

MEETING #31- June 17

At a Continued Meeting of the Madison County Board of Supervisors on June 17, 2014 at 6:00 p.m. in the Thrift Road Office located at 302 Thrift Road:

PRESENT: Doris G. Lackey, Chair
R. Clay Jackson, Vice-Chair
Jonathon Weakley, Member
Robert W. Campbell, Member
Kevin McGhee, Member
V. R. Shackelford, III, County Attorney
Ernest C. Hoch, County Administrator
Leo Tayamen, Finance Director

ABSENT: Jacqueline S. Frye, Deputy Clerk

Agenda:

1. Call to Order

2. Pledge of Allegiance & Moment of Silence

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

3. Determine Presence of a Quorum/Adopt Agenda

Chairman Lackey advised that a quorum was present.

Chairman Lackey called for adoption of today's Agenda.

Supervisor Weakley moved to approve the Agenda as presented, seconded by Supervisor McGhee, with the following vote recorded:

Doris G. Lackey	Aye
R. Clay Jackson	Aye
Jonathon Weakley	Aye
Robert Campbell	Aye
Kevin McGhee	Aye

4. Discussions/Actions:

a. Facilities Planning:

The County Administrator provided a packet of information to the members and referred to a memorandum done in June 2013 that described an introduction to tonight's issues.

Chairman Lackey advised the memorandum contains information discussed a year ago pertaining to what needs to be done concerning County facilities.

The County Administrator advised the objective has been to consolidate all four (4) County administrative functions in one (1) location (i.e. to include the Administrator, Board of Supervisors, Finance [HR/Accounts Payable]). Currently, there doesn't appear to be any type of 'core' government expansion anytime in the near future.

The County Attorney advised of a memorandum dated March 2014 that includes options, which appears to be the most current document.

It was noted the packet provided includes a chart of all County facilities and the total square footage currently in use (office space); total square feet equals about 7,079, which includes the extension office. Overall, about 5,000 square feet of space is what will be needed to house the administrative functions that will need to be relocated. Currently, there are no plans to build a new County government center in which to consolidate everything; the idea to consolidate the WMB with the social services building was discounted due to parking; consolidation at the administration center was sought as being the most viable option.

Due to the fact that purchasing an existing property would allow sufficient space in which to house core governmental operations, this option would prove to be an expense that would leave several County buildings unoccupied. Therefore, it was believed that attaining pricing to convert a portion of the administration center would prove to be the best option.

Highlights of the discussion focused on:

- Possible renovations to the administration center auditorium
- The possibility of holding Board meetings at the WMB courtroom

- The needs of the Registrar (i.e. dedicated conference room; handicap accessible office; secure storage)
- Social Services Building (lease expires in two [2] years)

- Repairs to the basement of the Commonwealth Attorney's Office (Estes House)
- The Commonwealth Attorney's request to occupy the basement (of the Estes House)
- Whether the Board's use of the WMB courtroom would affect the Judge's caseload
- The future of the Old ABC Building

The County Administrator advised a meeting has been scheduled with Judge Durrer to discuss whether the courtroom at the WMB can be shared; also the Sheriff's investigators are currently being housed in the Old ABC Building until repairs can be made in the basement of the Commonwealth Attorney's Office (Estes House). He also advised of the condition of the trailers at Thrift Road that house the Madison Literacy Council and Rapidan Better Housing, and noted the County isn't obligated to provide space for non-profit organizations. In closing, he suggested any plans should involve accommodating the needs of the County and Constitutional offices first and then assess whether to utilize any leftover space for the non-profit organizations.

The County Attorney advised there may be a scheduling issue (for use of the courtroom at the Courthouse). In his opinion, he believes it is the public perception that all judicial actions would transpire at the new courthouse, in his opinion.

Further phasing options focused on the possibility of housing the Sheriff's Department into the WMB courtroom, if possible.

Supervisor Campbell questioned whether the additional space at the school board office could be used as a future site for the literacy council, to which it was questioned whether the school system would be agreeable to the suggestion.

Further information provided focused plans to possibly connect the social services building and the WMB (to include a walk-through and an elevator; there were also plans to expand at the rear of the administration center and develop two (2) levels. years; social services has agreed to continue the lease – they will not enter into a new lease at a higher rate (once expired), but will be set at the amount determined by the cost allocation plan.

Supervisor Jackson advised agreement with the proposed options being provided on the proposed space assessment, although utilizing space at the school board office was questionable. In closing, he wasn't in favor of moving forward with large renovations and/or additions that may cost an extensive amount of funding.

