MEETING #18 – April 28

At a Regular Meeting (#2) of the Madison County Board of Supervisors on April 28, 2020 at 6:00 p.m. at the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT: R. Clay Jackson, Chair
Charlotte Hoffman, Vice-Chair
Kevin McGhee, Member
Amber Foster, Member
Carty Yowell, Member
Jack Hobbs, County Administrator
Mary Jane Costello, Assistant Count Administrator/Finance Director
Sean Gregg, County Attorney

Call to Order, Pledge of Allegiance & Moment of Silence & Determination of Quorum
Consideration of the Proposed Agenda/Adoption of the Consent Agenda

Chairman Jackson called for any additions and/or amendments to today's Agenda.

The County Administrator referred to the items noted on the Consent Agenda for tonight's session, and the addition of *Item B, C, D,* and *E* as noted below:

1. A. April 14, 2020 Meeting Minutes (Frye).
   ~~***B. FY20 Budget Adjustments (Costello)***~~
   B. Supplemental Appropriation #47 Financial Advisor & Bond Counsel (Costello)
   C. Supplemental Appropriation #48: ECC/Sheriff's Department Security System (Costello)
   D. Supplemental Appropriation #49: Public Safety COVID-19 Costs (Costello)
   E. Refund of Real Estate Taxes for Disabled Veteran (Daniel)

Supervisor McGhee moved that the Agenda be approved as amended, seconded by Supervisor Foster. ***Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).***

The Finance Director clarified that the supplemental appropriation for the refund of disabled veteran's real estate taxes doesn't warrant a budget adjustment due to the fact that the request does not impose an increase in the County's overall expenditures.

Supervisor Yowell moved that the Consent Agenda be approved as displayed, seconded by Supervisor Hoffman. ***Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).*** The consent agenda included:

A. Approval of the minutes from the April 14, 2020 Board meeting
B. Approval of Supplemental Appropriation #47 to provide funding for the financial advisor and bond

counsel for the Summer 2020 capital project financing effort

C. *Approval of Supplemental Appropriation #48 to provide funding for the Emergency Communications Center and Sheriff's Department security system*

D. *Approval of Supplemental Appropriation #49 to provide funding for anticipated increased Public Safety costs due to the COVID-19* pandemic

E. Recognizing and authorizing the Treasurer to refund $12,442,80 in real estate taxes to a disabled veteran per the Commissioner of the Revenue's recommendation.

Public Comment - None

Public Hearings

2. Temporary Emergency Meeting Ordinance (Gregg): Sean Gregg, County Attorney, was present and advised there was no urgency to move forward with a temporary emergency meeting ordinance, but proposed that the Board assess the ordinance proposed and adopted on March 26, 2020, which can be extended for an additional six (6) months. It was further reported that the Governor did announce that it was the consensus among governmental attorneys that his extension of guidelines eliminates the need for localities to enact an additional emergency meeting ordinance. However, additional verbiage may be required to the existing ordinance depending on what transpires within the coming months.

Chairman Jackson open the floor for the public hearing to add six (6) months to the existing Emergency Meeting Ordinance that was adopted on March 26, 2020.

The County Attorney advised that documentation on today's topic can be found on page 30 of the agenda packet that documents the protocol required (in the event that changes are needed) is substantially similar to what has already been adopted (as noted on page 36 of today's agenda packet). Although it's anticipated that any action will result in acting on the same document (as adopted on March 26, 2020), public input can be received tonight and acted upon at the May 12, 2020 Regular Meeting session.

With no comments being received (in-person or video), the public hearing session was closed.

The County Attorney advised that he will provide the County Administrator with a copy of all documentation
that is passed along to the Board pertaining to further requirements imposed by the Governor.

Chairman Jackson opened the floor for generalized public comment. With no comments being brought forth, the session was closed.

Special Appearances - None

Reports

A. Constitutional Officers

Constitutional Officers attending today's virtual meeting platform included:
Stephanie Murray, Treasurer
Brian Daniel, Commissioner of the Revenue
Leeta Louk, Clerk of the Circuit Court

B. Boards & Committees

C. Departments

Finance: Mary Jane Costello, Finance Director, was present to advise that notification has been received that the County's state recordation taxes will not be paid, which will create a reduction in the proposed budget of ***$51, 325.00***; there's also a potential for additional reductions in state allocations to the locality in excess of $500,000; the Commonwealth Attorney has asked for $3,500.00 (in recent anticipated departmental budget reduction) be reinstated after discovering her department has had to endure annual maintenance costs for the case management system.

Emergency Management Services: John Sherer, Emergency Management Services Coordinator, was present to provide a brief update on the COVID-19 pandemic (i.e. Madison has fourteen (14) confirmed cases with one (1) hospitalization); priorities continue to call for staff to maintain the highest level of protection for 1st responders and to continue to adjust to the newest guidelines recommended by the Virginia Department of Health and the CDC; feels 'we're chasing something that we can't see'; best ways to discontinue the spread is to practice social distancing, proper hygiene, and staying home if you're sick; feels that everything us relatively well managed within the County; referred to a long-term care facility in a neighboring locality that has fifty-nine (59) people sick [to date]; County has a good stock of supplies (i.e. law enforcement, EMS).
EMS: Noah Hillstrom, Director of Emergency Medical Services, was present to request that prayers continue for 1st responders and all who are on the front lines during the pandemic.

