

## MEETING 12 - February 23

At a Budget Work Session of the Madison County Board of Supervisors held on Thursday, February 23, 2012 at 9:00 a.m. in the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT: J. Dave Allen, Chairman  
Doris G. Lackey, Vice-Chairman  
Jerry J. Butler, Member  
Pete J. Elliott, Member  
Jonathon Weakley, Member  
Teresa Miller, Finance Director  
Jacqueline S. Frye, Secretary

ABSENT: V. R. Shackelford, III, County Attorney

### **1. Call to Order/Determine the Presence of a Quorum:**

Chairman Allen called the meeting to order and stated that all members are present and a quorum was established.

### **2. Pledge of Allegiance & Moment of Silence**

The Board of Supervisors commenced their meeting with the Pledge of Allegiance and a moment of silence.

Chairman Allen advised he'd like to add two (2) items to today's Agenda:

- a) A request for a fireworks display;
- b) Whether to pay travel expenses for candidates for County Administrator;

### **3. Adoption of Agenda:**

On consensus, the Board adopted today's agenda as amended.

### **Fireworks Display**

Chairman Allen advised the Board has received a fireworks display request at Sweely's Winery in April 2012; however, he reminded the Board of the past incident that caused quite a bit of havoc. In closing, he suggested this issue be discussed with the County Attorney later today.

Supervisor Lackey advised that she wasn't in favor of approving the request unless the citizens are made aware.



### **Travel Expense Reimbursement**

Chairman Allen advised the Board will need to determine whether to pay travel expenses for County Administrator candidates.

Discussions revolved around various cap amounts (i.e. \$500.00, \$750.00, \$1,000.00) and be in place for candidates traveling a certain distance out of state.

After discussion, on motion of Supervisor Weakley, seconded by Supervisor Lackey, the Board voted to cap travel expenses for candidates traveling more than two hundred (200) miles at \$700.00, with the following vote recorded:

J. Dave Allen	Aye
Doris G. Lackey	Aye
Jerry J. Butler	Aye
Pete J. Elliott	Aye
Jonathon Weakley	Aye

### **4. Budget Discussions:**

Teresa Miller, Finance Director, advised that the draft budget provided by the school system is identical to the original version that was presented during the past week.

Chairman Allen questioned whether the Board should request a line-item print out of their proposed budget, or specify that the Board would like a copy of what they submit to the auditors.

Ms. Miller suggested the Board request the school system's detailed line-item worksheets instead. In closing, she indicated that school personnel refuse to utilize the budget prep module that the software provides.

Supervisor Weakley asked for clarification about the one (1) custodian being moved to full-time.

Ms. Miller provided an overview of the criteria involved that has brought this change about. In closing, she advised the custodian who was originally placed in charge of cleaning the courthouse is also pulled to help with moving County property.

Ms. Miller also provided an overview of salary scales, along with proposed grades and salary increases that were discussed on yesterday.

Supervisor Lackey questioned that factors involved will have a grave affect on the morale of other employees, and that perhaps the Board should move forward with a small increase only.



Supervisor Elliott advised that in the event the County was to hire a Facilities Director, it will cost more, and the individual will lack the knowledge and experience that existing employees already possess. In closing, he clarified that he doesn't support this effort as a 'raise' but more along the lines of reclassification of positions.

Supervisor Lackey questioned whether the job descriptions will be rewritten.

Chairman Allen advised that changes denoted during the budget work sessions will not become effective until July 2012; therefore, employees will continue to work their normal duties at their existing rate of pay.

After continued discussions, it was the consensus of the Board to move forward with the following reclassifications and salary adjustments:

- a) Greg Cage – Grade 14, Step 1 (\$33,970.00)
- b) Wes Aylor - Grade 13, Step 1 (\$28,680.00)
- c) Roger Berry – Grade 14, Step 7 (\$42,410.00)
- d) Mark Ford – Grade 14, Step 7 (\$42,410.00)
- e) Medical Technician – Grade 8, Step 6 (\$30,110.00)

Supervisor Elliott questioned what Mr. Aylor's salary was when employed by the Sheriff's Department, to which Ms. Miller advised was \$14,000.00 more than his current salary rate.

Ms. Miller clarified that the increase for Mr. Aylor is actually a raise.

### **Hospice of the Rapidan**

Ms. Miller advised that hospice is asking for a slight increase as they're receiving less revenue from patient payments.

