that it be added to the agenda tonight so they can start ordering the equipment. The Board has in front of them Supplemental Appropriation #8 for the additional funds of \$17,000 on the ARPA Law Enforcement Reimburse Equipment Grant. The Finance Director referenced the last page of a packet she gave to the Board and gave a brief explanation of the pages.

Supervisor Yowell inquired what type of equipment they are buying.

Chairman Jackson stated it looked like they were buying monitors and computers.

The Finance Director agreed and stated in the packet are some quotes from CEM Computer Services for additional items. The original \$164,000 was all types of equipment and supplies but this is more on the computer/IT side.

Chairman Jackson mentioned there are eight Surface Pro laptops for 12K.

Supervisor Yowell stated that is a reasonable price.

The Finance Director stated she put in the packet a copy of the full budget they were awarded and the breakdown.

Supervisor Yowell made a motion to approve Supplemental Appropriation #8 for \$17,000., seconded by Supervisor Dawson.

Supervisor Jewett mentioned the County is not as involved in the Sheriff's Department's IT as might be operationally expedient and asked Mr. Livingston, Information Technology (IT) Manager, if this purchase helped alleviate any of their current capital budget requirements on IT or any near future ones.

The Information Technology (IT) Manager stated he was not sure what they were doing.

The Finance Director stated she would be glad to ask for him.

Supervisor Jewett stated it was not a big deal, but he knows trying to coordinate those two departments is an ongoing challenge.

The Information Technology (IT) Manager stated what is happening is probably normal. They are running the end of life on some of their computers but that is speculation. The Information Technology (IT) Manager stated he does not think Charles would work with them on this if it was not needed. The Information Technology (IT) Manager mentioned he would be happy to help them in any way, but they are in their own groove.

Supervisor Jewett stated the Finance Director did not need to ask he was just curious if they were aware of how that fit into their budget request.

The Finance Director stated Lieutenant McKnight passed to her that this grant will help them with some replacement that they needed on the IT side.

Supervisor Yowell inquired if the Sheriff's Department has submitted their capital improvement budget for this coming year to the Finance Director's Office.

The Finance Director stated she did not recall it including any IT equipment.

The County Administrator agreed and stated he recalled vehicles and a CAD server.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).

NEW BUSINESS

None.

DISCUSSION

None.

INFORMATION/CORRESPONDENCE

4. Municode Service Update – Deputy Clerk

The Deputy Clerk stated there has been a change to the Municode account and they wanted to make the Board aware. The Deputy Clerk gave a brief overview of the original subscription and the process of codifying ordinances through Municode. The Madison Code will now be changed/updated twice a year rather than once a year and they are paying \$450 a year for a new feature called Ordbank. The Deputy Clerk gave an overview of the New Ordbank feature.

Supervisor Yowell asked the Deputy Clerk to go to the Madison County Website's homepage and walk them through the steps.

Chairman Jackson stated this is good and stated even though the ordinances are pending they are still the law once passed by the Board.

The County Administrator clarified the process of the supplements being updated once a year and gave an example. They will now receive those updates twice a year now and Ordbank will help with the pending changes. The County Administrator stated it is an increased service to the Board, the citizens, and staff.

Supervisor Buchanan inquired how often the pending ordinances are updated.

The Deputy Clerk stated it is updated twice a year at the end of the fiscal year and the calendar year.

Supervisor Buchanan asked for clarification that when it is listed on the gavel section it has already been passed by the Board.

The Deputy Clerk agreed and stated she does not send anything to Municode until the Board has approved it.

Supervisor Yowell inquired who put it in the Madison Code.

The Deputy Clerk stated Municode does as part of the subscription.

The County Administrator stated it either comes from the Deputy Clerk or himself as the authorized submitters to Municode and they publish it there.

Supervisor Yowell inquired about the price.

The Deputy Clerk clarified that it was \$450.00 a year for the Ordbank feature.

5. Delay of FY 2023 Audit Completion – Finance Director

Chairman Jackson stated they discussed this item already and inquired if anyone had anything to add regarding it, which they did not.

The County Administrator stated he and the Finance Director met with Davenport today. Back in November 2019 the Board signed an agreement with them and they act in a finance advisor capacity. They met with them to ask them to examine the County's financials. The County Administrator gave an overview of the different topics they discussed, and Davenport will look at.

Chairman Jackson asked Supervisor Jewett if the JMU students have broken into teams for the strategic planning project.

Supervisor Jewett stated on Tuesday he, the County Administrator, and Supervisor Dawson are going to go over and present their requirements. They are doing pre-work now, but it will be underway officially.

PUBLIC COMMENT

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

CLOSED SESSION

None.

ADJOURN

With there being no further business to conduct, Supervisor Yowell made a motion to adjourn, seconded by Supervisor Jewett. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: March 12, 2024.

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Agenda
Budget Worksession #2
Thursday, February 15, 2024 at 3:00 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

FY25 Budget Worksession

1. Presentation of FY25 Budget Requests (Outside Agencies)

Time	Agency	Presenter
3:05 PM	Rappahannock- Rapidan Regional Commission	Patrick Mauney
3:15 PM	OAR-Jefferson Area Community Corrections	Ross Carew
3:25 PM	Aging Together	Ellen Phipps
3:35 PM	Culpeper Soil and Water	Greg Wichelns
3:45 PM	SAFE	Angie Abeijon
3:55 PM	Piedmont Regional Dental Clinic	Shari Landry
4:05 PM	Madison County Library	Bonnie Utz
4:15 PM	Encompass Community Supports	Jim LaGrafte
4:25 PM	16th District Court Service Unit	Megan Hood
4:35 PM	Northern Virginia 4 H Educational and Conference Center	Katie Tennant
4:45 PM	Boys & Girls Club	Laura Kerfoot
4:55 PM	Madison Community Cats (MAD Cats)	Laurie Counts
5:05 PM	Madison Learning Center	Frances Lacy
5:15 PM	Foothills Child Advocacy Center	Cathee Philips
5:25 PM	Hospice of the Piedmont	Sarah-Grace Parr
5:45 PM	Central Virginia Partnership for Economic Development	Helen Cauthen

As Time Presents Itself: FY25 Goals, Priorities, & Strategies Update

Public Comment

Closed Session

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 3:00PM — Thursday, February 15, 2024

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

MEETING #07 — February 15th

At a Budget Workshop (#2) for the Board of Supervisors on Thursday, February 15th at 3:00PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chair
Carty Yowell, Vice-Chair
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Brian Gordon, Deputy County Administrator
Kimberly Turner, Deputy Clerk

ABSENT: Hannon Wright, County Attorney

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.

Chairman Jackson advised the following addition to the agenda:

As Time Presents Itself: FY25 Goals, Priorities, & Strategies Update

Chairman Jackson mentioned they had one cancellation at 4:35 pm.

Supervisor Dawson made a motion to approve the agenda as amended, seconded by Supervisor Jewett.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).

PUBLIC COMMENT

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

FY25 BUDGET WORKSESSION

1. Presentation of FY25 Budget Requests (Outside Agencies)

Agency	Presenter	Request
Rappahannock- Rapidan Regional Commission	Patrick Mauney	\$16,996
OAR-Jefferson Area Community Corrections	Ross Carew	\$13,822 & \$20,000
Aging Together	Ellen Phipps & Valerie Ward	\$3,000

Culpeper Soil and Water	Greg Wichelns	\$30,111
SAFE	Angie Abeijon	\$1,000
Piedmont Regional Dental Clinic	Shari Landry	\$3,000
Madison County Library	Bonnie Utz & Gary Jones	\$184,400
Encompass Community Supports	Jim LaGrafte	\$242,971
16th District Court Service Unit	Megan Hood	\$21,939
Northern Virginia 4-H Educational and Conference Center	Katie Tennant	\$3,700
Boys & Girls Club	Graham Davidson	\$10,000
Madison Community Cats (MAD Cats)	Laurie Counts	\$10,000
Madison Learning Center	Frances Lacy	\$50,000
Foothills Child Advocacy Center	Cathee Philips	\$3,085
Hospice of the Piedmont	Ophelia Lenz	\$1,000
Central Virginia Partnership for Economic Development	Helen Cauthen	\$10,000

The Board and staff asked the following questions during presentations:

Rappahannock- Rapidan Regional Commission:

The County Administrator mentioned they have relied on their services, for example some of the early kickoff of the Comprehensive Plan. They will have further conversations once the Governor signs this new water supply plan regulations. The County Administrator stated they do a lot of good work and a lot of good region support and cooperation.

Supervisor Jewett inquired how active the organization is monitoring the legislation that is proposed, that moves through the General Assembly that relates to the counties. For example, the bills that are trying to usurp local control over solar and wind and other renewable sighting authority.

Mr. Patrick Mauney stated the County Administrator, and his colleagues have a monthly and sometimes more than monthly virtual check in call. One of the main topics of that call is legislative updates and they do not hold a contract; Fauquier County holds a contract with a legislative liaison, Mr. Eldon James for the region. He is in Richmond throughout the session, and he is often the one who brings this information back to them and coordinates with VACo and BML. They keep an eye on it, but do not hold the contract. Mr. James registers as a lobbyist but they rarely ask him to take a stance on anything unless there is unanimity amongst the five counties.

Supervisor Yowell mentioned that Eldon James is with the Rappahannock River Basin Commission.

The County Administrator mentioned that was the gentleman they ran into when they went to Government Day at the State Capital. The County Administrator discussed the process for the legislative issues the Board receives annually that goes to the General Assembly.

Mr. Patrick Mauney stated they have a legislative platform and if there is specific feedback or a need, they would take that and respond through those channels.

Supervisor Yowell stated Mr. Patrick Mauney and “Triple RC” are responsible for Skyline CAP to be able to put in six more housing units in the Town of Madison this past year. Supervisor Yowell mentioned they are filled, and they have a waiting list.

Chairman Jackson stated Mr. Patrick Mauney’s group helps on everything, and he is the most under assuming person out there. When there is assistance needed at the governmental level, he is a person who should be in everyone’s handbag. Chairman Jackson stated a \$133 increase across the two seems manageable.

OAR-Jefferson Area Community Corrections:

Chairman Jackson inquired about the period for Drug Court to go from enrollment to graduation.

Mr. Ross Carew stated if someone has no missed steps, it is twelve months and very few people make it. The purpose is to get medium and high-risk people because they want folks who are struggling and are all clinically addicted.

The County Administrator inquired how many Madison residents make up the fourteen currently enrolled.

Mr. Ross Carew responded that it is shaded more towards Orange County, however, he did not have the exact number and could provide it tomorrow.

The County Administrator stated Madison County, like many localities, receives direct payment/settlement funds, from the class action lawsuit with the opioid settlement. It was an opportunity last year to put some of that funding out there for that specific need. It would be good to have that information to know if that money was beneficial and if their caseloads are increasing so they can continue with the funding they have and target more.

Mr. Ross Carew stated for opioid funding, the jurisdiction gets a set amount based on a formula and there is a big pot for regional and some of the counties they serve are interested in ways that partner to draw down some more. Mr. Ross Carew stated he would entertain those conversations on how they can partner to improve both Madison and any of the other partner counties.

Aging Together:

Supervisor Yowell inquired about the paramedical program.

Ms. Ellen Phipps stated they are partners with the Madison EMS. Initially when Tiffany Rannebarger first had this idea of an expanded paramedicine program for the county, she reached out to Aging Together and they were interested in supporting it. They have attended all the meetings, helped brainstorm, and support the initiative.

Supervisor Buchanan inquired if they were involved with Meals on Wheels.

Ms. Ellen Phipps stated that usually is through Encompass. They work very closely with Encompass and Ray Parks, from Encompass, is on their Board of Directors. Where they fit in with programs like that is by providing resource guides to be delivered.

Ms. Valerie Ward, Director of Social Services, stated Aging Together's role in that particular area is to have their finger on the pulse on food insecurity in all five Counties in the region and help relay resources and information. The Director of Social Services stated Aging Together was involved in her discussion with the Blue Ridge Area Food Bank to look at mobile food pantry development in our region as well as the home delivered commodities from the food bank to go to homebound and seniors. They help bring together and centralize discussions and resources from all five counties to then be a part of the action plan.

The County Administrator mentioned Madison has a couple of the five over fifty recipients.

Ms. Ellen Phipps agreed and stated every year they host five over fifty and the watch party. The announcement has been made that it is Karen and Troy Coppage that have been selected for this year's recipients in Madison County.

Chairman Jackson asked when they are moving the fifty-year mark to sixty or sixty-five.

Ms. Ellen Phipps stated they just had that discussion at their Board meeting, and they have a committee that is looking at it.

Supervisor Yowell inquired where the Resource Guide was available.

Ms. Ellen Phipps stated it is at the Library, Social Services, Pharmacy, and they have some extras tonight.

Supervisor Yowell stated it is very comprehensive.

Ms. Ellen Phipps stated initially it was developed for older adults in the community or caregivers and they never anticipated how helpful it would be to health professionals.

Culpeper Soil and Water:

The County Administrator inquired about the qualifiers.

Mr. Greg Wichelns stated it is residential only and businesses are not eligible unless it is on the same system as their house. It is baseline 50% reimbursement rate up to cap amounts per practice for any who is eligible and then goes up to 80% depending on household income per the most recent tax return.

The County Administrator inquired how one generally pays that.

Mr. Greg Wichelns stated with a check book. Rarely there are social organizations that step up and helps if someone is seriously low income. Numerous grantees across the state, themselves included, are working with a State agency. The prices for the reimbursement cap rate, come July 1st, are going up about 25%.

Supervisor Jewett stated he has been dealing with these programs for about forty years in the agriculture sector and he does not think people realize how impactful these programs have been on the environment protecting Chesapeake Bay in particular. They are efficiently administered, and it is an effective spending of federal and state money and they do not see that often in government programs unfortunately. The district does a good job for everybody even if it is indirect.

Mr. Greg Wichelns stated they have strong partners with USDA and the Department of Forestry.

SAFE:

Supervisor Jewett inquired who was the current Director.

Ms. Angie Abeijon stated that would be her. It was Cindy Hedges for the past four years and she resigned in August, and she took over in October. Ms. Abeijon stated she was Ms. Hedges assistant the whole four years she was there, and she has been with SAFE, personally for 13 years and started in the shelter as a Shelter Aid.

Supervisor Jewett inquired if Ms. Brown was ever a Director.

Ms. Angie Abeijon stated she was the Director briefly and left right before Cindy Hedges came on board.

Supervisor Jewett stated he met Ms. Brown in 2016 when he was a part of a community project when they did work on the facilities. Supervisor Jewett stated he looked at their physical security and IT security and stated you do not appreciate what that place does until you get an inside look and see the challenges that go along with supporting in this situation. Supervisor Jewett stated they do great work.

Ms. Angie Abeijon stated they tend to be battling more than just that one issue and they must encompass that extra support as well. It can be a tiresome job but very worth it.

Supervisor Buchanan inquired if the numbers have gone up year after year or if it was stabilized.

Ms. Angie Abeijon stated COVID threw off their numbers and numbers declined. They never stopped working and now that the pandemic is over numbers are increasing. For the past year and a half, they are always typically at 80% occupancy. They are here to support and offer whatever services they can.

Chairman Jackson inquired how large their staff was.

Ms. Angie Abeijon stated they have thirteen full-time and one part-time staff. They are currently working with the local COC, Foothills Housing, to get funding for rapid rehousing assistance. With that money, they would hire a full-time case manager to assist with that.

Piedmont Regional Dental Clinic:

Supervisor Yowell inquired if the state used to go to the schools to do screenings with students.

Ms. Shari Landry stated she did not know.

Supervisor Yowell mentioned the state cut that program.

Ms. Shari Landry stated other counties and towns call to get them to go in the schools, but they only have so many staff they can do that with.

Supervisor Yowell inquired if the Madison Free Clinic sent patients to them.

Ms. Shari Landry agreed and stated they do it regularly.

Supervisor Yowell inquired if the Madison Free Clinic paid for these patients.

Ms. Shari Landry stated they have a cap for each patient for the year for dental care and they charge them a reduced rate. There are other patients from Madison that come that are low income that are not patients of the Free Clinic and would not get that care otherwise. Typically, low-income people who do not have insurance do not come in for cleaning and regular care and only come in when they have an urgent issue.

Chairman Jackson inquired when they funded them last.

Ms. Shari Landry stated she did not know for sure; it was not last year or the year before, but she believes it was the year before that. They had a director transition and missed the first year they did not receive funding.

The Finance Director stated it was 2021.

Supervisor Yowell mentioned she said they had 467 patients from Madison last year and inquired if that was likely to stay the same.

Ms. Shari Landry stated their numbers are increasing all the time and the more they can add dentists, the more they can add patients. Their phone rings all the time for people looking for dental care.

Supervisor Jewett inquired about the percentage of people who come to them where the lack of dental care has progressed into a more serious health issue.

Ms. Shari Landry stated she could not give him an exact percentage, but they are serving people who typically have not had routine dental care and they have multiple cavities or need full extractions. Infections in the mouth can lead to infections throughout the body and can cause cardiac problems which can result in death. They try to get them on a routine, but it is expensive. They are working to develop more of a volunteer dentist space which will allow them to do extra things, but it is hard to find people to volunteer.

Chairman Jackson inquired how many dentists they work with.

Ms. Shari Landry stated today they have one full-time dentist, two dentists that work three times a week, two that work one day a week, and they are entering into a contract with two dentists that will work a day a week.

Madison County Library:

Chairman Jackson inquired if \$13,800 is the number they are supposed to be hitting.

Ms. Bonnie Utz agreed.

Chairman Jackson gave an overview of the previous year's funding.

Ms. Bonnie Utz stated all of that was playing catch up.

Chairman Jackson inquired how they are doing now.

Ms. Bonnie Utz stated they are okay as long as the Library of Virginia sees growth. It is written in the Virginia State Code that they cannot receive less than they gave the year before, but they can flatline them.

Chairman Jackson inquired about the usage of the additional funds.

Mr. Gary Jones stated the cost of everything is going up.

Ms. Bonnie Utz stated books are no longer \$14.99, they are \$30.

Chairman Jackson inquired how fundraising was going. Chairman Jackson mentioned they have been discussing building out the basement.

Ms. Bonnie Utz stated they are working on it and gave a brief explanation of the fundraising efforts and prices for the basement.

Supervisor Buchanan inquired about the plans for the basement.

Ms. Bonnie Utz discussed what she would like to see in the basement. They are gathering ideas currently, and they are going to need some storage.

Supervisor Buchanan mentioned a Library that has 3D printers, and it brings in a lot of kids.

Ms. Bonnie Utz expressed concerns for the price of a 3D printer.

Supervisor Yowell referenced the FY22 Audit Financial Statements and stated the County supplied about 73% of the state and local funding and the request now is the County will provide 72%. Supervisor Yowell inquired if the Virginia Library Association expects counties to pick up three quarters of everything.

Ms. Bonnie Utz agreed and stated she could send an email to Supervisor Yowell with the State formula that considers the size of the County and the population of the county versus a few other things. Bonnie stated they moved up the Statewide list and are now number ninety-four.

Chairman Jackson stated they have been down this path and the math from the State Library does not seem to add up.

Ms. Bonnie Utz stated the only thing she knows is what she is told and that is whether they meant the contingencies.

Chairman Jackson inquired if they were still on probation.

Ms. Bonnie Utz stated they are not.

Supervisor Jewett mentioned there is a “Summit Meeting of Local Stakeholders” to discuss the future renovations and inquired how close they were in contact with the Boys & Girls Club.

Ms. Bonnie stated they were coming. It was supposed to be this Saturday, and no one answered so they sent another invitation for March. They have the Boys & Girls Club, representatives from Homeschoolers, and representatives from every place they could think of. Bonnie Utz stated she does not think there can be a permanent spot down there, but it could be a daytime trip.

Encompass Community Supports:

Chairman Jackson inquired how many people they will be able to house/service in their new facility.

Mr. Jim LaGraffe stated the capacity will be about eight, which is more than sufficient for their region. It is one of the reasons they are not deemed to have enough of a capacity for a crisis receiving center. They are doing what they can to get the local needs back.

Chairman Jackson inquired about what they were doing with ECOs and TDOs.

Mr. Jim LaGraffe stated they will still be handled; it is a legal process. The small office will be relocated across the parking lot. A lot of people who get assessed do not meet the criteria to be hospitalized and they have not had somewhere for them to go. This will give those people a place to go, clinical support, and wrap around support.

Chairman Jackson asked for clarification that it is a voluntary facility.

Mr. Jim LaGraffe agreed.

Supervisor Yowell inquired about the staffing for the Thrift Road building.

Mr. Jim LaGraffe stated it is a multi-use location that will be used five days a week by adults for intellectual and developmental disabilities. The other types of services include a PCIT (parent child interactive therapy room), case management team meetings, and the rest will be sporadic. Mr. Jim LaGraffe stated he suspects every day there will be something other than intellectual and developmental disabilities there. There will be someone there who can lead them to who they need.

Supervisor Yowell inquired if that will be five days a week.

Mr. Jim LaGraffe stated they are not going to have a receptionist, but there will be people in the building. They hear a lot that it is too hard to get into the programs and services. They just completed a brand new three-year strategic plan, and they have seven goals. Goal number one is access and under goal one is first objective is services and support in every one of their five counties. They are looking at access from location and access from a technology perspective. They are creating a position that will be a navigator. They have eighty-four or eighty-five distinct programs and have a person who can hold someone's hand through all the different programs.

Supervisor Dawson inquired if they plan to have any peer services here in the facility.

Mr. Jim LaGrafte agreed and stated it will give peers who are working with peers in Madison County a local place to go.

Megan Hood from the 16th District Court Services Unit had not yet arrived.

As Time Presents Itself: FY25 Goals, Priorities, & Strategies Update

The County Administrator stated he made the revisions the Board advised at the last meeting. Those updates/changes are under priority and goal number three and that was adding the following:

- a. Strategic Planning
- b. Economic Development
- c. Technology Corridor
- d. Identify Madison's Resources

The County Administrator advised the Board to let them know if they would like to add or remove anything. The County Administrator mentioned last year they approved it as a single item, and they can do that again or as part of the overall budget approval.

Chairman Jackson stated they are leaving it broad.

Supervisor Jewett agreed and stated they need to flush some of these out over the next several months so they can get some specifics.

Chairman Jackson stated one and two are pretty good. Number three from a. to d. needs some directions. Chairman Jackson asked the Board if they want to do this now or think about this and come back.

Supervisor Yowell inquired if Supervisor Jewett thought the JMU study would help with this.

Supervisor Jewett stated the items under number three are all a part of the same thing.

Chairman Jackson suggested listing the JMU study for strategic planning with deliverables in April. For Economic Development it is tasked to them and their network of people to flush that out and try to figure out what areas of Economic Development and incentives they can put out there to get people to do more business in Madison. Tracey Gardner, Economic Development & Tourism Director would have ideas on this. Chairman Jackson inquired how Supervisor Jewett would like to proceed with the Technology Corridor.

Supervisor Jewett stated they are underway with it now and the County Administrator has been gathering information. Supervisor Jewett stated he and Supervisor Dawson are meeting with the Planner in Culpeper County, so they are trying to do some initial research.

Chairman Jackson inquired if it would be realistic to talk about this at the first couple of meetings in March.

The County Administrator stated the calendar is fluent based on direction of the Board. The County Administrator gave an overview of the upcoming budget calendar.

Chairman Jackson advised discussing the Technology Corridor March 14 and get a list of resources the same night.

Supervisor Yowell stated his vision was to task somebody to gather those resources to see what they have.

The County Administrator discussed how the different items under three ties together and gave a few examples.

The Board had further discussion about gathering resources and information about the technology corridor.

The Board returned to budget request presentations.

16th District Court Service Unit:

Chairman Jackson asked for a narrative for what they do.

Ms. Megan Hood stated the CSU is the Department of Juvenile Justice and they were the Court Service Unit piece of DJJ. They provide assistance to the JDR Courts, provide supervision, and referral source management for youth within the community.

The County Administrator inquired if the 16th District included Madison and Culpeper.

Ms. Megan Hood stated the 16th District is Charlottesville. And it includes Charlottesville, Greene, Madison, Culpeper, Orange, Albemarle, Fluvanna, Louisa, and Goochland. They have a Court Service Unit in each locality.

Supervisor Yowell inquired who initiated/created the Court Service Unit.

Ms. Megan Hood stated the Department of Juvenile Justice so the State of Virginia.

Supervisor Yowell inquired if most of their funding comes from the State.

Ms. Megan Hood agreed.

Supervisor Yowell inquired about the total budget.

Ms. Megan Hood stated it was \$21,939, but she did not know about the whole organization.

Supervisor Yowell inquired what was their Fiscal Year.

Ms. Megan Hood stated it was July.

Supervisor Yowell stated for FY23, Juvenile Probation spent \$112.26, but they are asking for \$6,000.

Ms. Megan Hood stated Juvenile Probation is the counseling service they like to have available for emergency use for someone who cannot apply for Medicaid.

Supervisor Yowell inquired where the money goes if they do not use it.

Ms. Megan Hood stated it stays with the County.

The Finance Director clarified the process.

Supervisor Buchanan inquired why they budgeted for \$6,060 when they only spent \$112.26.

Ms. Megan Hood stated the \$6,060 is the line item specifically for consulting services and last year they were only in a situation where they needed to spend \$112.26. They also did not have a Probation Officer start in the Madison Office full-time until December 25th, 2022. They were addressing things as they came from an emergency perspective from other officers filling in. There has been a lot of education to know what services are available and where money is located to use when needed.

Supervisor Buchanan asked for confirmation that \$112.26 is the amount for 2023 they actually used.

Ms. Megan Hood agreed.

Supervisor Buchanan asked what the budget number was for 2023.

Ms. Megan Hood agreed it was \$6,000 and the County got that money back.

Supervisor Yowell suggested looking back at the previous years to see the expense for the county.

The Finance Director agreed and stated they can pull the actuals by year.

Chairman Jackson agreed and stated it looks like they budget cautiously, and they have a good rate coming back to the county.

Ms. Megan Hood agreed.

Chairman Jackson asked for confirmation that this is a formula/per capita value per citizen that applies to the locality.

Ms. Megan Hood stated she was not in DJJ when this line item was created and could not attest to how it was created and the mechanisms behind it. Each locality has their own local funds, and some local funds allow for a counseling pot of money to utilize as needed.

The County Administrator stated they hope none of these services are needed but this is the intermediary between Probation and Rappahannock Rapidan Juvenile Detention Center.

Ms. Megan Hood agreed and stated she believes Mr. Frey is the one who created this line item. Megan Hood stated this CSU has been understaffed until a year ago so a lot of services have not been utilized to the full extent in which they can. Hopefully when they look back, they can see how that trend has occurred.

Chairman Jackson inquired where they were located.

Ms. Megan Hood stated they are in the basement at the Courthouse.

The County Administrator added they are right by Ms. Gallihugh.

Ms. Megan Hood agreed and stated they are right next door.

Northern Virginia 4-H Educational and Conference Center:

Rescheduled for the Budget Worksession on February 22nd, 2024.

Boys & Girls Club:

Supervisor Yowell inquired if they must meet a ratio of kids due to Virginia Childcare Licensing.

Ms. Laura Kerfoot, Boys & Girls Clubs of Central Virginia's Administrator staff, stated they are not current subject to Virginia Childcare Licensing and the State decided they were not going to impose that requirement this year. They have a safety assessment they undergo as a part of the BGCA National Association that they must comply with to maintain membership. They acknowledge the space they have because it is unique, and they recommend a ratio of 1 to 15 and their budget reflects that.

Supervisor Yowell inquired if they thought that was going to be a requirement next year.

Ms. Laura Kerfoot stated at this moment she would not say so, but you never know.

Supervisor Yowell stated he did not know they were serving K-12 and that required different ratios for the younger members than the older members. Supervisor Yowell stated he would think two hundred is the occupancy max in that building.

Mr. Graham Davidson stated they are close to it, and they are in need of additional space.

Supervisor Yowell stated he has their operating budget in front of him and inquired if they have a balance sheet or a 990 form.

The Finance Director stated their 990 is in the Board's OneDrive folder.

Supervisor Yowell stated the County's donation of their building is a significant donation to the Boys & Girls Club. Supervisor Yowell suggested listing that under revenues and an offset of expenses "in kind revenue." Supervisor Yowell stated they have a lease in Madison they are being charged \$16 a square foot and that would be a reasonable amount to use. Supervisor Yowell stated it is good for the Board and the general public to know what their investment is.

Mr. Graham Davidson agreed and stated it does not change the request.

Chairman Jackson asked for confirmation that they are serving 130 kids right now.

Mr. Graham Davidson stated that is on a day-to-day basis.

Chairman Jackson asked for confirmation that they are \$25-\$50 for the whole school year per student.

Mr. Graham Davidson agreed.

Chairman Jackson inquired about the variation between \$25-\$50.

Ms. Laura Kerfoot stated team membership for the school year and summer is \$25 and they classify teens as twelve and above. The higher fee is for the younger kids.

Supervisor Buchanan inquired if that was a national average.

Ms. Laura Kerfoot stated they base their fees by club on a lot of different factors including the rate of free and reduced lunch. Their fees are never more than \$150 for youth membership.

Mr. Graham Davidson stated for rural communities it is on par.

Chairman Jackson stated that is an incredible deal.

Supervisor Jewett stated he and Supervisor Buchanan had an opportunity to visit their facility recently and they came away with similar impressions. Mr. Anthony Hill, who is now their Director, is a local person and he had the opportunity to talk with him at length about issues surrounding young people and education. Supervisor Jewett stated what impressed him about Mr. Hill was his philosophy with dealing with staff and students is for folks to learn to take responsibility for what they do and to learn coping skills. Supervisor Jewett stated he was extremely impressed and stated he works in education and if that philosophy permeated education and other institutions in this country, half of their social problems would disappear. Supervisor Jewett stated he wished they had more Anthony Hill's to put around different places.

Chairman Jackson stated they all hear positive things for what they are doing. The monetary side from the county they have yet to discuss but everyone realizes the value.

Madison Community Cats (MAD Cats):

Supervisor Yowell inquired what they are using the facility on School House Road for.

Ms. Laurie Counts stated not much, mostly clutter.

Another representative from MAD Cats stated they use it for storage and gave examples of items they store there.

Supervisor Yowell mentioned in their presentation they have total clinic cost for 2024 from Madison County is \$45,000 and asked if that was all cost rolled in.

Ms. Laurie Counts stated it is not, it is only the clinic cost, and it costs \$100 per cat.

Supervisor Yowell inquired about the organization's total budget.

Ms. Laurie Counts stated it is over \$100,000.

Supervisor Yowell inquired if that included Culpeper County.

Ms. Laurie Counts agreed and stated they have a distribution program and a kitten rescue program. They spend \$12,000 a year on vet costs. They have a van, but all their volunteers frequently drive their own vehicles, and they pay for their own gas. Laurie Counts introduced Amy, their main trapper.

The other representative from MAD Cats stated they share their cat food donations with MESA.

Chairman Jackson stated looking at their 990, their total revenue was \$82,504 and their expenses for 2022 was \$57,218 but that is for Culpeper and Madison operations minus the expenses for driving and fuel.

Ms. Laurie Counts stated none of that was there and stated they did not have their office then, but they do now. Their van died last year, and they spent \$19,000 on a van and the some things not reflected on there. They had some assistance foundation and they paid some of the clinic cost. The 990 does not reflect all the cost and they do not have the foundation money anymore.

Supervisor Buchanan inquired how many colonies Madison had.

Ms. Amy from MAD Cats handed the Board a list of places she has been trapping in the past two years. They have seventy-five colonies and gave an example of impacts on certain colonies. Ms. Amy stated the reduction in kittens is unbelievable and they are at 190 cats today. If they prevented ninety-five cats from producing kittens, then they are saving \$400 per cat by not having to do her kittens in April or May. Ms. Amy stated she worked for Fairfax County Juvenile Court for 30 years and it is all about prevention. Ms. Amy stated they are starting to collaborate with other agencies and the shelter and discussed other services they are offering. Ms. Amy stated the evidence shows the reductions of \$100,000 cost for the shelter and they save money. Ms. Amy discussed the waste that goes into the landfill due to feeding cats and the cost savings they provide to the county's waste management system through their services.

Supervisor Yowell asked for an elevator speech for people not fond of cats because other residents are going to chip in on this.

Ms. Laurie Counts stated hopefully Madison County citizens have come a long way regarding how to treat companion animals. They are making sure there are fewer cats for those who do not like cats.

Chairman Jackson mentioned other outside agencies requesting funding and stated it is a balancing act and they are trying to find what fits the revenue they receive. Chairman Jackson stated everyone appreciates their passion for doing this mission. They are talking about a lot of money that is needed for staff and essential services and now they are reaching outside of the box. Chairman Jackson stated he has a hard time going down the path of the cost and effect on the landfill. Chairman Jackson stated there probably is some savings for the Animal Shelter.

Madison Learning Center:

Supervisor Yowell stated he is on the Board for the Madison Learning Center. Supervisor Yowell inquired if this year's request was going to turn into a yearly cost or could they use this \$50,000 to put them in apposition of sustainability. Supervisor Yowell mentioned staff salaries and inquired what their capacity was.

Ms. Frances Lacy stated they can take about ninety to ninety-five children.

Supervisor Yowell inquired how many they have now.

Ms. Frances Lacy stated they have sixty right now.

Supervisor Yowell mentioned there is room for thirty and inquired how many children are on the waitlist.

The Madison Learning Center Director stated twenty-five.

Ms. Frances Lacy stated some of that depends on the room they need to get into because they do have a ratio to follow.

Supervisor Yowell stated they must keep children on the waitlist because they cannot hire the staff to get the ratio.

Ms. Frances Lacy agreed.

Supervisor Yowell inquired if this \$31,200 was going towards new staff or current staff.

Ms. Frances Lacy stated the hope is that it would help them hire.

Supervisor Yowell inquired about the staff qualifications.

Ms. Frances Lacy stated according to licensing they need to be at least 18 years old, have finished High School, preferably have six months' experience, and would love them to have a two-year degree. If they walk in with a four-year degree, they tend to train them and turn them over to the public schools or the public schools take them. They need experience because this is not daycare nor is it babysitting; this is education. At this point it does not require a four-year degree, but the Virginia Department of Education is looking to change licensing over the next several years so childcare employees will be brought up salary wise.

Supervisor Yowell stated he knows the answers to most of these questions, but he is asking for the public's awareness. Supervisor Yowell stated he is involved in some of these issues through Skyline CAP because of their Head Start program.

Ms. Frances Lacy stated this is all public information on the Virginia Department of Education's website.

Chairman Jackson inquired if the goal is to get up to the carrying capacity of the building.

Ms. Frances Lacy stated that is the goal. They must have more employees to bring in more children. Enrollment changes and may be different in two weeks.

Chairman Jackson inquired if they would bring in more of their older students.

Ms. Frances Lacy stated it depends on the classroom and what they can find. They are having a difficult time finding infant and toddler teachers.

Chairman Jackson inquired about the ratio for that age group.

Ms. Frances Lacy stated it is one to four and they try to keep it to one to three.

Chairman Jackson asked if they gave them \$50,000 this year are they going to be able to hit a carrying capacity where they have a break even or is this going to be a continuation over time.

Ms. Frances Lacy stated she would hope it would be, but she cannot give the Board a promise. Ms. Frances Lacy stated they are a vital part of this community, and they will be back, but she does not know if they will always need \$50,000.

Chairman Jackson inquired if they are exploring grant opportunities.

Ms. Frances Lacy agreed and stated the Madison Learning Center received a grant from the Bama Foundation.

Supervisor Yowell inquired if there is a limit on the number of scholarships they get from the Department of Social Services.

Ms. Frances Lacy stated most of that is income based, but she does not think there is a cap.

Supervisor Yowell stated he wanted to know if there is only funding for the thirteen kids that are in there now.

Ms. Frances Lacy stated when she was the Director there were times when the Department of Social Services would have a cap on how much funding Madison was given, but she is not sure how it works now.

Chairman Jackson stated every letter they have received talks about the demand and inquired why there were not more kids on the waiting list.

Ms. Frances Lacy stated her resource states there are about ninety children per grade level, and they base the classrooms on when the children go to kindergarten, and they have three to four levels of children depending on their age. The other children are either in private homecare or are stay at home families. There are two licensed homes in the county and a lot of homes in the county that are not licensed. Frances Lacy stated if in two weeks they hired and had two classes open, their doors would be knocked down.

Supervisor Jewett stated he serves on the Skyline Cap Board and is familiar with the backstory on the Learning Center, Head Start, and what is going on with the school system. There is a sustainability issue, and it is a good service. Supervisor Jewett inquired where they were regarding working collaboration with the other agencies like the school and Head Start.

Ms. Frances Lacy stated they have worked with them and are a bus stop and there are programs that worked in the past when she was a Director and gave a few examples.

Supervisor Jewett stated a fundamental question is going to come down for the Board regarding local taxpayers and if they are going to be subsidizing childcare in the County. Unfortunately, that is a question they are going to have to reconcile.

Ms. Frances Lacy stated she understood where he was coming from, but there is a lot that is subsidized that does not affect every single person in this County.

Chairman Jackson stated Frances Lacy has a big group of supporters but if they asked 90% of people in Madison County about the Learning Center, they would say she is the reason that the Learning Center is sticking.

Ms. Frances Lacy disagreed and gave examples of supporters in the community.

Foothills Child Advocacy Center:

Chairman Jackson inquired how their request are going in other localities and mentioned he is looking at their budget and how they are adjusting to the decrease from the State.

Ms. Cathee Philips stated they increased the amounts to the other localities. They are hoping to get significantly more from Albemarle and Charlottesville, and they serve more children there. They are in the middle of the application award and do not know what they are going to get. They have asked every county for funding and have increases in every county except Greene County and they are in the process of working on that.

Hospice of the Piedmont:

There were no questions.

Central Virginia Partnership for Economic Development:

The County Administrator stated Madison has funded this for a few years and there is some parity with the State. Counties are represented and it plays well with Go Virginia. Madison's targeted industries are agriculture and tourism. The County Administrator stated at their last meeting, they had the food and wine industry there and Dave Fulton, who is the owner of Bald Top Brewery and a wedding venue, was there on behalf of Madison County. It is about putting Madison out there and how they can grow. They are going to do strategic planning and they can get that information to Helen. Biotech is something that is happening around the Charlottesville, Albemarle, and Greene County line atmosphere. Helen and Tracey Gardner, Economic Development & Tourism Director work closely on things like grants and gave examples. The County Administrator stated it is a good investment.

Chairman Jackson asked Frances Lacy what the County used ARPA money for to help the Madison Learning Center.

Ms. Frances Lacy stated it was for eighteen desks and chairs for school children so they could do virtual schooling and a washer and a dryer.

PUBLIC COMMENT

Chairman Jackson opened the floor to public comment.

Emily Dornbush: Mrs. Dornbush stated she is a parent of a child at Madison Learning Center and wanted to echo the staff and offer a parent’s perspective. Mrs. Dornbush discussed the challenges with both parents working full-time and the cost of childcare.

Brittney Frick: Mrs. Frick, whose three children have all attended/ are attending spoke in support of the Madison Learning Center. Mrs. Frick expressed her concerns with the Madison Learning Center going away and the lack of options for childcare in Madison. Mrs. Frick stated the Madison Learning Center is reliable and safe.

Lisa Davis, Locust Dale: Ms. Davis expressed concerns about paying high taxes to accommodate the request and recommended the outside agencies make a cut to their budgets.

Kim Smith, Brightwood: Mrs. Smith stated it would have been delightful if those in the audience could have asked questions rather than posing them to the Board. Mrs. Smith stated the funding questions need to be addressed as well as communication to citizens and gave examples. Mrs. Smith inquired if these programs were all based on income. Mrs. Smith mentioned she would like a Lab Core in Madison.

With there being no further public comment brought forth, the public comment opportunity was closed.

CLOSED SESSION

None.

ADJOURN

With there being no further business to conduct, Supervisor Jewett made a motion to adjourn, seconded by Supervisor Buchanan. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: March 12, 2024.

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Agenda
Budget Worksession #3
Thursday, February 22, 2024 at 3:00 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

FY25 Budget Worksession

1. Presentation of FY25 Budget Requests (Outside Agencies & Departments)

Time	Agency	Presenter
3:05 PM	Madison County Fair	Cathy Weaver
3:15 PM	Virginia Regional Transit	Phil Thompson & Jason Olivo
3:25 PM	Thomas Jefferson EMS Council	Peppy Winchel
3:35 PM	Madison County Volunteer Fire Company	Troy Coppage & Lauran Gordon
3:45 PM	Parks & Recreation	Lindsay Von Herbulis & Jerry Carpenter
3:55 PM	Skyline CAP	Simon Fiscus
4:05 PM	Northern Virginia 4-H Educational and Conference Center	Katie Tennant
4:15 PM	Foothills Housing Corporation	John Reid
4:25 PM	Animal Shelter	Annette Dodson
4:35 PM	Madison County Health Department	Dana McClelland
4:45 PM	Madison County Extension	Kelly Mallory
4:55 PM	Economic Development and Tourism	Tracey Gardner
5:15 PM	VCW-Piedmont	Sarah Morton
5:25 PM	Germanna Community College	Dr. John Davis
5:35 PM	Legal Aid Works	Ann Kloeckner
5:45 PM	Rappahannock River Basin Commission	Eldon James

Public Comment

Closed Session

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 3:00 PM — Thursday, February 22, 2024

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

MEETING #08 — February 22nd

At a Budget Workshop (#3) of the Board of Supervisors on Thursday, February 22nd at 3:00 PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chair
Carty Yowell, Vice-Chair
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Brian Gordon, Deputy County Administrator
Kimberly Turner, Deputy Clerk

ABSENT: Hannon Wright, County Attorney

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.

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

PUBLIC COMMENT

Chairman Jackson opened the floor to public comment.

Eleanor Montgomery: Ms. Montgomery thanked the Board for their invested time.

With there being no further public comment brought forth, the public comment opportunity was closed.

FY25 BUDGET WORKSESSION

1. Presentation of FY25 Budget Requests (Outside Agencies)

Agency	Presenter	Requested
Madison County Fair	Cathy Weaver & Sarah “Essie” Berry	\$1,200
Virginia Regional Transit	Phil Thompson & Mike Socha	\$ 7,000
Thomas Jefferson EMS Council	Peppy Winchel	\$ 8,130
Madison County Volunteer Fire Company	Troy Coppage & Lauran Gordon	\$ 150,000
Parks & Recreation	Lindsay Von Herbulis & Jerry Carpenter	\$ 397,427

Skyline CAP	Simon Fiscus	\$ 51,900
Northern Virginia 4-H Educational and Conference Center	Katie Tennant	\$ 3,700
Foothills Housing Corporation	John Reid	\$ 7,500
Animal Shelter	Annette Dodson	\$ 204,034
Madison County Health Department	Dana McClelland	\$ 229,500
Madison County Extension	Kelly Mallory	\$ 143,362
Economic Development and Tourism	Tracey Gardner	\$ 156,008
VCW-Piedmont	Sarah Morton	\$ 70,000
Germanna Community College	Dr. John Davis & Dr. Gullickson	\$ 2,803
Legal Aid Works	Ann Kloeckner	\$ 54,000
Rappahannock River Basin Commission	Eldon James	\$ 2,000
<i>Additional Presentations (Extra Time)</i>		
Central Virginia Regional Jail	Finance Director	\$ 590,314
Rappahannock Juvenile Detention	County Administrator	\$ 246,767
Finance Department	Finance Director	\$ 476,904.23
Board of Supervisors	County Administrator	\$ 65,019.00
County Attorney	County Administrator	\$ 128,627.00
Combined Court Services (JDR)	Finance Director	\$ 8,921.00
County Administration	County Administrator	\$ 545,757.39

The Board and staff asked the following question during presentations:

Madison County Fair:

There were no questions.

Virginia Regional Transit:

Supervisor Yowell inquired how a person gets to Food Lion to get on the bus.

Mr. Mike Socha stated a friend brings them.

Supervisor Yowell asked for confirmation that they do not pick people up at their homes.

Mr. Mike Socha agreed.

Supervisor Yowell referenced the number of trips they take and inquired how many buses they have.

Mr. Mike Socha stated they have one bus doing three loops.

Supervisor Buchanan inquired how many people they help a day.

Mr. Mike Socha stated they help 1,700 annually and they just broke 1,000 last year.

Supervisor Yowell inquired how they are keeping their funding request level due to fuel increases.

Mr. Thompson answered that Madison's request remains the same and two other jurisdictions did not.

The County Administrator encouraged Virginia Regional Transit to participate in the business Expo in Madison again as they have in the past.

Mr. Mike Socha stated they do have new people who are moving into the area that are asking transportation questions.

The County Administrator encouraged the Virginia Regional Transit to connect with Aging Together.

Thomas Jefferson EMS Council:

Supervisor Yowell referenced an article from the Richmond Times Dispatch and asked how the financial crisis at the Virginia Office of EMS affects Thomas Jefferson EMS Council and asked if they would have to cease operations.

Mr. Winchel answered that is something all the councils were dealing with at the end of the calendar year and there were a couple councils looking to close. Thomas Jefferson EMS Council has not been living paycheck to paycheck and they have gone after additional grant funding and additional funding operations. Mr. Winchel referenced a grant they are working on regarding mental health. They are still waiting to see what Office of EMS' final resolution is going to be.

Supervisor Yowell stated for confirmation that they are standing on their own feet and no checks are coming from the state.

Mr. Winchel answered they received their back payments two weeks ago. All the Councils are up to speed. Mr. Winchel listed programs that are not in the plan for at least the rest of the spring and potentially fiscal year 25.

Supervisor Yowell inquired what percentage of their budget in the past was coming from the State.

Mr. Winchel answered 80% of their revenue pre-covid came from the state but they have dropped that down to about 60% since he has come on board.

Chairman Jackson inquired what was their total operating budget for an annual year.

Mr. Winchel answered it is just under \$400,000 a year. Mr. Winchel stated he is working to increase that budget to get more personnel to provide additional services. Mr. Winchel discussed a grant Madison County EMS tried to get for a mental health program that kept getting stopped at the State. They were going to turn it into a regional plan but then everything stopped, and it was put on the shelf. They are looking to improve things Madison has brought up in the past by doing them regionally and gave a few examples.

Chairman Jackson stated he is going through their numbers and is having trouble making out the numbers and was curious.

Madison County Volunteer Fire Company:

Supervisor Yowell stated their increase according to his spreadsheet is \$307.

Chief Coppage stated that is not correct.

Chairman Jackson stated they request ninety-five last year and their request this year is \$150,000.

Chief Coppage agreed and stated the numbers they are looking at might be their ATL (aid to locality) money which goes to the County and is dispersed to them.

The Finance Director agreed.

Chairman Jackson stated their total budget would be roughly \$205,000 with the ATL (aid to locality).

Chief Coppage agreed and stated he does not have the exact ATL.

The Finance Director stated they used last year's portion and added that too it.

Supervisor Yowell inquired about ATL, aid to localities.

Chief Coppage stated it is funded by fire insurance premiums and it is dispersed by the State based on population. The Town gets an allocation because there is a minimum allocation per locality and the County is location based.

The Finance Director agreed.

Supervisor Yowell inquired about the time of year they find out the amount.

Chief Coppage stated it is dispersed in September.

The Finance Director stated she must apply for it, and they provide the amount based on the population. They tend to get it around the August-September timeframe.

Supervisor Yowell asked for confirmation that they put that in the Fire Company's budget because they need that for operations.

Chief Coppage agreed and stated it is not included in the \$150,000 which is the requested amount.

Supervisor Buchanan inquired about the amount of calls they run per year.

Chief Coppage stated last year it was around 380 and it generally runs from 375-400.

Chairman Jackson stated they do so much for Madison County with so little money going towards them and they responsibly fundraise, spend money, reinvest, and bring in young people. Chairman Jackson stated they are thankful to have Lauren Gordon for great leadership and thanked the Fire Company for what they do.

Chief Coppage thanked the Board for their support.

Parks & Recreation:

Chairman Jackson inquired how much Parks & Recreation received at the fundraising event on Saturday.

Ms. Lindsay Von Herbulis, Recreation Coordinator, stated they raised \$30,000.

Chairman Jackson asked the Finance Director to explain why they are asking for \$399,000 instead and the actual number is \$397,000.

The Finance Director stated she calculated the fringe differently, and the difference is the FICA. The Finance Director noted that the salaries in their budget do not reflect any sort of increase in compensation because it is pending the compensation study.

Ms. Lindsay Von Herbulis, Recreation Coordinator, asked if it was changed from the December increase that they all got.

The Finance Director agreed and stated whatever their current salary is today is what is in the budget.

Supervisor Yowell mentioned the ADA walkway for \$25,000 that is included in the \$399,00 and suggested it be included in capital improvements.

The Finance Director agreed.

Chairman Jackson asked Jerry Carpenter if he already had bids for it.

Supervisor Yowell agreed and stated this is something they must do.

Chairman Jackson stated it has been a part of the plan for four years.

Supervisor Yowell stated if they take that \$25,000 out and move it, that takes their request to a 6% increase. Supervisor Yowell stated if they look through their budget everything is level funding and stated he appreciated that. Supervisor Yowell stated he spends a lot of time out there and sees what is going on and the increase in clerical hours is assuredly warranted. The 3.2% COLA is reasonable.

Chairman Jackson inquired the cost of the Batwing mower.

Supervisor Yowell stated it was twenty-seven, which is not in this.

The Finance Director stated they will discuss capital at a future meeting, and she will make sure the Batwing mower is on that and the \$25,000 ADA walkway.

Supervisor Yowell stated those are capital improvements that need to be on the list.

Chairman Jackson stated for confirmation that Jerry had received bids for the walkways.

Mr. Jerry Carpenter, Parks & Recreation Director, stated he has two but has not heard anything from the last one.

Chairman Jackson inquired about the Carpenter Foundation money.

Ms. Lindsay Von Herbulis, Recreation Coordinator, stated that has been allocated to the youth sports scholarship fund. They still have donation money that has been allocated to the playground project/outdoor recreation center project. If they must move with something now, they could but they do not want to.

Chairman Jackson state the price for the walkway is very attractive. Chairman Jackson referenced the \$700,000 for the site work for the splash pad, pickleball, basketball, and hockey and asked if there were any questions on that. Chairman Jackson stated they have a lot of money contributed an earmarked towards things and they need the \$700,000 to get going so that other money becomes available.

Supervisor Buchanan asked for confirmation that the \$700,000 is the total cost.

Chairman Jackson stated it was either 3.2 million dollars or 3.4 million dollars total.

Ms. Lindsay Von Herbulis, Recreation Coordinator, stated it is 1.3 million dollars for the infrastructure which includes the bathrooms, sitework, electrics, etc. The playground/splash pad portions are 1.4 and then they have the rest.

Chairman Jackson inquired what the total was.

Ms. Lindsay Von Herbulis, Recreation Coordinator, stated it was 3.145 million dollars.

The County Administrator stated \$212,000 of that has already been committed for the design work.

Skyline CAP:

Supervisor Jewett stated he serves on the Skyline CAP Board and congratulated them on the community award. Supervisor Jewett stated he is on the inside and gets to see how that organization is run, and it is fantastic. Simon's leadership skills and administrative skills are just surpassed, and that organization does much with so little. A large part of that can be attributed to Supervisor Yowell who is their accountant. Supervisor Jewett stated he wished all Social Services organizations at the State, Federal, and Local levels could be run at that level of competency, and they are fortunate to have them.

Chairman Jackson asked Simon Fiscus if he was going on the Learning Center Board.

Mr. Simon Fiscus agreed.

Supervisor Yowell mentioned he was on the Skyline CAP staff and will not be commenting on this topic and would be recusing himself when they discuss Skyline CAP.

Northern Virginia 4-H Educational and Conference Center:

Supervisor Yowell inquired if they were a 501c3.

Katie Tennant agreed.

Supervisor Yowell stated it sounds like they bill afterwards for what they lost the previous year. Supervisor Yowell asked if they have a stash of money somewhere that fronts what they use to run the camps before they are reimbursed.

Katie Tennant agreed and stated they build it into their budget. They bill their camping units a 50% deposit before they come to camp and that helps get a lot of the supplies up front, pay some staffing cost, and some of it they recruit and some they do not. They must build into their budget expecting to take that loss and if they do not have a loss, they can serve more people and do more things.

Supervisor Yowell inquired how long the seventy-four kids from Madison will go to camp.

Katie Tennant stated it is five days and four nights, so it is residential.

Supervisor Yowell inquired if they go once during the season.

Katie Tennant agreed and clarified they go for one week during the summer. They arrive on Sunday afternoon and have dinner with them. On Monday, Tuesday, Wednesday, and Thursday they are there all day and they send them home on Thursday afternoon.

Supervisor Yowell inquired what age group they are talking about.

Katie Tennant stated the campers are nine to thirteen and then they employ teen counselors to help and they are fourteen to eighteen. They also have adult volunteers.

Supervisor Yowell stated their 990 states their budget is a million two.

Supervisor Buchanan inquired how many Clubs are in Madison.

Katie Tennant stated she did not know that answer because they are the retreat center and the clubs come to them.

Chairman Jackson asked Kelley Mallory, Unit Coordinator, Extension Agent, how many clubs are in Madison.

Kelley Mallory answered there are five.

Supervisor Buchanan asked if the Clubs raise money for this as well.

Katie Tennant stated the Clubs raise money to send their campers to camp, but the Clubs do not specifically raise money to cover their deficit.

The Finance Director noted that in years past starting around FY18 or 19, they donated \$750 per year and last year in FY24 they did not have any funds sent.

The County Administrator stated he is sure that represents a certain number of campers from Madison County and asked if going from \$750 to \$3700 is an anticipation of increases of participation.

Katie Tennant stated their goal is to add 10% each year so they can serve more youth and more campers in that leadership aspect.

Foothills Housing Corporation:

Chairman Jackson inquired if \$7,000 was their request.

Supervisor Yowell stated it was \$7,500 and mentioned Foothills' ability to collaborate with other organizations. Last year they gave them \$7,000 and they turned it into \$32,000 which is what Skyline does with them. Supervisor Yowell inquired if they were like Skyline, and they will only do these repairs for income eligible homeowners, and it is not for landlords.

Mr. John Reid agreed.

Supervisor Yowell stated Skyline has garnered quite a bit of money (\$45,000) for emergency home repairs.

Mr. John Reid stated sometimes they partner with Skyline and CHP (Community Housing Partners) out of Charlottesville. Some of these projects are pretty expensive and there are nice collaborations amongst organizations to pull some money together to get the projects done.

Chairman Jackson inquired where Mr. John Reid's office was located.

Mr. John Reid stated his office is in Warrington and Jackie is in Madison three days a week.

Supervisor Jewett stated he was looking over their repairs list and there are several repairs related to septic systems and asked if they partner/communicate with Culpeper Soil and Water Conservation District.

Mr. John Reid stated occasionally they will get a phone call from a county because a drain field has failed. They have access to a soil scientist, and they can do drip systems that take up 50% less capacity than a normal drain field. For about \$225,000 someone can get a drip system put in for a home. Mr. John Reid stated he is equipped to handle that, get estimates, have the soil analyzed, and save a home.

Supervisor Jewett stated he is thinking about referrals to their watershed septic reimbursement program, and they do a lot of that in this area, and he did not know if they coordinated with them.

Mr. John Reid stated he cannot say that he has, but he would like a phone call to chat about it.

Supervisor Jewett stated it is definitely worth it.

Mr. John Reid stated many years ago, they had about \$15,000 a year they would spend, and they are spending \$150,000 to make repairs in the counties they serve. Most of the Counties they serve are mostly Culpeper, Orange, and Madison, very little in Rappahannock, and very little in Fauquier. The Realtor Association has been a close advocate of theirs recently and they would like to spend more effort and time in Madison. Mr. John Reid shared an example of a building they renovated to provide affordable housing. Mr. John Reid stated he mentioned that building because if the Board is aware of a similar building in this

area, they have the capacity to make that happen. They have good relationships with Virginia Housing, RRRC, and Path Organization.

Supervisor Buchanan inquired how people find them if they need help.

Mr. John Reid stated he advertises a little bit, but the phone is always ringing. Jackie does a great job communicating with the DSS offices and they are a great referral source. Mr. John Reid stated his phone rings consistently and he takes calls seven days a week. There is not enough affordable housing. Mr. John Reid gave an overview of the different affordable homes they have in different counties. They do advertise their senior living, but for the senior living effort they draw in a lot of Northern Virginia seniors.

Animal Shelter:

The County Administrator mentioned before the presentation that they had some slight revisions, and he was putting them on the projector screen. This spreadsheet is in the OneDrive folder for the Board and there is a reduction from what they saw before.

Chairman Jackson inquired how much is left in the toppings fund.

Ms. Annette Dodson, Animal Shelter Manager, stated it is about \$32,000.

The County Administrator stated the fencing and other projects are geared towards topping and/or CIP. Repairs and Maintenance were at \$5,000, but they brought that down to \$2,500 based on historicals and they have the bandwidth to do something either with capital or topping funds. They took the veterinary fees down a little bit based on historicals. Overall costs have gone down; last year they were at \$184,637 and this year they are at \$184,066.61. For things like caulking, they are going to have the Facilities and Maintenance folks do that, so those costs show up in that budget and not here.

Supervisor Yowell inquired if the updated sheet was on OneDrive.

The Finance Director stated it is and it is version three.

Supervisor Buchanan stated they had someone in the meeting last week stating they were saving the shelter a large amount of money, and wanted to know if that was anywhere near close.

Ms. Annette Dodson, Animal Shelter Manager, stated their numbers are off and she would be more than happy to elaborate at a different time. Ms. Annette Dodson stated she is not saying they do not help, but they still get their fair share.

Chairman Jackson inquired how many dogs and cats are out there today.

Ms. Annette Dodson, Animal Shelter Manager, stated she has two cats, and one is leaving tomorrow. They have eight dogs, and one is already adopted, and it is waiting to be spayed before going home. Ms. Annette Dodson mentioned a dog who is in foster care who originally weighed twenty-one pounds and in three weeks he is up to thirty-eight pounds, and he was medically cleared, and he went to his foster home which is probably going to turn into foster to adopt.

The Finance Director gave clarification on the 3.4% reduction that is off the original budget that was \$190,000 last year, reducing to \$184,000.

Chairman Jackson stated it is great they are using Facilities and Maintenance for some stuff because they are all working on the same team and toppings is at \$32,000 and they need to go to the toppings committee for that. Chairman Jackson inquired how much they are looking to pull from the toppings fund.

The County Administrator stated they do not know at this time. The County Administrator discussed the projects they are considering. The County Administrator stated once they can get numbers it would be appropriate to call a Toppings Committee Meeting.

Chairman Jackson stated they have not met in years.

Supervisor Yowell inquired if the toppings fund were set up to be an endowment that would last forever or is there a limit on how much they can draw on in a year.

Chairman Jackson stated it was a total cash donation and they have \$32,000 left. Chairman Jackson mentioned last time they bought speakers.

The County Administrator stated that was before Ms. Annette Dodson and gave other examples of things the topping fund funded. The fund is not restricted usage, but it is required that the Topping Committee that was formed and sanctioned by the Board meets to recommend items to this Board to approve that use of funds.

Supervisor Yowell stated that was the first department budget they have seen and inquired if people were using Tyler-Munis to enter this information.

The Finance Director stated these are the reports that came out of Tyler-Munis.

Supervisor Yowell inquired who entered the data into Tyler-Munis.

The Finance Director clarified the only thing department heads entered was column "H" and she sent them the spreadsheet and they can import at the end. They have the capability to allow them to enter data in Tyler-Munis for their budget request, but they are not quite there yet.

Madison County Health Department:

The Madison County Health Department was not able to make it for their presentation.

Madison County Extension:

Chairman Jackson inquired if they were contractually obligated.

Ms. Kelley Mallory, Unit Coordinator, Extension Agent, stated if they want to continue extension programming in the county then yes. Essentially 33% of the budget comes from County funds. Ms. Kelley Mallory gave an overview of their current staff.

The Finance Director noted that in their budget if there are categories that are not spent, they give money back often at the end of the year.

Economic Development and Tourism:

The County Administrator noted that CVSBDC was shown in previous years in miscellaneous. With that moved in the “Dues” category there was a slight increase, but it is not new monies.

Chairman Jackson inquired why they bought flags for the American Legion.

Mrs. Tracey Gardner, Economic Development and Tourism Director, stated it was a request this year and she brought it to the Tourism Committee, and they see that it is similar to snowflakes, which are good for community morale.

Supervisor Yowell stated his spreadsheet shows the Tourism budget went down.

The County Administrator agreed and stated it went down by .2%.

Supervisor Yowell added it is about \$119.

Mrs. Tracey Gardner, Economic Development and Tourism Director, stated they have their ARPA funds in there and it is throwing things off.

Supervisor Yowell asked for confirmation that FY24 level without ARPA would have been \$50,000.

Mrs. Tracey Gardner, Economic Development and Tourism Director, stated it would have been \$70,000.

The Finance Director stated for FY23 the \$20,000 for ARPA would have come in as reimbursement revenue so the request without ARPA would have been \$50,000 last year in FY23.

Mrs. Tracey Gardner, Economic Development and Tourism Director, agreed.

VCW-Piedmont:

Supervisor Yowell inquired if the Carver Center was involved in their Food Initiative program.

Ms. Sarah Morton agreed and stated the Minority Veteran Farmers, Carver Center, and several producers have put into the queue already so they can serve a large population. They are looking at serving across the Danville area and out across the region. This is connected to workforce because from a nutritional, emotional, and mental standpoint they need to bridge the nutrition divide with healthy food specifically proteins in the food banks. Food banks are seeing an uptick in middle class families, and they got into that space because it is critical for their businesses and families.

Rappahannock River Basin Commission:

Went early because the Board was running ahead of schedule.

Chairman Jackson inquired how they are doing with Solar down there.

Mr. Eldon James stated a couple of the bills have been carried over and there is one that is still alive that presents some problems and they have some work to do. They are working hard to educate members of the Assembly of the importance of locally based decision making because this is where they understand how it impacts Madison County not at the State Corporation Commission.

Germanna Community College:

Chairman Jackson inquired how many people were enrolled in the Future Educators Academy program.

Dr. Gullickson stated they are starting this fall and if any Juniors or Seniors are interested, they should talk to their counselors, and they will hook them up if it is not too late. They have about twenty applications, but they can take more. They can come back and become teachers in Madison County Schools by the time they are 21 years old. It is hard to attract teachers to rural areas, so they really have to grow from the people who live here and love living in a rural area to begin with.

Supervisor Jewett inquired if these free classes were predominately dual credit or dual enrollment.

Dr. Gullickson agreed and stated they count for both high school credit and college credit, but they are free to the students.

Supervisor Jewett inquired how many are taught by Germanna faculty versus high school teachers who qualify as adjuncts.

Dr. Gullickson stated she cannot tell him that off the top of her head. They are going to use the high school faculty as mentors and preceptors. They are asking the students to go back to the rural districts to do clinicals and labs. Madison County has a good dual enrollment program and an excellent superintendent. Dr. Gullickson stated she does not know the credentials of the specific teachers in Madison County. The way to be eligible is to have a master's degree and eighteen credits in a discipline. It is easier here because if they are a teacher and they have a master's degree because of the educational courses they would qualify. Dr. Gullickson stated they are hoping to use them because they will need their K-12 expertise.

Supervisor Jewett stated the reason he asked is because years ago when he was in the faculty at PVCC they had problems with dual enrollment courses transferring particularly to University of Virginia. At that time, the English department did not accept English comp, it had to be taught in dual credit not dual enrollment. It was a real barrier for some of the transfer agreements that were in the works.

Dr. Gullickson stated for the most part that has been resolved. It was once a stumbling block a couple of years ago with UVA around a communication course. Dr. Gullickson stated she communicated with Jim Ryan, the President of UVA, and they fixed it.

Dr. John Davis stated a lot of those articulation agreements and things have been streamlined over the last five or six years. They used to be unique agreements between the VCCS institutions and each individual four-year, in particular UVA and William Mary.

Supervisor Jewett mentioned their certificate and two-year CTE degrees like the IST Associate Applied Science and inquired about the demands for those graduates.

Dr. Gullickson stated it is increasing beyond belief. There is less demand on the western side of their territory than the Eastern side. Dr. Gullickson stated Amazon is coming to our communities and eventually they will employ IST people. Right now, they are starting a Train the Trainer Course for fiber optic persons, and they will be training folks on that within the next three months. What these companies need is people to build so they need construction trades, electricians, etc. That is what they will do first and then the IST demand is through the roof.

Supervisor Jewett stated one of the challenges for their associate degree students was that many of them were not successful as the program sold because there was a focus on moving up into managerial roles and they want four-year degrees. Before he left, they started putting an emphasis on smooth transition into computer science programs.

Dr. Gullickson stated the demand is so large for people with computer skills they will hire people who do not have to have an associate degree just a certification. Dr. Gullickson gave an example of a student who is getting a certification and works, and he will have the company pay for the bachelor's degree and that is just the demand. Dr. Gullickson stated the workforce, housing, and childcare are all huge issues for our community and they are doing the best they can to work on the workforce side of it.

Dr. Gullickson thanked the Board for appointing Sarah Berry to their college Board. She is a great representative for Madison County and rural areas in general and she is a great leader and friend of the college.

Supervisor Yowell inquired about the difference between a guidance counselor and a career coach.

Dr. Gullickson stated those lines are sometimes blurred, but a career coach helps specifically with the post high school for high school students. A counselor works on mental health issues, family issues, homelessness, and other issues happening in high schools across the country. The beauty of a career coach is it frees up counselors who have training in psychology to do their jobs and not all the career coaches have training in psychology, and many do not have a master's degree. Their people help with the paperwork and the application process.

Legal Aid Works:

Chairman Jackson inquired about their annual operating budget.

Ms. Ann Kloeckner stated it was about 1.5 million and that is a three-office organization with three branch offices.

Supervisor Yowell mentioned the 990 and stated last year's budget was a million eight almost a million nine. Supervisor Yowell asked for confirmation that a million one in salaries is for two attorneys.

Ms. Ann Kloeckner stated that is for their entire organization's twenty-three staff with two attorneys in the Culpeper Office, two in the Tappahannock Office, and 3.8 in their Fredericksburg Office.

Supervisor Yowell inquired if they do any fee for services.

Ms. Ann Kloeckner stated they do not. If someone is low income, their services are free. Ms. Ann Kloeckner stated when she started 11 years ago, the starting salary for a new attorney was \$48,000 a year.

That needed to be raised in order to be fairly competitive with other legal aid organizations or public defenders. They will never compete with Richmond and that is not what they do but they try to be competitive with the local Commonwealth's Attorneys, the local Assistant Attorney General's offices, and the public defenders. Their starting salary for a brand-new lawyer, straight out of law school, is \$69,000 which she considered modest. Ms. Ann Kloeckner stated they are usually there for the mission, not the money.

Supervisor Buchanan inquired how long they maintain the Attorneys.

Ms. Ann Kloeckner stated retention is an issue. They have some people who have been there forever, but they generally train people and then they leave. The managing Attorney in their Culpeper office has been with them for over sixteen years, and she just won the Legal Aid Attorney of the Year Award in Virginia. She has been around since she was in law school and has made her entire career with them.

The County Administrator and the Finance Director discussed other budgets since there was extra time.

Central Virginia Regional Jail:

The County Administrator stated there was an increase overall. The Central Virginia Jail Board is slated to meet in March, and they will be covering the budget and amend their agreement that would specify that any excess funds that are not utilized will come back to the county.

Supervisor Yowell inquired how that works.

The County Administrator stated he did not have an answer for that, but either he or Supervisor Buchanan, who is their member, can ask.

The County Administrator stated it is an increase from last year of a million dollars. The County Administrator discussed how they formulate the amount each locality will pay. Other localities are increasing bed days and Madison's bed days are decreasing. Last year's adopted budget was \$624,224 and now Madison is at \$590,314 so it is a reduction of \$33,910. The County Administrators have discussed with the Finance Director and the Superintendent of the jail about the use of fund balance. They are using the fund balance to not pass any of the million-dollar increase. The County Administrator stated he believed the jail is discussing with Paige County. They are housing some of their inmate population, but he is not sure if they are going to pursue them as a new member or not. If they have a new member, it must be voted on and it is a buy in for that county. They have plenty of capacity at this time and there was a large expansion around 2017 or 2018. Madison's numbers are trending down and that is where they want to be. This budget has not been adopted and it is scheduled for the March meeting.

Supervisor Buchanan inquired why Madison's numbers are down.

The County Administrator stated he did not know, but they can ask that question. Mr. Carew was here last week from OAR, and he has a lot of those statistics. They can also reach out to the Superintendent of the jail to see why.

Supervisor Buchanan inquired if Sheriff Weaver would know.

The County Administrator stated he might and mentioned he is a member. Each county has two members and one of those members must be the Sheriff and the term runs with the elected office term. The other member is Supervisor Buchanan, and the Board of Supervisors votes on that every year at the Organizational meeting. Every fifth year, there is an at large member and Madison County's will start July 1, 2025.

Rappahannock Juvenile Detention:

The Finance Director stated their budget increased quite a bit and it is a 9.5 million budget. A lot of the increase was for salaries and trying to be competitive. They have a DJJ block grant as a part of the revenue source and they are using some fund balance. The Finance Director stated for the locality's revenue there are seven counties including Madison and it is a \$6.8 million locality revenue based on three years usage bed days. For Madison it is a \$155,000 increase over last year and this year is \$246,767 for Madison's contribution towards the locality's revenue. They do not have higher usage; it is just that their budget increased quite a bit. Their average usage has been consistent over the last two years.

The County Administrator stated they voted on this budget and in the past, there has been discussion regarding why Madison is at this Juvenile Detention. They get good service, but there are things in their bylaws if they want to get out there is a cost to that. If they looked at other areas to join other than Albemarle, they would have to buy in. The County Administrator encouraged the Board to let him know if they ever want to see the facility and stated Superintendent Carla White is a great long tenure person. They are located on the same road and within site distance of their actual jail. The County Administrator compared the competition for staff at Head Start and the Primary School and stated they are in a similar position. The facility is located in Stafford County right off ninety-five. A correction officer in the jail can handle adults differently than an officer in the detention center can interact with juveniles. There is a lot of physical and sometimes violence towards these officers and gave an example of a 60-year-old officer who is not able to come back due to injury. They have frozen some positions in the past to try to flat line their budget but overall, the increase is looking at COLA and trying to be competitive.

The Finance Director stated last year they had ten children with a total of 191 bed days and their actual usage last year was 2.39%. This year to date they have had four children, eighty-seven bed days and their actual usage was 1.38%. They do a three-year average and they had one year a couple of years ago that was really high.

The County Administrator stated when they have those heinous crimes there are long term stays. They had an unfortunate situation a couple of years ago and that individual stayed at the center for almost a year.

Finance:

The Finance Director reviewed her audit consulting and valuations budget. The only increase was in valuation services and that is contractual. Auditing services were left the same and accounting services decreased slightly. The Finance Director stated they had to increase valuation based on their contract with a slight increase. The other budget has one increase and that is for salaries and wages. Listed are current full-time salaries for all of the finance team except for a \$15,000 suggested increase based on a promotion they may have in the department next year. The Finance Director stated they reduced other areas so the overall budget for Finance is less.

Supervisor Yowell stated he only sees one budget for Finance.

The Finance Director clarified that they are on the same sheet and clarified what services the audit consulting and valuations budget covers.

The County Administrator stated the Finance Director has been tremendous with Tyler-Munis and stated she is doing configuration.

The Finance Director stated the goal was to keep their budget overall at a net zero increase between those two and she was able to do that. The salary and wages could go down depending on the promotion and the timing.

Board of Supervisors:

Chairman Jackson asked if the County Administrator thought there was any need to go up.

The County Administrator stated he does not. The County Administrator mentioned he and two Board of Supervisors went to Local Government Day at the General Assembly. The County Administrator left it flat line but if they start taking seminars and traveling for different committees they may need to. The County Administrator stated his office will continue to push those opportunities to the Board, but at this time, the County Administrator did not anticipate any increases.

County Attorney:

The County Administrator reviewed the County Attorney's budget.

Supervisor Jewett inquired about the long-term plan with Sean Gregg's position and mentioned Sean Gregg's health insurance has increased a large amount.

Chairman Jackson suggested discussing this during a "premeeting" with Sean Gregg and Hannon Wright. Chairman Jackson stated the County Attorney is going to be away and asked the County Administrator the dates.

The County Administrator stated it is the end of March through the first week in April.

Chairman Jackson stated Sean Gregg is queued up and he thinks the question is exceedingly relevant.

Supervisor Buchanan inquired if there is another attorney from the County Attorney's law firm that could fill in.

The County Administrator stated there is another attorney, but he is not sure if they have that arrangement. This will be something they can ask the County Attorney.

Chairman Jackson advised speaking with the County Attorney. Chairman Jackson stated that is a good question and they need a long-term plan and figure out solutions. Chairman Jackson mentioned this is an irregular situation and stated Madison County needs an Attorney they know and can represent them on a personal level. Chairman Jackson mentioned past County Attorneys set them in the right direction and stated the current County Attorney is doing an exceptional job.

Combined Court Services:

The Finance Director stated this is the Combined Court Services (JDR) and reviewed the budget which is a slight reduction.

Supervisor Yowell inquired where Juvenile Court Services originated.

The County Administrator stated upstairs in the Courthouse is the Circuit Court and then below is where the family dispute cases come through.

Supervisor Yowell stated he knows about Juvenile Court but inquired what Court Services was. Supervisor Yowell inquired if they have a separate person than the Circuit Court who handles their docket.

The County Administrator stated Wendy Gallihugh has Deputy Clerk positions in her office.

Supervisor Yowell inquired if her office was downstairs.

The County Administrator agreed and stated they saw Ms. Lewis from probation the other day and that is right in the same area. The County Administrator stated it is Juvenile and Domestic Relations.

Supervisor Yowell inquired where their labor shows up.

The County Administrator stated they are through the State, so it is a little different and the County gives them office support functions.

The Finance Director agreed and stated they also give them a least office machine.

The County Administrator clarified further the type of office furniture and office equipment they help with.

Supervisor Yowell stated he does not remember this budget from last year.

The Finance Director stated she did not think they presented it last year because she was new, and it was static from the year before.

Chairman Jackson stated they have done that one before.

County Administrator:

The County Administrator reviewed his budget for his department. The Compensation Study reflects a 0% increase recommendation for the County Administrator position and the Deputy County Administrator position. The Compensation Study had a slight increase recommendation for the Executive Assistant. They have a new position, Mr. Gordon, as the Deputy County Administrator. The County Administrator mentioned they plan to start using the part-time line item to start scanning and archiving files. It went down a little in salaries, wages, and overtime. The County Administrator stated he and the Deputy County Administrator are exempt from overtime, but if the Executive Assistant stays late for

meetings, they try to fluctuate or use comp time. The County Administrator stated several years back there were two positions that received overtime and that was the Facilities Maintenance Manager and the Executive Assistant (Clerk of the Board). Whenever there is an increase in salaries there is going to be an increase in fringe and gave a few examples.

The Finance Director stated she rolled VRS all into one category.

The County Administrator clarified that is for three FTE (full-time employees). The County Administrator stated they did the same for health insurance and group life insurance. There is an increase for workman's comp due to the additional position. The workman's comp rate went down, and health insurance has not increased. Testing services and patient centered outreach line items were all zeroed. The County Administrator discussed when "other professional services" and "outside services" are used. The County Administrator asked the Deputy County Administrator to cover the maintenance and repairs line item.

The Deputy County Administrator stated this is a rollover from the ECC (Emergency Communications Center) and it is going to cover Motorola maintenance and generator maintenance for the repeater sites. This number is deceiving. It is roughly \$30,000 for Motorola maintenance but they do not anticipate using that much. They are going to pay it monthly, and when they cut it over in the first year the new system will be under a warranty period. The Deputy County Administrator stated it is \$2,600 a month and he anticipated getting to September and then decommissioning the old system.

The Finance Director mentioned the ECC budget has gone down.

Chairman Jackson inquired how much.

The Deputy County Administrator stated between those two lines roughly \$37,000.

The County Administrator stated the Deputy County Administrator covers the radio program administration and maintenance and support. Many hats he was wearing before, he has brought some of those items over.

Chairman Jackson asked for confirmation that line item will be an ongoing cost.

The Deputy County Administrator stated the generator will be and when the new system's warranty ends, that number will go up.

Chairman Jackson inquired about the warranty period.

The Deputy County Administrator stated it was one year/twelve months for the whole system. The Deputy County Administrator clarified that when they signed the contract, they signed what they call a SUA 4 which is an upgrade of the system every four years to keep them modern and avoid a situation again where they must upgrade everything. That plan starts at about \$270,000 a year and they have a three-year warranty period on a microwave and that starts at 30,000 a year. That runs out for fifteen years, but it maintains the radio during that period.

Supervisor Buchanan inquired what it was before.

The Deputy County Administrator stated they did not do this before which is why they were in the shape they were in.

Supervisor Buchanan inquired about the total per year.

The Deputy County Administrator stated it is \$273,000 in the first year and it goes up roughly 3% every year after that. The microwave kicks in at year three or four. By the end of the term in fifteen years, they are close to \$325,000 each year.

The County Administrator mentioned that will be 1.5 million dollars over that fifteen-year period.

The Deputy County Administrator stated he needed to look at the contract, but it is roughly 1.5 million dollars over fifteen years. The Deputy County Administrator stated the thing about this system versus what they have now is it is one big computer network and that unfortunately is very expensive.

The County Administrator stated after fifteen years, they will have a new system when they get to the end of it.

Supervisor Buchanan inquired if it keeps going after fifteen years.

The Deputy County Administrator mentioned the Finance Director just pulled up that the ECC budget went down \$233,000.

The County Administrator stated that they upgrade so they have new equipment at the end of the fifteen years and asked if they get a new fifteen-year life cycle.

The Deputy County Administrator stated some of the equipment gets upgraded every four years and the big equipment may need an upgrade in fifteen years, but they are not going to need a new tower site. They only go out to fifteen years because technology is going to change so much between now and fifteen years and they will probably not be maintaining the same system.

Supervisor Jewett mentioned the \$300,000 they are going to start accruing and inquired how it is built into the CIP or capitalization of emergency communication services.

The Deputy County Administrator asked for confirmation that it can be put in operations.

The Finance Director stated she is putting it into capital now.

The Deputy County Administrator stated it is capital now marked as a place holder and when it comes time to pay it then it will need to go into operations. The Deputy County Administrator stated he thinks it is going to save them from spending a bunch of money in year ten or twelve.

Supervisor Jewett stated the Fire Department is putting in an annual capitalized rate for equipment replacement and asked if this is more or less an annualized capital rate replacement.