i. Clerk of Circuit Court Glass Partition Wall Project Status: Roger Berry, Director of Facilities, was present to report that the installation of the framing and desk will be done next Thursday and Frida (May 7th & 8th); the Judge had agreed to close the courthouse for 1-2 days to allow for the installation (doors and framework), followed by the measuring of the tempered glass (two week time frame); it's anticipated that the project should be complete by the third week of May.

ii. IT Project Status (RFP issuance date/timetable: Mary Jane Costello, Finance Director, was present to advise that the RFP document has been finalized and was reviewed by the County Attorney; it was questioned if the Board would like to review the RFP; suggested the document be put out for bid by May 1, 2020 (i.e. the original scheduled date for this was April 1. 2020), and allow at least thirty (30) days to receive responses. It was noted that the entire process may slow down due to the recent pandemic issue.

- *Supervisor Yowell: Suggested the County shoot for July 1, 2020 to award a contract on the proposal.*

iii. Financial Policies Update: Mary Jane Costello, Finance Director, was present to report that representatives from Davenport Company have been contacted to provide commendations and to discuss the need for the

County to modify its current financial policies.

iv. Codification Project (Recent work, anticipated timetable: Sean Gregg, County Attorney, was present to report that all budgetary guidelines with Municode have been met; no further comments have been received since the latest editions were initiated. In closing, it's anticipated that Municode will provide a detailed draft for review and advisement very soon.

v. Summer 2020 Capital Financing status (RFP, collateral, project estimates): The County Administrator advised that representatives from Davenport Company have issued the RFP in today's packet for review; the Board was asked to review ad advise if an addendum is required; there was a question about collateral on the proposed financing which is deemed to involve putting up the primary school as collateral in order to guarantee the loan (as was done when project financing was approved for the high school and elementary school during past renovation projects); project estimates will be received and further reviewed by the County in order to provide a full outline of what the County will be borrowing in order to provide a financial analysis of what will be borrowed; process should call for bids to be due on May 19, 2020 with representatives from Davenport Company being on hand on May 26, 2020 to provide feedback on recommendations provided on the proposed package and financial policies.

vi. Criglersville School Property disposal status: The Chairman advised that no definitive action has been initiated; Mr Webb has been in contact with Mr. Higginbotham to solidify a contract document; additional information will be reported promptly.

vii. Public Safety radio project status (need to find a site in Etlan): Brian Gordon, Director of Emergency Communications, reported that a stakeholder's meeting was held recently (to include the Department Chief, Director of Emergency Management Services, Director of Emergency Medical Services and others that hold a stake in the proposed project) to review the system that is being assessed and will continue to locate a suitable site north of Duet Road (Rt. 231 north corridor), with the hopes that a landowner will be found who is willing to work with the County to secure a site that will provide better coverage at that end of the County.

The County Administrator added that all is going well with the exception that a tower site is needed within the Etlan vicinity, which must be sorted before anything measures can be undertaken by staff.

Mr. Gordon advised that the project is nearing the 'detail design' portion of the project, and that the other three necessary sites are in place; proposed placement north of Duet Road is being researched.

In closing it was expressed that a tower location site is being sought from Dulaney Hollow into Etlan.

- *Supervisor Yowell: Suggested that Mr. Gordon visit the Old Country Store in Etlan (around 7:30 a.m. - 8:00 a.m.) to ask patrons for their opinions.; questioned if there would be any financial gain for a property owner that agreed to have a cell tower erected on their property.*

Mr. Gordon further noted that although the proposed tower may provide greater cell coverage in the area, there are no guarantees that a cell carrier will assume ownership of the tower, although measures would be initiated in order to accomplish this proposal. Additionally, he advised that any monetary gain to a potential property owner would have to be negotiated.

~~*viii: COVID-19:*~~ *(Discussed under Reports - Item C)*

D. County Administrator: The County Administrator gave a report on goals established by Board of

Supervisors and tasks that will be forthcoming (i.e. project financing) along with other verbalized goals to be accomplished by the end of 2020.

Old Business:

3. Report: Courthouse/War Memorial Building Security System (Livingston & Berry): Roger Berry, Director of Facilities, reported that a meeting was held with three (3) vendors; it's anticipated that a third quote will be received; shortly; anticipates that the work can be completed by the end of June 2020; a recommendation will be available for the Board by the next meeting session.

4. Report: Status of Animal Shelter Medical Policy: Greg Cave, ACO, reported on communication with shelter veterinarian Dr. Reinhold Pfaff, DMV.

In speaking with Dr. Reinhold, Phaff, it was noted that if all parties are in agreement with the aforementioned changes, he will sign off on the proposed protocol this week, so attention can be shifted to the proposed animal control & shelter operations policy.

Mr. Cave advised that the shelter has adopted out the last cat (many were transported to rescue organizations); there are currently no dogs on site for adoption/rescue at this time.

5. Report: Public Safety Random Drug Testing Policy: Noah Hillstrom, Director of Emergency Medical Services, was present to provide highlights on the propose random drug testing policy for public safety personnel, which has been shared with John Sherer (Emergency Management Services Coordinator), Brian Gordon (Director of Emergency Communications, Sean Gregg (County Attorney and Jack Hobbs (County Administrator); an updated draft should be available for further review.

