

MEETING 5 February 1

At a Joint Meeting of the Madison County Board of Supervisors only, held on Wednesday, February 1, 2012 at 7:30 p.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
V. R. Shackelford, III, County Attorney
Teresa Miller, Finance Director
Jacqueline S. Frye, Secretary

Agenda:

1. Call to Order:

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.

3. Adopt Agenda:

On motion of Supervisor Lackey, seconded by Supervisor Weakley, the Board adopted today's Agenda as submitted, 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. Agenda Item:

a. Planning Commission:

i. Meeting times

Chairman Allen advised that the Madison County Planning Commission changed their meeting time at their last Workshop Session and will hold their Joint Meeting at 7:00 p.m. on the first Wednesday of each month; therefore, he



questioned whether the Madison County Board of Supervisors would like to follow suit.

After discussion, on motion of Supervisor Butler, seconded by Supervisor Lackey, the Board voted to change its meeting time on the first Wednesday of each month to 7:00 p.m., with the following vote recorded:

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

Supervisor Butler questioned whether the Commission's bylaws will need to amended.

- ii.Reappointments
- iii.Advertise (2) Positions

Supervisor Butler suggested the Board return to the policy of advertising vacancies within the County and allow the three (3) incumbents who are eligible for reappointment the opportunity to reapply.

Chairman Allen advised the Board changed its policy during the past year to allow incumbents to be reappointed without advertising.

After discussion, on motion of Supervisor Butler, seconded by Supervisor Elliott, the Board voted to advertise the two (2) vacancies on the Commission and allow the three (3) incumbents who are seeking reappointment the opportunity to reapply, with the following vote recorded:

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

After discussion, it was noted that members on the Commission are allowed to serve two (2) consecutive terms.

Betty Grayson, Zoning Administrator, was present and advised that seven (7) members are needed on the Commission before a quorum can be established; therefore, if there aren't enough members in place by the March Joint Meeting, there can be no meeting.

Chairman Allen asked Ms. Frye to complete an advertisement for publication.



b. Reassessment:

Mr. Jim Smith was present and provided an overview of today's meeting of the Contract Review Committee (copy of report was provided). Additionally, he advised that the Committee did review the RFP and reassessment proposals, and noted there is a provision in the RFP for a five percent (5%) hold back; however, he doesn't feel the Committee has the knowledge or expertise to make any recommendations to the Board regarding whether or not to approve either of the reassessment proposals and feels this should be referred to legal counsel. In closing, he suggested a third party be appointed to the Contract Review Committee.

The Board thanked Mr. Smith for his presentation and time/effort.

A representative was present from Pearson Appraisal Group and Blue Ridge Appraisal, Inc.

Mr. Hickey of Blue Ridge Appraisal, Inc. was present and provided an overview of the services that have been provided in the past and the process that will be implemented during the upcoming reassessment for Madison County.

Supervisor Lackey questioned the terminology 'professional assessor' and whether this is someone the County will need to hire on its own.

Mr. Hickey advised that he is prepared to act as the 'professional assessor'; however, some localities desire to name a local realtor or citizen to serve on their behalf. Additionally, he advised the company is obligated to certify the final values on the County's land book are accurate. In closing, he advised that he is fully certified by the Department of Taxation.

Supervisor Butler questioned the fact that there was no mention in the proposal from Blue Ridge Appraisers that outside measurements would be taken of parcels.

Mr. Hickey advised that his firm verifies the sketches of the properties that are already on the schedule; however, new structures are measured in their entirety.

Supervisor Butler asked if the firm will provide information on the website (i.e. vamanet) for the citizens to utilize. In closing, he also advised that Building and Zoning are in a separate location from the Commissioner's Office and whether the older records will be readily available via the website.

Mr. Hickey advised that an electronic connection will be utilized.



Supervisor Elliott asked if the older land records could be digitized and placed on the RDA System.