The Deputy County Administrator agreed and stated it is an insurance policy on the large chunk they just spent to put that system up.

The County Administrator stated the Finance Director, himself, and the Deputy County Administrator met with Davenport last week and they are going to be looking at the capital as well as looking at those items that are starting to creep up. The County Administrator gave a few examples. They are looking at new constants whether they are capital or operational. The County Administrator stated there is an increase for postage and telecommunications. The County Administrator asked the Deputy County Administrator to cover Hyper Reach.

The Deputy County Administrator stated Hyper Reach is their community alerting system which they used a tremendous amount this past fall. They are in the second year of a three-year extension so that number will stay static this year and next year. The Deputy County Administrator stated he spoke with Hyper-Reach, and he does not believe it is going up next year.

Chairman Jackson inquired what it meant where it says, "four different lines."

The Deputy County Administrator stated that is the total between the generators, the maintenance for Motorola, and something else.

The County Administrator stated they had a slight increase for another vehicle insurance wise. They are keeping the office supplies line item stagnant, and they have a slight increase for the fuel line item. They kept the equipment maintenance line item the same. There was a slight increase for the books and subscriptions line item due to the Municode change. There is a slight increase for the dues line item based on actuals. They pay their fair share for the lease of office equipment. The rent line item covers the lease for the Church Hill and Beautiful Run sites for FY25. There is an escalation in Church Hill.

Chairman Jackson inquired if any cell phone companies have contacted the county recently.

The County Administrator stated he was not aware of any.

The Deputy County Administrator stated FCC puts that on their website and they will mark completed once it is done and he expects that is when they will start hearing from them.

The County Administrator stated the main carrier that knows they are there is Verizon because they had to pay them for fiber. They left the mileage alone and that is more for reimbursement. Line items lodging and meals are the same as well as seminars and tuition. The County Administrator stated for office furniture, he put in money for a desk this year. The County Administrator stated if they take the \$545,000 which is an increase and deduct the \$233,000 that is the number they compare to last year. They are tracking one capital item for their department and that is a vehicle for the Deputy County Administrator. The County Administrator discussed the reasons for the need.

The Deputy County Administrator described the type of vehicle he was looking at purchasing and the cost-plus outfitting.

Chairman Jackson inquired if this was being added to capital.

The County Administrator agreed.

The Finance Director stated she has it all together for their capital meeting.

Chairman Jackson stated without County Administration, they are at \$154,450 for new money for today.

PUBLIC COMMENT

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

CLOSED SESSION

None.

ADJOURN

With there being no further business to conduct, Supervisor Jewett made a motion to adjourn, seconded by Supervisor Dawson. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: March 26, 2024



Agenda
Board of Supervisors
Tuesday, February 27, 2024, 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: 02/08/2024

Special Appearances

Old Business

2. Tax Deferral – Commissioner of Revenue

New Business

3. Graves Mountain Large Events Permits – County Administrator
 - a. Heritage Day- Kids Fishing Day
 - b. VXCS Race- Virginia Cross Country Race Series
4. Tour de Madison – County Administrator

Discussion

Information/Correspondence

Public Comment

Closed Session

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 6:00 PM — Tuesday, February 27th, 2024

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

MEETING #09 — February 27th

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

PRESENT: R. Clay Jackson, Chair
Carty Yowell, Vice-Chair
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Brian Gordon, Deputy County Administrator
Hannon Wright, County Attorney
Kimberly Turner, Deputy Clerk

ABSENT: None.

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.

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

CONSENT AGENDA

1. Approve Minutes: 02/08/2024.

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

SPECIAL APPEARANCES

None.

OLD BUSINESS

2. Tax Deferral – Commissioner of Revenue

The County Administrator stated this topic has been raised in the past and wants to bring it back to the Board for final direction. The Commissioner of Revenue is present to speak to the information that was prepared for the agenda packet and answer any questions.

The Commissioner of Revenue gave an overview of the current deferral program verses surrounding localities and clarified who would qualify.

Supervisor Yowell asked for confirmation that someone could have a \$500,000 house as long as they met the qualifications of the other two things.

The Commissioner of Revenue agreed and gave an example.

Supervisor Buchanan inquired how much money and how many people are enrolled.

The Commissioner of Revenue stated they have twelve people enrolled and right around \$13,000 that is deferred.

Supervisor Jewett inquired about the roll back period.

The Commissioner of Revenue stated it as five years with no interest calculated. The Commissioner of Revenue explained the timeframe and reasons someone may need to pay it back.

Supervisor Jewett posed a scenario where someone may evade taxes by putting the house in the parent's name. Supervisor Jewett asked for confirmation that if that were an exemption, the taxes would never be paid.

The Commissioner of Revenue agreed.

Supervisor Jewett stated he could see that being a motivation to manipulate the exemption.

Chairman Jackson asked the Commissioner of Revenue if they went to an exemption instead of a deferral program would there be a flood gate of people applying.

The Commissioner of Revenue stated that is speculation, but he imagines the number would double or three-fold.

Chairman Jackson inquired the rationale for people who qualify for the deferral, but do not enroll.

The Commissioner of Revenue stated they do not want to leave that liability to their children.

The Commissioner of Revenue stated they do not get a lot of feedback when they do it, but his office makes a huge effort to communicate to previously enrolled people during enrollment time each year.

Supervisor Yowell asked for clarification if this came up in a title search when selling the property.

The Commissioner of Revenue agreed and stated they cannot disclose that information. There are avenues to find out prior year tax bills. Often, people that participate are prideful and do not disclose to their

family that they participate, and it would pop up at the sale or after the sale. The Commissioner of Revenue's office does not find out about it until they get the transfer, which may be three months later.

Supervisor Yowell inquired if the fee would fall on the buyer of the property.

The Commissioner of Revenue stated the liability would not transfer to the buyer.

Chairman Jackson stated that could be curtailed within the sale contract.

Supervisor Yowell stated he thinks people should have to pay their own way and does not have an appetite to change to exemption.

Chairman Jackson agreed and asked the Board if they mind if Kevin McHaney spoke about this.

The Board agreed.

Supervisor Buchanan stated there are a lot of proud people in this County and they turn down help and he would like to know what kind of money is involved if they did go the other way. Supervisor Buchanan mentioned Rappahannock is similar in size and inquired how many people they have in this program.

The Commissioner of Revenue stated they have about seventy-five people and it is about \$120,000 that is lost revenue.

Supervisor Yowell stated they are deferring the taxes during their life, and they are getting the benefit of this tax break. When they decide to sell or pass away the liability will go to "the next man up."
Supervisor Yowell stated he maintains that they are helping them.

Kevin McHaney: Mr. McHaney, Criglersville resident, expressed concerns with the deferral program and gave examples for how it can cause challenges.

Supervisor Jewett mentioned he understood Mr. McHaney's concern and stated there is also a cut off for social security once they get to a certain threshold. Supervisor Jewett suggested raising the income limit for the program.

Mr. McHaney stated to him it is more about relief versus deferral. Mr. McHaney shared an example of heirs that were selling their mother's property and three months after the sale they learned they owed money due to the tax deferral program. Mr. McHaney stated it is a big chunk of change and sometimes there is not a profit when properties sell.

Supervisor Yowell made a motion to retain the method of tax deferment that they have in place, seconded by Supervisor Jewett.

Chairman Jackson agreed with Supervisor Yowell. Chairman Jackson stated he understands the burden coming back but this must be a small number of people who qualifies for this. They are sympathetic to people in this bracket and those who do not want to pass along the burden to their families, but that is part of owning property and being a part of a community. Chairman Jackson stated they could evaluate and change income limits, but at this point he does not see a reason to change.

Supervisor Yowell asked the County Administrator if they were going to change the income or asset limit, how they would go about that.

The County Administrator stated this would track with the ordinance for the program.

Aye: Jackson, Yowell, Dawson, Jewett. Nay: Buchanan. Abstain: (0) Absent: (0).

Chairman Jackson stated they can talk about it when they start talking about revenues.

The Board agreed.

NEW BUSINESS

3. Graves Mountain Lodge Large Events Permits – County Administrator
 - a. Heritage Day- Kids Fishing Day
 - b. VXCS Race- Virginia Cross Country Race Series

The County Administrator stated Graves Mountain Lodge has two permits to be considered. The first is Heritage Day and this is something that occurs every year. There are two different event thresholds. Category one is an event with over three hundred people and is approved by the County's Zoning Administrator and category two is an event with over seven hundred fifty people and is approved by the Board. This is a standard event with no concerns from Emergency Management. Staff recommends approval and is seeking the Board's decision.

The County Administrator stated Graves Mountain Lodge, several years ago, started having Motocross. This is a race series that is the same as last year and will take place in April. There are no concerns from Emergency Management. They have all their forms and staff recommends approval.

Supervisor Jewett made a motion to approve the request from Graves Mountain Lodge for Heritage Day and VXCS Race Permits, seconded by Supervisor Yowell. ***Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).***

4. Tour de Madison – County Administrator

The County Administrator stated this is their 36 Annual Tour de Madison and they have all their information. Anytime there is an access request they are required to get a Land Use Permit (LUP). There are no concerns from Emergency Management except for one conversation the County Administrator had with Sheriff Weaver. The County Administrator referenced the last page in the agenda packet and stated Sheriff Weaver was concerned regarding liability. It currently says, *"Madison County accepts no responsibility or liability by acknowledging that this event might occur. Applicant will follow all requirements imposed by the Madison County Sheriff's Department."* The Sheriff's Department is not imposing anything, they would just have to obey traffic laws. The County Administrator stated he called Barry Pen Hollar, who oversees the event, and he stated he pulled that language from an older application. After talking with Sheriff Weaver, they agreed it should read, *"Madison County and the Madison County Sheriff's Office accepts no responsibility or liability by acknowledging that this event might occur."* The County Administrator stated this is a revision he wishes to bring before the Board tonight to consider for approval of this Land Use Permit. Before an event can take place the County Administrator, Sheriff, State Police, and VDOT must all sign off.

Chairman Jackson asked the County Attorney what liability the Sheriff's Department would have.

The County Administrator mentioned the Sheriff's Department will not be doing traffic control for the event nor are they getting paid to do anything.

The County Attorney stated they would have their normal sovereignty.

Supervisor Yowell asked for confirmation that Mr. PenHollar and Sheriff Weaver agreed with the amendment.

The County Administrator agreed.

Supervisor Yowell made a motion to approve the Special Event Application for Tour de Madison with the amendments the County Administrator has put forth, seconded by Supervisor Dawson. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

DISCUSSION

None.

INFORMATION/CORRESPONDENCE

Chairman Jackson stated Plow & Hearth is going through a hard time and it is a hard hit for the employees and Madison County. They are working with the WARN Act and the nonprofits that have come to them already to see what they can do to facilitate future employment.

The County Administrator stated upon hearing this news he spoke with Mr. Bower, Vice President and Human Resources for Evergreen Enterprises, and stated that Madison County stands ready. Piedmont Workforce has begun conversation with the State level because they are going to need to work with the employees. Looking at the future, they are unsure of the use of space but whatever they decide to do with the property, the County stands ready. The County Administrator stated he mentioned the County is part of Go Virginia as well as Central Virginia Economic Development Partnership. The County sympathizes with those affected and stands ready to assist.

Supervisor Yowell inquired what was the time period they were going to wind down.

The County Administrator stated the majority of the one hundred and seven jobs announced would end by May 3rd. There are a few positions that will be staggered on. The two brick and mortar stores on twenty-nine are not affected by this.

Supervisor Jewett stated he assumes our Economic Development & Tourism Director will stay involved.

The County Administrator agreed.

Supervisor Jewett stated it would be interesting to see how many of the employees affected are Madison citizens.

The County Administrator stated he has been asked that a few times today and will see if they will give him that number.

PUBLIC COMMENT

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

CLOSED SESSION

None.

ADJOURN

With there being no further business to conduct, Supervisor Yowell made a motion to adjourn, seconded by Supervisor Jewett. ***Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).***

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: March 26, 2024.

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Agenda
Budget Worksession #4
Thursday, February 29, 2024 at 3:00 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

FY25 Budget Worksession

1. Madison County Health Department's Funding Request Presentation – Dana McClelland
2. Madison County School's FY25 Budget Request – Anna Graham & Tina Cropp
3. Information Technology's New Position Request – Information Technology Manager
4. Revenue Estimates – Commissioner of Revenue & Treasurer
5. Capital Budget – Finance Director

Public Comment

Closed Session

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 3:00PM — Thursday, February 29, 2024

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

MEETING #10 — February 29th

At a Budget Workshop (#4) of the Board of Supervisors on Thursday, February 29th at 3:00PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chair
Carty Yowell, Vice-Chair
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Brian Gordon, Deputy County Administrator
Jennifer Warren, Finance Director
Kimberly Turner, Deputy Clerk

ABSENT: Hannon Wright, County Attorney

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.

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

PUBLIC COMMENT

Chairman Jackson opened the floor to public comment.

Lisa Davis, Locust Dale: Ms. Davis stated she understands why organizations' funding requests have increased but has concerns with the tax base. Ms. Davis suggested a study be done to see what is duplicated in the staffs' job descriptions and if the positions were needed. Ms. Davis expressed concerns regarding the number of government employees in Madison and gave examples. Ms. Davis asked how much of an increase in taxes they would have if they gave the outside agencies their requested amount of money.

Supervisor Yowell stated if a penny is worth \$175,000 and someone ask for an additional \$175,000 from the County this year that is a penny on their real-estate tax.

Lisa Davis, Locust Dale: Ms. Davis inquired what Supervisor Yowell estimated the increase would be.

Supervisor Yowell stated they were not there yet.

Supervisor Jewett stated they are getting a significant increase request and if they funded everybody, they could easily be looking at a 15-18% increase in property taxes. Supervisor Jewett mentioned they do not know their revenue projections and they are working off a very difficult year due to three years of inflation. Supervisor Jewett stated they are working as hard as they can and mentioned there are certain services they must provide at a particular level. Supervisor Jewett stated since he has been on the Board the County Administrator, the Board, and the staff of the County have worked very hard and diligently to reduce costs and positions. Moving forward they are going to be doing more strategic planning to continue to do those examinations and revisions based on what they determine they can do. Supervisor Jewett mentioned the State is what causes them a lot of problems and gave examples.

Lisa Davis, Locust Dale: Ms. Davis mentioned she can feel the rationale behind the request, but she was curious.

Chairman Jackson mentioned they have 107 full-time employees.

With there being no further public comment brought forth, the public comment opportunity was closed.

FY25 BUDGET WORKSESSION

1. Madison County Health Department's Funding Request Presentation – Dana McClelland

Ms. Dana McClelland presented her FY25 budget funding request.

- Increase of 2% or \$4,500.
- Have not received their budget from the State.
- Forecast a small increase in health insurance premium rates.
- Their service is important to the County and gave examples of their services.

Supervisor Yowell stated his spreadsheet shows they are asking for \$2,864 more or 1%. Supervisor Yowell clarified last year's request was \$226,636 and this year \$229,500.

Ms. Dana McClelland stated they changed their budget request for 2024 based on allocations from the State. This year Madison is contributing \$225,000.

Supervisor Yowell stated their department goes to all their construction sites and approves the wells, drain fields, and septic and inquired about their timing.

Ms. Dana McClelland stated she has not had any complaints about their timing. The State guidelines stated that once they get an application for a permit, they must turn that back around within fifteen days.

Supervisor Yowell inquired if Ms. Dana McClelland was the one that fields complaints.

Ms. Dana McClelland stated they normally make it to her when they are upset.

Chairman Jackson mentioned it was fifteen business days.

Ms. Dana McClelland inquired if they were hearing complaints.

Supervisor Yowell stated not as much as they used too.

Chairman Jackson inquired when they will hear from the State and inquired if the number will be revised.

Ms. Dana McClelland stated she has heard it could be as early as July and at the latest November.

Chairman Jackson thanked Ms. Dana McClelland.

2. Madison County School's FY25 Budget Request – Anna Graham & Tina Cropp

Ms. Anna Graham, Madison School's Superintendent, and Tina Cropp, Madison School's Finance Director, presented their FY25 budget funding request. Ms. Anna Graham stated she provided the Board with handouts and the first one was a letter that went out to Superintendents that informs them of estimates on their budget. The large handout is their budget priorities, so the Board knows the "whys" behind their budget. The priorities are set by the School Board each year and the request reflect the priorities.

- Priority 1: Provide academic excellence and rigor in the classroom and in extracurricular activities.
 - Discussed examples of ways they are doing this, which is in the packet shared with the Board.
 - Budget request: One additional full-time teacher at the Primary School and/or a Sped Teacher. The teacher is to keep classrooms sizes down. They are required to do a local match for textbooks.
- Priority 2: Wellness priority, having student special education needs, English language earners, and kids that need individual help in general.
 - Discussed examples of ways they are doing this.
 - Budget request: Increase in prep services, which is a service for students with high needs.
- Priority 3: Enhance Career and Technical Education (CTE) Program
 - Discussed examples of ways they are doing this.
 - Budget request: Does not have a budget request. Funded through Perkins and already locally funded.
- Priority 4: Creating a highly desirable workplace.
 - Discussed examples of ways they are doing this.
 - Budget request: Continuation of 2% raise from the State. They would like to update their teacher scale to be more competitive and they are asking for \$400,000 to do that and that would include benefits. They did not have an increase from health insurance, but they would like to match their rates for all their employees, so the County and Schools pay the same amount. They would like to increase the substitute pay from \$14 an hour to \$16.
- Priority 5: They have joint Boards that work on their CIP priorities together.
 - Discussed examples of things they need to repair.
 - Budget request: \$1,702,000
 - The estimated carryover from FY23 is \$1,095,000 so the need from the County is \$607,000.
- Priority 6: Character education and American citizenship priority.
 - No budget request.

Ms. Anna Graham stated the estimated funding request based on the Governor's budget is \$1,002,998 and the estimated CIP is \$607,000. Ms. Anna Graham compared their budget to the Governors, Senates, and the House. Ms. Anna Graham asked the Board if they had any questions.

The Finance Director stated the budget request they had on the screen has the old figure in it and inquired if Ms. Anna Graham mentioned the savings to the county due to the health insurance decrease.

Ms. Anna Graham stated it is \$113,679 and that is how they end up with \$1,002,998.

The Finance Director thanked Ms. Anna Graham and mentioned the difference between what is on the screen and what was in the packet from the School.

Ms. Anna Graham stated that is taking off the estimate 10% increase but still making their rates the same as the County employees.

Supervisor Yowell referenced the last page of the packet the school provided, that discussed the State funding, and stated they needed to add the State's sales tax and the State Funds. Supervisor Yowell inquired which listed number represented that number.

Ms. Tina Cropp stated the Superintendent's recommended budget is based on the Governor's budget.

Supervisor Yowell inquired what was going on with the hold harmless. Supervisor Yowell stated the Governor reduced it by \$411,000 and asked if that is likely the hold harmless issue that is before the Senate and the House.

Ms. Tina Cropp stated it is a little bit of everything because hold harmless was not in there, but that is everything as a whole.

Supervisor Yowell stated his questions going forward are mathematical and without the answers to the questions he is about to ask, this Board and the general public would simply speculate or generalize about the needs of the School System. Supervisor Yowell gave an example of two calls he received that morning. Supervisor Yowell stated that the School Board has an obligation to provide for the needs of the public schools and this Board has an obligation to the citizens of the County who pay the bills. Supervisor Yowell suggested working together to get the answers to the questions to assure the public their dollars will be well spent.

Supervisor Yowell handed out a form and stated he has always looked at the total compensation package. Supervisor Yowell gave an overview of how he calculated the labor and fringes, which was 42%. The Schools and County provided him with what the fringes added up to be and the school was 36% and the county was 35%. Supervisor Yowell mentioned the school's budget states 40% which means there is 4% he cannot account for and asked the school to explain.

Ms. Tina Cropp asked Supervisor Yowell when he ran his bottom numbers (\$11,853,913) did he base that on the FY25 projected.

Supervisor Yowell agreed and clarified his calculation.

Ms. Tina Cropp stated she based it on the 23-24 current budget because that is what she knows for sure.

Supervisor Yowell stated she computed something in those fringes and that is what he wants so he can compare it to the county. Supervisor Yowell inquired how the \$4,987,658 in fringes for function 1,000 was derived.

Ms. Tina Cropp asked if he wanted to talk about the FY25 budget or the percentages she gave him.

Supervisor Yowell stated he wanted to talk about the FY25 budget.

Ms. Tina Cropp stated she goes through and does the percentages, and it is what it is. Ms. Tina Cropp stated she does a percent of the FICA, actual health insurance, and VRS percentages.

Supervisor Yowell stated she gave him 16.62% for VRS for the employer and asked what it really was for FY25.

Ms. Tina Cropp stated it was still 16.62%.

Supervisor Yowell stated for Health insurance she gave him 9.6% and asked what it really was.

Ms. Tina Cropp stated she has not calculated it for FY25 and stated 9.6% is actuals rather than the percentage for the fringe. Ms. Tina Cropp stated the fringe for FY25 are going to be more than they were for FY24 because they had a health insurance increase, and salaries are up.

Supervisor Yowell stated they are not having a health insurance increase.

Ms. Tina Cropp clarified that there was a 10% budgeted health insurance increase that he based his numbers on.

Supervisor Yowell stated they are talking about four points on \$15,228,000 and that is \$650,000. Supervisor Yowell mentioned at the School's workshop they stated there should be parity between the County and the school's health insurance. Supervisor Yowell mentioned he was a total fringe guy and stated the school VRS is 16% and it is only 9% for the county which is what led him down the path of comparing fringes and he is 4% off based on what she told him.

Ms. Tina Cropp stated the 16.62% came from the State and the General Assembly.

Supervisor Yowell asked why the County was not 16.62% as well.

Ms. Tina Cropp stated that was a good question and suggested talking to the General Assembly about that. Teachers across the State are 16.62% and traditionally teachers have a higher VRS rate than counties.

Supervisor Yowell stated VRS is VRS.

Ms. Tina Cropp stated they are not, and they set the rates for different groups.

Supervisor Yowell stated that is what he needs to know, and he needs the right rates, so he has a good comparison. School employees are getting 16.62% put into their retirement pay, the county is only getting 9.2% so why should they not pick up extra health insurance for the County to help their total compensation plan.

Ms. Tina Cropp stated the VRS rate does not have anything to do with the amount of retirement that people receive. Ms. Tina Cropp stated people who have a 16% retirement rate are not going to get a different retirement than someone who gets 9%.

Supervisor Yowell stated 16% is what is being put into their account on behalf of the employee from the employer.

Ms. Tina Cropp stated the retirement formula is the same when they retire.

Supervisor Yowell stated they have a disparity in two different things, and they are being asked to true up one without consideration of the other.

Chairman Jackson stated he is looking at the package versus just a component.

Supervisor Yowell agreed and stated he would like to have this updated.

Ms. Tina Cropp stated that is what she did. She based it on 24 because she had actuals, but she can do that.

Supervisor Yowell stated they received a dump of all of the positions within the school's system, and he added it up. Supervisor Yowell reviews how he calculated the part-time employees. Supervisor Yowell stated his calculations produced fourteen million dollars and the schools came up to fifteen million twenty-eight and he asked what was missing.

Ms. Tina Cropp stated it was coaching stipends and department heads stipends.

Ms. Anna Graham stated she sent that list, and she was not sure if she had the open positions on there.

Chairman Jackson inquired how many open positions they have.

Ms. Anna Graham stated they hired a few and listed the open positions.

The County Administrator stated the open positions are not there.

Supervisor Yowell inquired how many open positions they had.

Ms. Anna Graham stated it was seven when she sent it to the County Administrator.

Supervisor Yowell calculated the positions not filled and how much was left for stipends.

Ms. Anna Graham and Ms. Tina Cropp mentioned that included substitute.

Supervisor Yowell mentioned he calculated them already.

Ms. Anna Graham stated there is a long-term substitute position there.

Supervisor Yowell stated the Board and the schools need to compare apples to apples so the Board can advocate and talk to constituents. Supervisor Yowell stated they are not getting complete information and that is not fair.

Ms. Anna Graham inquired how so.

Supervisor Yowell stated by not putting the complete list of positions on that list they received.

Ms. Anna Graham stated she would not be able to give them the list of all substitutes because she does not know how many hours they are going to work. Ms. Anna Graham stated if they want something like that, they can provide how much they spend on substitutes. Ms. Anna Graham stated she would hate Supervisor Yowell to make it sound like they are not providing information because they will give them whatever they want they just have to let them know.

Ms. Tina Cropp stated when they asked for positions that was what they provided, and they did not ask for stipends.

Supervisor Yowell stated that is why his email back to them inquired why the number was off. Supervisor Yowell inquired which of the four options did they used to increase the teachers' pay.

Ms. Anna Graham stated in the current Superintendents budget it is made off the Governor's budget.

Supervisor Yowell clarified he was referring to the four scales that were presented.

Ms. Anna Graham stated they have not picked a scale and each scale would add up to around \$320,000. They decided not to pick a scale until they knew if there was funding behind it.

Supervisor Yowell stated that \$320,000 is in the budget and they put 1% on top of that across the Board.

Ms. Anna Graham stated the 1% is a bonus right now.

Supervisor Yowell stated he liked Chris Wingate's and Charlie Sheads,' School Board members, suggestions for the scale. Supervisor Yowell provided a spreadsheet regarding this and gave a few examples. Supervisor Yowell stated teachers needed raises, however, if they do the raises and the governor requires a 1%, they would have already covered it with the raises. That works until they get to step five.

Supervisor Yowell referenced something Chris Wingate sent him and stated somebody did a good job of doing a Comp Study on the teachers. Supervisor Yowell inquired when they are going to do a comp study on all the other positions.

Ms. Anna Graham stated they have and that is probably what he has.

Supervisor Yowell stated he has elementary, middle school principals, high school principals, and assistant principals.

Mr. Chris Wingate stated it was on the second tab.

Supervisor Yowell stated he did not see the second tab.

Ms. Anna Graham stated she had a copy.

Supervisor Yowell stated he did not see Primary School.

Ms. Anna Graham stated that was included in elementary.

Supervisor Yowell mentioned the County did a good Comp Study.

Supervisor Yowell handed out another form and discussed how much taxes would go up if they approved all the school's requests. Supervisor Yowell stated he put in a \$400,000 allowance for attrition and unfilled positions and each year the school rolls back a substantial amount of money due to this. Supervisor Yowell stated there are fifty-four coaches at \$500 each and he took that out. Supervisor Yowell stated he also took out the 1% salary increase across the Board plus the fringe and the dollars from the State that covers the SOQ positions. Supervisor Yowell stated he reduced the County obligation to \$426,000 and that would go down another \$113,000 so they are down to \$313,000. If they come up with another \$426,000 that is increasing people's tax rates by 2.4 cents per hundred on top of seventy-four cents and the new rate would be 76.4 cents which is a 3.24% increase.

Chris Wingate referenced Supervisor Yowell's chart and inquired if he was saying they should not fund the specified amount of \$400,000.

Supervisor Yowell agreed and stated he cut it close to \$700,000.

Mr. Chris Wingate asked for confirmation that Supervisor Yowell does not want to increase the pay scale.

Supervisor Yowell stated no, but through attrition or the inability to fill some positions they would have a savings of \$400,000. Supervisor Yowell stated he was told years ago he cannot tell the school system what they are going to fund or cannot fund, and all the Board can do is say they are going to give them a certain amount of money. Supervisor Yowell stated he thinks these adjustments could be met and still do the teachers' increases.

Chairman Jackson stated this is considering they roll back about \$400,000 annually every year. This year they have rolled back \$1.12 million or something and they would be rolling that into their salaries rather than taking in additional county funds.

Mr. Chris Wingate stated he did not know if they could count on that.

Chairman Jackson stated they consistently and responsibly turn back money and the assertion is to utilize that money to take advantage of the pay study they have done for the teachers.

Ms. Tina Cropp asked for confirmation that he is saying this proposal funds \$426,377 plus whatever they turn back.

Chairman Jackson agreed and stated they cannot keep it on the basis they have to spend it down. School Boards cannot have a balance remaining on these. On the CIP side, they have brought that number down.

Mr. Chris Wingate stated he is a conservative guy and at the same time they are in a capitalist society and a free market society. As a School Board member, it is his job to make sure they are competitive in terms of paying teachers. They have done comp studies, and they are competitive at the zero mark, but they fall off after five years. Mr. Chris Wingate mentioned someone told him Schools are not a business and he stated they are a business. They take money from taxpayers, and they have a product which is educated graduates and teachers. Businesses must take account of inflation, must be competitive, and they must have a return on investment. They must find a way to be competitive with local communities. Mr. Chris Wingate stated Supervisor Yowell's point about fringe benefits is good and fair and they will go back and look at that. Mr. Chris Wingate stated no one wants to see their taxes go up, but they must stay competitive.

Chairman Jackson stated they sympathize with them about needing to be competitive. Chairman Jackson discussed the school's numbers regarding compensation. Chairman Jackson discussed the disservices the State does on a regular basis. Chairman Jackson mentioned the previous School's Administration and believed the relationship has grown and they will go through the numbers and try to figure it out. Chairman Jackson mentioned considering compensation packages and stated the core functions of government is public safety and education. Chairman Jackson mentioned Germanna talked about the schools' teacher program during their budget request.

Supervisor Yowell stated many people have told him they are top heavy in admin in the school system and inquired what was the admin labor in percent to total labor.

Ms. Tina Cropp stated it was 11.75%.

Supervisor Yowell inquired what was the industry average on that.

Ms. Tina Cropp did not know.

Mr. Chris Wingate stated he does not know how they can plan on rollback money and stated it is not feasible.

Chairman Jackson stated the Board of Supervisors has come through anytime anybody has asked, and it is very rare that they leave someone out to dry. They have asked in the past from multiples, not just the school, to do their best and stick to their budgets. They know there are going to be challenges that come during the middle of the year. Chairman Jackson stated they have three positions open right now and suggested thinking hard about how to use that money.

The County Administrator mentioned they did not have their actual health insurance number yet in the proposed budget and inquired what the was the total amount for the 10% estimated increase.

Ms. Tina Cropp stated off the top of her head she did not know.

The County Administrator mentioned he was looking at the school's market study and stated they have two tabs, the principal pay/teacher pay tab and the non-principal admin pay tab, and asked if the schools are communicating anything with that or is it just observation data.

Ms. Anna Graham stated they are not changing admin pay. They only did a study because people were curious how their pay compares to those around them. The only thing they discovered is their admins are on a longer contract.

The County Administrator inquired why.

Ms. Anna Graham stated they make more, and they are on a short contract.

Supervisor Yowell stated their schools are substantially larger.

Ms. Anna Graham stated their schools are not substantially larger and the duties of an administrator are not different. They have the same duties, and their day is filled with the way their day is filled.

Supervisor Yowell gave an example of a principal in a Culpeper Elementary School with eight hundred students, and she makes \$96,000 and has an assistant principal. Madison's Primary School has two hundred kids and a principal and assistant principal.

Ms. Anna Graham stated she does not know how to argue with that because they are working all day with kids and doing right by their parents, families, and teachers. Ms. Anna Graham stated she does not see why the number of students matters.

Mr. Chris Wingate said their primary goal is the teacher increase and stated a classroom of twenty kids is a classroom of twenty kids. Mr. Chris Wingate stated every penny is taxpayer money, but that is a small portion of the budget, and the teacher pay is driving this budget.

Supervisor Yowell agreed.

Ms. Anna Graham inquired if they are to assume \$313,000 is the number.

Chairman Jackson stated they have not decided anything yet.

The Finance Director mentioned that they have 102 full-time employees, not 107.

Supervisor Yowell inquired how many unfilled positions.

The County Administrator stated at least five and the majority of those are in public safety.

3. Information Technology's New Position Request – Information Technology Manager

Chairman Jackson stated they are not doing the IT budget, but they will be discussing the potential new position.

Mr. Bruce Livingston, Information Technology Manager, stated they are looking to add an entry level IT position that will help with break-fixing and gave a few examples. A year ago, they discussed expanding the IT Department and making it more self-sufficient and being less dependent on outside vendors to support them. The Information Technology Manager stated Alan Berry, System Administrator I, is about to get his Microsoft Certification and he is positioned to transition into more of an Assist Admin role. They will not be able to do that in a timely manner if they do not get some help. The Information

Technology Manager gave a few examples of projects they do and how they may be pulled away often. A lot of IT needs are handled by their third-party vendor Magna5 and there has been an expressed desire to move more in house and the Information Technology Manager stated they are well on the path for that. The Information Technology Manager stated they pay Magna5 \$145,000. The goal would be to keep Mitel (Phone System) and the networking outsourced and do system administration in house and that would cut the pay enough to pay for this position. They do not need a VM person, and they have outside resources that they can call. The Information Technology Manager stated they can fully run with three staff and in the next five years they expect to be fully in the cloud or very close. The cost they pay Magna5 is the same cost for one high level system administrator in Northern Virginia. This position is going to be called an information technology technician and could potentially move up in six months to a system administrator I position. The Information Technology Manager stated Alan Berry, System Administrator I, in about half a year can move to System Administrator II. The Information Technology Manager stated one day he is going to retire and that gives those staff room to move up and something to look forward to. The Information Technology Manager stated the more they get into the cloud, the more the phone system is going to go away and their only option will be to go to Comcast or other folks. The Information Technology Manager gave an overview of how that would work in the future. They will not need staff to manage that technology and it will be done by the service provider. The ERP programs are on their way to being all on the cloud as well. The Information Technology Manager stated if the Board does not create the new position, then they can still run fine.

The Finance Director asked for confirmation that Magna5's, their outsource vendor, budget is roughly \$145,000.

The Information Technology Manager agreed.

The Finance Director inquired if that included their rate increases and what that rate increase was when ANS was bought by Magna5.

The Information Technology Manager stated their rates were increasing before that happened and they would have to sit with them and work on the numbers. This budget is going to continue to go up. The Information Technology Manager stated when he came here their hourly rate to come here and work was \$55, and it is now \$145 in four years. The Information Technology Manager stated Magna5 has very fair prices and mentioned salaries are increasing and it is hard to get decent, smart, dedicated people. They get a bargain with Magna5 and that covers one position in Northern Virginia, and they have the whole spectrum of IT support. The Information Technology Manager stated his biggest issue is he cannot get answers in a timely manner.

The County Administrator stated the Information Technology Manager has pitched this and he leans on the expertise that the Board has among them, and he appreciated Supervisor Jewett's time spent with the Information Technology Manager. The County Administrator stated one of the things they will have to follow up and quantify is efficiencies with this position and cloud base versus onsite prim and who will be working on that. Last year, they developed this structure starting with System Administrator I to develop them into System Administrator II. The County Administrator stated he would not give an estimated value for reducing contract services in the first year, but fully expected in year two because they must get the staff up to speed. They will have a succession plan to build their knowledge while they are building their team. The County Administrator stated when the Information Technology Manager presents his budget request, he will give the Board what they feel is the quantitative numbers for this potentially new position and gave examples.

The Information Technology Manager stated they did research to select the salary and this range is similar to Orange County.

The County Administrator stated for confirmation that salary was \$45,000 to \$55,000.

The Information Technology Manager agreed.

The County Administrator stated they know what the market is and gave a few examples of possibly recruiting efforts.

Supervisor Buchanan inquired if the IT Department was just for the 101 County employees or if that also included the schools, Sheriff's Department, and other agencies in the County.

The Information Technology Manager stated the 101 County employees are their primary. They help out with the court and gave an example. They are willing to help as much as possible and they create their accounts and emails except for the schools. The school at this point is separate from the County. They support the Sheriff's Department and everyone in Town one way or another.

Supervisor Buchanan inquired if they use Magna5 when they support them. Supervisor Buchanan stated if they are going to consider hiring someone new, can they expand into those areas and save money for the county.

The Information Technology Manager stated they would love to, but there are some politics going on. The Sheriff's Department has their own IT resources, and they are keen to keep that person.

Supervisor Buchanan inquired if the county pays for that.

The Information Technology Manager agreed.

Supervisor Buchanan inquired if that was a sub or an employee of the Sheriff's Department.

The Information Technology Manager stated he is a contractor. The State Police and Courtrooms have their own people too, but they work with them and gave an example. The IT Department does EMS, they help with the Fire Department, and they help everyone who will let them help. The Information Technology Manager stated with this third person if the day comes when they merge with the Sheriff's Department, there is nothing there that they cannot support or understand.

Supervisor Buchanan asked for confirmation that they could save the county money.

The Information Technology Manager agreed, but stated he did not know how the money worked.

Chairman Jackson stated they would save some money and stated the other component coming out of this is they would like to be working with the schools for IT and Facilities and Maintenance. They are working with them well right now, but down the road they may be able to find some efficiencies with working together a little differently.

Supervisor Jewett stated he has spoken with the Information Technology Manager extensively on this and he covered it. This is a decision taken within the context of strategic consideration. If they hire this person, they are not going to save any money the first year. Supervisor Jewett stated it is reasonable that they could significantly cut their outside consulting services, but he is not sure they would want to get rid of all of it, but they would reassess as they go along. Supervisor Jewett stated they need to have a succession plan in place and the County would be well served if they could have homegrown folks that can anticipate possibly moving into those positions. Supervisor Jewett stated Mr. Alan Berry, System Administrator I, is being trained for that, is competent, and he has every confidence in him. Supervisor Jewett stated the Information Technology Manager is not going to be there forever and if they could move in that direction with grooming internal candidate to fill these positions, candidates that are loyal to the county, then they are going to save a lot of money. If they have to go out into the open market and replace the Information Technology Manager, they are going to get into a bidding war for people that will not stay long anyway. Supervisor Jewett stated it is on the right track, but they have a lot of issues they need to work through and plan and gave examples. This is a situation that if push comes to shove and they do not have the money for it this year then the floor is not going to fall out. Supervisor Jewett thanked the Information Technology Manager for his extensive amount of work on this and stated Mr. Alan Berry, System Administrator I, has really progressed and has performed very well in that position.

The Information Technology Manager stated they are ready to go right now and every month they do not is another month they are not getting there.

Chairman Jackson asked if Mr. Alan Berry, System Administrator I, had anything to add.

Mr. Alan Berry, System Administrator I, stated it has been covered extensively and the direction the IT Department is going is one based on continuous improvements. Mr. Alan Berry, System Administrator I, stated while he is training to move up, he would be training the person for the new position if they hire them.

The County Administrator stated he appreciated the Information Technology Manager, and the purpose of today was to introduce this to the full Board and give in depth why this request was made and provide the job description for review so they can pose any questions they may have. They will bring back quantitative numbers at the IT Departments Budget request and as the Board moves towards a final budget consideration, staff looks for the Board's direction regarding this position. The County Administrator stated his proposal has this new position starting July 1.

Supervisor Jewett stated there is an opportunity with this position to recruit into their own high school. A student who had technical aptitude and the desire would be someone that they could actually bring into this position, training, and move them up. That also goes to their new culture of trying to grow within and nurture their own people.

4. Revenue Estimates – Commissioner of Revenue & Treasurer

The Finance Director stated there are a few edits from what was published in the packet, and they will talk to those, but they wanted to start with Mr. Brian Daniel, Commissioner of Revenue, who will discuss personal property values and the impact on taxes and the impact of Plow & Hearth.

The Commissioner of Revenue stated in the packet there is a sheet that outlines examples of personal property vehicles and what the tax rate change would be. Currently their rate is down \$3 based on

accelerated appreciation of vehicles. Things have gone back to a more normal depreciation, and he did an analysis of year over year car values and cars they had prior year had depreciated 11% on average. That does not mean everyone's tax bill is going down 11%. They looked at a tax rate change of \$3.33, which is an increase of 11% and that would not account for new vehicles moving in. The Commissioner of Revenue gave an overview of the examples in his spreadsheet that shows a tax rate of \$3.33.

The Finance Director clarified what certain numbers on the spreadsheet represented.

The Commissioner of Revenue agreed and stated he held the personal property tax relief at the same rate to avoid changing too many numbers. The Commissioner of Revenue stated he did not anticipate that number moving greatly and stated that is the million dollars they get from the State to pay for a portion of Personal Property.

The County Administrator added that was the Gilmore Car Tax.

The Commissioner of Revenue agreed.

Supervisor Yowell asked for confirmation that the \$3.33 is the equalized rate.

The Commissioner of Revenue stated he hates to use that term but agreed. It is a theoretical value to generate the same revenue year over year not accounting for move ins.

The Finance Director stated at the bottom of the spreadsheet, the Commissioner of Revenue and Treasurer put together what the total revenue would be if they were to raise it between \$3 and \$3.60 every ten-cent increment. The Finance Director asked for confirmation that last year's revenue estimate was \$4.8 million.

The Commissioner of Revenue and Treasurer agreed.

The Commissioner of Revenue stated they have approximately two hundred new vehicles moving in each year and that is not a great deal of additional vehicle revenue. They have some trailers and other items as well.

The Finance Director stated she was wrong and in FY23 they brought in roughly \$5.6 million and that was because of the inflated value of vehicles.

The Commissioner of Revenue agreed.

The Finance Director stated they budgeted for only \$4.6 million for FY24, but they came in right at that.

Ms. Stephanie Murray, Madison County Treasurer, compared how delinquent fees showed up on Avenity in Comparison to their old software system.

The Commissioner of Revenue mentioned their new software has new tools if the Board would like to look at scenarios to see projected numbers.

The Treasurer stated the Plow & Hearth closure will not affect FY25's revenues, but it will affect FY26.

The Commissioner of Revenue stated the total number attributed to Plow & Hearth is around \$78,000. That included their retail stores so some of that will be staying.

Supervisor Buchanan asked for confirmation that the property taxes for cars were at \$3.00 and then cars got inflated.

The Commissioner of Revenue stated they were at \$3.60, and cars appreciated so they dropped it lower to \$3.00 and now they are considering going back up.

The County Administrator clarified that the retail stores for Plow & Hearth are not closing, just the call center catalog off Wolftown-Hood Rd. Box in Box out will continue to use half the building.

The Commissioner of Revenue stated for real estate they are estimating \$13,025,000 and that is organic growth. They will have the reassessment however they will consider no rate change first and they expect the organic growth to be right around \$275,000. That tends to be attributed to new construction. They tend to be very conservative but new construction is closer to \$200,000 but it all depends.

The Treasurer mentioned some people will not pay on time and they cannot count on getting 100% of what the assessment is going to be.

Supervisor Yowell inquired if they ask the Building and Zoning staff about the value of their permits.

The Commissioner of Revenue stated it is not always a direct correlation to what someone reports and actual assessment. They send out an assessor every year for new construction and they do not do a full general reassessment every year.

Supervisor Jewet inquired when the new assessments were going to be effective.

The Commissioner of Revenue stated they would by January 1, 2025, so the first half of billing will hit the FY25 budget. They do not assume a rate increase and they generate the same revenue within 1% by State statute.

Supervisor Jewett inquired when the Board would have to make that adjustment.

The Commissioner of Revenue stated April of next year and they are collected in FY25.

The Treasurer explained that when they get into FY25, the fall 2024 billing will fall in FY25. The first real estate billing of 2025 will be the one where they equalize the rate, and it is up to the Board whether they amend the budget to reflect that revenue. They would collect it and it would show a surplus.

The Commissioner of Revenue stated the only way to compensate for additional revenue from the general reassessment would be to assume a rate increase.

The Finance Director inquired when they would know the percentage increase for 2024.

The Commissioner of Revenue stated they may get estimated numbers in September or October.

The County Administrator stated they do the appeal process and then they would certify the book and inquired the time that would happen.

The Commissioner of Revenue stated that would be February or March.

The County Administrator stated their tax rate would be as of January 1st.

Supervisor Jewett stated he does not want the tax bill after reassessment to be sky high.

The Treasurer stated that is why they try to equalize the rate.

The Commission of Revenue reviewed the public services line item which is assessed by the State.

The Treasurer discussed the actuals for personal property.

Chairman Jackson stated in the FY25 revenue projections internally they have adjusted to \$3.33 and recommended going back to \$3.00 until the Board decided that they are going to change.

The Treasurer discussed other line items including local sales tax, restaurant food tax, franchise tax, building permits, interest income, and ambulance transports.

The County Administrator stated in a few weeks he will bring to the Board the Administration fees and discussed the items they would discuss at that time.

The Treasurer continued discussing other line items including cigarette tax, shared expenses, and grants.

There was further discussion about the different types of grants the county has and their specifics.

The Treasurer stated the budget is currently \$29,520,805 but if they take the figure back to \$3.00 then they would need to reduce that number.

Supervisor Yowell inquired if staff thought this was a conservative revenue estimate.

The Treasurer stated it was relatively conservative.

Supervisor Yowell inquired what happens if they over budget the estimated revenue.

The Treasurer stated in the time they have been here it has never happened. The Treasurer mentioned a situation when she first started where they had to slow up spending to avoid running into a problem.

Chairman Jackson stated they are conserved which is good and discussed the process if they go over budget.

5. Capital Budget – Finance Director

The Finance Director thanked the Commissioner of Revenue and Treasurer for their work on revenue projections. The Finance Director gave an overview of the FY25 proposed capital budget. Key points made were:

- ARPA grant is in unearned revenue totaling \$2,940,082.

- Carry over prior capital funding totaling \$902,000.
- Carry over for the school is going up but was listed at \$687,000.
- Borrowed capital is the bond proceeds for the radio tower project for \$2.4 million.
- Total sources with fund balance are \$9.9 million this year in estimated source of funds for the below expenses:
 - CARP program (County Capital Asset Replacement Program) which is broken out into two sections.
 - Facility study items: totaling \$131,164 this year.

The County Administrator highlighted a few items in the CARP program related to the facility study.

- Rollover funds totaling \$61,509.
- Roofing totaling \$23,335 for the Parks & Recreation's Office.
- Structural Replacement totaling \$9,100 for architecture and review of the Arcade building.
- HVAC totaling \$37,220 for end-of-life HVAC for the Estes House.
- Overall totaling \$131,164
- The County Administrator recommended the roofing and HVAC.

The Finance Director continued reviewing the FY25 proposed capital budget. Key points made were:

- Projected out FY26, FY27, FY28, FY29 totaling \$1,934,465 for the facilities study CARP fund.
- The next section is the CARP funding not related to the facility study but are department request.
 - Vehicle/equipment line item totaling \$889,646 for:
 - Ambulance - EMS
 - Ventilators - EMS
 - Five vehicle replacements- Sheriff's Department
 - Axon subscription - Sheriff's Department
 - Cad Server - Sheriff's Department
 - Vehicle - County Administration
 - Recorder– Emergency Communication
 - Camera Software – Commission of Revenue
 - Mower - Parks & Recreation
 - ADA walkway - Parks & Recreation

The County Administrator gave an overview of the needs for some of the listed above.

Chairman Jackson stated preliminary discussions with the Sheriff lets them go from five vehicles to three new and one used.

The Finance Director continued reviewing the FY25 proposed capital budget. Key points made were:

- The next section was the Capital Improvement Projects funds (CIP).
 - Public safety radio system – bond proceeds are paying it.
 - Broadband – VATI 2023 grant
 - ERP - Tyler-Munis – Advanced scheduling & time/attendance still in the works.
 - County reassessment – Put money aside each year.
 - EMS Station - Estimate could reach \$1 million.

- Outdoor recreation center – current commitment is \$700,000.
- The School's CARP program (County Capital Asset Replacement Program)
 - Listed request of \$1,702,000 but will edit the rollback now that they have that.
 - Listed out FY26, FY27, FY28, FY29 totaling \$11,111,500.
 - Based on the facilities study
- The School's Capital Improvement Plan (CIP)
 - No additional projects.
 - Remaining \$3,400 from Primary School
- Discussed more department request:
 - Long-term fix leak at the Courthouse – Circuit Court
 - Vehicle – County Administration
 - ADA walkway & Mower – Parks & Recreation
 - Perimeter Fence – Animal Shelter
 - Taking it out and handling in operations
 - Ambulance – EMS
 - Chevy Tahoe replacement – EMS
 - Removed
 - UTV – EMS
 - Removed
 - Ventilator Mounts – EMS
 - Five replacement patrol vehicles – Sheriff
 - CAS server – Sheriff
 - Axon contract – Sheriff
 - Ford F250 - Emergency Management
 - Removed by Administration
 - Drone & Certification - Emergency Management
 - Removed by Administration
 - Painting and Insulation – Commonwealth's Attorney
 - CAMRA software replacement – Commissioner of Revenue
 - Recorder – Emergency Communications
 - Total Cost = \$1,140,218
- Discussed more of the school's request:
 - WYES: Make up air units
 - MCHS Heat wheel replacement
 - Other: Buses, exterior doors & painting
 - Totaling \$240,000 for buses and \$1,702,000 are essential items.
- Capital budget totals \$9.9 million, which includes the projected rollover and new funding.
 - Last year's total was \$8.9 million.

The Finance Director reviewed the FY25 fund balance. Key points made were:

- The fund balance is going to change, and they will have an accurate number at the next meeting.

Supervisor Yowell asked for clarification that they are either going to need to dip into the funds balance or borrow money.

The Finance Director agreed and stated that the amount will go down by at least a million.

Chairman Jackson inquired if the radio project bond funds were in the restricted general fund currently.

The Finance Director agreed and continued reviewing the FY25 fund balance. Key points made were:

- Received a draft FY23 audit report and it should be finalized soon.
- In FY23, they had a return to fund balance of \$2.2 million.
 - Handed out a one-page summary sheet explaining why they had that money for fund balance.
- Received additional revenue for the following line items:
 - Real property
 - Personal property
 - Local sale tax
 - Interest income
 - Proceeds from real estate sale.
 - LATCF funds on a grant
- FY23 unspent department expense budget with only \$154,000.
- Restricted fund balance at the end of fiscal year 2023 was \$2,762,519.
- Assigned fund balance at the end of fiscal year 2023 was \$9,461,728.
- The unassigned fund balance at the end of fiscal year 2023 was \$14,013,782.
- Fund balance total went from \$24,090,854 to \$26,373,884.
- They have not projected FY24 because they are currently in FY24.
- The Schools' restricted and committed fund balance totals \$2.28 million.

The Finance Director reviewed the numbers they are tracking for FY24.

Supervisor Yowell inquired what was their percentage of fund balance that they must have.

The Finance Director stated it is 18%.

Supervisor Yowell requested the Finance Director have the reference in the Financial Policies and a dollar amount at the next meeting.

The County Administrator stated they need to make sure their debt stabilization and joint services stabilization policies are part of that.

The Finance Director stated she has been sending Davenport the capital plan and future projects for them and the school for suggestions for things they may want to finance.

The County Administrator advised Davenport to also look into constituent expenses and gave examples.

The Finance Director stated Davenport pointed out that they are in a great position to help offset the payment of their debt with interest.

Chairman Jackson asked for confirmation that they will need to purchase an ambulance every five years.

The County Administrator agreed and stated he would like it to be every seven years and reviewed the fleet they currently have.

Supervisor Buchanan inquired what happened to the old cars from the Sheriff's Office.

Chairman Jackson stated they sell them for about \$2,500 or \$2,600.

The County Administrator stated the majority of the deputy cars go to gov bids. There may be other vehicles like the investigators and the Sheriff's vehicles that do get traded in.

Supervisor Buchanan inquired where that money went.

Chairman Jackson stated sometimes they give the vehicles to Parks & Recreations.

The County Administrator stated they will send out the policy for the Board to look at. They are required to do 1% of their overall budget for contingency.

Chairman Jackson recommended going through the departments and outside agencies as an item at the March 7th meeting so they can have an administration budget for March 14th and advertise on the 15th.

The Board agreed.

PUBLIC COMMENT

Chairman Jackson opened the floor to public comment.

Gerald Stevenson, resident of Madison County: Mr. Stevenson expressed concerns with the school's budget and recommended looking for competition to lower costs. Mr. Stevenson mentioned he wanted more information on the substitute teachers' hours and the proposed pay increase. Mr. Stevenson recommended getting teachers to drive buses for a stipend. Mr. Stevenson inquired if the revenue brought in from EMS billing covered the cost or were taxpayers still funding that cost and inquired how long they were going to pay rent for the EMS facility.

With there being no further public comment brought forth, the public comment opportunity was closed.

CLOSED SESSION

None.

ADJOURN

With there being no further business to conduct, Supervisor Jewett made a motion to adjourn, seconded by Supervisor Dawson. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: April 9, 2024.

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Agenda
Joint Meeting
Madison County Board of Supervisors
Wednesday, March 6, 2024 at 7:00 PM
Admin. 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

Public Hearings

- A. **Case No. SU-03-24-01** – Ms. Patricia Kurowski, President of the Board of Directors for the Homeless Animals Rescue Team Inc. (HART), has applied for a special use permit to construct and operate an animal rescue kennel on an A1 (agriculture) zoned lot. In the A1 zoning district, a kennel is allowed by SUP. The subject lot is 35-acres and contains two (2) existing dwellings. The proposed kennel structure would not exceed 10,000 square feet of area “under roof” and house/shelter no more than 50 dogs and 25 cats at any given time. If approved, a temporary kennel would be established utilizing the lot’s existing structures, or potentially temporary structures, in accordance with the Uniform Statewide Building Code (USBC). In addition, the SUP would “run with the applicant” and therefore be nontransferable or assignable. The subject property contains two postal addresses 18 and 310 Old Sparks Road, Culpeper, Virginia; and is identified on Madison County’s Tax Maps as 43-5.

Information/Correspondence

Public Comment

Closed Session

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 7:00PM — Wednesday, March 6th, 2024

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

MEETING #11 — March 6th

At a Joint Meeting between the Board of Supervisors and the Planning Commission on Wednesday,
March 6th at 7:00PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chairman
Carty Yowell, Vice-Chairman
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Brian Gordon, Deputy County Administrator
Hannon Wright, County Attorney
Kimberly Turner, Deputy Clerk

ABSENT:

**The Board of Supervisors came to order following the adjournment
of the Planning Commission's portion of the meeting.**

CALL TO ORDER

Chairman Jackson called the Board to order.

DETERMINE PRESENCE OF A QUORUM/ADOPTION OF AGENDA

Chairman Jackson advised that a quorum was present.

Supervisor Dawson made a motion to approve the agenda as presented, seconded by Supervisor Yowell.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (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.

PUBLIC HEARING

- A. **Case No. SU-03-24-01** – Ms. Patricia Kurowski, President of the Board of Directors for the Homeless Animals Rescue Team Inc. (HART), has applied for a special use permit to construct and operate an animal rescue kennel on an A1 (agriculture) zoned lot. In the A1 zoning district, a kennel is allowed by SUP. The subject lot is 35-acres and contains two (2) existing dwellings. The proposed kennel structure would not exceed 10,000 square feet of area “under roof” and house/shelter no more than fifty dogs and twenty-five cats at any given time. If approved, a

temporary kennel would be established utilizing the lot's existing structures, or potentially temporary structures, in accordance with the Uniform Statewide Building Code (USBC). In addition, the SUP would "run with the applicant" and therefore be nontransferable or assignable. The subject property contains two postal addresses 18 and 310 Old Sparks Road, Culpeper, Virginia; and is identified on Madison County's Tax Maps as 43-5.

Chairman Jackson read Case No. SU-03-24-01 and read the conditions laid out in the special use permit and listed below.

1. The SUP shall "run with the applicant" and shall not be transferable or assignable.
2. At any given time, on the subject site/lot the total number of dogs sheltered in the permanent kennel facility shall not exceed 50 and the total number of cats sheltered shall not exceed 25. Dogs and cats sheltered in the permanent kennel facility under 6 months of age and under 3 months of age, respectively, shall be required to remain indoors and shall not be considered/counted against the total number of allowable dogs and cats on the site/lot. The total number of dogs sheltered during operations of the temporary kennel facility shall not exceed 15 and the total number of cats sheltered shall not exceed 25. Both the permanent and temporary kennel facilities shall not house more than 50 dogs combined.
3. The kennel shall comply with all regulations and requirements as promulgated by the Virginia Department of Agriculture and Consumer Services (VDACS).
4. The permanent kennel structure shall not exceed 10,000 square feet in floor area "under roof" (excluding the center courtyard) and the permanent kennel structure shall be completed on/before March 1, 2025. This permanent kennel facility shall be constructed in conformance with the HART: Rescue Kennel Design attached to this report as EXHIBIT A. The kennel design shall contain two (2) interior "open air" walled courtyards which shall serve as outdoor run areas and play areas for dogs. The permanent kennel's interior walls and interior courtyard walls shall utilize "resilient channel soundproofing" or a similar construction technique/measure as a mechanism to increase interior soundproofing. Prior to the issuance of building permits for the permanent kennel structure, the proposed interior soundproofing techniques and materials shall be approved by the County's Building Official.
5. All animals shall be inside the kennel facility on/before 8 p.m. and shall not be allowed outside until 7 a.m., or after, daily. An animal inside the facility shall not have access to an outdoor run or an outdoor interior courtyard. As needed, a single leashed dog may be walked outside of these hours.
6. HART shall exclusively maintain the roughly 0.3-mile (~1,712 feet) portion of the private road known as "Old Sparks Drive" from its intersection with Wayland's Mill Road (Rt. 618) to HART's eastern most property line; as necessary, maintenance shall include, but shall not be limited to, grading and graveling Old Sparks Road. This roughly 0.3-mile portion of Old Sparks Drive shall be maintained to the road's current condition as of December 31, 2023. See EXHIBIT B attached to this document for a visual showing the area of Old Sparks Lane to be exclusively maintained by HART.
7. HART shall provide the current, or succeeding, owners of the adjoining property identified on Madison County's Tax Maps as 43-8, with a "24-7" on-site staff contact mobile phone number. Provided a reasonable request is made with a minimum two-hour notice, a mutually agreeable time shall be established to remove dogs from the outside "dog runs" and placed inside the kennel facility as requested by said adjoining property owner.
8. The permanent kennel facility shall be located on the subject lot as shown on EXHIBIT C attached to this document. The temporary kennel facility shall contain an exterior fence and this fence shall

be a minimum of 6 feet in height, be covered in a semi-opaque sound baffling material, and substantially conform with the visual examples attached to this document as EXHIBIT D.

9. The permanent kennel facility shall contain a bathroom and shall meet all Virginia Department of Health (VDH) requirements.
10. The temporary kennel facility shall be located on the subject lot as shown on EXHIBIT E attached to this document. The temporary kennel facility shall operate in compliance with all provisions of the conditions stated in this document. Existing, or temporary, structures utilized for the temporary kennel facility shall meet the requirements of the Virginia Uniform Statewide Building Code (USBC).
11. The County's Zoning Administrator, or their designee, may enter the subject property for a site visit on any day between the hours of 8 a.m. and 5 p.m. to investigate potential noncompliance with the SUP conditions stated in this document. The Zoning Administrator may also be accompanied by the County's Animal Control Officer during a site visit. If a site visit results in evidence of noncompliance with the SUP conditions stated herein, a formal written report will be provided by the Zoning Administrator to HART with corrective action(s) to be taken. Failure to adhere to the SUP conditions, or take corrective action to ameliorate potential violations, may result in HART's SUP being revoked in accordance with section 15.2-2286 and section 15.2-2204 of the Code of Virginia.
12. In accordance with Madison County's Site Plan Ordinance, prior to the issuance of building permit(s) an Official Site Plan for the proposed permanent kennel shall be submitted to be reviewed by the Planning Commission and approved, approved with modifications, or denied by the Board of Supervisors.
13. Failure to comply with any of the conditions set forth in this document shall constitute a zoning violation and may result in legal action(s) necessary to revoke said SUP by Madison County's Zoning Administrator.

Chairman Jackson stated the Planning Commission recommended the following amendment to the conditions:

- Changing the completion date to 2026 instead of 2025.

The County Administrator mentioned there were several opposition emails received that are in the agenda packet for the record. The County Administrator stated they will amend the agenda packet to properly include anything they receive after the publication of the agenda packet for the record.

Supervisor Yowell mentioned there was another recommendation for amending number eight where it mentioned, "semi-opaque sound baffling."

The County Administrator mentioned the applicant offered this change and recommended addressing it with the applicant.

Chairman Jackson opened the floor to the applicant.

Ms. Patricia Kurowski, President of the Board of Directors for the Homeless Animals Rescue Team Inc. (HART) stated they wanted to make the fencing look like a farm.

Supervisor Yowell asked for confirmation that the applicant would like to remove "semi-opaque."

Ms. Patricia Kurowski agreed and stated it is no longer needed now that the dogs will be inside.

Supervisor Yowel stated condition eight should read as followed:

- “Contain an exterior fence and this fence shall be a minimum of 6 feet in height and substantially conform with the visual examples attached to this document.”

Ms. Patricia Kurowski agreed.

Supervisor Jewett stated they needed to look at this from a rational, logical decision based on the law and the community’s needs. Supervisor Jewett inquired if the HART organization did any type of economic impact analysis on how this facility would affect the county and gave examples.

Ms. Patricia Kurowski stated they did not.

Supervisor Jewett inquired what was the estimated maximum or average daily traffic.

Ms. Patricia Kurowski stated it would be six times in and out total and reviewed the different traveling reasons.

Supervisor Jewett expressed his opposition to the special use permit for the following reasons:

- Does not benefit the County.
- They already have an adequate facility for dogs.
- Benefits Northern Virginia more than Madison County.
- Possibility for tax exempt status, which will negate any revenue to the County.
- Nuisance issue, like noise
- The traffic count will be more than estimated.
- This property will appropriate the property values of the neighbors.

In summary, Supervisor Jewett declared his opposition to the special use permit.

Ms. Patricia Kurowski stated they are nothing like other dog kennels and stated HART’s dogs will not be outside and it is not 24 hours a day.

Supervisor Buchanan stated he interviewed a typical dog kennel just outside of Madison County. Listed below are a few items he discovered.

- They have thirty dogs.
- Have been there over 20 years.
- Supervisor Buchanan has boarded his dogs there.
- They have perfect relationships with all their neighbors.
- The homes are closer to the kennel in comparison to HART and their neighbors.
- They had the same restrictions on the hours dogs can be outside.
- They do not have the visual blockage that HART was considering.

Supervisor Buchanan stated scripture was quoted tonight and he referenced Proverbs 12:10. Supervisor Buchanan advised helping animals in general. Supervisor Buchanan stated he would want this in his back yard and suggested putting up more cedar trees to block some noise. Supervisor Buchanan stated he is inclined to vote in favor of this.

Chairman Jackson stated the 501c3 does not exclude all 501c3 from paying taxes. They can ask Madison County to be exempt from property taxes and gave one example.

The County Administrator mentioned generally it would be for religious centers and there are some educational centers.

The County Attorney stated most non-profits are required to pay real estate taxes and there are exemptions created by the State Code. The County Attorney inquired if HART qualified as an SPCA.

Ms. Patricia Kurowski stated they did not and stated they pay property taxes. Ms. Patricia Kurowski stated they committed to paying property taxes if they qualify not too.

The County Attorney advised that legally they cannot agree to that. The County Attorney stated he reads the code that the exemption is for qualifying SPCAs.

Chairman Jackson opened the floor for public comment.

Rex Edward: Mr. Rex Edward stated he is an Attorney out of Culpeper and was representing some of the local landowners. Mr. Rex Edward requested his previous comments, during the Planning Commission public hearing, be adopted to have been made in this public hearing.

The Planning Commission minutes read that Mr. Rex Edward comment was the following:

- *“Attorney Rex Edwards representing Carneys and Elias’ stated that no one is challenging the integrity of HART. The SUP is not appropriate under Madison’s own Zoning Ordinance. No question that it is a private animal shelter under the Code of VA, does not promote a farming lifestyle, primarily benefits Northern VA. Suburban growth issue, the reality is there will be noise from the dogs. Used to livestock noise which is consistent with the agricultural zone however noise is a significant issue that doesn’t fit in the agricultural area. Doesn’t comply with A1 zone on the comprehensive plan, only permissible if defined as a kennel. The definition of a kennel indicates there needs to be some element of sale or compensation for boarding. By definition it isn’t a kennel, essentially warehousing animals. Not permitted use and it should be denied.”*

Rex Edward: Mr. Rex Edward stated it was not his intention to state the State Code kennel definition preempts the Madison Code. Mr. Rex Edward stated after looking at the kennel definition in the Madison Ordinance that HART is a kennel if the animals that leave the shelter are for sale. Mr. Rex Edward stated that is not clear and read the definition of a dealer in the ordinance. Mr. Rex Edward stated when someone adopts an animal from HART there is a contract and when they pay the administrative fee, they have not purchased the animal. They are obligated to return it to HART if they choose to give it away. HART is excluded from the definition of dealer. Mr. Rex Edward stated the kennel definition in the Madison ordinance states the animal is for sale and HART does not sell animals. Mr. Rex Edward expressed concerns that the application was desperate to get their project done versus being a good neighbor.

Jim Fort: Mr. Jim Fort expressed concerns for a neighbor who has health problems and how that will be impacted by the HART facility. Mr. Jim Fort requested the three Planning Commission members who voted in favor of the HART application to go on record stating they would put it in their backyard.

Chairman Jackson stated this is not a question-and-answer period.

Jim Fort: Mr. Jim Fort advised putting on the record that they would not answer that question. Mr. Jim Fort stated there will be an effect on property values and inquired who was going to compensate people for their loss of property value. Mr. Jim Fort stated if he had the ability, he would file suit against the County.

Lisa Kearney: Mrs. Lisa Kearney stated she lives on Waylands Mill Road, and they are directly across from this property. Mrs. Lisa Kearney stated she is a shelter supporter and animal rights advocate and encourages her family to do so as well. County Shelters are in place in every jurisdiction to assist citizens with housing unwanted pets in areas to isolate them from noise and other undesirable effects. Mrs. Lisa Kearney stated the Madison Shelter is not at capacity. Mrs. Lisa Kearney expressed concern for setting a precedent to animal shelters in agriculture zoned areas. Mrs. Lisa Kearney referenced a previous meeting where the Animal Control Officer, Greg Cave, presented and quoted his concerns with the HART facility. Mrs. Lisa Kearney expressed her concerns regarding the size of the facility and the location of the facility. Mrs. Lisa Kearney had concerns regarding some of the conditions on the special use permit and stated there is no noise ordinance, and the residents have no recourse and there is nothing to protect them. Mrs. Lisa Kearney expressed her concerns about the property and requested the Board not to pass the special use permit.

Danielle Storan: Ms. Storan stated she would like to see a notice on how they can appeal against a decision made this evening.

Mr. Thomas Kearney: Mr. Thomas Kearney referenced the map he shared with the Board and Planning Commission during the Planning Commission portion of the meeting that represented the neighbors against HART and those who are for it. Mr. Thomas Kearney requested the Board list the benefits for the County in their commentary if they approve this.

Ron Yaggi: Mr. Ron Yaggi thanked Supervisor Buchanan for his honesty and requested the Board use their resources and land, so he does not have to hear dogs. Mr. Ron Yaggi expressed concerns with the County Attorney and the definition for Kennel in the ordinance in comparison to VDACS' definition. Mr. Ron Yaggi read the Code of Ethics and expressed concerns about serving animals across the State and mentioned it was not the Board's job.

With there being no further public comment being brought forward, the public comment opportunity was closed.

Supervisor Yowell made the following points:

- If someone wants residential, then they should buy residential.
- He must consider the whole county, not just the ones in this room.
- The new design is a game changer and is an attestation to HART's desire to address the neighbors' concerns while providing a needed service.
- Noise is the overwhelming apprehension, and the new design satisfies that.
- Condition six addresses road maintenance.
- In December, the County Planner and the Planning Commission recommended approval.
- At the First Development Committee Meeting both Animal Control and Animal Shelter spoke favorably regarding the application.
- Animal Shelter Manager stated they are in favor.
- Animal Control Officer stated they have no problem with it.
- He takes a lot of stock in the County's staffs' opinion.

- Hart is a respectable, professional organization and Madison should be proud they considered them.
- He was a yes on this application in December and he is a yes now.

Supervisor Jewett stated he did not know the benefits this brings to Madison County and stated he sees more detriments to the community than the benefits enlarge.

Chairman Jackson made the following points:

- It is a quiet and densely populated area.
- Madison is accused of not being business friendly.
- Was alerted to another kennel facility in that area.
- Applewood does have a special use permit.
- He is big on personal property rights.
- Is not happy with the big footprint.
- Wished they started with twenty-five dogs.
- Not happy they did not reach out to Mr. Ron Yaggi.
- The noise ordinance is not going to happen.
- Supports this application based on personal property rights.

Supervisor Yowell made a motion to approve SU-03-24-01, seconded by Supervisor Buchanan.

Chairman Jackson inquired if that included the modification to the fence and the time period.

Supervisor Yowell agreed, and Supervisor Buchanan amended his second.

Aye: Jackson, Yowell, Buchanan. Nay: Dawson, Jewett. Abstain: (0) Absent: (0).

PUBLIC COMMENT

Chairman Jackson opened the floor for public comment.

Jim Fort: Mr. Fort stated Supervisor Yowell made a good argument, but he was considering the entire County of Madison as opposed to the people directly affected and that was irrelevant.

With there being no public comment being brought forward, the public comment opportunity was closed.

CLOSED SESSION

None.

ADJOURN

With there being no further business to conduct, Supervisor Yowell made a motion to adjourn, seconded by Supervisor Dawson. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: April 9, 2024.



Agenda
Budget Worksession #5
Thursday, March 7th, 2024 at 3:00 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

FY25 Budget Worksession

1. Presentation of FY25 Budget Requests (Departments)

Time	Agency	Presenter
3:05 PM	Treasurer	Stephanie Murray
3:15 PM	Animal Control	Greg Cave
3:25 PM	Facility Maintenance & Transfer Station	Moonie Frazier
3:35 PM	Emergency Communication	Sean Ferguson
3:45 PM	Registrar/ Electoral Board	Lauren Eanes
3:55 PM	Emergency Management (EM)	Gavin Helme
4:05 PM	Building & Zoning	Jamie Wilks
4:15 PM	Building Code Appeals Board & Board of Zoning Appeals	Jamie Wilks
4:25 PM	Commissioner of Revenue	Brian Daniel
4:35 PM	Commonwealth's Attorney & Victim Witness	Clarissa Berry & Dawn Delacruz
4:45 PM	IT	Bruce Livingston
4:55 PM	DSS & CSA	Valerie Ward & Tiffany Woodward
5:05 PM	Circuit Court	Leeta Louk
5:15 PM	Emergency Medical Services (EMS)	Noah Hillstrom
5:25 PM	Sheriff's Department	Troy Estes, Candace Clatterbuck, & Sheriff Weaver

Public Comment

Closed Session

2.2-3711(A)(1) for personnel

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 3:00PM — Thursday, March 7, 2024

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

MEETING #12 — March 7th

At a Budget Workshop (#5) of the Board of Supervisors on Thursday, March 7th at 3:00PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chair
Carty Yowell, Vice-Chair
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Brian Gordon, Deputy County Administrator
Jennifer Warren, Finance Director
Kimberly Turner, Deputy Clerk

ABSENT: Hannon Wright, County Attorney

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.

After discussion, the following items were amended to the agenda:

As time presents itself:

2. Outside agencies funding list
3. Department funding list
4. Compensation study

Supervisor Yowell made a motion to approve the agenda as amended, seconded by Supervisor Dawson.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).

PUBLIC COMMENT

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

FY25 BUDGET WORKSESSION

1. Presentation of FY25 Budget Requests & Compensation Study (Departments)

Time	Agency	Presenter
3:05 PM	Treasurer	Stephanie Murray
3:15 PM	Animal Control	Greg Cave

3:25 PM	Facility Maintenance & Transfer Station	Moonie Frazier
3:35 PM	Emergency Communication	Sean Ferguson
3:45 PM	Registrar/ Electoral Board	Lauren Eanes & Jim Smith
3:55 PM	Emergency Management (EM)	Gavin Helme
4:05 PM	Building & Zoning	Jamie Wilks
4:15 PM	Building Code Appeals Board & Board of Zoning Appeals	Jamie Wilks
4:25 PM	Commissioner of Revenue	Brian Daniel
4:35 PM	Commonwealth's Attorney & Victim Witness	Clarissa Berry & Dawn Delacruz
4:45 PM	IT	Bruce Livingston
4:55 PM	DSS & CSA	Tiffany Woodward & Jennifer Warren
5:05 PM	Circuit Court	Leeta Louk
5:15 PM	Emergency Medical Services (EMS)	Noah Hillstrom
5:25 PM	Sheriff's Department	Troy Estes, Candace Clatterbuck, & Sheriff Weaver

A few departments went out of order for various reasons. The accurate order for budget request presentations and their presenters are listed below:

Agency	Presenter	Requesting
Treasurer	Stephanie Murray	\$370,674
Animal Control	Greg Cave	\$ 176,883
Emergency Communication	Sean Ferguson	\$ 1,044,538
Registrar/ Electoral Board	Lauren Eanes & Jim Smith	\$ 169,339 & \$81,784
Building & Zoning	Jamie Wilks	\$622,008
Commissioner of Revenue	Brian Daniel	\$371,215
Facility Maintenance & Transfer Station	Moonie Frazier	\$ 688,094 & \$740,443
Commonwealth's Attorney & Victim Witness	Clarissa Berry & Dawn Delacruz	\$534,704
IT	Bruce Livingston	\$539,960
DSS & CSA	Tiffany Woodward & Jennifer Warren	\$763,205 & \$675,000
Circuit Court	Leeta Louk	\$545,892
Emergency Management (EM)	Gavin Helme	\$34,141
Emergency Medical Services (EMS)	Noah Hillstrom	\$3,022,033
Sheriff's Department	Troy Estes, Sarah McKnight, & Sheriff Weaver	\$2,979,198

The Board and staff asked the following questions and made the following comments during department's budget presentations:

Treasurer:

Supervisor Yowell asked for confirmation that there are no increases in salaries pending the Comp Study.

The Treasurer agreed.

Supervisor Yowell mentioned the department's salaries went up \$3,848 and inquired what caused the increase if they are pending the Comp Study.

The Finance Director answered that is due to the 2% they received in December. This was reflected in all the department's budgets.

Supervisor Yowell inquired if Madison Citizens can get their real estate tax bill electronically.

The Treasurer agreed and reviewed how a citizen can sign up. The only bill that currently cannot be paid electronically is the business tangible property. The Treasurer gave a few examples of different types of businesses that take advantage of the electronic method.

Supervisor Yowell inquired if the other staff helped prepare the budget.

The Treasurer stated she does it, but staff have helped.

Chairman Jackson inquired if the Treasurer agreed with the recommended salaries.

The Treasurer agreed.

Animal Control:

Chairman Jackson inquired how the new Animal Control Officer was doing.

The Chief Animal Control Officer stated he was doing good, and he would start the Academy the second week of April.

The County Administrator further explained the new tier system from the compensation study.

Emergency Communications:

Supervisor Yowell inquired if dispatch one and dispatcher two were new positions.

Sean Ferguson, Director of Emergency Communications, answered that they have one level dispatcher right now.

The County Administrator stated they have a dispatcher, a shift supervisor, and the director. This tier system separates it out and allows for growth.

The Director of Emergency Communications clarified that tier one will be a new person with a certification, tier two gets certified as a trainer, tier three is certified to be a supervisor.

Chairman Jackson inquired if the Director of Emergency Communications agreed with the recommended salaries.

The Director of Emergency Communications agreed.

Registrar/ Electoral Board:

The County Administrator inquired if they would be making a lease purchase if the machines needed to be replaced.

The Registrar agreed and stated that was what they did previously and explained that process.

There was further discussion about the timeline for replacing the scanner machines and the leasing options.

The Registrar and Jim Smith concluded that what they have now works, but the State may require a change and FY27 would be the earliest. They reviewed the previous leasing process and are open to looking into other options in the future.

Chairman Jackson advised they encumber money in capital improvements for the potential purchase of these in 2027.

Chairman Jackson and Supervisor Yowell requested an amount for the Electoral Board's suggested salary increases after hearing Mr. Jim Smith's presentation regarding the Comp. Study.

Mr. Jim Smith stated he would get a number back to the Board.

Building & Zoning:

Supervisor Yowell inquired if the master combination inspector was something they were creating for someone to move into.

The Director of Building and Zoning agreed and explained the reason for this role.

Chairman Jackson inquired how long until the staff will reach this status.

The Director of Building and Zoning stated they were waiting on State classes which are not available yet.

The County Administrator discussed how they created an advance certification process.

Commissioner of Revenue:

The County Administrator stated the tier system brings parity between the Commissioners and Treasurer's Offices and it offers mobility.

There was further discussion on the salary increase for the Chief Deputy Clerk position and the changes to the pay scale.

The Board agreed with the Commissioner of Revenues salary suggestion for the Chief Deputy Clerk to be \$55,000 instead of the Compensation Study team recommendation of \$54,485.

Supervisor Jewett mentioned the JD Power Software and inquired if there was an advantage or desirability to have the State have single sourcing.

The Commissioner of Revenue stated they have discussed that and there are issues there as well. They are starting to shop it out but there has never been another company who provides those services to the State of Virginia.

Facility Maintenance & Transfer Station:

The County Administrator stated he believes the FY25 chipping and waste number should be \$20,000 and discussed the estimates for FY24.

The Deputy County Administrator stated he spoke with Updike, and they informed him the county is paying \$40 per ton for plastic recyclables and they are paying \$95. Updike has the County insured at five million and their standard is one million. Updike is going to provide contracts from other localities who do one million to see if it is feasible. Updike is considering the extra money for the insurance and the County needs to look at whether they are going to charge more for plastics.

The County Administrator stated if insurance can be lowered, and they are protected, it will lower Updike's premiums which help with disposal. The County Administrator stated they will bring this back next week and outline it in the draft admin budget.

Supervisor Buchanan inquired if that was market driven.

The County Administrator agreed and stated he did not want to discourage recycling but sometimes it costs to get rid of those items.

Commonwealth's Attorney & Victim Witness:

There was discussion about Wade Gelbert's salary last year at this time and what the Comp Study recommendation was.

IT:

The Finance Director stated they added \$3,000 for the upcoming Microsoft certification that was in the offer letter for Alan Berry, System Administrator I.

There was discussion regarding how the new positions would affect the budget.

The Finance Director reviewed the annual support fees for Avenity, RDA, Laserfiche, and Tyler-Munis on-premise.

The Information Technology Manager gave an overview of the Laserfiche process and the workload that was involved in setting it up.

The County Administrator gave background information for the annual support companies and what each one does. The County Administrator discussed the asking funds for Laserfiche.

The Information Technology Manager stated Laserfiche is more capable than what they are using it for.

The Finance Director stated she and the Information Technology Manager met with Magna5 and discussed the support services they will provide and the cost, which was on the spreadsheet on the projector screen. They are coming in at \$153,210 this year with an increase of \$10,210 from last year. If they go to SAS down the road, they would be credited \$4,140 because they would not be maintaining servers.