It was also noted that space on the 2nd floor of the WMB that may work well for some departments (i.e. Emergency Management, Sheriff, etc.); in the event social services elects to find alternative space once the lease has expired, which would allow the building to be used to house the EOC and Sheriff's investigators on the 2nd floor.

Chairman Lackey advised there will be a need for elevators in some buildings (i.e. WMB, social services); the County will need to investigate what type will be most affordable overall in order to make the proposed building handicap accessible.

Supervisor Campbell questioned whether there were any ramifications involved if the dispatchers are separate from the Sheriff's department.

Robert Finks, Director of Emergency Communications, was present and advised that most dispatch centers are separate from the Sheriff's Office.

Supervisor McGhee advised the parking at the WMB and social services has limited parking, but may be sufficient.

The County Administrator suggested the County not try to move too many operations into a limited space; he feels the administration center has sufficient space and will ultimately meet the County's needs.

Chairman Lackey suggested the Board assess what can be accomplished within the next year; the County is on track to replace the roof at the administration center; she questioned if the Board would agree that a preference would be relocate the Administrator, Board of Supervisors and the Finance Department in the coming year.

Supervisor Jackson suggested the Board investigate costs involved, and would like to see the goal be attained to satisfy the needs of the departments involved.

After discussion, it was noted that pricing be attained. Also, the Board will need to take action regarding the immediate needs of the Registrar's Office.

Chairman Lackey suggested a portion of the Old ABC Building be used to house the Registrar (front portion) and the rear entrance of the building be used to house the investigators.

Supervisor Campbell advised plans in the past called for the County Administrator, Board of Supervisors and the Finance Department to be housed at the Old ABC Building; he also questioned whether plans/specs and pricing are in place for the roof replacement at the administration center.

The County Administrator advised there is \$76,000.00 in the capital fund for replacement of the roof at the administration building.

Supervisor McGhee questioned whether the suggestion to move the Registrar into the Old ABC Building would be permanent, to which it was denoted would be temporary (for this year), in order to keep the County from possibly being cited for any type of violation.

Supervisor Weakley advised the Registrar has noted the existing conference room at Thrift Road would be most acceptable to meet the current needs.

Supervisor McGhee asked if the County had any leverage over the courtrooms, to which the County Attorney advised the County has furnished a new courthouse for the Judges to utilize.

After discussion, it was the consensus of the Board to put today's proposal into action within the upcoming fiscal year after some concrete figures have been attained for review.

It was also suggested a meeting be scheduled with the Judge and the Registrar concerning tonight's information.

Old ABC Building: The County Administrator advised the five (5) investigators are currently using half of the building (rear portion is unfinished).

Supervisor Weakley suggested the Old ABC Building be used to:

- House the EOC
- Visitor's Center
- Be sold

Supervisor McGhee suggested the County assess ways to get rid of some of the additional buildings.

The County Administrator advised that based on the Board's recommendations, he will:

- a) Work on finalizing plans for the roof replacement
- b) Attain pricing to implement a conversion to the BOS Chambers
- c) Talk with the Judge about 'sharing' space or the court be relocated altogether
- d) Thrift Road conference room be vacated and provided to the Registrar
- e) Relocate County Administrator, Board of Supervisors and Finance from Thrift Road
- f) Move the Registrar into the Finance Office and provide vacated offices to the investigators
- g) Assess a future location for the EOC

Supervisor Campbell stressed the need to attain pricing for repairs to the basement of the Estes House; if left untreated, mold will develop and cause additional problems.

Although the Old ABC building may be vacant in the near future, it was suggested that it could be used for other purposes instead of being sold. It was also reported the volunteers (rescue squad) are planning to sell their old building once the new facility has been constructed.

Chairman Lackey advised the Board will be working on long-range facilities planning for years, and Step 1 and Step 2 have now been outlined for the future. Furthermore, a memorandum has been provided to all members concerning the fact there are good things transpiring in the County.

It was also suggested the Board make investments that will allow growth to continue in the County.

Additional points were verbalized pertaining to recent growth at local businesses (i.e. Early Mountain Vineyard, Plow & Hearth, Autumn Care, Yoder's Country Market, Pat's Florist), and the possibility of having a senior living establishment near Rochelle, the relocation of Mill Valley BBQ and the planned reopening of the Early Learning Center in August.

Chairman Lackey advised that information was provided at a recent meeting concerning mineralization of the soil; this concept is transpiring in other counties and is being approached systematically; there are about twenty (20) growers in the County who have signed up to begin the process this year and will develop a database of input on the process. In closing, it was noted the process will require no investment on the part of the County.

