

**MEETING #14– March 10**

At a Regular Meeting of the Madison County Board of Supervisors on March 10, 2015 at 4:00 p.m. in the Madison County Administrative Center Auditorium located at 414 N. Main Street:

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

**Agenda Items:**

**Call to Order**

**Pledge of Allegiance & Moment of Silence**

**1. Determine Presence of a Quorum/Adopt Agenda:**

Supervisor Jackson moved the Board approved the Agenda as amended, seconded by Supervisor McGhee. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

**2. Constitutional Officers: None**

**3. County Departments:**

**a. Madison County Health Department -Cee Davis**

Ms. Davis advised she was present on behalf of Dr. Charles Devine, Acting Director for Madison County. A power point presentation was provided on policy, statistics and research based on health department findings. Highlights provided also reflected on programs regarding:

- ✓ Communicable diseases
- ✓ Immunizations
- ✓ Environmental health
- ✓ Provisional data for the County
- ✓ Emergency Planning Services
- ✓ Health Policy Decisions
- ✓ Health Behavior & Socioeconomic Factors (i.e. smoking, alcohol use)
- ✓ Shared public transportation with other localities
- ✓ Percentage of families living below poverty in the County

In closing, links were provided for those wishing to attain additional statistical information. It was suggested the links be added to the County website for the public.

**4. Independent Committees/Organizations: None**

**5. Committee Reports: None**

**6. Finance:**

**i. General Operations (Fund 10) General Fund FY2015 – January**

Supervisor Jackson moved the Board approve the Certificate of Claims (Fund 10) General Operations for January FY2015 in the amount of \$946,924.39, seconded by Supervisor McGhee. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

**ii. Certificate of Claims (Fund 11) Tourism Enhancement FY2015 – January**

Supervisor McGhee moved the Board approve the Certificate of Claims (Fund 11) Tourism Enhancement for January FY2015 in the amount of \$6,942.00, seconded by Supervisor Weakley. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

**iii. Certificate of Claims (Fund 40) Debt Service FY2015 – January**

Supervisor Weakley moved the Board approve the Certificate of Claims (Fund 40) Debt Service for January FY2015 for \$526.60, seconded by Supervisor Jackson. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

**iv. Supplemental Requests – General Operations FY2015 –**

PRA	71200-5702; 499999	Hoover Ridge Project – Hoover Ridge	\$10,000.00
PRA	71200-5703; 161203	PRA Youth Programs – Basketball	\$ 24.26
PRA	71200-5706; 161206	PRA Youth Programs – Hockey	\$ 800.25
PRA	71200-5707; 161207	PRA Youth Programs – Soccer	\$ 730.79
PRA	71200-5709; 499999	PRA Youth Programs – Wrestling	\$ 10.00

PRA	71200-5727; 161227	PRA Youth Programs – Jazz	\$ 200.00
PRA	71200-5730; 161230	PRA Youth Programs – Tae Kwon Do	\$ 1,317.35
PRA	71200-5734; 161240	PRA Youth Programs – Other Programs	\$ 1,358.64
Animal Control	31503-3118; 160603	Donations – Animal Shelter	<u>\$ 2,805.00</u>
<b>TOTAL SUPPLEMENTS:</b>			<b>\$17,246.94</b>

The County Administrator clarified the supplement for PRA totaling \$10,000.00 was approved on January 13, 2015; the funds were rolled into a supplement and will need to be transferred in order for the PRA to cover a building project (i.e. picnic shelter).

Due to concerns regarding supplemental appropriations for the PRA, it was the consensus of the Board to add this item to the next workshop session for further discussion.

Supervisor Jackson moved the Board approve Supplemental Requests for FY2015 ending January 31, 2015 totaling \$17,246.29, seconded by Supervisor McGhee. *Ayes: Lackey, Jackson, Weakley, McGhee, Campbell. Nays: (0).*

#### **v. Capital Improvement Projects (Fund 30) – CIP FY2015**

The County Administrator advised the Board hasn't had an opportunity to review the claims being presented for Fund 30 – highlights were provided on the three (3) expenditures totaling \$1,376,639.90. Additional information on the roof project and storage building will be discussed in "Information/Correspondence."