Supervisor Lackey verbalized concerns as to the fact they bill Medicare for services provided to eligible clients.

Supervisor Butler recommended the request be approved as submitted.

Supervisor Weakley commented that hospice provides a great service; however, he suggested the request be rounded to \$4,000.00, as was the consensus of the Board.



### **Madison Free Clinic**

Supervisor Butler recused himself from discussions on the free clinic.

On consensus of the Board, the request is accepted as submitted.

### **Rappahannock Rapidan Medical Reserve Corp**

Ms. Miller read the narrative provided and advised that this entity assists with training folks in the time of need and works in conjunction with the Virginia Department of Health. Furthermore, this entity is funded solely through grants and donations from local communities, and their requests have never exceeded \$500.00 in the past. In closing, she advised they assist during times of terrorism crimes and disaster situations by training individuals how to specialize in infrastructure, protect, prepare and to serve their communities.

After discussion, it was the consensus of the Board to keep the financial contribution at the existing amount.

### **Piedmont Regional Dental Clinic**

Chairman Allen recused himself from discussions on the dental clinic.

Ms. Miller read the narrative provided that denoted the clinic provides low cost dental care to under served residents within the piedmont region. In closing she advised their key patients are children, and their request was advised that the clinic tailors to the needs of children and the request last year was \$2,500.00.

After discussion, it was the consensus of the Board to reduce the annual request to \$1,000.000.

### **Rappahannock Rapidan Community Services Board**

Ms. Miller read the narrative provided and advised in the past, funding was withheld pending improvement in their performance regarding mental health transports, but nothing was withheld during the past couple of years. In closing, she advised the funding request is a little less than last year's submission.

Supervisor Weakley questioned what services are covered.

Ms. Miller advised their mission is 'to provide comprehensive mental health, mental retardation and substance abuse services with continuing care, with core services provided by CSB to include emergency services, case management services, and may include a system of inpatient, outpatient, day support, residential, preventive and early intervention services.'



Supervisor Butler recommended the contribution be reduced by \$5,000.00 unless they can provide a mental health specialist for Madison County.

Ms. Miller advised the aforementioned request will not be provided because of budget constraints, as indicated in the past by Mr. Duncan, despite the fact they'd like to provide an individual.

Chairman Allen questioned whether the stipend is based on a formula, to which Ms. Miller advised is actually a mandate that is provided with no reimbursement to the County, but is passed directly onto the CSB.

Discussions continued regarding the localities that are represented.

Ms. Miller reiterated that Mr. Duncan will be more than happy to provide a full overview during the future budget session. In closing, she explained the 'tier effect' in relation to the CSB in conjunction to the County departments and how it all feeds into the budget process.

### **Germanna Community College**

Ms. Miller advised that the stipend request for the college has continued to slowly decrease, as local students aren't taking advantage of the services being provided.

Discussions continued as to whether the school counselors are advising the students of the services.

Ms. Miller advised that most local students have utilized the services provided by Piedmont Community College in Charlottesville, Virginia.

Chairman Allen advised that the Daniel Technology Center only offers classes pertaining to technology – most other specialty areas are served by the Locust Dale campus.

### **Parks & Recreation**

Ms. Miller advised there wasn't much change in this year's funding request. Additionally, she advised that Ms. Perryman's salary is partially covered by the County and part-time maintenance and seasonal employees along with one (1) individual who assists with opening the schools if there are events scheduled to take place that are denoted as "County functions." In closing, she advised that everything else remained the same.

Ms. Miller also advised there haven't been any appropriations to "PRA" as this isn't appropriated until the County actually received their money for events (i.e. sports enrollment).



Supervisor Elliott advised that he has received citizen complaints about things that take place at Hoover Ridge and who actually controls the person that handles the revenue received.

Supervisor Weakley questioned water and sewer services, to which Ms. Miller advised that port-a-johns are in place at various locations throughout the County.

Supervisor Weakley advised there has been a request to build a dog park at Hoover Ridge; therefore, he'd like this issue added to the Agenda for the March 5<sup>th</sup> budget work session.

Supervisor Elliott questioned the process of work orders.

Ms. Miller advised that Roger Berry of Facilities/Maintenance should be contacted to handle these concerns. In closing, she advised the only equipment owned by Parks & Recreation and the lawn equipment belongs to the County.