The County Administrator advised that the concept of random drug testing will apply to Emergency Management, E911 and EMS personnel at this time. Assessment of costs will need to be initiated (i.e. random number of employees involved). It's anticipated that the proposed policy will be ready for final review and adoption shortly and incorporated into the County's adopted personnel policy and incorporated into the section pertaining to pre-drug screening and reasonable suspicion drug screening.

Brian Gordon, Director of Emergency Communications, verbalized strong favor of the proposed policy being discussed.

6. Consideration, EMS Ambulance Purchase: Noah Hillstrom, Director of Emergency Medical Services, was present and advised that the ambulance procurement will cost $325,131.68 to include necessary supplies and extended warranties; lease to own options is also available.

Chairman Jackson: Questioned the annual cost for the lease to own option; feels this would be the best option the County.

To which Mr. Hillstrom advised would be involve a cost of about $47,177.90 per year.

It was also noted that there is viable cooperative procurement available to the County out of Galveston, TX.

After discussion, Mr. Hillstrom recommended the cooperative procurement option be researched (five-year lease to own option will be $10,857 for supplies required by the State.

The County Administrator advised that costs were thoroughly researched; suggested that the installation of a radio be researched; also noted that shelter will need to be sought for the new unit, as well as additional insurance.

Mary Jane Costello, Finance Director, questioned if the costs for additional equipment will be covered by the maintenance agreement or will additional funding be necessary; reference was also made to the designated funding within the capital budget and operating budget.

Mr. Hillstrom advised that items will be covered by the agreement.

Discussion continued regarding the five-year lease to own option, and funding mechanism.

The County Administrator advised that if the Board would authorize the purchase, staff will work to get the financing details in place and return to the Board for review and approval.

Supervisor Yowell moved that the Board authorize staff to move forward with the purchase of the upfitted ambulance unit and consider the lease/purchase option for financing, seconded by Supervisor McGhee.
Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).

New Business:

7. **Report: Floodplain Ordinance Update and Map Adoption:** Jamie Wilks, Building Official, was present to report that information has been received from FEMA regarding floodplain map updates and insurance study. The State is issuing a mandatory review and update of the County's floodplain ordinance. Although the County's flood plain ordinance is acceptable, he recommended that the County update the floodplain ordinance by:

- Inserting new data from the floodplain insurance study on the flood maps
- Insert recommendations as required by FEMA (local ordinance limits accessory structures in a flood zone to 200
- sq. ft. which exceeds federal regulations) and se exact definitions as utilized in federal regulations
- A permit is required for all developments
- That a flood zone development permit be created and recommended for use in the Building Department

In closing he advised that the ordinance will be reviewed at the county level and also by the Department of Conservation and Recreation before it's submitted for public comment and adoption. Once the aforementioned action has been undertaken, the document will be forwarded to FEMA.

The County Attorney was asked to attain assessments for market value.
The County Attorney verbalized concerns regarding counting value and recordkeeping to enforce floodplain guidelines.

The County Administrator referred to the extended process and that the State assessed floodplain guidelines relatively vigorously; his issue will need to be in order to meet the September 2020 deadline. It's anticipated that a public hearing can be scheduled in July or August of 2020. It was also reported that the flood plain map and guidelines are a part of the County's existing ordinance, and will also require the involvement of the planning commission; therefore, it was suggested that a public hearing be held during a joint meeting session.

Chairman Jackson: Suggested that a timeline be established so this matter is handled in a timely manner; suggested that a public hearing be held at the 2nd meeting in July 2020, as it appears there may not be many joint meetings with the planning commission for a while (due to Governor's stipulations as a result of COVID-19).

Supervisor Yowell: Verbalized concerns about the timeline involved for property owners to submit any concerns about the floodplain guidelines; questioned what would a public hearing offer for those property owners that reside in a floodplain area and called for clarification regarding adding accessories and structures to the existing ordinance.
Mr. Wilks noted that property owners had a period of time to go through the process; he further advised that some restrictions apply more to large floodplain areas, which Madison County doesn't have. In closing, he advised that the public hearing process would be initiated to allow changes to the existing ordinance (i.e. pertaining to accessory and agricultural structures).

After discussion, it was noted that the County Attorney would review the proposed draft for clarity.

8. Consideration: Benefits Consultant and Health Insurance Procurement: Mary Jane Costello, Finance Director, was presented highlights on the county's insurance renewal process, annual costs, and the fact that a benefits consultant was retained during the past year to provide an analysis and guidance (at a cost of $14,000 from 4'1'2019 through 3'1'2020). She recommended that the County establish a new contract (with Edward White, Consultant) at a cost of $14,000 annually with an annual renewal rate of $10,000. Suggested that the County:

- Assess whether to look into providing short-term disability rather than offer the service through AFLAC
- Not make any changes to the existing healthcare provider
- Assess making changes to the employer contribution (in 2022 based on current statistics)

The Board verbalized concerns regarding the bids that were received for healthcare services.

The County Administrator explained that the County (in conjunction with the school system and social services) participates in the health insurance package and has continued with Local Choice as the healthcare plan provider. Plans call for the continuance of current costs.

After discussion, it was clarified that the County will continue with Local Choice to provide healthcare, and current employee contribution levels will remain as is.