Supervisor Campbell expressed concerns regarding:

- ✓ Appropriations to the school system totaling \$1,800,000.00 (i.e. \$400,000.00 in September 2014 & \$1,400,000.00 in October 2014)
- ✓ Appropriations for the roof project without approval
- ✓ Concerns about funding being spent from the County's CIP fund without approval of the Board
- ✓ Contingency reserve

The County Administrator noted the appropriations for the school project were discussed and approved in order to ensure the school system would have sufficient funding to pay bills associated with the projects; the existing CIP fund isn't just for the schools, but includes County projects as well. Funding noted in today's expenditures isn't borrowed from the CIP loan, but is funding from the County's capital fund. In closing, he noted there isn't anything inappropriate being done regarding the manner in which the appropriations were implemented (i.e. \$250,000.00 currently in the capital fund for this purpose), and school expenditures are being tracked accordingly (i.e. costs for the school projects are less than what was projected [by the school] in the fall of 2014). It was also advised that the allocation of \$1,400,000.00 (budget appropriation to the school system) and the line of credit (i.e. cash) are two (2) funding sources.

After discussion, it was the consensus of the Board that expenditures associated with Fund 30 will be added to a future workshop session for further discussion,

#### **7. Minutes**

##### **a. #3 through #7**

Supervisor McGhee moved the Board approve Minutes #3 through #7, as amended, seconded by Supervisor Jackson. *Ayes: Lackey, Jackson, Weakley, McGhee. Nays: Campbell*

#### **8. Discussions/Actions**

**a. Building Code Appeals Board Appointments:** The County Administrator provided a list showing the terms of the Building Code Appeals Board members; it was requested the two (2) applicants be appointed to serve (i.e. one full time and the other as the alternate. It has also been recommended the terms of the existing Board members be adjusted as denoted on the list provided in order establish an appropriation rotation for all appointments.

The County Attorney recommended the rotation of the terms be corrected as presented.

Matt Aylor, Permit Technician, was present to provide insight into the recommendation to adjust the terms of the existing Board of Appeals Code Board members as a point of standard protocol.

Supervisor Jackson moved the Board appoint Matthew Utz for a four year term and John Stamp as the Alternate for a two year term on the Building Code Appeals Board, and to accept the adjusted term dates (for the remaining members) as recommended for standard protocol, seconded by Supervisor McGhee. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

**b. 2016 Budget Update:**

The County Administrator noted there is a budget work session scheduled for Wednesday, March 11, 2015 at 5:30 p.m. Specifics noted on the proposed FY2016 budget focused on:

- Small changes in healthcare as a result of the affordable healthcare act
- \$23,000.00 budgeted for increase in healthcare has been removed
- School system approved their FY2016 budget - \$241,000.00 (in new money – reduction of 150,000.00 from the original funding request)
- Reduction in \$98,000.00 for school’s healthcare costs & as a result of additional revenue
- State noted a 1.5% increase in revenue (50% local funding match)
- Revenues are up in all categories (1%-2%)
- Modest revenue adjustments denoted in the FY2016 budget
  
- Revenue projection include:
  - Adjustment for county positions (i.e. COLA)
  - FY2016 budget is balanced
  
- Additional highlights:
  - No additional monies for contingency
  - CIP fund has been reduced

**c. Regional Jail Update:**

The County Administrator provided an overview of discussions held by the appointed finance committee (i.e. Option #1, Option #2 and Option #3). Additional points included the following:

- A new budget was presented by the Superintendent
- Jail’s funding contribution noted additional funding totaling \$64,918.00
- Funding for the regional jail will be about \$1,300,000.00 in FY2017
- Jail has a substantial fund balance and cash reserve
- Contribution to the jail is about an 11% increase over last year’s contribution (\$64,918.00)
- Superintendent is requesting funding to cover twenty-nine (29) new positions

Comments from the Board focused on:

- Regional jail costs since 1988
- Regional jail has made a profit for the past several years
- County’s inmate population has remained flat

Additional highlights focused on:

- County representatives haven’t been inclined to support the Board’s suggestions
- Initiate a possible cap on the jail’s fund balance
- Directives not provided on the County’s behalf to the representatives
- The facility has been operating correctly
- Support the most viable and reasonable option
- The regional jail was created with the support of five (5) participating localities
- It’s felt the inmate population will steadily increase
- Whether Culpeper County will join the regional jail

Supervisor Jackson moved that the Madison County Board of Supervisors to approve a Resolution to “support Option #3 with a total budget of \$11,101,816.00 for FY2016 for the Central Virginia Regional Jail”, and request that our representatives approve it at the Jail Board meeting on Thursday, March 12, 2015, seconded by Supervisor McGhee.

**Discussion:**

- *Supervisor McGhee/Supervisor Weakley: Stressed the importance of supporting the lowest viable amount of funding be approved for the regional jail; will rely on the Jail Board to determine this factor.*
- *Chairman Lackey: Feels the alternative budget provided by the finance committee shows an 18% overall increase for the jail; the difference shows a \$60,000.00+ increase for the County instead of \$200,000.00+ (as originally noted in the superintendent’s original budget document).*
- *Supervisor Campbell: Verbalized opposition of approving the proposed resolution; feels there has been a case of undermining in place regarding the Jail Board’s authority on this matter.*

*Ayes: Lackey, Jackson, Weakley, McGhee. Nays: Campbell.*

*\*Chairman Lackey called for a five (5) minute recess\**

*Chairman Lackey reconvened the meeting.*

**d. Request from Madison County Fair:**

The County Administrator advised a letter has been received from the Madison County Fair Board to request waiver of landfill fees for the 2015 Fair, as has been presented and approved in the past.

Supervisor Jackson moved the Board approve the waiver of landfill fees for the Madison County Fair Board (for the week of July 15<sup>th</sup> through July 18<sup>th</sup>, 2015), seconded by Supervisor Weakley. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

**e. Review Permit Fee Waivers:**

Chairman Lackey noted that a memorandum has been submitted by Wes Smith, Building Official, and Betty Grayson, Zoning Administrator, to petition the Board to adopt a policy regarding waiver of fees up to \$150.00 for any permits required by the school board, fire department, rescue squad, PRA, and the Board of Supervisors, and that any requests submitted by non-profit organizations be assess on a 'case by case' basis.

Supervisor McGhee moved the Board adopt a policy for waiver of permit fees as recommended and presented, seconded by Supervisor Jackson.

**Discussion:**

- *Supervisor Campbell: Suggested the Board discuss each case as they presented, and that a policy not be enacted*
- *Supervisor Weakley: Questioned if waived fees will be tracked*

The County Administrator noted that fees are tracked monthly in the report provided by the Building Department; the item in discussion will only involve permit fees totaling \$150,000; anything in excess of the recommended amount will be brought before the Board for discussion and/or action.

*Ayes: Lackey, Jackson, Weakley, McGhee. Nays: Campbell.*

**f. School Appropriations/Rollover Funds for Capital Improvement:**

The County Administrator focused on the school's appropriation request of \$198,388.00 in rollover funds from FY2014; \$90,000.00 will go towards funding a new telephone system with the balance being allocated into the school's CIP fund; copy of supporting documentation was provided for review and information.

Supervisor Jackson moved the Board approve the supplemental appropriation request presented by the school system for \$198,388.00 in rollover funds from FY2014 to be added to category 6000 function for the purpose of purchasing a new phone system with the remaining balancing being allocated in to their capital improvement fund, seconded by Supervisor McGhee.