Supervisor Elliott advised that County staff has been involved in spreading fertilizer and painting the fields which takes away from them being able to complete their own tasks.

Further discussions continued regarding the manner in which parks and recreation are funded.

Supervisor Elliott advised that he wasn't in favor of the manner in which revenue from Parks & Recreation 'runs through the County.'

Ms. Miller questioned whether the Board would like to see things 'more broken down; however, she also explained there was a past embezzlement issue which precipitated the need for all their revenue to pass through the County. In closing, she advised that she will get with Mr. Huff to see if a change can be made in this area. Also, the County is issued 1099 forms.

After discussion, it was the consensus of the Board to have things change and establish a Parks & Recreation Administration.

Chairman Allen advised that he was in favor of sitting down with members to discuss today's criteria.

### **WVPT (Public Television)**

On consensus of the Board, the funding request will remain at \$500.00.

### **Boy's & Girl's Club**

Ms. Miller advised the club is asking for \$1,000.00.



Supervisor Butler recommended the request be reduced to \$500.00.

### **Senior Center**

Ms. Miller advised that the Board volunteered funding and that the entity didn't request anything. In closing, she advised the amounts provided have been about \$425.00, which the Board requested remain the same.

### **Shenandoah National Park**

Ms. Miller advised that the line item for the above referenced category is zero, as the 75<sup>th</sup> year celebration is now over.

### **Madison County Library**

Ms. Miller advised the library fully depends on the County, and no change was requested by the Board.

### **Planning Commission**

No changes denoted.

### **Zoning & Planning**

Ms. Miller advised that \$1,521.00 has been removed.

Chairman Allen advised that he has spoken to the Commission about Carol Davis, Assistant Zoning Administrator, helping in the Commissioner's Office.

### **Rapidan Better Housing**

Ms. Miller read the narrative as provided to denote the types of services offered (i.e. indoor plumbing program).

After discussion, it was the consensus of the Board to leave the funding request as submitted.

### **Board of Zoning Appeals**

No changes denoted.

### **Building Code Appeals Board**

Ms. Miller advised that funding hasn't been used in this category for quite awhile, as some members donate their time.



Chairman Allen advised in the event a public hearing is required and funding is required, a supplemental appropriation can be approved.

### **Chamber of Commerce**

Ms. Miller advised that an increase has been requested to cover operational costs.

Supervisor Lackey verbalized concerns regarding so much funding being provided to the Chamber and the fact that it isn't a County office. In closing, she feels they get a portion from the transient occupancy tax.

Ms. Miller explained the transient occupancy tax and that the funding generated from the tax is to be used to promote tourism. Additionally, Tracey Williams-Gardner, Tourism Coordinator, is appointed by the Board to oversee the program and the county funding they receive does pay her salary.

Ms. Miller further advised that at one point, the Chamber members considered bringing Ms. Gardner on as a County employee, but this idea was ousted.

Supervisor Butler questioned whether the Town pays any portion of Ms. Gardner's salary, as he feels they probably pay the rent on the building that her office is located in.

### **Rappahannock Rapidan Regional Commission**

On consensus of the Board, the funding request is to remain as submitted.

### **GIS Services**

Ms. Miller explained the criteria involved in this category and also stated that much of the information has now been put online.

Supervisor Lackey questioned whether funding for vamanet services will be denoted in this category, to which Ms. Miller advised will be included in the Commissioner's departmental line items.

### **Piedmont Workforce Network**

On consensus of the Board, the funding request is to remain as submitted.

### **Skyline CAP**

Supervisor Weaker and Supervisor Butler recused themselves from discussions pertaining to this entity.

Supervisor Lackey questioned whether this entity participates in the housing program.



Supervisor Butler indicated they are involved with section 8 housing, the head start program and the rental of apartments located in Greene County (i.e. Jack Russell Apartments).

On consensus of the Board, the funding request will remain as submitted.

**Habitat for Humanity**

On consensus of the Board, the funding request will remain as submitted.

Supervisor Elliott verbalized he feels there are issues involved with the program.

**Rappahannock River Basin**

Supervisor Weakley questioned whether this commission will help with fencing.

**Culpeper Soil & Water Conservation District**

On consensus of the Board, the funding request will remain as submitted.

**Department of Forestry**

On consensus of the Board, the funding request will remain as submitted.

**4-H Program**

On consensus of the Board, the funding request will remain as submitted.