Comments from the Board:
Chairman Jackson: Verbalized concerns as to the fact that funds will be diverted from staff; individual is already

hired by the school system and the County will be required to pay as well; doesn't see the benefit in securing services since the healthcare insurance costs will remain the same; questioned if a rate can be negotiated to allow both entities to work together.
Supervisor Yowell: Verbalized disfavor of securing contracted services; questioned if the individual was working on the health insurance issue when there was an extensive increase being proposed; verbalized favor of perhaps paying the consultant on an 'as needed' basis only as opposed to securing someone on a long-term basis.

The Finance Director noted that (in her opinion), there was an advantage to having a consultant in place to provide significant advice to the County separate from the school board; noted that the aforementioned suggestion could only be done at the permission of the school board.

The County Attorney advised that there are some localities within the commonwealth that have staff on hand assess healthcare plans and options.

The County Administrator advised that a change in administration transpired with Local Choice during the past year which did cause a bit of change.

Supervisor Yowell moved that the County not renew the contract, seconded by Supervisor Hoffman.

Discussions focused on whether the school board would be asked to consider allowing the County to participate in a negotiated contact with the consultant, and also whether the consultant would be willing to accept a negotiated offer for services rendered.

Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).

9. Discussion: EMS Hazard Duty Pay: Chairman Jackson referred to a link sent (by Supervisor Yowell referring to some localities offering hazard duty pay to EMS personnel. In closing, he verbalized concerns as to how the County can accomplish this until funding is allocated from the state or federal government for efforts rendered during the recent pandemic. In closing, accolades were afforded to EMS personnel during this difficult time.

Noah Hillstrom, Director of Emergency Medical Services, was present and advised that it appears that a policy would need to be established in the locality in order to be enacted with an emergency situation is declared.

The County Administrator advised that a policy could be drafted to be considered during the next emergency Situation; however, it doesn't appear that the current financial streams will fund this endeavor. It was further advised that Congress is looking at various packages but nothing has been adopted to date.

After discussion, it was questioned if a policy could be drafted for consideration and that funding only be allocated if said funding is received at the state and/or federal level specifically for EMS hazard pay.

The Finance Director advised that the CARES Act provides hazard pay, but only localities with over 500,000 residents can apply directly to the federal government for these funds.

After further discussion it was the consensus of the Board to continue work on a policy for review and consideration.

FY21 Budget

10. FY21 Budget Work session: The Finance Director provided an overview of adjustments to the advertised FY21 budget.

- *Chairman Jackson: Advised that the Sheriff generally returns about 4%-6% of his general departmental budget to the general fund annually.*

The Finance Director referred to the fact that the fund balance has been used to balance the budget in the past, which creates an overall funding shortage when taxes aren't increased, and making it harder for the county to catch up. In closing, it was noted that most budget variances have been positive for the past several years; however, it's assumed that about $400,000 will be used from the fund balance in FY20.

- *Supervisor Yowell: Advised that due to schools being closed since mid-March, and review of their expenditure reports, it's anticipated that there should be some savings returned to the County (of about $1,000,000); although its anticipated that taxes will need to be increased, he suggested that an increase be deferred until next year (due to the recent pandemic); referred to the need for the citizens to invest in the county, and suggested that staff wage and compensation increases be placed on hold; suggested that Tina Cropp, School Finance Officer, be consulted.*

The Finance Director advised that based on input she has received, there will be some return but not of $1,000,000; however, she noted that there will be some funding returned, but also feels the county will experience a shortfall in revenues. It was also stated that the County should consider raising taxes by one to three cents annually between 2022 and 2024, and that once the radio system is in place, this will present additional operating expenses for many years. In closing, she advised that the overall decision on how to manage today's concerns (i.e. revenue shortfalls, tax increase, etc.) is a political decision.

Chairman Jackson: Suggested that the tax rate be raised by one cent; deferring raises, eliminating future positions will present a reduction in expenses but will not defray the fact that $193,000 was advertised for the school system and has now been increased to $350,000; feels there will always be disfavor of raising taxes but this is something that will be presented each year based on the existing economic climate.

The County Administrator referred to the comments pertaining to deferring specific items in order to create some savings, and advised of projects that will need to be funded;
In closing, it was noted that the County can either pay now in order to remain current or pay later in order to catch up.

Additional comments from the Finance Director focused on:

- Past revenues and the inability to predict annual projections
- Positive funding received from departments

- Performing an analysis on cash flow
- The need to understand what figures the County would like to move forward with

Erik Weaver, Sheriff, presented a statement that he will eliminate the purchase of three (3) law enforcement vehicles in FY20 (savings of $45,000).

Supervisor Yowell moved that the Board set the real estate tax rate at 70 cents per $100 valuation, recognizing change, seconded by Supervisor Hoffman.

- *Supervisor Foster: Verbalized uncertainty to concur until all numbers have been provided; advised that most citizens have issues with the employee compensation and not with the possibility of a tax increase.*
- *Chairman Jackson: Verbalized agreement with 70 cents (per $100 valuation) with the understanding that the County will need to increase the rate by at least three to four cents (per $100 valuation) next year, which will be very distasteful for the citizens.*
- *Supervisor McGhee: Feels that failing to initiate a tax increase will be something the County is putting off something that will not be a future asset.*

The Finance Director advised that a two cents tax increase will still cause a deficit due to the amount of funding being proposed for the school system (from $195,000 to $350,000); also noted there was a huge increase in the past year due to an increase in certain departments.