Chairman Jackson advised discussing the requested new position and stated he did not recommend starting right now.

Supervisor Jewett stated they needed to consider the following things:

- How the new position would offset the services from Magna5.
- How moving Tyler-Munis to the cloud affects the services from Magna5.
- In and out migration cost if they move to the AWS cloud.

The Information Technology Manager stated at this time they cannot go completely to the cloud. The Information Technology Manager stated he has been looking at their contracts and they can do the things Magna5 is doing. If they get the new position, they can cut the Magna5 cost by only having Magna5 doing the networking and telephones.

Chairman Jackson suggested putting the salary and benefits into contingency, so they can implement it when they were ready.

The Board agreed.

The Finance Director stated she had the SAS figures and recommended plugging those into the budget to be the high point and if they do not go to SAS, they can pull it out.

Supervisor Jewett agreed.

The Information Technology Manager stated this is not an emergency, but this will help stand up their own IT Department and take out the third party.

The County Administrator stated it is about progression and development and discussed their process so far.

Supervisor Jewett advised staff to collaborate and come up with a definitive number they can cut for Magna5.

After further discussion, the Board agreed to put it in contingency which gave options.

DSS & CSA:

The County Administrator commended CSA and their efforts.

Supervisor Yowell inquired how the local match is derived.

Ms. Tiffany Woodward stated they estimate what they think going forward and they try to look at the average.

The Finance Director stated in the last nine months it has been 75%/25% split and the local match has been between 20%-30%.

The County Administrator mentioned there was a name change but this is part of the Children Services Act, and this was passed down by either the State or Federal.

Ms. Tiffany Woodward mentioned community-based services required a smaller match rate that they must pay locally.

The Finance Director stated they are conservative on the budget because there are higher percentages for certain things.

The County Administrator mentioned in their financial policies they have two reserves, debt stabilization reserve and joint services reserve.

Circuit Court:

The Finance Director mentioned if they take out the grants that are reimbursable there is \$44,000 off the total.

The Finance Director stated she would look into the books and subscriptions line item to see if the cost is shared with other departments per the Clerk of the Circuit Court's request.

There was discussion about the titles of the positions in the Circuit Court Office.

After discussion, the Finance Director suggested adding a category for Deputy Clerk II.

Supervisor Yowell suggested renaming Office Clerk Assistant Court Clerk as Deputy Clerk I.

The Clerk of the Circuit Court agreed.

Emergency Management (EM):

The Finance Director asked for confirmation that they will be reducing seminars and tuition.

Chief Helme agreed that they will be reducing it back to what it was last year.

Emergency Medical Services (EMS):

Chairman Jackson recommended purchasing another ambulance this year, which would go in the capital budget.

The Board agreed.

The Finance Director mentioned they put a second ambulance in the capital budget. The money comes out when they receive the ambulance onsite.

The County Administrator stated the money in the capital budget for FY25 will pay for the one they already ordered.

There was further discussion regarding the ambulance fleet and the timeline for ordering.

After discussion it was decided that they may have to purchase one each year.

Supervisor Yowell mentioned what stood out to him was overtime being up 25% and part-time salaries & wages being up 32.8%. Supervisor Yowell inquired why overtime was up.

Chief Hillstrom stated overtime for them is over 40 hours, unlike Fire & EMS Departments which is 53 hours.

The Finance Director asked for confirmation that the number of part-time staff was changing from twelve staff to eighteen staff.

Chief Hillstrom agreed.

Supervisor Yowell mentioned it is rare that workman's comp went down.

The County Administrator stated they received a decrease notice from them.

Supervisor Yowell inquired if EMS had their own workman's comp category.

The Finance Director stated she would check with HR about this.

Supervisor Yowell stated he wanted to make sure it was a good thing.

Supervisor Yowell mentioned EMS came up with \$262,676 for salaries and it was \$135,000 over the Comp Study recommendation and inquired what they factored in to get those numbers.

Chief Hillstrom explained his calculations.

Supervisor Yowell inquired if Chief Hillstrom put a cap on years of experience.

Chief Hillstrom stated he used 15 years of experience, but he recommends 20 years. Their number one competitor Greene County, who is also EMS only, caps at 20 years of experience.

The County Administrator inquired if there was a case where someone who does not have the paramedic certification that is a lieutenant would make more than the other lieutenant that has the higher certification.

Chief Hillstrom agreed and stated that is why they are recommending changing that figure.

The Finance Director mentioned Chief Hillstrom stated the paramedic at Greene starts at \$53,000 and Madison's was \$57,000 and inquired if they should change that to match closer to Greene, from a PS7 to a PS8.

Chief Hillstrom stated potentially but they needed to answer the years of experience question.

The Finance Director inquired if they overshot Greene in any other categories.

Chief Hillstrom stated no and for paramedics he recommended staying the course.

Chairman Jackson expressed concerns with increasing this with national turnover trends and tax increases. Chairman Jackson stated this is a money issue as well as a culture issue. Chairman Jackson mentioned the quality of service is very good. Chairman Jackson recommended bringing this back at the meeting on Tuesday.

There was further discussion about the ambulance options, overtime, and staffing.

Sheriff's Department:

There was discussion regarding the compensation study and the public safety pay scale following the Sheriff's Department's budget presentation.

The Board decided to cap outside experience for five years at a 0.5% rate per year.

PUBLIC COMMENT

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

CLOSED SESSION

Supervisor Yowell made a motion to convene in closed session pursuant to Virginia Code Section 2.2-3711(A)(1) for personnel, seconded by Supervisor Dawson. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

Supervisor Yowell made a motion to re-convene in open session, seconded by Supervisor Dawson. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

Supervisor Yowell made a motion to certify by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code Section 2.2-3711(A)(1) and that was identified in the motion to convene in closed session were heard, discussed, or considered in the closed meeting, seconded by Supervisor Dawson. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

As a result of the Closed Session, the Board did not take further action.

OPEN SESSION

2. Outside agencies funding list

The Board discussed funding requests from the listed outside agencies.

Department/Organization	FY25 Request from Agencies	FY25 BOS Recommendations from 3/7/24 Budget Meeting
Discretionary		
Skyline CAP (<i>Recused: Supervisor Yowell & Supervisor Jewett</i>)	\$51,900	\$51,900
Culpeper Soil and Water Conservation District	\$30,111	\$30,111
OARJACC & Orange Co. Drug Court MOU	\$33,822	\$33,822
Rappahannock Rapidan Regional Commission	\$16,996	\$16,996
Central Virginia Partnership for Econ Dev	\$10,000	\$10,000
Madison Learning Center (<i>Recused: Supervisor Yowell</i>)	\$50,000	\$10,000
Foothills Housing Corporation	\$7,500	\$7,000
VA Regional Transit	\$7,000	\$7,000
Germanna Community College	\$54,000	\$4,000
Piedmont Regional Dental Clinic	\$3,000	\$2,000
Foothills Child Advocacy	\$3,085	\$2,000
Aging Together	\$3,000	\$2,000
Thomas Jefferson EMS Council	\$8,130	\$2,000
Boys & Girls Club	\$10,000	\$500
Services to Abused Families (SAFE)	\$1,000	\$1,000
Rappahannock River Basin Commission	\$1,000	\$1,000
Madison County Fair	\$1,200	\$500
VCW-Piedmont	\$2,803	\$500
Northern VA 4-H Educational and Conference Center	\$3,700	\$500
Hospice of the Piedmont	\$1,000	\$500
Legal Aid Works	\$2,000	-
Madison Community Cats (MAD Cats)	\$10,000	-
Non-Discretionary		
Central Virginia Regional Jail	\$590,314	\$590,314
Madison Parks & Recreation	\$372,427	\$372,427
Rappahannock Juvenile Detention Center	\$247,550	\$247,550
RRCSSB - Encompass Community Supports	\$242,971	\$242,971
Health Department	\$229,500	\$229,500
Madison Library	\$184,400	\$177,600
Madison County Volunteer Fire Dept (MCVF)	\$150,000	\$150,000
Virginia Cooperative Extension	\$143,362	\$143,362
Juvenile Probation 16th District Court	\$21,939	\$21,939
Madison Combined Courts	\$8,921	\$8,921
Total All:	\$2,502,630	\$2,367,912

The Board discussed the Madison County School's final Budget.

After discussion, the Board agreed to give the school \$400,000 for operations and \$1.7 million for capital improvement plan for the schools.

The Board discussed the personal property tax rate.

After discussion, the Board agreed to consider the personal property tax rate of \$3.33.

3. Department funding list

The Board discussed this item during the department's budget presentations.

4. Compensation Study

The Board stated the compensation study was now at \$512,375 new monies, not including what they discussed during closed session.

The Board had further discussion about the compensation study for the following departments: Commissioner of Revenue, Commonwealth, Sheriff's Department, and EMS. The Board discussed how they would address the proposed 3% increase.

After discussion, the Board decided to consider the compensation study team's recommendation across the Board to give them a base line, in addition to half a percentage in five years for the public safety pay scale for outside experience.

There was further Board discussion about the school's Budget.

The Board agreed to add the IT Department's new position to contingency.

The County Administrator asked for confirmation that they would bring back the following outside agencies funding request for review: Orange County Drug Court and Encompass Community Supports.

ADJOURN

With there being no further business to conduct, Supervisor Dawson made a motion to adjourn, seconded by Supervisor Buchanan. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: April 23, 2024.

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Agenda
Board of Supervisors
Tuesday, March 12, 2024, 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

Consent Agenda

2. Approve Minutes: 02/13/2024 & 02/15/2024

Special Appearances

3. Madison Day – Karen Coppage
4. VDOT Quarterly Presentation – Carrie Shephard

Old Business

5. EMS Compensation Study – County Administrator
6. Strategic Planning Presentation at JMU – County Administrator
7. Sheriff's Cars – County Administrator

New Business

8. Committee Updates – Deputy Clerk
 - a. IDA Board
 - b. Planning Commission
 - c. Encompass Community Supports Board

Discussion

9. Comprehensive Plan Status – County Administrator

Information/Correspondence

Public Comment

Closed Session

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 4:00 PM — Tuesday, March 12th, 2024

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

MEETING #13 — March 12th

At a regular meeting of the Board of Supervisors on Tuesday, March 12th at 4:00 PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chair
Carty Yowell, Vice-Chair
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Hannon Wright, County Attorney
Kimberly Turner, Deputy Clerk

ABSENT: Brian Gordon, Deputy County Administrator

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.

Supervisor Dawson made a motion to approve the agenda as presented, seconded by Supervisor Jewett.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).

PUBLIC COMMENT

Chairman Jackson opened the floor for public comment.

Mike Elias: Mr. Mike Elias expressed concerns with the Board's decision regarding the HART SUP (special use permit) application and felt the Board violated the Zoning Ordinance, Comprehensive Plan, and the Code of Ethics.

Thomas Kearney: Mr. Thomas Kearney agreed with Mike Elias and expressed concerns about the Board's decision regarding the HART SUP (special use permit) application. Mr. Thomas Kearney requested the Planning Commission and Board work with the neighbors regarding the site plan for noise mitigation.

With there being no further public comment being brought forward, the public comment opportunity was closed.

CONSTITUTIONAL OFFICERS, COUNTY DEPARTMENTS, COMMITTEES & ORGANIZATIONS

1. Monthly Reports

Animal Shelter: Annette Dodson, Animal Shelter Manager, gave a monthly report and highlighted the following items:

- Weaver Works completed work to clean up the landscape of the shelter.
- Installation of new security cameras.
- Thanked Economic Development & Tourism Director for sharing the adoptable animals on the Tourism page to give additional exposure.
- Numbers for February:
 - Five cat adoptions
 - One cat transferred to PAL.
 - Five dog adoptions
 - Eight dogs were reclaimed.
 - One dog transferred to RAWL.
 - One dog transferred to HART.
 - One dog transferred to BREW.
- At the moment, they have two cats, seven dogs in-house, and one dog in foster care.
 - Shared the story of the dog in foster care and provided pictures to the Board.
- Reviewed the VDACS report.
 - Pointed out the number of euthanized cats and the number of kittens taken in for that year.

Sheriff's Department: Sheriff Weaver gave a monthly report and highlighted the following items:

- Calls for service totaling thirty-seven criminal arrests.
- Time of year for scam calls
- Continuation of issues on Route 29 and Route 15.

Supervisor Jewett inquired what was the average speeding ticket on Route 29 and Route 15.

Sheriff Weaver responded that on Route 29 it was between 90-100 MPH and on Route 15 it was 78 MPH. Recently they had a 138 MPH on Route 29.

Emergency Medical Services (EMS): Noah Hillstrom, EMS Chief, gave a monthly report and highlighted the following items:

- For February they had 146 calls with an eleven-minute response time.
- One part-time paramedic vacancy
- Staff attended neonatal resuscitation training provided by Thomas Jefferson EMS Council.

Emergency Management (EM): Noah Hillstrom, EMS Chief, gave a monthly report on behalf of Assistant Chief Helme and highlighted the following items:

- For the FY22 Virginia Emergency Shelter Upgrade Grant, they are waiting for final specifications and cost from the engineer.
- Facility tour and open house at Mountain View will be April 10 at 7:00 pm.
 - All public safety members are invited.
- The public safety group met on March 8th prior to LEPC.

- Working on ideas to augment the emergency management team for regular monthly on call and major event staffing.
 - Based on 2024 Quaker Run Fire
- Completed and sent the expense packet to VDEM for entry.

Economic Development & Tourism: Tracey Gardner, Economic Development & Tourism Director gave a monthly report and highlighted the following items:

- Mad Peppers is having a soft opening tomorrow.
 - Ribbon cutting is Monday morning.
- Reached out to Career Works for Plow & Hearth
 - Retail shops are staying open.
 - Marty Baldwin with Rappahannock Goodwill is involved to do a job fair.
 - YOA training to upscale employees for any job they would like to pursue.
 - Box in Box Out plans to expand to use more of the space.
- Quad Tank planning on the 26th and that will be held June 13th in Orange.
 - For entrepreneurs with an existing business or new business with a 5,000 prize for the winner.
- Broadband: REC are doing make ready constructions along addresses for Pratts and the Zues area for Firefly.
 - Brightspeed is saying they are up to their design speed and still plans to be done by December 2024.
- VITA Spring Conference is Thursday and Friday.
 - The winner of the golf tournament gets a basket of wine from Revalation.
- March 6th attended the Joint Meeting virtually.
- March 7th, met with Jason Smith and Marty Baldwin Director of Workforce Services
- Friday was the ribbon cutting for Revalation
- Went to the Library expansion meeting on March 9th.
- Thursday March 21st is the Dementia Friendly Community meeting at 1:00 pm.
- Business Expo is May 23rd.
- The Helpful Herb is opened, and they are working on a ribbon cutting.
- Ribbon cutting on the first for Bitty's waxing.
- Rosie Beachy, with Small Business Development Center will have a "Let's Break to Educate" at the Visitor Center April 1st.
- RSA will be moving into 2445 South Seminal Trail.
- Cluster Growth Grant: Hired a wine consultant.
- VDACS is announcing a Spring Infrastructure Grant program as well as the VTC grant.
- Business Appreciation dinner is May 20th at Early Mountain.

Information Technology: Bruce Livingston, Director of Information Technology, gave a monthly report and highlighted the following items:

- Doing their normal daily activities
- Putting a wireless access point in the Kemper building in the next week.
- Working to build the virtual server for EMS to track their vehicles.
- Next week will have a review for Laserfiche.
- Completed the JMU questionnaire.

Emergency Communications: Sean Ferguson, Director of Emergency Communication, gave a monthly report and highlighted the following items:

- 911 calls received from landlines: 115
- 911 calls received from cellphones: 315
- Administrative calls into the center: 2,057
- Administrative calls made: 1,012
- Total call volume through the Center for the month of February: 3,499
 - That is up about 18% from last February.
- Calls for service this month: 1,195
- Calls for year to date: 2,409
 - About a 10% increase for calls for service from last year.
- Radio Project Update:
 - Church Hill tower site: Foundation has been poured for the tower, the shelter, the fuel cell, and the generator. The power conduit should be installed this week, and the Church hill fiber circuit was installed today at ECC (Emergency Communications Center)
 - Microwave antennas have been installed with ice bridges at Hoover Ridge, Blakey, and Beautiful Run.
 - Combiner installations are continuing at Hoover Ridge, Blakey, and Beautiful Run.
 - Madison County's Fleet Mapping will be completed by the end of this week.
 - Plugging into radios to start testing and coverage testing is on track to occur in June.
- Staffing in the Center:
 - Two vacancies and advertising in the near future.
 - Currently focusing on the one trainee they have.
- The elderly calling list is down to three individuals.
 - Trying to encourage interest.
- Attended and met with the seniors at the senior center.

Chairman Jackson asked for an explanation for what they do with the elderly calling list.

The Director of Emergency Communications explained the elderly calling list program.

Building & Zoning Department: Jamie Wilks, Director of Building & Zoning, gave a monthly report and highlighted the following items:

- Building:
 - The new State building code took effect as of 01-18-2024.
 - The State has also begun the process of adopting the 2024 code.
 - One staff member recently attended the VBCA Building Inspection Course.
 - Mr. Wilks will be attending the VBCOA mid-year conference at the end of the month.
 - Mr. Wilks was provided with a scholarship from VBCOA and VML that paid for the hotel and registration.
 - A report showing permits issued in February of 2024 is attached to this report.
- Zoning:
 - They are actively advertising and searching for a new Zoning Administrator.
 - In the meantime, they have a procedure in place to handle all Zoning & Planning issues.
 - Work on the Comprehensive Plan is continuing.

- Continuing to renew and strengthen their working relationships with various partner agencies, including VDOT, VDH and DEQ.
 - These relationships are critical to the mission of properly administering and enforcing the Zoning Ordinance.
- The BZA will be meeting on the 19th and will be hearing a couple of variance requests.
- Erosion & Sediment Control
 - Reminder regarding the upcoming changes to the DEQ stormwater management and erosion & sediment control regulations.
 - The State has posted some Grant opportunities.
 - The Erosion & Sediment Administrator is looking into this to see if there is anything that could benefit the County.
 - Stormwater Handbook and VRRM updates are available Feb. 26 for Public Comment.
 - In the packet is a letter from the State showing links to the updates and the Virginia Regulatory Town Hall webpage.
- General Information:
 - The County website is and will be continually updated to provide as much information to the public as possible.
 - Flood Awareness week is ongoing: March 10-16, 2024.
 - A flyer is in the agenda packet, and they have posted a link on the website.

Supervisor Buchanan mentioned the Director of Building and Zoning had stated there was going to be a class for local contractors to have a common understanding about what Virginia is doing and what they need to understand. Supervisor Buchanan inquired when that class was coming.

The Director of Building and Zoning stated there was a delay due to getting their new software going and trying to hire a Zoning Administrator. The Director of Building and Zoning stated they will be holding one and it is beneficial to everybody. As soon as they have a schedule they will advertise.

Animal Control: Greg Cave, Chief Animal Control Officer, gave a monthly report and highlighted the following items:

- Eighty calls handled in person.
- Ninety-one calls handled by phone.
- Twenty-six after hour emergency calls from last year
- Virginia Federation of Humane Societies hosted an online training.
- Alex Fincham, Deputy Animal Control Officer, completed several online training sessions through the ASPCA.
- Expressed awareness about Coyote calls during the months of January through March due to mating season. They become very aggressive and has the following resources:
 - Living with Coyotes near your home in Virginia.
 - Flyer provided by DWR (Department of Wildlife Resources) to address issues with coyotes. Flyer also posted on county website under Animal Control.

Parks & Recreation: Jerry Carpenter, Director of Parks & Recreation, gave a monthly report and highlighted the following items:

- Busy getting the fields ready for Spring sports.
- They have over 550 registered for youth sports this spring with one hundred volunteers.
- The Wool & Wine Festival on April 20th

- The Sheepdog trials have expanded to three days and will be April 19th, 20th, and 21st.

Planning Commission: Pete Elliott, Planning Commission member, gave a monthly report and highlighted the following items:

- Working on cases
- They have a committee working on boundary line adjustments.
- They have a committee working on junk yards/junk cars.
- Working on the Comprehensive Plan.

CONSENT AGENDA

2. Approve Minutes: 02/13/2024 & 02/15/2024

Supervisor Jewett advised replacing “use” with “usurp.”

Supervisor Yowell made a motion to approve the consent agenda with the one amendment to the February 15th minutes to replace the word “use” with “usurp” in the second paragraph, seconded by Supervisor Buchanan. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

SPECIAL APPEARANCES

3. Madison Day – Karen Coppage

Mrs. Karen Coppage stated this year will be the fifth Madison Day and it is an event where members of the community help people that need help working on their homes. Mrs. Karen Coppage requested the Board approve waiving the tipping fees and building permits fees.

Chairman Jackson inquired how many people were signed up so far.

Mrs. Karen Coppage stated it will take place on May 11th and so far, they had one hundred twenty volunteers signed up with about eighteen job sites. Mrs. Karen Coppage thanked the County and the community for their support.

Chairman Jackson recommended Mrs. Karen Coppage connect with John Reed from Foothill Housing.

The County Administrator explained what all Foothills Housing is involved with.

Supervisor Dawson made a motion to approve waiving the tipping fees and the building permit fees, seconded by Supervisor Jewett. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

4. VDOT Quarterly Presentation – Carrie Shephard

Ms. Carrie Shephard, VDOT Residential Engineer for the Charlottesville residency, presented VDOT's Quarterly Report. Key points are highlighted below:

- The R-Cut at Shelby's construction is about to be underway.
- 707 Pine Hill Road bridge replacement project's advertisement is coming up this June 2024.
- Route 656 Courtney Hollow Lane over Polecat Branch – Superstructure Replacement will be going to advertisement this summer and estimate construction to begin in September.

- Desert Road is complete with the exception of a couple of tie-ins for the driveways.
 - They fixed the gravel ones, but the ones that need asphalt needed to wait until the Spring.

Ms. Carrie Shephard paused for general maintenance concerns or questions.

Chairman Jackson and Supervisor Jewett discussed Route 230 East and inquired if there were any more plans to repair that road until they get it paved.

Ms. Carrie Shephard reviewed the 24 and 25 paving schedule and mentioned the 25-paving schedule was not finalized. Route 230 is not on the paving schedule and Ms. Carrie Shephard stated she would check to see if they have any patching planned out there. This construction season, the following areas will be paved:

- Some locations on Route 29 and Route 231
- Secondaries: Weakley Hollow Road, Arrington Mountain Road, Kinderhook Road, Tatum School Road, Annie's Road, Weavers Hollow, some sections of Ruth Road, Willis Road, Fishback, Crest View, and Etlan Road.

The Board agreed Route 230 needs to be addressed.

Ms. Carrie Shephard presented the Secondary Six-Year Plan (SSYP) and highlighted the following:

- SSYP is the funding for unpaved roads (gravel roads to be hard surfaced).
- Reviewed the criteria for roads to qualify for the SSYP.
- Reviewed the estimated allocations.
- Reviewed the current plan:
 - Emmett Road (0.24 mi) will be finished this summer.

The Board discussed doing the entire Emmett Road.

Supervisor Yowell advised Ms. Carrie Shephard to look into paving the entire Emmett Road.

Ms. Carrie Shephard agreed to review.

- Whippoorwill Road (2.04 mi)
 - Estimated cost \$552,000
 - Fully funded in FY26.
- Walkers Mill Lane (1.76 mi)
 - Fully funded in FY27
- Turner Drive (0.44 mi)
 - Fully funded in FY28
- There is a little over \$1 million for FY28, FY29, and FY30 for additional roads.
 - Proposed additions are:
 - Mount Zion Church Road (1.73 mi)
 - Estimated to cost \$410,000
 - Tom Johnston Road (.54 mi)
 - Estimated to cost \$100,000
 - Wrights Lane (1.53 mi)
 - Estimated to cost \$325,000
 - Totaling \$835,000

Chairman Jackson inquired about the second portion of Turner Drive.

Ms. Carrie Shepherd stated they would get to that soon.

There was further discussion regarding the suggested roads to add to the SSYP.

Supervisor Yowell asked for confirmation that the Board would need a resolution for the Rural Rustic.

Ms. Carrie Shepherd agreed.

The County Administrator stated the Board is looking at the draft tonight and providing direction for the public hearing. When the Board goes to adopt the SSYP, they will adopt the resolution.

After discussion, the Board agreed to bring the draft SSYP back to the Board of Supervisors' meeting on March 26th to talk about it more after reviewing it.

Ms. Carrie Shepherd stated for clarification that the draft SSYP currently stopped at Turner Drive and the additional roads were not yet added to the draft. Ms. Carrie Shepherd stated she would need to know which roads need to be programmed and the priority prior to the public hearing.

Chairman Jackson inquired when the public hearing would be.

The County Administrator stated if the Board approved their draft SSYP, staff would communicate with VDOT, and it would possibly be the second meeting in April.

Ms. Carrie Shepherd continued presenting her presentation.

- VDOT did field reviews for the following roads, and they do not recommend funding due to narrowness and drainage issues.
 - Rochelle School Lane (0.57 mi)
 - Clore Road (0.44 mi)
 - Turner Drive (0.23 mi)
- They did additional work regarding Turner Drive, as the Board had requested.
 - The rough estimate for what it would cost to upgrade the remaining .23 miles, so it classified as a rural rustic and qualify for hard surfacing, would be \$937,000.
 - This is largely due to tree removal and utility relocations and there are substantial drainage issues.
 - Any estimate that is over \$700,000 VDOT cannot perform with State forces.
 - Would have to be put out to bid and given to a contractor.
- Discussed legislation that will allow VDOT to use the unpaved road funds to make improvements to the roads, not just for hard surfacing.
 - This will help with roads that are too narrow and that have drainage issues.

Chairman Jackson expressed concerns with the estimate cost for the .23 miles of Turner Drive.

Supervisor Jewett inquired where they were with the obtaining additional right of ways process.

Ms. Carrie Shepherd stated they conducted their survey and that is as far as they have gone.

The County Administrator added for clarity that they surveyed to get an estimate and gave examples of items that would be included in the estimate of \$900,000.

Supervisor Yowell inquired if VDOT put out flags when they did the survey so residents know how much of their property would be involved.

Ms. Carrie Shepherd agreed and clarified what the stakes would represent.

Supervisor Yowell inquired if VDOT contacted those residents to see if they would give up that property.

Ms. Carrie Shepherd stated the right of way recordation and dedication would be the County's responsibility, so they have not reached out to citizens.

Chairman Jackson asked for confirmation that \$937,000 does not account for the purchase of any right of ways or easements.

Ms. Carrie Shepherd agreed.

The County Administrator stated he notified the Turner Drive point of contact for the residents so they could hear directly on the status. They would not move on the right of ways unless the Board requested staff to proceed. They would still need to get to the funding source of that project.

Chairman Jackson opened the floor for the Turner Drive residents to asked questions and make comments.

Loyonne Turner: Mrs. Loyonne Turner thanked VDOT, Supervisor Jewett, and the County Administrator for coming out. Mrs. Loyonne Turner expressed concern regarding two trees that were about to fall and requested VDOT look into that.

Ms. Carrie Shepherd and the County Administrator inquired about location details on the trees.

Loyonne Turner: Mrs. Loyonne Turner informed them about the trees' location.

Pamela Wilson: Ms. Pamela Wilson, Turner Drive spokesperson, expressed their concerns with phase two of Turner Drive and referenced a letter the residents sent regarding this. Ms. Pamela Wilson recommended getting grants to help cover the cost. Ms. Pamela Wilson stated they appreciated VDOT coming out and their work so far. The residents and landowners have agreed to look at the survey and grant access to the land that is needed. Ms. Pamela Wilson stated Turner Drive is very busy and gave a few examples of daily traffic. Ms. Pamela Wilson expressed concerns regarding the safety of the road.

Patricia Turner Gross: Ms. Patricia Turner Gross mentioned the area is growing and there is more traffic and expressed concerns about the dangers of passing other vehicles. Ms. Patricia Turner Gross stated \$937,000 is steep, but if funds were made available it would be a great opportunity to upgrade and will be helpful.

Chairman Jackson advised tracking down the bill/funding opportunity Ms. Carrier Shepherd is referring too. If that passes, they can evaluate that versus doing the .23 for \$937,000.

There was a discussion regarding traffic counts for roads in Madison.

Ms. Carrie Shephard stated she would provide those.

Supervisor Jewett inquired if the last stretch of Turner Drive must be done all in one project or could it be done in steps overtime.

Ms. Carrie Shephard stated they could do it in steps as long as the goal at the end is to hard surface it. If the legislative changes, there may be more opportunity to make those improvements without having the end goal being hard surfacing.

Supervisor Yowell asked the residents for clarification that their end goal is hard surfacing.

Ms. Pamela Wilson: Ms. Pamela Wilson agreed.

Chairman Jackson stated doing it in segments seems to be more expensive for mobilizing crews. Chairman Jackson expressed concerns with doing roads in small portions and suggested doing one challenge and moving on to the next.

Supervisor Jewett stated it would also depend if those crews are interoperable or is it a sequential process. If they are doing one big project, they may not have everyone up there at one time anyway.

Chairman Jackson added that if they are going to knock down a handful of trees, they might as well knock down the trees they need to knock down for the entirety of the road.

Chairman Jackson stated he would like to see the paving schedule for the next couple of years.

The County Administrator stated he just emailed the one Ms. Carrier Shephard referenced (2024-2025). 2025 has not been finalized.

Ms. Carrier Shephard stated the only thing that might not work with phasing this project is that if it is over the \$700,000 estimate, VDOT cannot do the work. Ms. Carrier Shephard stated if it had to go out to bid for a contractor, she would have to look into.

Supervisor Yowell inquired if the paving schedule was for the calendar year or fiscal year.

Ms. Carrier Shephard stated this is for the fiscal year.

Ms. Pamela Wilson: Ms. Pamela Wilson mentioned phase one was broken up between 2027 and 2028 and stated it makes more sense to do phase one and phase two at the same time because the people will already be out there. Ms. Pamela Wilson inquired about the possibility of putting it together as one project.

Ms. Carrier Shephard clarified the allocation chart in the presentation and explained why phase one is being allocated for FY27 and FY28. Ms. Carrier Shephard stated the first section of Turner Drive does not require the same level of improvements that the remaining section required.

Chairman Jackson asked for confirmation that work for Turner Drive would not start until FY29.

Ms. Carrier Shephard stated they can start that in FY27 which is July 1, 2026, and worst-case scenario it will happen in the summer of 2027.

OLD BUSINESS

5. EMS Compensation Study – County Administrator

The County Administrator reviewed the EMS Compensation Study and highlighted the following items:

- Discussed years of services for Public Safety
 - Years of services with the county at a rate of 1.2%.
 - The Board specified capping the years of services outside the county at five years and calculated that as a rate of those years' times 0.5%.
- There was a recommendation for creating two different tiers for the lieutenant position.
 - Lieutenant one would have prior supervisory experience, but they may not carry a paramedic certification.
 - Lieutenant two would be paid at a higher rate because they hold a paramedic certification.
 - One paramedic must be in every ambulance to make up ALS (advanced life support).
 - Instead of downgrading the lieutenant one position to a PS7, they would keep that at a PS8 level to ensure a difference between a paramedic and a lieutenant who is in a supervisor role.
- There was a slight change in the Emergency Chief by using the calculation of the 1.2% rate.
- The changes since Thursday are about an \$8,000 increase.

Chairman Jackson stated this was much more palatable than what was originally proposed.

The County Administrator mentioned Greene County is their closest competitor for an EMS only program and compared Madison's salaries with Greene County's starting salaries.

The County Administrator stated they are trying to be competitive, and the public safety pay scale before the Board is the Compensation Study Team's final recommendation.

Supervisor Yowell stated these are the things they discussed last week, and the County Administrator has covered everything they talked about.

Chairman Jackson stated having a uniformed policy at a 0.5% rate for a five-year cap is a good policy and should increase their competitiveness. They are down to \$126,950 new monies and that is as far as they can go. Chairman Jackson inquired if the Board agreed with plugging in these numbers to produce an administrative recommendation budget for this upcoming Thursday.

The Board agreed.

The County Administrator discussed the items that will be discussed at the upcoming Thursday meeting.

6. Strategic Planning Presentation at JMU – County Administrator

The County Administrator thanked Supervisor Jewett for spearheading this project. The County Administrator stated they visited the JMU campus and heard directly from the students who are working

on this project, and they were energetic and capable. The next phase of the project would lead to advertising for a meeting.

Supervisor Jewett stated April 27th is the competition day and the top team will be selected by a panel of judges. One judge will be Chairman Jackson and the other is Senator Bryce Reeves. Supervisor Jewett stated the project is going very well and they have done the first initial development of the plans (first sprint) and there are teams that are really impressive. The students are very enthusiastic, and this can have a huge impact on Madison County and localities around the State of Virginia.

Chairman Jackson stated the idea for the April 27th procedures would be to have the whole Board see the presentations. Chairman Jackson asked the County Attorney about advertising and ensuring it is legal for the whole Board to participate.

The County Attorney stated if it is going to be an open public meeting then they need to open it to the public. The Board's bylaws allow for it and the Code allows it. The Chairman can call for a special meeting or two members of the Board and then they can worry about the notice. The facility where is held at matters so it is accommodating.

There was further discussion regarding the meeting's specifics.

After further discussion it was decided to advertise as a regular meeting, minutes will be taken, and it will be recorded.

7. Sheriff's Cars – County Administrator

The County Administrator stated in the FY25 draft capital budget there are five new cars budgeted at \$55,000 each. The Sheriff has made the request to purchase one now and change the FY25 budget to three new and one used with the three new still being at \$55,000 each and used at \$32,000. The County Administrator mentioned he spoke with the Finance Director about funding and there is about \$20,000 remaining in the Sheriff's capital fund and then they would use \$32,000 from contingency. If the Board approves that approach, staff will prepare a supplemental appropriation for the next meeting for the \$52,000 that would show the contingency use and the capital as well as update the FY25 capital budget.

Chairman Jackson stated if they approve it, they can administratively approve it.

The County Administrator stated since it is contingency, he recommended to make a motion to authorize the County Administrator to fund a Sheriff Vehicle in the FY24 budget for \$20,000 from the Sheriff's FY24 capital budget and \$32,000 from contingency.

Supervisor Dawson made a motion to authorize the County Administrator to fund a Sheriff Vehicle in the FY24 budget for \$20,000 from the Sheriff's FY24 capital budget and \$32,000 from contingency, seconded by Supervisor Jewett.

Chairman Jackson inquired how much was in contingency now.

The Finance Director, who was in attendance, stated it was \$311,000 and \$115,000 is already accounted for.

There was further discussion about the money in the contingency budget.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).

NEW BUSINESS

8. Committee Updates – Deputy Clerk
 - a. IDA Board
 - b. Planning Commission
 - c. Encompass Community Supports Board

The Deputy Clerk stated the Industrial Development Authority has two members, Steve Grayson and Douglas Parsons, whose terms expire on April 11, 2024. Both Steve Grayson and Douglas Parsons are willing to serve another 4-year term. Staff advertised for one Planning Commission position and one Encompass Community Supports Board position. Zachary Whitman has applied to serve on the Planning Commission and Sarah Berry has applied to serve on the Encompass Community Supports Board.

Supervisor Yowell made a motion to approve the reappointment of Steve Grayson and Douglas Parsons for the Industrial Development Authority, Zachary Whitman for the Planning Commission, and Sarah Berry for the Encompass Community Supports Board, seconded by Supervisor Dawson. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

DISCUSSION

9. Comprehensive Plan Status – County Administrator

The County Administrator gave a status update and mentioned who all has been involved in the draft Comp Plan. The County Administrator stated he brought this before the Board tonight to receive the Boards preference to get a final draft. The Comp Plan has not yet come to the Planning Commission and Board of Supervisors. The County Administrator stated he sees value in having a small level of assistance from RRRC to put this together with the work that has been done prior.

The Board agreed to work with RRRC on the Comp Plan.

Chairman Jackson inquired about the timeline for bringing it to the Planning Commission as a final component.

The County Administrator stated he could give a guess, but there is not a prepared timeline because they need to see where the Comp Plan team is and have a conversation with RRRC.

Chairman Jackson recommended the County Administrator have his meeting with RRRC tomorrow and come back on the 26th with direction of where things are.

The County Administrator agreed.

Supervisor Yowell stated there is one element left and the transportation one was the most involved and most complicated to satisfy what the State is looking for and that is done. The final element is the one they will meet on tomorrow and a lot of it has been done.

Pete Elliott: Pete Elliott, Planning Commission member, recommended involving the Planning Commission because he sees things that the Board and the Planning Commission are not going to go along with.

Supervisor Yowell stated after they get this final element done, they definitely would. Supervisor Yowell stated they should engage Jennifer Little from RRRC and compile this last element and get it to the Planning Commission and the Board.

Chairman Jackson recommended taking it to the Planning Commission as a complete draft rather than pieces of it so they can look at it in a holistic way and start trying to figure out what is best for Madison.

Supervisor Yowell stated the element they are still working on is recreation, community, facilities, and utilities.

There was further discussion regarding the Comp Plan, specifically facilities and utilities.

INFORMATION/CORRESPONDENCE

The County Administrator stated there are two BZA (Board of Zoning Appeals) cases that are scheduled for March 19th and gave an overview of the two cases. The County Administrator reviewed a site plan case that is currently before the Planning Commission as well as discussing the junkyard ordinance and the boundary line adjustment.

PUBLIC COMMENT

Chairman Jackson opened the floor for public comment.

Mike Elias: Mr. Elias discussed what Madison could have done regarding the HART application. Mr. Mike Elias stated his vision would have been one hundred acres or more with HART adoptions, access for public school buses, public awareness, a dog park tailored to Madison's historical contributions for tourism, dog and pet stores, vet clinic, restaurants, pet friendly motels all in one area. Mr. Elias expressed concerns regarding HART's current location. Mr. Elias stated there is a future in Madison for HART, a dog park, and all the things he listed and feels Madison missed a big opportunity.

Pete Elliott: Mr. Pete Elliott expressed concerns about retail businesses in A1 that are not rezoning as they should. Mr. Pete Elliott stated he does not have a problem with the tax rate, but if someone is going to be in business, then they need to pay their taxes. Mr. Pete Elliott expressed concerns about people not following through with their permits. Mr. Pete Elliott shared a few examples.

The County Attorney stated if the JMU meeting is going to be a regular meeting, they need to pass a resolution before that, which he will have prepared by the next meeting.

The County Administrator stated he will get the Board an updated list of NOV's (Notice of Violations). There are some NOV's specifically special use permits that did not follow through and gave examples.

Supervisor Yowell stated their real estate tax rate is the same regardless of the zoning and stated the difference comes in when it is assessed.

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

CLOSED SESSION

None.

ADJOURN

With there being no further business to conduct, Supervisor Yowell made a motion to adjourn, seconded by Supervisor Jewett. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: April 23, 2024.

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Agenda
Budget Worksession #6
Thursday, March 14th, 2024, at 3:00 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

FY25 Budget Worksession

1. Final Review of FY25 Compensation Study – County Administrator & Finance Director
2. Final Review of FY25 Goals & Priorities – County Administrator & Finance Director
3. FY25 Administration Budget – County Administrator & Finance Director
4. Administrative Fees – County Administrator

Public Comment

Closed Session

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 3:00PM — Thursday, March 14, 2024

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

MEETING #14 — March 14th

At a Budget Workshop (#6) of the Board of Supervisors on Thursday, March 14th at 3:00PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chair
Carty Yowell, Vice-Chair
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Jennifer Warren, Finance Director
Kimberly Turner, Deputy Clerk

ABSENT: Jud Buchanan, Member
Hannon Wright, County Attorney

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.

Supervisor Dawson made a motion to approve the agenda as presented, seconded by Supervisor Jewett.

Aye: Jackson, Yowell, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: Buchanan.

PUBLIC COMMENT

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

FY25 BUDGET WORKSESSION

1. Final Review of FY25 Compensation Study – County Administrator & Finance Director

The Finance Director reviewed the changes made to the FY25 Compensation Study and highlighted the following items:

- Commissioner of Revenue – Increased Chief Deputy from \$54,485 to \$55,000.
- Finance – Increased Finance Director by 3% (to \$106,197) per Board request based on market analysis.
- Registrar – Increased Registrar by 8% (to \$91,480) per Electoral Board's request based on departmental cost savings.
- Clerk of the Court – Added a new Deputy Court Clerk II position (no financial impact).
- County Administration – Increased County Administrator and Assistant County Administrator by 3% (\$142,882 and \$97,850 respectively) per Board request based on market analysis.

- Economic Development/Tourism - Reduced the total number of PT hours to 576 versus 3,120 hours for a savings of \$1,660.
- EMS - Decreased Paramedic and Lieutenant 1 positions down one grade (from PS8 to PS7) to be within market. Increased Lieutenant 2 position up two grades (from PS9 to PS11) for parity with Lieutenant 1 based on duties. Added years of service outside of Madison (up to 5 years max) using a 0.5% calculation on the grade minimum. Increased Chief and Assistant Chief positions to \$103,795 and \$90,618 respectively based on market.
- Sheriff - Deputy Sheriff position – starts at PS7 \$54,485 but will escalate to \$55,885 once deputy is released to operate independently. Added years of service outside of Madison (up to 5 years max) using a 0.5% calculation on the grade minimum.
- Emergency Communications - Added years of service outside of Madison (up to 5 years max) using a 0.5% calculation on the grade minimum resulting in an increase to the Director of Emergency Communication to \$76,938.
- Reviewed the before and after percentage increase by full-time employee count.
- Reviewed original and revised department's total salary increases and/or decreases (does not include fringe).
- Reviewed the original summary of the comp study showing a total increase after new comp board revenue to the budget.
- Reviewed how the changes listed above reflected on the comp study.

Chairman Jackson inquired if the \$474,579 include benefits.

The Finance Director agreed.

2. Final Review of FY25 Goals & Priorities – County Administrator & Finance Director

The County Administrator stated for the draft FY25 Goals and Priorities, number one and two were agreed upon by the Board and number three was pending. The County Administrator inquired if the Board was ready to make a decision on priority number three or if they would like to do that at a later date.

Chairman Jackson asked Supervisor Jewett to review what Rockingham had done.

Supervisor Jewett stated they abandoned their technology corridor, and they have no name for any designated area other than Industrial Park.

Chairman Jackson stated his understanding was they are incentivizing based on the investment in the County with a minimum threshold.

Supervisor Jewett agreed.

The Board had discussion regarding what to call the “Technology Corridor.”

After discussion, the board agreed changing “Technology Corridor” to “Technology Corridor/ Economic Development Area.”

3. FY25 Administration Budget – County Administrator & Finance Director

The Finance Director reviewed a chart that reflects surrounding counties current personal property tax and their new proposed personal property tax for their FY25 budget, as well as the current real estate and the proposed real estate. The Finance Director mentioned four of the counties had a fire rescue tax and the chart also reflected the current and proposed amounts for that. The new proposed amounts for real estate tax are listed below:

Counties	Fauquier	Orange	Madison	Greene	Rapp.	Culpeper
Proposed Real Estate	\$0.97	\$0.77	\$0.74	\$0.73	\$0.63	\$0.48

***Orange County and Madison have not been determined yet.

Chuck Jackson, news media: Mr. Chuck Jackson mentioned that on Tuesday afternoon, Greene County lowered their personal property tax to \$4.50 and real estate taxes to \$0.71.

The Finance Director thanked Mr. Chuck Jackson. The Finance Director reviewed a chart provided by the Commissioner of Revenue that shows the personal property tax comparison at \$3.00, \$3.33, and \$3.60. The Finance Director mentioned the Commissioner of Revenue gave four different vehicle types to show the values of those vehicles and gave examples. The Finance Director stated the Commissioner of Revenue listed the estimated revenue between the \$3.00 rate every ten cent up to \$3.60 and the budget they are presenting today is based on the \$3.60 tax rate.

The was a discussion regarding the tax rate for previous years.

The Finance Director gave a brief overview of the FY25 budget.

- Most spending is allocated for education and public safety.
- FY25 Budget shows the effects of the FY25 Compensation Study as well as the Capital Asset Replacement Plan (CARP) facilities study performed in 2023 for both the County & Schools.
- FY25 Budget is not yet balanced because the Schools are waiting on the General Assembly and need \$903,000 additional in revenue to meet their current adopted budgeted expenses or they will need to revise their budget.
- The proposed budget requires a personal property tax increase from \$3.00 to \$3.60 plus an opening balance appropriation of fund balance totaling \$2,998,289 to balance the General Fund.
- Personnel cost increases driven by:
 - FY25 Compensation Study
 - There is no increase in health insurance premiums in FY25.
- General Fund Contingencies:
 - \$333,660 operational contingency for unexpected costs; plus,
 - \$74,250 operational contingency for potential new IT position (includes cost of fringe)
 - \$25,000 annual leave contingency

Supervisor Yowell stated they paid a lot for the last comp study, and everything was effective July 1st of 2020. Supervisor Yowell stated this year they did a much better job. Supervisor Yowell stated it is a good business practice to do a comp study every four or five years.

The Finance Director agreed.

The was further discussion regarding the time frame for future comp studies, the impact this comp study will have, and the impact of high turnover.

Supervisor Jewett mentioned there are many factors involved with high turnover. Supervisor Jewett stated salaries are a legitimate argument, but if they do have large turnover in certain areas, they need to evaluate other factors and address that, like management.

Supervisor Jewett inquired where the 3% increase in the General Assembly's budget will come into play into the salary structure.

The County Administrator stated the General Assembly passed a budget and it is pending Governor's approval and the 3% was in there for schools and comp board positions. The County Administrator stated the Board has already stated what they will be providing the school with local funding of new monies (\$400,000). When the school adopted their budget, there was a difference between what he communicated in a memo and what the school had local funding listed as. The County Administrator spoke with the Superintendent, and they are waiting to see if the State makes a move on the approved budget. Most, if not all, comp board positions are getting 3% or higher. The County Administrator stated if someone is given a 3% raise or higher as a result of the comp study there is no 3% on top. If there are positions that did not meet that 3% mark, then there is reason to plus up.

Supervisor Yowell mentioned he has been making the same argument with the schools. Supervisor Yowell mentioned after reading the requirements from VACO, he understands that they just have to average a 3% increase, not give everyone a 3% increase. Supervisor Yowell stated he also read that school divisions proving an average increase of more than 3% in the first year, can credit the excess portion the second year.

The Finance Director stated she would check on this. The Finance Director stated HR may already be doing this but recommended exit interviews to capture the reason for leaving.

The County Administrator agreed that they do that, and they do that independent of the County Administrator. The County Administrator stated salaries are not the only variable for turnover, but they are one of the variables.

The Finance Director stated when they did that questionnaire to the whole staff, they received very good intel on why they responded the way they did, and they can look back at that as well.

The Finance Director stated she plugged all the comp study information into all the individual budgets and wanted to share what the department's funding changes would be with the comp study included. The Finance Director reviewed a few of the departmental changes that were made and below are a few highlights:

- EMS- Increased overtime based on comp study.
- Sheriff's Department – 10% increased.
- County Administrator – Increased 87%
 - Moved several things out of the Emergency Communications budget.
- Treasurer - 20%
 - A lot of that is going to be captured back in revenues.
- Commissioner of Revenue – 12%
- Animal Control – 14%
- Auditor – put in \$118,000 for pre-audit fees, audit fees, and consulting fees.
 - Spoke with Davenport for financing.

- The Finance Director and the County Administrator met with Davenport to talk about capital projects and the possibility of taking on additional dept to help fund those.
- Overall – 6.73% increased.
 - About \$1.6 million, including the school.
 - Without the School it is about \$1.2 million for County departments.

The Finance Director reviewed the outside agency funding. The Board's recommendations from the March 7th budget meeting were the actual contributions. The total on the outside agency funding between last year and this year is about a \$46,000 change (2%).

The County Administrator mentioned they corrected the error for the Library in the outside agency sheet.

The Finance Director gave an overview of the breakdown of the general fund and the capital fund. The Finance Director highlighted the following items:

- Revenue includes the \$3.60 tax rate:
 - General property tax: \$20,467,000
 - Other local taxes: \$4,031,231
 - Intergovernmental Commonwealth: \$3,733,197
 - Intergovernmental Federal: \$558,834
 - Total Revenues projected: \$30.355,309 (Not including schools)
- Expenditures:
 - General government administration – Departments: \$2,826,172
 - Judicial administration – Departments: \$1,331,499
 - Public safety – Departments: \$8,375,779
 - Public safety - Outside Agencies: \$1,088,263
 - Example: Madison Volunteer Fire Department
 - Public works – Departments
 - Health and welfare - VPA and CSA
 - Education - Madison Schools: \$10,927,794 for both capital and operating.
 - Parks, recreation, and cultural - Madison Library
 - Community development - Outside Agencies
 - Nondepartmental - Contingency Funds: \$432,910
 - Debt service:
 - Principal retirement: \$1,125,113
 - Interest and other fiscal charges: \$600,440
 - Total expenditures: \$31,342,467
- Leaves a deficit of \$987,158
- Total other financing sources needed is \$2,011,131.
- Net change in fund balance to balance the general fund: \$2,998,289
- Fund balances at beginning of year: \$26,373,884
 - \$14,000,000 is unassigned
- Fund balance at the end of the year \$23,375,595
- Total budget: \$9,671,574 (Includes schools' capital and county's capital)
 - Built on no change in the real estate tax rate but a \$3.60 personal property tax rate.
 - \$0.01 in real estate tax increase generates an additional \$175,000 in revenue.
 - \$0.10 in personal property tax increase generates an additional \$160,000 in revenue.
- Gave further review of the Capital budget.
 - Reviewed vehicles equipment and technology breakdown of request by departments.

- Reviewed the Tyler-Munis ERP requested amount and the reason behind that.
- Reviewed the process for setting aside money for the county reassessment.
- Continued to review line items.

The County Administrator reviewed the FY25 schools' budget and highlighted the following items:

- Issued a letter to the Superintendent of Schools indicating local funding level. Total local funding for the schools for FY25 (includes both operational and capital funding) equals \$10,927,794.
- The School Board on 3/11/24 adopted a budget showing local funding at an increase of approximately 1.3 million. This is \$900,000 more than what the County stated they would fund. MCPS is awaiting the Governor's decision on the budget that was approved by the General Assembly to see if they will receive extra state funding. The Governor has until April 7, 2024, to make decisions on the budget. From there, the Superintendent stated she would provide a revised budget.

The County Administrator recommended having the public hearing for the budget at the second meeting in April due to possible decisions that could affect education funding. The County Administrator stated they would need to send the Treasurer and Commissioner of Revenue an email that stated there is no proposed increase for FY25 for real estate so the Treasurer can effectively get the bills out.

Chairman Jackson recommended sending the letter to the Treasurer and Commissioner of Revenue as well as sending one to the schools. Chairman Jackson mentioned the school could add an additional line to their budget to cover this short fall pending the State budget.

The Finance Director agreed and recommended the schools reflect the line item for the County accurately and include another line item in revenue that could state additional State funding.

There was discussion about the timeline for the tax rate and the County reassessment regarding when they would be effective.

After discussion, the Board agreed to send a letter to both sides. (Treasure/Commissioner of Revenue and the Schools)

The Finance Director reviewed the revenues breakdown and the expenditures breakdown and made the following notes:

- Schools currently adopted budget reflects \$25,351,745 in revenues. School, State, and Local funding is currently \$24,448,633. The schools are waiting to see if there is \$903,112 in additional funding from the State's budget.
- Total revenues: \$65,204,295
- School adopted budget may need to be revised down by \$903,112 to a total of \$24,448,633 in order to balance the budget.
- Total expenditures: \$66,107,409
- It is not a balanced budget because there are still things in the works.

The Finance Director reviewed two pie charts. One was the FY25 budget breakdown between CSA, VPA, schools, TOT fund, general fund, and the debt service fund. The second was the FY25 budget breakdown by different sectors.

The Finance Director reviewed the remaining steps in the budget process:

- Public hearing advertised for tax rates and administrative fees by April 9, 2024
- Public hearing April 23, 2024, to allow more time for accurate State budget figures that affect Schools/Comp Board positions.
- Adoption of budget, tax rates, and administrative fees on April 23, 2024
- Budget appropriation resolution on June 11, 2024

The County Administrator gave an overview of the different resolutions the Board would consider before July 1st at the start of the fiscal year.

The Finance Director mentioned she provided the Board with a handout that gives a breakdown of the fund balance. The Finance Director listed the reasons why they return \$2.2 million dollars to the fund balance in FY23:

- Real property was higher by \$212,000
- Personal property was higher by \$717,000
- Received \$400,000 higher for local sales tax.
- Interest income was \$600,000 additional revenues and interest income.
- Proceeds from the real estate sale of \$250,000
- LATCF funds of \$50,000
- Equates to the \$2.2 million in FY23 that allows them to return money to the fund balance.

Supervisor Jewett inquired what the return to fund balance looks like so far for FY24.

The Finance Director stated she spoke with the Treasurer regarding FY24 and they are on track for real property, and they may have an extra \$36,000 for personal property by the end of the year.

The Treasurer clarified that was what they had now.

The Finance Director stated they did a good job budgeting FY24 so they may have \$500,000 of that \$1.2 million that was needed from the fund balance to balance the budget.

The County Administrator stated they have to have 1% of their budget for contingency and that represents 1% of the overall operations of the FY25 budget.

4. Administrative Fees – County Administrator

The County Administrator stated there are no changes in administrative fees and reviewed the changes from last year.

Supervisor Yowell stated they could do everything that has been presented without borrowing money if they want to use the fund balance. Supervisor Yowell inquired if they should be talking to Davenport about borrowing money for the capital improvements and using fund balance for operations. Supervisor Yowell inquired if the County could borrow money for operations.

The County Administrator stated they could, but he would not recommend it and gave an example.

There was further discussion regarding borrowing money versus not borrowing money, the five-year capital improvement plan, and the plan for working with Davenport.

Supervisor Yowell stated they have scrubbed stuff at every meeting, and he is pleased with the summary today.

Chairman Jackson stated he is not please and stated he wished it were less and that revenues were more without as much burden to the taxpayers. Chairman Jackson stated they have gone through the whole thing, and they are trying to make it realistic. Chairman Jackson stated it is accurate to say staff have done everything they can. They are spending their money on public safety and education which is a core function of local government.

Supervisor Jewett stated they are looking at almost \$3,000,000 out of fund balance and they are looking at a \$3.60 personal property tax rate. Supervisor Jewett mentioned the current tax rate is \$3.00 and the difference between \$3.00 and \$3.60 is almost a million dollars. Supervisor Yowell stated they are taking \$3,000,000 out of their savings account and raising taxes another million dollars and inquired where that would leave them this time next year. Supervisor Jewett expressed concerns regarding sustainability.

Chairman Jackson stated the return to the fund balance from the audit of \$2.2 million from last year does put them in a better financial position to be able to start with that heavy beginning appropriation. Chairman Jackson stated they have been doing beginning appropriations for six to seven years. They have been using over a million dollars each year which they have been returning and are utilizing that as a balancing tool by State code. Chairman Jackson stated there is going to be a point where that is not a viable option.

Supervisor Yowell stated they need to go down the list of nonrecurring things and gave examples.

Chairman Jackson mentioned the radio system expenses for next year.

The County Administrator stated it is a \$300,000 number for the next fifteen years per contract.

There was further discussion regarding the radio system contract.

Chairman Jackson stated everything is getting more expensive. Chairman Jackson advised considering economic development incentive type programs. Chairman Jackson stated if they do not do something they will be passing the cost along to the citizens.

The County Administrator stated they can show the Board and public their grant activities and funding thereof.

Supervisor Jewett inquired what they are looking at as far as interest rates for public entities.

The Finance Director stated it is based on timing and rates are dropping.

There was further discussion regarding the interest rates and possible grant money they can apply for.

Chairman Jackson mentioned Supervisor Buchanan was at the Jail meeting right now. Chairman Jackson mentioned they are planning on returning \$175,000 as an offset and inquired where that money is figured in.

The County Administrator stated that would not be figured in here and clarified what is figured in here for the Regional Jail is the decrease and that is based on population use (bed days) and that comes back to the fund balance. The County Administrator mentioned the Regional Jail has not asked for additional funds for the 3% Jail employees salary increase. That money will come back, but they did not know if that funding increase will occur, but they have some fund balance. Each year the County Administrators of the five counties meet with the Finance Director and the Superintendent of the Jail, which is what led to the meeting and vote today, in hopes they use the fund balance versus passing the increase as a locality share.

Supervisor Jewett inquired if it made sense to designate someone to coordinate and be responsible for investigating and coordinating grant applications particularly for capital areas. Supervisor Jewett stated the money is out there and maybe they need to go after it a little harder.

The County Administrator stated they can refine that and bring it back. The County Administrator stated there is some bandwidth there above what they are doing now. The County Administrator stated they would not want a standalone position for this but would do from within.

The County Administrator recommended advertising for the public hearing to be April 23rd at 6:00 pm. There are no budget worksessions scheduled after today and the next regular Board meeting meets on the 26th, Joint meeting on April 3rd, regular meeting April 9th, and they would need to advertise for the public hearing by April 8th.

Chairman Jackson recommended placing any additional budget concerns or comments as a placeholder on the 26th agenda prior to the development of the tentative advertising.

The County Administrator gave of overview of the State budget's potential revenue for the Board's awareness. The County Administrator mentioned if anything comes from the State, they will email the Board so the Board can advise.

Chairman Jackson stated the big ones are the beginning appropriation, personal property tax going to \$3.60, no real estate adjustment, sending a letter to the schools and the Treasurer/Commissioner of Revenue.

The Board discussed the School Board's recent and upcoming budget worksessions.

PUBLIC COMMENT

Chairman Jackson opened the floor to public comment.

Joe May: Mr. Joe May stated the County needs a standalone grant writer. Mr. Joe May expressed concerns regarding the Economic Development staff and the EMS management staff. Mr. Joe May also expressed concerns regarding the schools' budget process and long-term solutions. Mr. Joe May stated they need to have an emergency fund.

Jim Smith, Brightwood: Mr. Jim Smith referenced the approved 2018 farm bill initiative, "the strategic economic and community development (SECD)" and spoke about grant opportunities and what the grants could fund. Mr. Jim Smith encouraged the County and Davenport to look into it.

With there being no further public comment brought forth, the public comment opportunity was closed.

CLOSED SESSION

None.

ADJOURN

With there being no further business to conduct, Supervisor Jewett made a motion to adjourn, seconded by Supervisor Dawson. *Aye: Jackson, Yowell, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: Buchanan.*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: May 14 2024.

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Agenda
Board of Supervisors
Tuesday, March 26, 2024, 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: 02/22/2024 & 02/27/2024

Special Appearances

2. FY23 Financial Audit Report – David Foley

Old Business

3. FY25 Budget Board Feedback/Suggestions – County Administrator
4. Draft SSYP – County Administrator
5. Technology Corridor/Economic Development Area Update – Supervisor Jewett

New Business

6. Fellowship Baptist Church's Fireworks Permit – County Administrator
7. JMU Meeting Resolution #2024-3 – County Administrator
- ~~8. Conduit License Agreement – County Administrator~~
9. Ratification of Declaration of a Local Emergency – County Administrator

Discussion

Information/Correspondence

10. Madison Code Update – Deputy Clerk

Public Comment

Closed Session

- 2.2-3711(A)(1) for personnel

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 6:00 PM — Tuesday, March 26th, 2024

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

MEETING #15 — March 26th

At a regular meeting of the Board of Supervisors on Tuesday, March 26th at 6:00 PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chair
Carty Yowell, Vice-Chair
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Brian Gordon, Deputy County Administrator
Sean Gregg, Interim County Attorney
Kimberly Turner, Deputy Clerk

ABSENT: Hannon Wright, County Attorney

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.

The County Administrator informed the Board he did not receive the Conduit License and it was not an actionable item.

Chairman Jackson advised the following amendment:

- Removal: ~~8. Conduit License Agreement — County Administrator~~

The County Administrator stated they will bring it back as old business when they have that in hand.

The Board discussed Mike Elias' concerns regarding Board members breaching the Code of Ethics.

Chairman Jackson stated it was ridiculous.

Supervisor Yowell recused himself since he is a member in question.

Supervisor Buchanan also recused himself since he is a member in question.

Chairman Jackson stated he appreciated them recusing themselves, but he does not think they are required to.

Supervisor Dawson commented they do not need to hear it and he is not going to step on anyone's first amendment rights.

Chairman Jackson agreed and stated the comments were taken out of context.

Supervisor Jewett agreed.

Supervisor Dawson made a motion to approve the agenda without number eight and without the discussion about the Code of Ethics, seconded by Supervisor Jewett. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

PUBLIC COMMENT

Chairman Jackson opened the floor for public comment.

Kim Smith, Brightwood: Mrs. Smith thanked the Board for their efforts to keep increases for the budget minimum. Mrs. Smith stated the current Hoover Ridge Parks & Recreation's proposal is exceptional and suggested adding an ADA compliant mini-golf course to increase county revenue and would offer something recreational for the youth not interested in sports. Mrs. Smith mentioned she provided paper copies of her proposal and would like a future project to include an arcade.

With there being no further public comment being brought forward, the public comment opportunity was closed.

CONSENT AGENDA

1. Approve Minutes: 02/22/2024 & 02/27/2024

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

SPECIAL APPEARANCES

2. FY23 Financial Audit Report – David Foley

Mr. David Foley, Robinson Farmer Cox Associates (RFC) Partner, was present to provide highlights from the County's FY23 Financial Audit Report.

- Gave an overview of the different reports they ran.
- Received the cleanest opinion (unmodified opinion) on the County's financial statement.
- The County's internal controls over financial reporting were clean.
- County's compliance with the major federal grants program was clean.
- Overall, it was a clean audit.
- The total general fund balance was \$26.5 million.
- General fund balance increased \$2.4 million.
- There were no difficulties performing the audit and dealing with management.
- There were no uncorrected misstatements and they had very few audit adjustments.
- No disagreements with management.
- Management did not consult with any other independent accountants.

Supervisor Yowell mentioned he has read the financial audit report, and he will direct his questions to the Finance Director. Supervisor Yowell stated the management discussion and analysis was well written and easy to understand.

The Finance Director mentioned they had a lot of extra copies for those interested.

The County Administrator mentioned they will make sure the appropriate departments would receive a copy.

OLD BUSINESS

3. FY25 Budget Board Feedback/Suggestions – County Administrator

The County Administrator stated the FY25 Draft Administration Budget PowerPoint in the packet was from the March 14th meeting. The County Administrator reviewed staff's recommendation from the March 14th meeting and since that time the Finance Director has met with the Treasurer and the Commissioner of Revenue, which has brought about favorable revenues in addition to what was projected as of March 14th. The Finance Director will speak about that, which will lead to a new recommendation from a \$3.60 tax rate for personal property to \$3.40.

The Finance Director mentioned the Board had a one-page summary and she gave an overview of the changes. The key notes were:

- Increased the projected real property revenues slightly.
 - Due to new construction & the reassessment calculations
- Listed seven different categories where they increased revenues totaling \$264,202.
- Personal property tax rate increases from \$3.00 to \$3.40 instead of \$3.60.
- Decreased by \$128,776 for expenditures.
- No change to the comp study figures.
- No changes to outside agency funding
- Contingency Funds = \$430,000
- Total opening balance appropriation decreased by \$392,977 so it is now \$2,605,313.
- Of the \$2.6 million opening balance appropriation...
 - \$2 million is related to new funding for the capital budget.
 - \$600,000 is related to operational expenditure increases.

Supervisor Jewett stated this is good news and is a testament to how efficiently the county runs and spends money. Supervisor Jewett stated if he recalled the \$3.40 was closer to what actual equalization would have been.

The Finance Director agreed.

Chairman Jackson stated the equalization rate was \$3.33.

The Finance Director agreed.

The County Administrator stated the plan is to send the advertisement to the Madison Eagle on April 3rd and clarified the advertised budget will include a \$3.40 rate. The only possible changes are the final estimate of the radio project that will affect capital and ARPA funds regarding the Brighspeed project. They cannot go higher than the rate advertised, but they can go below. The County Administrator stated

staff feel comfortable recommending the \$3.40 rate. The two capital items would be determined, and they will bring that back and they could take action for a lower rate if the Board decided to do so.

The Board agreed with the \$3.40 tax rate.

Supervisor Yowell requested a digital copy of the document the Finance Director provided.

The Finance Director agreed.

The County Administrator stated it would also be included in the amended agenda packet.

4. Draft SSYP – County Administrator

The County Administrator reminded the Board that VDOT presented their suggestions for the Secondary Six Year Plan (SSYP) for FY2025-2030. The County Administrator reviewed the three roads that were recommended to be added to the plan and the road requirements to qualify. The three recommended roads were:

- Mount Zion Church Road
- Tom Johnston Road
- Wrights Lane

The County Administrator recommended bringing back the rest of Emmett Road as a review for next year's SSYP. VDOT plans to pave a section of Emmett Road this coming year. Staff recommended adding the three additional roads to their existing SSYP. If the Board is in agreement, the staff's recommendation would be to schedule the public hearing for either April 23rd or May 14th.

Supervisor Yowell asked for confirmation that Emmett, Whippoorwill, Walkers Mill, and Turner are already on there.

The County Administrator agreed.

The Board had further discussion regarding the order of the roads for the SSYP and agreed to the following order for the proposed additions:

1. Tom Johnston Road
2. Mount Zion Church Road
3. Wrights Lane

The County Administrator asked the Board for direction for the public hearing date and mentioned the FY25 budget public hearing was scheduled for April 23rd.

Chairman Jackson advised doing them the same night.

Chairman Jackson inquired if Ms. Carrie Shephard from VDOT would be at the public hearing.

The County Administrator stated it is not required but he will notify her and invite them to come.

5. Technology Corridor/Economic Development Area Update – Supervisor Jewett

Supervisor Jewett gave an overview of the report that was done in collaboration with the folks listed on the front page. The key notes were:

- The extent of the public utilities' infrastructure could not be provided for proprietary and security reasons.
 - They have access to it, but it is not for publication.
- Nearby localities who have technology zones have nothing in them but data centers.
- Rockingham County had technology zones that they abandoned. Their philosophy is there is no such thing as a 100% non-technology company or business.
 - Their incentives are geared towards any business that would use advanced technology.

Chairman Jackson inquired what Rockingham called their Zones.

Supervisor Jewett stated they used to call them technology zones, but now it is a technology incentive program. The City of Harrisonburg has a small data center.

- Madison County does not have the power infrastructure to support traditional data centers.

Supervisor Jewett stated he does not want this to be the end, and this is just the beginning of looking at their Economic Development program and the incentives they may want to develop to track business. Supervisor Jewett stated he spoke with Supervisor Buchanan, and they have a very healthy tourism industry and Supervisor Buchanan would like to take the lead on enhancing that. Supervisor Jewett discussed creating an Economic Policy to enhance revenue and alleviate the tax burden on the taxpayers.

Supervisor Buchanan inquired if they have contacted the Government Economic Council or the NOVA Virginia Technology Council to help attract government contractors/DOD type businesses. Supervisor Buchanan suggested creating a marketing plan to show what Madison County offers companies.

Mrs. Tracey Gardner, Economic Development & Tourism Director, stated they have always said they need the infrastructure to attract businesses and one thing they have done is work on site readiness.

Chairman Jackson inquired what the Economic Development & Tourism Director can address as far as marketing documentation for Madison County that they have in place.

Mrs. Tracey Gardner, Economic Development & Tourism Director, stated they are using their other agencies to help them.

Chairman Jackson suggested the Board completely review this and put it on the agenda for an upcoming meeting.

Supervisor Yowell inquired if the Board has seen the economic development piece of the Comp Plan and if not, he suggested looking at that section.

The County Administrator stated he would send the staff's Draft Comp Plan to the Board. They are currently working with RRRC on the Comp Plan, but it is currently missing the final recreation and utilities elements. They will bring the draft to the Planning Commission and Board for discussion. The County Administrator thanked Supervisor Jewett and others involved in creating this document. The County Administrator suggested the staff work on a packet to inform people how to start a business in Madison and they will get the Boards feedback.

Mrs. Tracey Gardner, Economic Development & Tourism Director, stated they are sold Statewide for properties. Mrs. Tracey Gardner, Economic Development & Tourism Director, stated they have a “How to start a business” packet.

The County Administrator reviewed what site readiness meant and steps the county takes to help to find acreage. The County Administrator discussed the importance of natural gas and stated they have a better idea where those gas lines are located in Madison. The County Administrator stated having Board feedback is helpful.

Supervisor Jewett stated comparing Madison to other localities is the wrong way to approach this and stated they want to be what is good for Madison. Supervisor Jewett suggested involving citizens in this process and stated they do not want to adopt a passive role in their economic development.

Chairman Jackson advised reviewing it and bringing it back to the agenda at the first meeting in May.

The County Administrator stated that would be May 14th.

NEW BUSINESS

6. Fellowship Baptist Church’s Fireworks Permit – County Administrator

The County Administrator stated the Firework form on the website listed past Supervisor Charlotte Hoffman and that respectfully would be updated to Jud Buchanan. This permit was done in advance and is required for those who display fireworks. Once approved, these forms are circulated back to the first response group.

Supervisor Dawson made a motion to approve Fellowship Baptist Church’s Fireworks Permit for July 6th, 2024, seconded by Supervisor Jewett. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

7. JMU Meeting Resolution #2024-3 – County Administrator

Chairman Jackson stated Resolution #2024-3 is to allow the Board to go to the meeting at JMU on April 27th.

The County Administrator stated Supervisor Jewett has led the efforts for the Capstone project with JMU regarding strategic planning. This resolution allows the Board to attend the event as a body.

Supervisor Yowell made a motion to approve Resolution #2024-3 to hold a regular meeting at James Madison University’s Hartman Hall on April 27th at 1:00 pm, seconded by Supervisor Dawson. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

~~8. Conduit License Agreement – County Administrator~~

9. Ratification of Declaration of a Local Emergency – County Administrator

The County Administrator stated based on last week’s events of active fires, high winds, and electric lines going down a local emergency was declared on March 20, 2024. It is required for ratification at the next Board meeting, and this is the normal process. There is a motion prepared assuming passage of ratifying

the declaration and staff is recommending the Board lift the Declaration of the Local Emergency. The first process is ratifying the declaration, and the second separate action would be to lift the local emergency.

Supervisor Yowell made a motion to ratify the Declaration of a Local Emergency dated March 20, 2024, seconded by Supervisor Buchanan. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

Supervisor Buchanan made a motion to rescind the Declaration of a Local Emergency made March 20, 2024, as a result of the county-wide fires as a result of severe weather including high winds and dry conditions seconded by Supervisor Dawson. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

Chairman Jackson asked the Deputy County Administrator what burn laws were in effect now.

The Deputy County Administrator stated there is no active burning except between 4:00 pm and midnight.

DISCUSSION

None.

INFORMATION/CORRESPONDENCE

10. Madison Code Update – Deputy Clerk

The Deputy Clerk informed the Board that Supplement four is updated online on the Madison Code and they received the paper copies to update the binders that are located in County Offices.

Chairman Jackson inquired the date the Madison Code was updated.

The Deputy Clerk stated it was through January, but it takes a little while to make the changes. This update was done once a year but will be done twice a year moving forward. The updates will now take place at the end of the fiscal year and the calendar year.

The County Administrator reminded the Board that the Ordbank subscription was now in effect and reviewed the process of Ordbank.

The Deputy Clerk showed the Board where Ordbank was located on the Madison Code.

PUBLIC COMMENT

Chairman Jackson opened the floor for public comment.

Chairman Jackson mentioned they received an email from Don McCowan from PEC stating PEC values gravel roads.

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

CLOSED SESSION

Supervisor Yowell made a motion to convene in closed session pursuant to Virginia Code Section 2.2-3711(A)(1) for personnel, seconded by Supervisor Buchanan.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).

Supervisor Yowell made a motion to re-convene in open session, seconded by Supervisor Dawson. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

Supervisor Yowell made a motion to certify by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code Section 2.2-3711(A)(1) and that was identified in the motion to convene in closed session were heard, discussed, or considered in the closed meeting, seconded by Supervisor Buchanan.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).

As a result of the Closed Session, the Board did not take further action.

ADJOURN

With there being no further business to conduct, Supervisor Dawson made a motion to adjourn, seconded by Supervisor Jewett. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: May 14 2024.

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Agenda
Joint Meeting
Madison County Board of Supervisors
Wednesday, April 3, 2024 at 7:00 PM
Admin. 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

Public Hearings

- A. **Case No. SP-0-24-02** - The applicant, Madison Holdings LLC (Mr. Powell O'Bannon), has submitted a Site Plan application to develop seven (7) mini-storage buildings/structures on a 6-acre M1 (limited industrial) zoned portion of a 39-acre lot. Each mini-storage building/structure would measure 180 feet by 65 feet and the total number of individual mini-storage units would not exceed 400 units. In August of 2021, the subject 6-acre portion of the 39-acre split zoned lot was rezoned from R1 (limited residential) to M1 (limited industrial with conditions) by Madison County's Board of Supervisors. The applicant has submitted an Erosion/Sediment Control Plan and Stormwater Management Plan to the Culpeper Soil & Water Conservation District and Virginia Department of Environmental Quality (DEQ) respectively. These plans are currently under review and pending approval. The subject lot does not contain a postal address, but is located on Fishback Road (Rt. 722), roughly 950 feet from Fishback Road's intersection with N. Seminole Trail (U.S. 29). The lot is identified on Madison County's Tax Maps as 40-20.

Information/Correspondence

Public Comment

Closed Session

[2.2-3711\(A\)\(1\)](#), [2.2-3711\(A\)\(7\)](#), and [2.2-3711\(A\)\(8\)](#)

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 7:00PM — Wednesday, April 3rd, 2024

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

MEETING #16 — April 3rd

At a Joint Meeting between the Board of Supervisors and the Planning Commission on Wednesday, April 3rd at 7:00PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chair
Carty Yowell, Vice-Chair
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Brian Gordon, Deputy County Administrator
Sean Gregg, Interim County Attorney
Kimberly Turner, Deputy Clerk

ABSENT: Hannon Wright, County Attorney

**The Board of Supervisors came to order following the adjournment
of the Planning Commission's portion of the meeting.**

CALL TO ORDER

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 advised amending the agenda for the following addition:

CLOSED SESSION: Sections 2.2-3711(A)(1), 2.2-3711(A)(7), and 2.2-3711(A)(8)

Supervisor Jewett made a motion to approve the agenda as amended, seconded by Supervisor Yowell.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (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.

PUBLIC HEARING

- A. **Case No. SP-04-24-02** - The applicant, Madison Holdings LLC (Mr. Powell O'Bannon), has submitted a Site Plan application to develop seven (7) mini-storage buildings/structures on a 6-acre M1 (limited industrial) zoned portion of a 39-acre lot. Each mini-storage building/structure would measure 180 feet by 65 feet and the total number of individual mini-storage units would not

exceed 400 units. In August of 2021, the subject 6-acre portion of the 39-acre split zoned lot was rezoned from R1 (limited residential) to M1 (limited industrial with conditions) by Madison County's Board of Supervisors. The applicant has submitted an Erosion/Sediment Control Plan and Stormwater Management Plan to the Culpeper Soil & Water Conservation District and Virginia Department of Environmental Quality (DEQ) respectively. These plans are currently under review and pending approval. The subject lot does not contain a postal address, but is located on Fishback Road (Rt. 722), roughly 950 feet from Fishback Road's intersection with N. Seminole Trail (U.S. 29). The lot is identified on Madison County's Tax Maps as 40-20.

Chairman Jackson opened the floor for the applicant.

Mr. Joe Daniel spoke on behalf of the applicant and stated he would appreciate the Boards approval.

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

Supervisor Jewett commended staff for the completed proposal and answering the questions that had been addressed related to this proposal. Supervisor Jewett advised pushing VDOT for preparing for long term development. Supervisor Jewett expressed concerns with VDOT's efforts.

Chairman Jackson agreed and expressed appreciation for Supervisor Jewett's comments.

Supervisor Yowell made a motion to approve Case No. SP-04-24-02 with the conditions that the erosion and settlement control plan and the storm management plan are approved, seconded by Supervisor Dawson. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0)**

INFORMATION/CORRESPONDENCE

None.

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

Supervisor Yowell made a motion to convene in closed session pursuant to Virginia Code Sections 2.2-3711(A)(1), 2.2-3711(A)(7), and 2.2-3711(A)(8), seconded by Supervisor Buchanan. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

Supervisor Yowell made a motion to re-convene in open session, seconded by Supervisor Buchanan. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

Supervisor Yowell made a motion to certify by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code Sections 2.2-3711(A)(1), 2.2-3711(A)(7), and 2.2-3711(A)(8) and that was identified in the motion to convene in closed session were heard, discussed, or considered in the closed meeting, seconded by Supervisor Dawson. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

As a result of the Closed Session, the Board did not take further action.

ADJOURN

With there being no further business to conduct, Supervisor Dawson made a motion to adjourn, seconded by Supervisor Jewett. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0)*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: May 14, 2024.

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Agenda
Board of Supervisors
Tuesday, April 9, 2024, 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

[Revelation's Letter of Support](#)

Constitutional Officers, County Departments, Committees & Organizations

1. Monthly Reports
6. [National Crime Victims' Rights Week Proclamation - Victim/Witness Program Director](#)

Consent Agenda

2. Approve Minutes: 02/29/2024 & 03/06/2024
3. Supplemental Appropriation #10: Additional State Funding DSS
4. Supplemental Appropriation #11: Use of Contingency Funds for Deputy County Administrator Position

Special Appearances

Old Business

New Business

5. Radio Project Capital Fund Update – Finance Director
6. ~~[National Crime Victims' Rights Week Proclamation - Victim/Witness Program Director](#)~~

Discussion

Information/Correspondence

7. EMS Renovation Update – County Administrator
8. Upcoming Public Hearings – County Administrator
 - a. CY24 Tax Rate Ordinance
 - b. FY25 Administrative Fees
 - c. FY25 Budget
 - d. FY25 SSYP

Public Comment

Closed Session

[2.2-3711\(A\)\(1\), 2.2-3711\(A\)\(7\), and 2.2-3711\(A\)\(8\)](#)

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 4:00 PM — Tuesday, April 9th, 2024

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

MEETING #17 — April 9th

At a regular meeting of the Board of Supervisors on Tuesday, April 9th at 4:00 PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chair
Carty Yowell, Vice-Chair
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Brian Gordon, Deputy County Administrator
Hannon Wright, County Attorney
Kimberly Turner, Deputy Clerk

ABSENT: None.

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.

The County Administrator recommended adding the following items under closed session:

ADDED: Closed Session: 2.2-3711(A)(1), 2.2-3711(A)(7), and 2.2-3711(A)(8).