Mr. Hickey advised that he will need to check with the firm's computer technicians on the aforementioned matter. In closing, he advised there have been means in the past to download and scan older documents to be bar coded; however, he is unsure if this will link with the RDA System utilized by Madison County.

Supervisor Elliott asked if vamanet is the only software that will be utilized during the reassessment process. In closing, he questioned what the fee will be if someone purchases a building after the reassessment is done, as there is no mention of a price in the proposal.

Mr. Hickey advised that a fee of \$300.00 is charged per month and will allow the citizens to access the records by using vamanet. In closing, he advised that the reassessment for new buildings will be \$25.00 per parcel.

Supervisor Butler advised that in reviewing records for Spotsylvania County, all property records have been merged.

Mr. Hickey advised that each year has its own set of historical records; however, these records can be indexed anyway a locality desires (i.e. tax map, addresses, etc.).

Supervisor Weakley asked about updating the GIS system.

Mr. Hickey advised that his firm does work with MSAG and can update the database, which is currently already being done.

Supervisor Lackey referenced page 7 of the proposal that referred to inside inspections, to which Mr. Hickey advised that his firm doesn't like to send one (1) representative inside a dwelling, but will send two (2) if needed.

Mr. Hickey also advised that representatives take pictures of the front and rear of each property and denote physical attributes by taking pictures. In closing, he advised that a description is usually noted on all commercial properties as well.

Supervisor Lackey advised the RFP calls for data on multi-family dwellings, to which Mr. Hickey advised that according to the Department of Taxation, the cut-off for multi-family dwellings is four (4) [i.e. duplex], as the capitalized value doesn't pan out for two (2) unit duplexes. In closing, he also noted that valuation criteria is limited for these types of dwellings.

Ms. Grayson advised the Board there are less than twenty (20) multi-family dwellings in Madison County.



Mr. Hickey noted the value on these types of dwellings is driven by the market sales rather than based on the income from capitalization.

Supervisor Butler questioned whether appraisals are based on sales ratios and how is a large property sale handled.

Mr. Hickey advised that his firm generally funds what's typical for the market in a locality.

Chairman Allen questioned whether Blue Ridge Appraisal, Inc. could complete the County's reassessment in line for 2013.

Mr. Hickey advised the County should've begun the process three (3) to four (4) months ago; however, Blue Ridge Appraisal, Inc. has a history with Madison County and he thinks it can be done, although time will be very tight.

Chairman Allen asked what would be the absolute last date that the contract must be signed in order for Blue Ridge Appraisal, Inc. to begin the reassessment process, to which Mr. Hickey advised that all data is in-house now and an analysis can be done rather quickly. In closing, he advised within two (2) to three (3) weeks.

Whitt Putney of Pearson's Appraisal Service was present to answer questions from the Board.

Supervisor Butler asked if Pearson's Appraisal Service would do measurements on new construction only. In closing, he questioned whether a camera program will be used and if the County will have to supply computer printing.

Mr. Putney advised that page 3 of the proposal (under clarification) denotes that verification of measurements will be undertaken for new structures and past information will be verified on existing structures, as measurements should already be in place. In closing, he advised they will take measurements for anything that looks out of line.

Supervisor Butler questioned whether the property cards be loaded into the camera system and whether the County will be responsible for computer printing for the land use program. In closing, he asked if the firm will look at the quality of the land when performing the reassessment

Mr. Putney advised that representatives have experience with camera equipment and that the firm will utilize comparable sales for the locality.



Supervisor Butler questioned whether the firm would participate with the Board of Equalization, to which Mr. Putney advised they will assist with research and handle appeals brought forth by citizens.

Supervisor Butler questioned whether interior examinations will be performed, to which Mr. Putney advised will only be done if requested and the procedures will comply with the County's request; although this process isn't standard procedure, he would request that a County representative be present.

Supervisor Butler asked how soon the firm could complete the reassessment, to which Mr. Putney advised, is denoted on page 6 of the proposal as being by November 2012.

Supervisor Lackey asked if adjustments will be submitted as a hard copy, although the analysis will be done electronically.