Aye: Yowell, Hoffman. Nay: Jackson, McGhee, Foster. The motion failed

Chairman Jackson suggested the Board consider a one-cent increase to this year's tax rate; however, it was advised that the county's operating costs exceed the revenues, therefore, still creating a deficit. In closing, it was clarified that the proposed rate can't be adopted for more than was advertised (.71 cents per $100 valuation).

Supervisor Hoffman moved that the Board increase the real estate tax rate for FY20 to .71 cents (per $100) valuation via the adoption of an overall CY20 tax ordinance, seconded by Supervisor Foster.
Comments from the Board focused on the fact that:

- A tax increase is never well received
- Citizens would be dissatisfied if there was a shortage of services available when needed

Aye: Jackson, Hoffman, McGhee, Foster. Nay: Yowell.
A copy of the ordinance is attached and made a part hereof

The County Administrator clarified the following highlights:

- Add back the grant to the Circuit Court ($10,995)
- Moore Building rent
- Reduce accrued leave balance ($15,000-)
- Real estate tax rate set at .71 cents ($170,000-)
- Delay compensation ($138,000+)
- Reduce across-the-board items filtered within the budget (148,753+)
- Reduce OAR compensation ($331,077+)

- Reduce funding to CSB by 50%
- Reduce funding to PRA by 50%
- Reduce funding to Skyline CAP to FY20 level
- Reduce funding to Madison County Library
- Reduce funding to the Rescue Squad by $25,000
- Increase school funding to $325,000 [instead of $350,000 (reduction by $25,000)]
- Reductions from Sheriff's Department by an additional $10,000 (fuel costs) + the elimination of the purchase of two (2) vehicles = $125,000 total

(The Sheriff has requested that nothing be removed from his weapons supply line item)

- Delay expense for administration building
- Transfer additional TOT funding to the general fund
- Transfer station fuel adjustments have been made (deposit of debris has increased)
- Additional labor for data conversion (already reduced by $10,000)
- 1% COLA
- Part-time position in Clerk's Office
- Full-time position in the EOC
- Agree to restoration of $3,500 for Commonwealth Attorney's Office

The Finance Director referred to the regional jail and their recommendation that the locality budget a reserve amount; however, there have been no extensive costs for inmate medical expenses; feels the County can reduce the funding by $13,000. It was further advised that there may be more Medicaid coverage in the regional jails than in past years.

- Suggestion to decrease funding for the inmate medical expenses to $65,232
- Recordation tax reduction
- Adding back case management costs

  Total $55,331+

It was also reported that the school board plans to adopt their budget on May 13, 2020

Supervisor Yowell: Questioned the proposed raises for teachers totaling 2%.

Chairman Jackson: Advised that the teacher raises were a proposed cut at the state level and that the County is funding the local component only and not the schools' total budget.

The Finance Director advised that the Board will need to adopt the FY21 budget at the May 12th meeting, but the school board's meeting isn't until May 13th.

After discussion, it was the consensus of the Board to accept the adjustments discussed.

The County Administrator advised that any additional concerns can be discussed at a possible work session (as noted on today's Agenda).

11. Consideration: FY21 Administrative Fee Resolution [Resolution #2020-13]: Supervisor McGhee

moved that the Board approve Resolution #2020-13, seconded by Supervisor Hoffman.

Supervisor Yowell: Referred to page 135 of the agenda package under 'Building Plan fees" where is states the cost as being $50 per sq. ft. - ***should be a flat fee only***.

Supervisor McGhee amended his original motion to approve Resolution #2020-13 as amended, seconded by Supervisor Hoffman. ***Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).***

- ***The text of the resolution included at the end of these minutes***

12. Consideration: CY20 Tax Rate Ordinance [Ordinance ID #20020-11] -Adopted in Item 10

13. Consideration: Adjustment of June 5 Real Estate: Tax Due Deadline to June 26 [Resolution #2020-14]: Supervisor Hoffman moved that the Board approve Resolution #2020-14, seconded by Supervisor Foster. ***Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).***

- ***The text of the resolution included at the end of these minutes.***

14. Consideration: FY21 Budget Resolution [Resolution #2020-15]: This resolution will be discussed and/or acted upon on May 12, 2020.

- *Supervisor Yowell: Suggested that the school system be consulted as to how much funding they will turn back into the County.*

Public Comment - None
Closed Session - None
Adjourn
15. Schedule work session on County Administration Renovation Project: The County Administrator advised that responses were discussed at a previous meeting session with options being provided for the future renovation at the administration building and the health department building. The next step will involve scheduling a work session with the Board of Supervisors; he suggested that a work session be held during the scheduled May 6 "joint meeting". With no further action being required, on motion of Supervisor Yowell, seconded by Supervisor McGhee, Chairman Jackson adjourned the meeting. ***Aye: Jackson, Hoffman, McGhee, Foster, Yowell. Nay: (0).***

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R. Clay Jackson, Chairman
Madison County Board of Supervisors

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Clerk of the Board of the Madison County Board of Supervisors
Copies: Board of Supervisors, County Attorney & Constitutional Officers
Adopted on: May 12. 2020

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Adopted Items:

Regular Agenda:

- *Ordinance ID #2020-11 [To Fix Tax Rates for the Tax Year Beginning January 1, 2020 Setting Levies for the Year Beginning January 1, 2020*
- *Resolution #2020-13 {Adopting Madison County Fees for FY21 And Thereafter Unless and Until Changed]*
- *Resolution ##2020-14 [To Authorize the Extension of the June 5, 2020 Real Estate Tax Installment Payment Date to June 26, 2020]*

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ORDINANCE# 2020-11

Ordinance to Fix Tax Rates for the Tax Year beginning January 1, 2020, setting levies for the year beginning January 1, 2020.