Supervisor Yowell advised adding the following item under discussion:

ADDED: Before Constitutional Officers: Revaluation's Letter of Support

Chairman Jackson advised the following change to the agenda:

MOVING: Agenda Item #6 under month reports (Item #1).

Supervisor Dawson made a motion to approve the agenda as amended, seconded by Supervisor Yowell.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).

PUBLIC COMMENT

Chairman Jackson opened the floor for public comment.

Revaluation's Letter of Support

Francoise Seillier-Moiseiwitsch: Ms. Francoise Seillier-Moiseiwitsch stated she is applying for a USDA grant that is administered by VDACS. The grant is for \$100,000 and there is no match. The Grant would allow producers to have wine made in Revalation's new facility and to make non-alcoholic juice from the left-over grapes.

Supervisor Yowell stated a lot of the left-over grapes were unsuitable for wine and this would be an opportunity to turn the grapes into something other than wine.

Ms. Francoise Seillier-Moiseiwitsch stated they were suitable for wine, but there was no contractor for them. People are not selling as much wine, so they do not want to make as much wine.

Chairman Jackson asked for confirmation that the idea is to make that excess into a valued added product.

Ms. Francoise Seillier-Moiseiwitsch agreed.

Supervisor Yowell stated Ms. Francoise Seillier-Moiseiwitsch mentioned Early Mountain was doing this but are no longer doing it.

Ms. Francoise Seillier-Moiseiwitsch agreed and stated there is no custom crush facility that she knows of in this region. Ms. Francoise Seillier-Moiseiwitsch stated finding a reasonably priced and high-quality crush facility is not easy, which is why they decided to build their own winery.

Chairman Jackson stated they have a request to endorse and could have Supervisor Yowell write a letter of support and asked the Board for direction.

Supervisor Jewett asked Ms. Francoise Seillier-Moiseiwitsch what the marketing channel was for the non-alcoholic output from this facility.

Ms. Francoise Seillier-Moiseiwitsch stated they already make the juice that they sell at their own facility. Ms. Francoise Seillier-Moiseiwitsch mentioned she was at the food expo in Richmond and there was great interest in it. Ms. Francoise stated her idea is to export outside of Virginia and outside the country. Ms. Francoise Seillier-Moiseiwitsch stated VDACS have marketing support for these products.

Supervisor Jewett made a motion to instruct Supervisor Yowell to write a letter of support for the grant application, seconded by Supervisor Dawson. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

With there being no further public comment being brought forward, the public comment opportunity was closed.

CONSTITUTIONAL OFFICERS, COUNTY DEPARTMENTS, COMMITTEES & ORGANIZATIONS

1. Monthly Reports

County Administration: Brian Gordon, Deputy County Administrator, gave a monthly report and highlighted the following items:

- Maintenance and Facilities:
 - The boiler at the Courthouse has been repaired.

- The Courthouse chiller has been repaired.
- The septic alarm has been fixed at the Animal Shelter.
- Working on getting two more bids for painting the roof of the Courthouse.
- On March 6th, the House of Representative passed a resolution for their budget and in the resolution was a \$450,000 allotment to Madison County for bidirectional amplifiers through the Sheriff's Office, the Schools, and the new radio system.
 - Abigail Spanberger's office will hold a press conference at the Administration Building on the 24th at 10:00 am and invites the Board to come.

Chairman Jackson mentioned they must buy the bidirectional amplifiers and inquired about the turnaround for them.

The Deputy County Administrator stated it was not bad and it is through Motorola and is on the procurement that they use for the radio system. Motorola will be present when they do coverage testing and will be able identify the dead spots and know where they need to put it.

Chairman Jackson asked for confirmation that the Deputy County Administrator will work with facilities and the school administration to assess and to install.

The Deputy County Administrator agreed and stated he hoped to get it done before school starts in the fall.

Supervisor Yowell asked for confirmation that this was not budgeted in the radio project.

The Deputy County Administrator agreed and gave a further explanation of how this will help communication with the schools.

Finance: Jennifer Warren, Finance Director, gave a monthly report and highlighted the following items:

- FY23 audit is completed, and they are rolling into the FY23 cost allocation plan with their auditors.
- They are at the end of quarter three for this fiscal year and are filing for their grant reimbursements.
- Reviewed current grants.
 - DCJS (Department of Criminal Justice Services): They have the SRO grant, Victim Witness grant, Virginia Sexual and Domestic Violence Victim Fund grant, Local Law Enforcement grant, and an ARPA Law Enforcement grant.
 - Totaling for FY24 \$328,809
- Working on FY25 budget
- Gave a review of the FY24 expenditures to date through March. (They are at 73%)
- Tyler-Munis: Working on time and attendance and advanced scheduling.

Chairman Jackson inquired if the third quarter was when they traditionally got reimbursed for grants.

The Finance Director responded that it was every quarter.

Supervisor Jewett asked the Finance Director and the Director of Information Technology if they were still contemplating moving to the cloud services for Tyler – Munis.

The Finance Director agreed and stated they met with Magna5, and they will provide the County with a quote to do the SAS Solution for Tyler-Munis. Magna5 claim they can do it cheaper for the same level of support. The Finance Director stated she and the Director of Information Technology feel the SAS Solution will be a good move for the County.

6. National Crime Victims' Rights Week Proclamation – Victim Witness Program Director

Ms. Clarissa Berry, Commonwealth's Attorney, and Ms. Dawn Delacruz, Victim Witness Program Director, discussed item 6, National Crime Victims' Rights Week Promotion during the monthly reports.

The Commonwealth's Attorney introduced herself and Dawn Delacruz, Victim Witness Program Director, and discussed what the Victim Witness Program Director does and the importance of her role. The Commonwealth Attorney discussed the challenges for a crime victim and the reason behind the proclamation.

The Victim Witness Program Director stated so far in 2024 the Victims Witness program has served two hundred people.

The Commonwealth's Attorney expressed appreciation for the dispatch staff, EMS, Animal Control, and Animal Shelter.

Supervisor Yowell made a motion to endorse a proclamation for the National Crime Victims' Rights Week of April 21st-27th, 2024, seconded by Supervisor Buchanan. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

Commonwealth's Attorney: Clarissa Berry, Commonwealth's Attorney, gave a monthly report and highlighted the following items:

- They may have updated budget information from the General Assembly.
 - Delegate Mr. Freitas tried to help Madison this year.
- The Sheriff's Office has rejoined the task force and has provided her office with additional work that they are grateful for.
- Had their second graduate from Madison County for Drug Court.
 - They have one participant currently in phase three of the program and two of three folks being evaluated.
- Had a return of Dr. Parish to the UVA ER so there are now two and they have worked closely with them, law enforcement, and Social Services on their child abuse and sexual assault cases.
- Alan Berry, from the IT Department, is helping their office migrate off the server and onto SharePoint.

Chairman Jackson inquired how many phases there are to get through Drug Court.

The Commonwealth's Attorney responded that there are three phases to Drug Court.

Animal Shelter: Annette Dodson, Animal Shelter Manager, gave a monthly report and highlighted the following items:

- Wind & Weather presented a generous donation of \$6,000 to the Shelter.
- There have been adoption events the Shelter has been involved in.
 - PetsSmart on March 23rd

- EverGrow on April 2nd
 - Jeeps for Paws will be on April 27th.
- Pulling puppies from the Wise County Animal Shelter so they can get adopted in Madison.
- Will be setting up a topping meeting.
- Numbers for March:
 - Eight cat adoptions
 - Two cats transferred to Powell Incorporated
 - Four cats transferred from the Culpeper's Shelter, and all have been adopted.
 - Sixteen dog adoptions
 - Five reclaimed
 - One puppy transferred from Culpeper's Shelter and has been adopted.
- At the moment, they have:
 - One stray dog
 - Two cats

The County Administrator mentioned the Animal Shelter Manager is working with Facilities and Maintenance to take advantage of the lower numbers to do any recaulking or sealing around the kennels and possibly painting.

The Animal Shelter Manager stated Facilities and Maintenance was there Friday and mulched, mowed, and weedeated and the Shelter looked amazing.

Chairman Jackson inquired how many animals are in other Shelters on a regular basis.

The Animal Shelter stated she knew Orange was full and surrounding shelters are full at the moment.

Sheriff's Department: Sheriff Weaver gave a monthly report and highlighted the following items:

- Thanked the Board for their work on the budget.
- J-Cut coming up at Shelby and trying to get additional information from VDOT.
- Located a narcotics dog in PA.
- Busy season with the fair, tractor pull, parade, etc.
- Two people short and hoping to have them out of school by July/August
- Continuing to have overdoses and found a new form of fentanyl that is pink in color.

Animal Control: Greg Cave, Chief Animal Control Officer, gave a monthly report and highlighted the following items:

- Sixty-one calls handled in person.
- Seventy-six calls handled by phone.
- Twenty-nine after hour emergency calls.
- Attended a couple public safety meetings.
- Alex Fincham is away attending the academy and he will be official on Thursday.
- A new training opportunity is available.
- There is an individual in the County who took possession of a dog from another County that was declared dangerous.
 - The owner has been made aware of stipulations and they have thirty days to comply.
 - The dog is confined currently.
 - Several departments have been involved in this process.

- The last dangerous dog in the County was about twenty years ago.

Emergency Management (EM): Gavin Helme EMS Assistant Chief/Emergency Management, gave a monthly report and highlighted the following items:

- School generator project: Engineer proposed to use the Middle School opposed to the High School due to technical issues.
- Tomorrow night at 7:00 pm is the facility tour at the Mountainview Nursing Home for public safety.
- Did the Quaker Run Debrief Yesterday and it was well attended.
 - Received good feedback about improving the process.
- Working on the Quaker Run expenses reimbursement process.

Emergency Medical Services (EMS): Noah Hillstrom, EMS Chief, gave a monthly report and highlighted the following items:

- March was busy with 175 calls with an increase in response time due to being at further out locations.
- Helped mutual aid partners.
- Two vacancies (an EMT & Lieutenant)
 - Actively interviewing
- The Board of Pharmacy DEA has new regulations on how EMS agencies acquire drugs.
 - Historically Madison EMS partnered with hospital pharmacies.
 - Drug boxes go away November 27th, but Madison does not have those.

Chairman Jackson asked for confirmation that the vending machine is a safe that dispenses medication as needed.

Chief Hillstrom agreed.

Chairman Jackson inquired if the \$15,000 for medication would be passed along to potential client's insurance or would it be reimbursed.

Chief Hillstrom stated they currently bill for service and would not see any change.

Supervisor Yowell inquired what initiated this change.

Chief Hillstrom stated that is the question of the day and mentioned he has been tracking this for many years. The concern is regarding who owns the controlled substances and if someone owns them then they need to hold them.

Supervisor Yowell inquired what their OMD thought about this and mentioned he would think the OMD would assure the pharmacy that they are acting properly.

Chief Hillstrom stated he and the OMD are in agreement. Chief Hillstrom stated one of his main concerns with this is who is going to pay for it.

Supervisor Yowell inquired if all TJM members were in the same boat.

Chief Hillstrom agreed and stated thankfully Madison does not manage multiple departments.

Supervisor Buchanan inquired why they do not use the Madison County Pharmacy.

Chief Hillstrom stated it matters who owns the medications. If they are administering the medications the new regulation requires them to purchase them, dispense them, and then restock them.

There was further discussion regarding the possibility of being required to purchase the medications.

The Finance Director discussed how they would fund the vending machine.

Chief Hillstrom continued his monthly report:

- Reviewed the mobile integrated healthcare program.
- Fredericksburg held a small department conference.

Building & Zoning Department: Jamie Wilks, Director of Building & Zoning, gave a monthly report and highlighted the following items:

- Building:
 - The New State Building Code has taken effect.
 - Last month attended the VBCOA mid-year conference and secured another ICC digital code subscription from the state for the County.
 - A report showing permits issued last month is attached to the agenda packet.
 - Holding the code update training in May to coincide with Building Safety Month.
- Zoning:
 - The new Zoning Administrator and Planner (Tracy Clatterbuck) will start on 04-15-2024.
 - Continuing to renew and strengthen working relationships with various partner agencies, including VDOT, VDH and DEQ.
- Erosion & Sediment Control:
 - Reminder regarding the upcoming changes to the DEQ stormwater management and erosion & sediment control regulations.
 - The E & S Administrator is now a certified residential Building Inspector
 - The E & S Administrator has performed site plan reviews in the absence of the Zoning Administrator.
- General Information:
 - They are working towards the implementation of their new software and hope to go-live in the near future.

Chairman Jackson inquired where the code update training was being held.

The Building and Zoning Director stated it would be in the auditorium where they were now.

Supervisor Buchanan inquired how the 108 permits this month compared to last year at the same time.

The Building and Zoning Director stated he did not know, and mentioned their current systems did not have the function to track that, but the new system does.

The County Administrator stated they would go back through it and bring it back to the Board as a follow up email.

Information Technology: Bruce Livingston, Director of Information Technology, gave a monthly report and highlighted the following items:

- Working on Tyler-Munis
- Alan Berry, IT Staff, has been working on SharePoint for the Commonwealth's Attorney.
- Replaced a microphone in the auditorium.
- Working on Laserfiche
- Put new WIFI in the Kemper Mansion
- CCTV at EMS for the new vending machines.

Emergency Communications: Sean Ferguson, Director of Emergency Communications, gave a monthly report and highlighted the following items:

- 911 calls received from landlines: 170.
- 911 calls received from cellphones: 402.
- Administrative calls into the center: 3,323
- Administrative calls made: 1,205.
- Total call volume through the Center for the month of March: 5,100
 - 151% increase from the same time last year
 - 126% increase for the year to date
- Calls for service this month: 1,189.
- Calls for year to date: 3,598.
- Radio Project Update:
 - Church hill tower is up, and the Shelter is in place.
- Staffing in the Center:
 - Two vacancies and the application process is open.
 - One trainee and they are doing well and will attend the academy June 3rd.
 - Commended dispatchers on duty during 3/20 event. Handled a 256% increase in call volume over 4 hrs.
 - Dispatchers Ware, Hughes, Merryman, Supervisor Shifflett, and Assistant Director Richards
 - At no time did a 911 call ring more than 10 seconds before answered.
 - Next week is Dispatchers Appreciation Week – April 14th - April 20th.
- One new member on "Senior Call In" list. Looking to continue to get word out.

Chairman Jackson thanked the dispatchers that were in attendance.

Director of Emergency Communications stated the dispatchers were present to encourage support for the compensation study.

Chairman Jackson inquired if Emergency Communications was receiving text messages for 911 calls.

The Director of Emergency Communications agreed and reviewed how many they received and the reason for the alerts.

Economic Development & Tourism: Tracey Gardner, Economic Development & Tourism Director gave a monthly report and highlighted the following items:

- Looking at an infrastructure grant through VDACS for Hidden Pines
- Provided the Board with census data for Agriculture profiles and reviewed takeaways.

- Attended Evergreen/Plow & Hearth's Onsite Rapid Response Employee Informational Session was held March 27th.
- The Business Expo Job Fair is on May 23rd.
- Jared Ross, MWP HR, needs the RSVP for anyone attending the grand opening of MadHouse.
- Attended the VEDA Conference March 14th & 15th in Charlottesville.
- Hunton Hotel is for sale and there is already interest.
- VATI call also on March 14th
- Ribbon Cutting for Mad Peppers March 18th.
- Advisory Council for Go Virginia planning grant at CVAPED grant on March 25th.
- Bitty's Waxing Ribbon Cutting was on April 1st at 1:00 pm.
- April 1st marked the 50th Anniversary of The Bavarian Chef, 46 years for Weaver Automotive, 37 Years for Pig N Steak and still celebrating 40 years at Yoder's Country Market.
- Realtors Round Table on April 10th with Brad Jarvis follow up on farm program seminar specifically for realtors that will be held May 30th.
- Virginia Agricultural Development Officers, meeting virtually on April 11th
- Tourism Committee meeting Tuesday, April 16th
- April 17th cohosting a focus group for our Regional Entrepreneurship Initiative (REI), another Go Virginia grant.
- They are featured as a part of "Dolley Madison Garden Club" featuring Greene and Madison on April 20th.
- The Business Appreciation Dinner is Monday, May 20th at Early Mountain.
- Taste of the Mountains' applications and planning have been ongoing and will be working on parade soon.
- Quad Tank info attached, and the event is on June 13th.
- Will be updating Madison brochure in July and doing another reprint of *Very Popular Quilts of Madison*.
- Received new Civil War Trails brochures.

Commissioner of Revenue: Brian Daniel, Commissioner of Revenue, gave a monthly report and highlighted the following items:

- General reassessment is in full swing and reviewed how the Wingate staff could be identified.

Chairman Jackson mentioned they met with him last week and were nice and realistic.

The Commissioner of Revenue continued:

- Saw \$25 million in new growth for construction.
- Gearing up for setting the tax rate

CONSENT AGENDA

2. Approve Minutes: 02/29/2024 & 03/06/2024
3. Supplemental Appropriation #10: Additional State Funding For DSS
4. Supplemental Appropriation #11: Use of Contingency Funds for Deputy County Administrator Position

The Finance Director stated the Supplemental Appropriation #11 is \$96,505 and that is from December 1st through June 30th for the Deputy County Administrator position plus two large leave payouts and they

have a separate fund for accumulated leave. This supplemental takes care of those two items. The balance in contingency after the supplemental appropriation would be \$206,247.

The Finance Director stated Supplemental Appropriation #10, for DSS, there is no additional local funding. They have more kids in the foster care system, so they were able to get additional funding.

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

SPECIAL APPEARANCES

None.

OLD BUSINESS

None.

NEW BUSINESS

5. Radio Project Capital Fund Update – Finance Director

The Finance Director stated the Deputy County Administrator has gone through extensive details of the budget and where they are. The Finance Director referenced a page in the agenda packet and stated the Deputy County Administrator is planning a contingency of \$80,000 being built in just in case something happened. As of April, expenditures were 1.6 million and the borrowed bond proceeds remaining are a little over 2.2 million. At the end of the project, they should have roughly \$508,000 left over from the bond proceeds. Staff are recommending using the bond proceeds for the EMS station renovation. They would be moving dollars from one budget category to another.

Chairman Jackson asked if there was a reason they may go above the \$80,000.

The Finance Director stated the Deputy County Administrator stated it was a very generous additional amount and did not feel they would touch it.

The County Administrator stated the Deputy County Administrator is factoring in the new fiber they paid for, and money left over from a consultant. They want to be conservative but also have a number that they think will be remaining. The County Administrator shared an example regarding the Primary School renovation when they had a similar tactic.

Chairman Jackson advised staff share the update on the EMS renovation which is item 12 on the agenda.

6. National Crime Victims' Rights Week Proclamation – Victim Witness Program Director

Discussed during monthly reports.

DISCUSSION

None.

INFORMATION/CORRESPONDENCE

7. EMS Renovation Update – County Administrator

The County Administrator stated they are officially out to bid for the EMS renovation and bids are due back by April 18th. Staff believe the bids will be more than budgeted. The County Administrator stated they had at least ten contractors who came to the Prebid meeting and they are somewhat local. The County Administrator stated once they receive bids, they will have that information prepared for the Board at their April 23rd meeting.

Supervisor Yowell stated he wanted to avoid increasing fees for other things just because they were increasing designated funds for the EMS Renovation.

Chairman Jackson stated once these bids come in, their path moving forward will depend on how close they are to what they budgeted for.

The County Administrator stated they will have time to reject bids and award bids. Once awarded it will lock it in.

After further discussion Chairman Jackson inquired if the Board wanted to move the \$508,045 from the bond proceeds to the EMS renovation.

Supervisor Dawson made a motion to move the \$508,045 from the bond proceeds to the EMS renovation, seconded by Supervisor Buchanan

Supervisor Jewett inquired if it would be helpful to not move the money around in case they need it.

The Finance Director stated this was more informational regarding where they are with the radio project and what staff are recommending. The Finance Director stated if the Board would like to wait until April 23rd when the capital and budget are approved, they could do it that evening.

Chairman Jackson stated it was a good suggestion, but he would avoid discussing it on April 23rd because the meeting agenda was going to be heavy.

The County Administrator stated staff have no authorization to move forward in spending unless the Board determines an award for the project.

Chairman Jackson agreed.

The County Administrator stated they can talk about the financing when bids come in if it is something that is favorable.

There was further discussion about moving this item to a future meeting and how it would affect the budget.

Chairman Jackson advised moving this discussion to the first meeting in May. Chairman Jackson asked for a vote for the motion and second on the floor.

Aye: (0). Nay: Jackson, Yowell, Buchanan, Dawson, Jewett. Abstain: (0) Absent: (0).

The Board agreed to move this to the first meeting in May.

8. Upcoming Public Hearings – County Administrator

- a. CY24 Tax Rate Ordinance
- b. FY25 Administrative Fees
- c. FY25 Budget
- d. FY25 SSYP

The County Administrator reviewed the public hearings that will be discussed at the April 23rd meeting.

Supervisor Yowell mentioned the rural rustic program would allow for them to either pave the road or do nothing. Now HB74 will allow them to improve the road, not necessarily paving.

Supervisor Jewett mentioned this may be helpful for the second portion of Turner Drive.

The County Administrator listed a few roads this would work for.

Supervisor Jewett inquired about federal money that may be available.

The County Administrator stated he would email the Board the language for some of the federal grants and discussed what they are looking for. The County Administrator stated he would check with Shawn Meredith's office and Congress Good's office to see if they have some of those.

PUBLIC COMMENT

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

CLOSED SESSION

Supervisor Yowell made a motion to convene in closed session pursuant to Virginia Code Sections 2.2-3711(A)(1), 2.2-3711(A)(7), and 2.2-3711(A)(8), seconded by Supervisor Dawson. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

Supervisor Yowell made a motion to re-convene in open session, seconded by Supervisor Dawson. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

Supervisor Yowell made a motion to certify by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code Sections 2.2-3711(A)(1), 2.2-3711(A)(7), and 2.2-3711(A)(8) and that was identified in the motion to convene in closed session were heard, discussed, or considered in the closed meeting, seconded by Supervisor Dawson. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

As a result of the Closed Session, the Board did not take further action.

ADJOURN

With there being no further business to conduct, Supervisor Jewett made a motion to adjourn, seconded by Supervisor Dawson. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: May 14, 2024.



Agenda
Board of Supervisors
Tuesday, April 23, 2024, 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: 03/07/2024 & 03/12/2024
2. Supplemental Appropriation #12 – School Board’s CIP Fund Budget Increase

Special Appearances

[Broadband/Firefly Update – Mark Ponton](#)

5. [REC Conduit License Agreement – County Administrator](#)

5a. [REC Pole Attachment Modification – County Administrator](#)

Public Hearing

3. FY25 Secondary Six-Year Plan Resolution – County Administrator
- 4a. FY25 Budget Resolution– Finance Director
- 4b. CY24 Tax Rate Ordinance – County Administrator
- 4c. FY25 Administrative Fees Resolution – County Administrator
- 4d. Compensation Study – County Administrator

Old Business

~~5. [REC Conduit License Agreement – County Administrator](#)~~

~~5a. [REC Pole Attachment Modification – County Administrator](#)~~

New Business

6. 16th Judicial District Cooperative Agreement – County Administrator
7. Large Event Permit Application for Graves Mountain Lodge (Motorcross Race) – County Administrator
8. Large Event Permit Application for Madison’s Tractor Pull – County Administrator
9. Older Americans’ Month Proclamation – Ellen Phipps, Aging Together

Discussion

10. Boundary Line Adjustment – County Administrator

Information/Correspondence

Public Comment

Closed Session

2.2-3711(A)(1), 2.2-3711(A)(7), & 2.2-3711(A)(8)

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 6:00 PM — Tuesday, April 23, 2024

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

MEETING #18 — April 23rd

At a regular meeting of the Board of Supervisors on Tuesday, April 23rd at 6:00 PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chair
Carty Yowell, Vice-Chair
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Hannon Wright, County Attorney
Kimberly Turner, Deputy Clerk

ABSENT: None

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.

Chairman advised adding the following changes:

- **Added:** Special Appearance - Broadband/Firefly Update – Mark Ponton
- **Moved:** Special Appearance - 5. REC Conduit License Agreement and 5a. REC Pole Attachment Modification.
- **Combined:** 4a. FY25 Budget Resolution, 4b. CY24 Tax Rate Ordinance, 4c. FY25 Administrative Fees Resolution, and 4d. Compensation Study.

Supervisor Dawson made a motion to approve the agenda as amended, seconded by Supervisor Jewett.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).

PUBLIC COMMENT

Chairman Jackson opened the floor for public comment.

Matt Hooser: Mr. Matt Hooser expressed concerns about there being alcohol at Hoover Ridge Park for the Wool & Wine Festival. Mr. Matt Hooser expressed concerns with the tax rate and suggested cutting County positions.

Carroll Stringfellow: Mr. Carroll Stringfellow agreed with Matt Hooser and expressed concerns with the tax rate and stated his vehicle appreciated, not depreciated.

Kim Smith, Brightwood: Mrs. Kim Smith stated she understood everyone's concerns regarding the tax rate. Mrs. Kim Smith stated she attended the budget meetings and discussed the challenges for small locations and governments. Mrs. Smith commended the Board for working hard on the budget. Mrs. Kim Smith stated she would love to talk with anyone who wants to start thinking about how they can add to the economy, to enhance and enlarge the tax base.

Barbara Robinson, Radiant: Ms. Barbara Robinson agreed with the concerns about having alcohol at Hoover Ridge Park. Ms. Barbara Robinson mentioned there is a lot of new construction and has concerns with tax increases if the revenue is increasing due to new construction.

With there being no further public comment being brought forward, the public comment opportunity was closed.

CONSENT AGENDA

1. Approve Minutes: 03/07/2024 & 03/12/2024
2. Supplemental Appropriation #12 – School Board's CIP Fund Budget Increase

Chairman Jackson reviewed the items on the consent agenda.

The County Administrator mentioned on the project screen was the transmittal letter that the school sent after the School Board's action for finance to prepare the supplemental.

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

SPECIAL APPEARANCES

Broadband/Firefly Update – Mark Ponton

Mr. Mark Ponton, Director of Fiber and Broadband Services for Rappahannock Electric Cooperative (REC), gave an update on Broadband and Firefly in Madison County and highlighted the following items:

- Firefly is making great progress in the County.
- Make Ready engineering is pretty much all complete throughout the County.
 - This is where various companies look at pole lines and determine what needs to be done.
- Make Ready Construction is happening now.
- Fiber construction has not happened yet because Make Ready Constructions is not completed.
- The next step is the Conduit License Agreement.
- Later this year residents will start getting letters about being connected for Firefly.
- REC is the electric service and they partnered with Firefly to get the internet and broadband service out to residents.
 - REC is not an internet provider.
- Informed residents where they can go on the Firefly website to receive more information.
- Encouraged folks to contact him if they had questions.

Chairman Jackson thanked Mr. Mark Ponton and commended the work that has been done.

Mr. Mark Ponton stated they have accomplished this through the numerous contractors they have.

Supervisor Yowell inquired what dictates whether the fiber is above ground or underground.

Mr. Mark Ponton stated they follow the electric path. Mr. Mark Ponton stated as they build the fiber there is the possibility that property owners may be asked to consider an easement. There is the possibility that they may need to add a pole in between two existing poles and they will talk with property owners about that. Mr. Mark Ponton reviewed the reasons they may need to do this.

The County Administrator gave an overview of how to locate broadband information on the Madison County's website.

Mr. Mark Ponton stated they are also working with Brightspeed.

The County Administrator gave a brief overview of Brightspeed's coverage map.

Supervisor Yowell inquired if Mr. Mark Ponton had any more information on when the VATI contracts may be awarded.

Mr. Mark Ponton stated they are hoping to know some time in May and going into the summer. Mr. Mark Ponton stated it is not the same every year. Mr. Mark Ponton stated that grant has been applied for as well as the BEAD program.

The County Administrator stated if the VATI Grant is approved it will cover areas in the Etlan, Nethers, and Duet area.

5. REC Conduit License Agreement – County Administrator

5a. REC Pole Attachment Modification – County Administrator

The County Administrator mentioned he was going to discuss item 5 and item 5a. together. The County Administrator stated they have a Pole Attachment Lease with REC from March of 2023 for forty-one poles that stretches fiber from their communications center out to Hoover Ridge. The Board agreed to leasing a small portion of Hoover Ridge for the fiber hut and that allows fiber from Standarsville's fiber hut into Madison's fiber hut. Madison County funded a substantial portion to run fiber above and underground. The County Administrator stated there is room for co-occupancy to allow REC, who will own and lease the fiber back to Firefly, use of the conduit. They will wipe the annual fees so the County will not pay for the forty-one poles and in turn they will not charge REC for the conduit lease. The County Administrator reviewed a map at Hoover Ridge Park. The County Administrator stated the County Attorney has reviewed the Conduit License Agreement and the Pole Modification.

The County Attorney stated it is an easement with no cost to use the existing conduit underground. It is nonexclusive, it cannot interfere with the County's uses of it, and any future conduit would require a separate agreement. It is a ten-year agreement and allows for renewals, as well as opt-outs. The other form is a modification to the existing 2022 Pole Attachment Lease for no cost.

Mr. Mark Ponton mentioned the cost of the pole attachment was slightly more than the county was willing to ask of them for the conduit and REC felt that was a fair offer.

The County Attorney suggested getting rid of the page that stated exhibit A and adding it to the picture.

Supervisor Yowell made a motion to approve the Conduit License Agreement, authorized the Chairman to sign, and scrapping exhibit A as presented and including the map showing the route of the fiber, seconded by Supervisor Dawson. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

The County Administrator clarified that before the Board is the modification of the March 1, 2022 document and the effected date is April 22, but they could change it if the Board approved it today.

The County Attorney suggested handwriting his name on the bottom of the page to avoid two pages.

Supervisor Yowell made a motion to approve the addendum to the Pole Attachment License Agreement for Rappahannock Electric Cooperative, seconded by Supervisor Buchanan. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

PUBLIC HEARING

3. FY25 Secondary Six-Year Plan Resolution – County Administrator

The County Administrator stated this is the scheduled public hearing for the FY25 through FY30 Secondary Six-Year Plan. Each year the Board adopts a plan and there may be roads that are continued on that plan until fully funded for construction and paving. There were additional roads for consideration to be added to the plan which was brought on the projector screen. The County Administrator highlighted the following roads on the Secondary Six-Year Plan.

- Current Roads:
 - Desert Road: Has been paved.
 - Whippoorwill Road
 - Emmett Road: First portion
 - Walkers Mill Lane
 - Turner Drive: First portion
- Additional Roads: (Reviewed requirements)
 - Tom Johnston Road
 - Mount Zion Church Road
 - Wrights Lane

Ms. Carrie Shepherd stated they reviewed the second portion of Emmett Road and recommended it for the Secondary Six-Year Plan for next year.

Supervisor Yowell asked for confirmation that the telefees cannot be used in the same fashion as the district grant unpaved money.

Ms. Carrier Shepherd stated they can use the telefees fund if they would like to do a project, but it would have to be identified for a specific project. VDOT has split it between the cost centers listed below.

- Right of way engineering
- Engineering and surveying
- Traffic surfaces

The County Administrator asked for clarity about Desert Road being on the final Secondary Six-Year Plan since it was paved already.

Ms. Carrie Shephard stated Desert Road is still on there because they have a couple of driveways that they need to go back and fix, and it is also on there because the full close out process has not occurred.

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

Supervisor Dawson made a motion to approve Resolution #2024-4 to adopt the Secondary Six-Year Plan, seconded by Supervisor Jewett. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

4a. FY25 Budget Resolution– Finance Director

Chairman Jackson advised reviewing 4a., 4b., 4c., and 4d before opening it up to public comment.

The Finance Director presented the FY25 budget. The Finance Director highlighted the following items:

- Reviewed the FY25 Compensation and Classification Study
 - The final version of the FY25 Classification and Compensation Study provides the following:
 - New pay scale for public safety positions
 - Revised pay scale for non-public safety positions with Grade 1 starting at new Virginia minimum wage amount.
 - Grade reclassifications and/or salary adjustments to Madison County positions based on the current market rate of the surrounding counties.
 - Increase to County Operating Budget from Comp Study = \$478,455
- Reviewed the surrounding Counties proposed FY25 property tax rates.
 - Madison's Tax Rates:
 - Proposed Real Estate: \$0.74
 - Proposed Vehicles Personal Property \$3.40
- Reviewed the FY25 general fund's breakdown of revenues.
- Reviewed the FY25 general fund's breakdown of expenditures.
- Reviewed the FY25 County overall fund balance breakdown.
- Reviewed the outside agency funding.
- Reviewed the FY25 capital fund's breakdown.
- Gave an overview of the fund balance.
- Reviewed the breakdown of County financial policies and estimates.

Supervisor Yowell inquired if changing the budget would be cumulative or at one time.

The Finance Director stated she thought it would be based on the adopted budget but mentioned she would look into it.

Chairman Jackson stated one time they did and mentioned every time they spend over the 1%, they must have a public hearing to amend the budget.

4b. CY24 Tax Rate Ordinance – County Administrator

Chairman Jackson mentioned they discussed the CY24 tax rate during the Finance Directors budget presentation. Chairman Jackson stated they are leaving \$0.74 for real estate and adjusting the personal property tax rate to \$3.40.

4c. FY25 Administrative Fees Resolution – County Administrator

The County Administrator reviewed the items that were listed in the Administrative Fees Resolution and stated there were no changes this year.

4d. Compensation Study – County Administrator

Chairman Jackson stated they have covered 4a., 4b., 4c., and 4d and inquired if the Board had questions or comments before it was opened to the public.

Supervisor Yowell mentioned the general government administration came in at 8.5% and stated that was a good competitive number.

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

Supervisor Jewett addressed the Madison citizen's who express concerns and highlighted the following items:

- They were in a bleak situation when they started the budget process in February.
- Discussed the original request and areas they trimmed back.
 - The School System asked for \$2.8 million, and it is now down to \$1.1 million due to additional State funding.
 - Cut some positions.
 - Local government have been asking agencies to cut their budgets.
 - Departments return money back they have not used.
- He is a populist and does not like taxes and government, however inflation affects everyone and gave examples.
- They will need to increase their tax base.
- The State government jerks them around and gave examples.
- Encouraged people to get more involved in voting for people who are going to put a stop to government spending.
- Inflation is what is hurting them.
- Encourage people to show up during the budget season.
- He ran for the Board of Supervisor's because he wanted to know what the local government was doing with his tax money.
- Commended staff for keeping the budget under control.

Chairman Jackson commented the following items:

- They started with a deep hole and commended the Madison County Staff for their efforts.
- Discussed the Hoover Ridge Outdoor Recreation Center process and stated people are in favor of it.
- When new business wants to come in Madison, people argue they do not want it in their backyard.

- For the Comp Plan survey, people stated they want to increase the tax base and bring in more businesses in Madison.
- They need to either increase taxes or increase the tax base.
- Discussed how changing the tax rate affected revenue.
- Between 2021-2022 they decreased the personal property tax rate
- Reference a Facebook post about going back to four deputies and stated that is not the reality.
- They are paying for things they have deferred for years however they are catching up.
- Education and public safety are core aspects that they must fund.

Supervisor Yowell mentioned Ms. Robinson's public comment and stated he used to have the same thought until he did a calculation. Supervisor Yowell stated for a family with two kids or more, the County loses. There sixty-five and older are growing and they have two ambulances ordered and they are \$480,000 per ambulance. When someone calls 911, they expect someone to respond.

Chairman Jackson advised including the Compensating Study while voting on the FY25 Budget Resolution #2024-5.

Supervisor Yowell mentioned he is employed by Skyline CAP and is on the Board for the Madison Learning Center. Supervisor Yowell requested the Board vote separately on the Skyline CAP and Madison Learning Center items.

Supervisor Yowell made a motion to approve FY25 Budget Resolution #2024-5, with the addition of the Compensation Study, and with the removal of the allocations for Skyline Cap and the Madison Learning Center, seconded by Supervisor Jewett. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

Supervisor Dawson made a motion to approve the funding for the Skyline CAP and Madison Learning Center for the FY25 Budget, seconded by Supervisor Jewett. *Aye: Jackson, Buchanan, Dawson, Jewett. Nay: (0) Abstain: Yowell. Absent: (0).*

Chairman Jackson asked for a Board motion for CY24 Tax Rate Ordinance #2024-1.

Supervisor Yowell made a motion to approve Ordinance #2024-1 to fix the tax rate beginning January 1, 2024, seconded by Supervisor Dawson. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

Chairman Jackson asked for a Board motion for FY25 Administrative Fees Resolution #2024-6.

Supervisor Jewett made a motion to adopt Resolution #2024-6, seconded by Supervisor Yowell. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

The County Administrator asked for clarification that the Board's first motion for the budget included approval of Resolution #2024-5.

Chairman Jackson agreed.

OLD BUSINESS

5. REC Conduit License Agreement – County Administrator

Discussed during special appearances.

5a. REC Pole Attachment Modification – County Administrator

Discussed during special appearances.

NEW BUSINESS

6. 16th Judicial District Cooperative Agreement – County Administrator

The County Administrator gave an overview of the 16th Judicial District Cooperative Agreement and highlighted the following items:

- Madison County, along with other Counties, was part of a class action lawsuit during the opioid epidemic.
- The County receives direct settlement payments and they have about \$100,000 in their account.
 - This cannot be used to offset normal County operations and must be tied to a program of opioid.
- The Virginia General Assembly created the Opioid Abatement Authority (OAA), and they retained the larger amount of settlement.
- The OAR is the administrator of this grant.
- The Counties represented in the 16th Judicial District are Albemarle County, Charlottesville City, Fluvanna County, Nelson County, Orange County, and Madison County.
- If granted the OAA funds, OAR would hire a Regional Specialty Docket Administrator, a Peer Recovery Support Team Manager, and three Peer Recovery Specialist to enhance OAR's ability to deliver accessible quality services to individuals who have been most adversely affected by the opioid crisis.
- Madison's direct payments go to Drug Court.
- This agreement is to apply for a grant to use the Opioid Abatement Authority funds.
 - There is a local funding portion required for this for an individual distribution of \$5,000 and that would come out of their direct settlement payments.
- Staff supported.

There was further discussion about considering participating in the 16th Judicial District Cooperative Agreement.

Supervisor Dawson made a motion to approve the 16th Judicial District Cooperative Agreement with a \$5,000 investment from Madison County, seconded by Supervisor Jewett. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

7. Large Event Permit Application for Graves Mountain Lodge (Motorcross Race) – County Administrator

The County Administrator reviewed the Graves Mountain Lodge Motorcross Race Large Event Permit Application and highlighted the following items:

- Event held in May.
- Reviewed Large Event Permit Application requirements.
- Submitted liability insurance.

- Has a plan for porta-potties and food.
- It should state EMS on premises not Rescue Squad
- Needs Board approval.

Supervisor Yowell made a motion to approve the Large Event Permit Application for Graves Mountain Lodge (Motorcross Race), seconded by Supervisor Dawson. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

8. Large Event Permit Application for Madison's Tractor Pull – County Administrator

The County Administrator reviewed the Large Event Permit Application for Madison's Tractor Pull and highlighted the following items:

- Applied for by Matthew Fant
- Has a detailed map.
- Requires Board approval.
- Improved the permit to ask for the emergency contract number.

Chairman Jackson stated this event is not being held by the Young Farmers and it is a private promotor. Chairman Jackson stated it was submitted late today and suggested giving approval contingent upon satisfaction of all administrative items.

Supervisor Yowell mentioned one of the dates was wrong on the application.

There was further discussion regarding the date and approving upon administrative approval.

Supervisor Dawson made a motion to approve the Large Event Permit Application for Madison's Tractor Pull for 05/18/2024 and 07/13/2024 contingent on administrative approval and authorized the County Administrator to sign, seconded by Supervisor Buchanan *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

9. Older Americans' Month Proclamation – Ellen Phipps, Aging Together

Ms. Ellen Phipps gave a brief overview of the Older Americans' Month and requested the Board to consider the Older Americans' Month Proclamation for the month of May.

Chairman Jackson inquired how old someone needs to be to qualify as an Older American.

Ms. Ellen Phipps stated it is over the age of sixty.

Supervisor Yowell made a motion to approve the Proclamation proclaiming May as Older Americans' Month, seconded by Supervisor Buchanan. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

DISCUSSION

10. Boundary Line Adjustment – County Administrator

Chairman Jackson stated the Planning Commission requested the Board discuss the year requirement following boundary line adjustments. It originally was ten years for boundary line adjustments, and they are proposing changing it to one year. Chairman Jackson stated he agreed with the one year.

The County Administrator mentioned they had Jim Smith, Planning Commission member, present and stated Jim Smith has brought to the County Administrator's attention other areas within the Zoning Ordinance to address this.

Mr. Jim Smith, Planning Commission member, stated this is only for the subdivision ordinance changes, and they also need corresponding changes for the zoning ordinance as well. They wanted approval from either the County Administrator, the Planning Commission, or the Zoning Administrator to approve the boundary line adjustment before the Clerk of the Circuit Court can enter it into the book. People will go to the Courthouse to change the boundary line adjustment and come in and do a subdivision and it is a ten-year hiatus on that. They wanted to correct that, and get a tighter definition for what constitutes a boundary line adjustment and confirming changes with the Zoning Ordinance and Subdivision Ordinance

Supervisor Yowell inquired if the only change to the Zoning Ordinance was the definition.

Mr. Jim Smith agreed and stated they would be adding the requirements that it gets approval before it can be registered on the plat at the Courthouse.

Chairman Jackson asked for confirmation that this was going through another Planning Commission Workshop.

Mr. Jim Smith agreed and stated they wanted the Boards thoughts on the one year versus the ten years.

Chairman Jackson and Supervisor Yowell agreed with the one year.

There was further discussion regarding the boundary line adjustments, the process of registering before going to the Courthouse, and non-conforming lots.

The Board agreed to recommend one year to the Planning Commission.

The County Administrator mentioned the Planning Commission was also going to have the new Zoning Administrator work with the Committee, take the Board's input, and bring back at the May Planning Commission Workshop.

INFORMATION/CORRESPONDENCE

None.

PUBLIC COMMENT

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

CLOSED SESSION

Supervisor Yowell made a motion to convene in closed session pursuant to Virginia Code Sections 2.2-3711(A)(1), 2.2-3711(A)(7), and 2.2-3711(A)(8) for personnel, seconded by Supervisor Buchanan. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

Supervisor Yowell made a motion to re-convene in open session, seconded by Supervisor Dawson. ***Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).***

Supervisor Yowell made a motion to certify by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code Sections 2.2-3711(A)(1), 2.2-3711(A)(7), & 2.2-3711(A)(8) and that were identified in the motion to convene in closed session were heard, discussed, or considered in the closed meeting, seconded by Supervisor Dawson. ***Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).***

As a result of the Closed Session, the Board did not take further action.

Supervisor Yowell made a motion to approve an extension to the existing Hidden Pines Meat Processing LLC AFID Performance Agreement, seconded by Supervisor Dawson. ***Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).***

ADJOURN

With there being no further business to conduct, Supervisor Dawson made a motion to adjourn, seconded by Supervisor Jewett. ***Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).***

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: May 14, 2024.

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Agenda
Board of Supervisors
Saturday, April 27, 2024 at 1:00 PM
Hartman Hall, James Madison University
421 Bluestone Drive, Harrisonburg, Virginia

Call to Order

Determine Presence of a Quorum/Adoption of Agenda

1. JMU Capstone Presentations

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 1:00 PM — Saturday, April 27, 2024

Location: JMU's Hartman Hall, 421 Bluestone Drive, Harrisonburg, VA 22807

MEETING #19 — April 27th

At a regular meeting of the Board of Supervisors on Saturday, April 27th at 1:00 PM in the JMU's Hartman Hall, 421 Bluestone Drive, Harrisonburg, VA 22807:

PRESENT: R. Clay Jackson, Chair
Carty Yowell, Vice-Chair
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Kimberly Turner, Deputy Clerk

ABSENT: Jud Buchanan, Member
Hannon Wright, County Attorney

CALL TO ORDER

Chairman Jackson called the Board to order.

DETERMINE PRESENCE OF A QUORUM/ADOPTION OF AGENDA

Chairman Jackson advised that a quorum was present, and they needed to adopt an agenda.

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

JMU CAPSTONE PRESENTATIONS

Supervisor Jewett introduced the Spring 2024 Capstone Project and highlighted the following items:

- Madison is looking for the students to develop an information system that was dedicated to strategic assessment and planning.
- Discussed common challenges in Madison.
- Thanked the teachers, Board of Supervisors, Madison County staff, and other faculty at JMU.
- This is a real problem and completing this project successfully will affect thousands of people.
- They wanted to challenge the students/young professionals.
- Students learned during this project that teams do not always work the way they should.
- Their department placed an emphasis on developing requirement elicitation skills.
- Recognized the liaison for the teams: Abby Davis (Transparent Technologies) and Jessica Shamloo (Valley Vision).
- Recognized Travis Brown, another student who participated in the Capstone Project.
- Stated the future is in good hands if these students take leadership roles in business and government.

Dr. Jeremy Ezell, a JMU staff, stated today they will have their top two teams' presentations but all eight of the teams did amazing work. The runner up team, Sharp Minds, will be presenting a high-level overview of the requirements of this project, what the system needs to do, and the task that could be accomplished by users who chose to use the system.

The runner up to the two final presentations, Sharp Minds, gave an overview of the project requirements and why Madison County had them take it on.

Dr. Jeremy Ezell, a JMU staff discussed the process of the judging of the previous presentations and the process for the final presentations.

The Transparent Technologies team gave their presentation for the Capstone Project. After the presentation the judges had time to ask the team questions about their system.

There was a break while the second team set up before their presentation.

The Valley Vision's team gave their presentation for the Capstone Project. After the presentation the judges and staff had time to ask the team questions about their system.

Dr. Jeremy Ezell introduced the judges before they stepped outside of the room to make a decision.

While the judges conjured, four members from each team answered questions from the crowd regarding their experience throughout the project.

Ms. Shelly Hokanson thanked everyone who came out and everyone involved. Ms. Shelly Hokanson shared her favorite thing about the project and stated she was glad to be apart of it.

Melody Haak, December 2022 SMAD/CIS Capstone winning team member, announced Valley Vision's as the winner.

Dr. Jeremy Ezell gave closing remarks before inviting Chairman Jackson to adjourn the meeting.

ADJOURN

With there being no further business to conduct, Supervisor Jewett made a motion to adjourn, seconded by Supervisor Dawson. ***Aye: Jackson, Yowell, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: Buchanan.***

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: May 14, 2024.

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Agenda
Joint Meeting
Madison County Board of Supervisors
Wednesday, May 1, 2024 at 7:00 PM
Admin. Building Auditorium, 414 North Main Street,
Madison, Virginia 22727

Call to Order

Determine Presence of a Quorum/Adoption of Agenda

Public Comment

Public Hearings

- a) Case No. S-03-24-20 – Brian Kelly has applied for a by-right subdivision of a 21 acre A1 (agriculture) zoned lot. The subdivision would create 3 new 3 acre lots and a residue lot of 12 acres. The subject lot does not contain a postal address but is located at the intersection of Leathers Road and Etlan Road and is identified on Madison County's Tax Map as 14-9A.
- b) Case No. SP-05-24-01 – The Madison County Board of Supervisors has submitted a Site Plan application to develop approximately 6 acres of Hoover Ridge Park. Hoover Ridge Park consists of a total of 181.882 acres and is zoned A1. The proposed development provides for a new splash pad, accessible playground, and various sport courts. The applicant has submitted an Erosion/Sediment Control Plan and Stormwater Management Plan to the Culpeper Soil & Water Conservation District and Virginia Department of Environmental Quality (DEQ) respectively. These plans are currently under review and pending approval. The lot is identified on Madison County's Tax Map as 48-43C.
- c) Case No. S-02-24-01 – James and Deborah Selvage have applied for a by-right subdivision of a 9.7-acre A1 (agriculture) zoned lot. The subdivision would create two "new" lots and a residue lot. The new lots would be 3-acres and 3.6-acres, and the residue lot would be 3-acres. The subject lot does not contain a postal address but is located on N. Seminole Trail (roughly 450 feet from intersection with Hebron Valley Road) and is identified on Madison County's Tax Maps as 40-72.
- d) Case No. S-02-24-02 – Perl and Lillie Builders LLC have applied for a by-right subdivision of a 10.9-acre A1 (agriculture) zoned lot. The subdivision would create two "new" lots and a residue lot. The new lots would be 3.7-acres and 4.2-acres, and the residue lot would be 3-acres. The residue lot contains an existing dwelling addressed as 3563 Orange Road, Aroda, Virginia and is identified on Madison County's Tax Maps as 57-115A.
- e) Case No. S-04-17-01 – John Stanley Dawson III, ET AL applied for a by-right subdivision of a 66.789-acre lot A1 (agriculture) zoned lot. The subdivision would create two "new" lots and a residue lot. The two new lots would be 22.263 acres each and the residue lot would be 22.263 acres. The residue lot contains an existing dwelling addressed as 6611 South Blue Ridge Turnpike, Rochelle, VA 22738 and is identified on Madison County's Tax Maps as 56-7. ***Correction: Staff would like to note that the existing dwelling is proposed to be located on one of the new lots instead of the residue lot as stated above. ***

Information/Correspondence

Public Comment

Closed Session

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 7:00PM — Wednesday, May 1, 2024

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

MEETING #20 — May 1st

At a Joint Meeting between the Board of Supervisors and the Planning Commission on Wednesday, May 1st at 7:00PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chair
Carty Yowell, Vice-Chair
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Tracy Clatterbuck, Zoning Administrator
Hannon Wright, County Attorney
Kimberly Turner, Deputy Clerk

ABSENT: None.

The Board of Supervisors came to order following the adjournment of the Planning Commission's portion of the meeting.

CALL TO ORDER

Chairman Jackson called the Board to order.

DETERMINE PRESENCE OF A QUORUM/ADOPTION OF AGENDA

Chairman Jackson advised that a quorum was present.

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

PUBLIC HEARING

- a) Case No. S-03-24-20 – Brian Kelly has applied for a by-right subdivision of a twenty-one acre A1 (agriculture) zoned lot. The subdivision would create three new three-acre lots and a residue lot of twelve acres. The subject lot does not contain a postal address but is located at the intersection of Leathers Road and Etlan Road and is identified on Madison County's Tax Map as 14-9A.

The Zoning Administrator had nothing additional to add.

The applicant had left the meeting and did not have anything additional to add.

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

Supervisor Yowell stated in his years on the Board and on the Planning Commission he has never seen a more inappropriate place for a subdivision and possible development than this. Supervisor Yowell stated he does not agree with VDOT on this. Supervisor Yowell gave an overview of his research efforts concerning this case and stated the drain fields are within the limits. Supervisor Yowell expressed his concerns regarding the steep slopes and stated if the Board approved this, he did not know if there would be someone willing to buy these lots. Supervisor Yowell read the Comprehensive Plan definition for slopes, page seven, and stated the Comprehensive Plan does not prohibit this but it gives suggestions. This slope is greater than 25% and he is disappointed that he will have to support this subdivision.

Supervisor Jewett stated he agreed with Mr. Jim Smith, Planning Commission member, and stated there are two sections of the code that have not been addressed. Supervisor Jewett stated they let stuff slide that should not, and that is no justification to continue and not require this to be done correctly. Supervisor Jewett stated he would not be able to support this until the applicant complied with the additional requirements.

Supervisor Dawson asked the Zoning Administrator if the road frontage had been addressed and fixed.

Chairman Jackson mentioned he thought the drawing had the setback line defined all around the property and stated lot B appears to have 250 feet there.

The Zoning Administrator stated she had concerns about it based on the definition and stated she did not have an answer at that moment.

There was further discussion about the distance from the setback line.

After further discussion, Chairman Jackson stated the Zoning Administrator's concern that it is not 250 feet from the setback line changes his vote. Chairman Jackson stated this is a property rights issue. Chairman Jackson mentioned Mr. Jim Smith brought up the stormwater management plan, however, they have three other subdivisions in front of them and there has been no comment about that. Chairman Jackson stated if the applicant complies and has the 250 feet, then this is a by right subdivision and mentioned they have VDH's (Virginia Department of Health) approval and VDOT's approval. Chairman Jackson discussed the steep rocky terrain. Chairman Jackson stated it should be zoning C1 instead of A1 and expressed the importance of property rights.

Supervisor Yowell read section 7-5-12 in the Subdivision Ordinance and suggested the applicant meets with the Erosion & Sedimentation staff to get it straight. Supervisor Yowell stated that needs to be done.

Chairman Jackson stated if it is in there, then every applicant needs to be doing it.

Chairman Jackson opened the floor for public comment.

David Lewis: Mr. David Lewis suggested the Board evaluate the definition for the setback line for the front right of way in this case. Mr. David Lewis expressed concerns for future applicants who have flat lots if this requirement is required for everyone.

Scott Elliff: Mr. Scott Elliff mentioned during the Planning Commission meeting several people stated they "have not done it before so why do it now" and three Board members stated it was a requirement. Mr. Scott Elliff stated if they are going to do it, they need to start now and if it is in the Code, it needs to be followed.

Nathan Cowan, Malvern resident: Mr. Nathan Cowan stated there is very steep land in Malvern. Mr. Nathan Cowan asked for consideration where the road frontage is if someone is at the end of a road. Mr. Nathan Cowan stated he kept reading it and the setback line is 250 feet lot width and has nothing to do with the road.

David Lewis: Mr. David Lewis stated the setback is one hundred feet from the center of the road.

Mr. Marty Mikula: Mr. Marty Mikula expressed concerns with the application details, drain fields, and damaging the natural beauty of the County. Mr. Marty Mikula requested the Board push the application back or get an approved site plan.

Pete Elliott: Mr. Pete Elliott, Planning Commission member, stated there is 250 feet at the setback line from the front of the house, which is what is required.

With there being no further public comment being brought forward, the public comment opportunity was closed.

Chairman Jackson asked the County Attorney if he agreed with Mr. Pete Elliott on the assertion of the setback.

The County Attorney stated if the Board does not think they have all the information or think that it is not a complete application then the Board can table it and has 60 days from tonight to take action.

Chairman Jackson asked the Zoning Administrator if she could get more information from the applicant.

The Zoning Administrator agreed.

Chairman Jackson expressed his concerns regarding the applicant making changes and the residents still opposing it and gave examples of applications in the past that had similar situations.

Supervisor Yowell stated he hopes the applicant goes to the Erosion & Sediment Control staff and realizes it is not worth doing.

Supervisor Jewett stated he is in favor of tabling this and inquired how specific they need to be regarding the information they are going to require the applicant to provide.

Supervisor Jewett made a motion to table Case No. S-03-24-20, seconded by Supervisor Yowell.

There was further discussion regarding the additional information the applicant would be required to provide.

After further discussion, the Board agreed to require the applicant to provide the following items:

- Have the surveyor provide a map with topo lines.
- Clarification of the setback line
- More description on the Contours
- Streams and drainage
- Proposed well locations.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0)

- b) Case No. SP-05-24-01 – The Madison County Board of Supervisors has submitted a Site Plan application to develop approximately six acres of Hoover Ridge Park. Hoover Ridge Park consists of a total of 181.882 acres and is zoned A1. The proposed development provides for a new splash pad, accessible playground, and various sport courts. The applicant has submitted an Erosion/Sediment Control Plan and Stormwater Management Plan to the Culpeper Soil & Water Conservation District and Virginia Department of Environmental Quality (DEQ) respectively. These plans are currently under review and pending approval. The lot is identified on Madison County's Tax Map as 48-43C.

The Zoning Administrator had nothing additional to add.

The applicant had nothing additional to add.

Chairman Jackson inquired where people can donate for this project.

Lindsay Von Herbulis, Parks & Recreation Coordinator, responded they can donate at HooverRidge.com.

Chairman Jackson asked for confirmation that the donation was tax deductible.

Lindsay Von Herbulis, Parks & Recreation Coordinator, agreed.

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

Supervisor Yowell made a motion to approve Case No. SP-05-24-01 as recommended by the Planning Commission and contingent upon the receipt of the Erosion & Sediment Control Plan and the Stormwater Management Plan to the Culpeper Soil & Water Conservation District and DEQ (Virginia Department of Environmental Quality), seconded by Supervisor Jewett. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

- c) Case No. S-02-24-01 – James and Deborah Selvage have applied for a by-right subdivision of a 9.7-acre A1 (agriculture) zoned lot. The subdivision would create two “new” lots and a residue lot. The new lots would be 3-acres and 3.6-acres, and the residue lot would be 3-acres. The subject lot does not contain a postal address but is located on N. Seminole Trail (roughly 450 feet from intersection with Hebron Valley Road) and is identified on Madison County’s Tax Maps as 40-72.

This case was tabled during the Planning Commission meeting that took place before the Board of Supervisors meeting.

- d) Case No. S-02-24-02 – Perl and Lillie Builders LLC have applied for a by-right subdivision of a 10.9-acre A1 (agriculture) zoned lot. The subdivision would create two “new” lots and a residue lot. The new lots would be 3.7-acres and 4.2-acres, and the residue lot would be 3-acres. The residue lot contains an existing dwelling addressed as 3563 Orange Road, Aroda, Virginia and is identified on Madison County’s Tax Maps as 57-115A.

The Zoning Administrator had nothing additional to add.

The applicant had left the meeting and did not have anything additional to add.

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

Supervisor Dawson made a motion to approve Case No. S-02-24-01, seconded by Supervisor Buchanan.

Supervisor Dawson amended his motion to approve Case No. S-02-24-02, seconded by Supervisor Buchanan. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

- e) Case No. S-04-17-01 – John Stanley Dawson III, ET AL applied for a by-right subdivision of a 66.789-acre lot A1 (agriculture) zoned lot. The subdivision would create two “new” lots and a residue lot. The two new lots would be 22.263 acres each and the residue lot would be 22.263 acres. The residue lot contains an existing dwelling addressed as 6611 South Blue Ridge Turnpike, Rochelle, VA 22738 and is identified on Madison County’s Tax Maps as 56-7. ****Correction: Staff would like to note that the existing dwelling is proposed to be located on one of the new lots instead of the residue lot as stated above. ****

The Zoning Administrator had nothing additional to add.

The applicant had nothing additional to add.

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

Supervisor Yowell made a motion to approve Case No. S-04-17-01 with the condition they get the Health Departments' approval, seconded by Supervisor Dawson. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

INFORMATION/CORRESPONDENCE

None.

PUBLIC COMMENT

Chairman Jackson opened the floor for public comment.

Pete Elliott: Mr. Pete Elliott, Planning Commission member, suggested adding stormwater management to the checklist if they are going to start enforcing it rather than waiting for it to be before the Planning Commission and Board.

Supervisor Jewett suggested anything over a 25% grade should have additional conditions.

Chairman Jackson advised staff to look into Supervisor Jewett's suggestion.

The County Administrator agreed.

With there being no further public comment being brought forward, the public comment opportunity was closed.

CLOSED SESSION

None.

ADJOURN

With there being no further business to conduct, Supervisor Dawson made a motion to adjourn, seconded by Supervisor Buchanan. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: March 14, 2024.

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Agenda
Board of Supervisors
Tuesday, May 14, 2024, 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

Consent Agenda

2. Approve Minutes: 03/14/2024 & 04/27/2024
3. Approve Minutes: 03/26/2024, 04/03/2024, 04/09/2024, 04/23/2024, & 05/01/2024
4. Supplemental Appropriation #13 – County Administrator

Special Appearances

5. Acknowledgement of Madison County Volunteer Fire Department – Congresswoman Spanberger's Office
6. Blue Ridge Committee for Shenandoah National Park Relations – Bruce Bowman
7. Local Housing Market Presentation – Kevin McHaney & Carrie Brown

Old Business

8. Technology Corridor/Economic Development Area Update – Supervisor Jewett
9. EMS Renovation Project Award – County Administrator
10. Radio Project Capital Fund Update – County Administrator

New Business

11. Emergency Medical Services Week Proclamation – Chief Hillstrom
12. Stormwater and E&S Regulation and Ordinance – Erosion & Sediment Program Administrator

Discussion

13. Criglersville Swinging Bridge – Supervisor Yowell
14. Agriculture Extension Agent – County Administrator

Information/Correspondence

15. RRRC's Draft Comprehensive Economic Development Plan – County Administrator

Public Comment

Closed Session

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 4:00 PM — Tuesday, May 14, 2024

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

MEETING #21 — May 14th

At a regular meeting of the Board of Supervisors on Tuesday, May 14th at 4:00 PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chair
Carty Yowell, Vice-Chair
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Brian Gordon, Deputy County Administrator
Hannon Wright, County Attorney
Kimberly Turner, Deputy Clerk

ABSENT: None.

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.

Supervisor Dawson made a motion to approve the agenda as presented seconded by Supervisor Jewett.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).

PUBLIC COMMENT

Chairman Jackson opened the floor for public comment.

Nick McDowell: Mr. Nick McDowell shared his recent experience where EMS saved his wife's life and gave thanks to Chairman Jackson, the Board of Supervisors, the County Administrator, the 911 call center staff, the Deputy County Administrator, EMS staff, and Sheriff Weaver.

Thomas Hawkins: Mr. Thomas Hawkins expressed concerns regarding the speed limit posted on Elly Road (Route 607) and recommended it be posted as 35 MPH between Route 614 & 634. Mr. Thomas Hawkins mentioned a recent fatality on Medley Mountain Drive. Mr. Thomas Hawkins recommended 25 MPH caution signs at the Medley Mountain Drive curve.

Chairman Jackson advised the County reach back out to VDOT to see if they can get something done.

The County Administrator agreed.

Marty McGetrick: Mr. Marty McGetrick mentioned he had public comment regarding the Criglersville Bridge.

The Board agreed to have Mr. Marty McGetrick share his comments when they got to agenda item number 13 - Criglersville Swinging Bridge.

With there being no further public comment being brought forward, the public comment opportunity was closed.

CONSTITUTIONAL OFFICERS, COUNTY DEPARTMENTS, COMMITTEES & ORGANIZATIONS

1. Monthly Reports

Animal Shelter: Annette Dodson, Animal Shelter Manager, gave a monthly report and highlighted the following items:

- Congratulated Melissa Smith on going from part-time to full-time.
- The Shelter had their State Inspection on April 24th and there were no violations found and no recommendations.
- Toddler Miss Madison, Lillianna Blakey, raised and donated \$300 to the Shelter.
 - Named one of the adoptable puppies “Sprinkle.”
- Virginia Federation of Humane Society donated \$650.
 - Due to assisting Wise County by transferring some of their animals to Madison.
- Jeeping for Paws held an event at the shelter on April 27th.
- Had an event on April 6th at EverGrow.
 - They had one puppy adoption.
- Boys & Girls Club Unit Director, Anthony Hill, set up to have the youth come to the shelter the week of July 8th-12th to help out.
- On April 13th, transferred in ten cats/kittens and five dogs/puppies from the WISE County Shelter.
 - All have been adopted.
- On May 11th, transferred in seven more puppies and ten cat/kitten combos from Wise County.
 - Had some adoptions and sent some to rescues.
 - When they pulled again, they only had two dogs and one cat.
- Reviewed the numbers for surrounding Counties:
 - Culpeper has seventeen dogs, sixteen cats, and are at capacity.
 - Orange has forty-seven dogs, forty-five cats, and are at capacity.
 - Greene has fourteen dogs and is at capacity.
 - Madison Greene Humane Society has forty-five cats in house, fourteen in foster, and are at capacity.
 - Fauquier has seventeen dogs and twenty cats.
- April numbers:
 - One dog transferred to PAL.
 - Twelve dog adoptions
 - Eleven dogs were reclaimed.
 - Thirteen cat adoptions
 - Three cats transferred to PAL.
- At the moment, they have:

- Eight dogs in the shelter
 - One is adopted and waiting to be picked up.
- Eleven cats
 - One is already adopted.
 - Four are scheduled to go to PetSmart.

Chairman Jackson congratulated the Animal Shelter on its clean inspection.

Animal Control: Greg Cave, Chief Animal Control Officer, gave a monthly report and highlighted the following items:

- Thanked the Board for approving the compensation study.
- Calls handled in person: 81.
- Calls handled by phone: 129.
- After hours emergency calls: 19
- Recognized Alex Fincham for completing the academy and is now fully certified.
 - Reviewing and scheduling advanced courses.
- They are working with the Commonwealth's Attorney regarding the dangerous dog.

Emergency Medical Services (EMS): Noah Hillstrom, EMS Chief, gave a monthly report and highlighted the following items:

- Thanked the Board for the compensation study.
- 164 calls with an eleven-minute average response time.
- Continuing to help surrounding county partners.
- They are tracking how often no ambulances are available.
- Personnel:
 - Wesley Sparks has been promoted to Lieutenant 2.
 - Welcome full-time paramedics David Klemick and Luke Leonard to the team.
- Board of Pharmacy:
 - New regulations for the Board of Pharmacy were scheduled to be published on May 2, 2024, but they have not been released yet.
 - The cost of buying medications is \$15,000 annually.
- EMS Standby Events:
 - On 4/19 and 4/20, EMS provided standby for the Woodberry Forest Reunion
- EMS Day on the Hill:
 - On April 17, 2024, several team members attended EMS Day on the Hill. This was a full-day meeting with members of Congress to advocate.
- Training:
 - Mountain View Nursing Home tour: On 4/10/24, EMS participated in joint training with the Madison Volunteer Fire Company to tour the Mountain View Nursing Home facility and review preplans.
- Community Paramedic Program:
 - Thanked staff leading the program.
 - Funding and grants:
 - Mountain View Nursing Home donated \$5,000 to help fund the start-up costs.
 - Applied for The Healthy Living Grant Program with Culpeper Wellness Foundation.
 - Did not receive funding.

- Applying for Strategies to Improve Health Equity Grant through NIH. The award ceiling is \$500,000, with \$3,000,000 being committed to grant needs.
- Applying for the National Aging and Disability Transportation grant for \$30,000.
- DHHS/NIH PAR-22-092 upcoming grant on Chronic Conditions and Health Disparities. Award ceiling \$500,000 over five years.
- Patient enrollment: six patients are enrolled in the program. Varying from aging services to durable equipment needs, with the help of community partners, they have provided:
 - Rollator, wheelchair, and shower chair to a patient with a fractured leg.
 - Installed a guardian alert in the home for a patient who lives alone, is on oxygen, and is hard of hearing.
 - Supplied six free smoke alarms to County residents.
 - Numerous educational resources are provided.
 - “File of Life” resources provided.
- Formed community partnership with Regional Transportation Cooperative (RTC):
 - They published and purchased five hundred brochures for the program.
 - Currently working on an MOU for vehicle provision 2-3 days a week.
 - Partnering with RTC for the NADTC grant due in June for \$30,000.

Emergency Management (EM): Noah Hillstrom, EMS Chief, gave a monthly report and highlighted the following items:

- FY22 Virginia Emergency Shelter Upgrade Grant:
 - The engineer of the Generator project thinks the Middle School would be a better fit and allow for more coverage and air conditioning.
 - Looking into the heating side of the job, as the boilers for both schools are at the high school.
- Public Safety:
 - The facility tour and open house at Mountain View Nursing Home took place in April. Fire and EMS were all present.
 - It was a great opportunity for everyone to learn about the facility and see their operations. Ryan Hoover was a great host.
- Quaker Run Wildfire – Expenses:
 - In the final stage of submitting the last part of the paperwork to the VDEM grants portal. Will provide further updates as the PA grant progresses.
- Stop the Bleed Program:
 - They have been awarded the LEMPG grant for \$7,500 and are using it this year to place Stop the Bleed cabinets in all the County buildings and the Madison County Volunteer Fire Company.

Information Technology: Bruce Livingston, Director of Information Technology, gave a monthly report and highlighted the following items:

- Reviewed the Enterprise Resource Planning (ERP) Tyler Technologies Go Live Preparation and the projects they were working on.
- Ordered a new CCTV system for the EMS building.
- Working on the rollout plan for the new password policy.
- Continuing to help users to add and trouble shoot authentication methods.
- Working on a quote with Granite to provide ISP redundancy for the County’s Segra service.
- Setup Wi-Fi service for the Kemper Museum

- Corrected cordless phone problems at the Kemper Museum
- Procured an additional desktop for Gavin Helme to support his badge, bar code scanning apps, and devices.
- Discussed the new position the IT Department is requesting and how it will be helpful.

Facilities & Maintenance: Moonie Frazier, Facilities & Maintenance Manager, gave a monthly report and highlighted the following items:

- Thanks everyone for participating in Madison Day and mentioned they had positive feedback.
- This week PMs should be finished for the HVAC units.
- The elevator inspection went well.
- Going to work with the Director of Emergency communications about the generator at the Sheriff's Department to correct the smell from the exhaust.
- Thursday the new floors will be installed in Major Jenkins' old office.
- Received all three bids in for painting the Courthouse roof and awarded the contract today.

Chairman Jackson inquired what was wrong with the floor in Major Jenkins' old office.

The Facilities & Maintenance Manager stated it had been in there for a long time and it had holes in it. It was a reasonable price and will be commercial type tile.

The County Administrator stated a local vendor, Cowan Roofing, was given the Courthouse painting job.

Economic Development & Tourism: Tracey Gardner, Economic Development & Tourism Director gave a monthly report and highlighted the following items:

- Business Appreciation Dinner May 20th and Business Expo May 23rd
- The CEDS, Comprehensive Economic Development Strategy, (regional) draft is available and has been posted for the mandatory 30-day public comment period. The draft document and appendices can be accessed at <https://www.rrregion.org/ceds> or in person at the RRRC offices.
 - The CEDS committee will have their last meeting on May 22nd.
- Hunton Hotel is under contract.
- A survey has been sent out to the wineries in the region for the GO Virginia Grant.
- Rosi from the Central VA Small Business Development Center will be at the Visitor Center to meet one on one with businesses again on June 24th.
- The Quad Tank event is on June 13th and briefly discussed the details.
- Evergreen is going to lease the warehouse space to Colliers International.
- Realtors Round Table met on April 10th with Brad Jarvis
 - A follow up on farm program seminar, specifically for realtors, will be held May 30th.
- Tuesday, April 16th, Ribbon Cutting at "The Mad House"
- On April 17th, cohosted a focus group for the Regional Entrepreneurship Initiative (REI), another GO Virginia Grant. This is a project focused on developing a community strategy for entrepreneurship and small businesses.
- Received final Performance Agreements for both Revalation and Hidden Pines.
- Central Regional Small Business Development Center 2023 report that they had 45 hours with 26 Madison County Clients.
- Ahmed Helmi, of Kirtley Road, is starting engineering work and will be working with Zoning.
- Planning Taste of the Mountains.

Building & Zoning Department: Jamie Wilks, Director of Building & Zoning, gave a monthly report and highlighted the following items:

- Building:
 - The new state building code has taken effect as of 01-18-2024.
 - This Friday, the 17th, there is a code update training event scheduled for all interested parties. It will be held in the BOS boardroom starting at 1pm.
 - A report showing permits issued in April of 2024 is in the agenda packet.
 - May is Building Safety Month.
 - Virginia has been ranked number one in the latest (2024) edition of the IBHS (Insurance Institute for Business & Home Safety) evaluation report.
- Zoning:
 - New Zoning Administrator, Tracy Clatterbuck, included updates in the agenda packet and the Director Building and Zoning highlighted a few:
 - Recently created new zoning related application forms and has been updating the website.
 - The office has received numerous complaints related to people living in campers and junk vehicles that are currently being investigated.
- Erosion & Sediment Control:
 - They will discuss the proposed amendments to Chapter 14 (Environment) related to Erosion and Sediment Control, and Stormwater Management. Joe Sexton, E&S Administrator, is in attendance for questions and any comments.
 - The monthly DEQ report for E&S is attached in the agenda packet.
- General Information:
 - Website updates: the County website is and will be continually updated to provide as much information to the public as possible.
 - Working towards the implementation of new software and hopes to go-live in the very near future.
 - The E&S Administrator received his Residential Building Inspection Certification.

Chairman Jackson congratulated the E&S Administrator.

Supervisor Buchanan inquired how contractors were informed about the training on Friday.

The Director of Building & Zoning listed a few places the flyer was posted and mentioned they do not have a master contractors email list.

Supervisor Yowell inquired about what “permit type fuel gas” meant.

The Director of Building & Zoning stated fuel gas permits is a gas line or a tank being installed.

Parks & Recreation: Jerry Carpenter, Director of Parks & Recreation, gave a monthly report and highlighted the following items:

- Thanked the volunteers from Madison Day. They had several hundred people at the park doing numerous things to improve the park.
- Spring sports are winding up.
- Summer Camp is 11 weeks long and is 96% full for enrollment.
- Tour de Madison is this Saturday.

- Music in the Park: June 22nd, July 28th, and August 24th
- Movies in the Park: June 21st Barbie Movie
- Thanked the Planning Commission, Board of Supervisors, and the County Administrator for their work approving the Outdoor Recreation Center.

Emergency Communications: Sean Ferguson, Director of Emergency Communications, gave a monthly report and highlighted the following items:

- 911 calls received from landlines: 175.
- 911 calls received from cellphones: 352.
- Administrative calls into the center: 2,097
- Administrative calls made: 1,118.
- Total call volume through the Center for the month of March: 3,742
- Calls for service this month: 1,146.
- Calls for year to date: 4,744.
- Radio Project Update:
 - Church Hill site near completion/antenna installation/power/fiber connections ongoing.
- Staffing in the Center:
 - Two vacancies; 2-3 viable applicants.
 - One trainee attending academy this June, possibly two depending on the hiring process.

Finance: Jennifer Warren, Finance Director, gave a monthly report and highlighted the following items:

- Has been working on the FY25 Budget Book and it is nearing completion.
- Working through the FY24 year-to-date expenditures and revenue budget reports
- Contacted any department heads who may have issues to discuss on their line items.
- Working with CSA, DSS, and the schools regarding how they are tracking on their FY24 budget.
- Will bring a budget update at the next meeting for FY24.
- The Waverly Yowell SRO FY25 Continuation Grant was awarded to the County.
 - Submitted applications for the continuation of the Victim Witness Grant, and continuation of the Deputy Commonwealth's Attorney grant (Virginia Victim Fund Grant)
- Working with the Deputy County Administrator on a Procurement procedure document.

CONSENT AGENDA

-
2. Approve Minutes: 03/14/2024 & 04/27/2024

Chairman Jackson reviewed the items on the consent agenda and asked the Board to take action.

Supervisor Dawson made a motion to approve the minutes for 03/14/2024 and 04/27/2024, seconded by Supervisor Jewett. ***Aye: Jackson, Yowell, Dawson, Jewett. Nay: (0) Abstain: Buchanan. Absent: (0).***

3. Approve Minutes: 03/26/2024, 04/03/2024, 04/09/2024, 04/23/2024, & 05/01/2024
4. Supplemental Appropriation #13 – County Administrator

Supervisor Yowell made a motion to approve the minutes for 03/26/2024, 04/03/2024, 04/09/2024, 04/23/2024, and 05/01/2024 and Supplemental Appropriation #13, seconded by Supervisor Buchanan.
Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).

SPECIAL APPEARANCES

5. Acknowledgement of Madison County Volunteer Fire Department – Congresswoman Spanberger’s Office

Ms. Kristi Black was present and spoke on behalf of Congresswoman Spanberger’s Office. Ms. Kristi Black recognized the Madison County Volunteer Fire Department, the Fire Chief, and the community for their efforts during the Quaker Run Fire. Ms. Kristi Black presented the Madison County Volunteer Fire Department and the Fire Chief with a congressional recognition award.

Troy Copping, Fire Chief, was present and received the award.

6. Blue Ridge Committee for Shenandoah National Park Relations – Bruce Bowman

Mr. Bruce Bowman, Madison County’s representative for the Blue Ridge Committee for Shenandoah National Park Relations, was present and inquired if the Board had any comments or concerns they would like to be shared with the Shenandoah National Park at their upcoming meeting. Mr. Bruce Bowman reviewed how the Blue Ridge Committee for Shenandoah National Park Relations operated for Supervisor Buchanan’s awareness.

The County Administrator mentioned Superintendent Kenney recently retired and they have an interim until they select someone for the position.

Mr. Bruce Bowman highlighted a few items:

- Topic’s that will be discussed at meetings:
 - Shenandoah National Park’s Good Neighbor Program.
 - Reviewing the Bylaws
- The Park received funds through the Great American Outdoor Act which they are using to repave roads and tear down old buildings.

Chairman Jackson inquired if there has been any update on the National Park radio project and mentioned Madison’s radio project.

Mr. Bruce Bowman stated they have not been able to get a definitive answer. Mr. Bowman discussed the challenges they currently face between the County and the Park regarding radios and emergency communications.

7. Local Housing Market Presentation – Kevin McHaney

Mr. Kevin McHaney, Realtor, was present and presented the Local Housing Market Presentation on behalf of the Greater Piedmont Realtors. Mr. Kevin McHaney highlighted the following key trends:

- Higher mortgage rates + low inventory = more homeowners staying in their homes. Creating a “lock-in effect”
- Madison County housing market is off to a relatively strong start in 2024. Unlike many parts of Virginia which have slowed.

- Inventory conditions remain tight. Little improvement statewide. Flat in Madison.
- Home sales activity is sluggish in Virginia. Madison County is outperforming last year so far in 2024, back to 2019 levels.
- Home prices are still climbing, and a robust pipeline of buyers are competing for a limited number of homes.
- Conditions remain competitive. Pent-up demand for housing + low supply = slow yet competitive market.

The County Administrator inquired if they tracked land as well.

Mr. Kevin McHaney agreed and stated it depends where the land is located and gave examples. Mr. Kevin McHaney mentioned he would come back quarterly to update this report.

Supervisor Yowell inquired if the draft Comp Plan was on the website.

The County Administrator stated it was not and it is still being worked on by the Comp Plan group. The County Administrator reviewed the schedule for the Com Plan:

- June & July – Presented at Planning Commission Workshops
- August – Presented to the Board
- The Board will determine the public hearing date.

Supervisor Yowell mentioned the State Code required a housing section in the Comp. Plan. Supervisor Yowell stated he would like to send that section to Mr. Kevin McHaney so he can provide the Board with feedback regarding working on affordable housing.

OLD BUSINESS

8. Technology Corridor/Economic Development Area Update – Supervisor Jewett

Supervisor Jewett confirmed the Board had a chance to look at the report, which they did. Supervisor Jewett stated they have limited options for Madison County because of infrastructure issues with regard to possible technology development, however they do have some opportunities. Supervisor Jewett mentioned some of the policies that other localities in Virginia have successfully adopted. Supervisor Jewett stated they needed to set up a structure to develop and execute their Economic Development Policy. Supervisor Jewett recommended forming an Economic Development Committee and stated he would be willing to lead and serve on the committee. Supervisor Jewett suggested the committee consisted of one or two Supervisors, one or two Planning Commission members, the Director of Economic Development & Tourism, one of the County Executives, and they can invite local expertise as needed. Supervisor Jewett stated the Comprehensive plan is a general guideline, but they need specific policies.