Chairman Lackey advised that PD9 has a couple of grants being developed pertaining to an agricultural artisan trail throughout the five (5) participating Counties (including Madison); local producers have signed to participate in the endeavor. Additionally, there has been mention of bringing infrastructure to Hoover Ridge and scheduling more tournaments at the site in the future. Discussions have also been underway with Plow & Hearth and whether they'd be interested in making a contribution towards the ELC. In closing, she urged the Board to consider moving forward to establish a Tourism Department in the County at an appropriate location and suggested the former location of The Last Nickel.

Discussions also focused on a possible partnership with the local library in an effort to utilize and/or expand the basement space.

**7:00 p.m. Public Comment: Will occur as close to 7:00 p.m. as possible. Speakers are asked to identify themselves (name and address) and keep their comments to under five (5) minutes per speaker. Written comments shall be accepted and recorded into the minutes.*

Public Comment:

Chairman Lackey opened the floor for public comment:

The following citizen(s) provided comments:

- a) Jerry Butler (concerns about the condition of the literacy council and the old investigator's building).

With no further public comment being provided, Chairman Lackey closed the public comment opportunity.

Madison Health Department:

Chairman Lackey questioned if some of the under utilized space at the local health department be used.

The County Administrator advised the health department does allocate rent for the space; he feels the County could consider relocating the office, but will need to decide on a future location. Currently, other organizations are housed at the health department in an effort to utilize the additional space in the building.

Goals/Objectives:

Chairman Lackey advised the Board is being asked to provide goals/objectives for the County Administrator for the upcoming year; she feels something needs to be developed for the old Criglersville Elementary School (i.e. possible demolish) and to possibly develop a functioning park for the citizens in that part of the locality, to include a historical marker with information about the history of the school.

Supervisor Jackson suggested there are a variety of plans in place that should be investigated with the citizens before any decisions are made to demolish the building; he feels the idea of establishing a park would be highly received, and suggested the citizens be allowed to provide their input.

Chairman Lackey suggested the County also be receptive to alternative options, and seek out possible grant opportunities.

The County Administrator advised that nothing will be provided on the proposed grant opportunity (being sought) until July 2014.

It was also suggested the County's website be improved and 'links' be provided to help individuals navigate through the website.

The County Administrator advised that a meeting was held with the webmaster. The Board members were asked to provide any additional proposed improvement ideas.

The County Administrator advised that an updated memorandum will be provided to reflect tonight's discussion.

b. Budget Appropriation County & School – FY2015 Budget [Resolution #2014-8]

The County Administrator advised the Governor has seven (7) days to approve, or veto the State's budget; no final decision has been made to date. In closing, he suggested the Board continue tonight's meeting until the June Workshop date, as an appropriation can be made by that time, if action has been taken by the Governor. If nothing has been finalized, the suggestion will be for the Board to continue a meeting until June 30th.

5. Information/Correspondence:

VACo Conference: The County Administrator advised information has been forwarded to the Board regarding the VACo conference in August (Richmond Marriott West); another meeting will be held in November 2014 (at the Homestead) that will require reservations.

Chairman Lackey provided a brief overview on VACo committees, meetings dates/times, and the process by which ideas presented by members and/or local representatives; final meetings are held in November to discuss and/or vote on programs that will be presented to legislators.

War Memorial Building: The County Administrator advised the bids will be reviewed today (four [4] bids have been received). He's currently awaiting insurance paperwork and licensure from a prospective vendor. Information pertaining to the scope of work has been listed on the County website. Current plans call for the County to provide the paint for the job (as per bid specs) and any wood that will need to be replaced (to be installed by the contractor).

Administration Center: The County Administrator advised the process will be underway to redo the signage at the entrance.

Storage Building: The County Administrator advised about two-thirds of the property (at the landfill) has been cleared for the storage building.

Criglersville Elementary School: The County Administrator advised that some clearing has been done at the school and will continue to be undertaken by the trustees from the regional jail.

Transfer Station: The County Administrator advised the new weigh-in process is going well at the landfill; plans call for the process to possibly be done the last Saturday in July. The recycling committee will plan to pass out magnets and provide recycling educational to the public. Currently, about 70% of citizen information has been entered in the existing database. In closing, the overall process will provide a means of cash management and control over the amount of debris that is brought into the station.

Chairman Lackey called for a five (5) minute recess.

Treasurer: The County Administrator acquired a spreadsheet (from the Treasurer) that lists all revenue received (by the County) from 2007 to the present, to include revenue from the school system; documentation was also provided that showed trends of revenue received from both entities.