BE IT ORDAINED by the Madison County Board of Supervisors that tax levies for the County of Madison be, and they hereby are established for the tax year beginning January 1, 2020, as follows:

L **REAL ESTATE** as defined by Virginia Code Section 58.1-300 (1950, as amended), including public service corporation real estate as defined by Virginia Code Section 58.1-2606 (1950, as amended) and manufactured homes as defined by Virginia Code Section 36-85.3 (1950, as amended):

$0.71 per $100 of assessed valuation based on 100% of market value, subject to Madison County land use tax ordinance if applicable.

➢ **TANGIBLE PERSONAL PROPERTY** as defined by Virginia Code Section 58.1-3000 (1950, as amended) and classified by Virginia Code Section 58.1-3500 through 58.1-3506 (1950, as amended), including public service corporation tangible personal property as defined by Virginia Code Section 58.1-2606 (1950, as amended):

$3.60 per $100 of assessed valuation based on 100% of market value for classified tangible personal property defined in Virginia Code Section 58.l-3503(A)(3- 5),(7-8),(10-12) (1950, as amended); subject to personal property tax relief for personal use vehicles for automobiles, trucks, motorcycles, trailers or semi- trailers, campers and other recreational vehicles, and other motor vehicles (no increase); provided, however, the tax levy for motor vehicles with a seating capacity of not less than 30 persons, including the driver, as classified by Virginia Code Section 58.13506(A)(39) (1950, as amended) shall be $1.77 per $100 of assessed valuation based on 100% of market value;

$3.10 per $100 of assessed valuation based on 100% of market value for all other classified tangible personal property; provided, however, household goods and personal effects as defined by Virginia Code Section 58.1-3504 (A)(l-10) (1950, as amended) shall be exempt and farm animals, grains and other feeds used for the nurture of farm animals, agricultural products, farm machinery and farm implements as defined by Virginia Code Section 58.l-3505(A)(l-8) and (10) (1950, as amended) shall be exempt.

- **MACHINERY AND TOOLS** as defined by Virginia Code Section 58.13507 (1950, as amended):
  $1.67 per $100 of assessed valuation based on 100% of market value.
- **MERCHANTS CAPITAL** as defined by Virginia Code Section 58.1- 3510 (1950, as amended); provided, however, that persons or entities with no physical place of business in Madison County will not be taxed on the value of inventory owned by them and stored in a company that specializes in product fulfillment services on behalf of the product owner:
  $0.86 per $100 of assessed valuation based on 100% of market value

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A RESOLUTION ADOPTING MADISON COUNTY FEES FOR FY21 AND THEREAFTER UNLESS AND UNTIL CHANGED

RESOLUTION# 2020-13

WHEREAS, the Madison County Board of Supervisors imposes fees in order to fund various services; and,

WHEREAS, the Madison County Board of Supervisors desires to confirm the adoption of such fees in a consolidated format for the convenience and benefit of the residents and business operators of the Madison County;

BE IT RESOLVED that the fees listed on the following attachments will be effective for the July 1, 2020-June 30, 2021 fiscal year and thereafter unless and until changed by an appropriate action by the Madison County Board of Supervisors:

- Animal Control and Animal Shelter
- Building Official
- Planning and Zoning
- Solid Waste Collection and Disposal

- Emergency Communications

AND BE IT FURTHER RESOLVED, that where a fee is not listed on any attachment to this Resolution, the lawfully adopted regulation, resolution or ordinance of Madison County that established said fee shall continue to apply;

AND BE IT FURTHER RESOLVED, that where a fee listed on any attachment to this Resolution is at variance with a fee listed in a lawfully adopted regulation, resolution or ordinance of Madison County, the fee listed in this resolution shall apply.

This Resolution was approved on April 28, 2020.

A. FY20 Madison County Animal Control and Animal Shelter

Animal Shelter Fees

Small domestic animal such as a dog or cat:

Impoundment fee $12

Boarding Fee ..... $5 per day or portion thereof

This board fee shall be waived in the event the small domestic animal is claimed by its owner within 24 hours of its impoundment.

Dog adoption fee $95

Cat adoptions $75

Large domestic animal such as a horse, cow, goat, sheep, or pig:

Impoundment fee $15

Board fee ..... $10 per day or a portion thereof

Trailer fee ..... $50 per use

Adoption fee $45

Dog Tags

Per County Ordinance, $10.00 for the lifetime of the dog, including all male dogs, unsexed male dogs, female dogs and unsexed female dogs

No kennel tags are issued by Madison County

No dog tag is required for guide dog for a blind person, hearing dog for a deaf/hearing impaired person, service dog for a mobility impaired person.

Dog tags can be purchased from the Treasurer's Office.