Supervisor Yowell mentioned the Comprehensive Plan is going to come to the Board for approval and inquired if they would put in the Comprehensive Plan that they want to form this committee.

Supervisor Jewett agreed.

There was further discussion regarding the Economic Development policies and the Technology Corridor.

Supervisor Dawson made a motion to approve creating the Economic Development Committee which includes Two Supervisors, Supervisor Jewett, and Supervisor Buchanan, both County Administrators, two Planning Commission members, and the Director of Economic Development & Tourism, seconded by Supervisor Buchanan. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

9. EMS Renovation Project Award – County Administrator

The County Administrator stated they solicited invitations for bids, and they had three submitted bids that they deemed complete. Upon reviewing, they have determined the lowest qualified bidder is Loudin Building Systems. The staff are recommending the Board approve the notice of award to Loudin Building Systems for the EMS facility renovation project for the total of \$1,006,428 and authorize the County Administrator and County Attorney to execute the contract. The County Administrator gave examples of other projects the company has completed and references they received regarding said projects.

Supervisor Yowell made a motion to approve the notice of award to Loudin Building Systems for the EMS facility Renovation project for the total of \$1,006,428 and authorize the County Administrator and County Attorney to execute the contract with Loudin Building Systems, seconded by Supervisor Dawson. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

10. Radio Project Capital Fund Update – County Administrator

The County Administrator stated at the last meeting they spoke about funding they anticipated being available after they close out the radio project which could be close to August. They will have a little over \$400,000 remaining, which was remaining money from the Primary School renovation. Staff recommended leaving that money for the capital item, letting the project close out, and then staff would bring recommendations for the remaining money to the Board. The Bond Council has approved the money available for future County and school projects.

The Board agreed.

NEW BUSINESS

11. Emergency Medical Services Week Proclamation – Chief Hillstrom

Chief Hillstrom gave an overview of the Emergency Medical Services Week Proclamation and the importance of Emergency Medical Services Week.

Chairman Jackson stated Mr. Nick McDowell's public comment speaks positively of the team, Chief Hillstrom, and dispatch.

Supervisor Dawson made a motion to approve May 19-25, 2024 as Emergency Medical Services Week, seconded by Supervisor Jewett. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

12. Stormwater and E&S Regulation and Ordinance – Erosion & Sediment Program Administrator

Mr. Joe Sexton, Erosion and Sediment Administrator, gave an overview of the changes to the regulations and the requested amendments to the ordinance. Below are highlighted items:

- Things are in a different order.

- Changed the definition for “farm building and structure.”
- “Natural channel design” was added to the definitions.
- “Peak flow rates” was added to the definitions.

The Erosion and Sediment Administrator stated the Control Plan and Management Plan is his responsibility once they decide to build. Madison County does not have a slope ordinance and discussed what other locations ordinance requirements were for slopes.

Chairman Jackson mentioned last week there was two specific articles from the ordinance brought up, section 4-3 and 7-5, and stated it was referenced that it was required to have an Erosion and Sediment Plan prior to the approval of the subdivision. Chairman Jackson stated what he read was that it is an automatic condition that would be triggered by the disturbance of that land.

The Erosion and Sediment Administrator stated his interpretation was that the Erosion and Sediment Control Plan and Stormwater Management Plan do not go into effect until there is land disturbance.

Chairman Jackson asked for confirmation that is not something that would be a part of the subdivision plan.

The Erosion and Sediment Administrator stated if they are dividing lots that is correct, as long as it is not a non-conforming lot.

Chairman Jackson added this applied if it is not a planned unit development.

The County Administrator referenced article 7 and stated it has to do with plat preparation. There are plat requirements, and this is where the stormwater management and erosion section are listed. The County Administrator stated erosion and stormwater management would be shown on a plat, and it is seen as a condition and the condition will not occur until the Building Permit.

Tracy Clatterbuck, Planning & Zoning Administrator mentioned that 8-1 stated that prior to work being done that any administrative employees have to make sure those permits are in order.

The County Administrator has section 7-5-12 pulled up on the projector screen and stated private and public water sources need to be identified on the plat.

The Planning & Zoning Administrator mentioned that 7-5-12 stated that “supporting data shall include...” If the OSE provides a report that says the well location is included, that would be supporting data, and the well location would not have to be shown on the plat. However, the drain location needed to be shown on the plat.

The County Administrator stated he plans to do a summary of those articles and provide it to the Planning Commission.

There was further discussion regarding slopes.

After discussion, the Board agreed to have the Planning Commission discuss and study slopes and potentially additional requirements.

Supervisor Yowell made a motion to approve having the Planning Commission study the requirements of potential subdivisions with slopes 25% or greater, seconded by Supervisor Jewett. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

Mr. Jamie Wilks, Director of Building & Zoning reminded the Board to set the public hearing date.

Chairman Jackson recommended June 11th for the Stormwater and Erosion and Sediment Ordinance public hearing.

The Board agreed.

DISCUSSION

13. Criglersville Swinging Bridge – Supervisor Yowell

Supervisor Yowell stated the Criglersville swinging bridge was closed by VDOT in October 2020. Since they had not made progress on it, Supervisor Yowell called Samantha Guerry to inquire if Robinson Rose Community Alliance would be interested in taking on the swinging bridge issue considering the Criglersville Swinging Bridge Alliance had not made any progress. The Robinson Rose Community Alliance is not interested, and Criglersville Swinging Bridge Alliance is “pending inactive” due to unpaid State fees. Supervisor Yowell stated this leaves it up to the County or to craft some sort of terms of a private and County ownership. Supervisor Yowell stated the assessment in the agenda packet lays out a number of challenges and discussed those challenges. Supervisor Yowell advised sharing this document with the public and holding a public hearing on June 11th.

The Board agreed to have Marty McGetrick and Bonnie Dixon, who were both present, speak due to their proximity to the bridge.

Mr. Marty McGetrick: Mr. Marty McGetrick expressed his concerns with VDOT’s credibility regarding the expenses to repair the bridge. Mr. Marty McGetrick stated the bridge provides safe passage for pedestrians when the river gets high and there have been fatalities with people trying to cross that river. Mr. Marty McGetrick recommended the Board and County “step up to the plate” regarding the bridge. Mr. Marty McGetrick stated this is a State road and private citizens should not be required to maintain it. VDOT would be willing to repair the bridge if the County takes ownership afterwards. Mr. Marty McGetrick suggested the County make an agreement with VDOT and does not feel there will be much maintenance in the future.

Ms. Bonnie Dixon: Ms. Bonnie Dixon mentioned she owns a piece of property where the bridge ends and underneath it, and the taxes for the whole thing are around \$33 a year. Ms. Bonnie Dixon stated she was researching funding that could be obtained due to the bridge’s historic value, but it did not work out. Ms. Bonnie Dixon was in favor of having it fixed but would put this far down on the priority list.

The was further discussion regarding the Criglersville Swinging Bridge.

Ms. Jennifer Campbell: Ms. Jennifer Campbell inquired if the cost to remove the bridge could be provided at the public hearing. Ms. Jennifer Campbell stated if nothing is done, it is going to continue to deteriorate and it would be viable to have all the information up front so a decision can be made one way or another.

Chairman Jackson stated VDOT would pay to have it taken down.

The County Administrator referenced page four of the report and it states an estimate of \$100,000 for removal.

Kevin McHaney: Mr. Kevin McHaney stated his understanding is that VDOT agreed to do the repairs and whatever the difference is between that and the cost of removing it would be donated to the cause.

The was further discussion regarding the Criglersville Swinging Bridge.

After further discussion, the Board agreed to have a public hearing on June 11th.

14. Agriculture Extension Agent – County Administrator

The County Administrator stated the County funds a portion of the Virginia Extension Office, which is a cooperative with Virginia Tech. They now have a new Director, Kelly Mallory, and Brad Jarvis, Agriculture Extension Agent, is retiring at the end of June. This letter is for discussion regarding how the Board would like to see the locally funded position filled. The position was for production-based agriculture and the Board would like that continuum of whoever fills that current vacancy. This letter of support would go to Dr. Mike Gutter, Director of Virginia Cooperative Extension.

Chairman Jackson stated Farm Bureau and Madison Young Farmers has put out a letter as well as other agriculture groups. The big concern is the size of Madison County, and the direction Virginia Tech is taking agriculture extension meaning this would be low on their priorities. Mr. Brad Jarvis, Agriculture Extension Agent, knows production-based agriculture and provides a valuable service to a lot of people in Madison County. Chairman Jackson stated a push from this Board stating they value this position and would like it filled by someone who is competent would be helpful.

Supervisor Jewett agreed that the position should be maintained and stated it would be beneficial to the County to have this position, but he does not think they will ever replace Mr. Brad Jarvis.

Chairman Jackson mentioned the State wanted to regionalize these several years ago and it was basically Virginia Tech wanting to keep the money.

The County Administrator stated he would send the letter.

Supervisor Yowell inquired who the letter would be signed by.

Chairman Jackson advised he and the County Administrator could sign it.

INFORMATION/CORRESPONDENCE

15. RRRC's Draft Comprehensive Economic Development Plan – County Administrator

The County Administrator stated Madison is in region nine for Go Virginia and there was initiative for the Comprehensive Economic Development Plan. Thomas Jefferson Planning District released theirs a week or two ago. The County is a part of the Rappahannock Rapidan Regional Commission (RRRC) and there was an effort to pull together the counties in both planning districts and present the CEDS' to the Go Virginia. This is open to public comment and concludes on May 23rd. The County Administrator

mentioned they will put this letter on the County’s website. The County Administrator made the following notes regarding the Draft Comprehensive Economic Development Plan:

- Reviewed the SWAT analysis.
- Reviewed Madison’s employee statistics.
- There is a CEDS Committee that develops an annual report that comes from this.
- There is an Implementation Committee that will track how things are implemented and improved.
- Information about agriculture was in the Plan.

Tracey Gardner, Director of Economic Development & Tourism, stated everything is running concurrently, they ranked high for agritourism quality of life, and ranked low with infrastructure.

The County Administrator mentioned Go Virginia is looking at target industries and gave examples.

PUBLIC COMMENT

Chairman Jackson opened the floor for public comment.

Jim Smith, Brightwood: Mr. Jim Smith encouraged the Board to look at page seven of the Regional Economic Development Plan and review the principles of CEDS (Community Economic Development Strategy) Mr. Smith expressed concerns with the document if it was based on diversity, equity, and inclusion. Mr. Jim Smith was in favor of the new Economic Development Committee initiative. Mr. Jim Smith referenced the housing plan and stated a median price is not an average price. Mr. Jim Smith expressed concerns about low income/affordable housing in Madison.

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

CLOSED SESSION

None.

ADJOURN

With there being no further business to conduct, Supervisor Dawson made a motion to adjourn, seconded by Supervisor Jewett. ***Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).***

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: May 28, 2024.

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Agenda
Board of Supervisors
Tuesday, May 28, 2024, 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: 05/14/2024
2. Supplemental Appropriation #14

Special Appearances

Old Business

3. Case No. S-03-24-20 – Brian Kelly has applied for a by-right subdivision of a 21 acre A1 (agriculture) zoned lot. The subdivision would create 3 new 3 acre lots and a residue lot of 12 acres. The subject lot does not contain a postal address but is located at the intersection of Leathers Road and Etlan Road and is identified on Madison County's Tax Map as 14-9A.

New Business

4. Resolution #2024-7 Schedule of Fees for EMS Vehicle Transport Services – County Administrator
5. EMS Ambulance Purchase – Chief Hillstrom
6. Graves Mountain Lodge Festival of Music Large-Scale, Outdoor Event Permit Application – County Administrator
7. Committee Updates – Deputy Clerk
8. Citizen Speed Study Request for Beautiful Run Road – County Administrator
9. Hoover Ridge Park's Outdoor Recreation Center Renovation Bid Update - County Administrator

Discussion

10. FY24 Finance Dashboard – Finance Director

Information/Correspondence

11. June 11th Public Hearings – County Administrator
(Criglersville Swinging Bridge/ Erosion and Stormwater Code Amendment)
12. VDOT Bridge Replacement Design Public Hearing on June 6th – County Administrator

Public Comment

Closed Session

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 6:00 PM — Tuesday, May 28, 2024

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

MEETING #22 — May 28th

At a regular meeting of the Board of Supervisors on Tuesday, May 28th at 6:00 PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chair
Carty Yowell, Vice-Chair
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Hannon Wright, County Attorney
Jennifer Warren, Finance Director
Kimberly Turner, Deputy Clerk

ABSENT: None.

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.

Chairman Jackson mentioned he wanted to go through item 3, similarly to how they do at Joint Meetings.

The Board agreed.

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

CONSENT AGENDA

1. Approve Minutes: 05/14/2024
2. Supplemental Appropriation #14

The Finance Director highlighted the following items regarding Supplemental Appropriation #14.

- There is a memo in the agenda packet from Chief Hillstrom.
- The contingency general operations balance after the supplemental is included in the supplemental appropriation.

- They submitted a reimbursement request to VDEM for \$70,263.91 for the Emergency Event Wildfire and if approved, this reimbursement will be in FY25.

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

SPECIAL APPEARANCES

None.

OLD BUSINESS

3. Case No. S-03-24-20 – Brian Kelly has applied for a by-right subdivision of a 21 acre A1 (agriculture) zoned lot. The subdivision would create 3 new 3 acre lots and a residue lot of 12 acres. The subject lot does not contain a postal address but is located at the intersection of Leathers Road and Etlan Road and is identified on Madison County's Tax Map as 14-9A.

The Planning & Zoning Administrator was present and reviewed staff updates regarding the Board's concerns at the Joint Meeting on May the first.

- Well concerns previously discussed:
 - Under Plat Details in Article 7-5-12 of the Madison County Zoning Ordinance, it states the following:
 - *"Supporting data shall include any plans for water supply and sewage disposal; soil erosion and sedimentation control measures; existing sewers, water mains, culverts and other underground structures within the tract or parcel of land."*
 - The Virginia Department of Health has reviewed and approved the subdivision plat for individual well and onsite sewage disposal systems for the proposed lots. A copy of the approval letters (dated December 28, 2023), including the Onsite Soil Evaluator (OSE) reports, has been included in the packet.
 - Based on the documentation received, it is the Planning & Zoning Administrator's opinion that the above-listed requirements related to well and septic have been met.
- Contours/topography/slope concerns previously discussed:
 - In the agenda packet are two maps of the current property showing twenty-foot contours for review.
 - There are currently no slope requirements in the A-1 zoning district of the Madison County Zoning Ordinance.
 - The Board has directed the Planning Commission to review possibly adding slope regulations to zoning districts.
- Lot width/frontage concerns previously discussed:
 - There was a concern mentioned that "Lot B" may not meet the required minimum lot width requirements. In the A-1 Zoning District, under Article 4-5 it states the following:
 - *"The minimum frontage for permitted uses shall be 250 feet at the setback line or measured at the location of the foundation of the subject parcel's principal dwelling or accessory building. The minimum distance which the building is required to be located from the street right-of-way or center line shall be known as the setback line."*
 - Based on how Article 4-5 is worded, staff does not see an issue at this time.
 - Mark McAnallen, Land Surveyor, clarified that the reason the line in question was not labeled on the plat is because an iron pin was found (IPF) at 105' which is labeled on the

plat near “Lot B”. He further clarified that meant that the road frontage at Leathers Road for “Lot B” is 105’.

- Erosion & sediment control and stormwater requirements previously discussed:
 - In the Subdivision Ordinance under 4-3-2 it states the following:
 - “*Stormwater management. Proper approval of a stormwater management plan, as required by the Madison County Water Protection Ordinance, shall be a condition of approval of every subdivision plat.*”
 - In the Subdivision Ordinance under 4-3-3 it states the following:
 - “*Erosion Control. Proper approval of plans and specifications for temporary (during construction) and permanent soil erosion and sedimentation controls as required by the Madison County Soil Erosion and Sediment Control Ordinance shall be a condition for approval of every subdivision plat.*”
 - Joe Sexton, E&S Program Administrator, met with Mr. Kelly and the Planning & Zoning Administrator on May 2, 2024, to review the permit requirements related to E&S and Stormwater.
 - Mr. Kelly informed staff that he has no current plans to develop these lots as he is planning to sell. Since Mr. Kelly currently has no plans to cause any land disturbance, no E&S and/or stormwater permits are required. Prior to any future land disturbance, whether it be Mr. Kelly or any future purchaser of the lot(s), all applicable permits shall be required and obtained prior to excavation and/or construction.
 - Disturbance for Residential Purposes:
 - An “agreement in lieu of” is required when constructing a new home, installing septic system, road, etc. This permit covers less than one acre of land disturbance.
 - In addition to E&S permits, a Stormwater Permit is required for more than one acre of disturbance as well.
 - Article 8-1 of the Madison County Subdivision Ordinance states:
 - “*No permit will be issued by any administrative officer of Madison County, Virginia, for the construction or any building, or other improvements requiring a permit, upon any land concerning which a plat is required by this ordinance, unless and until the requirements of this ordinance have been complied with.*”

Supervisor Jewett thanked the Planning & Zoning Administrator and stated for confirmation that Mr. Kelly has complied with all the current zoning regulations for this by-right subdivision.

The Planning & Zoning Administrator agreed.

The County Administrator mentioned Scott Elliff, 251 Gibson Hollow Lane, submitted a letter to be a part of the public record which is available tonight.

The County Attorney mentioned he reviewed that email and thanked the Planning & Zoning Administrator for her work on this. The County Attorney stated it is written to say what things are required in the subdivision ordinance, but the ordinance cannot be read in a way that leads to an absurd result and gave an example. The County Attorney stated erosion & sediment control, and stormwater management is when someone has applied for the permit and hoping to move dirt. The County Attorney stated he concurred with the Planning & Zoning Administrator.

Chairman Jackson inquired if the applicant, Mr. Brian Kelly, had anything additional to add.

Mr. Brian Kelly stated he is just trying to follow the rules and he completed the documents required by the application.

Chairman Jackson opened the floor for public comment.

Martha Mikula: Mrs. Martha Mikula expressed her concerns with the application and stated stormwater management and erosion control provision is not being enforced. Mrs. Martha Mikula requested the Board deny the application.

Martin Mikula: Mr. Martin Mikula stated he is a property owner and a resident that will be impacted by the proposed development. Mr. Martin Mikula expressed concerns regarding drainage and run-off and discussed the consequences of steep terrain. Mr. Martin Mikula requested the applicant be required to provide an impact study. Mr. Martin Mikula requested the Board deny the application.

With there being no further public comment being brought forward, the public comment opportunity was closed.

Supervisor Yowell mentioned the slopes for each lot and stated this is an inappropriate place to put lots. Supervisor Yowell inquired if the applicant, Brian Kelly, would consider withdrawing the application and build a home for his family and become a neighbor of Etlan.

Mr. Brian Kelly responded that he plans to be a neighbor in Etlan but he does not want to withdraw his application.

Supervisor Yowell asked if the applicant realized how valuable his place would be without three more lots between him and the intersection of Etlan Road and Leathers Road.

Mr. Brian Kelly responded that he would not feel encroached upon with a house on a 12-acre property. Mr. Brian Kelly stated he spent a lot of time researching this property and discussed the process he has gone through to be transparent and open with the County. Mr. Brian Kelly mentioned he was lucky to have power on his property and stated he reach out to Mr. Mikula to use his transformers, but he said no. Mr. Brian Kelly stated he followed all the rules, and many properties have inappropriate places to build, while also having areas where it is appropriate on those properties.

Supervisor Yowell inquired if Mr. Brian Kelly bought this property sight unseen.

Mr. Brian Kelly responded that he had driven past it.

There was further discussion between Mr. Brian Kelly and Supervisor Yowell regarding the location.

Chairman Jackson stated it is about personal property rights and Mr. Brian Kelly has done everything the County required. This is a track of land that can be subdivided by right. It is not optimal, but it is possible. Chairman Jackson stated they can disagree with the appropriateness of it, but the applicant has done all the leg work for this.

Martin Mikula: Mr. Martin Mikula clarified that he did not speak with Mr. Brian Kelly regarding the power, the power company contacted him. Mr. Martin Mikula stated he recommended having power on that side running underground and stringing power lines across the road. Mr. Martin Mikula stated he

received a letter from Mr. Brian Kelly about his dogs and wanted to talk about power, but the power was a done deal, so they never talked. Mr. Martin Mikula inquired if Mr. Brian Kelly presented the Board, Planning Commission, or the County with an objective evaluation of the impact of this proposed development and if he has not, he requested the County require that.

Supervisor Yowell stated this is not a development yet, it is simply a subdivision.

There was further discussion regarding the application process for possible development after subdividing.

Supervisor Dawson made a motion to approve Case No. S-03-24-20, seconded by Supervisor Jewett. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

NEW BUSINESS

4. Resolution #2024-7 Schedule of Fees for EMS Vehicle Transport Services – County Administrator

The County Administrator discussed the background of the schedule of fees for EMS vehicle transport services.

Chief Hillstrom was present and spoke about the fee schedule and highlighted the following items:

- Tax dollars are considered the copay.
- County residents: billed only to the extent of his or her Medicare, Medicaid, or other health insurance coverage.
- Non-County residents: bill insurance and will receive a bill for the remaining amount.
 - If they are unable to pay, they can file for a Financial Hardship Waiver.
- Reviewed the fee for services for surrounding counties.
- Madison's suggested changes will only affect private insurance because Medicaid and Medicare have set billing fees.

The County Administrator had the Deputy Clerk share on the projector screen where to go on the County's website to locate the ambulance billing information.

- Go to Home Page and under the department tab select, "Emergency Medical Services" (EMS)
- On the left, select, "Ambulance Billing."

Chairman Jackson inquired why they did not need a public hearing for this.

The County Administrator stated their Administrative Fees are what they directly charge the taxpayer. This is a soft billing that goes to the insurance company, so it is done via resolution.

Chairman Jackson asked the County Attorney if that sounded correct.

The County Attorney stated he would have to look into it.

Supervisor Jewett made a motion to approve Resolution #2024-7 on the Schedule of Fees for EMS Vehicle Transport Services, seconded by Supervisor Dawson. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

5. EMS Ambulance Purchase – Chief Hillstrom

The County Administrator stated the procurement mechanism they are using is HGAC, which they are a member of. They are allowed to use any cooperative procurements that are in their listing if the contract documents specify that Virginia is a participant. The proposal in the packet is based on purchasing this unit with HGAC am-10-23 and that is the contract number that can be looked up on the HGAC website. The contract is good through November 2027 and there is a \$1,000 processing fee. The County Administrator stated it met all procurement thresholds. The County Administrator mentioned they do not pay until they receive the ambulance, and they anticipate receiving it within two years to thirty-two months.

The County Attorney stated it is a cooperative agreement which is allowable under Virginia Code 2.2-4304.

Supervisor Jewett inquired if this was worked into the long-term CIP.

The Finance Director stated it is in the five-year outlook for the capital budget. The one for FY25 is the original order they placed, and this second ambulance order would be in the out years.

The County Administrator discussed his conversation with Atlantic today regarding what other localities do regarding refurbishing. The County Administrator stated they would continue to look into it.

Supervisor Yowell made a motion to approve the proposal with HGAC for \$478,050 for an Ambulance, seconded by Supervisor Jewett. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

Chief Hillstrom mentioned multiple agencies that bill Medicare/Medicaid have been selected to report. Chief Hillstrom stated he started his application to prove his identity, but he is required to identify his social security number. The penalty for not doing it is 10% from Medicare/Medicaid monies that come in.

Supervisor Yowel mentioned Chief Hillstrom's report said he thought an EIN number would work and asked what the status was on that.

Chief Hillstrom stated it is a "no go."

Chairman Jackson advised the County Attorney to look into it and see what other localities are doing.

6. Graves Mountain Lodge Festival of Music Large-Scale, Outdoor Event Permit Application – County Administrator

The County Administrator stated all necessary first responders have reviewed the permit and have no issues. This event is slated to kick off May 30th.

Supervisor Yowell made a motion to approve Graves Mountain Lodge Festival of Music Large-Scale, Outdoor Event Permit Application, seconded by Supervisor Dawson. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

7. Committee Updates – Deputy Clerk

The Deputy Clerk stated Sarah Berry was the Madison County representative on the Germanna Community College Board and her term will expire on June 30, 2024. Sarah Berry has reached her two-year term limit. Staff recommended the Board consider advertising for the Germanna Community College Board for Sarah Berry's position.

The Deputy Clerk stated Scott Bennett's, current Social Services Board Chairman, first term expires June 30, 2024, and is eligible and willing to serve again. Social Services staff fully endorse Scott Bennett's reappointment. Staff recommended the Board consider reappointing Scott Bennett for the Social Services Board.

The Deputy Clerk stated the Community Policy Management Team and Family Assessment & Planning Team have terms expiring June 30, 2024. CSA staff will notify the County Administration Office of those changes to be presented to the Board for approval very soon.

Chairman Jackson inquired if the Board wanted to advertise for the Germanna Community College Board.

Supervisor Jewett stated if they could not find someone for the Germanna Community College Board he might be willing.

After further discussion, the Board agreed to advertise on the website and in the newspaper.

Chairman Jackson recommended seeing if Sarah Berry could recommend folks.

Supervisor Jewett recommended recruiting folks from the High School.

Chairman Jackson stated he would talk to Anna Graham, Madison County Schools' Superintendent.

Chairman Jackson inquired what the Board would like to do regarding the reappointment of Scott Bennett.

Supervisor Yowell made a motion to approve Scott Bennett to be reappointed to the Social Services Board, seconded by Supervisor Buchanan. ***Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).***

8. Citizen Speed Study Request for Beautiful Run Road – County Administrator

The County Administrator stated he met with a resident who lives on Beautiful Run Road right beside Good Hope Church Road. The resident requested VDOT to review the current speed of vehicle traffic on Beautiful Run Road and she would like to request that the speed limit be lowered. The posted speed limit is 45mph and curves with suggested 35mph. Staff are asking the Board to consider the citizen request and provide directions to staff should the board desire to have VDOT conduct a speed study.

The Board agreed to request VDOT to do a speed study.

Chairman Jackson inquired if the County Administrator spoke with the gentlemen who spoke during public comment about Elly Road at the last meeting.

The County Administrator agreed and stated they are trying to get a speed study on that as well.

Chairman Jackson asked the Board if they wanted to do a speed study on Elly Road.

The Board agreed.

9. Hoover Ridge Park's Outdoor Recreation Center Renovation Bid Update - County Administrator

The County Administrator stated they had their bid opening last week for the Hoover Ridge Park's Outdoor Recreation Center Renovation. The invitation for bids went out in April 2024 and bids were due by 2:00 pm on May 23, 2024. There was a non-mandatory pre-bid meeting and there were three or four people present. They only received two bids, and neither were present for the pre-bid meeting. The two companies who submitted bids are listed in the packet with their totals.

- Miller Brothers Construction: \$1,760,179
- Bright Construction: \$3,925,650

The County Administrator stated they budgeted in FY25 \$700,000 for this capital project, Parks & Recreation Authority has pursued other funding streams, and the County has submitted a congressional funding request toward this project. The County Administrator reviewed what was included in phase one of the project. The County Administrator stated the County Attorney has reviewed and the Board has been provided his suggestions. The County Administrator stated staff are recommending the Board reject both bid submissions for the Hoover Ridge Outdoor Recreation Center phase one project. The County Administrator stated if the Board decided to reject, he would call for a project committee meeting and he would notify those who submitted and those who did not bid.

Supervisor Dawson stated they appreciated the bidders and the bids they have submitted; however, he made a motion for the County to reject the bids pursuant to code section 2.2-4319. They intend to potentially clarify and re-scope the requirements of the advertisement, seconded by Supervisor Jewett.
Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).

The County Attorney stated that as staff, they will be obligated to make that part of their contract file explaining that they rejected all the bids.

Chairman Jackson stated the time they submit these bids seasonally affects the way contractor bid on things. Chairman Jackson stated it looks like they put it out at the wrong time, and he believed the committee needs to look at it and reanalyze. Chairman Jackson stated they need to reevaluate paving and consider it when they get to the splash pad. Chairman Jackson stated they need to figure out where their actual funding is and put the paving at the end of the list. Chairman Jackson inquired if the bid submitted for \$3,925,650 was for phase one or the whole project.

The County Administrator stated it did not say and it is a question he will ask. The County Administrator mentioned he did not want to ask while they were in active bid submission consideration.

There was further discussion regarding Hoover Ridge Park's Outdoor Recreation Center Renovation Bid.

The County Administrator gave a brief overview of where bid information was located on the website and how to sign up for notifications.

DISCUSSION

10. FY24 Finance Dashboard – Finance Director

The Finance Director gave an overview of the FY24 Financial Dashboard and highlighted the following:

- The Dashboard is on a cloud-based platform called Smartsheet's.
- Will be taking data out of the accounting system, and it will be imported into the dashboard.
- Reviewed department's budgets status for FY24.
- Reviewed the revenues charts on the dashboard.
- Reviewed the county Capital on the dashboard.
 - Reviewed the CARP (Capital Asset Replacement Program items)
 - Reviewed the CIP (Capital Improvement Program items)
- Reviewed the schools' budget on the dashboard.
 - Included their Capital budget.
- Reviewed Social Services' and CSA's budget.
- Can put the dashboard on the County's website if the Board would like.

After discussion, the Board agreed to put the dashboard on the County's website and the Finance Director will update it once a month.

INFORMATION/CORRESPONDENCE

11. June 11th Public Hearings – County Administrator

(Criglersville Swinging Bridge/ Erosion and Stormwater Code Amendment)

12. VDOT Bridge Replacement Design Public Hearing on June 6th – County Administrator

The County Administrator gave a brief overview of the upcoming public hearings.

Chairman Jackson stated the Sheriff contacted him and informed him that Captain McKnight's Grants for two SRO's was approved.

The County Administrator stated he talked to Major Estes and the plan is for them to talk to the Finance Director this week. The County Administrator gave a brief overview of the SRO positions they currently have and the ones this grant will fund.

The Finance Director stated Major Estes and Captain McKnight plan to present a PowerPoint presentation to the Board at the second meeting in June.

Supervisor Jewett inquired if the office works with Culpeper Soil & Water Conservation District specifically regarding the Stormwater Erosion & Sediment Ordinance changes.

The County Administrator stated the E&S Administrator works directly with Richard Jacobs to receive staffing reports. The Planning Commission Chairman assigned a committee who will be reviewing slopes. The County Administrator stated the Comprehensive Plan is more of a guiding document and the ordinance is law. The County Administrator suggested the committee look at all zones when it comes to slopes and listed documents that may be helpful to review.

PUBLIC COMMENT

Chairman Jackson opened the floor for public comment.

Jennifer Campbell: Ms. Jennifer Campbell commended the Finance Director for the dashboard and using Smartsheets. Ms. Jennifer Campbell mentioned the EMS Chief presented what communities around Madison were charging for use of Ambulances and stated all local counties surrounding Madison were not included. Ms. Jennifer Campbell stated regionally they need to assess before approving the agreement.

Supervisor Dawson inquired if those counties did not provide it.

The County Administrator agreed and stated they can get that information.

Jennifer Campbell: Ms. Jennifer Campbell mentioned the missing counties are more similar in population size than the large cities that were listed.

The Finance Director stated she could help get that information.

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

CLOSED SESSION

None.

ADJOURN

With there being no further business to conduct, Supervisor Yowell made a motion to adjourn, seconded by Supervisor Dawson. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: June 11, 2024.

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Agenda
Joint Meeting
Madison County Board of Supervisors
Wednesday, June 5, 2024 at 7:00 PM
Admin. Building Auditorium, 414 North Main Street,
Madison, Virginia 22727

Call to Order

Determine Presence of a Quorum/Adoption of Agenda

Public Comment

Public Hearings

New Business

1. Review proposed amendments to Appendix 1 (Zoning Ordinance), Article 14-9 (Minimum Off-Street Parking) – Planning & Zoning Administrator
2. Review proposed amendments to Appendix 2 (Subdivision Ordinance), Article 7-1 (Filing Requirements) – Planning & Zoning Administrator
3. Review proposed amendments to Appendix 1 (Zoning Ordinance), Article 20 (Definition-Automobile Graveyard) – Planning & Zoning Administrator
4. Review proposed amendments to Appendix 1 & 2 (Zoning & Subdivision Ordinances), Boundary Line Adjustment(s) – Planning & Zoning Administrator
5. Topping Committee Funding Request – County Administrator

Information/Correspondence

Public Comment

Closed Session

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 7:00PM — Wednesday, June 5, 2024

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

MEETING #23 — June 5th

At a Joint Meeting between the Board of Supervisors and the Planning Commission on Wednesday, June 5th at 7:00PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chair
Carty Yowell, Vice-Chair
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Brian Gordon, Deputy County Administrator
Hannon Wright, County Attorney
Tracy Clatterbuck, Planning & Zoning Administrator
Janet Henshaw, Planning Commission Secretary
Kimberly Turner, Deputy Clerk

ABSENT:

Following the Planning Commission's adoption of their agenda, the Board of Supervisors came to order concurrent of the Planning Commission's portion of the meeting.

CALL TO ORDER

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 the meeting will be a workshop between the Board of Supervisors and the Planning Commission in preparation for the public hearings. Chairman Jackson stated the fifth item is regarding a Topping Committee request.

Supervisor Dawson made a motion to approve the agenda as presented, seconded by Supervisor Jewett.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0)

The Board did not suspend their meeting. The Planning Commission went through their agenda and the Board added feedback throughout the meeting.

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.

PLANNING COMMISSION ITEMS

The Planning Commission voted on their consent agenda, which is recorded in the Planning Commission minutes. (*New Business, item A. on the Planning Commission agenda*).

The Planning Commission discussed the upcoming Planning Commission dates for June 19, 2024, which is a holiday, and July 17th, 2024, which is the Madison County Fireman's Parade. (*New Business, item B. on the Planning Commission agenda*).

- During the discussion, Supervisor Yowell mentioned the Planning Commission Bylaws stated that if a meeting falls on a legal holiday, then the meeting would be the following business day.

The Planning Commission voted to move the meetings to June 20, 2024, and July 18, 2024 at 6:30 pm, which is recorded in the Planning Commission minutes.

Mr. Jim Smith, Planning Commission member, presented the proposed amendments to the Planning Commission Bylaws (*Unfinished Business, item A. on the Planning Commission agenda*)

The Planning Commission had further discussion regarding the proposed amendments to the Planning Commission Bylaws.

PUBLIC HEARING

None.

NEW BUSINESS (*Planning Commission Listed Items as "Unfinished Business"*)

1. Review proposed amendments to Appendix 1 (Zoning Ordinance), Article 14-9 (Minimum Off-Street Parking) – Planning & Zoning Administrator

The Planning & Zoning Administrator reviewed the proposed amendments and request the Planning Commission take this to a public hearing on July 3, 2024.

The Planning Commission had further discussion regarding the proposed amendments, which is recorded in the Planning Commission minutes.

The Board did not have any additional comments.

After discussion, it was decided that the following amendments will be considered at the public hearing on July 3, 2024:

Article 14-9-12 (Zoning Ordinance): For office buildings, offices, and **for** professionals, and personal service establishments, there shall be provided one **(1)** parking space for each **two hundred (200)** square feet of floor space.

Article 14-9-13 (Zoning Ordinance): For medical and dental clinics, ~~four~~ **three (3)** parking spaces per examination or treatment room, plus one parking space for each doctor and employee.

2. Review proposed amendments to Appendix 2 (Subdivision Ordinance), Article 7-1 (Filing Requirements) – Planning & Zoning Administrator

The Planning & Zoning Administrator stated there were very minor changes and requested the Planning Commission take this to a public hearing on July 3, 2024.

The Planning Commission had further discussion regarding the proposed amendments, which is recorded in the Planning Commission minutes.

The Board did not have any additional comments.

After discussion it was decided that the following amendments will be considered at the public hearing on July 3, 2024:

“An applicant shall file a minimum of 47 five (5) prints of the final plat, prepared by a land surveyor or certified professional engineer licensed by the Commonwealth of Virginia to practice as such. An applicant shall provide an electronic copy of the final plat. Subdivisions approved administratively shall require one print of the final plat to be maintained and held in County records for a minimum of ten years from the date of approval. The said surveyor or professional engineer shall affix upon each plat a signed certificate and also indicate thereon the source of the title of the owner of the land subdivided. Any supporting data or plans shall also be filed with the Commission or its agent. A final plat is recommended to have all required plat details and approval signatures from the Virginia Department of Health and Virginia Department of Transportation. Lots/parcels recorded without such approval signatures shall not be issued a zoning or building permit until such approvals are obtained in writing from said departments.”

3. Review proposed amendments to Appendix 1 (Zoning Ordinance), Article 20 (Definition-Automobile Graveyard) – Planning & Zoning Administrator

The Planning & Zoning Administrator stated under the definition of Junk Yard it currently states, “Two hundred square feet” and then proposed changing it to say, “one hundred” to match the definition of “Dump Heap.”

The Planning Commission had further discussion regarding the proposed amendments, which is recorded in the Planning Commission minutes.

During the discussion, the Board made the following comments:

- Chairman Jackson clarified the new laws regarding Farm Use tags after hearing a concern from the Planning Commission.
- During discussion regarding enforcing the ordinance, Supervisor Jewett mentioned these amendments are for definitions and inquired where it specifically states that they cannot do it, what triggers violations, and possible remedies.

The County Attorney clarified that the only place a “Junk Yard” is allowed is in M2 by a special use permit.

Mike Snider, Planning Commission member, stated they do not state that junk is prohibited.

The Planning & Zoning Administrator stated in the Madison Code, there is a section that states, “if any use is not listed by right or special use permit, it is prohibited.”

- Supervisor Yowell advised changing it to “one hundred square feet.”
- Supervisor Buchanan mentioned “one hundred square feet” was very small.

After further discussion, the Board decided to change it to one hundred square feet, and it was decided that the following amended definitions will be considered at the public hearing on July 3, 2024:

Article 20-13. *Junkyard*. The use of any area of land of more than 100 square feet in any location for the buying or selling, storage, keeping or abandonment of junk including scrap metals or other scrap materials. The term "junkyard" shall include the terms "automobile graveyard, garbage dumps, and sanitary landfills. (Ref. Va Code § 33.2-804)

Article 20-15. *Automobile Graveyard*. Any lot or place that is exposed to the weather and upon which more than five inoperable motor vehicles of any kind that are incapable of being operated and which it would not be economically practical to make operative, are placed, located, or found. The movement or rearrangement of vehicles within an existing lot or facility does not render this definition inapplicable. See also "junkyard and inoperable vehicle." (Ref. Va Code § 33.2-804)

20-102 *Inoperable Vehicle*. An inoperable vehicle means (i) any motor vehicle and/or trailer which is not in operating condition; (ii) any motor vehicle which for a period of 60 days or longer has been partially or totally disassembled by the removal of tires and wheels, the engine, or other essential parts required for operation of the vehicle; or (iii) any motor vehicle on which there are displayed neither valid license plates nor a valid inspection decal. Farm vehicles and tractors as defined by Va Code § 46.2-100 and other farm machinery are exempt from this definition. (Ref. Va Code § 15.2-904)

20-102A *Junk*. Old or scrap copper, brass, rope, rags, batteries, paper, trash, rubber, debris, or waste; junked, dismantled, or wrecked automobiles or parts thereof; and old or scrap iron, steel, or other ferrous or nonferrous material.

20-121A *Motor vehicle*. Any vehicle as defined by Virginia Code § 46.2-100, as amended, that is self-propelled or designed for self-propulsion. Any structure designed, used, or maintained primarily to be loaded on or affixed to a motor vehicle to provide a mobile dwelling, sleeping place, office, or commercial space shall be considered a part of a motor vehicle. Any device herein defined as a bicycle, electric personal assistive mobility device, electric power-assisted bicycle, motorized skateboard or scooter, moped, or personal delivery device shall be deemed not to be a motor vehicle. (Ref. Va Code § 46.2-100)

4. Review proposed amendments to Appendix 1 & 2 (Zoning & Subdivision Ordinances), Boundary Line Adjustment(s) – Planning & Zoning Administrator

The Planning Commission Chairman gave an overview of the edits leading up to present.

The Planning Commission had further discussion regarding the proposed amendments, which is recorded in the Planning Commission minutes.

The Planning Commission Chairman opened the floor for public comments.

Jennifer Campbell: Ms. Jennifer Campbell suggested separating the definition from the process with subsets for clarity.

With there being no further public comment, the public comment period closed.

During the discussion, the Board made the following comments:

- Chairman Jackson stated it should be one period of time and suggested 90 days.
- The Board agreed to 90 days.
- The Board agreed to having one year be the limit before someone can make changes again.
- Chairman Jackson recommended that the boundary line adjustments and vacation of boundary lines be approved administratively.
- Supervisor Yowell agreed.
- While discussing the zones that allow for boundary line adjustments, Supervisor Yowell stated that the size of R1 for a boundary line adjustment (BLA) would create a nonconforming lot for the most part.
- Chairman Jackson stated they could be buying multiple R1 lots and combine them to get one lot. Chairman Jackson stated they have worked diligently on this boundary line adjustment in A1 and C1 and the vacation of lots. Chairman Jackson suggested going to public hearing on July 3rd and having the Planning & Zoning Administrator identify things they need to work on like R1, R2, and R3. Chairman Jackson stated they do need to start working on it and modernizing it, which is what the Planning & Zoning Administrator is doing diligently.

There was discussion about making the word “lot” plural, and the Board agreed.

After further discussion, it was decided that the following amendments will be considered at the public hearing on July 3, 2024:

Subdivision Ordinance- New Proposed Definitions

2-4A. Boundary Line Adjustment (BLA). The relocation of a property line or lines between two or more existing and contiguous lots to allow a change in property size or configuration. (Ref. Va Code 15.2-2275) A BLA cannot result in the creation of a new lot(s) or a lot(s) which does not conform with the zoning ordinance, unless the original lot was already non-conforming and, in such case of modifying a non-conforming lot, such lot cannot be made smaller in area. A lot altered by this provision shall not be approved for another BLA within one year from last approval date. Any BLA shall not involve the relocation or alteration of streets, alleys, easements for public passage, or other public areas and no easements or utility right-of-way shall be relocated or altered

without the express consent of all persons holding any interest therein. A BLA application must contain a survey plat by a Commonwealth of Virginia licensed surveyor showing current and proposed boundary lines, as well as deed restrictions, easements, rights of way and deed dedications. The plat must show all existing septic components, including but not limited to, drainfield(s), existing well(s), existing buildings and/or structures, public utility lines, and floodplains and/or floodways on the parcel(s). All applications must be reviewed by the Planning Commission before consideration for approval by the Board of Supervisors or its designee. All applications shall be reviewed for consideration of approval or denial by the Board of Supervisors or its designee. An approved BLA must be recorded by Boundary Line Adjustment deed and plat in the land records of the Clerk's Office of the Circuit Court of Madison County within 90 days of approval. Prior to recording, the deed shall be approved in writing, on its face, by the Board of Supervisors or its designee. A BLA cannot be recorded unless and until it has been approved in accordance with the provisions of this article. (Ref. Va Code Sections 15.2- 2255, 15.2-2258, and 15.2-2270 through 2275 as amended).

2-40. *Vacation of a boundary line.* The elimination or removal of a boundary line between two contiguous lots owned by the same owner, resulting in a single, combined lot. The ultimate consolidated lot must result in a conforming lot and use consistent with the County's ordinances. Any vacation of boundary line(s) cannot create a split-zoned parcel and must be only one zone. Lot line vacations require the subject properties be deeded in the same name as shown in the tax records of Madison County. All lot line vacations require an executed deed, such as a deed of consolidation, affirming the lot line vacation. No easements or utility rights-of-way located along any lot lines to be vacated shall be extinguished or altered without the express consent of all persons holding any interest therein. Prior to recording, the deed shall be approved in writing, on its face, by the Board of Supervisors or its designee. The deed shall be recorded in the clerk's office by the applicant within 90 days of approval. (Ref. Va Code Sec. 15.2-2275).

Subdivision Ordinance- Proposed Amendments to Definitions

2-38. *Subdivision:* The divisionthe following shall not be defined as a subdivision:

~~(1) The sale or exchange of a lot, tract or parcel of land between adjoining landowners to create by boundary adjustment a new lot, tract or parcel of land; provided that such sale or exchange does not create an additional building lot or does not create a nonconforming lot; and provided further that the new lot, tract or parcel of land created by boundary adjustment in the Conservation, C-1 or Agricultural, A-1 District shall not gain additional division rights until ten years from the date the plat or deed of boundary adjustment is recorded in the Clerk's Office of the Circuit Court of Madison County, Virginia.~~ A Boundary Line Adjustment (BLA) to allow a change in property size or configuration.

(4) Vacation of a boundary line(s) between two or more lots of record to produce a single lot.

The following articles would need to be modified to reconcile them with the proposed amendments in the Zoning Ordinance:

Article 3-11. *Limitations of Subdivisions in Conservation, C-1 District.* No lot, tract or parcel of land in the Conservation, C-1 District shall be subdivided into more than four smaller lots, tracts or parcels of land (including the residue if any) within any ten-year period. Except as provided above, no lot, tract or parcel of land in the Conservation, C-1 District created by subdivision in accordance herewith shall be further subdivided within ten years from the date the subdivision plat is recorded in the Clerk's Office of the Circuit Court of Madison County, Virginia. ~~A lot, tract or parcel of land created by boundary adjustment in the Conservation, C-1 District shall not gain additional division rights until ten years from the date the plat or deed of boundary adjustment is recorded in the Clerk's Office of the Circuit Court of Madison County, Virginia.~~ A lot, tract or parcel of land altered by a boundary line adjustment in the Conservation, C1, District shall not be approved for another boundary line adjustment for one year from the date the plat and deed are recorded in the Clerk's Office of the Circuit Court of Madison County, Virginia.

Article 4-11. *Limitations of Subdivisions in Agricultural, A-1 Districts.* No lot, tract~~m~~ or parcel of land in the Agricultural, A-1 District shall be subdivided into more than four smaller lots, tracts or parcels of land (including the residue, if any) within any ten-year period. Except as provided above, no lot, tract or parcel of land in the Agricultural, A-1 District created by subdivision in accordance herewith shall be further subdivided within ten years from the date the subdivision plat is recorded in the Clerk's Office of the Circuit Court of Madison County, Virginia. ~~A lot, tract or parcel of land created by boundary adjustment in the Agricultural, A-1 District shall not gain additional division rights until ten years from the date the plat or deed of boundary adjustment is recorded in the Clerk's Office of the Circuit Court of Madison County, Virginia.~~ A lot, tract or parcel of land altered by a boundary line adjustment in the Agricultural, A1, District shall not be approved for another boundary line adjustment for one year from the date the plat and deed are recorded in the Clerk's Office of the Circuit Court of Madison County, Virginia.

The following articles would need to be modified to reconcile them with the proposed amendments in the Subdivision Ordinance:

Article 4-1-5. *Limitations of Subdivisions in Conservation, C-1, and Agricultural, A-1, Districts.* No lot, tract or parcel of land in the Conservation, C-1, District or Agricultural, A-1, District shall be subdivided into more than four smaller lots; tracts or parcels of land (including the residue, if any) within any ten-year period. Except as provided above, no lot, tract or parcel of land in the Conservation, C-1, or Agricultural, A-1, District created by subdivision in accordance herewith shall be further subdivided within ten years from the date the subdivision plat is recorded in the Clerk's Office of the Circuit Court of Madison County, Virginia. ~~A lot, tract or parcel of land created by boundary adjustment in the Conservation, C-1 or Agricultural, A-1 District shall not gain additional division rights until ten years from the date the plat or deed of boundary adjustment is recorded in the Clerk's Office of the Circuit Court of Madison County, Virginia.~~ A lot, tract or parcel of land altered by a boundary line adjustment in the Conservation, C1 or Agricultural, A1 District shall not be approved for another boundary line adjustment for one year from the date the plat and deed are recorded in the Clerk's Office of the Circuit Court of Madison County, Virginia.

- Chairman Jackson inquired about the timeline for the Planning & Zoning Administrator to start working on R1, R2, and R3. Chairman Jackson recommended the Planning & Zoning Administrator have the Planning Commission to work on this as subcommittees.

The Planning & Zoning Administrator agreed.

The Planning Commission Chairman inquired if there were any public comments on the amended ordinances, which there were not.

The Planning Commission discussed upcoming items for future Planning Commission workshop meetings and subcommittee meetings, which is recorded in the Planning Commission minutes.
(*Upcoming PC Workshop Items, item A, B, & C on the Planning Commission agenda*)

PLANNING COMMISSION: ADJOURN

The Planning Commission adjourned their portion of the meeting, which is recorded in the Planning Commission minutes.

NEW BUSINESS (Continued)

5. Topping Committee Funding Request – County Administrator

- Chairman Jackson stated there was a Topping Committee meeting last week and the Animal Shelter wants to build a fence. They received three bids, and the lowest bid was from A Quality Built Fence Company for \$11,650. The Toppings Fund was donated money to be used for the Animal Shelter.

The County Administrator gave a brief overview of the map and the location of the proposed fence.

Supervisor Dawson made a motion to approve the Topping Funds for the fence for \$11,650, seconded by Supervisor Jewett. ***Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).***

INFORMATION/CORRESPONDENCE

None.

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

None.

ADJOURN

With there being no further business to conduct, Supervisor Jewett made a motion to adjourn, seconded by Supervisor Dawson. ***Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0)***

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: June 25, 2024.



Agenda
Board of Supervisors
Tuesday, June 11, 2024, 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

Consent Agenda

2. Approve Minutes: 05/28/2024
3. Supplemental Appropriation #15 – Opioid Funds
- 3a. [Supplemental Appropriations #16 – AFID Funds](#)

Special Appearances

4. Appreciation Award for Brad Jarvis – Chairman Jackson

Public Hearing

5. Stormwater & Erosion & Sediment Ordinance - E & S Program Administrator
6. Criglersville Swinging Bridge – County Administrator

Old Business

New Business

7. CAMA Software Solution – Commissioner of Revenue
8. Board of Equalization Member Solicitation – County Administrator
9. Fireworks Permits – County Administrator
 - a. Rapidan Baptist Camp Fireworks Permit
 - b. Bald Top Brewing Co. Fireworks Permit

Discussion

Information/Correspondence

10. EMS Renovation Project Update – County Administrator
11. Hoover Ridge Outdoor Recreation Center Update – County Administrator
12. [Blue Ridge Committee of Shenandoah National Park Relations](#)

Public Comment

Closed Session

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 4:00 PM — Tuesday, June 11, 2024

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

MEETING #24 — June 11th

At a regular meeting of the Board of Supervisors on Tuesday, June 11th at 4:00 PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chair
Carty Yowell, Vice-Chair
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Brian Gordon, Deputy County Administrator
Hannon Wright, County Attorney
Kimberly Turner, Deputy Clerk

ABSENT: None.

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.

Chairman Jackson advised the following amendments to the agenda:

- Consent Agenda: 3a. Supplemental Appropriations #16 – AFID Funds
- Information & Correspondence: 12. Blue Ridge Committee of Shenandoah National Park Relations Representative exchange

Supervisor Dawson made a motion to adopt the agenda as amended, seconded by Supervisor Buchanan.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (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.

CONSTITUTIONAL OFFICERS, COUNTY DEPARTMENTS, COMMITTEES & ORGANIZATIONS

1. Monthly Reports

Building & Zoning Department: Jamie Wilks, Director of Building & Zoning, gave a monthly report and highlighted the following items:

- Commended the staff in his department.
- Building:
 - Friendly reminder that the new state building code has taken effect.
 - The monthly permit report for May of 2024 is attached to this the agenda packet.
 - Virginia has been ranked number one in the latest (2024) edition of the IBHS evaluation report.
- Zoning: Stated the Zoning Administrator had an update in the agenda packet.
- Erosion & Sediment Control:
 - Will discuss proposed amendments to Chapter 14 (Environment) related to Erosion and Sediment Control, and Stormwater Management.
 - The monthly DEQ report for E&S is attached for review.
- General Information:
 - Website updates: the County website will be continually updated.
 - They will be going live with the new Tyler-Munis software.

Facilities & Maintenance: Moonie Frazier, Facilities & Maintenance Manager, gave a monthly report and highlighted the following items:

- The fencing contract for the Animal Shelter will begin within two to three weeks.
 - Will be completed in a month's time.
 - On Thursday, a contractor will trim trees to ensure they do not damage the new fence.
- July 8th: will start the roof at the Courthouse.
- Exterminator visiting on the 16th to take care of unwanted visitors in the County.

Animal Shelter: Annette Dodson, Animal Shelter Manager, gave a monthly report and highlighted the following items:

- Thanked everyone involved in getting the fence approved.
- May 11th, pulled 19 animals from Wise County
 - All have been adopted or sent to rescues.
- May 28th took two dogs from a local organization.
 - Both have been adopted
- Pulled 11 animals June 1st from Wise County
 - All have been adopted.
- May numbers:
 - 22 adoptions
 - 13 cats and kittens to PAL
 - 3 dogs to PAL
 - 1 dog to BREW
 - 9 dogs reclaimed
- At the moment, they have:
 - 1 dog
 - 4 kittens and 1 adult cat

The County Administrator asked the Animal Shelter Manager to explain the registry that was set up for folks to donate.

The Animal Shelter Manager stated they set up an Amazon Wishlist and it has gone great.

Commonwealth Attorney: Clarissa Berry, Commonwealth Attorney, gave a monthly report and highlighted the following items:

- Working with the Sheriff's Office on getting ready to do an annual legal update training.
 - Done every year at the end of June to cover new laws, legal updates, and ongoing reminders.
 - They will discuss changes to Farm Use tags.
 - Reviewed those changes.
- State police are getting ready to roll out dash cameras.
- Will be getting an Attorney position from the Comp Board.
 - Waiting on more details

Commissioner of Revenue: Brian Daniel, Commissioner of Revenue, gave a monthly report and highlighted the following items:

- Continuing to reassess
- Continuing processing business tangible and personal property returns.

Supervisor Jewett mentioned one of the assessors was at his property and was really informative. Supervisor Jewett mentioned that with the reassessment valuations are going to go up significantly, however that does not mean taxes are going to go up and the Board is responsible for equalization. The assessor stated in his experience if the local government is proactive in informing residents of that it greatly mitigated challenges to the process.

The Commissioner of Revenue stated they have already discussed getting information and preliminary numbers out, so people know what to expect.

Animal Control: Greg Cave, Chief Animal Control Officer, gave a monthly report and highlighted the following items:

- Calls handled in person: 71
- Calls handled by phone: 122
- After hours emergency calls: 23
- The dangerous dog case has been continued for a later date.
- Discussed recent changes for VDACS regarding pet shop regulations.
- Notified the Board of a car accident that involved a livestock trailer.
 - The owner wanted to pass along how grateful they were.

Supervisor Buchanan mentioned he was there and stated it was refreshing to see different organizations working together and the citizens helping out. It made a stressful situation a lot better for the owner.

Emergency Management (EM): Gavin Helme, EMS Assistant Chief/ Emergency Management Coordinator, gave a monthly report and highlighted the following items:

- Received all approvals for the shelter generator project.
 - Reviewed the status of the project further.
- Working with VDEM on the Quaker Run Fire expenses.
- Stop The Bleed Kits cabinets have been installed in County buildings.
 - Happy to do training if needed.

Supervisor Buchanan inquired if businesses in the County were responsible for purchasing AEDs.

EMS Assistant Chief/ Emergency Management Coordinator stated businesses buy them themselves, but they would be happy to make recommendations.

Supervisor Buchanan inquired if businesses could ask them questions like where and how to install them.

EMS Assistant Chief/ Emergency Management Coordinator agreed and reviewed locations in Madison who already have AEDs.

Emergency Medical Services (EMS): Noah Hillstrom, EMS Chief, gave a monthly report and highlighted the following items:

- 168 calls with a 10-minute average response time.
- Reviewed how often there are “no ambulances available.”
- Will start tracking how often mutual aids come into Madison.

Supervisor Yowell inquired if they have been reporting UNA (no units available) in the past and inquired if it has been an increase.

Chief Hillstrom stated this past month was a little higher.

The County Administrator stated they have been tracking it for a few months but not a full year. The County Administrator suggested Chief Hillstrom look at it since they started tracking it and then answer that question.

The Director of Emergency Communication provided Chief Hillstrom with a report since tracking UNA that had those numbers.

Chief Hillstrom reviewed the numbers for each month and stated sixteen is a slight increase.

There was further discussion regarding ambulances and staffing.

EMS Chief continued their monthly report.

- Personnel: EMS has one paramedic vacancy.
- Reviewed the Mobile Integrated Health (MIH) efforts for the month.
- Assisted with EMS Standby Events
- Helped the Senior Center with blood pressure checks.
- Pharmacy Update: received DEA license, exterior cameras are installed, and they are on track for a smooth transition in November.
- Working on a rescue squad assistance fund grant (RSAF)
- On 5/24/24 Greene County Emergency Management submitted a state-wide mutual aid request for one ambulance for a period of one week. We were able to provide them with an ambulance.
- EMS Week Awards:
 - John Kothmann: Mentor of the Year
 - Tiffany Rannebarger: ALS Provider of the Year
 - Kat Burke: BLS Provider of the Year
 - Charlie Fridley and Jeremy Holland: Acting Officers of the Year
 - Chris Turner: Officer of the Year award

Emergency Communications: Sean Ferguson, Director of Emergency Communications, gave a monthly report and highlighted the following items:

- 911 calls received from landlines: 142
- 911 calls received from cellphones: 617
- Administrative calls into the center: 2,272
- Administrative calls made: 1,368
- Total call volume through the Center for the month of May: 4,399
- Calls for service this month: 1,266
- Calls for year to date: 6,010
- Training Dispatchers on new radio consoles at the end of the month.
- Staffing in the Center: 2 vacancies; 1 trainee attended academy last week. 2 Applicants went to other jurisdictions after offer letters.
- Reviewed the number for May 26th during the weather event for one hour.
 - NG911 home phones received: 1
 - NG911 wireless calls received: 191
 - Administrative calls taken: 142
 - Administrative calls made: 90
 - Total call through the center: 424
 - On a normal day they average 15 calls a day.

Information Technology: Bruce Livingston, Director of Information Technology, gave a monthly report and highlighted the following items:

- Reviewed the Enterprise Resource Planning (ERP) Tyler Technologies Go Live Preparation
- Ran fifty tickets with normal day-to-day IT assistance.
- CCTV system for the EMS building: working on the third quote.
- Working on WIFI at the EMS building
- A new mixer will be installed in the Board auditorium.
- Has a meeting scheduled with Magna5 regarding finances

Supervisor Jewett mentioned he and the Director of Information Technology have been discussing the reseller services and looking at CDW. Supervisor Jewett inquired if that would be part of the discussion with Magna5.

The Director of Information Technology stated he has had that discussion, and Magna5 is uncomfortable with it. The Director of Information Technology stated they could ask Magna5 if they can compete with CDW.

Supervisor Jewett mentioned they budgeted for a new IT position so they can do more things in-house and stated part of that process was to determine how much they could reduce their outsourcing cost and do more things in-house. Supervisor Jewett advised bringing it back to the Board soon and mentioned he would like to attend the meeting with Magna5.

There was further discussion regarding consideration of the new IT positions.

Finance: Jennifer Warren, Finance Director, gave a monthly report and highlighted the following items:

- FY25 Budget Book is online.

- Reviewed the Finance Dashboard which is updated through May (Except for the schools, DSS, & CSA) and online.

The County Administrator stated the Board can expect at the next June meeting the appropriation resolution, so they are ready for funding come July 1st.

Economic Development & Tourism: Tracey Gardner, Economic Development & Tourism Director gave a monthly report and highlighted the following items:

- Had a great night at the Business Appreciation Dinner on May 20th.
- Rained out by 4pm at Business Expo on 23rd.
- The CEDS Committee had its last meeting on May 22nd.
 - More information to come on implementation committee.
- A survey has been sent out to the wineries in the region for the GO Virginia Grant 37% open rate so far. Advisory Council meeting today. A buyer survey will be sent out June 17th.
- Central VA Partnership for Economic Development, ED Partners Zoom Friday, June 7th.
- Quad Tank on June 13th and Rosi from the Central VA Small Business Development Center will be at the Visitor Center to meet one on one with businesses again on June 24th.
- VATI call on June 13th at 1:00pm.
- Trail Bites (by Cake Krums) is to open in the next couple of weeks, directly behind Possum's Store in Criglersville. They will have to-go items only on Saturdays and Sundays from 10:00 am-2:00 pm, perfect for hikers, visitors, and shoppers.
- Let's Go Have Fun is looking for a buyer for the business. The husband has been transferred job wise.
- In full planning mode for both the parade and Taste of the Mountains, also brochure editing and reordering along with promoting all other events.
- IDA working on Grant Payments for both Revalation and Hidden Pines.
- Had calls yesterday for the entrepreneurship initiative and the Food Council.

CONSENT AGENDA

2. Approve Minutes: 05/28/2024
3. Supplemental Appropriation #15 – Opioid Funds
- 3a. Supplemental Appropriation #16 - AFID Funds

Chairman Jackson reviewed the items on the consent agenda and asked the Board to take action.

Supervisor Yowell informed the general public that supplemental appropriations that are under the consent agenda do not result in money coming out of the general fund, it is money coming in from somewhere and they do the supplemental appreciation to move it to the proper place.

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

SPECIAL APPEARANCES

4. Appreciation Award for Brad Jarvis – Chairman Jackson

Chairman Jackson thanked Brad Jarvis for being the Extension Agent for 36 years and serving all of Madison super well. Chairman Jackson stated Brad Jarvis is an invaluable resource that they are sad to see

go. Chairman Jackson mentioned the Board sent a letter urging Virginia Tech to hire someone to replace him.

Mr. Brad Jarvis stated within his 36 years he has seen a lot of faces on the Board and every Board he has worked with has supported extension, agriculture, and their youth program. Mr. Brad Jarvis stated he appreciates that the Board has made this position a priority. Mr. Brad Jarvis discussed the importance of the position and thanked the Board.

The Board presented an engraved rocking chair to Brad Jarvis for his years of service and took a picture to honor the moment.

Supervisor Yowell made a motion to approve Resolution #2024-8, seconded by Supervisor Dawson. ***Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).***

PUBLIC HEARING

5. Stormwater & Erosion & Sediment Ordinance - E & S Program Administrator

Joe Sexton, E & S Program Administrator was present and gave an overview of the Stormwater & Erosion & Sediment Ordinance.

The County Attorney mentioned this started in 2016 and this ordinance is an opt-out version which is the model ordinance created by DEQ.

Supervisor Yowell stated the County had time to make comments on this, but these regulations were passed down to them.

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

Supervisor Dawson made a motion to approve Ordinance #2024-2, seconded by Supervisor Jewett. ***Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).***

6. Criglersville Swinging Bridge – County Administrator

Chairman Jackson stated the purpose of the public hearing tonight is to hear public feedback. There are two directions they could take:

- VDOT updates the bridge and passes ownership to Madison County
- VDOT takes down the bridge.

Chairman Jackson stated VDOT will take care of the cost to get it to their standards or the cost to take it down, but there will be ongoing cost from the County.

The County Administrator gave credit to Samantha Guerry, Marty McGetrick, folks tied to the Criglersville community, VDOT, and Supervisor Yowell for their efforts. Both staff and VDOT found Samantha Guerry's report to be factual and a good summary.

Chairman Jackson opened the floor for public comment.

Marty McGetrick: Mr. Marty McGetrick expressed his concerns with the bridge closing originally. Mr. Marty McGetrick mentioned he met with VDOT and stated it was hard to get a straight answer from them. Mr. Marty McGetrick suggested instead of VDOT turning over the ownership of the bridge to the county that the County would agree to pay the expenses. Mr. Marty McGetrick stated if VDOT updated the bridge there is not going to be anything to do for a very long time. Mr. Marty McGetrick stated the downside of owning the bridge would be minimum. Mr. Marty McGetrick mentioned the parking issues, and stated the appeal is the swimming holes and suggested parking on the other side of the river. Mr. Marty McGetrick requested the Board pass a motion to have a dialog with VDOT on how to resolve this problem.

Taki Sidley: Mr. Taki Sidley mentioned he lived directly in front of the upper swinging bridge and agreed with Mr. Marty McGetrick. Mr. Taki Sidley has concerns with VDOT's number regarding the cost. Mr. Taki Sidley stated they own an Airbnb and part of the attraction is the bridge and discussed his history with the bridges in the area. Mr. Taki Sidley stated the bridge has a lot of value and would not be too expensive and he would like to see them both stay.

Renee Balfour: Ms. Renee Balfour stated she is the owner of the Possum Store and agreed with both Mr. Taki Sidley and Mr. Marty McGetrick. Ms. Renee Balfour discussed the historical value of the bridge and increasing Tourism for the area. Ms. Renee Balfour recommended doing a more in-depth study that would involve the possibilities of tourism and what the bridge brings to the County. Ms. Renee Balfour stated once the bridge is gone, it is gone and encouraged the Board to take a different look at it based on tourism.

Erin Yowell Estes: Ms. Erin Yowell Estes stated she currently lives in Arizona, but she grew up in Etlan. Ms. Erin Yowell Estes recommended registering the bridge as a historical landmark and stated as a historical landmark there may be grants available to alleviate some of the cost. Ms. Erin Yowell Estes stated there are a lot of people who love the bridge.

Brie Campbell: Ms. Brie Campbell stated it is a historic landmark and shared a story about Jessie Yowell and his past with the bridge. Ms. Brie Campbell stated they should keep the bridge.

Bonnie Dixon: Ms. Bonnie Dixon mentioned she pursued the possibility of the bridge being a historic landmark and was not successful.

Tracey Gardner: Ms. Tracey Gardner, Economic Development & Tourism Director, stated she agreed with the tourism side and stated they looked into it and could not get funding for it. The Economic Development & Tourism Director stated Old Rag is in the top twenty-five bucket list hikes in the world in Outdoor Magazine. The Economic Development & Tourism Director mentioned during Covid she was asked not to promote Old Rag because people were being towed.

Judy Auckenthaler: Ms. Judy Auckenthaler stated she lived in Criglersville across from the Londrey's and the bridge. Ms. Judy Auckenthaler inquired about VDOT's expenses over the years and stated that would be relevant when considering owning it. Ms. Judy Auckenthaler stated she agreed with both Mr. Taki Sidley and Mr. Marty McGetrick that she rarely saw VDOT repairing the bridge. Ms. Judy Auckenthaler mentioned the families on her side of the river are landlocked. Ms. Judy Auckenthaler stated in the eighties there was a commercial filmed there. Ms. Judy Auckenthaler thanked the police department for putting up signs that tell how fast someone is going. Ms. Judy Auckenthaler requested the Board save the bridge.

Carolyn Smith: Ms. Carolyn Smith stated she lived near Banco and often walked on the dirt road to the river and across the bridge. Ms. Carolyn Smith stated she supports the things said today and hopes the County and Board of Supervisors decide to save the bridge.

With there being no further public comment being brought forward, the public comment opportunity was closed.

Supervisor Jewett mentioned he took some pictures, which were brought onto the projector screen. Supervisor Jewett stated one problem is they are dealing with VDOT. Supervisor Jewett mentioned it is in dilapidate condition. Supervisor Jewett discussed the parking situation and inquired how the neighbors feel about increasing possible traffic and people parking in their yards. Supervisor Jewett mentioned he knocked on the Londrey's door and they did not answer and stated he did not blame them. Supervisor Jewett asked Ms. Stacy Londrey how much of this is going to be a nuisance for neighbors.

Stacy Londrey: Ms. Stacy Londrey stated she has lived in that house for 12 years and the bridge was open for the first 8 years. It being closed is the worst possible option and taking it down would be a better option. Ms. Stacy Londrey stated she hoped the Board made a decision one way or another. Ms. Stacy Londrey stated she works for VDOT and explained how this bridge is different from other bridges VDOT tracks. Ms. Stacy Londrey stated VDOT was out there regularly. Ms. Stacy Londrey mentioned the beauty of the area and stated they do deal with a lot of traffic and people in their driveway. Ms. Stacy Londrey stated they hope any decision that is made does not encourage parking or a trail. Ms. Stacy Londrey stated they do not want to sell the County their land and they do not want to own the postage stamp that the abutment is on, which they currently do. Ms. Stacy Londrey stated this is not the wisest investment for the County to spend its money, but she understands the tourism and recreation side. Ms. Stacy Londrey stated VDOT's role in the State's government is not tourism and recreation which is why they want out of ownership. Ms. Stacy Londrey stated it is a huge part of the community and they do miss having it. Ms. Stacy Londrey mentioned the issues with trash being left.

Judy Auckenthaler: Ms. Judy Auckenthaler stated the traffic is cyclical and they only see a lot of traffic when Graves is doing events.

Supervisor Jewett stated if this is something the Board wanted to purchase and maintain as tourism infrastructure there are a lot of things that need to be vetted before they consider it and listed a few:

- Maintenance increases, specifically mowing.
- Potential increases in Sheriff and EMS calls for service.
- Landowners' willingness
- Issue of liability

Supervisor Yowell stated he used the same questions with the folks he has spoken to. Supervisor Yowell stated there are no easements. Supervisor Yowell commended Samantha Guerry's report. Supervisor Yowell listed a few concerns he had which are listed below:

- Obtaining easements.
- EMS & law enforcement services pressures
- Not money well spent
- Trash issue
- Parking issue
- Bridge maintenance/engineer

- Not a true tourist attraction

Supervisor Yowell stated he is not in favor of Madison County owning the bridge.

Supervisor Buchanan stated he was not born in Madison but chose this place to live. Supervisor Buchanan mentioned he owned a glamping business, and his guest use the upper bridge, swimming holes, and hopefully the local stores/businesses. Supervisor Buchanan mentioned he has talked to people who care for the bridge and stated it was part of the culture. Supervisor Buchanan stated if they can do it affordable, he is in favor of keeping the bridge if VDOT fixes it.

Supervisor Dawson mentioned this has been discussed four years prior and stated he sympathized with losing the bridge, but the studies have been done. Supervisor Dawson stated he has small kids, and he could not imagine people knocking on his door all day. Supervisor Dawson stated the liability and maintenance alone out way building the bridge and he agrees it is time to tear it down.

Chairman Jackson stated he has nostalgia about the bridge, and he is not complementary of VDOT. Chairman Jackson discussed the bridge prices and stated something is out of skew in VDOT. Chairman Jackson explained how the insurance would work. Chairman Jackson stated acquiring the right of ways and the properties underneath the abutments on both ends is challenging. Chairman Jackson stated he understood the parking concerns and stated the insurance did not bother him and maintenance would be minimum. Chairman Jackson expressed his concerns regarding the cost of the bridge engineer. Chairman Jackson stated there are other steps that must take place and is something they need to discuss. Chairman Jackson stated it is Ms. Stacy Londrey and the other neighbors right to not allow the easements.

Supervisor Yowell made a motion to authorize the County Administrator to contact VDOT and relay the County's desire to have the Swinging Bridge off of Lindsay Lane at Route 642 in Criglersville removed, seconded by Supervisor Dawson. ***Aye: Yowell, Dawson, Jewett. Nay: Jackson & Buchanan. Abstain: (0) Absent: (0).***

OLD BUSINESS

None.

NEW BUSINESS

7. CAMA Software Solution – Commissioner of Revenue

The Commissioner of Revenue stated he received notice from the current software provider that the current software is reaching the end of life at the end of this year. They have agreed to provide limited support and access to it until the end of 2025. It was anticipated and is budgeted in the FY25 budget. The Commissioner of Revenue stated they found two companies who could fit their needs and they reached the conclusion that Concise CAMA is their best available fit. The Commissioner of Revenue requested the authorization for the purchase of the software.

Supervisor Yowell inquired what the software did.

The Commissioner of Revenue stated it is the real estate assessment software.

Chairman Jackson asked for confirmation that they are riding off of Orange County.

The County Administrator agreed and stated the Attorney has reviewed it.

The County Attorney stated Virginia Code section 2.2-4304 allows if there is a valid current contract to cooperatively use that. They can also do it off the federal government and other States.

The County Administrator mentioned there is HGAC and a few years ago they used the National Purchase Alliance for the ERP program.

Supervisor Yowell made a motion to approve the FY25 budgeted software purchase and authorize contract approval with Concise Systems LLC, seconded by Supervisor Dawson. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

8. Board of Equalization Member Solicitation – County Administrator

The County Administrator stated they are in the midst of a reassessment year, which requires the Board to establish a Board of Equalization (BOE). The County Administrator reviewed the process. The Code of Virginia lists requirements and they will bring it back to the Board at a later time. If the Board is fine, staff would like to move forward in consultation with the County Attorney, and the Commissioner of Revenue so they can bring it to the Board no later than August. The duty of the BOE is to receive and hear any and all assessment appeal applications that are due to the current reassessment cycle.

Chairman Jackson inquired if the Board wanted to advertise and interview.

Supervisor Buchanan, Supervisor Jewett, and Supervisor Buchanan agreed.

Supervisor Yowell inquired how many people were on the Board.

The County Administrator stated it is a minimum of three people per State Code and they did five last time and they have the option for two alternates. The County Administrator recommended five but stated he would defer to the Commissioner of Revenue.

The Commissioner of Revenue agreed to five.

The Board agreed.

9. Fireworks Permits – County Administrator

- a. Rapidan Baptist Camp Fireworks Permit
- b. Bald Top Brewing Co. Fireworks Permit

The County Administrator reviewed the applications and the process of Fireworks Permits for awareness.

Supervisor Dawson made a motion to approve the Bald Top Brewing's and Rapidan Baptist Camp's Fireworks Permits, seconded by Supervisor Jewett. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

DISCUSSION

None.

INFORMATION/CORRESPONDENCE

10. EMS Renovation Project Update – County Administrator

The County Administrator stated they went through the bid process to solicit contractors to bid on the EMS Renovation project and it was successful. They received three bids, and the Board gave the notice to award Loudin Building Systems. The County Administrator stated there is a preconstruction meeting scheduled for June 21st and they have a fully executed contract.

11. Hoover Ridge Outdoor Recreation Center Update – County Administrator

The County Administrator stated the Board moved to reject the two bids and he is working to solicit dates for the committee to meet to talk about next steps. The County Administrator reviewed what was covered in phase one and discussed funding options. The County Administrator gave an overview of things being considered before going back out to bid.

Supervisor Jewett commended the staff's efforts to make this work and stated Hoover Ridge is a priority.

Chairman Jackson stated they have a good plan, and the timeframe is practical.

There was further discussion regarding the timeline and the Board expectations.

The Board agreed to bring this item back to the Board in a month.

12. Blue Ridge Committee of Shenandoah National Park Relations

Chairman Jackson stated Supervisor Buchanan has expressed interest and Supervisor Yowell is currently on it and is willing to swap.

The Board agreed to have them swap.

Supervisor Dawson made a motion for Supervisor Yowell to step off of the Blue Ridge Committee of Shenandoah National Park Relations and Supervisor Buchanan to step on, seconded by Supervisor Jewett.
Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).

PUBLIC COMMENT

Chairman Jackson opened the floor for public comment.

Taki Sidley: Mr. Taki Sidley asked for clarification if the action tonight was concerning the upper swinging bridge. Mr. Taki Sidley expressed his concerns with VDOT taking down that bridge and suggested making it a private bridge.

Chairman Jackson agreed that no decision has been made regarding the upper bridge.

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

CLOSED SESSION

None.

ADJOURN

With there being no further business to conduct, Supervisor Yowell made a motion to adjourn, seconded by Supervisor Jewett. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: July 9, 2024.

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Agenda
Board of Supervisors
Tuesday, June 25, 2024, 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: 06/05/2024
2. Supplemental Appropriation #18

Special Appearances

3. Blue Ridge Committee for Shenandoah National Park Relations Meeting Update – Bruce Bowman
4. January 2024 Point-in-Time Count Data – Rebecca Wareham
5. SRO Grant Funding Presentation – Captain McKnight

Old Business

6. New IT Position – Bruce Livingston

New Business

7. Human Resources Manager Job Description – Finance Director
8. Fuel Card & Pin Policy & Procedures – Finance Director
9. FY25 Budget Appropriation Resolutions – Finance Director
 - a. FY25 Capital Budget Appropriation Resolution #2024-9
 - b. FY25 Operating Budget Appropriation Resolution #2024-10
10. Opioid Settlement Participation Resolution #2024-11 – County Administrator
11. Graves Mountain Lodge Large-Scale, Outdoor Event Permit & Fireworks Permit – County Administrator
12. Fireworks Permits – County Administrator
 - a. Chad Lohr's Fireworks Permit
 - b. Ralph Fowler's Fireworks Permit
 - c. Senterfitt Farms' Fireworks Permit
 - d. [Nick Fisher's Fireworks Permit](#)
13. Board/Committee Updates – Deputy Clerk

Discussion

14. Leathers Lane – County Administrator
15. Home Occupations – County Administrator
16. [Comprehensive Plan Update](#)

Information/Correspondence

Public Comment

Closed Session

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 6:00 PM — Tuesday, June 25, 2024

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

MEETING #25 — June 25th

At a regular meeting of the Board of Supervisors on Tuesday, June 25th at 6:00 PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chairman
Carty Yowell, Vice-Chairman
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Brian Gordon, Deputy County Administrator
Hannon Wright, County Attorney
Kimberly Turner, Deputy Clerk

ABSENT: None.

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.

Chairman Jackson advised the following amendments to the agenda:

12d. Nick Fisher's Fireworks Permit Application

Discussion: 16. Comprehensive Plan Update

Supervisor Dawson made a motion to approve the agenda as amended, seconded by Supervisor Buchanan.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (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.

CONSENT AGENDA

1. Approve Minutes: 06/05/2024
2. Supplemental Appropriation #18

Chairman Jackson reviewed the items on the consent agenda.

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

SPECIAL APPEARANCES

3. Blue Ridge Committee for Shenandoah National Park Relations Meeting Update – Bruce Bowman

Mr. Bruce Bowman, Blue Ridge Committee member, was present and gave an overview of the recent Blue Ridge Committee for Shenandoah National Park Relations Meeting.

Chairman Jackson inquired about the Bylaws' changes.

Mr. Bruce Bowman stated there were minor wording changes. Mr. Bruce Bowman discussed the purpose of the Blue Ridge Committee and its importance.

Chairman Jackson asked for confirmation that Shenandoah National Park did not have representation at the meeting.

Mr. Bruce Bowman agreed.