6. Closed Session:

a. Closed Session:

On motion of Supervisor Jackson, seconded by Supervisor McGhee, , the Board moved to convene in a closed session, pursuant to Virginia Code Section 2.2-3711(A)(1), pertaining to personnel matters, specifically the County Administrator, with the following with the following vote recorded:

Doris G. Lackey	Aye
R. Clay Jackson	Aye
Jonathon Weakley	Aye
Robert Campbell	Aye
Kevin McGhee	Aye

b. Motion to Reconvene In Open Session:

On motion of Supervisor Jackson, seconded by Supervisor Weakley, the Board reconvened in open session, with the following vote recorded:

Doris G. Lackey	Aye
R. Clay Jackson	Aye
Jonathon Weakley	Aye
Robert Campbell	Aye
Kevin McGhee	Aye

c. Motion to Certify Compliance:

On motion of Supervisor Jackson, seconded by Supervisor McGhee, the Board certified by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code Section 2.2-3711 (A)(1), and only matters that were identified in the motion to convene in a closed session were heard, discussed or considered in the closed meeting, with the following vote recorded:

Doris G. Lackey	Aye
R. Clay Jackson	Aye
Jonathon Weakley	Aye
Robert Campbell	Aye
Kevin McGhee	Aye

Tyler Technologies (MUNIS):

The County Administrator advised that work is being done with the school system pertaining to the database; concerns have been verbalized by the school system regarding the desire to have a separate database. To date, no meetings have been scheduled to discuss these concerns. In closing, it was noted a resolution was approved by a prior Board in 2007 to move forward with a centralized accounting system.

The County Administrator advised there is no advantage of having two (2) databases, as one database will provide overall information on all accounts (to include the school system).

Miscellaneous:

Supervisor Campbell verbalized concerns regarding Resolution #2014-9 (for the school system) pertaining to costs for rewiring and system wide re-fibering for the high school and middle school, and asked for clarification that these funds will be separate from the CIP funds.

The County Administrator advised that before the above referenced funds will be allocated to the school system, another MOU or an amendment to the existing MOU will be devised to clarify how the funds will be spend and/or deposited. In closing, he advised the funds are surplus monies from the school's budget.

Supervisor Weakley advised that during the recent joint meeting, it was agreed that the aforementioned funds would be placed into a capital fund separate from CIP funds, to which he was in favor of.

Supervisor Jackson was in agreement of placing the money into a capital fund.

It was denoted the rewiring and re-fibering wasn't included in the school's CIP project.

The County Administrator clarified the funds will be used on a project approved by both governing boards.

After discussion, it was the consensus of the Board to implement a new MOU.

The County Administrator advised that he spoke with representatives from Superior Paving regarding the paving at the school system.

Supervisor Campbell verbalized concerns about the contractor's employees doubling up on projects and suggested there be a full crew on site during all shifts; he also that fees for asbestos removal have already been taken care of, and noted there has been an assurance there will be no further asbestos removal during the existing project.

In closing, he also noted the County has been assured the funds borrowed for the school projects is all that will be needed; if additional funds are needed, he suggested the school system be required to schedule a public hearing and explain reasons (to the public) as to why additional funding is needed instead of placing the Board at fault.

7. Adjournment

With no further action being required by the Board, on motion of Supervisor Jackson, seconded by Supervisor McGhee, Chairman Lackey adjourned the meeting, with the following vote recorded:

Doris G. Lackey	Aye
R. Clay Jackson	Aye
Jonathon Weakley	Aye
Robert Campbell	Aye
Kevin McGhee	Aye

Doris G. Lackey, Chairman
Madison County Board of Supervisors

Clerk of the Board of Madison County Board Supervisors

Adopted on: August 12, 2014

Copies: Doris G. Lackey, R. Clay Jackson, Jonathon Weakley, Robert Campbell, Kevin McGhee, V. R. Shackelford, III & Constitutional Officers

- *Resolution(s) Adopted on June 17, 2014:*
- a. *Resolution #2014-8 [Annual Appropriation of the Adopted FY2015 Budget for Madison County & Schools]*



Agenda
Continued Meeting
Madison County Board of Supervisors
Tuesday, June 17, 2014 at 6:00 p.m.
302 Thrift Road, Virginia 22727



Agenda

1. Call to Order
- 2. Pledge of Allegiance & Moment of Silence**
3. Determine Presence of a Quorum/Adoption of Agenda
4. Discussions/Actions:
 - a. Facilities Planning
 - b. Budget Appropriation (County & School) FY2015 Budget [Resolution #2014-8]

**7:00 p.m. Public Comment: Will occur as close to 7:00 p.m. as possible. Speakers are asked to identify themselves (name and address) and keep their comments to under five (5) minutes per speaker. Written comments shall be accepted and recorded into the minutes.*

5. Information/Correspondence (if any)
6. Closed Session
7. Adjournment