Mr. Putney advised that the firm has proposed to print out record cards and recount information will be put in as well.

Supervisor Lackey questioned whether additional equipment will be proposed.

Mr. Putney also advised that a print out of fiscal record cards will be done; however, the County does have the option to digitize the records (i.e. by address or recorded number for discussion); however, he is unsure of the cost to digitize the older records. In closing, he advised that the County will have to select members for the Board of Equalization and they will need to have their work completed in a timely manner.

Chairman Allen asked Mr. Putney for a final date for completion of the work.

Mr. Putney advised there are thirty-five (35) employees on hand and he feels they can get this done. In closing, he stated all work should be completed by the middle of March but prior to April 1st.

Chairman Allen questioned whether the Board wanted to commit to move forward with the reassessment process.

Concerns from the members ranged from 'what would be the advantage' to 'not wanting to' proceed.

Chairman Allen advised that it is estimated the County could gain about \$300,000.00 in revenue the following fiscal year, although there are definitely **no** guarantees.

Gale Harris, Commissioner, was present and advised that something must be in place by January 1, 2014.



Supervisor Elliott advised that he feels the rate will be cheaper now than when the economy improves; however, he does question the impact the process will have on the budget and whether there will be a benefit to moving forward.

Supervisor Lackey advised she was in favor of moving forward if the County can be assured of the same level of quality.

Chairman Allen advised there was a different Board in place when this issue was discussed. Although it was noted that the process would be lengthy and may provide some revenue to the County in the long run, this Board will need to decide. In closing, he advised that today's Agenda will need to be amended if there is two-thirds (2/3) vote, or the Board can wait until after the closed session.

c. Any Items Unaddressed (From January 30, 2012 Workshop Session):

i. Office Location (Building Official/Zoning/Scanning Documents)

Chairman Allen advised there was an issue of citizen complaints since the Zoning Department has relocated.

Supervisor Butler advised that he agrees with comments made at the prior Workshop Session to automate and scan older documents as needed when they are being accessed. In addition, he feels the process should move forward from this point.

Ms. Grayson advised that all of the records will need to be updated. In closing, she advised that Charles Moncrief provided a price quote of \$100,000.00 to perform the process.

Supervisor Butler advised that other localities have all their records online; this is 2012 and Madison County hasn't done this and needs to get into automating things.

Supervisor Elliott questioned why newer records are still being put on a property card.

Ms. Harris advised that new records are entered into the system once they are recorded.

Supervisor Lackey questioned whether the Board will need to appoint a Committee to determine a program to get these older records in order, as there is surely to be a cost.

Supervisor Butler suggested a cost analysis be done first, along with a determination if this is a need or whether it is cost prohibited. Furthermore, he feels that all financial aspects of the County should be located at 414 N. Main Street and all Zoning/Building aspects should remain at the Old ABC Store.



Chairman Allen advised the RDA Systems is the software utilized by the school system and it has been adapted to serve the County's needs.

Supervisor Weakley suggested the Board determine what types of software are available and discuss the issue further at the February Workshop Session.

Supervisor Butler stated the cooperation between staff and software technicians will be critical.

Mr. Hickey advised that he can have his representative, Larry Harpine, look into this issue, if needed.

Stephanie Murray, Treasurer, provided input as to how Culpeper County resolved this type of issue by establishing a Records Management Department.

Supervisor Weakley advised that he will meet with Nikki Taylor of Culpeper and report back to the Board.

ii. Ordinance #2011-6 (Establish a Business License Fee)

Chairman Allen advised the deadline to initiate Ordinance #2011-6 is March 1, 2012 and the request hasn't been advertised. In closing, he stated no forms have been established and there are conflicts that weren't anticipated regarding the concept of the business license fee.

Supervisor Lackey questioned whether another public hearing will be needed. In closing, she feels the document needs more work, and suggested it be deferred as she feels it isn't fair or fully accomplished.