B. FY20 Madison County Building Official

RESIDENTIAL

One/two family dwellings (Including Additions, Manufactured and Modular Homes), Attached/Detached Garages, Utility Sheds (over 256 sq. ft.), Decks and Porches:

Finished/Unfinished ..... $.18/ sq. ft. calculated on gross finished floor area

Minimum Charge $75.00

Remodeling and Alterations:

Exterior only (roof, siding, etc.) $75.00

Interior ..... $.18 sq. ft./$75.00 minimum

Swimming Pool/Hot Tub/Spa: (all inspections included)

In-ground pool $200.00

Above ground pool $125.00

Hot Tub/Spas $100.00

Electrical/Plumbing/Mechanical

Electrical Fees for Residential ..... $.07 sq. ft/$75.00 minimum

Electrical service upgrade $75.00

Plumbing Fees for Residential ..... $6.00 per fixture/$75.00 minimum

Mechanical Permit $75.00

Chimneys/Flues/Fireplaces ..... $75.00 per unit

Demolition Permit $75.00

Re-inspection Fee

(After 1st inspection or work not ready) $50.00

Investigative inspections $50.00

Plan amendments (after 1st review) $50.00

Permit renewals $50.00

Temporary occupancy request $50.00

COMMERCIAL

New construction and alterations (calculated on gross floor area)

Finished/Unfinished ..... $.20/sq. ft.

Minimum fee $75.00

Electrical/Plumbing/Mechanical

Electric ..... $.07 sq. ft/$75.00 minimum

Plumbing ..... $6.00 per fixture/$75.00 minimum

Mechanical ..... $.07 sq. ft./$75.00 minimum

Fire Suppression and Fire Alarm Systems ..... $.02 sq.ft./$150.00 minimum

Commercial range hoods (Suppression system included) ..... $75.00 each

Elevators/escalators ..... $125.00 each

Signs (electric included) ..... $75.00 each

Swimming pools –

Commercial use $225.00

Electrical $75.00

Plan amendments (after 1st review) $60.00

OTHER PERMITS/FEES

Mobile office trailers (all inspections) $75.00
U.S. Tanks (underground) /AS Tanks (above ground) (installation or removal).....$75.00
Amusement device inspections.....$125.00
Demolition permit.....$75.00
Investigative inspections $50.00
Re-inspection fee $50.00
(After 1st inspection or work not ready)
Septic permit.....$40.00
Renewal fee- ($75.00 per category).....$300 max.
Work started without permit .....Double Cost of Approved Permit Fee
Tents/Air supported structures ..... $75.00 (each)
Electrical for tents.....$40.00

Permits are subject to a 2% state levy (this does not apply to zoning and erosion permit fees).

Refunds – 75% of fee may be refunded after written request by owner/agent after issuance of permit.

EROSION AND SEDIMENT CONTROL

(Permits valid for one year)
Erosion & Sediment Land Disturbing Permit..... $300.00 + $200.00/each additional acre *
Erosion & Sediment Control Plan Review.....$200.00 + $100.00/each additional acre (payable at plan submission) *
Agreement in lieu of plan (single family dwellings) $150.00
Land disturbing permit renewal – 50% of initial fee Supplemental Plan Review.....50% of initial fee Re-inspection fee (after 1st inspection).....$75.00
[for purpose of computing fees, disturbed areas shall be rounded to the next whole acre]
* up to 10 acres/after 10 acres, additional acreage is 50%
E&S Bond ……..……$1,000.00

BUILDING PLAN REVIEW FEES

(Non-Refundable - payable at plan submission)
1. Residential Fee Schedule (R-5 Use groups) Residential dwelling units, additions, alterations & manufactured homes

[A] Per square foot (finished & unfinished space)..... $50.00
[B] Review of revisions to plans previously approved.....$35.00
[C] Accessory structure greater than 500 sq. ft.- $20.00

2. Commercial (new construction, additions, alterations, change of use)

[A] Per square foot (finished & unfinished space)..... . $300.00

[B] Review of revisions of plan previously approved $50.00

[C] Electrical, plumbing, mechanical Plan reviews -.....$50.00 ea.

[D] Fire alarm & fire suppression plan reviews - $50.00

Building Code Board of Appeals

Any appeal or matter considered by the Building Code Board of Appeals.....$350

Exception

Madison County, including the Madison County School Board and the Madison County Parks and Recreation Authority, and the Madison County Fair are exempted from all fees under this Section B.

C. FY20 Madison County Planning and Zoning

1. Zoning Fees

Application for Rezoning (Zoning Map Amendment)

Minimum Charge.....$2,000

Parcel >10 acres; additional fee $100 per acre >10

Zoning Text Amendment.....$400

Proffer/Conditional Zoning Amendment $2,000

Comprehensive Plan Amendment.....$1,500

Zoning Certification Letter.....$50

Special Use Permit (SUP).....$500

(SUP), Telecommunications Facility.....$1,500

Additional fee: Consultant Review.....(Cost)

Board of Zoning Appeals

Variance Request.....$250

Appeal.....$300

Permits

Zoning Permit.....$50

Septic Permit.....$50

Agricultural Structure Permit.....$50

2. Subdivision Fees

Subdivision Plat, minimum fee.....$850

Additional fee, per lot $150

Family Division Plat.....$350

Boundary Line Adjustment Plat.....$350

Boundary/Physical Survey Plat.....$350

3. **Site Plans**

Site Plan Review/Approval, minimum fee $500
Additional fee, per disturbed acre $150

D. FY20 Madison County Solid Waste Collection and Disposal Fees

1. All users of the Madison County transfer station shall be subject to the fees below unless specifically exempted by the Madison County Board of Supervisors.

   Madison County, including the Madison County School Board and the Madison County Parks and Recreation Authority, and the Madison County Fair are exempted.