**Madison Count Extension Services**

Chairman Allen advised that he met with Brad Jarvis, Extension Agent, and was advised the request is flat lined and salaries are flat lined by Virginia Tech, based on the assumption the State may not provide additional monies. Additionally, Mr. Jarvis anticipates additional expenses as a result of the school bringing a new person into his office. Currently, Mr. Jarvis, Ms. Lillard and Ms. Preston are all State employees and are compensated by the \$54,963.00 denoted in their departmental budget.

**Contingency**

The Board member suggested various amounts be placed into the contingency fund (i.e. \$80,000.00; \$60,000.00; \$70,000.00).

On consensus of the Board, \$60,000.00 will be allocated into this fund.

Ms. Miller advised of the \$393,700.00 that is for the school system's debt service.



Discussions continued regarding the fact that monies placed in the aforementioned fund are quickly utilized and the desire is to increase the fund.

Ms. Miller advised she doesn't think the school's debt service will decrease even if the courthouse is refinanced to include improvements at Waverly Yowell Elementary School.

### **Refunds**

Mr. Miller advised there has been a state reduction totaling \$92,711.00. Also, at the time the budget was prepared, there has been no indication as to what amount any future reductions will be. Additionally, VACo is advising localities not to take the reductions and return only what the State advises.

### **Madison Schools**

Chairman Allen advised the Board cannot change the schools figures, but only the amount the County plans to allocate.

Supervisor Lackey verbalized concerns regarding the proposed grant funding.

Chairman Allen advised the Board members not to get caught up in the draft budget that has been provided by the school system. Additionally, he referenced the appropriations that have been requested and feels if last year's allocation is given to the school system and this money is used to compensate small salary increases, the Board can't be criticized.

### **CIP**

Supervisor Elliott verbalized concerns whether to hire folks to begin the CIP process.

Discussions continued as to whether or not to raise taxes in order to increase the fund balance.

Ms. Miller advised that the fund balance should be no less than \$13,000,000.00 per month.

Supervisor Lackey suggested a three cent tax increase and the schools funding be cut by \$1,000,000.00

Supervisor Elliott also referenced the County's contribution to the Central Virginia Regional Jail.

Ms. Miller reminded the Board of the communications equipment.



Supervisor Weakley verbalized concerns about the school system's request for increased funding (i.e. \$40,000.00 more than last year).

Chairman Allen advised that the school system can't give the same raises as they County and they will lay people off.

Supervisor Elliott advised the school system will inform the public that any funding reduction from the County will result in sports activities being cut, as well as other programs, thus, placing full blame on the Board.

Chairman Allen suggested the following formula:

- a) 2.5% increase to County employees;
- b) \$70,000.00 for the purchase of two (2) law enforcement vehicles;
- c) \$20,000.00 allocated for fuel;
- d) \$350,000.00 for construction'

\$1,200,000.00 (Total)  
896,515.00 (Minus)

Finally, an appropriation of \$225,000.00 will be made to the school system; if they don't spend the funds, they will have received an additional \$30,000.00. In the end, the Board will follow with a real estate tax increase of three cents.

Supervisor Butler suggested that five (5%) percent of every revenue check paid to the County be placed in a fund.

Ms. Miller advised the Board can require the Treasurer to take five (5%) percent and co-mingle it with the main fund. Additionally, \$600,000.00 can be placed in the CIP fund and remaining funding can be allocated. In closing, she advised that placing funds into a separate account doesn't really save anything.

\*V. R. Shackelford, III, County Attorney arrived at 3:00 p.m.\*

Chairman Allen advised that "Friends of the Animal Shelter" have been using the County seal.

The County Attorney advised that he has spoken with Greg Cave, Animal Control Office, and has advised him that the County seal is open to the public. In closing, he suggested the Board not move forward with rules/regulations that don't coincide with the Freedom of Information Act.



Chairman Allen also advised about a fireworks display request that has been received to take place at 11:00 p.m. in April.

The County Attorney advised that there is a state permit. Additionally, he advised that guidelines pertaining to wineries have changed. In closing, he questioned whether the display can be seen or heard from the predetermined location, and thereby suggested the Board:

- a) Ask the individual to define the display; and
- b) Request they send notification to all surrounding property owners;

Chairman Allen questioned whether the Board can maintain control over a school project.