There was further conversation regarding the native brook trout's challenges and efforts to help those challenges.

4. January 2024 Point-in-Time Count Data – Rebecca Wareham

Ms. Rebecca Wareham was present from Foothills Housing Network and presented the 2024 Point-in-Time Count. Ms. Rebecca Wareham provided a document to the Board of Supervisors that included key figures. Ms. Rebecca Wareham highlighted the following items:

- Increase in homelessness in the County.

Supervisor Yowell asked for clarification on the definition of homelessness Ms. Rebecca Wareham was referring to.

Ms. Rebecca Wareham clarified she would be referring to literal homelessness with no roof.

Ms. Rebecca Wareham continued highlighting the following items:

- Process of carrying out the survey and the benefits.
- Discussed their challenges
- More women than men experiencing homelessness.
- Madison County was the only County who decreased in the number of homeless children.
- Sixteen adults and three children homeless in Madison this year were recorded.
- Discussed partnering with Social Services.
- More children affected by racial disparities this year than any other year.
- Decreased in number of homeless veterans due to various programs.
- Discussed the importance of relationships and connections to avoid homelessness.

Supervisor Yowell inquired if most homeless people they identified were disabled in some way.

Ms. Rebecca Wareham stated they had a higher number of people answer that they were disabled this year than they did last year as to why they were experiencing homelessness. Ms. Rebecca Wareham stated they have a prevention program for these situations. Ms. Rebecca Wareham discussed challenges with this program and encouraged landlords to work with them for the Landlord Partnership Program.

There was further discussion regarding landlords not accepting vouchers and common misconceptions by landlords.

Chairman Jackson inquired what Madison's number for homelessness was last year.

Ms. Rebecca Wareham stated the number last year was fourteen.

Chairman Jackson inquired if Celene Pumphrey, from Madison County Social Services, had anything to add.

Ms. Celene Pumphrey stated they appreciated the creativity of their team and listed the community partners they will reach out to.

The County Administrator mentioned last year's fourteen homeless were nine unsheltered and five were labeled "with friends."

5. SRO Grant Funding Presentation – Captain McKnight

Captain McKnight gave the Madison County Sheriff's Office FY25 Grant Award presentation. Captain McKnight highlighted the following items:

- Applied for numerous grants:
 - Continuation of the SRO Grant for Waverly Yowell
 - Two new SRO Grants for the Middle School and Primary School
 - Two new SRO Grants for the Middle School and Primary School
 - Byrne Grant to assist in special duty overtime pay for Narcotics Interdiction
- Grants awarded:
 - School Resource Officer Continuation- WYES
 - Two New School Resource Officer positions- WWMS/MPS
 - Byrne Justice Equipment Grant-E-ticket
- Reviewed the current SRO officers and funding.
- Reviewed the new SRO program funding.
- Discussed the match requirement.
- Reviewed the SRO's that will be in each school.
- Reviewed the financial breakdown.

The Finance Director stated when they budgeted for the SRO positions, they budgeted for one and it was a lesser amount. They will be doing a supplemental appropriation to add the additional revenues they would receive from these grants.

Supervisor Buchanan inquired how long the grants lasted.

Captain McKnight stated the grants are continuations and explained the length of each type of grant. Captain McKnight stated they will provide statistics and data every three months and they do not see any reason why they would not continue to get the grants.

Supervisor Jewett stated he is glad to see the grants go through. Supervisor Jewett stated it bumps up County spending, but he cannot think of a higher priority.

The Board thanked Captain McKnight for applying.

Captain McKnight continued highlighting the following items:

- Gave an overview of the Byrne Justice Assistance Equipment Grant
 - Discussed the E-ticket system and the benefits.
 - Discussed the funding for this grant.
- For FY24-25 there is a total of \$403,940.00 awarded to the Madison County Sheriff's Office for State Grants.
- Have applied and been awarded \$450,000 to put Bi-Directional Amplifiers in the schools.
- Working with Abigail Spanberger's Office for next year's COPS grant.

Supervisor Yowell asked Captain McKnight to tell the public what the Bi-Directional Amplifiers in the schools do.

Captain McKnight deferred to the Deputy County Administrator.

The Deputy County Administrator explained that the Bi-Directional Amplifiers are an extension of the antenna system to the interior of the building.

Captain McKnight stated they recently did a training exercise in the school, and they had to yell down the halls at each other because there was no service and radios/cellphones were not working, which highlighted the need for this system.

OLD BUSINESS

6. New IT Position – Bruce Livingston

Mr. Bruce Livingston, Information Technology Manager, was present and requested the Board approve the proposed new entry level Information Technology Technician position. The Information Technology Manager stated the costs for third-party system administration support have increased since another company bought them. The new position will allow them to take on additional System Administration tasks that are currently performed by a third-party vendor.

Chairman Jackson inquired who the new company was.

The Information Technology Manager responded the new company was Magna5.

Chairman Jackson mentioned they took over a few years ago.

The Information Technology Manager agreed and discussed changes Magna5 has gone through. The Information Technology Manager discussed the projects he and the current System Administrator could complete if there was another person in the IT Department. The Information Technology Manager further discussed the benefits of an additional IT position.

Chairman Jackson asked for clarification that the Information Technology Manager was saying they have about \$33,000 worth of savings.

The Information Technology Manager clarified that amount is what they have saved up to now and having this additional position will free them up for more administrative duties which will cause savings by scaling back Magna5 services.

Chairman Jackson inquired what was the retainer with Magna5 currently.

The Information Technology Manager responded it is yearly and explained further how they can save money.

The Finance Director stated they put \$149,000 in the budget.

Supervisor Buchanan inquired if the new employee's salary would be covered fully from the savings for Magna5.

The Information Technology Manager stated they would eventually.

The Finance Director reviewed the breakdown for Magna5 services:

- Managed services: \$61,956 (Work Magna5 does for IT)
- Manage prevention logging & compliance services: \$19,080
- Everything else in the \$145,000 is subscription renewals.

The Finance Director reviewed what was included in "managed service."

There was further discussion regarding the proposed additional IT position and the future for the IT department.

Supervisor Jewett mentioned he handed out a spreadsheet to the Board of Supervisors that reviewed intangible cost and further discussed his spreadsheet. Supervisor Jewett stated if they allow IT to improve these efficiencies, there would be real money savings in the long term. Supervisor Jewett commended the IT department for undertaking "knowledge management" in operations and reviewed these tasks. Supervisor Jewett stated based on the accelerating outsourcing cost, the need for succession, and the need to maintain operational efficiency he would recommend authorizing this position.

Supervisor Jewett made a motion to approval the new IT position, seconded by Supervisor Yowell. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

NEW BUSINESS

7. Human Resources Manager Job Description – Finance Director

The Finance Director stated it is a new position, but it is not adding additional expense, it is a promotion for a current employee. The Finance Director gave the background on the employee's history and the reason for the promotion. The Finance Director recommended the new HR Manager position and that Tillie Strother be promoted to fill that role. The Finance Director recommended leaving the HR Generalist position as an open/active position and not filling it right now should the county need to hire additional help. The Finance Director stated right now HR is under Finance and recommended it being a standalone department under the County Administrator.

Supervisor Yowell mentioned a sentence in the job description that stated, “Work is performed under the supervision of both the County Administrator and the Finance Director” and recommended it be changed to one person.

The Finance Director agreed.

Supervisor Yowell mentioned a minor typo to be corrected.

The Finance Director thanked Supervisor Yowell for catching it.

Supervisor Yowell asked for confirmation that the Board had Tillie Strothers in the HR Manager position in the Comp Study.

The Finance Director agreed.

The County Administrator spoke further on the efforts of Tillie Strother and why this change is necessary.

There was further discussion regarding the HR Department.

Supervisor Yowell made a motion to create the HR Manager position, to stand up Human Resources as its own department, and promote Tillie Strother to the Human Resources Manager position, seconded by Supervisor Buchanan. ***Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).***

8. Fuel Card & Pin Policy & Procedures – Finance Director

The Finance Director stated there was no formal documentation, so she conducted research and created the Fuel Card & Pin Policy & Procedures before the Board. The Finance Director gave an overview of the Policy and procedures which are similar to what they normally do, just formalized. The Finance Director stated all fuel card users will be required to sign an agreement form.

The County Administrator stated it is a good program and it is standardized.

Supervisor Yowell inquired if the County Attorney had reviewed the policy.

The County Attorney responded that they had not.

After discussion, the Board advised the Finance Director to have the County Attorney review the new policy and procedures and bring it back at the next regular Board meeting.

Chairman Jackson inquired if the agreement form would be an item for employment.

The County Administrator stated the agreement would be upon being issued a fuel card.

Supervisor Yowell inquired if the fuel card went with the person or the vehicle.

The Finance Director clarified that the card goes with the vehicle.

The County Administrator agreed and stated each person receives a pin number.

The Finance Director reviewed the Smartsheet to complete the transaction. The Finance Director stated she would pass this along to the public safety team to review and provide feedback.

9. FY25 Budget Appropriation Resolutions – Finance Director

The Finance Director stated in the agenda packet there are two resolution documents. The numbers are correct for both resolutions, but there was a recommendation for both forms.

a. FY25 Capital Budget Appropriation Resolution #2024-9

The Finance Director stated the resolution currently reads, “Whereas, the Board of Supervisors desires to make a monthly appropriation for capital expenditures” and it needed to be changed to “annual.”

b. FY25 Operating Budget Appropriation Resolution #2024-10

The Finance Director stated the recommendation is to add the same language to Resolution #2024-10. The paragraph will read, “Whereas, the Board of Supervisors desires to make an annual appropriation for operating expenditures.”

Supervisor Jewett asked for confirmation that it did not hinder them from making supplemental appropriations throughout the year if they put that language in the operating budget resolution.

The Finance Director, Chairman Jackson, and Supervisor Yowell agreed that was correct.

The County Administrator clarified that if they do a supplemental it is unbudgeted revenue and it would not prohibit them, nor would it if they had to do a budget amendment.

Supervisor Yowell made a motion to approve Resolution #2024-9 with the changes as suggested, seconded by Supervisor Dawson. ***Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).***

Supervisor Dawson made a motion to approve Resolution #2024-10 as recommended, seconded by Supervisor Jewett. ***Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).***

10. Opioid Settlement Participation Resolution #2024-11 – County Administrator

The County Administrator commended the County Attorney for putting together the resolution. The County Administrator reviewed a previous opioid settlement. The County Administrator stated the one before the Board is considering whether they want to opt in to be part of the settlement for Kroger. If the Board looks to approve the resolution, the opioid abatement authority has sent a DocuSign.

The County Attorney stated his understanding is they reached the settlement with Kroger back in March for \$1.37 billion, which is a national settlement. The County Attorney mentioned the Virginia Attorney General’s Office is a part of this and stated as part of the MOU that was previously signed for the opioid abatement, the funds would be allocated accordingly to all Virginia municipalities.

Supervisor Yowell made a motion to Resolution #2024-11 to participate in the opioid settlement with Kroger, seconded by Supervisor Buchanan. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

11. Graves Mountain Lodge Large-Scale, Outdoor Event Permit & Fireworks Permit – County Administrator

The County Administrator stated this has circulated around first response and the event itself is okay, but there are concerns regarding all of the fireworks permits. The County Administrator stated Madison is in a drought advisory and there are high concerns if there is no rain soon. The County does not take a position of disapproval. The Board could choose to pass or approve the application tonight and wait on conditions to see if they improve.

Chairman Jackson stated if they continue in these drought conditions his recommendation was to revoke the permits. Chairman Jackson stated the folks who completed the Fireworks Permit Applications are good actors and will not be the ones to act irresponsibly.

Supervisor Yowell inquired whose call it would be if they revoked the applications.

The County Administrator stated the Board is the authoritative body and staff will take Board direction. The County Administrator inquired if the Deputy County Administrator had anything additional to add.

The Deputy County Administrator stated if they did revoke the application there are a few ways to communicate this to the applicants, but there will be a lot of fireworks shows not included in the Fireworks Permit Applications. The Deputy County Administrator mentioned he watched the Keetch-Byram Drought Index, and it will not burn like it did last fall; however, things will burn just not as readily or aggressively. The Deputy County Administrator stated no one wants to shut down fireworks, but they have one Fire Department in Madison with neighbors who will be having similar problems and will be unavailable. The Deputy County Administrator discussed upcoming weather that may help with the drought.

Chairman Jackson inquired about his title in emergencies.

The Deputy County Administrator responded the Chairman is the Directory of Emergency Management.

Chairman Jackson stated they have people in place who know more than he does, and he takes their recommendation very seriously.

Supervisor Yowell made a motion to approve Graves Mountain Lodge's Large-Scale, Outdoor Event Permit & Fireworks Permit, seconded by Supervisor Dawson. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

12. Fireworks Permits – County Administrator

- a. Chad Lohr's Fireworks Permit
- b. Ralph Fowler's Fireworks Permit
- c. Senterfitt Farms' Fireworks Permit
- d. Nick Fisher's Fireworks Permit

Chairman Jackson mentioned the Board might vote on all Fireworks Permits together and stated he would like to abstain.

The County Administrator stated for clarification that they received the 12d. application on Friday at 7:00 pm which is why it is not in the packet.

There was discussion regarding voting on the Fireworks Permits (12a, 12b, 12c, 12d) altogether.

Vice-Chairman Yowell asked the Board to take action regarding the four Fireworks Permits.

Supervisor Jewett made a motion to approve the four Fireworks Permits request as presented, seconded by Supervisor Dawson. *Aye: Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: Jackson. Absent: (0).*

13. Board/Committee Updates – Deputy Clerk

The Deputy Clerk reviewed the expiring term on the Germanna Community College and the advertisement efforts. The Deputy Clerk recommended the Board consider action regarding the four applications staff received to fill the position.

After discussion, the Board agreed to conduct interviews at the end of the meeting on July 9, 2024, to consider the four applications for the Germanna Community College Board. Staff also agreed to bring an update back to the Board regarding the FAPT and CPMT teams.

DISCUSSION

14. Leathers Lane – County Administrator

The County Administrator gave an overview of Mr. Whidby's maintenance request.

The Board had further discussion regarding Mr. Whidby's maintenance request before opening the floor to the present residents to comment.

Chairman Jackson opened the floor for public comment.

Sherry Kirby: Ms. Sherry Kirby, Leathers Lane resident, requested clarification of work expectations for Mr. Whidby. Ms. Sherry Kirby expressed concerns regarding various items Mr. Whidby has in the right of way.

Charlotte Lenhoff: Ms. Charlotte Lenhoff, Leathers Lane resident, stated she supported requiring Mr. Whidby to use crush and run. Ms. Charlotte Lenhoff expressed concerns regarding various items in the right-of-way. Ms. Charlotte Lenhoff expressed concerns with the language at the end of the maintenance request where Mr. Whidby is requesting to do "continual maintenance" on the road. Ms. Charlotte Lenhoff expressed concerns with the County circulating Mr. Whidby's request that had items discussed that were not a part of the maintenance request. Ms. Charlotte Lenhoff discussed the challenges of living in a neighborhood with Mr. Whidby.

John Kirby: Mr. John Kirby, Leathers Lane resident, discussed a court decision regarding the name change for Leathers Lane and the survey map from that case.

With there being no further public comment in person or online, the public comment section was closed.

The Board had further discussion regarding Mr. Whidby's maintenance request.

During the discussion, Ms. Charlotte Lenhoff and Mr. Brian Lenhoff expressed concerns about the trees on the side of the road. Supervisor Yowell continued the discussion regarding Ms. Charlotte Lenhoff's and Mr. Brian Lenhoff's concerns and agreed to meet the next day so they could show him the trees.

After further discussion, the Board advised the following:

- Allow Mr. Whidby to do the request up to his lot after 30 days of good behavior.
 - Bringing it back to the second meeting in July.
- Not allowing Mr. Whidby to use number 57 stone and instead use crusher run.
- Mr. Whidby will need to resend an updated maintenance request that does not involve anything but the current maintenance request.
- Staff will go to Leathers Lane to see if there are various items present in the right-of-way.
- Not considering the secondary property, just Mr. Whidby's residence.
- Not approving continual maintenance
- Removal of trees in the right-of-way in front of Mr. Whidby's house.
- Ensure the gravel is placed on the current roadbed.
- No longer discuss the history of Leathers Lane, only road maintenance moving forward.

15. Home Occupations – County Administrator

The County Administrator had the Deputy Clerk bring two emails from the County Attorney onto the projector screen. The County Administrator stated home occupations have been around for a long time and the definition is very vague and sometimes comes down to interpretation. The County Administrator discussed a recent complaint which created the concern that they are running a business in A1, which there are many businesses that run in A1. The County Administrator mentioned the Planning Commission Workshop has been working on this case and the definition of "home occupation" was discussed. For this particular application, the owners live on the premises, which is by-right based on how home occupation is defined as long as there is no commercial traffic. However, home occupation with less than three employees who are regularly employed on the site may be permitted by special use permit in C1/A1. Historically it has been administered by-right for home occupations if someone is going to get into a vehicle, leave to do the work, and then dropping it back off. The County Administrator stated he is cautious about telling many small businesses they are out of compliance. The County Administrator reviewed the County Attorney's suggestions and discussed his understanding of "onsite regularly." The County Administrator requested Board direction.

Chairman Jackson inquired why the Planning Commission proceed to look at it as a special use permit and inquired if it was based on how someone reads the current ordinance.

The County Attorney agreed.

Chairman Jackson asked the Board if they wanted to go down this path or stick with the historical interpretation of the ordinance.

Supervisor Yowell stated he liked the historical interpretation but would like to hear how the Planning Commission got to where they were. Supervisor Yowell stated the County Attorney's suggestions clarify the historical interpretation. Supervisor Yowell stated home occupations make up Madison and they do not want to cause issues.

Chairman Jackson agreed.

The County Attorney stated the conversation started with whether this particular applicant needed a special use permit and that centered on what it means to have someone "regularly employed onsite." Then there was a question regarding the home occupation definition where it stated, "an occupations limited to persons who reside on the premises" and the question became that any employee who does not live at the house is no longer eligible for a home occupation permit. Another thought was that an occupation with employees who do not live there needed to have a special use permit. The County Attorney stated there are several ways counties approach this.

Chairman Jackson asked the County Attorney to discuss his suggestions that was on the projector screen.

The County Attorney stated his suggestions are what he believes to be a clearer version of what the County currently does. The County Attorney stated it may need some tweaks. The County Attorney stated they did not want to make a correction that would have untended consequences.

Supervisor Yowell mentioned this business was sent a notice of violation and inquired about the reasoning for the notice of violation.

The County Administrator stated the initial NOV (notice of violation) was from a State agency.

Supervisor Yowell inquired why the NOV resulted in a special use permit and stated he was under the impression that a special use permit was going to satisfy the notice of violation, but that is incorrect. Supervisor Yowell stated in his opinion this business does not need a special use permit to do what they are doing.

The County Administrator agreed. The County Administrator mentioned there was a NOV issued from the County and it reference the definition of home occupation where it states, "however, a home occupation with **less than three employees** who are regularly employed on the site may be permitted by special use permit" and the issue is this applicant has more than three employees.

Supervisor Yowell stated the employees are not regularly onsite.

The County Administrator agreed and stated they can go with the historic interpretation or use the County Attorney's suggested changes to clarify it.

There was further discussion regarding clarifying the home occupation definition and the status of the current applicant.

After further discussion, the Board agreed to have the Planning Commission use the County Attorney's suggestions as a baseline and add clarity to the definition of home occupation intent to have a public hearing in August.

16. Comprehensive Plan Update – County Administrator

Chairman Jackson stated the County Administrator wanted to do a work group made up of two Planning Commission members and two Board of Supervisors to review the Comp Plan prior to being presented to the Board.

The County Administrator stated his primary recommendation is to have this group be the repository of feedback from those who have received the draft Comp Plan, have staff revise, and get it back before the next Planning Commission workshop.

The Board agreed to have Supervisor Yowell and Supervisor Buchanan to be the Board representatives on the work group for the Comp Plan.

INFORMATION/CORRESPONDENCE

The County Administrator stated they had their pre-con meeting for the EMS renovation and contractually they start July 1, 2024.

PUBLIC COMMENT

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

CLOSED SESSION

None.

ADJOURN

With there being no further business to conduct, Supervisor Dawson made a motion to adjourn, seconded by Supervisor Jewett. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: July 23rd, 2024.

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Agenda
Board of Supervisors
Tuesday, July 9, 2024, 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

Consent Agenda

2. Approve Minutes: 06/11/2024
3. Supplemental Appropriation #19 - FY24 Use of Funds from Fund 1213 Animal Shelter Donations and Grant Fund

[3a. FY25 Supplemental Appropriation #1 – Sheriff Vehicle](#)

Special Appearances

Public Hearing

Old Business

4. Rural Rustic Resolutions – Deputy County Administrator
 - a. Whippoorwill Road Rural Rustic Resolution #2024-12
 - b. Emmett Road Rural Rustic Resolution #2024-13
 - c. Walkers Mill Lane Rural Rustic Resolution #2024-14
 - d. Turner Drive Rural Rustic Resolution #2024-15
5. Hoover Ridge Outdoor Recreation Center Update – Deputy County Administrator
6. Radio Project Update – Deputy County Administrator
7. Committee/ Board Update – Deputy Clerk
8. Home Occupation – County Attorney

New Business

9. Trash Disposal Fee Waiver for Taste of the Mountain Street Festival - Deputy County Administrator

Discussion

[10. Burn Ban Ordinance](#)

Information/Correspondence

Public Comment

Closed Session

2.2-3711(A)(1) for personnel

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 4:00 PM — Tuesday, July 9, 2024

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

MEETING #26 — July 9th

At a regular meeting of the Board of Supervisors on Tuesday, July 9th at 4:00 PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chairman
Carty Yowell, Vice-Chairman
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Brian Gordon, Deputy County Administrator
Hannon Wright, County Attorney
Kimberly Turner, Deputy Clerk

ABSENT: Jonathon Weakley, County Administrator

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.

Chairman Jackson advised the following amendments to the agenda:

- [FY25 Supplemental Appropriation #1 – Sheriff Vehicles](#)
- [Discussion: Burn Ban Ordinance](#)

Supervisor Yowell made a motion to approve the agenda as amended, seconded by Supervisor Dawson.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (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.

CONSTITUTIONAL OFFICERS, COUNTY DEPARTMENTS, COMMITTEES & ORGANIZATIONS

1. Monthly Reports

Economic Development & Tourism: Tracey Gardner, Economic Development & Tourism Director gave a monthly report and highlighted the following items:

- Parade and County Fair next week.
- Has the CEDS (Comprehensive Economic Development Strategy) final draft from the RRRC.

- Attended both Development and Economic Development Committee meetings.
- GO Virginia Annual meeting was June 27th.
- The CVSBDC (Central Virginia Small Business Development Center) was voted most productive again in the State.
 - Lakin Cottom, Shear Perfections Beauty Bar LLC, graduated from the Entrepreneurship Workshop put on by CVSBDC and CIC.
- Sending out grant info for Northern Piedmont Comm Foundation that has a Madison Comm Grant for 501C3s, (Wes Cotten is new Board member there) USDA has grants for Dairy farmers, Virginia Tourism Corp Microbusiness and more.
- VATI call on June 13th at 1:00 pm, still awaiting word on the next VATI grant.
- In full planning mode for both the parade and Taste of the Mountains
- Finalizing ARPA expenses in the State portal.
- Both grant payments have been made to Revalation and to Hidden Pines.
- Attending the CVSBDC Advisory Board meeting July 12th.
- Attending Wine Planning Grant Advisory Board meeting on July 15th.

Supervisor Jewett mentioned they had their second Economic Development Committee meeting prior to this meeting and stated they are making progress and are discovering new things to pass along.

Finance: Jennifer Warren, Finance Director, gave a monthly report and highlighted the following items:

- In the process of closing FY24. The finance dashboard will be updated by the next meeting.
- As of today, revenues for FY24 are at 106%, which is primarily due to interest income.
- As of today, expenses for FY24 are at 96%.

Building & Zoning Department: Jamie Wilks, Director of Building & Zoning, gave a monthly report and highlighted the following items:

- Building:
 - Code update training for the new State Building Code has begun. All staff are required to take multiple online or in-person courses related to the 2021 USBC.
- Zoning:
 - A couple of cases going before the BZA, potential code amendments and a Comp Plan update, which is all included in the agenda packet.
- Erosion & Sediment Control:
 - With the recent adoption of the new ordinance and the new state E & S manual, the E & S Administrator has attended an online training event related to the new handbook.
- General Information:
 - Live with the new software, Tyler-Munis
 - Begin the Building Code Effectiveness Grading Schedule (BCEGS®) process soon.

Chairman Jackson inquired about the last grade.

The Director of Building & Zoning stated he did not know because it was before his time here at Madison.

Chairman Jackson inquired how he thought they were doing with building inspections.

The Director of Building & Zoning stated he knows they will score better because they have more trained and certified staff.

Emergency Medical Services (EMS): Noah Hillstrom, EMS Chief, gave a monthly report and highlighted the following items:

- 165 calls with a 10-minute average response time.
- Continuing to help surrounding counties.
- No units available (NUA) occurred sixteen times.
 - Totaling 14 hours, 34 minutes
 - Will be tracking when mutual aid comes to Madison.
 - Happened once in June.
- Personnel:
 - EMS has two full-time vacancies.
 - Advertising for a Paramedic position on Facebook and Indeed for two months with no success.
- Pharmacy:
 - Madison EMS has all the required licenses.
 - The pharmacy vending machine has been ordered.
 - Working with the leadership team on policy development.
 - Our go-live date is tentatively set for August 1st.
- Community Service:
 - On 6/21, Lieutenant McKeen trained the staff and campers at Camp Varsity in CPR and basic first aid.
- Department Training:
 - EMS and The Nest held joint neonatal training on 6/4, 6/5, and 6/10.
 - Active threat training was held on 6/14 and 6/15.
- Community Paramedic Program:
 - The MOU with Encompass Community Services and Rappahannock Rapidan Regional Commission to utilize a shared vehicle for community paramedicine home visits until we acquire our own has been fully executed.
 - Installed eight smoke detectors and has submitted a request for more from the American Red Cross.
 - The radio identifier CP Medic 1 has been set up with dispatch.
 - Met with Rappahannock County EMS and Rapp at Home personnel to explain the development and details involved in creating our program to assist them in their future development. They were awarded a substantial grant and want to expand their services through a similar care delivery model.
- Grants: Working on applying for two grants.
 - Safe Streets and Roads for All
 - SMART grant
 - Not sure if this is a good choice for Madison but is looking into it.
- Commendation:
 - Acknowledge the exceptional work of our first responders during the evening of 6/13/24. Multiple EMS calls were dispatched beginning at 5:28 pm:
 - Patient 1 (5:28p): Altered Mental Status
 - Patient 2 (6:01p): Unresponsive
 - Patient 3 (6:21p): Possible Heart Attack
 - Patient 4 (6:45p): Unresponsive and breathing (REVA mutual aid)

- MCSO deputies Pollina, Jackson, and Peters were recognized for their quick recognition of cardiac arrest for patient 4 and their prompt deployment of CPR and an AED. Their actions provided vital care while the ambulance from REVA was responding to Madison. The patient's heart began beating again, and they were safely transported to UVA Culpeper Medical Center.

Chairman Jackson inquired why the Safe Street and Roads for All Grant was not good for Madison.

Chief Hillstrom stated the grant is a theory-based grant and they do not want to make a request they know will not work.

Supervisor Yowell mentioned the issue with finding a Paramedic and inquired if that was an issue across counties.

Chief Hillstrom stated it is an issue across the United States.

There was further discussion regarding hiring efforts.

Emergency Communications: Sean Ferguson, Director of Emergency Communications, gave a monthly report and highlighted the following items:

- 911 calls received from landlines: 93.
- 911 calls received from cellphones: 426.
- Administrative calls into the center: 1,966
- Administrative calls made: 1,101.
- Total call volume through the Center for the month of June: 3,593
- Calls for service this month: 1,133.
- Calls for year to date: 7,143.
- Radio Project:
 - Dispatcher console training occurred 6/27 and 6/28.
 - Mobile/Portable Train the Trainer anticipated in August.
 - Coverage testing anticipated mid to late August.
- Staffing in the Center:
 - One new hire in training with anticipated academy attendance in December.
 - One trainee completed academy training and should be released to minimum staffing within the month.
 - One dispatcher vacancy remains, entertaining option to convert position to a supervisor to increase oversight.

Chairman Jackson inquired how long training was for dispatchers.

The Director of Emergency Communications stated it is roughly six months to a year before they are cleared to go in a seat. The Director of Emergency Communications explained the certification requirements and challenges associated with that.

Information Technology: Alan Berry, System Administrator I, gave a monthly report and highlighted the following items:

- Discussed the lengthy response time for tickets with Tyler-Munis
- In the agenda packet there is an overview of what the IT Department has done this month.

- Continuing to work on the password policy update.
- Rolling out InTune in two weeks and discussed how they plan to notify departments about this process.
- Updated the IT ticketing system on Smartsheet's to create a dashboard that will show better metrics.
 - Gave a quick overview of the IT ticketing system dashboard.

Supervisor Jewett mentioned the new ticketing system is going to be useful and inquired if they had internal SLA for internal users.

The System Administrator I stated they have the personnel policy and mentioned the IT section has room for improvement. The System Administrator I stated other than that, he does not believe so, but the Information Technology Manager may know more.

Chairman Jackson asked for clarification on what an internal SLA was.

Supervisor Jewett stated SLA stands for Service Level Agreement and clarified the purpose of a SLA.

The System Administrator I stated AUP, Acceptable Use Policy, has been back logged, but they do intend to do it.

Animal Control: Greg Cave, Chief Animal Control Officer, gave a monthly report and highlighted the following items:

- Calls handled in person: 74.
- Calls handled by phone: 124.
- After hours emergency calls: 20
- Had a Toppings Committee
- Had a 2024 Virginia Legal Update Training (hosted by the CWA)
- Dog Bites & Attacks: Cases & Trends (online training/quiz)
- ALICE: Active Shooter Training (hosted by the MCSO)
- Training scheduled for CPR/ Stop the Bleed.
- Updating the 2024 ACO training status report for VDACS

Emergency Management (EM): Gavin Helme, EMS Assistant Chief/ Emergency Management Coordinator, gave a monthly report and highlighted the following items:

- FY22 Virginia Emergency Shelter Upgrade Grant:
 - The project has moved forward with the completion of the procurement process.
 - The shelter location for the generator will now be located at the Middle School.
- Quaker Run Wildfire – Expenses:
 - Submitted about two thirds of the grant and will be working with Finance to obtain the required information to complete the grant submission.
- Stop the Bleed Program:
 - All Stop the Bleed cabinets have been installed and are loaded with kits except for the two courtrooms.
 - They are scheduling training for each department to go over the new equipment and refresh the training on the AEDS.
- 2024 EOP Update:

- In the process of sending out pieces of the EOP to various departments for review and needed updates.
- Targeting October for sending it to VDEM for review and then BOS approval in the month of November.

Sheriff's Department: Erik Weaver, Madison County Sheriff, gave a monthly report and highlighted the following items:

- This week is the Tractor Pull and next week is the Parade and the Fair.
- SRO Grants are up and running.
 - Commended the Finance Director and Captain McKnight for their efforts.
 - Thanked Channel 19 News for doing a story.
- K-9 certification should be completed this week.
- Due to the SRO positions, they have two vacancies on the road.
- Last month:
 - 191 civil process
 - 58 crimes reported
 - 14 days in court
 - 780 calls of service (law enforcement alone)
 - 26 calls a day (anywhere from a 30 min call to a 3-hour call)

Animal Shelter: Annette Dodson, Animal Shelter Manager, gave a monthly report and highlighted the following items:

- Shelter was recognized as a “No Kill Facility for 2023”.
 - Read the letter from Best Friends’ Animal Society who award this award.
- June 1st transferred eleven dogs and kittens from Wise County
 - All have been adopted.
- June 8th held an adoption event at Bald Top
- June 10th Greene County ceased eighty-one dogs from a pump mill and Madison offered to help but everything had been disbursed to other places.
- June 14th transferred in four puppies from a local organization.
 - All have been adopted.
- June 21st had a couple counselors and four members from Chrysalis Counseling in Culpeper stop by to play with the animals.
- June 28th transferred in three puppies from a local organization.
 - All three were adopted the next morning.
- Mr. Daryl Preston, from the Madison EMS, is scheduled to come out to do AED and Stop the Bleed training tomorrow.
 - Animal Control will be involved.
- June Numbers:
 - Twenty-eight adoptions
 - Eleven were sent to rescues.
 - Nine dogs reclaimed and two cats reclaimed.
- At the moment, they have:
 - Two dogs
 - Four kittens

Chairman Jackson congratulated the Animal Shelter Manager on being named a “No Kill Shelter.” Chairman Jackson inquired why so many people are adopting animals in Madison compared to other localities.

The Animal Shelter Manager stated people are coming from all over to adopt and she credited their presence on social media.

Facilities & Maintenance: Brian Gordon, Deputy County Administrator, gave a monthly report and highlighted the following items:

- The courthouse roof painting was pushed to September due to the excessive heat.

CONSENT AGENDA

2. Approve Minutes: 06/11/2024
3. Supplemental Appropriation #19 - FY24 Use of Funds from Fund 1213 Animal Shelter Donations and Grant Fund
- 3a. FY25 Supplemental Appropriation #1 – Sheriff Vehicle

Chairman Jackson reviewed the items on the consent agenda.

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

SPECIAL APPEARANCES

None.

OLD BUSINESS

4. Rural Rustic Resolutions – Deputy County Administrator
 - a. Whippoorwill Road Rural Rustic Resolution #2024-12
 - b. Emmett Road Rural Rustic Resolution #2024-13
 - c. Walkers Mill Lane Rural Rustic Resolution #2024-14
 - d. Turner Drive Rural Rustic Resolution #2024-15

The Deputy County Administrator stated there are four resolutions to put sections of the four roads into the rural rustic program. The Deputy County Administrator reviewed illustrations for Whippoorwill Road, Emmett Road, Walkers Mill, and Turner Drive.

Supervisor Yowell mentioned the General Assembly has decided that rural rustic monies can be used to improve gravel roads and recommended considering that in the future as an option. Supervisor Yowell stated these four roads are set.

Chairman Jackson agreed and advised staff speak to VDOT to find out after these four roads how much money is left to improve gravel roads.

Chairman Jackson asked the County Attorney for confirmation that they could pass a motion for all four roads.

The County Attorney agreed.

Supervisor Yowell made a motion to approve Resolution #2024-12, #2024-13, #2024-14, and #2024-15, seconded by Supervisor Dawson. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

5. Hoover Ridge Outdoor Recreation Center Update – Deputy County Administrator

The Deputy County Administrator stated the Hoover Ridge Committee had a meeting on July 8th and they discussed the previous bids. As a result of that meeting, the Committee agreed to break phase one into two different phases. Phase 1a would include groundwork, land disturbance, water control, handicap parking, and utility conduits. Phase 1b would include hard surfacing and play surfaces where available. Discussed the congressional appropriation they put in through Abigail Spanberger's office regarding ADA compliance. The Committee was favorable to put this back out to bid in September if the Board agreed.

Chairman Jackson mentioned he thinks they are not bidding it at a big enough package and stated the problem they are running into is the available capital and not taking out of the Madison County general fund.

Supervisor Jewett inquired if staff had an estimate on what Phase 1a would cost.

The Deputy County Administrator stated that is hard to determine, especially with where the number came in on the first bid process. The Engineer of Record had a multiplier of 1.4%, but the market dictates the cost of the project. By going into the bid process in September, they may have a more favorable outcome.

There was further discussion regarding the funding for the project.

The Board agreed with the Committee's plan.

6. Radio Project Update – Deputy County Administrator

The Deputy County Administrator stated the code plug has been written and has been installed. They will be handing out multiple radios next week for the Parade and Fair to allow first response to test the programming. The Deputy County Administrator gave the following updates on the tower sites:

- Hoover Ridge tower and compound is completed, online, and transmitting both directions and microwaves.
- Beautiful Run tower is completed, online, and transmitting. One microwave led to Hoover Ridge is active and the other to Pocosan Mountain was aligned today.
 - Greene County is having an issue getting their last site online.
- Blakey Ridge compound is online and transmitting. Both microwaves' links are operating (one to Hoover Ridge and one to the American tower in Greene)
- The Church Hill site is completed, and they are installing the last piece of equipment to the fiber link tomorrow.
- ECC is completed apart from installing the consoles in the ECC floor.
- Reviewed upcoming training/testing dates and the overall process.
 - Coverage testing may be pushed.

7. Committee/ Board Update – Deputy Clerk

The Deputy Clerk stated there is a list of FAPT and CPMT in the agenda packet for the Boards consideration for approval. The Deputy Clerk mentioned most of the positions are mandated positions. There are two vacant positions on the CPMT, one for a parent representative and the other for a private-provider representative. Both are two-year roles, and they are having trouble filling the positions.

Supervisor Dawson stated Tiffany Woodward, CSA is doing a good job, but they just cannot fill those two positions.

Supervisor Dawson made a motion to approve the FAPT and CPMT list, seconded by Supervisor Jewett. Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).

8. Home Occupation – County Attorney

Chairman Jackson mentioned he called everyone last week. Chairman Jackson stated they were going to work off the County Attorney's document he proposed previously and send that to the Planning Commission so they can add clarity to the ordinance. Chairman Jackson stated Supervisor Dawson suggested also sending it to Sean Gregg, Assistant County Attorney, for another set of eyes. Chairman Jackson advised this being clarified promptly and going to public hearing in September. Chairman Jackson stated the Planning & Zoning Administrator is going to send a letter to the current applicant to recommend they withdraw their special use permit application as it is not needed. (It is a home occupation with employees not working onsite.)

The County Attorney mentioned Chairman Jackson individually called the Board members. The County Attorney stated home occupation is a definition and within the definition are three things that legal ought to be either construed, misconstrued, or administrative interpreted. The goal is to be consistent with the historical interpretation while clarifying things.

The Board agreed with the September timeframe.

There was further discussion regarding clarifying the home occupation definition.

NEW BUSINESS

9. Trash Disposal Fee Waiver for Taste of the Mountain Street Festival - Deputy County Administrator

The Deputy County Administrator stated the Economic Development & Tourism Director has requested a waiver for the trash for the Taste of the Mountains Festival, which will be handled by the Madison County Football team. Additionally, they have requested to use County property.

Chairman Jackson inquired where the Fair's request was.

The Deputy County Administrator stated he would reach out.

Supervisor Dawson made a motion to approve the trash waiver for the Taste of the Mountains Street Festival and the Madison County Fair, seconded by Supervisor Jewett. Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).

DISCUSSION

10. Burn Ban Ordinance

The Deputy County Administrator discussed last fall's Quaker Run Fire and stated the burn ban was instituted through a complicated and time-consuming process. The Deputy County Administrator stated this Burn Ban Ordinance is an effort to make this process quicker and discussed his research efforts. The Deputy County Administrator mentioned he has provided the draft Burn Ban Ordinance to the County Attorney and suggested taking it to a public hearing the second meeting of August.

Chairman Jackson asked the County Attorney when he would be able to email the ordinance to the Board so they can provide feedback in time to advertise for the public hearing.

The County Attorney stated he plans to finish his final review by the end of the week and will have it back to the Deputy County Administrator for a final review on Sunday. The County Attorney confirmed it was reasonable to have it done by the end of next week.

The Deputy County Administrator agreed.

Chairman Jackson inquired if the Board wanted to authorize staff to go to public hearing on this.

The Board agreed.

The Deputy County Administrator mentioned he would also be sending it to the first response teams for review.

INFORMATION/CORRESPONDENCE

None.

PUBLIC COMMENT

Chairman Jackson opened the floor for public comment.

Eleanor Montgomery Ms. Montgomery commended the Board for running a good meeting. Ms. Montgomery stated she was in the IT Department's office a few weeks ago and it is a very small room and inquired if there was a plan to expand their office space.

Chairman Jackson stated they would revisit it.

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

CLOSED SESSION

Supervisor Yowell made a motion to convene in closed session pursuant to Virginia Code Section 2.2-3711(A)(1) for personnel, seconded by Supervisor Buchanan. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

Supervisor Yowell made a motion to re-convene in open session, seconded by Supervisor Dawson. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

Supervisor Yowell made a motion to certify by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code Section 2.2-3711(A)(1) and that was identified in the motion to convene in closed session were heard, discussed, or considered in the closed meeting, seconded by Supervisor Dawson. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

As a result of the Closed Session, the Board took the following action:

Supervisor Dawson made a motion to approve Ms. Gail Temple to the Germanna Community College Board, seconded by Supervisor Jewett. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

ADJOURN

With there being no further business to conduct, Supervisor Dawson made a motion to adjourn, seconded by Supervisor Jewett. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: July 23rd, 2024.





Agenda
Board of Supervisors
Tuesday, July 23, 2024, 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: 06/25/2024 & 07/09/2024
2. FY25 Supplemental Appropriation #2 – Sheriff's Department SRO Byrne Justice Grant
3. FY25 Supplemental Appropriation #3 – EMS FY24 Donation

Special Appearances

4. Piedmont CASA Presentation – Kate Duvall

Old Business

5. Leathers Lane Maintenance Request – County Administrator

New Business

6. Shenandoah National Park & Madison County MOU – County Administrator

Discussion

Information/Correspondence

Public Comment

Closed Session

2.2-3711(A)(1) & 2.2-3711(A)(7)

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 6:00 PM — Tuesday, July 23, 2024

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

MEETING #27 — July 23rd

At a regular meeting of the Board of Supervisors on Tuesday, July 23rd at 6:00 PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chairman
Carty Yowell, Vice-Chairman
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Brian Gordon, Deputy County Administrator
Hannon Wright, County Attorney

ABSENT: Kimberly Turner, Deputy Clerk

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.

Supervisor Dawson made a motion to approve the agenda as presented, seconded by Supervisor Jewett.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (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.

CONSENT AGENDA

1. Approve Minutes: 06/25/2024 & 07/09/2024
2. FY25 Supplemental Appropriation #2 – Sheriff's Department SRO Byrne Justice Grant
3. FY25 Supplemental Appropriation #3 – EMS FY24 Donation

Chairman Jackson reviewed the items on the consent agenda.

Supervisor Yowell mentioned they now have a School Resource Officer (SRO) in all four schools with a total cost to the taxpayer of \$206,000 which is half price thanks to the effort of those who have completed the grant. Supervisor Yowell inquired if the Sheriff's office was responsible for this particular grant.

The County Administrator agreed and stated typically the Sheriff would have lead and then Finance and/or Administration would provide a support function.

Supervisor Yowell commended getting School Resource Officers in every school for half price.

The County Administrator mentioned he would pass that along and stated the Sheriff confirmed that these individuals have already started. The Sheriff's Department is now attempting to back fill those positions.

Supervisor Jewett referenced a conversation he had with a current teacher regarding the benefits of having SROs in all the schools. The teacher stated it was welcomed and discussed the challenges of sharing a SRO between two schools.

The County Administrator mentioned he would pass those comments along to the Sheriff.

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

SPECIAL APPEARANCES

4. Piedmont CASA Presentation – Kate Duvall

Ms. Kate Duvall, President, and CEO of Piedmont Court Appointed Special Advocates (CASA), which is a nonprofit that now services Madison County. Ms. Kate Duvall introduced the services they provided and informed the community how they can get involved.

Supervisor Jewett inquired about the risk for a CASA volunteer. Supervisor Jewett stated he envisioned these are serious, delicate situations, and could see a disgruntled parent lashing out at the volunteer.

Ms. Kate Duvall mentioned she had not run into this. Ms. Kate Duvall stated not every parent is happy with the CASA's recommendations, but she believes that parents often feel heard if they have spoken to the CASA. Ms. Kate Duvall mentioned they look for the strengths in families and communicate those strengths to the Court even when those families have had trauma and are struggling. Ms. Kate Duvall stated it has probably happened in the 45-year history of CASA across the US. Ms. Kate Duvall stated they have immunity through the Code of Virginia for CASA work as well as insurance that is provided to protect the CASAs.

Supervisor Buchanan inquired if Piedmont CASA has translation services involved.

Ms. Kate Duvall mentioned it is an important need and stated they are always recruiting more Spanish speaking volunteers in particular and they provide access to Language Line's translation services. Ms. Kate Duvall stated their website will translate into any language and most of their important letters and forms is in Spanish and Arabic. Ms. Kate Duvall stated she is talking to a Latinx Sorority at the University to see if they can partner with them with their CASA volunteers to help with translating.

Supervisor Yowell inquired if their services were exclusive to kids in foster care.

Ms. Kate Duvall agreed and stated CASA is in the Code of Virginia, and the Code states they can take custody cases and CHINS cases when the judge has concerns about an underlying abuse or neglect

concern. Ms. Kate Duvall stated at CASA they do not have the capacity to take those cases right now and they have prioritized abuse and neglect cases because that is where they see the greatest need.

Supervisor Yowell stated there seems to be some overlap between foster care and what CASA does.

Ms. Kate Duvall stated they have a partnership with the professionals in the foster care system and are in communication with them. Ms. Kate Duvall discussed the limitations of transportation for CASAs. CASAs are not involved in the caretaking of the child, but they are an advocate for the child.

Supervisor Yowell asked for clarification that the CASAs are charged with reporting back to the judge.

Ms. Kate Duvall agreed and stated they file an extensive report 30 days in advance of hearings that outline everything they have learned and make recommendations to the court.

Chairman Jackson inquired if they participate in Give Local Piedmont.

Ms. Kate Duvall stated they gave it a shot this year and they will try again next year. Ms. Kate Duvall stated they have a diversified funding stream and feel comfortable where they are.

Supervisor Yowell shared that he had a friend who recently got married and instead of presents, they requested people donate to CASA.

Ms. Kate Duvall thanked the Board for their questions and stated she can be a resource to the Board or any community members in Madison.

OLD BUSINESS

5. Leathers Lane Maintenance Request – County Administrator

The Deputy County Administrator stated following the June 25th meeting, the Board gave staff direction. Staff sent an email to Mr. Whidby on the 27th with the Board's following directions:

- Rescind the previous maintenance request with no history or unnecessary comments.
- Crusher run only.
- This would be a single instance of maintenance not an ongoing maintenance agreement.
- The trees along the side of the roadway would be removed.
- Would follow-up in 30 days pending good behavior and meeting of the criteria set by the Board.

The Deputy County Administrator stated on July 11th, he received a maintenance request that they had amended on a few occasions. The maintenance request before the Board was received on the 12th. The Deputy County Administrator mentioned they received several supplementals from the Kirby's which is in the packet.

The County Administrator clarified that the Board received hard copy handouts from the Lenhoff's, and they were not published in the packet. The County Administrator stated there is opposition to the request from several residents.

Supervisor Yowell advised that the request is not ready for prime time at this point. Supervisor Yowell stated the conditions for allowing Mr. Whidby to do the maintenance included good behavior, and he has had reports of behavior that he does not consider good. The Board wanted the removal of the trees and the

post in the right-of-way, which he does not believe has been done. Supervisor Yowell stated the conditions have not been met and advised not approving until their conditions have been met.

Chairman Jackson stated he was tired of talking about this at every meeting and he agreed with Supervisor Yowell that the conditions have not been met. Chairman Jackson recommended seeing how it goes in another month.

Supervisor Yowell made a motion to table this request for another month, seconded by Supervisor Jewett.

The County Administrator stated he appreciated the Deputy County Administrator working with all residents and making the Board's direction clear. If approved by the Board, staff will send an email clarifying the Board's conditions. The County Administrator discussed the maintenance request and stated it did not meet the conditions and asked for Board direction if the same maintenance request is presented.

Chairman Jackson advised the following conditions:

- Must be crusher run.
- Trees & post need to go.
- Good behavior required.

The County Administrator recommended not bringing the request back to the Board if the revisions are not made and inquired the Board's thoughts.

Chairman Jackson stated if it does not get revised, staff should not bring it back.

Supervisor Yowell stated the sentence about continuing maintenance needs to be removed.

The County Administrator stated they will not circulate to the community unless it meets the standards of the Board.

Chairman Jackson agreed and inquired if Supervisor Yowell amended his motion to include that if it is not what the Board specified, then it will not come back in front of the Board.

Supervisor Yowell agreed and amended the motion, seconded by Supervisor Buchanan. ***Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).***

NEW BUSINESS

6. Shenandoah National Park & Madison County MOU – County Administrator

The County Administrator stated the Shenandoah National Park memorandum of understanding was circulated from the park to Sheriff Weaver. When they have a changeover of management, they send this out to get updated signatures. It is an interoperable agreement so it specifies how the park system and law enforcement primarily would work. The agreement, as drafted, is between the County and the Shenandoah National Park. The Sheriff and the Attorney has reviewed it, and staff see no trip hazards or concerns. The County Administrator stated staff recommended the Board to approve and authorize the County Administrator to sign.

The County Attorney stated this is an agreement to work together in the future in case of an emergency or criminal investigation. There are no funding obligations, and it can be withdrawn from either side. The County Attorney stated there were no legal objections to it.

Supervisor Yowell mentioned there is verbiage in there about claims and it would be on the County if they provided mutual aid. Supervisor Yowell mentioned the previous fire would be a separate issue.

The Deputy County Administrator stated the Fire Department has a separate MOU with the Park Service. The Deputy County Administrator agreed with Supervisor Yowell and stated something of that magnitude would spawn a whole different set of circumstances, as it did last fall.

The County Administrator added for clarification that they would work in concert with one another, but any expenses or things undertaken by such an agency would be borne by such agency.

Supervisor Jewett inquired who would have jurisdiction if there was a criminal act committed in the Park.

The County Attorney stated he believed that would be Federal land and that would be a Federal prosecution in the Western District of Virginia. The County Attorney mentioned there are some places where it can be both State and Federal, but he believes it would be Federal prosecution.

Supervisor Yowell made a motion to authorize Jonathon Weakley, County Administrator, to sign the MOU between the Shenandoah National Park and Madison County, seconded by Supervisor Dawson.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).

DISCUSSION

None.

INFORMATION/CORRESPONDENCE

None.

PUBLIC COMMENT

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

CLOSED SESSION

Supervisor Yowell made a motion to convene in closed session pursuant to Virginia Code sections 2.2-3711(A)(1) for personnel and 2.2-3711(A)(7) for consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, seconded by Supervisor Dawson. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

Supervisor Yowell made a motion to re-convene in open session, seconded by Supervisor Dawson. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

Supervisor Yowell made a motion to certify by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code Section 2.2-3711(A)(1) and 2.2-3711(A)(7) and that was identified in the motion to convene in closed session were heard, discussed, or considered in the closed meeting, seconded by Supervisor Dawson. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

As a result of the Closed Session, the Board did not take further action.

ADJOURN

With there being no further business to conduct, Supervisor Jewett made a motion to adjourn, seconded by Supervisor Dawson. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: August 13, 2024.

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Agenda
Joint Meeting
Madison County Board of Supervisors
Wednesday, August 7, 2024 at 7:00 PM
Admin. Building Auditorium, 414 North Main Street,
Madison, Virginia 22727

Call to Order

Determine Presence of a Quorum/Adoption of Agenda

Public Comment

Public Hearings

- A. **(Case No. S-02-24-01):** James and Deborah Selvage have applied for a by-right subdivision of a 9.70-acre A1 (agriculture) zoned lot. The subdivision would create two “new” lots and a residue lot. The new lots would be 3.02 acres and 3.68 acres, and the residue lot would be 3.0 acres. The subject lot does not contain a postal address but is located on N. Seminole Trail (roughly 450 feet from intersection with Hebron Valley Road) and is identified on Madison County’s Tax Maps as 40-74 (previously on county record as tax map 40-72).
- B. **(Case No. 2024-ZOA-07-03-01):** Proposed amendments to Appendix 1 (Zoning Ordinance), Article 14-9 (Minimum Off-Street Parking)
- C. **(Case No. 2024-SOA-07-03-02):** Proposed amendments to Appendix 2 (Subdivision Ordinance), Article 7-1 (Filing Requirements)
- D. **(Case No. 2024-ZOA-07-03-03):** Proposed amendments to Appendix 1 (Zoning Ordinance), Article 20 (Definitions- Automobile Graveyard)
- E. **(Case No. 2024-SOA-07-30-04):** Proposed amendments to Appendix 1 & 2, (Zoning & Subdivision Ordinances) Boundary Line Adjustment(s)

New Business

- F. Appointing Staff for Subdivision Review Resolution #2024-16 – County Administrator

Information/Correspondence

Public Comment

Closed Session

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 7:00PM — Wednesday, August 7, 2024

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

MEETING #28 — August 7th

At a Joint Meeting between the Board of Supervisors and the Planning Commission on Wednesday, August 7th at 7:00PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chair
Carty Yowell, Vice-Chair
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Admin. & Interim Planning & Zoning Admin.
Hannon Wright, County Attorney
Kimberly Turner, Deputy Clerk

ABSENT: Janet Henshaw, Planning Commission Secretary

The Board of Supervisors came to order following the Planning Commission's decision on A. (Case No. S-02-24-01).

The Planning Commission came back into session following the Board's decision on A. (Case No. S-02-24-01).

The Board of Supervisors came to order following the adjournment of the Planning Commission's portion of the meeting.

CALL TO ORDER

Chairman Jackson called the Board to order.

DETERMINE PRESENCE OF A QUORUM/ADOPTION OF AGENDA

Chairman Jackson advised that a quorum was present.

Supervisor Dawson made a motion to approve the agenda as presented, seconded by Supervisor Jewett.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (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.

PUBLIC HEARING

A. **(Case No. S-02-24-01):** James and Deborah Selvage have applied for a by-right subdivision of a 9.70-acre A1 (agriculture) zoned lot. The subdivision would create two "new" lots and a residue

lot. The new lots would be 3.02 acres and 3.68 acres, and the residue lot would be 3.0 acres. The subject lot does not contain a postal address but is located on N. Seminole Trail (roughly 450 feet from intersection with Hebron Valley Road) and is identified on Madison County's Tax Maps as 40-74 (previously on county record as tax map 40-72).

The County Administrator stated it has VDOT's approval, Health Department's approval, and a Road Maintenance Agreement. The County Administrator stated he is happy to take questions.

The Board had no questions.

The applicant had nothing new to add.

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

Supervisor Yowell made a motion to approve Case No. S-02-24-01 as recommended by the Planning Commission, seconded by Supervisor Buchanan. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0)*

Supervisor Dawson made a motion to recess the Board meeting to go back to the Planning Commission meeting, seconded by Supervisor Jewett. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0)*

Chairman Jackson called the Board back to order.

B. (Case No. 2024-ZOA-07-03-01): Proposed amendments to Appendix 1 (Zoning Ordinance), Article 14-9 (Minimum Off-Street Parking)

ORDINANCE TO AMEND A PORTION OF APPENDIX 1 (ZONING ORDINANCE) OF THE MADISON COUNTY, VIRGINIA CODE

Ordinance Amendment # 2024-ZOA-07-03-01

WHEREAS, by Ordinance duly adopted, the Board of Supervisors of Madison County, Virginia, adopted Appendix 1, Zoning Ordinance, of the Madison County Code, which has been amended from time to time; and

WHEREAS, the Board of Supervisors of Madison County, Virginia, finds that the following amendments to the Zoning Ordinance of Madison County, Virginia, would promote the health, safety, and general welfare of Madison County, Virginia, and be in accord with the declarations of legislative intent set forth in Virginia Code Section 15.2-2200 (1950, as amended) and the Madison County Comprehensive Plan adopted, as amended, on August 7, 2019;

NOW, THEREFORE, BE IT RESOLVED AND ORDAINED by the Board of Supervisors of Madison County, Virginia, that the Zoning Ordinance of Madison County, Virginia, be, and is hereby amended to read as follows:

“Article 14-9-12

For office buildings, offices, ~~and~~ for professionals, and personal service establishments, there shall be provided one (1) parking space for each two hundred (200) square feet of floor space.

Article 14-9-13

For medical and dental clinics, ~~four~~three (3) parking spaces per examination or treatment room, ~~plus one parking space for each doctor and employee.~~”

Except as amended above, Appendix 1, Zoning Ordinance, remains in full force and effect.

There were no comments or questions regarding the Ordinance amendment.

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

Supervisor Jewett made a motion to adopt Ordinance amendment 2024-ZOA-07-03-01, seconded by Supervisor Yowell. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0)*

- C. **(Case No. 2024-SOA-07-03-02):** Proposed amendments to Appendix 2 (Subdivision Ordinance), Article 7-1 (Filing Requirements)

**ORDINANCE TO AMEND A PORTION OF APPENDIX 2 (SUBDIVISION ORDINANCE)
OF THE MADISON COUNTY, VIRGINIA CODE**

Ordinance Amendment # 2024-SOA-07-03-02

WHEREAS, by Ordinance duly adopted, the Board of Supervisors of Madison County, Virginia, adopted Appendix 2, Subdivision Ordinance, of the Madison County Code, which has been amended from time to time; and

WHEREAS, the Board of Supervisors of Madison County, Virginia, finds that the following amendments to the Subdivision Ordinance of Madison County, Virginia, would promote the public health, safety, convenience, comfort, prosperity, and general welfare of Madison County, Virginia, and be in accord with the declarations of legislative intent set forth in Virginia Code Section 15.2-2200 (1950, as amended) and the Madison County Comprehensive Plan adopted, as amended, on August 7, 2019;

NOW, THEREFORE, BE IT RESOLVED AND ORDAINED by the Board of Supervisors of Madison County, Virginia, that the Subdivision Ordinance of Madison County, Virginia, be, and is hereby amended to read as follows:

“Article 7-1. - Filing Requirements.

An applicant shall file **a minimum of 17five (5)** prints of the final plat, prepared by a land surveyor or certified professional engineer licensed by the Commonwealth of Virginia to practice as such. **An applicant shall provide an electronic copy of the final plat.** Subdivisions approved administratively shall require one print of the final plat to be maintained and held in County records for a minimum of ten years from the date of approval. The said surveyor or professional engineer shall affix upon each plat a signed certificate and also indicate thereon the source of the title of the owner of the land subdivided. Any supporting data or plans shall also be filed with the Commission or its agent. A final plat is recommended to have all required plat details and approval signatures from the Virginia Department of Health and Virginia Department of Transportation. Lots/parcels recorded without such approval signatures shall not be issued a zoning or building permit until such approvals are obtained in writing from said departments.”

Except as amended above, Appendix 2, Subdivision Ordinance, remains in full force and effect.

Supervisor Jewett asked for clarification that they are requiring five printed copies in addition to an electronic copy.

The County Administrator agreed.

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

Supervisor Dawson made a motion to approve Ordinance amendment 2024-SOA-07-03-02, seconded by Supervisor Buchanan. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0)**

The County Attorney stated for the record that this amendment’s motion and the previous amendment’s motion was a 5 to 0 vote with everyone voting in favor of it.

- D. **(Case No. 2024-ZOA-07-03-03):** Proposed amendments to Appendix 1 (Zoning Ordinance), Article 20 (Definitions- Automobile Graveyard)

ORDINANCE TO AMEND A PORTION OF APPENDIX 1 (ZONING ORDINANCE) OF THE MADISON COUNTY, VIRGINIA CODE

Ordinance Amendment # 2024-ZOA-07-03-03

WHEREAS, by Ordinance duly adopted, the Board of Supervisors of Madison County, Virginia, adopted Appendix 1, Zoning Ordinance, of the Madison County Code, which has been amended from time to time; and

WHEREAS, the Board of Supervisors of Madison County, Virginia, finds that the following amendments to the Zoning Ordinance of Madison County, Virginia, would promote the health, safety, and general welfare of Madison County, Virginia, and be in accord with the declarations of

legislative intent set forth in Virginia Code Section 15.2-2200 (1950, as amended) and the Madison County Comprehensive Plan adopted, as amended, on August 7, 2019;

NOW, THEREFORE, BE IT RESOLVED AND ORDAINED by the Board of Supervisors of Madison County, Virginia, that the Zoning Ordinance of Madison County, Virginia, be, and is hereby amended to read as follows:

“Article 20-103. Junkyard. The use of any area of land of more than ~~200~~ 100 square feet in any location for the buying or selling, storage, keeping or abandonment of junk including scrap metals or other scrap materials. The term "junkyard" shall include the terms "automobile graveyard, **garbage dumps, and sanitary landfills.**" (Ref. Va Code § 33.2-804)

Article 20-15. Automobile Graveyard. Any lot or place ~~which~~ **that** is exposed to the weather **and** upon which more than five **inoperable** motor vehicles of any kind; **that are** incapable of being operated and which it would not be economically practical to make operative, are **placed**, located, or found. **The movement or rearrangement of vehicles within an existing lot or facility does not render this definition inapplicable.** See also "junkyard and **inoperable vehicle.**" ~~(The State Code identifies five.)~~ (Ref. Va Code § 33.2-804)

20-102 Inoperable Vehicle. ~~A motor vehicle, trailer, or attachment thereto designed for movement along public roadways which is required by the State of Virginia to display current license plates and/or meet safety standards as evidenced by display of a current state inspection sticker and current County sticker which vehicle, trailer, or attachment therefore does not display said license plates and/or a current state inspection sticker or current County sticker. Farm vehicles are exempt from this definition.~~ **An inoperable vehicle means (i) any motor vehicle and/or trailer which is not in operating condition; (ii) any motor vehicle which for a period of 60 days or longer has been partially or totally disassembled by the removal of tires and wheels, the engine, or other essential parts required for operation of the vehicle; or (iii) any motor vehicle on which there are displayed neither valid license plates nor a valid inspection decal. Farm vehicles and tractors as defined by Va Code § 46.2-100 and other farm machinery are exempt from this definition. (Ref. Va Code § 15.2-904)”**

The following new definitions shall be added as follows:

“20-102A Junk. Old or scrap copper, brass, rope, rags, batteries, paper, trash, rubber, debris, or waste; junked, dismantled, or wrecked automobiles or parts thereof; and old or scrap iron, steel, or other ferrous or nonferrous material.

20-121A Motor vehicle. Any vehicle as defined by Virginia Code § 46.2-100, as amended, that is self-propelled or designed for self-propulsion. Any structure designed, used, or maintained primarily to be loaded on or affixed to a motor vehicle to provide a mobile dwelling, sleeping place, office, or commercial space shall be considered a part of a motor vehicle. Any device herein defined as a bicycle, electric personal assistive mobility device, electric power-assisted bicycle, motorized skateboard, or scooter, moped, or personal delivery device shall be deemed not to be a motor vehicle. (Ref. Va Code § 46.2-100)”

Except as amended above, Appendix 1, Zoning Ordinance, remains in full force and effect.

The County Administrator clarified they needed to amend the typo where the Ordinance amendment stated, “Article 20-13” and change it to “Article 20-103”. The County Administrator stated as long as it is included in the Board’s motion, staff will make that correction.

Supervisor Jewett asked for clarification about the rationale for the reduction of 200 square feet to 100 square feet.

There was discussion regarding the reasoning for reducing the junkyard size to 100 square feet to match the definition for “dump heap/trash pile.”

Supervisor Jewett mentioned his past experience with a neighbor and inquired how one would decide if it would be classified as “junk” or “artwork.”

Chairman Jackson stated the Zoning Administrator would decide.

The County Administrator stated staff can make a ruling, but they have a right to appeal it and take it to court. Ultimately the judge would make the decision.

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

Supervisor Yowell made a motion to approve Ordinance Case No. 2024-ZOA-07-03-03 with the one change to the reference of the junkyard being 20-103, seconded by Supervisor Dawson. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0)*

- E. **(Case No. 2024-SOA-07-30-04):** Proposed amendments to Appendix 1 & 2, (Zoning & Subdivision Ordinances) Boundary Line Adjustment(s)

ORDINANCE TO AMEND A PORTION OF APPENDIX 1 (ZONING ORDINANCE) AND APPENDIX 2 (SUBDIVISION ORDINANCE) OF THE MADISON COUNTY, VIRGINIA CODE

Ordinance Amendment # 2024-SOA-07-03-04

WHEREAS, by Ordinance duly adopted, the Board of Supervisors of Madison County, Virginia, adopted Appendix 1, Zoning Ordinance, and Appendix 2, Subdivision Ordinance of the Madison County Code, which has been amended from time to time; and

WHEREAS, the Board of Supervisors of Madison County, Virginia, finds that the following amendments to the Zoning and Subdivision Ordinances of Madison County, Virginia, would promote the health, safety, and general welfare of Madison County, Virginia, and be in accord with the declarations of legislative intent set forth in Virginia Code Section 15.2-2200 (1950, as amended) and the Madison County Comprehensive Plan adopted, as amended, on August 7, 2019;

NOW, THEREFORE, BE IT RESOLVED AND ORDAINED by the Board of Supervisors of Madison County, Virginia, that the Subdivision Ordinance of Madison County, Virginia, be, and is hereby amended to read as follows:

“2-38. *Subdivision.*

(1) ~~The sale or exchange of a lot, tract or parcel of land between adjoining landowners to create by boundary adjustment a new lot, tract or parcel of land; provided that such sale or exchange does not create an additional building lot or does not create a nonconforming lot; and provided further that the new lot, tract or parcel of land created by boundary adjustment in the Conservation, C-1 or Agricultural, A-1 District shall not gain additional division rights until ten years from the date the plat or deed of boundary adjustment is recorded in the Clerk's Office of the Circuit Court of Madison County, Virginia.~~ **A Boundary Line Adjustment (BLA) to allow a change in property size or configuration.**

(4) **Vacation of a boundary line(s) between two or more lots of record to produce a single lot.**

Article 4-1-5. Limitations of Subdivisions in Conservation, C-1, and Agricultural, A-1, Districts. No lot, tract or parcel of land in the Conservation, C-1, District or Agricultural, A-1, District shall be subdivided into more than four smaller lots; tracts or parcels of land (including the residue, if any) within any ten-year period. Except as provided above, no lot, tract or parcel of land in the Conservation, C-1, or Agricultural, A-1, District created by subdivision in accordance herewith shall be further subdivided within ten years from the date the subdivision plat is recorded in the Clerk's Office of the Circuit Court of Madison County, Virginia. ~~A lot, tract or parcel of land created by boundary adjustment in the Conservation, C-1 or Agricultural, A-1 District shall not gain additional division rights until ten years from the date the plat or deed of boundary adjustment is recorded in the Clerk's Office of the Circuit Court of Madison County, Virginia.~~ **A lot, tract or parcel of land altered by a boundary line adjustment in the Conservation, C1 or Agricultural, A1 District shall not be approved for another boundary line adjustment for one year from the date the plat and deed are recorded in the Clerk's Office of the Circuit Court of Madison County, Virginia.”**

The following new definitions shall be added as follows:

“2-4A. *Boundary Line Adjustment (BLA).* The relocation of a property line or lines between two or more existing and contiguous lots to allow a change in property size or configuration. (Ref. Va Code 15.2-2275) A BLA cannot result in the creation of a new lot(s) or a lot(s) which does not conform with the zoning ordinance, unless the original lot was already non-conforming and, in such case of modifying a non-conforming lot, such lot cannot be made smaller in area. A lot altered by this provision shall not be approved for another BLA within one year from last approval date. Any BLA shall not involve the relocation or alteration of streets, alleys, easements for public passage, or other public areas and no easements or utility right-of-way shall be relocated or altered without the express consent of all persons holding any interest therein. A BLA application must contain a survey plat by a Commonwealth of Virginia licensed surveyor showing current and proposed boundary lines, as well as deed restrictions, easements, rights of way and

deed dedications. The plat must show all existing septic components, including but not limited to, drainfield(s), existing well(s), existing buildings and/or structures, public utility lines, and floodplains and/or floodways on the parcel(s). An approved BLA must be recorded by Boundary Line Adjustment deed and plat in the land records of the Clerk's Office of the Circuit Court of Madison County within 90 days of approval. Prior to recording, the deed shall be approved in writing, on its face, by the Board of Supervisors or its designee. A BLA cannot be recorded unless and until it has been approved in accordance with the provisions of this article. (Ref. Va Code Sections 15.2- 2255, 15.2- 2258, and 15.2-2270 through 2275 as amended).

2-40. *Vacation of a boundary line.* The elimination or removal of a boundary line between two contiguous lots owned by the same owner, resulting in a single, combined lot. The ultimate consolidated lot must result in a conforming lot and use consistent with the County's ordinances. Any vacation of boundary line(s) cannot create a split-zoned parcel and must be only one zone. Lot line vacations require the subject properties be deeded in the same name as shown in the tax records of Madison County. All lot line vacations require an executed deed, such as a deed of consolidation, affirming the lot line vacation. No easements or utility rights-of-way located along any lot lines to be vacated shall be extinguished or altered without the express consent of all persons holding any interest therein. Prior to recording, the deed shall be approved in writing, on its face, by the Board of Supervisors or its designee. The deed shall be recorded in the clerk's office by the applicant within 90 days of approval. (Ref. Va Code Sec. 15.2-2275)."

Also, that the Zoning Ordinance of Madison County, Virginia, be, and is hereby amended to read as follows:

Article 3-11. *Limitations of Subdivisions in Conservation, C-1 District.* No lot, tract or parcel of land in the Conservation, C-1 District shall be subdivided into more than four smaller lots, tracts or parcels of land (including the residue if any) within any ten-year period. Except as provided above, no lot, tract or parcel of land in the Conservation, C-1 District created by subdivision in accordance herewith shall be further subdivided within ten years from the date the subdivision plat is recorded in the Clerk's Office of the Circuit Court of Madison County, Virginia. ~~A lot, tract or parcel of land created by boundary adjustment in the Conservation, C-1 District shall not gain additional division rights until ten years from the date the plat or deed of boundary adjustment is recorded in the Clerk's Office of the Circuit Court of Madison County, Virginia.~~ A lot, tract or parcel of land altered by a boundary line adjustment in the Conservation, C1, District shall not be approved for another boundary line adjustment for one year from the date the plat and deed are recorded in the Clerk's Office of the Circuit Court of Madison County, Virginia.

Article 4-11. *Limitations of Subdivisions in Agricultural, A-1 Districts.* No lot, tract ~~or~~ parcel of land in the Agricultural, A-1 District shall be subdivided into more than four smaller lots, tracts or parcels of land (including the residue, if any) within any ten-year period. Except as provided above, no lot, tract or parcel of land in the Agricultural, A-1 District created by subdivision in accordance herewith shall be further subdivided within ten years from the date the subdivision plat is recorded in the Clerk's Office of the Circuit Court of Madison County, Virginia. ~~A lot, tract or parcel of land created by~~

~~boundary adjustment in the Agricultural, A-1 District shall not gain additional division rights until ten years from the date the plat or deed of boundary adjustment is recorded in the Clerk's Office of the Circuit Court of Madison County, Virginia.~~ A lot, tract or parcel of land altered by a boundary line adjustment in the Agricultural, A1, District shall not be approved for another boundary line adjustment for one year from the date the plat and deed are recorded in the Clerk's Office of the Circuit Court of Madison County, Virginia.”

Except as amended above, Appendix 1, Zoning Ordinance and Appendix 2, Subdivision Ordinance, remain in full force and effect.

Supervisor Yowell commended the Planning Commission for their work on this as well as the other amendments.

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

Supervisor Buchanan made a motion to approve the proposed amendment to Appendix 1 & 2 with Case No. 2024-SOA-07-30-04, seconded by Supervisor Jewett. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0)*

NEW BUSINESS

F. Appointing Staff for Subdivision Review Resolution #2024-16 – County Administrator

RESOLUTION #2024-16

WHEREAS, the Board of Supervisors of Madison County has determined the necessity of facilitating the efficient and timely review of boundary line adjustment(s) deed/plat, vacation of boundary line(s) deed, and single lot non-family subdivisions, and

WHEREAS, the Board of Supervisors of Madison County desires to designate certain staff members with the authority to sign off on such boundary line adjustment(s) deed/plat, vacation of boundary line(s) deed, and single lot non-family subdivisions in accordance with the Madison County Subdivision Ordinance; and

NOW, THEREFORE, BE IT RESOLVED that that the Board of Supervisors of Madison County, as follows:

1. Appointment of Authorized Staff

The following staff members are hereby appointed and authorized to review, disapprove or approve (if all applicable requirements are met), and sign off on boundary line adjustment(s) deeds and/or plats, vacation of boundary line(s) deeds, and single lot non-family subdivisions on behalf of Madison County:

- County Administrator
- County Planning & Zoning Administrator

2. Scope of Authority

The appointed staff members shall have the authority to review and disapprove or approve boundary line adjustment(s) deed and/or plats, vacation of boundary line(s) deeds, and single lot non-family subdivisions in accordance with all applicable laws, regulations, and policies of Madison County.

3. Effective Date

This resolution shall take effect immediately upon its adoption.

The County Administrator stated this Resolution makes it clear who the Board is giving the authority to sign off on boundary line adjustment(s) deed/plat, vacation of boundary line(s) deed, and single lot non-family subdivision in accordance with the Madison County Subdivision Ordinance. Should the Board approve, the appointment of authorized staff would be the County Administrator and/or Zoning & Planning Administrator. The designee will have the authority to review and disapprove or approve boundary line adjustment(s) deed/plat, vacation of boundary line(s) deed, and single lot non-family subdivision in accordance with all applicable laws, regulations, and policies of Madison County. The resolution shall take effect immediately should the Board approve.

Supervisor Jewett inquired if someone challenged the decision the Designee made would it come to the Board and the Planning Commission.

The County Attorney responded that it would be the County's decision. If they appeal it, it then goes to the circuit court.

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

Jim Smith: Mr. Jim Smith, Brightwood resident & Planning Commission member, recommended notifying the Clerk of the Circuit Court of this action.

Supervisor Yowell mentioned the Clerk was involved in the process of amending the ordinance.

Supervisor Jewett advised sending an official letter to the Clerk of the Circuit Court.

The County Administrator agreed.

Supervisor Yowell made a motion to approve Resolution #2024-16 to satisfy the requirements of sections 2-4a and 2-40, seconded by Supervisor Dawson. ***Aye: Jackson, Yowell, Buchanan, Dawson, Jewett.***
Nay: (0) Abstain: (0) Absent: (0)

INFORMATION/CORRESPONDENCE

The County Administrator announced that Madison County was awarded the VATI 2024 Grant and the Northern part of the County will be covered. Coverage maps and MOUs will be forthcoming, and they will make it available when they receive it.

Mr. Pete Elliott, Planning Commission member, stated he is on the RSA Board, and they had their meeting the other week. Mr. Pete Elliott stated there has been a 90% Grant approved to upgrade the sewer

plant and they believe they found the other 10% they needed. Mr. Pete Elliott mentioned preliminary drawings have started to be drawn.

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

None.

ADJOURN

With there being no further business to conduct, Supervisor Dawson made a motion to adjourn, seconded by Supervisor Buchanan. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0)*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: August 13, 2024.
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Agenda
Board of Supervisors
Tuesday, August 13, 2024, 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

Consent Agenda

2. Approve Minutes: 07/23/2024 & 08/07/2024

Special Appearances

Public Hearing

Old Business

3. Burn Ban Ordinance – Deputy County Administrator

New Business

4. Animal Control & VDH MOU – County Administrator
5. Drought Resolution #2024-17 – Brad Jarvis, Virginia Cooperative Extension Office
6. Letter of Support for Grant Application – Vice-Chairman Yowell

Discussion

Information/Correspondence

7. REC Letter for Streamlined Rate Relief – County Administrator
8. VATI 2024 Grant Award – County Administrator

Public Comment

Closed Session

- 2.2-3711(A)(1) for personnel
- 2.2-3711(A)(7) for consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation.

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 4:00 PM — Tuesday, August 13, 2024

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

MEETING #29 — August 13th

At a regular meeting of the Board of Supervisors on Tuesday, August 13th at 4:00 PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chairman
Carty Yowell, Vice-Chairman
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Brian Gordon, Deputy County Administrator
Hannon Wright, County Attorney
Kimberly Turner, Deputy Clerk

ABSENT: None.

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. Chairman Jackson inquired if there was anything to be added to the agenda, which there was not.

Supervisor Jewett made a motion to approve the agenda as presented, seconded by Supervisor Dawson.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (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.

CONSTITUTIONAL OFFICERS, COUNTY DEPARTMENTS, COMMITTEES & ORGANIZATIONS

1. Monthly Reports

Facilities & Maintenance: Moonie Frazier, Facilities & Maintenance Manager, gave a monthly report and highlighted the following items:

- Shared before and after pictures of projects completed in July.
 - Painted benches and trash cans rather than buying new ones.
 - Fixed the wall in the Visitor Center and saved money by doing it in house.
- Received one estimate for the Hoover Ridge office building's roof and needed two more.

- Courthouse painting will take place in the first week of September.
- The fence and gates for the Animal Shelter have arrived and will be installed August 19th and August 20th.
 - A few weeks ago, someone ran into the fence.
- The scales at the Transfer Station were recertified.

Finance: Jennifer Warren, Finance Director, gave a monthly report and highlighted the following items:

- Reviewed Tyler-Munis Updates
 - In the testing phase on Time & Attendance and may go live in September/October.
 - This year will roll out the capital assets model in Tyler-Munis.
 - Will make everything centralized in Tyler-Munis.
 - Would like to implement the Tyler expense reimbursement module.
 - Already own these modules, just need to implement them.
- Audit time is coming up.

Animal Control: Greg Cave, Chief Animal Control Officer, gave a monthly report and highlighted the following items:

- Calls handled in person: 95.
- Calls handled by phone: 165.
- After hours emergency calls: 15
- Meetings:
 - Met with the County Administrator and Deputy County Administrator to discuss MOU with VDH.
 - Met with Vice-Chairman, Deputy County Administrator, and USDA
- Personnel Training:
 - Deputy Animal Control Officer completed a couple of disaster training courses through FEMA.
 - Took online training through Justice Clearinghouse: How do you speak your judge's language
- Overall, busy picking up animals and complaints regarding abundance of animals owned by a couple of individuals.

Human Resources: Tillie Strothers, Human Resources Manager, gave a monthly report and highlighted the following items:

- Currently open enrollment
 - August 1st- August 15th
 - For any health insurance, dental, FSA, and any changes.
 - Changes will take place in September to pay for the October plan year.
 - Encouraged employees to do the 457b deferred compensation plan with Nationwide and Aflac.
- Working with Orange Pharmacy to do a flu shot clinic here in October.

Emergency Communications: Sean Ferguson, Director of Emergency Communications, gave a monthly report and highlighted the following items:

- 911 calls received: 479.
- Administrative calls into the center: 2,187
- Administrative calls made: 1,179.

- Total call volume through the Center for the month of July: 3,845
- Calls for service this month: 1,167.
- Calls for year to date: 8,310.
- Radio Project:
 - Upcoming training
 - Coverage testing anticipated mid to late August.
- Staffing in the Center:
 - One new hire in training with anticipated academy attendance in October.
 - One trainee released to minimum staffing in the next 2 weeks.
 - One dispatcher vacancy remains, working to convert position to a supervisor to increase supervisory oversight.