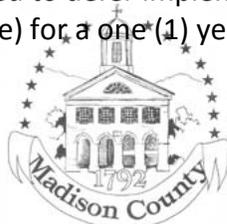
Chairman Allen advised the County Attorney indicated the first public hearing was sufficient to cover the amendments that have been incorporated.

Supervisor Elliott and Supervisor Butler recused themselves from adding any comments (i.e. business operators).

Supervisor Weakley also deferred himself, as he maintains a cleaning business that operates in Culpeper County.

Chairman Allen advised that the County Attorney indicated the Board members can weigh in on this discussion if so desired.

After discussion, on motion of Supervisor Lackey, seconded by Supervisor Weakley, the Board voted to defer implementation of Ordinance #2011-6 (Establish a Business License Fee) for a one (1) year period, with the following vote recorded:



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

iii.Semi-Annual Billing (Personal Property)

Supervisor Lackey advised that she has been meeting with Departments to discuss their budgets and has been advised of the increase in state mandates of about \$700,000.00 for the upcoming fiscal year. Therefore, she suggested the discussion of semi-annual billing for personal property taxes be discussed as a way to possibly generate additional revenue for the County.

Supervisor Elliott advised the bi-annual collection process did offer a 'one-time' boost of about \$4,000,000.00 that wasn't spent wisely. Additionally, he feels that semi-annual collections will only place an additional tax burden on the citizens again, and he isn't in favor of doing such unless the County is looking to cut in other budget areas.

Supervisor Butler suggested the County continue with the current procedure and sequester part of the revenue received until the next budget cycle.

Supervisor Weakley advised that the citizens don't appear to trust these types of suggestions, and once the County gets there, things will never revert back to the way they were. In closing, he feels that 'built in' costs will cause the loss of County employees.

Ms. Murray was present and provided a report of potential revenue versus fees in response to the suggestion of semi-annual personal property tax collection procedures. In closing, after all mailing fees and other expenses are deducted, the grand total in tax collections will only equal about \$718,340.18, which will solely rely on whether all taxpayers pay their taxes, and is not the 'windfall' that was anticipated.

Chairman Allen advised that he was opposed to the suggestion of semi-annual tax collections.

Chairman Allen called for a motion to amend today's Agenda.

After discussion, on motion of Supervisor Weakley, seconded by Supervisor Lackey, the Board amended today's Agenda, with the following vote recorded:

J. Dave Allen	Aye
Doris G. Lackey	Aye



Jerry J. Butler	Aye
Pete J. Elliott	Nay
Jonathon Weakley	Aye

Chairman Allen advised the Board will need to enter into a closed session.

Closed Meeting

On motion of Supervisor Butler, seconded by Supervisor Lackey, the Board convened in closed session, pursuant to Virginia Code Section 2.2-3711(A)(7) for the purpose of discussion of award of a contract for reassessment services, with the following vote recorded:

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

Supervisor Elliot voted Nay due to the absence of the County Attorney

Chairman Allen advised that the Board may take action after the closed session; if this is done, anyone remaining will be advised; otherwise, action (if any) will be announced at the opening of the 7:00 p.m. session.

b. Return to Open Meeting

On motion of Supervisor Butler, seconded by Supervisor Weakley, the Board voted to reconvene in open session, with the following vote recorded:

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

c. Motion to Certify Compliance

On motion of Supervisor Butler, seconded by Supervisor Elliott, the Board voted to individually certify by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code Section 2.2-3711(A)(1), and only matters that were identified in the motion to convene a closed session, were heard, discussed or considered in the closed 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

d. Return to Open Session –

As a result of closed session, on motion of Supervisor Lackey, seconded by Supervisor Weakley, the Board voted to accept the reassessment proposal presented by Pearson Appraisal Services, Inc., contingent upon satisfactory negotiations by the County Attorney, with the following vote recorded:

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

5. Adjournment

With no further action being required by the Board, on motion of Supervisor Lackey, seconded by Supervisor Weakley, 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

Jacqueline S. Frye, Acting Clerk to the Board

Adopted on: April 10, 2012

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