2. Madison County Residents Only: Residential bagged trash: No charge
   a. Hang tag will be provided at no charge
   b. One small bulk item permitted per week at no charge (less than 25 lbs.)
   c. Additional or replacement tags $5.00 with a limit of 2 per household

3. Small home-based Madison County business and non-profits may dispose up to 6 - 30-gallon bags per week. Anything over 6 bags will be charged at the established rate per ton. A hang tag will be provided at no charge

4. Appliances with Freon (refrigerator, air conditioners) .....20.00 each
   a. Small refrigerators less than 48" tall.....$10

5. Tires.....$3.00 each

6. Furniture if mixed in with bags can be charged by the unit at:
   a. Small items (furniture appliances, debris less than 20 lbs.) $2.00
   b. Medium items (furniture appliances, debris less than 50 lbs.).....$5.00
   c. Large items (furniture appliances, debris more than 50 lbs.).....$10.00
   d. Mattress or box spring.....$8.00 each

7. All other trash (commercial, bulk, etc.) will be weighed and charged at $65.00 per ton

8. Brush & woody debris .....$65.00 per ton
   Free brush months (October & March) for residential brush only.

9. Should the scale be inoperable please refer to the "Scale Inoperative Procedure of 12-9-13

10. No charge for single stream or scrap metal recycling (not appliances)

11. Items that may have a reclaimed value (re-use) may be held separately by the facility and reclaiming by residents or non-profits. This is only as space permits, is for residential use only and is not to be resold. The County is not responsible for and makes no warranty or representation as to condition or use of any items reclaimed.

12. No hazardous materials accepted

13. Payment is by cash, check or a charge account may be set up once approved.

14. Large quantities of recycling may be accepted however rates and logistics shall be negotiated in advance and subject to the Board of Supervisors approval.

E. FY20 Emergency Communications

Secondary structure addresses (ref. Res#2018-12 approved on September 25, 2019)..... $50.00

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A RESOLUTION TO AUTHORIZE THE EXTENSION OF THE JUNE 5,2020 REAL ESTATE TAX INSTALLMENT PAYMENT DUE DATE TO JUNE 26, 2020

Resolution #2020-14

Whereas, on December 17, 2008, the Madison County Board of Supervisors adopted Ordinance 2008-9 that had the effect of establishing June 5 and December 5 as semiannual installment due dates for the payment of real estate taxes; and

Whereas, various factors have resulted in a delayed completion of the 2020 real estate tax rate establishment process, and Whereas, the Commissioner of the Revenue and Treasurer require time to process and issue bills between the adoption of the tax rate and issuance of bills and have suggested an extension of the June 5, 2020 due date to allow ratepayers adequate time to remit after receiving tax bills; and

Whereas, §58.1-3916 of the Code of Virginia authorizes the Board of Supervisors to provide by resolution for reasonable extensions of time, not to exceed 90 days, for the payment of real estate taxes;

Now, therefore, be it resolved that the Madison County Board of Supervisors authorizes the extension of the June 5, 2020 semiannual real estate tax installment due dates for the payment of real estate taxes to June 26, 2020.

This Resolution shall take effect immediately.

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Agenda
Regular Meeting
Madison County Board of Supervisors
Tuesday, April 28, 2020 at 6:00 p.m.
County Administration Building, Auditorium
414 N Main Street, Madison, Virginia 22727

Call to Order, Pledge of Allegiance, Moment of Silence & Determination of Quorum
Consideration of the Proposed Agenda/Adoption of the Consent Agenda

A. April 14, 2020 Meeting Minutes (Frye)
~~B. FY20 Budget Adjustments (Costello)~~
B. Supplemental Appropriation #47: Financial advisor & bond counsel (Costello)
C. Supplemental Appropriation #48: ECC/Sheriff's Department security system (Costello)
D. Supplemental Appropriation #49: Public Safety COVID-19 costs (Costello)
E. Refund of real estate taxes for disabled veteran (Daniel)

Public Hearings

- Temporary Emergency Meeting Ordinance (Gregg)

Public Comment

Special Appearances

Reports

A. Constitutional Officers
B. Boards & Committees
C. Departments

D. County Administrator

Old Business

3. Report: Courthouse/War Memorial Building Security System (Livingston & Berry)
4. Report: Status of Animal Shelter & Animal Control Policies (Cave)
5. Report: Public Safety Random Drug Testing Policy (Hillstrom)
6. Consideration: EMS Ambulance Purchase (Hillstrom)

New Business

7. Report: Floodplain Ordinance Update and Map Adoption (Webb)
8. Consideration: Benefits Consultant and Health Insurance Procurement (Costello)
9. Discussion: EMS Hazard Duty Pay (Jackson)

FY21 Budget

10. FY21 Budget Work session (Jackson)
11. Consideration: FY21 Administrative Fee Resolution [#2020-13] (Hobbs)
12. Consideration: CY20 Tax Rate Ordinance [ID #2020-11] (Hobbs)
13. Consideration: Resolution [2020-14] Adjustment of June 5 Real Estate Tax Due Deadline to June 26 (Jackson)
14. Consideration: FY21 Budget Resolution [#2020-15] (Costello)

Public Comment

Closed Session

Adjourn

15. Schedule Work session on County Administration Center Renovation Project

AMENDMENT(S) DENOTED IN ROYAL BLUE