Emergency Management (EM): Gavin Helme, EMS Assistant Chief/ Emergency Management Coordinator, gave a monthly report and highlighted the following items:

- Commended public safety staff for doing well during the storm last week.
 - Had flooding in Syria, but no serious damage.
- The generator project is underway with estimated completion at the end of the year.
- Stop the Bleed Kits in all public buildings and Daryl Preston is conducting training.
- Working on the 2024 EOP update

Chairman Jackson inquired if the Stop the Bleed Kits were at Hoover Ridge.

EMS Assistant Chief/ Emergency Management Coordinator responded that he needed to follow up on it, but he thought there was a Stop the Bleed Kit and an AED out there.

Emergency Medical Services (EMS): Noah Hillstrom, EMS Chief, gave a monthly report and highlighted the following items:

- 203 calls with a 10-minute average response time.
 - Likely the busiest month ever
- No units available (NUA) occurred eighteen times.
 - Have not needed mutual aid coming into Madison.
- Personnel:
 - EMS has full-time vacancies for an EMT and Paramedic.
 - Advertising for three months with no success.
 - Just received an application.
- Pharmacy:
 - The vending machine is in place and being programmed.
- Rescue Squad Assistance Fund Grant (RSAF):
 - Recently learned from Michael Berg, RSAF Grant Manager, that the equipment already on order is not eligible for the RSAF grant.
 - Considering applying for a response vehicle or an ambulance.

Chairman Jackson inquired about the match from the County side on that grant.

Chief Hillstrom responded it would likely be 50/50.

Chief Hillstrom continued his report:

- Standby Events:
 - Fellowship Baptist Church “We Care Day”
 - Madison County Fair

Supervisor Buchanan inquired about the reasoning why it was the biggest month they had.

Chief Hillstrom stated sick persons, falls, and traffic crashes are the highest numbers, and they just happen to be even higher.

Supervisor Yowell inquired how far out the RSAF grant was.

Chief Hillstrom stated the application is due in September and will be awarded in early 2025. Chief Hillstrom stated he would look at the website and verify when the award date is.

Chief Hillstrom and the EMS Assistant Chief/ Emergency Management Coordinator spoke and announced that January of 2022 had 209 calls, so this month was the second highest.

Chief Hillstrom mentioned the RSAF Grant Committee knows the lead times for ambulances and applications for three years is something they are tracking. Chief Hillstrom stated they have two ordered, but if they ordered a third, they could apply for that.

Chairman Jackson inquired if they had checked on the delivery of the first ambulance order.

Chief Hillstrom stated it is scheduled to be delivered in another year.

There was further discussion regarding the vehicle the EMS staff planned to apply for with the RSAF grant application.

The Board directed the EMS staff to apply for as much as they could in hopes something is awarded.

Animal Shelter: Annette Dodson, Animal Shelter Manager, gave a monthly report and highlighted the following items:

- Thanked Daryl Preston for training on the Stop the Bleed Kit and a refresher training on the AED.
- Working with a member of the Master Garden Club about replanting and sprucing up the flower bed at the Shelter’s sign.
- July 11th transferred in four kittens from the Culpepper Shelter
 - They have been adopted.
- July 12th transferred in two puppies from a local organization.
 - Both have been adopted.
- Animal Control worked with an individual who surrendered twenty-seven cats to the Shelter.
 - Commended the two organizations that stepped up to place all twenty-seven cats (Remy’s Reign & Madison Community Cats)
- July Numbers:
 - Ten dogs reclaimed.
 - Twenty-three cat adoptions
 - Seven dog adoptions
 - Twenty-six cats and dogs sent to rescues.
- At the moment, they have:

- Three dogs
- Five cats
 - One of those kittens will be the Shelter's mascot.

Sheriff's Department: Erik Weaver, Madison County Sheriff, gave a monthly report and highlighted the following items:

- Events that took place:
 - Tractor Pull
 - Madison County Fair
 - Street Festival is coming up.
- Have an SRO in every school.
 - Commended the Finance Director and the Board for their help with their SROs.
 - The first day of school was successful.
- Domestic calls for service are up.
- DUI's are up.
- Traffic accidents are up.
- Discussed issues with their roof.
- Used the new radios at the Fair and they worked well.
 - Commended the Deputy County Administrator for his efforts on that.
- Two vacancies
 - Not a lot of qualified people applying.

Commissioner of Revenue: Brian Daniel, Commissioner of Revenue, gave a monthly report and highlighted the following items:

- Reassessment is still going with no issues.
 - Working on getting projected numbers
- Finishing up personal property
- Went to the Blueridge Cigarette Tax Board Meeting
 - Cigarette sales are down.
- Land use meeting on Thursday at the Forestry Department at 11:00 am.

Supervisor Yowell inquired about the target date to finish the reassessment.

The Commissioner of Revenue stated they typically want it to be finished by December, however, it can run into January.

The County Administrator stated they are soliciting for the Board of Equalization members and reviewed the requirements for members.

Chairman Jackson inquired how many people they have so far.

The County Administrator stated they had two confirmed interests and one potential member. The State code requires a minimum of three and they are looking for five.

Chairman Jackson inquired where they are advertising.

The County Administrator stated they are advertising in the newspaper, website, and they are making phone calls.

Building & Zoning Department: Jamie Wilks, Director of Building & Zoning, gave a monthly report and highlighted the following items:

- Building:
 - Transitioned to the new Tyler Permitting Software. Currently working in both systems until all permits in the old software are completed through attrition.
 - Workflow is still steady; no decline has been noted. Issuing of permits, performing inspection, and completing finals remains steady.
 - Work has begun on the EMS Building renovations. The General Contractor has been great to work with, they are very accommodating and transparent in all aspects.
 - The final inspection for the new cell tower in Etlan has been approved, all work related to the Virginia USBC is complete.
- Zoning:
 - With the departure of the previous Zoning Administrator, they are actively searching for a replacement. Advertisements on numerous electronic platforms, as well as the County Website.
 - The County Administrator is the acting Zoning Administrator (per the Ordinance).
- Erosion & Sediment Control:
 - The monthly DEQ report for E&S is in the agenda packet.
- General Information:
 - The Building Code Effectiveness Grading Schedule (BCEGS®) process has been setback or postponed until a later date. Discussed the new software with the Verisk rep. and he agreed they should wait until a later date.

Information Technology: Alan Berry, System Administrator I, gave a monthly report and highlighted the following items:

- The new IT ticketing system rollout is complete.
 - Reviewed the findings for the month.
- The new Facilities ticketing system rollout is complete.
- Migrating the on-boarder and off-boarder to Smartsheet
- Interviewed for new position and extended an offer.
 - Commended Human Resources staff for their help through this process.
 - Had a lot of candidates.
 - Hoping the new hire starts at the beginning of September.

Chairman Jackson inquired what certification the System Administrator I had currently.

The System Administrator I responded that he had the AZ900 certification and reviewed what he was currently working on.

The County Administrator mentioned that the System Administrator I was responsible for completing the dashboards for the IT ticketing system as well as Facilities.

Children Services (CSA): Tiffany Woodward, CSA Coordinator, gave a monthly report and highlighted the following items:

- Gave an update on Financials.

- Putting in for a supplemental to draw down the remaining amount they have been allocated and approved for.
 - The State only gives them 80% at the beginning of the year.
- Not asking for additional funds.
- The Supplemental allocation request form is in the agenda packet and shows the breakdown of the funds.
- Total they are requesting \$60,524.19 in State funds.

Chairman Jackson inquired what the Supplemental Appropriation number was.

The County Administrator stated he did not believe they were ready for that.

The CSA Coordinator stated this money was approved at the beginning of the fiscal year and she must submit the supplemental to ask the State to give CSA the remaining money. The CSA Coordinator stated she is required to make the board aware that she is requesting that money.

Vice-Chairman Yowell asked for clarification that CSA is requesting from the State, the State sends it to the County Treasurer, and Finance does a supplemental to move the money over to CSA.

The Finance Director responded that no, this is just a notification to the Board, the State money is already in their budget.

The CSA Coordinator mentioned it is just called a supplemental through the system. The CSA Coordinator stated she also provided data information for comparison to make the Board aware of larger expenditures that are coming through in regard to non-Medicaid children which is a full response to CSA and local dollars.

Chairman Jackson inquired if the CSA Coordinator was talking to other localities regarding these similar clients and what they are doing.

The CSA Coordinator stated they have been talking to the State and have spoken to someone from Fairfax recently about getting these children citizenship so they can qualify for health coverage. The CSA Coordinator discussed these challenges further and how it effects funding. The CSA Coordinator stated they have twenty-three kids in foster care right now and she served fifty-four kids this past fiscal year.

Vice-Chairman Yowell inquired if the kids roll in and out of the foster care program.

The CSA Coordinator agreed they roll kids out if they are successful. The CSA Coordinator reviewed the other departments and areas where she serves kids.

Supervisor Buchanan inquired if the \$60,000 has already been allocated.

The CSA Coordinator agreed and stated it is a matter of approval to move that supplemental forward.

Supervisor Jewett asked for confirmation that they are serving undocumented immigrant children.

The CSA Coordinator agreed.

Supervisor Jewett asked for confirmation that there is very little support from the federal government to support those children.

The CSA Coordinator agreed.

Supervisor Jewett stated he wonders if anybody in the agencies or any elected officials have petitioned the local US Representatives and made them aware of this problem. Supervisor Jewett inquired if anyone in the CSA office, across the agencies, or at the state level communicated with the federal representatives.

The CSA Coordinator stated their director meets with other directors within the State of Virginia so it is possible, but she cannot speak for her director as to the level of communication she has with the State. The CSA Coordinator discussed these challenges further.

The County Administrator stated if it is the pleasure of the Board, Administration can draft a letter on behalf of the County to solicit the State Representatives and Federal Representatives and can report back to the Board and CSA of any response they receive.

The Board agreed.

Supervisor Jewett referenced the children who are legal residents of the United States and inquired what gaps they are seeing in these programs that are a result from federal funding or federal responsibilities.

The CSA Coordinator stated they are using all the insurance they can and use Medicaid as the first resort of service. The CSA Coordinator stated some of their providers have leaned away from serving insurance because of the paperwork involved and the requirements. The CSA Coordinator mentioned there is a learning curve they are still figuring out.

Supervisor Jewett thanked the CSA Coordinator and commended her department on a tough job.

Economic Development & Tourism: Tracey Gardner, Economic Development & Tourism Director gave a monthly report and highlighted the following items:

- Excited about the 2024 VATI Grant
- Thanked the Sheriff and the Facilities & Maintenance Manager in advance for the 30th Taste of the Mountains
 - Looking for younger people and non-profits to help out
 - Discussed the different vendors.
- Got all expenses put in for the ARPA Grant
- Attended a lot of meetings.
- Discussed the Sates tourism numbers and they are working on local numbers.
- Civil War Trails gave them a report which is in the agenda packet.
- Will participate in the Town Project Management team meeting kick-off this Thursday.

Chairman Jackson inquired if that was for the sidewalks.

The Economic Development & Tourism Director responded that it was for the Town Planning Grant, not the sidewalk project.

The Economic Development & Tourism Director continued her report:

- Had a Food Policy Meeting yesterday and reviewed findings from that meeting.

The County Administrator mentioned VDOT had a report in the agenda packet, and it recognizes the extension of an existing turning lane for Prince Michele. The County Administrator commended the Economic Development & Tourism Director for her efforts in this.

The Economic Development & Tourism Director commended the Facilities and Maintenance Team for their work at the Visitor Center replacing the wall and repainting the benches.

Chairman Jackson inquired when VDOT was coming back to talk to the Board.

The County Administrator responded they would return in September.

The Board had further discussion regarding their displeasure with the work that has been done by VDOT in the County recently.

CONSENT AGENDA

2. Approve Minutes: 07/23/2024 & 08/07/2024

Chairman Jackson reviewed the items on the consent agenda.

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

SPECIAL APPEARANCES

None.

OLD BUSINESS

3. Burn Ban Ordinance – Deputy County Administrator

The Deputy County Administrator mentioned that he and the County Attorney have been working on this for a while and it was brought to the Board in July. The Deputy County Administrator reviewed the definitions in the ordinance. The prohibition of this will be enacted by the County Administrator and the Director of Emergency Management, which is the Chairman of the Board.

The County Attorney mentioned section 15-21 had a slight change per the Commonwealth Attorney's suggestion. This change will make it a faster process so responding fire can take care of the fire sooner.

The Deputy County Administrator stated a violation will be a class one misdemeanor and could be sworn out by the County Administrator's office or the Forestry Department.

The County Administrator mentioned this was set for a public hearing at the second meeting in August.

There was further discussion regarding fire ban criteria.

NEW BUSINESS

4. Animal Control & VDH MOU – County Administrator

The County Administrator stated they have an established working relationship with VDH (Virginia Department of Health) and gave examples. The County Administrator asked the Animal Control Officer and/or the VDH staff to speak regarding the draft MOU.

The Animal Control Officer, Greg Cave, stated he reviewed it, and it states what they are currently doing. The Animal Control Officer mentioned he suggested a few minor changes and VDH has already made those edits.

Mrs. Emily Bourdon, Environmental Health Supervisor, introduced Vy Truong, Environmental Health Manager, who spoke more on the MOU.

Ms. Vy Truong, Environmental Health Manager, stated they are already doing what is stated in the MOU. Under the Code of Virginia, the Local Health Director is responsible for updating it. The plan is to make sure they can respond to any rabies incidents. Ms. Vy Truong stated they have created and updated their response plan and part of that is a MOU with each of the Control Officers they work with in every County. Ms. Vy Truong stated they are happy to update it yearly or less frequent if the Board would like.

The County Administrator mentioned VDH focuses on the Rappahannock-Rapidan Health District and stated he imagined this MOU was being presented to the other Counties.

Ms. Vy Truong agreed and stated the MOUs are very similar with minor changes.

There was further discussion regarding how often the Board would like the MOU updated.

Vice-Chairman Yowell made a motion to set the period of contract to be five years, provided VDH agrees, and to be renewable each year, seconded by Supervisor Buchanan. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

5. Drought Resolution #2024-17 – Brad Jarvis, Virginia Cooperative Extension Office

Mr. Brad Jarvis, recently retired Virginia Cooperative Extension Agent, stated when there are drought conditions in the agriculture sector they have to collect weather data. After submitting that data to the County, they had a secretarial disaster declaration anointed to them on August 1st. Mr. Brad Jarvis reviewed how a County qualifies for the declaration. Mr. Brad Jarvis explained how farmers can receive assistance once the declaration has been made. The most important thing for filing is that a farmer must have insurance. The declaration has been made but the programs have not been defined yet. Programs that may be available to farmers after the declaration are emergency loans, CRP (Conservation Reserve programs) which is feed assistance, and ECP (Emergency Conversation programs), which is water resources. Now that the declaration was declared, they qualify for all of those programs, but they have not been defined or unveiled yet. Mr. Brad Jarvis discussed the insurance process further.

Supervisor Buchanan inquired if this was just for crop grains or if grapes and other types of orchards qualified.

Mr. Brad Jarvis mentioned the drought declaration stated they have to have insurance and that will be their primary source of getting their damages compensated for. The other programs do not cover

alternative crops unless the Governor decided they are at a disadvantage. Mr. Brad Jarvis stated his advice to all specialty crop growers is to have insurance.

Chairman Jackson asked the County Attorney if he and Supervisor Jewett would need to abstain from the motion since they were both in agriculture and could benefit from this.

Mr. Brad Jarvis stated he did not think their Resolution is necessary at this time. They already have a Secretarial Disaster Declaration for Madison County. Mr. Brad Jarvis stated he provided the sample declaration for action if they did not receive the Secretarial Disaster Declaration. Mr. Brad Jarvis stated sending the Resolution would not hurt anything, but it was the privilege of the Board.

The County Attorney agreed with abstaining if they thought they may benefit.

Vice-Chairman Yowell mentioned the date in the first sentence of the Resolution and inquired if they should change the date to reach eight weeks.

There was further discussion regarding possibly changing the date in the first sentence and the importance of signing the Resolution.

Supervisor Dawson made a motion to approve Resolution #2024-17, seconded by Supervisor Buchanan.
Aye: Yowell, Buchanan, Dawson. Nay: (0) Abstain: Jackson, Jewett. Absent: (0).

6. Letter of Support for Grant Application – Vice-Chairman Yowell

Vice-Chairman Yowell stated he was contacted by a resident of Etlan who has a short-term rental and has noticed a considerable drop in his bookings. This resident asked Vice-Chairman Yowell and the Economic Development & Tourism Director if they would co-sign a letter of support so he can write for a Virginia Tourism Grant to get a website done to increase his bookings. Vice-Chairman Yowell stated he would be happy to do it but thought it would carry more weight if it came from the full Board.

Chairman Jackson stated they should be supporting every business in Madison County as they do that on a regular basis.

Supervisor Jewett inquired how common it is to do grants for websites.

The Economic Development & Tourism Director stated it is very common.

Supervisor Buchanan stated he was okay with it as long as they are willing to do it for every Airbnb.

The Board agreed.

The County Administrator mentioned Saff receive requests for letters of support with grant applications.

Supervisor Dawson made a motion for Vice-Chairman Yowell to sign a letter of support, seconded by Supervisor Jewett. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

DISCUSSION

None.

INFORMATION/CORRESPONDENCE

7. REC Letter for Streamlined Rate Relief – County Administrator

The County Administrator stated when there are rate increases, staff give notice to the Board as well as the public. The County was given notice that REC is going to file with the SCC to increase their electric delivery rates reflected in October bills. The new net increase would be \$6.52 or approximately 3.8% increase from the existing rate to what is being proposed.

8. VATI 2024 Grant Award – County Administrator

The County Administrator announced that the VATI 2024 Grant application, that the Board approved being submitted, was awarded. Madison County was a recipient of that grant cycle award, and a lot of this coverage area was covered by the original 2021 application that was later RDOF challenged and later Shentel backed out. This project would be 193 miles of additional fiber construction above and beyond the RISE project which is the current project. The County Administrator reviewed a coverage map that was presented on the projector screen. This award would represent a total passings of 1,470 homes and businesses. They are actively working on trying to have a Grant announcement to be held in Madison.

Chairman Jackson asked if Firefly was giving the County a percentage of the previous project that they had completed.

The County Administrator stated they could look back at it.

Chairman Jackson stated he thought Firefly had a large percentage and Brightspeed was at like 10%.

The County Administrator confirmed that was accurate. The County Administrator stated he spoke with Firefly and suggested when they get into the service drop that he receives updates he can share with the Board.

PUBLIC COMMENT

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

CLOSED SESSION

Vice-Chairman Yowell made a motion to convene in closed session pursuant to Virginia Code sections 2.2-3711(A)(1) for personnel and 2.2-3711(A)(7) for consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, seconded by Supervisor Buchanan. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

Vice-Chairman Yowell made a motion to re-convene in open session, seconded by Supervisor Dawson. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

Vice-Chairman Yowell made a motion to certify by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code Sections 2.2-3711(A)(1) and 2.2-3711(A)(7) and that was identified in the motion to convene in closed session were heard, discussed, or considered in the closed meeting, seconded by Supervisor Dawson. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

As a result of the Closed Session, the Board did not take further action.

ADJOURN

With there being no further business to conduct, Vice-Chairman Yowell made a motion to adjourn, seconded by Supervisor Jewett. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: August 27, 2024.

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Agenda
Board of Supervisors
Tuesday, August 27, 2024, 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: [08/27/2024](#) [08/13/2024](#)
2. Supplemental Appropriation #4 – Emergency Communication PSAP DMDT Grant

Special Appearances

Public Hearing

3. Burn Ban Ordinance – Deputy County Administrator

Old Business

4. Davenport Engagement Timeline - Finance Director

New Business

5. Large-Scale, Outdoor Event Permit Application (Overdrive Monster Trucks) – County Administrator

Discussion

Information/Correspondence

Public Comment

Closed Session

2.2-3711(A)(1) & 2.2-3711(A)(7)

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 6:00 PM — Tuesday, August 27, 2024

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

MEETING #30 — August 27th

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

PRESENT: R. Clay Jackson, Chairman
Carty Yowell, Vice-Chairman
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Hannon Wright, County Attorney
Kimberly Turner, Deputy Clerk

ABSENT: Brian Gordon, Deputy County Administrator

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.

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

PUBLIC COMMENT

Chairman Jackson opened the floor for public comment.

Bruce Bowman: Mr. Bruce Bowman, Blue Ridge Committee member, informed the Board that they would be meeting September 19th and he and Supervisor Buchanan would attend. Mr. Bruce Bowman inquired if the Board had anything they would like them to share with the committee. Mr. Bruce Bowman announced that Cynthia Sirk-Fear was the new acting Superintendent for the Shenandoah National Park.

Chairman Jackson asked for clarification that this person was just a temporary staff.

Mr. Bruce Bowman agreed and stated she was the Chief Ranger at the Shenandoah Park for years.

Vice-Chairman Yowell inquired if Ms. Cynthia Sirk-Fear was in the running for Superintendent.

Mr. Bruce Bowman stated he was not sure.

The County Administrator stated pending Board discussion on agenda item number three, staff would make the Blue Ridge Committee aware of any action taken on the Burn Ban Ordinance.

With there being no further public comment being brought forward, the public comment opportunity was closed.

CONSENT AGENDA

1. Approve Minutes: ~~08/27/2024~~ 08/13/2024
2. Supplemental Appropriation #4 – Emergency Communication PSAP DMDT Grant

Chairman Jackson reviewed the items on the consent agenda.

The County Administrator reviewed the supplemental process.

The Finance Director mentioned they try to budget for all the RSAF Grants, but this one was an extra one they did not know about when they did the budget. This is a reimbursable grant that was awarded for \$5,000.

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

SPECIAL APPEARANCES

None.

PUBLIC HEARING

3. Burn Ban Ordinance – Deputy County Administrator

The County Administrator recognized the County Attorney and Deputy County Administrator for their work on this. After the fire last year, the Board tasked staff with creating an Ordinance. Staff have looked at what other Counties are doing and found what fit Madison. The County Administrator stated this is a public hearing and reviewed the purpose of the codification of the Burn Ban Ordinance and referenced the definitions in the Ordinance. This Ordinance will allow the local Fire Department or Department of Forestry to suppress fires during certain periods of time. Chapter 15 does not currently exist, so they would be adding this chapter for this specific purpose.

The County Attorney mentioned this is the work of primarily the Deputy County Administrator with his help. The County Attorney commended the Commonwealth Attorney for her feedback which added a section where they did not have to ask for permission for the Fire Department to extinguish fires and to allow it to be more responsive and flexible. The idea is to give more flexibility to the local government to be able to handle a fire risk as opposed to any other emergency.

The County Administrator reviewed the methods to notify the public of emergencies, which included Hyper-Reach and the notification process on the County's website.

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

Supervisor Dawson made a motion to approve the Burn Ban Ordinance #2024-7, seconded by Supervisor Jewett. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

The County Attorney mentioned for clarity that the vote was 5 to 0.

RETURNED TO CONSENT AGENDA

Chairman Jackson mentioned the consent agenda they just approved had the minutes listed as 8/27/2024 and stated it should be listed as 08/13/2024.

Supervisor Jewett made a motion acknowledging they made a mistake while approving the consent agenda by approving the minutes for 08/27/2024 and would like to approve the minutes from 08/13/2024 that was in the agenda packet, seconded by Supervisor Buchanan. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

OLD BUSINESS

4. Davenport Engagement Timeline - Finance Director

The Finance Director gave the Board an update on the timeline for the financial planning services with Davenport and highlight the following items:

- November 7, 2019, was the last time Davenport was engaged with the County to create a Comprehensive Financial Plan.
- Reviewed the goals and objectives:
 - Better understand the County from a financial and management perspective.
 - Present a peer comparative analysis to other counties.
 - Review financial policy guidelines.
 - Follow onto the capital funding analyst and taking into account the schools and the County.
 - Provide recommendations on updates and enhancements on policies.
- Reviewed the financial review timeline.
 - Balance of July and August: County provided Davenport with requested information.
 - August/September: Davenport prepares Financial Review.
 - Week of September 16th: Meeting with County Staff to discuss Draft of Financial Review.
 - Balance of September: Davenport implements Staff comments and circulates a revised draft.
 - October 8th, October 22nd, or November 12th: Davenport will present at one of the three Board of Supervisors' meetings.
 - Davenport will return at a budget workshop.

Chairman Jackson stated his understanding was that Davenport had a bunch of their CIP numbers for potential projects. Chairman Jackson stated he hoped Davenport could have a more realistic direction and would remove some of those items that are inflated in cost and not necessities.

The Finance Director recommended giving Davenport the big-ask-list, they would put in their format of their review, and the Staff and Board would meet with them to consider scenarios to come back with a final product.

The County Administrator mentioned there is a CIP Joint committee between the Board and the schools. The County Administrator suggested this committee fine tune the CIP list to bring priorities to Davenport.

The Finance Director suggested having Davenport present a draft to the Board and have Davenport do a follow up with the Board after they do more fine tuning.

The County Administrator stated that was a good idea.

Chairman Jackson mentioned that working with Davenport is to try to understand future cost and financing options. Chairman Jackson stated they have a healthy general fund that they hope to preserve, but there are some big-ticket items for capital. Chairman Jackson mentioned they have financing in place currently that has very low interest rates and stated he could not imagine Davenport recommending consolidating those into a new package since the rates are so low.

Supervisor Jewett inquired about the general interest rates the county pays.

The Financial Director stated she could look that up and bring it back.

NEW BUSINESS

5. Large-Scale, Outdoor Event Permit Application (Overdrive Monster Trucks) – County Administrator

The County Administrator stated they initially saw the advertisement online and the County Administrator's Office sent the Large-Scale Outdoor Event Permit Application to the vendor. The application was submitted around 8/20/2024 with the event planning to be held on 08/31/2024. The Madison County Ordinance requires a 45-day period to have this submitted along with the Certificate of Liability Insurance. The County did not receive the correct Certificate of Liability Insurance from the applicant. The County Administrator mentioned he spoke with the applicant this afternoon and they stated they would have the Liability Insurance by Thursday. The County Administrator reviewed the requirements for a Large-Scale, Outdoor Event Permit. This application was circulated with the first response groups, and they had concerns regarding it being held at the same time as the Street Festival because there will not be dedicated units available. The County Administrator stated the information was inadequate and would recommend it be denied. The County Administrator encouraged the vendor to reschedule the event, honor the tickets they have already sold to be used at a later date, and resubmit the application with a new Certificate of Liability Insurance.

Chairman Jackson expressed his concerns with the communication from the vendor and the lack of an accurate Certificate of Liability Insurance to cover this event. Chairman Jackson mentioned he has spoken to the Young Farmers. The Young Farmers hope the Board will pass this permit and stated they understood that first response is designated to the Street Festival, and they think this will be a good event. Chairman Jackson stated they have never turned one of these down, but this event is on Saturday, and they do not have the Certificate of Liability Insurance. Chairman Jackson stated not having public safety sign off on it is not the best either. Chairman Jackson stated they hope that the vendor reschedules and expressed his concerns about the possibility of folks not getting their money back.

Supervisor Jewett stated he agreed with Chairman Jackson and staff. Their first responsibility is to the County, and they must comply with the Ordinance and protect the County from liabilities. Supervisor Jewett mentioned other events taking place on that day and stated it sounds like the vendor cannot manage this event and he does not think they can approve this.

Supervisor Buchanan inquired if the vendor has done this before.

Chairman Jackson agreed and stated the vendor does them every weekend and Young Farmers has checked them out and they are legitimate.

There was further discussion among the Board and County Staff regarding the Large-Scale, Outdoor Event Permit Application.

Vice-Chairman Yowell made a motion to deny the Overdrive Monster Trucks Large-Scale, Outdoor Event Permit Application, seconded by Supervisor Jewett. ***Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).***

Vice-Chairman Yowell commended staff for their work with this vendor to get this stuff in place.

There was further discussion about staff efforts regarding the application.

DISCUSSION

Supervisor Jewett gave an Economic Development Committee update and highlighted the following items:

- Doing a lot of research
- Will have an initial draft in early September to distribute to Supervisors for review, comments, and feedback.
- Plan to have the report completed by the first of the year when they get into the budget season.
- Has been very productive and they are learning new things.

The Finance Director stated she wanted to answer Supervisor Jewett's question from the discussion regarding Davenport. The general interest rates are as followed:

- 3% interest rate on the large 2020A bond series
- 2020B bond series was 2.37%.
- 2020C bond series was 2.39%.

Chairman Jackson stated they received really good rates.

INFORMATION/CORRESPONDENCE

None.

PUBLIC COMMENT

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

CLOSED SESSION

Vice-Chairman Yowell made a motion to convene in closed session pursuant to Virginia Code sections 2.2-3711(A)(1) for personnel and 2.2-3711(A)(7) for consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, seconded by Supervisor Dawson. ***Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).***

Vice-Chairman Yowell made a motion to re-convene in open session, seconded by Supervisor Dawson.
Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).

Vice-Chairman Yowell made a motion to certify by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code Sections 2.2-3711(A)(1) and 2.2-3711(A)(7) and that was identified in the motion to convene in closed session were heard, discussed, or considered in the closed meeting, seconded by Supervisor Dawson. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

As a result of the Closed Session, the Board did not take further action.

ADJOURN

With there being no further business to conduct, Supervisor Jewett made a motion to adjourn, seconded by Supervisor Dawson. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: September 10, 2024.

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Agenda
Joint Meeting
Madison County Board of Supervisors
Wednesday, September 4, 2024 at 7:00 PM
Admin. Building Auditorium, 414 North Main Street,
Madison, Virginia 22727

Call to Order

Determine Presence of a Quorum/Adoption of Agenda

Public Comment

Public Hearings

A. (Case No. SUP-07-18-24) Trail Bites by Cake Krums- SUP Application

Merri Woodward (Lessee) has filed a special use permit (SUP) application to operate a general store located at 37 Poor House Road, Criglersville, VA, and further identified by tax map number 21-47C. The property is zoned as Agricultural (A-1) and contains 0.0293 acres. The property is improved with an existing 312 square foot brick building. The applicant is proposing to operate a general store in the existing building.

B. Proposed amendment to Appendix 1 (Zoning Ordinance), Article 20-98 (Definition-Home Occupation)

New Business

Information/Correspondence

Public Comment

Closed Session

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 7:00PM — Wednesday, September 4, 2024

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

MEETING #31 — September 4th

At a Joint Meeting between the Board of Supervisors and the Planning Commission on Wednesday, September 4th at 7:00PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chair
Carty Yowell, Vice-Chair
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Admin. & Interim Planning & Zoning Admin.
Hannon Wright, County Attorney
Janet Henshaw, Planning Commission Secretary
Kimberly Turner, Deputy Clerk

ABSENT: None.

**The Board of Supervisors came to order following the adjournment
of the Planning Commission's portion of the meeting.**

CALL TO ORDER

Chairman Jackson called the Board to order.

DETERMINE PRESENCE OF A QUORUM/ADOPTION OF AGENDA

Chairman Jackson advised that a quorum was present.

Supervisor Dawson made a motion to approve the agenda as presented, seconded by Supervisor Jewett.

The County Administrator stated for clarification that the Resolution for item B. was in the agenda packet but was not listed as a separate item on the agenda.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (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.

PUBLIC HEARING

- A. (Case No. SUP-07-18-24) Trail Bites by Cake Krums- SUP Application.** Merri Woodward (Lessee) has filed a special use permit (SUP) application to operate a general store located at 37 Poor House Road, Criglersville, VA, and further identified by tax map number 21-47C. The property is zoned as Agricultural (A-1) and contains 0.0293 acres. The property is improved with

an existing 312 square foot brick building. The applicant is proposing to operate a general store in the existing building.

Chairman Jackson reviewed Case Number SUP-07-18-24.

The applicant did not have anything additional to add.

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

Vice-Chairman Yowell stated this business is in compliance with the County's Building Code and ADA compliance is up to the Department of Justice and the applicant. Vice-Chairman Yowell mentioned VDOT is a recommendation, and he is not worried about the parking. Vice-Chairman Yowell stated this is structured similar to a food truck and those do not need bathrooms, so he does not have a concern regarding that.

Chairman Jackson stated based on the Ordinance they are required two parking spaces, and they have covered that by adding 21-47d to number seven as the identified site. Chairman Jackson stated VDOT has had over 60 days to review this and that is long enough. Chairman Jackson stated he hopes they block the road and are busy as can be.

Supervisor Jewett agreed with Vice-Chairman Yowell and Chairman Jackson. Supervisor Jewett stated this is the kind of business they want and if there were parking issues in the future, they would revisit it to come up with a solution.

Vice-Chairman Yowell stated that everyone he has spoken too thought it was a great idea and he referenced an email encouraging the Board to pass this Special Use Permit. Vice-Chairman Yowell stated they wanted to see their villages grow again and he hopes this works and that Criglersville grows.

Vice-Chairman Yowell made a motion to approve Case No. SUP-07-18-24 contingent upon VDACS approval and the additional condition on #7 specifying that the parking is on 21-47d by permission of the owner, seconded by Supervisor Buchanan.

The County Attorney added for clarification that Chairman Jackson's comment about blocking traffic was probably said in jest. The County Attorney suggested that the Board, when making their vote, encourages the applicant to adhere to VDOT regulations.

Chairman Jackson agreed.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0)

B. Proposed amendment to Appendix 1 (Zoning Ordinance), Article 20-98 (Definition- Home Occupation)

Ordinance #2024-8

WHEREAS, by Ordinance duly adopted, the Board of Supervisors of Madison County, Virginia, adopted Appendix 1, Zoning Ordinance, of the Madison County Code, which has been amended from time to time; and

WHEREAS, the Board of Supervisors of Madison County, Virginia, finds that the following amendment to the Code of Ordinances of Madison County, Virginia, would promote the health, safety and general welfare of Madison County, Virginia, and be in accord with the declarations of legislative intent set forth in Virginia Code Section 15.2-2200 (1950, as amended);

NOW, THEREFORE, BE IT RESOLVED AND ORDAINED by the Board of Supervisors of Madison County, Virginia, that the Zoning Ordinance of Madison County, Virginia, be, and is hereby amended to read as follows:

“Appendix 1, Zoning, Article 20, Section 20-98:

An occupation including or limited to person(s) who reside on the premises where there is no evidence (except for signs as otherwise herein provided) that will indicate from the exterior that the building is being utilized in whole or in part for any purpose other than a dwelling or accessory building thereto; provided, however, a home occupation with less than three employees who are regularly employed on the site may be permitted by special use permit in Conservation (C-1) and Agricultural (A-1) zones and a home occupation conducted solely on or from the premises without employees other than those who reside on the premises and without any customer traffic to the home shall be permitted by right in Conservation (C-1), Agricultural (A-1), Residential, Limited (R-1), Residential General (R-2) and Residential, Multiple Family (R-3) zones. A home occupation shall use no mechanical equipment exceeding five horsepower other than that which is normally used for domestic or household purposes. “Regularly employed on the site” means working for more than two hours per day on the premises. The aforesaid amendments shall apply to all home occupations which have heretofore been granted a special use permit. The business owner must reside on the premises.”

The aforesaid shall be effective upon enactment.

Vice-Chairman Yowell stated the purpose of this was to refine the definition, recognizing that done the line they will take a deeper dive into Home Occupation. Vice-Chairman Yowell stated small businesses and home occupations are the backbone of Madison County.

The County Attorney stated there were a lot of people with businesses that were in limbo in A-1 and this is a way for the County to implement/enforce this and allow those businesses to know where they are.

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

Supervisor Dawson made a motion to approve Ordinance #2024-8, seconded by Supervisor Jewett. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0)*

NEW BUSINESS

The County Administrator reminded the Board that on September 9th at Early Mountain at 12:30 pm, Firefly will be doing their VATI 2024 announcement. The County Administrator stated they are happy to highlight that in Madison and working to get Countywide coverage.

Chairman Jackson stated Supervisor Buchanan is going and he would check his calendar.

INFORMATION/CORRESPONDENCE

Chairman Jackson stated MAD Cats wrote a letter expressing their appreciation for the Chief Animal Control Officer and the Animal Shelter Manager for their recent and ongoing assistance on multiple critical situations.

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

None.

ADJOURN

With there being no further business to conduct, Supervisor Dawson made a motion to adjourn, seconded by Supervisor Buchanan. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0)*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: September 10, 2024.
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Agenda
Board of Supervisors
Tuesday, September 10, 2024, 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

Consent Agenda

2. Approve Minutes: 08/27/2024 & 09/04/2024
3. Supplemental Appropriation #5 – Animal Shelter PT Position & Veterinarian Expenditures
4. Supplemental Appropriation #6 – Sheriff's Insurance Claim
5. Supplemental Appropriation #7 – Use of Fund Balance Opioid Funds

Special Appearances

Public Hearing

Old Business

6. Board of Equalization Update – County Administrator

New Business

7. Facilities & Maintenance UTV Request – Facilities & Maintenance Manager
8. New Supervisor Position – Director of Emergency Communication

Discussion

9. New Attorney Position – Commonwealth's Attorney

Information/Correspondence

10. VDOT Quarterly Report at 09/24/2024 Meeting – County Administrator
11. Shenandoah National Park's Superintendent Announcement – County Administrator
12. Etlan Road Speed Reduction Request – Vice-Chairman Yowell

Public Comment

Closed Session

- 2.2-3711(A)(1) for personnel

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 4:00 PM — Tuesday, September 10, 2024

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

MEETING #32 — September 10th

At a regular meeting of the Board of Supervisors on Tuesday, September 10th at 4:00 PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chairman
Carty Yowell, Vice-Chairman
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Hannon Wright, County Attorney
Kimberly Turner, Deputy Clerk

ABSENT: None.

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. Chairman Jackson inquired if there was anything to be added to the agenda, which there was not.

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

CONSTITUTIONAL OFFICERS, COUNTY DEPARTMENTS, COMMITTEES & ORGANIZATIONS

1. Monthly Reports

Facilities & Maintenance: Moonie Frazier, Facilities & Maintenance Manager, gave a monthly report and highlighted the following items:

- Passed Landfill inspection.
- Painting the Courthouse roof is in progress.
 - Coming back next week to do the bell tower.
- Staff painted the windows and doors at the Courthouse.
- Helping Parks & Recreation with a water leak.

Human Resources: Tillie Strothers, Human Resources Manager, gave a monthly report and highlighted the following items:

- Orange Pharmacy is doing a flu shot clinic on October 8th from 11:00 am – 1:00 pm.
- AFLAC is here all week from 9:00 am- 4:00 pm to promote and enroll employees.
- Attending an HR session addressing marijuana and the policies in the workplace next week.

Chairman Jackson inquired where the conference was located.

The Human Resources Manager responded that it was in Fredericksburg at the Expo Center.

Chairman Jackson inquired if the Flu Shot Clinic on October 8th was located at the 414 building.

The Human Resources Manager agreed.

Planning Commission: Zachary Whitman, Planning Commission Member & Preliminary Development Review Committee Chairman, gave a monthly report and highlighted the following items:

- Old Business sent to the Board:
 - Trail Bites application
 - Home Occupation amendment
- New Business:
 - Yates Property's will come back.
 - Madison Wood Preservers' expansion

Preliminary Development Review Committee: Zachary Whitman, Planning Commission Member & Preliminary Development Review Committee Chairman, gave a monthly report and highlighted the following items:

- Heard from two Special Use Permit applicants for short-term rentals.
 - Meander In & Tavern – Wants to create a wedding venue and tiny homes.
 - Properties on Leathers Lane – Wants to do domes.

Chairman Jackson inquired about how the domes were going.

The County Administrator stated Mr. Morgan purchased two of the lots from Mr. Kelley that border Etlan Road and Leathers Road. The County Administrator mentioned that both lots are just over three acres and in A-1, one short-term rental is allowable by-right. Mr. Morgan came to the Preliminary Development Review Committee to see if he could do more, and he left with the understanding that he was allowed one and it was up to him whether he wanted to try to go beyond that. The County Administrator stated the other applicant was Mr. Seek, who represents Meander In & Tavern. Initially they discussed whether it should be a glamping campground, but it was agreed that it would be best for them to apply as an event venue. They want to have ten lodging units and to convert a horse stable into a wedding venue. The County Administrator mentioned they have over 78 acres. The County Administrator stated if he received that application this week, that case would be at the Planning Commission Workshop this month.

Sheriff's Department: Erik Weaver, Madison County Sheriff, gave a monthly report and highlighted the following items:

- They have a roof leaking, and the Facilities & Maintenance Manager is working on it.
- Vegetation is covering State highway signs on Route 230 and Route 15

- Averaging 850 calls for service
- College students are back so it will be hard to get across 29 unless you go to a light.

Chairman Jackson inquired if the A-frame or flat section of the roof was leaking.

Sheriff Weaver answered it was the flat part. Sheriff Weaver stated it has been three weeks and he is waiting for someone to come fix it.

The Facilities & Maintenance Manager mentioned someone was coming to look at it that week.

Chairman Jackson asked the County Administrator if they can add the vegetation issue to the list for VDOT.

The County Administrator stated that vegetation is on his list.

Chairman Jackson encouraged the Sheriff to pass along any other areas he was aware of to the County Administrator.

The County Administrator stated vegetation is an issue everywhere.

There was discussion regarding the continued car accidents on Route 15.

Commonwealth Attorney: Clarissa Berry, Commonwealth Attorney, gave a monthly report and highlighted the following items:

- Have a sentencing tomorrow for a DUI maiming from Route 15.
- Today and next Tuesday the Sheriff's Office and the Commonwealth Attorney's Office have partnered on a SAKI training at the Firehall.
 - Thirty people attended today.
 - Twenty people next week.

Chairman Jackson inquired if the attendees were all local.

The Commonwealth Attorney agreed and stated it is folks from Madison, Rappahannock, Greene, Orange, and Culpeper. It is mostly investigators, a couple prosecutors, and victim witness folks.

Chairman Jackson inquired how the Courthouse painting was going.

The Commonwealth Attorney stated it was great and mentioned they took a field trip to the bell tower a few weeks ago. The Commonwealth Attorney commended the company who was doing the roof, stating they are courteous and considerate.

Information Technology: Alan Berry, System Administrator I, gave a monthly report and highlighted the following items:

- Busy with IT tickets
- Did network changes to allow Time & Attendance for the Registrar folks.
- Discussed an issue that took place when they change the domain record for the Registrar so they could send out early voting, but it is fixed.
- EMS pharmacy is online.

- Making network changes to move Commonwealth Attorney's VCIN to County's network to get rid of the old DSL.

Animal Shelter: Greg Cave, Chief Animal Control Officer, gave a monthly report and highlighted the following items:

- Finished fence replacement at the Shelter.
- Attended the Taste of the Mountains Street Festival
 - Adopted four dogs.
- August Numbers:
 - Adoptions: 22
 - Dogs & cats transferred to rescues: 19
 - Dogs reclaimed: 4

Animal Control: Greg Cave, Chief Animal Control Officer, gave a monthly report and highlighted the following items:

- Calls handled in person: 84
- Calls handled by phone: 142
- After hours emergency calls: 19
- Meetings:
 - Site visit review with Building & Zoning and Madison County Health Department for potential boarding facility.
- Personnel:
 - Currently short one ACO
 - Held interviews last week.
 - Offered position to one individual.
- Thanked the Animal Shelter Manager and Sheriff for helping with calls.
- Both trucks are now equipt with Stop the Bleed packets.
 - Thanked EMS member Daryl Preston.
- Working with MAD Cats.
- Notified the Board that the Greene County Animal Control's Officer Tim Proffit lost his battle to cancer.

Emergency Management (EM): Gavin Helme, EMS Assistant Chief/ Emergency Management Coordinator, gave a monthly report and highlighted the following items:

- The generator project is on schedule.
- Stop the Bleed program going well.
- EOP update is still in progress.
- Taste of Mountains went great with zero EMS calls for service.
- Flu vaccination exercise in process of being set up.
 - Will be held on October 10th.
 - Doing it at the Firehouse around 4:00 pm.
 - Free for residents 3 years old-64 years old

Emergency Medical Services (EMS): Gavin Helme, EMS Assistant Chief/ Emergency Management Coordinator, gave a monthly report and highlighted the following items:

- 186 calls with a 10-minute average response time.
- A total of 10 mutual aid requests and was only able to answer one for Orange.

- No units available (NUA) occurred 10 times.
 - The shortest was 13 seconds and max was 3 hours and 50 minutes.
 - The average was 48 minutes at a total of 9 hours and 36 minutes.
- Two full time vacancies (one EMT & one Paramedic)
 - Interviewing on Thursday and EMT
- The pharmacy is online.
 - Currently programming the machine.
 - Should be ready to go by November.
- Rescue Squad Assistant Fund: working to put in for 50/50 for an ambulance and a response vehicle.
 - Do not have a lot of confidence in receiving it, but it is worth trying.
- Standby Events:
 - One Varsity Football game
 - One Junior Varsity Football game
 - Taste of the Mountains

Supervisor Buchanan mentioned he was at the Transfer Station and talked to a citizen that spoke highly of the Sheriff's Department and EMS.

EMS Assistant Chief Helme stated that is good to hear and mentioned they heard similar things at the Taste of the Mountain event. EMS Assistant Chief Helme shared an example.

Vice-Chairman Yowell inquired if there was a connection between that event and Human Resources event on October 8th.

EMS Assistant Chief Helme stated they are separate. Every three years they do an exercise with the Health Department. This year they are doing it in Madison and Rappahannock.

The County Administrator stated for clarification that there are two different events. The Human Resources Manager's event is held with Orange Pharmacy and is for employees.

EMS Assistant Chief Helme stated one is more focused on the employees and theirs is more focused on the residents.

Vice-Chairman Yowell inquired if there were any more volunteers left.

EMS Assistant Chief Helme stated they have one, but they just received an application from the volunteer for part-time employment. They have had half a dozen people express interest, but he has not seen any applications yet.

Vice-Chairman Yowell stated back in the day they used to see advertisements for volunteers for EMS and suggested doing that.

EMS Assistant Chief Helme stated he would be in favor of that, and he would talk to Chief Hillstrom and make a plan. EMS Assistant Chief Helme mentioned they need to do training when a volunteer comes, and it is not currently part of their budget, so they try to find certified volunteers. EMS Assistant Chief Helme stated it is cheaper to train an EMT than it is to hire one.

There was further discussion regarding volunteers with EMS.

After discussion, the Board requested the EMS staff bring back a plan to encourage volunteers.

Emergency Communications: Sean Ferguson, Director of Emergency Communications, gave a monthly report and highlighted the following items:

- 911 calls received from homes: 144
- 911 calls received from cellphones: 371
- Administrative calls into the center: 2,358
- Administrative calls made: 1,179
- Total call volume through the Center for the month of August: 4,022
- Calls for service this month: 1,232
- Calls for year to date: 9,542
- Radio Project:
 - August 28th: performed the Train the Trainer Training
 - Currently coverage testing (Anticipate three weeks of this)
- Staffing in the Center:
 - One dispatcher is training and will be attending the academy in October.
 - Supervisor position will be discussed later.
 - One dispatcher vacancy is available right now.
 - The application process is open because yesterday he received a two-week notice.
 - Losing a dispatcher to a neighboring jurisdiction.

Building & Zoning Department: Jamie Wilks, Director of Building & Zoning, gave a monthly report and highlighted the following items:

- Building:
 - The workload has remained steady.
 - Transitioned to the new Tyler Permitting Software.
 - Work has begun on the EMS Building renovations and is ongoing.
 - The Combination Residential Inspector will be attending the Commercial Building Inspector class next month.
- Zoning:
 - The new Zoning & Planning Administrator begins September 16th.
 - Continuing to work with the County Administrator, along with the new Zoning Administrator, to ensure operations are not interrupted.
- Erosion & Sediment Control:
 - The monthly DEQ report for E&S is in the agenda packet.
 - The E & S Administrator will be attending the Residential Plumbing Inspector class next month.
- General Information:
 - Next Month attending the Virginia Building and Code Official Annual Conference
 - Fire prevention week is October 6th-12th.

Economic Development & Tourism: Tracey Gardner, Economic Development & Tourism Director gave a monthly report and highlighted the following items:

- Thanked everyone involved in the Taste of the Mountains Event
 - Gave an overview of the event.

- Had a Firefly event yesterday and thanked those who attended.
- GO Virginia Wine Cluster Growth Advisory Board Grant meeting September 4th.
 - Interesting outcomes so far
 - Plan to apply for another grant to utilize the findings from this grant.
- Attended Preliminary Development Committee meeting and Economic Development meeting.
- Attended Town CDBG Grant meeting on August 8th.
- Attended Central Virginia Partnership Board meeting and presented Plow and Hearth space as the Project Highlight
- Shared a link for a reporter who made a video on Madison County.
- Owes Trail Bites a ribbon cutting as well as Madison Auto Repairs
 - Trail bites soft opening was September 7th.
 - Madison Auto Repairs was September 3rd.
- Chamber Member Mixer is at Revaluations on Tuesday the 17th.
- Travelers spending came through for 2023.
- Selected to attend the first Virginia Destination Marketing Organization Tourism Leadership Institute for FY25
- Will be working on the Christmas Parade soon.

Chairman Jackson asked the County Administrator to talk about the VATI announcement.

The County Administrator stated he appreciated the Economic Development & Tourism Director for pulling that together. Madison County was a recipient of the VATI 2024 award for Firefly, and this was the official kick off. The County Administrator mentioned that 4 million of the 12 million will be represented in Madison County. They have not received the updated maps yet but will be sharing those. The County Administrator stated he received a phone call yesterday morning from Brightspeed indicating that Firefly will be taking over the RDOF challenges area. An official timeframe has not yet been given. The County Administrator stated it is great news for the County and staff will continue to update the website.

The County Administrator stated they should be able to make an announcement soon that an individual will start on September 16th for the Planning & Zoning Administrator. They are currently going through the background and screening test that all positions are conditional upon which is why there has not been a formal announcement.

The County Administrator stated the Deputy County Administrator has been project managing the EMS renovation and doing very well. Staff plan to bring the Board the contingency at the second meeting in September. The County Administrator stated in May they discussed the potentially shifting funds that were designated for the radio project that were set aside for contingency. Staff feel confident that there is enough money there to move some of that over to set a contingency for that project. The County Administrator stated it will be in the agenda packet and most likely sent to the Board in advance.

CONSENT AGENDA

2. Approve Minutes: 08/27/2024 & 09/04/2024
3. Supplemental Appropriation #5 – Animal Shelter PT Position & Veterinarian Expenditures
4. Supplemental Appropriation #6 – Sheriff's Insurance Claim
5. Supplemental Appropriation #7 – Use of Fund Balance Opioid Funds

Chairman Jackson reviewed the items on the consent agenda.

Vice-Chairman Yowell mentioned that number seven is a use of restricted fund balance. The money is already designated, it is just in the fund balance.

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

SPECIAL APPEARANCES

None.

OLD BUSINESS

6. Board of Equalization Update – County Administrator

Chairman Jackson stated they need three to five members and they each have the applications they will discuss in Closed Session. Chairman Jackson mentioned they will probably have action afterwards.

NEW BUSINESS

7. Facilities & Maintenance UTV Request – Facilities & Maintenance Manager

The Facilities & Maintenance Manager stated the Hockey League has a UTV that they are trying to sell for a fundraiser. The Facilities & Maintenance Manager listed the following reasons the UTV would be useful:

- They no longer have the help from the inmates.
- Spray in a timely fashion
- Clean sidewalks off
- Daily task without needing trucks.
- Spread sidewalks.

The Facilities & Maintenance Manager stated he could get the UTV for \$10,000 and other local vendors are selling similar ones for \$19,000. This was not in the budget, but it is a great deal.

Chairman Jackson advised the County Administrator to tell them about funding.

The County Administrator stated if approved, it would primarily be used by Facilities and Maintenance, but other departments could use it as well. The County Administrator stated he has spoken with the Finance Director, and it is recommended to use CARP funds. The County Administrator further discussed what CARP funding is designated for. Staff do not think this will leave them short.

Chairman Jackson stated it is a good deal on the side-by-side and his only concern is that 400CC is pretty small.

The County Administrator stated staff feel it is a good size for sidewalk work.

The Facilities & Maintenance Manager discussed further projects they could complete with the UTV.

Supervisor Buchanan inquired what happened to the inmate program.

The Facilities & Maintenance Manager stated it has been about two years since they used them, and the jail does not have the staffing to bring them out. They used to come a week out of the month.

Vice-Chairman Yowell inquired where the UTV would be kept.

The Facilities & Maintenance Manager stated they would keep it in the Estes Garage upstairs.

The County Administrator encouraged the Board to go look at the garage and commended how clean it is.

Chairman Jackson inquired if the Commonwealth Attorney agreed.

The Commonwealth Attorney agreed and stated one of the reasons they wanted cameras outside was because they use it more and have valuables in there.

The County Administrator stated if a purchase is for the CIP Fund, the Board would be required to vote. This is not a CIP purchase, but staff prefer conferring with the Board before moving money.

Chairman Jackson suggested doing an official vote.

Supervisor Dawson made a motion to authorize the County Administrator to move \$10,000 from the Facilities & Maintenance CARP Funds to the Facilities & Maintenance Operations Funds for the purpose to purchase a UTV as described, seconded by Supervisor Jewett. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

8. New Supervisor Position – Director of Emergency Communications

The Director of Emergency Communications stated he would like to convert one dispatcher position to a supervisor position. The Director of Emergency Communications stated Emergency Communications (ECC) has 14 personnel total with 11 dispatchers, a Director, an Assistant Director, and one Supervisor. A second supervisor will allow a more manageable span of control as well as allowing more supervisory coverage across shifts including weekends. The Director of Emergency Communications mentioned that of the 168 hours of the Emergency Communications Center work week (24/7), only 80 hours has a supervisor on duty. With a second supervisor and adjusting the supervisor's schedules, that number increases to 112 hours of supervisory coverage in a standard ECC work week. This is necessary as call volume and the need for supervisory direction is continuing to increase. The Director of Emergency Communications stated the benefit of this change would be increasing supervisory presence, as well as improving span of control, accountability, morale, and continuity of supervisory messages to dispatchers. The Director of Emergency Communications stated the financial impact is minimal. Converting a dispatcher to supervisor based on a current applicable dispatchers' salary, incurs an approximately \$3,000 increase in budgeted salary. It is also anticipated to have a positive effect on the overtime budget, as the additional supervisor can float between shifts and cover vacancies as needed, limiting the need to have other shift dispatchers to work overtime.

The County Administrator commended the Director of Emergency Communications for putting together a good plan and stated this is an opportunity to promote within. The Administration and Human Resources staff have reviewed the job description and are in line with that, but this position will require Board approval. The County Administrator discussed the benefits of creating pathways in departments. The County Administrator mentioned the Director is often in the dispatcher seat and this will free up his time

for more management tasks. The County Administrator stated the \$3,000 increase should be budget neutral for FY25 after overtime and existing vacancies.

Vice-Chairman Yowell inquired if the \$3,000 would be an increase this year or on an annual basis.

The Director of Emergency Communications stated that the number is based on the difference in a supervisor's salary and a dispatcher's salary.

Vice-Chairman Yowell mentioned there will always be vacancies throughout the year and inquired if the Director of Emergency Communications budgets as if he was fully staffed the entire year.

The Director of Emergency Communications agreed.

Chairman Jackson stated that should cover it and inquired about what the overtime savings would be. Chairman Jackson stated he was in favor of increasing supervision.

The Director of Emergency Communications agreed with it benefiting the Emergency Communication center.

Vice-Chairman Yowell inquired about the current process when a supervisor is not in the center.

The Director of Emergency Communications stated they often have a supervisor on call and reviewed that process. The Director of Emergency Communications mentioned they have been trying this new supervisor schedule out to get a feel for it.

The County Administrator stated the Director of Emergency Communications has been taking the public safety teams' feedback and trying to provide overlap for oversight.

The Director of Emergency Communications stated the dispatchers have been commenting that they like the new supervisor schedule.

Chairman Jackson stated he thinks this is a good plan.

Vice-Chairman Yowell made a motion to approve converting a dispatcher position to a supervisor position, seconded by Supervisor Buchanan. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

DISCUSSION

9. New Attorney Position – Commonwealth Attorney

The Commonwealth Attorney stated for clarification that it is not a new position; it is funding for a position that was created in 2020. The Commonwealth Attorney reviewed the history of the position and requested the Board refund the position. By Statute, it has to be at the Comp Board minimum which is approximately \$75,000. The Commonwealth Attorney stated she hopes to find someone for \$75,000 or \$80,000. The Commonwealth Attorney mentioned she would like flexibility so if someone was interested in a part-time position, they could still hire. The Commonwealth Attorney referenced a link in her report and stated it list over forty current openings. The Commonwealth Attorney stated they will time it well if

they capture folks who are just graduating and just found out they passed the bar because those results come out in October.

The County Administrator thanked the Commonwealth Attorney for putting forth the memo, reviewing the past funding, and reviewing how the position was used. The Finance Director reviewed this and ran numbers. The net increase expense would be about \$17,000 to cover that position on an annual basis. The County Administrator discussed the increase in the case volume.

There was further discussion regarding the funding for the requested Attorney position.

Supervisor Jewett made a motion to authorize the Commonwealth Attorney to advertise and implement the new Attorney position with a salary set at \$75,000, seconded by Supervisor Dawson.

Chairman Jackson stated for clarification that \$75,000 is straight salary and the County would be covering the additional fringe.

The Board agreed.

The Commonwealth Attorney suggested Supervisor Jewett make his motion for the Comp Board's minimum salary because it is \$75,000 and some change.

Chairman Jackson mentioned the email from the Finance Director where it stated something about a salary of \$83,000.

The Commonwealth Attorney mentioned that included fringe benefits.

The County Administrator suggested using the Commonwealth Attorney's recommendation to state, "the Comp Board's minimum."

Supervisor Jewett stated he would like to restate his motion.

Chairman Jackson agreed.

Supervisor Jewett made a motion to approve authorizing the Commonwealth Attorney to advertise and implement the new Attorney position with funding at the Comp Board's amount as an amended motion, seconded by Supervisor Dawson. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

INFORMATION/CORRESPONDENCE

10. VDOT Quarterly Report at 09/24/2024 Meeting – County Administrator

The County Administrator stated VDOT comes to Board meetings on a quarterly basis and will be present at the second meeting in September. The County Administrator mentioned he took the Board's concerns regarding the quality of paving, road maintenance, and mowing to VDOT to be ready to speak about those items.

Chairman Jackson encouraged the Board to pass their concerns to the County Administrator so they could share them with VDOT.

11. Shenandoah National Park's Superintendent Announcement – County Administrator
The County Administrator stated the Shenandoah National Park recently announced Mr. J. Tracy Stakely as their new Superintendent. The County Administrator briefly review the press release introducing Mr. Stakely.

12. Etlan Road Speed Reduction Request – Vice-Chairman Yowell

Vice-Chairman Yowell stated he has been approached by a few people on Etlan Road who would like to see a 45 MPH sign posted. Vice-Chairman Yowell mentioned he learned that if there is not a sign posted the speed limit is 55 MPH. Vice-Chairman Yowell stated that road is a 45 MPH road, not 55 MPH.

The County Administrator suggested making this request to VDOT on September 24th. The County Administrator mentioned a speed reduction request needs to come from the Board of Supervisors.

Chairman Jackson suggested they get the ball rolling and have the County Administrator email VDOT to get this moving.

The Board agreed.

Supervisor Dawson made a motion to request a speed reduction from 55 MPH to 45 MPH on Etlan Road, seconded by Supervisor Jewett. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

PUBLIC COMMENT

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

CLOSED SESSION

Vice-Chairman Yowell made a motion to convene in closed session pursuant to Virginia Code section 2.2-3711(A)(1) for personnel, seconded by Supervisor Buchanan. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

Vice-Chairman Yowell made a motion to re-convene in open session, seconded by Supervisor Dawson. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

Vice-Chairman Yowell made a motion to certify by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code Section 2.2-3711(A)(1) and that was identified in the motion to convene in closed session was heard, discussed, or considered in the closed meeting, seconded by Supervisor Buchanan. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

As a result of the Closed Session, the Board took the following action:

Supervisor Jewett made a motion to approve Kevin McHaney, Kimberly Pumphrey, William Flory, Steve Grayson, Robert Finks, Doug Parsons, and Austin Griffin to be appointed by the Circuit Court to the Board of Equalization for a period of one year, seconded by Supervisor Buchanan. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

ADJOURN

With there being no further business to conduct, Supervisor Jewett made a motion to adjourn, seconded by Supervisor Buchanan. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: September 24, 2024.



Agenda
Board of Supervisors
Tuesday, September 24, 2024, 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: 09/10/~~204~~-2024
2. Supplemental Appropriation #8 - Use of Contingency for IT Position

Special Appearances

3. Blue Ridge Committee for Shenandoah National Park Relations Update – Bruce Bowman
4. VDOT Quarterly Presentation – Carrie Shephard

Public Hearing

Old Business

New Business

5. EMS Renovation Contingency (Supplemental Appropriation #9) – County Administrator
6. GML Apple Harvest Festival's Large-Scale Outdoor Event Permit Application – County Administrator
7. Overdrive Monster Trucks' Large-Scale Outdoor Event Permit Application – County Administrator

Discussion

Information/Correspondence

8. Reassessment Update – County Administrator

Public Comment

Closed Session

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 6:00 PM — Tuesday, September 24, 2024

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

MEETING #33 — September 24th

At a regular meeting of the Board of Supervisors on Tuesday, September 24th at 6:00 PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chairman
Carty Yowell, Vice-Chairman
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Brian Gordon, Deputy County Administrator
Hannon Wright, County Attorney
Kimberly Turner, Deputy Clerk

ABSENT: None.

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. Chairman Jackson inquired if there was anything to add to the agenda, which there was not.

Supervisor Dawson made a motion to approve the agenda as presented, seconded by Supervisor Jewett.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).

PUBLIC COMMENT

Chairman Jackson opened the floor for public comment.

Marty McGetrick: Mr. McGetrick, Banco resident, was present and expressed his concerns and his disappointment in the Board of Supervisors' vote to deconstruct the swinging bridge in Criglersville. Mr. McGetrick discussed the increased risk this will bring to pedestrians and the liability it will bring to the County and VDOT. Mr. McGetrick encouraged the Board of Supervisors to reconsider their decision. Mr. McGetrick mentioned that one adjacent landowner to the bridge, Bonnie Dixon, would not allow VDOT on their property to remove the bridge.

Judy Auckenthaler: Mrs. Auckenthaler, Criglersville resident, was present and stated she agreed with Mr. McGetrick and expressed her concerns about deconstructing the swinging bridge in Criglersville. Mrs. Auckenthaler discussed the dangers of the low water bridge. Mrs. Auckenthaler encouraged Supervisor Jewett to reconsider his position.

Chris Lattin: Mr. Lattin, Church Street resident, was present and expressed his concerns regarding people running the stop signs at the intersection of Oak Park Road, Carpenters Mill, and Oneals Road. Mr. Lattin mentioned his wife was recently in a bad accident at that intersection because someone ran a stop sign. Mr. Lattin mentioned he did a Freedom of Information Act (FOIA) request and gave an overview of his findings regarding the number of accidents at that intersection. Mr. Lattin suggested the Board look into adding rumble strips and/or lights at the intersection.

Chairman Jackson mentioned VDOT was present, and they would bring it up at that time.

Vice-Chairman Yowell mentioned he grew up here and the traffic pattern has changed at that location. Vice-Chairman Yowell shared he has come very close to not recognizing he now has to stop coming off Oak Park to Madison.

Mr. Lattin stated a number of people suggested making it a four-way stop, but he is not sure if that will protect them from people who run the stop sign. Mr. Lattin suggested something be done to get someone's attention as they approach the intersection.

Alan Berry: Mr. Berry was present and stated he lives at the corner of the intersection, and he agreed with Mr. Lattin. Mr. Berry shared his experiences where people have had car accidents at the intersection and how often people drive through the stop sign.

Ellen Early: Ms. Early was present and asked VDOT why they initially closed the bridge.

With there being no further public comment being brought forward, the public comment opportunity was closed.

CONSENT AGENDA

1. Approve Minutes: 09/10/~~204~~2024
2. Supplemental Appropriation #8 - Use of Contingency for IT Position

Chairman Jackson reviewed the items on the consent agenda.

The County Administrator mentioned there was a typo on the Supplemental Appropriation. Originally in the packet it stated "part-time" rather than "full-time," but the typo has been corrected. The County Administrator stated the Board has approved moving the funds, but this Supplemental Appropriation will officially move the funds to the IT Budget. The County Administrator introduced the new IT staff who was present, Mr. Federico Tripicchio, Information Technology Technician.

Chairman Jackson welcomed Mr. Federico Tripicchio.

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

SPECIAL APPEARANCES

3. Blue Ridge Committee for Shenandoah National Park Relations Update – Bruce Bowman

Mr. Bowman, Blue Ridge Committee for Shenandoah National Park Relations' member, was present and gave the Board an overview of the meeting that took place on September 19, 2024. Mr. Bowman reviewed the following items:

- Announced the New Superintendent and their estimated start date.
- Shenandoah National Park is soliciting bids for new concessionaires.
 - Will manage campgrounds and facilities.
 - Includes renovation at Big Meadows' Lodge
 - Effective in 2026
- Shenandoah National Park is considering installing traffic lights at their entrances.
- Discussed different plants and how they are harmfully affecting the Park.
- Discussed the backcountry challenges they have due to hiring issues.
- Discussed the trout issue the surrounding areas are facing and how that effects the park and Madison.
- The next meeting will be in May 2025, and they will discuss issues concerning adjacent landowners regarding boundary lines.
- Reviewed the Park's data regarding revenue.

Supervisor Buchanan thanked Mr. Bowman for including him and highlighted the things he learned:

- The Emerald Ash Beetle has destroyed a lot of the ash trees along Skyline Drive.
- Need more wet springs & winters due to the Gypsy Moths/Spongy moths.
- Drought has dried up the small streams and the trout have a hard time living in them.
- Spotted Lanternflies are not as bad.

Vice-Chairman Yowell mentioned he received an email from the Shenandoah National Park Trust who shared the figures Mr. Bowman shared. Vice-Chairman Yowell mentioned the portion that is spent on Madison was very small. Vice-Chairman Yowell stated when he is at the Etlan store people from Northern Virginia, who plan to hike, will stop by for directions and leave not spending a dime in Madison. Vice-Chairman Yowell stated that disappoints him.

4. VDOT Quarterly Presentation – Carrie Shephard

Ms. Shephard, Resident Engineer, presented VDOT's Quarterly Presentation and highlighted the following items:

- Preliminary Engineering updates:
 - Route 656 Courtney Hollow Lane – Superstructure Replacement
 - Last milestone: Design
 - Next milestone: Construction
 - Ad date: Fall 2024
 - Route 749 Moon Road Bridge Replacement over Hughes River
 - Last milestone: Public Hearing
 - Next milestone: Design approval
 - Ad date: June 2027
 - Route 29 Business – Sidewalk
 - Last milestone: Survey
 - Next milestone: Scoping
 - Ad date: Winter 2027
 - Route 230/231 Pratt's Roundabout

- Last milestone: Survey
 - Next milestone: Environmental Review
 - Ad date: Summer 2028
- Rural Rustic:
 - 644 Emmett Road
 - Done
 - 603 Whippoorwill Road
 - May need to finish in the Spring.
- Construction Activities:
 - Road Project: Route 29 Shelby RCUT
 - Stormwater management pond construction in progress.
 - Estimated completion October 2, 2024
 - Bridge Project: Route 707 Pine Hill Road Bridge Replacement
 - Under construction.
 - Temporary crossing for the first bridge to be in place by October.
 - Project completion expected by December 2025.
- Traffic Engineering:
 - 643 Etlan Road
 - Speed limit under review.

Vice-Chairman Yowell inquired how long that usually took.

Ms. Shepherd mentioned they have had a lot of similar requests, and it is in Que. Ms. Shepherd stated she could check and let the Board know, but she is not expecting more than a month.

Chairman Jackson stated Vice-Chairman Yowell mentioned at the last meeting that there may be legislation that went through the State that said localities can request lowering speed limits and inquired if that was correct.

Ms. Shepherd stated that is correct.

Chairman Jackson inquired if they requested, did they still need to do the review.

Ms. Shepherd stated for clarification that it applies for locations that are residential in nature or business districts that are 25 MPH. It allows them to lower the speed limit to 15 MPH.

Ms. Shepherd stated she made note of the intersection that was mentioned earlier and will add it to the list to review. Ms. Shepherd stated that in response to the letter received from the County requesting VDOT to dismantle the Criglersville Bridge, VDOT is working on getting letters out to the affect property owners to get permission to access the portions of the bridge that they need to remove.

Supervisor Buchanan inquired what would happen if they were not given permission by one or more of the owners.

Ms. Shepherd stated they would not be able to access the bridge to take it down and it would remain on their property.

Supervisor Jewett mentioned there was a culvert replacement on Locust Dale Road by the Hartland Institute because the previous one was collapsing and there was a significant dip in the road. Supervisor Jewett stated it was replaced this summer and the road was not patched back correctly and requested someone smooth it out.

Chairman Jackson inquired how mowing was going.

Ms. Shepherd stated they had delays due to the storm. They are getting back on track and are about 50% through their second mowing of the cycle.

Chairman Jackson mentioned down Route 15, where Oak Park comes out, needs to be mowed. Chairman Jackson inquired about the paving schedule.

Ms. Shepherd stated she did not know where they were currently, but they have a link for the paving map on their monthly reports.

Chairman Jackson advised adding the paving schedule to the County's website.

The County Administrator agreed.

Chairman Jackson discussed several roads that have issues and inquired if they should direct people to look at the paving schedule.

Ms. Shepherd stated the current paving schedule is for this calendar year. VDOT has a tentative schedule for 2026, but it is not set in stone until it goes to advertisement and is awarded.

The County Administrator stated he has had good dialog with Ms. Shepherd. The County Administrator mentioned law enforcement did speed enforcement and data collection on various roads. The County Administrator stated there is additional information that needs to be shared and/or a specific way to share it for the data to be process.

The Deputy County Administrator stated it is raw data right now and needs to be formatted the way VDOT wants to see it. The Deputy County Administrator inquired about the weight limit on the Pine Hill temporary bridge.

Ms. Shepherd stated she was not sure and would look.

Chairman Jackson inquired if the Town had to commit \$450,000 for the sidewalks.

Ms. Shepherd stated she did not believe so and mentioned the Town asked VDOT to attend their Town Council meeting to discuss concerns regarding increases in the estimate.

Vice-Chairman Yowell mentioned VDOT patched from Etlan Road to Weakley Hollow Road and stated there is a drop off going into Gibson Hollow Road. The owner of Ducard Vineyard, which is on Gibson Hollow Road, is using a tractor trailer and if it is loaded it drags there. The owner previously talked to someone from VDOT, and nothing has been done yet.

Chairman Jackson inquired why the Swinging Bridge was closed.

Ms. Shepherd stated it was after a routine inspection of July 2020 that reported a lot of safety issues. The overall condition was to the extent that their bridge engineer felt it was unsafe and needed to be closed until something could be done.

Chairman Jackson inquired if Ms. Shepherd would do a review of the intersection at Oak Park and would bring back a recommendation.

Ms. Shepherd agreed.

OLD BUSINESS

None.

NEW BUSINESS

5. EMS Renovation Contingency (Supplemental Appropriation #9) – County Administrator

The County Administrator stated they had put out an invitation for bids for the EMS Renovation Project and at that time the County accepted the lowest bid. Staff talked to the Board in May and recommended establishing a contingency by utilizing positive funds that exist in the radio project. There was a lot of unknowns they came across and there is a request for a project contingency for consideration up to \$300,000. The estimated time of completion is January 27, 2025.

The Deputy County Administrator, Project Manager, reviewed the items on the change order.

- Additional Asbestos has been remediated and removed.
- Romex wiring cannot set on top of drop ceiling by the current code. It was replaced and they removed the drop ceiling above an area around the offices to make things easier and it is where the HVAC trunk lines ended up.
- The demolition of the concrete stairs due to not being needed in the upper bays along with an elevated pad.
- Wall mediation: In the lower bays, there was no footer under the concrete pad and needed to support the wall.
- Found “mold,” but it turned out to be diesel dust that had common mold attached to it which was mediated.
- Lower bay’s HVAC system
- Insulated doors
- Ceiling
- Smoke detectors for the dormitory rooms.
- Washer and dryers
- Concrete floors that were removed when they did the additional asbestos.
- Moved sanitary pipe and wing walls.
- Stairwell

The Deputy County Administrator mentioned they have a few items they have been talking to the EMS staff about as a result of the pharmacy mandate. They are all in at \$188,175.14.

The County Administrator mentioned the Tyler-Munis report is in the agenda packet behind the Supplemental Appropriations and it list both projects. The County Administrator stated there is plenty of

funding for the radio project remaining, even if they move this money over to the EMS project. The County Administrator reviewed the process of reassigning funds.

Chairman Jackson stated he was in favor of moving \$250,000.

The County Administrator encouraged the Board to walk the building to see the progress. The County Administrator stated they would be scheduling an open house.

There was further discussion regarding the cost of the EMS renovation project.

Vice-Chairman Yowell made a motion to approve Supplemental Appropriation #9 in the amount of \$250,000, instead of \$300,000 that is listed in the document, to officially establish an EMS building project contingency, seconded by Supervisor Jewett. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

6. GML Apple Harvest Festival's Large-Scale Outdoor Event Permit Application – County Administrator

Chairman Jackson inquired if Graves Mountain Lodge has complied with everything.

The County Administrator agreed.

Supervisor Dawson made a motion to approve Graves Mountain Lodge's Apple Harvest Festival's Large-Scale Outdoor Event Permit Application, seconded by Supervisor Buchanan. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

7. Overdrive Monster Trucks' Large-Scale Outdoor Event Permit Application – County Administrator

Chairman Jackson inquired if the Overdrive Monster Trucks has complied with everything.

The County Administrator stated they had the signatures, insurance, and the event plan. There will not be any dedicated EMS units, and they would be working independently with the Fire Chief if they are going to make any request of that apparatus. The County Administrator mentioned he spoke with the EMS Chief, and they have seven people on staff which would allow three ambulances if needed.

Vice-Chairman Yowell made a motion to approve the Overdrive Monster Trucks' Large-Scale Outdoor Event Permit Application, seconded by Supervisor Jewett. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

DISCUSSION

None.

INFORMATION/CORRESPONDENCE

8. Reassessment Update – County Administrator

The County Administrator mentioned the Board awarded the reassessment contract to Wingate Appraisals. The County Administrator stated staff wanted to give the Board an idea of the timeline and

what to expect. The County Administrator referenced a document in the agenda packet that stated the effective date for the reassessment would be January 1, 2025. Next month Wingate will petition the Circuit Court Judge, requesting a 90-day extension. The County Administrator stated they do not think they will need the full 90 days, just a few additional days in January. The County Administrator encouraged people to not be shocked to see a 30% increase in baselines. They plan to get the Board of Equalization meetings done in February and get things wrapped up in advance of the budget.

Supervisor Jewett inquired about the status of the Equalization Board of appointees.

The County Administrator stated the Deputy Clerk has spoken to the Department of Taxation regarding training for the seven Board of Equalization members. They are ahead of schedule and training will occur sometime in December. The County Administrator mentioned the members will have to have the training before the Circuit Court will appoint them. Two of the seven members will have to be alternates.

Vice-Chairman Yowell mentioned he spoke to Mr. Radar Finks, an Equalization Board appointee, and Mr. Finks stated he put an application in to make sure the County had somebody. Vice-Chairman Yowell stated he would probably be willing to be an alternate.

Chairman Jackson inquired if they needed to give the current landlord at the EMS station a 90-day notice.

The County Administrator stated they gave him official notice today that January 27th would be the completion date. The County Administrator stated it was his understanding that the landlord wanted to have a conversation about fixed assets.

PUBLIC COMMENT

Chairman Jackson opened the floor for public comment.

Gracie Hart-Brooks: Mrs. Hart-Brooks, Madison Eagle Editor, announced that she was informed today at 1:30 pm that the Madison Eagle Editor position was eliminated. Mrs. Hart-Brook thanked the Board and public for the last ten years. Mrs. Hart-Brook stated community newspapers are important, and she does not know what this means for the Madison Eagle.

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

CLOSED SESSION

None.

ADJOURN

With there being no further business to conduct, Supervisor Dawson made a motion to adjourn, seconded by Supervisor Buchanan. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: October 8, 2024.

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Agenda
Joint Meeting
Madison County Board of Supervisors
Wednesday, October 2, 2024 at 7:00 PM
Admin. Building Auditorium, 414 North Main Street,
Madison, Virginia 22727

Call to Order

Determine Presence of a Quorum/Adoption of Agenda

Public Comment

Public Hearings

A. (Case No. RZ-08-21-24) Madison Wood Preservers, Inc. – Rezone Application

Madison Wood Preservers, Inc has applied to rezone a roughly 3.71acre parcel from R-2 (Residential) to M-2 (General Industrial). The subject parcel is currently vacant land. If rezoned the applicants intend to expand their receiving department. The parcel is identified on Madison County's Tax Maps as 39-95.

B. (Case No. SP-05-08-24) Yates Properties of Madison LC- Site Plan Application

Yates Properties of Madison, LC has filed a site plan application for property located at 4956 S Seminole Trail, Madison, VA, and further identified by tax map number 55-14. The site location is further described as being located on the west side of Route 29, Seminole Trail, just north of the intersection with Route 662, Shelby Road. The property contains a total of 10.684 acres and is zoned as Industrial, Limited (M-1). The project, known as Self-Storage of Madison- Addition, is proposing to construct a new 12,000 square foot self-storage building and travel aisles. Pursuant to Appendix 1 (Zoning), Article 9-1-25 storage facilities are a by-right use in the M-1 zoning district. The total project site area is 8.758 acres. A total of approximately 1.38 acres will be disturbed during construction.

New Business

Information/Correspondence

Public Comment

Closed Session

2.2-3711(A)(1) for personnel

2.2-3711(A)(7) for consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation.

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS MEETING

Date: 7:00PM — Wednesday, October 2, 2024

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

MEETING #34 — October 2nd

At a Joint Meeting between the Board of Supervisors and the Planning Commission on Wednesday, October 2nd at 7:00PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chair
Carty Yowell, Vice-Chair
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Allen Nicholls, Planning & Zoning Administrator
Hannon Wright, County Attorney
Janet Henshaw, Planning Commission Secretary
Kimberly Turner, Deputy Clerk

ABSENT: None.