The County Attorney referred to the state code regarding legal entity that denotes:

- a) To care for, manage and control school buildings, property and provide for equipping and maintenance by purchase, lease or contract;

Additionally, he advised the Board has the authority to provide funding and would encourage cooperation between both governing entities.

Supervisor Lackey questioned whether the school system would be willing to fund the project.

The County Attorney advised the school system would have to designate just what they intend to fund and the cost. Additionally, both entities will need to determine exactly how much will be spent.

Supervisor Elliott questioned what would happen should the school system come forth with a contract for \$3,000,000.00 and this amount is appropriated, but the total cost is less.

The County Attorney advised the Board can add a clause that denotes 'any overage must be returned to the County.'

Supervisor Elliott questioned what would be the case if there was a County public works.

The County Attorney advised this could be viable, but this option hasn't been put into place.

Supervisor Lackey verbalized concerns that nothing has been negotiated.



The County Attorney advised the Board is responsible for providing funding and can place terms on appropriations or do incremental appropriations of the budget.

Supervisor Weakley questioned what legal rights would be provided to the County in the event and agreement was in place for a County public works system.

The County Attorney reiterated that the Madison County School Board has full authority and the Madison County Board of Supervisors only provides funding; however, he suggested there be some identification as to what can be done in the new fiscal year (i.e. July 1, 2012). In closing, he advised the Board can withhold a decision to appropriate funding until more information has been attained.

Supervisor Butler questioned is a memorandum of understanding should be in place, similar to what took place in Clarke County (as indicated by Dr. Eberhardt).

Ms. Miller advised that nothing is appropriated until bills are presented for payment.

Supervisor Butler advised he doesn't feel the courthouse project was properly managed.

The County Attorney advised that he met with Dr. Eberhardt and asked him about the arrangements made in Clarke County. Additionally, he feels the design/bid/build scenario is more viable. Also, a Clerk of the Works will need to be on board and the engineer should be closely aligned with the contractor.

### **Reassessment Contract**

The County Attorney advised that he will have a contract agreement in place for review at Monday's workshop session. Additionally, he has contacted Ms. Miller, Ms. Harris, Ms. Murray and Supervisor Lackey to attain concerns about ensuring a retainage is in place. Furthermore, Pearson's Appraisal Services, Inc. has denoted a ten percent (10%) retainage instead of five percent (5%), and the time frame indicates they should be finished by November 2012. In closing, a follow up will be implemented with the Board of Equalization, although he is unsure as to whether there will be a paper copy and an electronic card, or whether the County will be responsible for paying all postage fees. In any case, the appraisers are hoping to start the process by March 1, 2012.

### **Comprehensive Services Board**

Ms. Miller advised that new mandates have been brought forth and services provided for children have increased (i.e. from nine (9) cases to twenty-five (25) cases).

Supervisor Lackey questioned what types of insurance policies are in place for local prisoners.



The County Attorney advised that he believes only the bare essence is in place.

**Shotwell Road**

The County Attorney advised that he received a telephone call from Mr. Cabbage of VDOT regarding maintenance on Shotwell Road; it was advised that anything being done at this point would be considered as ‘maintenance only.’ Additionally, Mr. Utterback would like to meet with a member of the Board, Mr. Cabbage and the County Attorney to ‘hash’ this subject. In closing, the County Attorney advised that he has recommended a meeting be scheduled about a half hour prior to the start of the March Regular Meeting; also, he asked that any maps on the road be brought forth at that time. After discussion, Chairman Allen and Supervisor Elliott agreed to be present for the aforementioned meeting. The County Attorney suggested the Board members prepare to confront a distinction between ‘maintenance’ and ‘construction.’

**5. Adjournment**

With no further action being required by the Board, on motion of Supervisor Weakley, seconded by Supervisor Elliott, Chairman Allen adjourned the meeting, with the following vote recorded:

J. Dave Allen	Aye
Doris G. Lackey	Aye
Jerry J. Butler	Aye
Pete J. Elliott	Aye
Jonathon Weakley	Aye

\_\_\_\_\_  
J. Dave Allen, Chairman  
Madison County Board of Supervisors

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Jacqueline S. Frye, Acting Clerk to the Board

Adopted on: May 8, 2012

Copies: J. Dave Allen, Doris G. Lackey, Jerry J. Butler, Pete J. Elliott, Jonathon Weakley, V. R. Shackelford, III & Constitutional Officers

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