The Board of Supervisors came to order following the adjournment of the Planning Commission's portion of the meeting.

CALL TO ORDER

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 inquired if there was anything additional to add to the agenda, which there was not.

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

PUBLIC HEARING

A. (Case No. RZ-08-21-24) Madison Wood Preservers, Inc. – Rezone Application

Madison Wood Preservers, Inc has applied to rezone a roughly 3.71acre parcel from R-2 (Residential) to M-2 (General Industrial). The subject parcel is currently vacant land. If rezoned the applicants intend to expand their receiving department. The parcel is identified on Madison County's Tax Maps as 39-95.

Chairman Jackson inquired if staff had anything additional to add, which they did not. The Board did not have any questions for staff.

Chairman Jackson inquired if the applicant had anything additional to add, which they did not. The Board did not have any questions for the applicant.

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

Supervisor Dawson made a motion to approve Case No. RZ-08-21-24 as recommended by the Planning Commission, seconded by Supervisor Buchanan. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

B. (Case No. SP-05-08-24) Yates Properties of Madison LC- Site Plan Application

Yates Properties of Madison, LC has filed a site plan application for property located at 4956 S Seminole Trail, Madison, VA, and further identified by tax map number 55-14. The site location is further described as being located on the west side of Route 29, Seminole Trail, just north of the intersection with Route 662, Shelby Road. The property contains a total of 10.684 acres and is zoned as Industrial, Limited (M-1). The project, known as Self-Storage of Madison- Addition, is proposing to construct a new 12,000 square foot self-storage building and travel aisles. Pursuant to Appendix 1 (Zoning), Article 9-1-25 storage facilities are a by-right use in the M-1 zoning district. The total project site area is 8.758 acres. A total of approximately 1.38 acres will be disturbed during construction.

Chairman Jackson inquired if staff had anything additional to add other than the Deed and updated site map in the addendum.

The Planning and Zoning Administrator stated the only other items he attached to the addendum was the letter from VDOT and DEQ, which were generally acceptable.

Supervisor Buchanan asked if was listed as 9,600 square feet.

Mr. Marvin Hinchey was present on behalf of the applicant and agreed.

Supervisor Buchanan inquired how many storage units would there be in the 9,600 square feet.

Mr. Marvin Hinchey stated he was not sure how the owner was going to divide it up.

Supervisor Buchanan stated he was trying to see how many porta johns were needed.

Chairman Jackson clarified that there was a bathroom on the premises, but they are not for public use. The porta johns that Mr. Fisher discussed during the Planning Commission portion of the meeting was where Mr. Yates was charging someone who was storing the porta johns at the facility. Chairman Jackson stated the assertion has been made in the past that they were dirty and smelled, however, they always say they are cleaned and only there as storage.

Supervisor Buchannan asked for confirmation that there will be no porta johns for public use.

Chairman Jackson agreed.

Mr. Marvin Hinchey also agreed.

Chairman Jackson inquired if there were any additional questions for staff, which there were not.

Chairman Jackson inquired if they applicant had anything additional to add, which they did not. The Board did not have any questions for the applicant.

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

Vice-Chairman Yowell made a motion to approve Case No. SP-05-08-24 contingent upon the VDH approval and the easement getting recorded at the Courthouse, seconded by Supervisor Jewett. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

NEW BUSINESS

None.

INFORMATION/CORRESPONDENCE

None.

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

Vice-Chairman Yowell made a motion to convene in closed session pursuant to Virginia Code sections 2.2-3711(A)(1) for personnel and 2.2-3711(A)(7) for consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, seconded by Supervisor Buchanan. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

Vice-Chairman Yowell made a motion to re-convene in open session, seconded by Supervisor Dawson. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

Vice-Chairman Yowell made a motion to certify by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code Sections 2.2-3711(A)(1) and 2.2-3711(A)(7) and that were identified in the motion to convene in closed session was heard, discussed, or considered in the closed meeting, seconded by Supervisor Buchanan. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

The Board did not take any action as a result of the Closed Session.

ADJOURN

With there being no further business to conduct, Supervisor Dawson made a motion to adjourn, seconded by Supervisor Jewett. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: October 8, 2024.



Agenda
Board of Supervisors
Tuesday, October 8, 2024, 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

Consent Agenda

2. Approve Minutes: 09/24/2024 & 10/02/2024

Special Appearances

Public Hearing

Old Business

New Business

3. Elly Road Speed Reduction Request – County Administrator
4. Christmas Luncheon Date – County Administrator

Discussion

Information/Correspondence

5. Radio Coverage Testing Update – Deputy County Administrator
6. DEQ Water Supply Plan Update – County Administrator

Public Comment

Closed Session

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS' MEETING

Date: 4:00 PM — Tuesday, October 8, 2024

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

MEETING #35 — October 8th

At a regular meeting of the Board of Supervisors on Tuesday, October 8th at 4:00 PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chairman
Carty Yowell, Vice-Chairman
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Hannon Wright, County Attorney
Kimberly Turner, Deputy Clerk

ABSENT: None.

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.

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

CONSTITUTIONAL OFFICERS, COUNTY DEPARTMENTS, COMMITTEES & ORGANIZATIONS

1. Monthly Reports

Facilities & Maintenance: Moonie Frazier, Facilities & Maintenance Manager, gave a monthly report and highlighted the following items:

- Cowan Roofing finished the columns at the Courthouse and are waiting for the lift for the bell tower.
- Leak is fixed at the Sheriff's Office.
- Riddleberger is scheduled to install new thermostats at the Sheriff's Office
- Had a leak at the Courthouse and is working to get it repaired.

Parks & Recreation: Jerry Carpenter, Parks & Recreation Director, gave a monthly report and highlighted the following items:

- Currently in the Fall sports season
- Winter sports registration just opened.
- Busy with mowing
- Haunted Woods are on October 26th.
- October 19 is the Halloween Fest
- Bids for the Hoover Ridge Outdoor Recreation Center are due by October 31st.

Economic Development & Tourism: Tracey Gardner, Economic Development & Tourism Director gave a monthly report and highlighted the following items:

- October is Virginia Wine Month
- GO Virginia Wine Cluster Growth draft report was received and should receive final draft this month and are applying for an implementation grant.
- Attended Town CDBG Grant meeting on September 19th.
- Met with Candace Spence and Katy regarding entrepreneurial opportunities.
- Conference for VRTI and VADMO 9/23-26 in South Boston
- Tourism Committee meeting 9/17/24 and planning Parade and Merry Madison
- We hosted GO Virginia Tourism Directors, Virginia Tourism and Shenandoah National Park folks at Prince Michel on September 30th.
- Will go to the High School tomorrow to speak with the Hospitality and Tourism class.
- November 13th going to the VA the States Tourism Summit
- The Central Virginia Partnership meeting was on Friday.

Supervisor Jewett inquired about the traffic for breweries.

The Economic Development & Tourism Director responded it is strong.

There was further discussion regarding the impact the rain and storms have had on the breweries and wineries.

Building & Zoning Department: Jamie Wilks, Director of Building & Zoning, gave a monthly report and highlighted the following items:

- Fully staffed.
- Issued one hundred three new permits and five new land disturbance permits last month.
- The E & S Administrator has been busy since the rainstorms.
- Attended the Virginia Building Code Officials' Conference
- This is Fire Prevention Week.
- Janet Henshaw, Building Permit Technician, just received her Permit Technician certification.
- Karl Bracqbien, Combination Residential Inspector & Residential Building Plan Examiner, started his Commercial Inspection classes.
- Joe Sexton, E & S Administrator, will be going to a Residential Plumbing class.
- Allen Nicholls, Planning & Zoning Administrator, has signed up for his VAZO courses.

Supervisor Jewett inquired about single family home buildings.

The Director of Building & Zoning responded that they are steady.

Emergency Medical Services (EMS): Noah Hillstrom, EMS Chief, gave a monthly report and highlighted the following items:

- 168 calls with a 10-minute average response time.
- Continuing mutual-aid support
- NUA (no units available) time decreased with a total of 8 times.
- Two full-time vacancies
- Provided stand-by events for football games, Woodberry Forest, and the Hoover Ridge Youth Rally
- Continuing to work on the new Pharmacy procedures.
- Jeremy Holland, part-time Paramedic, revamped the Patient Care Guidelines.
- Applied for a Rescue Squad Assistance Grant
- Applied for the Gary Sinise Foundation Grant
- Gave an update on the Virginia Office of EMS and reviewed the audit that is now available.
 - Discussed how the Virginia Office of EMS (OEMS) issue has impacted Madison EMS.
 - Mr. Peppy Winchel from the Thomas Jefferson EMS Council was present for Board questions.

Vice-Chairman Jackson requested Chief Hillstrom to send his report to the Board so they could view the audit.

Chief Hillstrom agreed.

Supervisor Buchanan mentioned he spoke to a business owner who spoke positively about the Madison EMS.

The County Administrator mentioned the local EMS is feeling some impacts with the transition of the pharmacy. The County Administrator stated he is soliciting department heads' responses to legislative issues and would bring this feedback back at the next meeting.

Chairman Jackson inquired about the hiring at OEMS.

Mr. Peppy Winchel from the Thomas Jefferson EMS Council was present and gave the Board an update on the interviewing process for the new Director of OEMS and they are hopeful of having someone identified by January. Mr. Peppy Winchel informed the Board that the Thomas Jefferson EMS Council is operating a feasible study for rural agencies in Madison, Nelson, Fluvanna, Louisa, and Greene County to enhance Telehealth and Community Paramedicine Programs. Mr. Peppy Winchel mentioned he expects the council to change and mentioned a few options for those changes. Mr. Peppy Winchel stated OEMS has a lack of communication, and the Thomas Jefferson EMS Council is trying to ensure the correct information is shared.

Emergency Management (EM): Gavin Helme, EMS Assistant Chief/ Emergency Management Coordinator, gave a monthly report and highlighted the following items:

- Working on the emergency shelter and generator
- In process on the 2024 EOP (Emergency Operation Plan) update and will bring it back to the Board next month.
- Hoping to have everything submitted for the Quaker Run Fire in the next couple of weeks.

- Flu Shot Clinic this Thursday at the Firehouse from 4:00 pm to 7:00 pm in one of the bays.

Emergency Communications: Sean Ferguson, Director of Emergency Communications, gave a monthly report and highlighted the following items:

- 911 calls received from homes: 82
- 911 calls received from cellphones: 349
- Administrative calls into the center: 1,912
- Administrative calls made: 961
- Total call volume through the Center for the month: 3,304
- Calls for service this month: 1,136
- Calls for year to date: 10,678
- Radio Project: Completed Radio System Coverage Testing
- Staffing in the Center: one dispatcher is in the academy, implemented the second supervisor position, and has extended offers to two applicants and both accepted and plan to start on October 15th.
 - Mentioned they lost an employee to another County.

Chairman Jackson inquired if the new hires have any dispatcher experience.

The Director of Emergency Communications responded that one has been through the academy already and the other will need to go through the entire process.

Supervisor Buchanan inquired about the reasoning for the staff leaving for another County.

The Director of Emergency Communications stated the staff recently moved and it was for both compensation and location.

Animal Control: Greg Cave, Chief Animal Control Officer, gave a monthly report and highlighted the following items:

- Calls handled in person: 68
- Calls handled by phone: 54
- After hours emergency calls: 16
- Personnel: Introduced Ian Collier as the new Deputy Animal Control Officer and discussed his training plan.
- Training: Attended two online training sessions through Justice Clearing House.
- Monthly Narrative: Had two seizure Court hearings.
- The dangerous dog case has been finalized.

Information Technology: Bruce Livingston, Information Technology Manager, gave a monthly report and highlighted the following items:

- Announced their new hire Federico Tripicchio and reviewed his training plan.
- The overview of their ticketing system was on the projector screen for review.
- Discussed the realigning of duties and responsibilities now that they have three employees.

Animal Shelter: Annette Dodson, Animal Shelter Manager, gave a monthly report and highlighted the following items:

- Actively hiring for a third Shelter position

- On September 2nd, Decade Arcade hosted an event, and all proceeds benefited the Shelter.
- September Numbers:
 - Took in seventeen strays.
 - Three bite quarantines
 - Fifteen owner surrenders
 - Seven dogs reclaimed.
 - Twenty-one adoptions
 - Eleven transferred to rescues.
- Currently they have:
 - Seven cats
 - Seven dogs
- Several adoption events happening this month.

Chairman Jackson inquired if the Animal Shelter had an influx from kitten season.

The Animal Shelter Manager stated they have been helping MAD Cats.

Supervisor Buchanan inquired if there has been an influx from the areas affected by the hurricane.

The Animal Shelter Manager stated they had a lot of owner surrenders in the County and were not able to help this time.

CONSENT AGENDA

2. Approve Minutes: 09/24/2024 & 10/02/2024

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

SPECIAL APPEARANCES

None.

OLD BUSINESS

None.

NEW BUSINESS

3. Elly Road Speed Reduction Request – County Administrator

The County Administrator informed the Board that a resident requested a speed reduction on Elly Road to 35/45 MPH. The resident did not specify a section of Elly Road. The County Administrator mentioned a speed reduction request must be an action by the Board.

Chairman Jackson advised there be a procedure for speed reduction request and inquired if they had done one for Elly Road.

The County Administrator stated they have not done a speed study on Elly Road.

Chairman Jackson recommended doing that first before requesting a speed reduction request.

The County Administrator stated staff will first reach out to law enforcement and bring it back.

The Deputy County Administrator mentioned the Sheriff's Office has done a speed study on the section from Tom Johnson to Oak Park.

There was further discussion regarding the procedure in requesting speed reductions and speed study requests.

Vice-Chairman Yowell made a motion to direct staff to request a speed study from VDOT on Elly Road, seconded by Supervisor Jewett. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

Chairman Jackson advised having VDOT give them a recommendation.

The County Administrator agreed and stated that it would be a part of the full report.

4. Christmas Luncheon Date – County Administrator

The County Administrator informed the Board that a previous Board member, Mrs. Hoffman, would be interested in continuing coordinating the Annual Christmas Luncheon this year. The Fire House is tentatively reserved for Friday, December 13th should the Board set that date.

The Board agreed to set the date as Friday, December 13th for the Annual Christmas Luncheon.

DISCUSSION

None.

INFORMATION/CORRESPONDENCE

5. Radio Coverage Testing Update – Deputy County Administrator

The Deputy County Administrator gave an overview of the radio project coverage testing process and the coverage maps that were included in the agenda packet. With the new system, the total radio coverage for “on street” was 99.78% and the current system was estimated at 60% coverage. The Deputy County Administrator discussed the locations that did not test well for radio coverage inside buildings and one of those was the Woodberry Forest School. The Deputy County Administrator recognized the folks involved in the radio coverage testing process.

Vice-Chairman Yowell inquired if they could put the units that were awarded by a grant, that they planned to put in the public schools, into the Woodberry Forest School instead.

The Deputy County Administrator responded that they could not because it was written under Federal law and passed by Congress, and they must use them for what they said they would. Madison County Schools tested very well overall, but they will put the BDA's (bi-directional amplifiers) in the school as a method of insurance.

Chairman Jackson thanked all who participated in the Coverage Testing.

6. DEQ Water Supply Plan Update – County Administrator

The County Administrator mentioned that DEQ regulations required a water supply plan and informed the Board that they now would like to see one plan for the Region. The County Administrator informed the Board that the letter in the agenda packet is a notice that this regulation has been published and they are asking for localities to provide DEQ with contact information for a representative and an alternate. The County Administrator recommended the Board appoint himself as the primary representative and the Deputy County Administrator as the alternate.

Supervisor Dawson made a motion to approve the County Administrator to be the Madison representative and the Deputy County Administrator as the alternate, seconded by Supervisor Buchanan. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

Chairman Jackson advised staff bring this back to a meeting to share the plans.

The County Administrator agreed and mentioned the annual kickoff meeting date.

PUBLIC COMMENT

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

CLOSED SESSION

None.

ADJOURN

With there being no further business to conduct, Supervisor Jewett made a motion to adjourn, seconded by Vice-Chairman Yowell *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0)*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: October 22, 2024.





Agenda
Board of Supervisors
Tuesday, October 22, 2024, 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: 10/08/2024
2. Supplemental Appropriation #10 – School Request

Special Appearances

Public Hearing

Old Business

3. Regional Legislative Program for 2025 – County Administrator
4. Appointment for VACO's Annual Business Meeting – County Administrator

New Business

5. Committee/Board Vacancies – County Administrator
6. November Joint Meeting Cancellation – County Administrator
7. VATI 2024 Three Party Agreement – County Administrator
8. VATI 2022 Three Party Agreement Amendment – County Administrator

Discussion

Information/Correspondence

Public Comment

Closed Session

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS' MEETING

Date: 6:00 PM — Tuesday, October 22, 2024

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

MEETING #36 — October 22nd

At a regular meeting of the Board of Supervisors on Tuesday, October 22nd at 6:00 PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chairman
Carty Yowell, Vice-Chairman
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member (*Arrived at 6:03 pm*)
Jonathon Weakley, County Administrator
Hannon Wright, County Attorney
Kimberly Turner, Deputy Clerk

ABSENT: None.

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.

The County Administrator recommended honoring Jim Lohr during the moment of silence.

Chairman Jackson agreed.

DETERMINE PRESENCE OF A QUORUM/ADOPTION OF AGENDA

Chairman Jackson advised that a quorum was present.

The County Administrator mentioned the agenda packet was amended to include the documents for the Supplemental Appropriation.

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

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.

CONSENT AGENDA

1. Approve Minutes: 10/08/2024
2. Supplemental Appropriation #10 – School Request

Chairman Jackson reviewed the items on the consent agenda.

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

SPECIAL APPEARANCES

None.

OLD BUSINESS

The County Administrator stated for the record that Supervisor Jewett would be a few minutes late.

3. Regional Legislative Program for 2025 – County Administrator

The County Administrator informed the Board that he sent the 2025 proposed Regional Legislative Program to the Department Heads and the Board for review. The County Administrator reviewed some of the listed legislative priorities and the staff feedback he had received. Staff feedback included the following as priorities: CSA cost, schools' legislative priorities, additional funding for E-911, and support for first response and fire. The County Administrator discussed potentially having Community Paramedicine services funded through insurance and stated he plans to bring this back to the Board for their endorsement. The County Administrator recommended the Board consider endorsement of the attached Regional Legislative Program for 2025 as presented.

Supervisor Jewett arrived at 6:03 pm.

Chairman Jackson inquired what other areas were doing a Community Paramedicine Program.

The County Administrator mentioned Orange County was trying to stand up a program. The County Administrator reviewed how Madison was operating their Community Paramedicine Program.

Vice-Chairman Yowell inquired how long they would receive the opioid settlement funding.

The County Administrator stated the direct settlement payments would go through 2039.

There was further discussion about the Opioid funding and the Opioid Abatement Authority (OAA).

Supervisor Dawson made a motion to approve the Regional Legislative Packet for 2025, seconded by Supervisor Jewett. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

There was discussion regarding the potential impacts of Community Paramedicines services being filed through the patient's insurance.

Vice-Chairman Yowell suggested creating a list of focuses for what they plan to use the local share of the opioid monies for.

There was further discussion about the Drug Court Program, which is funded through the opioid funding, and the amount of funding the County receives.

After discussion, the County Administrator stated he would send the Board a link that shows how other areas are using the opioid funding and then they can have further discussion on what they want to use the funds for.

Chairman Jackson inquired if the direct funds would be apart of the budget process.

The County Administrator stated they can be.

There was further discussion regarding the Opioid Abatement Authority funding and the benefits of Drug Court.

4. Appointment for VACO's Annual Business Meeting – County Administrator

The County Administrator stated moving forward he would like to appoint the representative and the alternate for VACO's Annual Business Meeting at the Organization meeting. If a member of the Board is not available to attend, the Board of Supervisors may designate a non-elected official from the County to vote on the Board's behalf. Staff recommends the Board consider designating the County Administrator as the non-elected official as the voting designee to represent Madison County at the VACO Annual Business Meeting which is being held on November 12, 2024.

Vice-Chairman Yowell made a motion to designate the County Administrator as the non-elected official designee to represent Madison County at the VACO Annual Business Meeting, seconded by Supervisor Buchanan. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

NEW BUSINESS

5. Committee/Board Vacancies – County Administrator

The County Administrator informed the Board that the County received a resignation letter from Ms. Payne-Wells from the Encompass Community Supports Board. Ms. Payne-Wells is willing to attend meetings until the County finds her replacement. The County Administrator recommended the Board authorize staff to solicit for this position.

The County Administrator informed the Board that a Board of Zoning Appeals (BZA) member passed away and therefore there is a vacancy that needs to be filled. The County Administrator mentioned that Mrs. Suzanne Long is the BZA Alternate and the BZA's Secretary. The BZA members are recommended for approval by the Board of Supervisors to the Circuit Court and the Circuit Court then appoints the members to the BZA. The County Administrator suggested the Board recommend Mrs. Suzanne Long to finish Mr. Lohr's unexpired term finishing in 2026 and soliciting for the Alternate position. The County Administrator mentioned they have already received an application from Steve Hoffman.

The Board agreed.

Chairman Jackson stated he would like it advertised for a month.

There was discussion regarding the Board's concerns with the Madison Eagle and the options for advertising through other sources.

After discussion, the Board agreed to advertise through the MadRapp for a trial period.

The County Administrator stated that per the State Code, Board of Zoning Appeals members cannot serve on another public office or committee unless it is the Planning Commission. Steve Hoffman is currently serving on the Industrial Development Authority and the Thomas Jefferson Area Community Criminal Justice Board, and this would preclude him from serving on the BZA.

The Board agreed to advertise for the Alternate position for the Board of Zoning Appeals.

Vice-Chairman Yowell made a motion to recommend Suzanne Long for the Board of Zoning Appeals to fill James Lohr's position, seconded by Supervisor Dawson. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

There was discussion about potentially creating a mailing/pamphlet to share around the County. After discussion, the Board agreed to do further brainstorming on solutions for circulating information.

6. November Joint Meeting Cancellation – County Administrator

Chairman Jackson stated there are no cases for the November Joint Meeting and inquired what the Board wanted to do.

Supervisor Dawson made a motion to cancel the Board's portion of the Joint Meeting, seconded by Supervisor Jewett.

The County Administrator mentioned the Planning Commission Chairman decides if the Planning Commission would meet or cancel their meeting.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).

7. VATI 2024 Three Party Agreement – County Administrator

The County Administrator reminded the Board that the County applied for the VATI 2024 Grant that covers the Northern part of the County and it was awarded. This is a three-party agreement between Madison County, Firefly, and the Thomas Jefferson Planning District Commission. The Thomas Jefferson Planning District Commission will serve as the Grant Administrator and Fiscal Agent for the VATI 2024 project. The County Administrator recommended the Board approve the Three-Party VATI 2024 Agreement between Madison County, Firefly, and Thomas Jefferson Planning District Commission and authorize the County Administrator and County Attorney to sign the agreement.

Supervisor Buchanan inquired if there was a new date for completion.

The County Administrator stated they do not have that yet and they are also waiting on cover maps. The County Administrator discussed the areas that the VATI 2024 Grant would cover and the history of the former RDOF challenged area by Shentel.

There was further discussion regarding the completion date.

Supervisor Dawson made a motion to approve the Three-Party VATI 2024 Agreement between Madison County, Firefly, and Thomas Jefferson Planning District Commission and authorized the County

Administrator and County Attorney to sign the agreement, seconded by Supervisor Jewett. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

8. VATI 2022 Three Party Agreement Amendment – County Administrator

The County Administrator reminded the Board that this was the original VATI Grant that was awarded. Madison received ARPA funding several years ago and the Board approved the ARPA spending plan, which includes the necessary funding to provide the required local match for \$250,000. This area was going to be served by Brightspeed, but now it will go back into the VATI 2022 RISE project to be completed by Firefly. The Thomas Jefferson Planning District Commission (TJPDC) will serve as the Grant Administrator and Fiscal Agent for this project and are part of the Amendment to the VATI 2021 Agreement with Madison County and Firefly.

Chairman Jackson inquired if it would still be completed by December 15, 2024.

The County Administrator mentioned that it was Brightspeed's original timeline and recommended the Board wait for an official letter from DHCD, Department of Housing and Community Development, which would state that information.

Supervisor Jewett inquired if there were any negative implications for Brightspeed since they are not executing the MOU.

The County Administrator responded that he did not know.

There was further discussion regarding the frustrations with Brightspeed for prolonging the process.

Supervisor Dawson made a motion to approve Amendment #1 to the Three-Party VATI 2022 Agreement between Madison County, Firefly, and Thomas Jefferson Planning District Commission and authorize the County Administrator and County Attorney to sign the amended agreement, seconded by Supervisor Jewett. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

Vice-Chairman Yowell referenced the following from the VATI 2024 Three Party Agreement:

Firefly Will:

6. Provide service extensions from the network backbone of up to 2,500 feet to any location within the project service area; and

Vice-Chairman Yowell inquired if that meant they would go 2,500 feet from the street to his house.

The County Administrator agreed.

Chairman Jackson inquired if staff attended the latest Firefly call.

The County Administrator stated he did not, but he would follow up with the Economic Development & Tourism Director to see if she attended.

There was further discussion regarding upcoming connections for Firefly.

DISCUSSION

None.

INFORMATION/CORRESPONDENCE

Vice-Chairman Yowell informed the Board that Doug Parsons, who the Board provided a letter of support for, was awarded the grant for his company's new website.

Chairman Jakson inquired if they had heard from VDOT.

The County Administrator stated he has not.

The County Administrator stated he spoke with Mrs. Dixon this week and she informed him she had received a letter from VDOT asking her to sign a right of entry form to allow them to decommission the bridge.

Chairman Jackson inquired if she is allowing VDOT access to decommission the bridge.

The County Administrator stated he did not believe she would.

PUBLIC COMMENT

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

CLOSED SESSION

None.

ADJOURN

With there being no further business to conduct, Supervisor Jewett made a motion to adjourn, seconded by Supervisor Dawson. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: November 12, 2024.

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Agenda
Board of Supervisors
Tuesday, November 12, 2024, 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
6. 2024 General Reassessment Order – County Administrator
11. American Legion Fee Waiver Request – County Administrator
8. On-Premise Radio Management & Smart Connect – Deputy County Administrator

Consent Agenda

2. Approve Minutes: 10/22/2024
3. Supplemental Appropriation #11 – Victim Witness Grant

Special Appearances

4. Virginia Opioid Abatement Authority Funding Presentation – Kat Dupré
5. Community Paramedicine – Tiffany Rannebarger

Public Hearing

Old Business

- ~~6. 2024 General Reassessment Order – County Administrator~~

New Business

7. Declaration of Fire Prohibition – County Administrator
- ~~8. On-Premise Radio Management & Smart Connect – Deputy County Administrator~~
9. Reappointment on Rapidan Service Authority Board – County Administrator
10. Department of Historic Resources' Criglersville School Draft Nomination – County Administrator
- ~~11. American Legion Fee Waiver Request – County Administrator~~
12. January Organizational Meeting & Joint Meeting Reschedule – County Administrator

Discussion

Information/Correspondence

Public Comment

Closed Session

2.2-3711(A)(29)

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS' MEETING

Date: 4:00 PM — Tuesday, November 12, 2024

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

MEETING #37 — November 12th

At a regular meeting of the Board of Supervisors on Tuesday, November 12th at 4:00 PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chairman
Carty Yowell, Vice-Chairman
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Brian Gordon, Deputy County Administrator
Hannon Wright, County Attorney
Kimberly Turner, Deputy Clerk

ABSENT: None.

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.

Chairman Jackson advised the following amendments:

MOVED UNDER "1. MONTHLY REPORTS"

- 6. 2024 General Reassessment Order
- 11. American Legion Fee Waiver Request

Supervisor Dawson made a motion to approve the agenda as amended, seconded by Supervisor Jewett.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (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.

CONSTITUTIONAL OFFICERS, COUNTY DEPARTMENTS, COMMITTEES & ORGANIZATIONS

- 1. Monthly Reports

Facilities & Maintenance: Moonie Frazier, Facilities & Maintenance Manager, gave a monthly report and highlighted the following items:

- The courthouse roof is completed.
- Removed a fence at the Arcade building and trimmed a tree that was on the roof of the building.
 - Needs to replace the fence at some point.
 - Cleaned up trees along the Sheriff's Parking lot as well as seeded and strawed the ground.

Chairman Jackson inquired if there was money in the budget to replace the fence this year.

The County Administrator stated there was funding available even though it was not planned for this fiscal year.

There was discussion regarding the estimated cost.

The Facilities & Maintenance Manager continued his monthly report and highlighted the following:

- Christmas lights will be going up soon.
- Getting prices for the front doors at the Sheriff's Department to be replaced.
- There will be construction on the Social Services parking lot very soon.

Supervisor Buchanan thanked the Facilities & Maintenance Manager for his quick response to the Arcade Building work.

Parks & Recreation: Jerry Carpenter, Parks & Recreation Director, gave a monthly report and highlighted the following items:

- Wrapping up Fall sports and soon Winter sports will be starting.
- Hosting Annual S'mores with Santa on December 7th with the Christmas Light show that will go through New Years.
- Finalizing their 2025 event calendar to be released to the public.
- Thanked Ace Collision for hosting the Wobble Gobble 5K on Thanksgiving day.
 - Proceeds will go toward the Hoover Ridge Outdoor Recreation Center.

6. 2024 General Reassessment Order – County Administrator

Commissioner of Revenue: Brian Daniel, Commissioner of Revenue, gave a monthly report and highlighted the following items:

- Gave an update on the reassessment process.
 - Anticipated to finalize the field work by December.
 - Value change notices will be out in January.
 - Will have hearings and will finish up mid-February.
 - Informed the Board that they requested a 90-day extension, and the Judge granted it.

The County Administrator reviewed the process and clarified that various things will be completed simultaneously and should be wrapped up by March.

Supervisor Yowell inquired about the timeline of notices being sent to property owners.

The Commissioner of Revenue responded that the notices would go out once Wingate was done with the final assessments, which would be sometime in January. They look to hold the initial assessor's hearings

at the end of January and/or begin of February. After that, there is a year to appeal to the Board of Equalization.

The County Administrator discussed the expected increase in assessment numbers and the expected increase in number of cases for the Board of Equalization.

Chairman Jackson inquired about the Board of Equalization training.

The County Administrator stated that it would be handled by his office and should occur in December.

The Commissioner of Revenue continued to give his monthly report and highlighted the following items:

- Wrapped up land use.
- Submitted for the Virginia foregone revenue grant for Forestry.
- Personal property and real estate bills are coming in and the deadline is December 5th.

Animal Control: Greg Cave, Chief Animal Control Officer, gave a monthly report and highlighted the following items:

- Calls handled in person: 56
- Calls handled by phone: 84
- After hours emergency calls: 13
- Personnel:
 - Ian Collier, Deputy Animal Control Officer, has received all his pre-exposure rabies shots through the Health Department.
 - Ian Collier, Deputy Animal Control Office, has been pre-registered to attend the academy at the Rappahannock Regional Criminal Justice Academy in March 2025.
- Training:
 - Ian Collier, Deputy Animal Control Officer, completed NIMS training 100, 200, 700, 800.
 - Hope's Legacy Equine Rescue located in Afton, VA hosted an equine education & safe handling course.
 - VAAS (VA Alliance for Animal Shelters) held a two-day virtual training workshop on Animal Shelter operations. Discussed shelter operations, regulations, and comprehensive animal laws.

Animal Shelter: Annette Dodson, Animal Shelter Manager, gave a monthly report and highlighted the following items:

- October 4th: Autumn Care held a pet day and made/donated pet toys.
- October 12th: Shelter attended an event at the Mountain Run Winery & they adopted out one puppy.
- October 26th: Attended an adoption event at PetSmart.
- Completed online courses called Fear-Free Shelters
- Took in 15 strays.
- 17 owner surrenders
- 14 cats transferred in, and all were from Madison.
- Transferred in 8 dogs, all except one were spayed and neutered
 - All have been adopted.
- 4 reclaims.
- 35 adoptions
- 12 transferred to Virginia rescues.

- 1 dog transferred to a Pennsylvania rescue.
- Currently have six dogs and three cats

Building & Zoning Department: Jamie Wilks, Director of Building & Zoning, gave a monthly report and highlighted the following items:

- Building:
 - The workload has remained steady, continuing to see new applications being submitted for various types of projects. There has been a noticeable increase in applications for new dwellings.
 - Work is continuing at the EMS building renovations.
 - Staff Training: Joe Sexton, E&S Program Administrator, attended the Residential Plumbing Inspector class last month. Karl Bracqbien, Combination Residential Inspector & Residential Building Plans Examiner, attended the Commercial Building Inspector Class.
- Zoning:
 - Our new Zoning & Planning Administrator, Allen Nicholls, is settling in.
 - Zoning & Planning Administrator, Allen Nicholls, and Permit Technician, Janet Henshaw, will be attending the upcoming Virginia Association of Zoning Officials (VAZO) training session in December.
 - A report outlining Zoning & Planning topics is in the agenda packet.
- Erosion & Sediment Control:
 - The monthly DEQ report for E&S is in the agenda packet.
- General Information:
 - Now live with the new Tyler-Munis software for all permitting, inspections, complaints, etc. Still have a portion of the software package to implement, the CSS portal with online payments.
 - Gave an update on the HART project.

Chairman Jackson inquired the timeline for the staff's certification completion.

The Director of Building & Zoning discussed the process and estimated a month to six months to complete the process.

Sheriff: Sheriff Weaver gave a monthly report for the Sheriff's Department and highlighted the following:

- Calls for service: 815
- DUI enforcement is up.
- Commended the Deputy County Administrator for efforts on the new radio system that will soon go live.
- Gave an overview of the speed study that was amended to the agenda packet.
 - The week of October 21st-25th was conducted at the School zone on Route 29 during bus traffic.
 - About 5,000 vehicles came through with approximately 1,300 violations
 - 229 vehicles over 21 MPH
 - 436 over 15-20 MPH
 - Over six hundred vehicles over 10-14 MPH
 - Discussed a contract he would like to implement that is implemented at surrounding counties.

The County Administrator mentioned surrounding Counties he had spoken to that are in favor of this program. The County Administrator stated he wanted to do more research and bring it back as an action item for the Board.

Supervisor Jewett expressed his concern with the speeding at that intersection. Supervisor Jewett stated he has witnessed areas where these are installed, and the traffic has slowed down significantly.

Chairman Jackson inquired if the Sheriff recommended running it 24/7 or just during school hours.

Sheriff Weaver responded that he was not sure yet.

11. American Legion Fee Waiver Request – County Administrator

Mr. Mike Fisher was present on behalf of the American Legion and requested the Board waive the fees for their upcoming construction project that is being funded from a grant from the Walton and Ida Thompson Charitable Foundation. Mr. Mike Fisher listed they would be working on the following:

- Remodeling the Bathrooms to be ADA compliant and to include showers
- Upgrading the kitchen and electrical
- Replacing the main floor
- Painting the main building
- Repairing & Repaving the parking lot

Mr. Mike Mosko was also present and stated the Legion does a lot for the community and gave a few examples.

Supervisor Yowell inquired if the Legion Hall was still available to be used by anyone in the public.

Mr. Mike Fisher agreed.

There was discussion regarding the amount of money that was being requested to waive. ‘

Supervisor Dawson made a motion to approve waiving the building permit fees and the tipping fees for the American Legion, seconded by Supervisor Buchanan. ***Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).***

Emergency Management (EM): Gavin Helme, EMS Assistant Chief/ Emergency Management Coordinator, gave a monthly report and highlighted the following items:

- Working on the emergency shelter and generator
- Flu Shot Clinic on October 10th.
- In process on the 2024 EOP (Emergency Operation Plan) update and will bring it back to the Board next month.

Emergency Medical Services (EMS): Noah Hillstrom, EMS Chief, gave a monthly report and highlighted the following items:

- Department Record of 218 calls with a 9-minute average response time.
- No units available:
 - Nineteen occurrences
 - Totaled 23 hours, 42 minutes.

- Seven mutual aid dispatches to Madison with one answered.
- Personnel:
 - EMS has one full-time EMT vacancy.
 - Ashley Taylor accepted a full-time EMT-Advanced position.
 - Bryan Marti accepted a part-time EMT-Paramedic position.
- Ambulance delivery update:
 - One arriving in September 2026
 - Second arriving in December 2027
- Standby Events:
 - Graves Mountain Apple Festival
 - MCHS Football
 - Woodberry Football
 - Trick-or-Trunk
- Pharmacy Update:
 - Up and running.
- Reviewed the updated Operational Response Plan.

Supervisor Dawson inquired how often “no units available” is happening due to needing extra people because of the weight of the patient for a fall.

Chief Hillstrom stated the numbers in the report are not based on patient weight. Chief Hillstrom stated what they have been seeing when one call comes in, so does another.

The County Administrator stated it is something they can review further.

Information Technology: Bruce Livingston, Information Technology Manager, gave a monthly report and highlighted the following items:

- Their new staff member has allowed them to work on additional items.
- Working on Archive Social
- Transfer Station is continuing to have issues with phone calls and reviewed potential solutions.

Chairman Jackson suggested getting a cellphone for the Transfer Station to avoid trenching.

The Information Technology Manager agreed to look into it.

The Information Technology Manager continued his monthly report and highlighted the following items:

- Working with GeoComm and Motorola for the Radio System
- Thin Client is also ready.

The Deputy County Administrator reviewed how they plan to do AVL tracking on the radio system, which allows the Sheriff and dispatchers to see where units are when they are in the field.

The Information Technology Manager continued his monthly report and highlighted the following items:

- They learned a lot from a study done on their server environment and storage.
 - After FY26 they will need to replace servers

Chairman Jackson advised adding “replacing servers” to the budget process.

The Information Technology Manager continued his monthly report and highlighted the following items:

- Laserfiche is going well.
- Getting quotes from Clark Security for the CCTV at the Courthouse

Human Resources: Tillie Strothers, Human Resources Manager, stated they did not have a monthly report and commended the Finance Director and the Executive Administrative Assistant/ Deputy Clerk for filling in for her while she was out for a few weeks.

Emergency Communications: Sean Ferguson, Director of Emergency Communications, gave a monthly report and highlighted the following items:

- 911 calls received from homes: 86
- 911 calls received from cellphones: 369
- Administrative calls into the center: 2,088
- Administrative calls made: 1,128
- Total call volume through the Center for the month: 3,671
- Calls for service this month: 1,178
- Calls for year to date: 11,856
- Radio Project:
 - 10/22 - New Eventide recorder installed. The old recorder would not be able to capture the new radio system traffic.
 - 10/29 - Acceptance Testing for new radio system occurred, allows them to test system functionality and abilities
 - Portable radio programming on going, mobile radio installation and programming planned after go-live, anticipated go-live 11/21.
- Staffing in the Center:
 - No vacancies
 - 2 new hires started 10/15.
 - 1 dispatcher graduated from the academy, finishing up required OJT (on job training) before released to minimum staffing.
- Community Outreach:
 - Participated in Sheriff's Departments' Trick-or-Trunk and handed out over 75 lbs. of candy.

Finance: Jennifer Warren, Finance Director, gave a monthly report and highlighted the following items:

- The audit company is short-staffed which will delay the FY24 audit.
- The Draft FY26 Budget Calendar will be presented to the Board at the next meeting.
- Reviewed the status of the Time & Attendance module in Tyler-Munis.
- Had kick off with Tyler-Munis' Advance Scheduling module implementation for EMS.

Economic Development & Tourism: Tracey Gardner, Economic Development & Tourism Director gave a monthly report and highlighted the following items:

- Commended the Finance Director for her training on Time & Attendance
- Food Council virtual meeting October 9th, working on surveys for USDA Farm to School grant, one for school nutritionist and one for Farmers.
- Next Town CDBG Grant meeting is on November 21st.

- October 29th GO Virginia Region 9 Council meeting where the Wine Cluster Up Grant final presentation as well as the REI (Regional Entrepreneurial Initiative) presentations were both presented.
- Eco Dev partners meeting on November 1st at CHO airport
- Attending State VA-1 Tourism Conference Nov 13th-15th
- VATI Update on Broadband: (from October 29th)
- Tourism Committee Zoom October 22nd to discuss Merry Madison and it is a go with more businesses participating.
- Realtor's Round Table November 7th
- Madison County's Friday Night Christmas Lights on December 6th and Merry Madison Dec 7th & 8th

Economic Development Committee: Supervisor Jewett, Chairman of the Economic Development Committee, gave a monthly report and highlighted the following items:

- Working on creating a list of businesses to send their survey that they finalized today.
 - Will be sending out in January.
- Hoping to finish a report for the Board in mid-February

8. On-premise Radio Management & Smart Connect – Deputy County Administrator

Chairman Jackson asked the Deputy County Administrator to give them an update on the new radio system and discuss Item 8 on the agenda.

The Deputy County Administrator highlighted the following items regarding the radio system:

- The radio system will go-live on November 19, 2024.
- A third party did a R56 grounding audit and found a few items.
 - Motorola is working on correcting those things.
- Working on getting portables ready.
- Commended the Director of Emergency Communications for his help with this project.

Chairman Jackson congratulated the Deputy County Administrator for getting this project here.

The Deputy County Administrator reviewed the following items regarding agenda item 8. On-premise Radio Management & Smart Connect:

- Reviewed the differences between the current radio system and the new radio system.
- Reviewed On-Premise Radio Management – allows the radio administrator to push updates out to radios without bringing them out of the field. This lessens the burden on both emergency staff and the radio administration team.
- Reviewed Smart Connect – leverages existing Wi-Fi for system connectivity where traditional LMR may not be available.
- The upfront cost for both aspects of the proposal is \$236,296.00.

The County Administrator stated they have the upfront cost of \$236,296.00 and the annual cost of \$10,464. The County Administrator reviewed the funding and stated it makes sense to do this change order now before closing out the radio project to avoid being required to redo the procurement process. The County Administrator discussed the time and effort this change order would save and stated staff recommended approval.

Supervisor Yowell inquired how many radios they would have to touch if they did not do this.

The Deputy County Administrator stated there are 183 radios currently.

Supervisor Buchanan inquired how long the software would be good for and if it would change.

The Deputy County Administrator clarified that there would be an upfront cost of \$236,296.00 and the annual subscription fee of \$10,464 for Smart Connect. The Deputy County Administrator stated he is sure it will change over time and stated they have an SUA Agreement with the Radio System for upgrades.

Supervisor Jewett inquired if the Smart Connect could connect to any WIFI.

The Deputy County Administrator stated they would have to pre-program the WIFI and passwords into the radio system.

Supervisor Jewett inquired if the traffic that goes through Smart Connect to these predetermined WIFI's was encrypted.

The Deputy County Administrator stated some was and some were not and reviewed those.

Supervisor Jewett inquired if this system's hardware was hardened against EMP(Electro Magnetic Pulse).

The Deputy County Administrator explained that the shelters they have are hardened, but he doubts that they are hardened against an EMP.

Supervisor Dawson made a motion to authorize the change order for the radio system for \$236,296.00 and authorized the Deputy County Administrator to sign the change order, seconded by Supervisor Buchanan ***Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).***

CONSENT AGENDA

2. Approve Minutes: 10/22/2024
3. Supplemental Appropriation #11 – Victim Witness Grant

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

SPECIAL APPEARANCES

4. Virginia Opioid Abatement Authority Funding Presentation – Kat Dupré

Ms. Kat Dupré from the Opioid Abatement Authority (OAA), was present and gave an overview of the Opioid Abatement Authority funding distribution for Madison County. Ms. Kat Dupré highlighted the following items:

- Reviewed the breakdown of the funds Virginia receives.
- Reviewed statutory requirements for use of OAA funds.
- Reviewed the OAA Gold Standard
- Reviewed how funds are allocated by measuring the Harm Per Capita
- Reviewed the look up tool which is in the Grant Portal

- Reviewed the two current Cooperative Programs Madison participates in.

The County Administrator reviewed what Madison was currently using the funding for and other opportunities they have for the funding. The County Administrator recommended doing the Gold Standard. The County Administrator requested Ms. Kat Dupré to discuss the FY23 funding rollover.

Ms. Kat Dupré explained OAA's five-year rollover rule. They have five years to apply for funds and if not applied for, they are rolled into the Gold Standard.

There was further discussion regarding the current funding amount Madison has.

Chairman Jackson requested a list of the programs that localities are doing.

The County Administrator mentioned he had emailed a link to the Board that included that list.

There was further discussion regarding potential programs the funds could be used for and the grant application timeline. There was also discussion regarding how schools could use the funding.

5. Community Paramedicine – Tiffany Rannebarger

Ms. Tiffany Rannebarger, EMS staff, was present and gave a Community Paramedicine Update Presentation and highlighted the following:

- Reviewed the timeline of the startup of the program.
- Reviewed how the Community Paramedicine program worked in Madison.
- Reviewed data for referrals, enrollment, and patient progress.
- Reviewed five individual cases.
- Reviewed the cost breakdown for 911 calls for the five program enrollees.
- Review the cost savings breakdown after 60 days of the program.
- Reviewed what worked well with the program and opportunities for improvement.
- Review the community outreach efforts.
- Commended organizations who have helped with the program.

Supervisor Jewett inquired about the potential demand for this program.

Ms. Tiffany Rannebarger stated she could easily see over one hundred people enrolled in the program. Ms. Tiffany Rannebarger reviewed the most common calls they receive and how this program targets these calls.

Supervisor Jewett inquired if staff ever receive resistance to their services.

Ms. Tiffany Rannebarger agreed.

There was a discussion regarding possible funding sources they could use and the estimated potential for recovering costs.

Supervisor Buchanan inquired if a patient still called 911 when they have an issue once, they are signed up for the Community Paramedicine program.

Ms. Tiffany Rannebarger responded that they call 911 if they validate a need and she receives a report if a patient enrolled in the program calls 911. If that is the case, she sets up an appointment to see what they missed. Ms. Tiffany Rannebarger stated they are seeing that enrolled patients are no longer needing 911. Ms. Tiffany Rannebarger mentioned she does bi-weekly check ins with enrolled patients.

OLD BUSINESS

~~6. 2024 General Reassessment Order—County Administrator~~

Discussed “2024 General Reassessment Order” under Item “1. Monthly Reports.”

NEW BUSINESS

7. Declaration of Fire Prohibition – County Administrator

The County Administrator reminded the Board that back in August of this year the Board amended the Ordinance to allow for a fire prohibition. The County Administrator informed the Board of the conditions on Friday that caused them to enact the fire prohibition which was for a short amount of time. The County Administrator reviewed the various places it was advertised. Per the Ordinance, staff are required to bring this to the Board of Supervisors to ratify it at the next meeting.

Supervisor Dawson made a motion to ratify the Declaration of Fire Prohibition dated November 8, 2024, seconded by Vice-Chairman Yowell. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

~~8. On Premise Radio Management & Smart Connect—Deputy County Administrator~~

Discussed “On-premise Radio Management & Smart Connect” under Item “1. Monthly Reports.”

9. Reappointment on Rapidan Service Authority Board – County Administrator

The County Administrator informed the Board that Mr. Tim Clemons, the General Manager for RSA, sent a letter to make the County aware that one of the two Madison representatives, Troy Coppage, term ends at the end of this year. Mr. Coppage is willing to serve again and is eligible to do so.

Vice-Chairman Yowell made a motion to approve the reappointment of Troy Coppage to the Rapidan Service Authority Board, seconded by Supervisor Buchanan. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

Chairman Jackson advise RSA to resolve the issue at the end of Main Street on the South end of Town.

The County Administrator agreed and mentioned he believed their next meeting would be in Orange and he will go or share this information with Madison’s two representatives to convey that.

10. Department of Historic Resources’ Criglersville School Draft Nomination – County Administrator

The County Administrator mentioned Mr. Schapiro attended the Preliminary Development Review Committee meeting and will be making his way through the Planning Commission workshops. He is applying for a rezone and one of the things he made the County aware of is that he has applied for a historic designation. This nomination will be presented at the State level on December 12th, and they are

required to notify the locality for their review and potential comments. Staff did not have recommended comments. This nomination is just for this property not for the whole village.

Supervisor Jewett mentioned in the past they have had issues with this property, and he hopes they can avoid issues they have faced in the past. Supervisor Jewett stated that as these applications come through, they need to make sure it stays on track, is legal, complete, and has no opposition from the neighbors. Supervisor Jewett wished Mr. Schapiro luck with his development.

Chairman Jackson stated there is going to be opposition from the neighbors.

The County Administrator informed the Board that Mr. Schapiro is working on a conditional rezoning with proffer conditions. The County Administrator stated his office would send the Board the draft conditions for their review.

Vice-Chairman Yowell mentioned this process is asking the County for comment and he feels the Board should say they received it and had no comment.

There was discussion regarding how historical designations affect the tax rate.

~~11. American Legion Fee Waiver Request—County Administrator~~

Discussed “American Legion Fee Waiver Request” under Item “1. Monthly Reports.”

12. January Organizational Meeting & Joint Meeting Reschedule – County Administrator

The County Administrator mentioned the Board’s Bylaws stated the Organizational Meeting was to occur, unless the Board votes otherwise, at the first business meeting of the year and for 2025 that would fall on January 2nd. The Joint Meeting between the Planning Commission and Board of Supervisors falls on the first Wednesday of the month.

Chairman Jackson recommended doing the Organizational Meeting on Monday, January 6th at 9:00 am and the Joint Meeting on Wednesday, January 8th.

Supervisor Jewett inquired when the first 4:00 pm meeting would be held.

The County Administrator responded that if the Board did not change the Bylaws, the Board would meet on January 14th at 4:00 pm.

The Board agreed.

Vice-Chairman Yowell made a motion to hold the Organizational Meeting on January 6, 2024, at 9:00 am and reschedule the Joint Meeting with the Planning Commission to January 8, 2024, at 7:00 pm, seconded by Supervisor Dawson. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

DISCUSSION

None.

INFORMATION/CORRESPONDENCE

None.

PUBLIC COMMENT

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

CLOSED SESSION

Supervisor Yowell made a motion to convene in closed session pursuant to Virginia Code Section 2.2-3711(A)(29) for discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, seconded by Supervisor Dawson. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

Supervisor Yowell made a motion to re-convene in open session, seconded by Supervisor Buchanan. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

Supervisor Yowell made a motion to certify by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code Section 2.2-3711(A)(29) and that was identified in the motion to convene in closed session were heard, discussed, or considered in the closed meeting, seconded by Supervisor Dawson. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

As a result of the Closed Session, the Board took the following action:

Supervisor Buchanan made a motion to move \$67,000 from SNAP to Hoover Ridge and authorized the County Administrator and the County Attorney to award the Hoover Ridge Outdoor Recreation Center Phase 1A contract to William W. Walls Excavating, Inc. in the amount of \$767,000, seconded by Vice-Chairman Yowell. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

ADJOURN

With there being no further business to conduct, Supervisor Jewett made a motion to adjourn, seconded by Supervisor Buchanan. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0)**

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: November 26, 2024.

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Agenda
Board of Supervisors
Tuesday, November 26, 2024, 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: 11/12/2024

Special Appearances

Public Hearing

Old Business

2. Committee/Board Update – Deputy Clerk
3. School Zone Cameras – County Administrator
4. Radio Go Live Update – Deputy County Administrator
5. EMS Renovation Update – Deputy County Administrator

New Business

6. Draft FY26 Budget Calendar – Finance Director

Discussion

[County Email Policy](#)

Information/Correspondence

7. Comcast Price Adjustment Notice – County Administrator

[RSA Rate Increase Public Hearing](#)

Public Comment

Closed Session

2.2-3711(A)(1) & [2.2-3711\(A\)\(29\)](#)

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS' MEETING

Date: 6:00 PM — Tuesday, November 26, 2024

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

MEETING #38 — November 26th

At a regular meeting of the Board of Supervisors on Tuesday, November 26th at 6:00 PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chairman
Carty Yowell, Vice-Chairman
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Brian Gordon, Deputy County Administrator
Hannon Wright, County Attorney
Kimberly Turner, Deputy Clerk

ABSENT: None.

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.

Supervisor Dawson made a motion to permit Vice-Chairman Yowell to attend the November 26, 2024, meeting of the Madison County Board of Supervisors 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, Buchanan, Dawson, Jewett. Nay: (0) Abstain: Yowell. Absent: (0).***

The County Administrator recommended adding an additional closed session section 2.2-3711(A)(29) that pertains to a contract negotiation.

Supervisor Jewett stated he had one thing to discuss during the discussion.

The County Administrator mentioned he would like to inform the Board during information and correspondence about RSA's proposed rate increase public hearing.

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

CONSENT AGENDA

1. Approve Minutes: 11/12/2024

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

SPECIAL APPEARANCES

None.

OLD BUSINESS

2. Committee/Board Update – Deputy Clerk

The Deputy Clerk reminded the Board that they made a recommendation for Mrs. Suzanne Long to serve Mr. Lohr's position on the Board of Zoning Appeals (BZA), which was approved by the Judge. Staff have advertised for a month for the BZA Alternate position and a position on the Encompass Community Supports Board. The Deputy Clerk informed the Board that the received applications were in the agenda packet except for one that was received after the agenda packet was posted. The Deputy Clerk informed the Board that Douglas Coppedge's term on the BZA will run out at the end of the year, and he is not willing to serve again. The Deputy Clerk reviewed the following applications:

- Ms. Jessica Davis: Interested in serving on both the BZA and the Encompass Community Supports Board.
- Mr. Mike Snider: Interested in serving on BZA.
 - He currently serves on the Industrial Development Authority (IDA), which would make him not eligible to serve on BZA. Mr. Snider would like to resign from IDA if he is appointed to the BZA.
- Ms. Brittany Shankle: Interested in serving on the Encompass Community Supports Board.
- Mr. Kyle Knight: Interested in serving on BZA.

After discussion, the Board agreed to discuss the appointments for the BZA and Encompass Community Supports Board during closed session under section 2.2-3711(A)(1) for personnel.

There were technology difficulties that resulted in Chairman Jackson calling Supervisor Yowell by phone into the meeting rather than him attending on the Go To Meeting.

Supervisor Dawson made a motion to amend the agenda to add the committee discussion to the closed session, seconded by Jewett. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

3. School Zone Cameras – County Administrator

The County Administrator introduced the topic of school zone cameras and mentioned legislation allows for their implementation.

There was further discussion about the logistics and potential costs of implementing school zone cameras, including staffing and calibration requirements. Concerns were raised about the program's budget neutrality and public perception.

Mr. Chuck Jackson, MadRapp Reporter, was present and discussed Greene County's experiences with the program.

Chairman Jackson advised bringing this plan back once it is more developed.

4. Radio Go Live Update – Deputy County Administrator

The Deputy County Administrator provided an update on the new radio system, which went live on November 19, 2024. The system is being installed in police, fire, and EMS vehicles, with completion expected by December 1.

5. EMS Renovation Update – Deputy County Administrator

The Deputy County Administrator informed the Board of the EMS renovation progress.

The Board had discussion on the potential relocation of sheds and other logistical issues.

NEW BUSINESS

6. Draft FY26 Budget Calendar – Finance Director

The County Administrator presented the draft FY26 budget calendar, including key dates for budget adoption and public hearings.

There was further discussion regarding the importance of timely budget planning and the potential impact of the reassessment, and the delay in the audit.

DISCUSSION

Supervisor Jewett discussed the need for a communication policy that requires official County emails to be used for all county business.

There was further discussion regarding the importance of separating County business emails and personal emails.

After discussion, the board agreed to have staff draft a policy and bring it back to another email.

INFORMATION/CORRESPONDENCE

7. Comcast Price Adjustment Notice – County Administrator

The County Administrator informed the Board about a Comcast price adjustment, as well as provided details on affected services and new pricing.

The County Administrator informed the Board about a public hearing for the RSA rate increase on January 9, 2025. The County Administrator stated he would distribute the rate study to the Board.

PUBLIC COMMENT

Chairman Jackson opened the floor for public comment.

The County Administrator mentioned they would not have an online public comment opportunity due to technical difficulties.

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

CLOSED SESSION

Supervisor Dawson made a motion to convene in closed session pursuant to Virginia Code Sections 2.2-3711(A)(1) for personnel and 2.2-3711(A)(29) for discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, seconded by Supervisor Buchanan. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

Supervisor Dawson made a motion to re-convene in open session, seconded by Supervisor Jewett. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

Supervisor Dawson made a motion to certify by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code Section 2.2-3711(A)(29) and that was identified in the motion to convene in closed session were heard, discussed, or considered in the closed meeting, seconded by Vice-Chairman Yowell. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

As a result of the Closed Session, the Board took the following action:

Supervisor Dawson made a motion to approve appointing Brittany Shankle to the Encompass Community Supports Board. Supervisor Dawson also made a motion to approve recommending Kyle Knight for the full-time opening on the Board of Zoning Appeals and Jessca Davis as the Board of Zoning Appeals alternate, seconded by Supervisor Buchanan **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0)**

ADJOURN

With there being no further business to conduct, Supervisor Jewett made a motion to adjourn, seconded by Supervisor Dawson. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0)**

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: December 10, 2024.

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Agenda
Joint Meeting
Madison County Board of Supervisors
Wednesday, December 4, 2024 at 7:00 PM
Admin. Building Auditorium, 414 North Main Street,
Madison, Virginia 22727

Call to Order

Determine Presence of a Quorum/Adoption of Agenda

Public Comment

Public Hearings

A. (Case No. SUP-09-18-24) Meander Inn LLC -Special Use Permit Application

Meander Inn LLC. has filed a special use permit (SUP) application to operate an event venue located 2333 North James Madison Highway, Locust Dale, VA 22948, and further identified by tax map parcel 52-1D. The property is zoned as Agriculture (A-1) and contains 77.067 acres. The property is improved by an existing historic manor house, outbuilding cottages, and barn. The applicant proposes to operate an event venue consisting of the existing building, converting a horse stable into a wedding facility, and adding 10 separate 200 square foot cabins (short term rentals) on the existing property.

New Business

B. (Ordinance 2024-SOA-07-03-04) potential boundary line adjustment amendment to the existing Ordinance.

Information/Correspondence

Public Comment

Closed Session

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS' MEETING

Date: 7:00PM — Wednesday, December 4th, 2024

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

MEETING #39 — December 4th

At a Joint Meeting between the Board of Supervisors and the Planning Commission on Wednesday, December 4th at 7:00PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chair
Carty Yowell, Vice-Chair
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Allen Nicholls, Planning & Zoning Administrator
Hannon Wright, County Attorney
Janet Henshaw, Planning Commission Secretary
Kimberly Turner, Deputy Clerk

ABSENT: None.

**The Board of Supervisors came to order following the adjournment
of the Planning Commission's portion of the meeting.**

CALL TO ORDER

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 advised adding the following item to the agenda.

[New Business: \(Ordinance 2024-SOA-07-03-04\) potential boundary line adjustment amendment to the existing Ordinance.](#)

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

PUBLIC HEARING

A. (Case No. SUP-09-18-24) Meander Inn LLC -Special Use Permit Application

Meander Inn LLC. has filed a special use permit (SUP) application to operate an event venue located at 2333 North James Madison Highway, Locust Dale, VA 22948, and further identified by tax map parcel

52-1D. The property is zoned as Agriculture (A-1) and contains 77.067 acres. The property is improved by an existing historic manor house, outbuilding cottages, and barn. The applicant proposes to operate an event venue consisting of the existing building, converting a horse stable into a wedding facility, and adding 10 separate 200 square foot cabins (short-term rentals) on the existing property.

Chairman Jackson inquired if staff or the applicant had anything additional to comment which they both responded that they did not have anything additional to comment.

Supervisor Jewett mentioned he and Supervisor Dawson visited the site today. Supervisor Jewett clarified that everything is going to be out of the flood plan and that is not an issue. Supervisor Jewett mentioned when they spoke to the applicant regarding outside amplified music, they had a good answer and Supervisor Jewett requested the applicant to share their comments with the Board.

Mr. Dave was present alongside the applicant and mentioned that Supervisor Dawson and Supervisor Jewett inquired about amplified noise. Mr. Dave informed the Board that it would not be an issue by clarifying what events they intended to have, their expectations for the events, and the number of people that would be in attendance.

Supervisor Jewett mentioned there has been discussion regarding what VDOT is going to require. Supervisor Jewett referenced another venue and mentioned they never have problems with safety or traffic. Supervisor Jewett stated he has confidence that they will not have issues with their entrance complying with VDOT requirements. Supervisor Jewett commended the staff and the applicants and stated this is the kind of business they want in Madison.

Supervisor Dawson made a motion to approve Case No. SUP-09-18-24 as recommended by the Planning Commission, seconded by Supervisor Jewett.

The County Attorney advised allowing an opportunity for 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.

Supervisor Dawson made a motion to approve Case No. SUP-09-18-24 as recommended by the Planning Commission, seconded by Supervisor Buchanan. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

NEW BUSINESS

B. (Ordinance 2024-SOA-07-03-04) potential Boundary Line Adjustment Amendment to the existing Ordinance.

Chairman Jackson stated the Zoning Administrator had recommended language based on a meeting they had with two surveyors in Madison County and staff. For boundary line adjustments they were previously requesting everything on the property be marked on the survey. Chairman Jackson discussed the challenges this caused, and this ordinance amendment would save citizens' cost. Chairman Jackson recommended this language be tasked to the Planning Commission for discussion at a workshop and then be presented at a public hearing.

Staff agreed and had nothing additional to add.

Vice-Chairman Yowell made a motion to send the Ordinance 2024-SOA-07-03-04 to the Planning Commission for review and for a recommendation to send back to the Board, seconded by Supervisor Buchanan. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

INFORMATION/CORRESPONDENCE

None.

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

None.

ADJOURN

With there being no further business to conduct, Supervisor Dawson made a motion to adjourn, seconded by Supervisor Jewett. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: January 14, 2025.
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Agenda
Board of Supervisors
Tuesday, December 10, 2024, 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

Consent Agenda

2. Approve Minutes: 11/26/2024
3. Supplemental Appropriation #12 – EMS Donations

Special Appearances

4. VDOT Quarterly Report – Carrie Shephard, VDOT

Public Hearing

Old Business

5. FY26 Budget Calendar Adoption – County Administrator

New Business

6. 2024 Emergency Operation Plan – Assistant Chief Helme
 - a. Resolution #2024-18
7. 12/24/2024 Board Meeting – County Administrator
8. Committee/Board Updates – Deputy Clerk
9. Starlink Donation – Deputy County Administrator

Discussion

Information/Correspondence

Public Comment

Closed Session

2.2-3711(A)(1)

Adjourn

MADISON COUNTY BOARD OF SUPERVISORS' MEETING

Date: 4:00 PM — Tuesday, December 10, 2024

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

MEETING #40 — December 10th

At a regular meeting of the Board of Supervisors on Tuesday, December 10th at 4:00 PM in the Admin. Building Auditorium:

PRESENT: R. Clay Jackson, Chairman
Carty Yowell, Vice-Chairman
Jud Buchanan, Member
Dustin Dawson, Member
James Jewett, Member
Jonathon Weakley, County Administrator
Brian Gordon, Deputy County Administrator
Hannon Wright, County Attorney
Kimberly Turner, Deputy Clerk

ABSENT: None.

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.

Supervisor Dawson made a motion to approve the agenda as presented, seconded by Supervisor Jewett.

Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (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.

CONSTITUTIONAL OFFICERS, COUNTY DEPARTMENTS, COMMITTEES & ORGANIZATIONS

9. Monthly Reports

The County Administrator informed the Chairman that Ms. Carrie Shephard from VDOT was present online.

Parks & Recreation: Jerry Carpenter, Parks & Recreation Director, gave a monthly report and highlighted the following items:

- Preparing Christmas lights for Smores with Santa this Saturday with a light show that will follow and run through January 2nd.

- Winter Sports are starting, with four hundred fifty registered.
- Hometown Heros voting starting on December 15th.
- Tickets are on sale for the Gala which will be on February 15th.

Finance: Jennifer Warren, Finance Director, gave a monthly report and highlighted the following items:

- Preaudit for FY24 is going well.
- Full audit begins next week and is expected to be final in January.
 - A delay notice will be posted to the public.
- Beginning the FY26 budget season

Vice-Chairman Yowell asked for confirmation that notices have not been sent to outside agencies.

The Finance Director responded that they have not sent them yet, but plan to next week.

Vice-Chairman Yowell inquired if those would need to be returned by January 10, 2024.

The Finance Director agreed and stated they could allow it to go longer if needed.

Human Resources: Tillie Strothers, Human Resources Manager, gave a monthly report and highlighted the following items:

- It is the evaluation period.
- Working with IT to create an online onboarding platform.
- Training with Tyler

Animal Shelter: Annette Dodson, Animal Shelter Manager, gave a monthly report and highlighted the following items:

- Took in eighteen strays.
- Thirteen owner surrenders
- Transferred in five cats from MAD Cats.
 - All have been adopted.
- Animal Control seized two donkeys and one goat.
 - Have been adopted.
- Eleven reclaims.
- Twenty-five adoptions
- Nine transferred to rescues.
- Currently in the Shelter
 - Four cats
 - Six dogs

Sheriff: Sheriff Weaver gave a monthly report for the Sheriff's Department and highlighted the following:

- Two vacant staff spots are filled.
- Waiting for a price sheet regarding the speed video
- Receiving the car they purchased in July.

There was discussion regarding the challenges the Sheriff's Department has faced with the car.

Commissioner of Revenue: Brian Daniel, Commissioner of Revenue, gave a monthly report and highlighted the following items:

- Finalizing the field work for the reassessment.
- Should have information to the public Mid-January.
- The Board of Equalization members have been doing training.

Supervisor Buchanan inquired if the reappraisal of properties was based on the Comps in their neighborhood.

The Commissioner of Revenue agreed that that was something they looked at.

Emergency Medical Services (EMS): Gavin Helme, EMS Assistant Chief/ Emergency Management Coordinator, gave a monthly report and highlighted the following items:

- One hundred seventy-one calls for services in November with a ten-minute response time.
- They had eight mutual aid requests and responded to five.
- No unit occurred eleven times with a total of twelve hours, twenty-four minutes.
- One full-time EMT vacancy
- One standby event: MCHS football on 11/8

Emergency Management (EM): Gavin Helme, EMS Assistant Chief/ Emergency Management Coordinator, gave a monthly report and highlighted the following items:

- 2024 EOP update is complete and ready for Board adoption.
- The Middle School generator project: The generator will be delivered on 12/18.
- Planning Exercises for EOC operations.

Chairman Jackson inquired if they received the reimbursement for the wildfires.

The EMS Assistant Chief stated he is still working on closing a part of it.

Vice-Chairman Yowell stated he received a shout out for the EMS staff, dispatchers, and the Culpeper hospital.

Animal Control: Greg Cave, Chief Animal Control Officer, gave a monthly report and highlighted the following items:

- Calls handled in person: seventy-seven.
- Calls handled by phone: eighty-nine.
- After hours emergency calls: twenty two
- Met with Greene County Sheriff's Office ACO regarding Animal Control/Shelter operations. Also discussed increased calls and rescue contacts during large seizures.
- They had two donkeys, and one goat removed from a property. Since they were livestock, we had to consult with DR. Songer w/ VDACS to seek approval to remove. All have been adopted.
- New radios are working great.

Building & Zoning Department: Jamie Wilks, Director of Building & Zoning, gave a monthly report and highlighted the following items:

- Erosion & Sediment Control:
 - The monthly DEQ report for E&S is in the agenda packet.

- Zoning:
 - The new Zoning & Planning Administrator is settling in and working well with the public, staff, and partner agencies.
 - The Zoning & Planning Administrator and the Building/Zoning Technician are attending the VAZO (Virginia Associations of Zoning Officials) training session this month.
 - A report outlining Zoning & Planning is in the agenda packet.
- Building:
 - The workload has remained steady. There has been a noticeable increase in applications being submitted for new dwellings.
 - Working in the new Tyler Permitting Software.
 - All Building Department staff are fully certified.

Chairman Jackson mentioned they were going through the Comp Plan last night and a comment came up regarding permitting data. Chairman Jackson stated they would like to clarify/differentiate between new home building permits and other permits/inspections that are ongoing.

The Director of Building & Zoning stated the New Tyler-Munis system allows them to differentiate.

Information Technology: Bruce Livingston, Information Technology Manager, gave a monthly report and highlighted the following items:

- Continuing to work on Tyler-Munis specifically with Time & Attendance
- Tyler-Munis ran a module update in the middle of the night and the County's antivirus protector rejected it and it knocked Tyler-Munis off for a day. Continuing to work on that to ensure it does not happen again.
- Waiting and preparing to set up the technology in the new EMS building.
- Making progress in Laserfiche
- Working on the Geo-Comm
- Continuing to run tickets

Supervisor Jewett inquired how the ticketing system was working.

The Information Technology Manager stated it was going well.

Supervisor Jewett inquired if the remote access for Tyler-Munis required a VPN.

The Information Technology Manager responded that it did not, and they are trying to avoid it.

VDOT: Ms. Carrie Shephard, VDOT Resident Engineer, was present and gave a quarterly VDOT report and highlighted the following:

- Preliminary Engineering Updates:
 - Route 656 Courtney Hollow Lane over Polecat Branch –Superstructure Replacement: Construction will begin in Spring of 2025.
- Rural Rustic:
 - 644 Emmett Road: Complete
 - 603 Whippoorwill Road: Still under construction, replaced all the pipes and added stone. Will let that settle over the Winter and redress it up in stone. Ran out of time to get it paved this year.
- Road Project:

- Route 29 Shelby RCUT: Project Complete
- Bridge Project:
 - Route 707 Pine Hill Road Bridge Replacement – Construction underway on both bridges. Project completion is expected by December 2025.
- Traffic Engineering:
 - 643 Etlan Road: Speed limit study complete and the speed limit will be changed to 40 MPH.
 - 616 Oak Park Road, Oneals Road, Carpenters Mill Road: Intersection Review is complete.
 - 607 Repton Mill Road, 230 Orange Road, 616 Carpenters Mill Road, 616 Good Hope Church Road: Intersection Review is still in progress.
- Gave an update on the Culvert near Hartland Hall: Completed a patch and will return in the Spring to add hot mix for a permanent repair.
- Reviewed the asphalt pathing prior to resurfacing process.
- Further reviewed the results of the speed study on 643 Etlan Road.
- Further reviewed the results of the intersection review of 616 Oak Park Road, Oneals Road, and Carpenters Mill Road. VDOT recommended the current sign be replaced with a large sign with vertical reflective strip tape on the post, as well as install intersection warning signs.

Supervisor Jewett stated the patching at 614 and Hartland Hall has improved it, but he is looking forward to the permanent solution in the spring.

Vice-Chairman Yowell thanked VDOT for visiting DuCard and working on creating options to fix the entrance situation. Vice-Chairman Yowell encouraged folks to pay attention and observe the signs at the Oak Park, Carpenters Mill, and Oneals intersection.

Chairman Jackson inquired if this continues at this location would they put in flashing stop signs.

Ms. Carrie Shephard stated it is something they can look at if this solution does not fix it.

CONSENT AGENDA

10. Approve Minutes: 11/26/2024
11. Supplemental Appropriation #12 – EMS Donations

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

SPECIAL APPEARANCES

~~12. VDOT Quarterly Report—Carrie Shephard, VDOT~~

Ms. Carrie Shephard presented during the Monthly Reports.

OLD BUSINESS

13. FY26 Budget Calendar Adoption – County Administrator

The County Administrator mentioned staff circulated the FY26 Draft Calendar for the Board's review and comments. The County Administrator recommended adopting the calendar today. The County

Administrator informed the Board there had been one change to the calendar since the last time they saw it. The school will now have their school budget presentation on February 27th.

Chairman Jackson mentioned he spoke to the schools' Superintendent, Anna Graham, and the schools have made it a priority to do a raise for teachers in combination with the States' biannual 3% budget recommendation and to cover insurance increases, as well as cover CIP needs.

The County Administrator noted that they built into this budget two dates, April 22nd for the Public Hearing and May 7th for a potential budget adoption. In years past, the Board had the Public Hearing and voted that day to approve the Budget, however, this year they have May 7th as a possible adoption date if it is needed. The Commissioner and Treasurer have communicated that if the Board chose to adopt on May 7th, they would like to have until June 20th as the deadline for taxes.

Chairman Jackson advised having that extension ready.

Supervisor Dawson made a motion to approve the FY26 Budget Calendar, seconded by Supervisor Jewett. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

NEW BUSINESS

14. 2024 Emergency Operation Plan – Assistant Chief Helme
 - a. Resolution #2024-18

The EMS Assistant Chief/ Emergency Management Coordinator informed the Board that every four years they must update the Emergency Operation Plan (EOP) and have it adopted by the Board. Before the Board tonight is the four-year update for the Board's consideration. The EMS Assistant Chief/ Emergency Management Coordinator reviewed the minor edits that were made to the document.

Vice-Chairman Yowell inquired if there were any Code of Virginia references in the document.

The EMS Assistant Chief/ Emergency Management Coordinator stated there were some throughout the document.

There was a discussion regarding potential edits for next year.

Vice-Chairman Yowell made a motion to approve Resolution #2024-18 to update and re-adopt the Madison All-Hazards Emergency Operations Plan, seconded by Supervisor Buchanan. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

15. 12/24/2024 Board Meeting – County Administrator

The County Administrator informed the Board that the Board's second meeting in December is on December 24, 2024, which is a holiday closure day. Staff would like the Board's direction regarding when they would like to schedule their second meeting in December.

Chairman Jackson suggested the Board meet December 23, 2024, for their second Board meeting in December with the caveat that if there is no business to discuss they cancel.

The Board agreed.

Supervisor Jewett made a motion to reschedule the second regular meeting of December 24, 2024, to December 23, 2024, seconded by Supervisor Dawson. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

16. Committee/Board Updates – Deputy Clerk

The Deputy Clerk informed the Board of upcoming expiring terms, those interested in serving again in those roles, and the soon to be vacant positions. The Deputy Clerk requested the Board's direction for the Committee/Board positions below.

COMMITTEE/BOARD	TERM EXPIRING 12/31/2024	REAPPOINTMENTS
Economic Development Committee	Zachary Whitman	Advertise
	Jim Smith	Jim Smith
Electoral Board	Michael Sharman (R)	The Registrar will notify us of appointment
Preliminary Development Review Committee	Zachary Whitman	Zachary Whitman
Blue Ridge Committee for Shenandoah National Park Relations	Bruce Bowman	Bruce Bowman
	James Ballard (Alternate)	James Ballard (Alternate)
Encompass Community Supports	Sarah Berry	Sarah Berry
Parks & Recreation Authority	Kendall Fears	Advertise (Currently has two applications)
	Edwarren (Moonie) Frazier	Edwarren (Moonie) Frazier
	Nathan Carter	Nathan Carter
Piedmont Workforce Development	Annette Hyde	Annette Hyde
Rappahannock Juvenile Detention Commission	Nancy Coppedge (Alternate)	Nancy Coppedge (Alternate)
Skyline Community Action Partnership	Peter Work	Peter Work

After discussion, the Board agreed to reappoint all willing applicants and to advertise in the MadRapp and on the County's website for the Economic Development Committee and the Parks & Recreation Authority positions until December 31, 2024. The Board advised holding interviews during closed session at their first regular meeting in January 2025.

Vice-Chairman Yowell made a motion to reappoint everyone who was willing to continue their services on the Committees and Boards, seconded by Supervisor Jewett. **Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).**

17. Starlink Donation – Deputy County Administrator

The Deputy County Administrator informed the Board that he was contacted on July 31st by the Robinson Rose Community Alliance about the possibility of donating Starlink resources to the Emergency Management team. The Robinson Rose Community Alliance would like to donate to the County a total of \$4,738 to cover two dishes for WIFI connectivity for Emergency Management on a scene and that also

included the first 12 months of services. If it goes well, Robinson Rose Community Alliance is willing to pay a quarter of the subscription for four years. The Deputy County Administrator explained how this would enhance communication in certain areas and how useful a similar device was during the wildfires.

Supervisor Buchanan inquired if this was different than the radio towers.

The Deputy County Administrator stated that the towers are LMR (land, mobile, radio) and it has no WIFI capability and is purely to communicate between first responders and the communications center. The Starlink device will give them the ability to use cell phones by using WIFI to call and to use the internet to update WebEOC during an emergency.

There was further discussion regarding the areas in Madison this would be needed.

Vice-Chairman Yowell mentioned these would be portable dishes and inquired where these devices would be located when not needed.

The Deputy County Administrator agreed and stated staff planned to put one in his vehicle and one in the EMS Assistant Chief/ Emergency Management Coordinator's vehicle. The Deputy County Administrator reviewed other events they could use these devices for.

Supervisor Buchanan made a motion to except the Starlink donation and authorized staff to engage with the nonprofit, Robinson Rose Community Alliance, seconded by Supervisor Jewett. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

DISCUSSION

Vice-Chairman Yowell reminded the Board of the Survey that was sent out to formulate data for the Comp Plan. Vice-Chairman Yowell mentioned it was suggested in the beginning to include that information as an appendix to the Comp Plan and he wanted the other Board members thoughts.

The Board had further discussion regarding the Comp Plan survey and if they wanted it included in the Comp Plan.

During the discussion Vice-Chairman Yowell agreed to send the electronic copy of the survey results to the Board members.

Chairman Jackson suggested including the Route 29 Corridor Study in the Comp Plan. Chairman Jackson stated the document would need to get updated at some point.

After further discussion, the Board agreed to include the Route 29 Corridor Study in the Comp Plan as an appendix and agreed to review the Comp Plan survey and hear the Planning Commission's recommendation.

The County Attorney advised having a written resolution to move the Board meeting from December 24th to December 23rd.

The County Administrator stated he would have the Resolution printed.

INFORMATION/CORRESPONDENCE

None.

PUBLIC COMMENT

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

CLOSED SESSION

Vice-Chairman Yowell made a motion to convene in closed session pursuant to Virginia Code Section 2.2-3711(A)(1) for personnel, seconded by Supervisor Dawson *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

Vice-Chairman Yowell made a motion to re-convene in open session, seconded by Supervisor Dawson. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

Vice-Chairman Yowell made a motion to certify by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code Section 2.2-3711(A)(1) and that was identified in the motion to convene in closed session were heard, discussed, or considered in the closed meeting, seconded by Supervisor Dawson. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

As a result of the Closed Session, the Board took the following action:

Vice-Chairman Yowell made a motion to approve contracts for the County Attorney and the Assistant County Attorney, seconded by Supervisor Jewett. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0).*

ADJOURN

With there being no further business to conduct, Supervisor Jewett made a motion to adjourn, seconded by Supervisor Buchanan. *Aye: Jackson, Yowell, Buchanan, Dawson, Jewett. Nay: (0) Abstain: (0) Absent: (0)*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Jonathon Weakley, Clerk
Adopted on: January 14, 2025.

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