**Discussion:**

- *Supervisor Campbell: Concerns pertained to actionable items (voted by the Board) not being implemented in a timely manner.*

*Ayes: Lackey, Jackson, Weakley, McGhee. Nays: Campbell.*

Chairman Lackey asked the County Administrator to provide clarification on the numbers in question.

**g. Planning Commission Business Zoning Changes – Public Hearing March 4, 2015**

The County Attorney noted that due to an oversight, the advertisement wasn't provided to the newspaper; he suggested the public hearing be scheduled for the 1<sup>st</sup> Wednesday in April.

It was also noted the Planning Commission will not meet on Wednesday, March 4<sup>th</sup>, as there are no cases for action; there will be cases scheduled for Wednesday, April 1, 2015.

After discussion, it was the consensus of the Board to hold the public hearing on Wednesday, April 1<sup>st</sup>.

**9. The Good of the Order – None.**

**10. Information/Correspondence**

**School System**

*Supervisor Weakley provided an update from the school board meeting (approval of FY2016 budget; life cycle of equipment replacement; purchase of computer equipment, modernized media center).*

The County Administrator provided an update on the following County projects:

- **Storage Building:** Total cost \$66,036.02; remaining funding of \$7,699.02; waterline to be installed in the spring.
- **War Memorial Building:** New doors and signage have been installed.
- **Criglersville Elementary School:** Environmental study had been completed.
- **Courthouse:** Installation of additional cameras
- **Commonwealth Attorney's Office:** Drain work completed (exterior).
- **Administration Building:** Total cost to date is \$257,317.00; balance of \$67,198.00 to complete the project; change orders noted (due to waterline relocation and sewer line displacement).

**Concerns:**

Supervisor Campbell: Verbalized concerns about co-mingling of funds from facilities, maintenance and PRA; storage building costs have exceeded \$60,000.00; requested to be provided with breakdown of all costs associated with the project (to include man hours).

The County Administrator advised that a breakdown of the requested information will be provided for all members to review.

**Planning Commission:**

The County Administrator reminded the Board of the scheduled public hearing on April 1, 2015 on the proposed changes to B-1 zones in the County; documentation was provided for review and advisement.

**Tyler Technologies Update**

The County Administrator advised that due to problems with the conversion, the 'go live' date of April 1, 2015 will need to be delayed until July 1, 2015. The new proposed date will allow the new budget module to be in place and will allow additional time to get all specifics (accounts payable operations) in place for the school and County.

Discussions focused on whether the Board should:

- Request a joint meeting with the school board, County and Tyler's project manager
- Request/hold Tyler Technologies to the designated timeline

After discussion, it was the consensus of the Board to request the County Administrator to invite representatives from the County and Tyler Technologies to participate in a joint meeting to discuss moving the project forward, and assess whether more targeted assistance can be provided.

**11. Closed Session – None.**

**12. Public Hearing: None.**

**13. Public Comment: Will be held as close to 6:00 p.m. as possible.**

Chairman Lackey opened the floor for public comment.

The following citizens provided public comment:

- Terri Weaver (Regarding supplemental appropriate)
- Steven Hoffman (Information on the regional jail [i.e. budget process, renovations, board appointment, future operations])
- Dave Ashley (Christmas lights still in place; management of County tax dollars; board needs to represent the citizens)

With no further comments being brought forth, Chairman Lackey closed the public comment period.

**14. Adjournment:**

With no further action being required, on motion of Supervisor Campbell, seconded by Supervisor Jackson, Chairman Lackey adjourn tonight's meeting. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

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Doris G. Lackey, Chairman  
Madison County Board of Supervisors

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Clerk of the Board of the Madison County Board of Supervisors

Adopted on: May 12, 2015

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



**Regular Meeting Agenda  
Madison County Board of Supervisors  
Tuesday, March 10, 2015 at 4:00 p.m.  
County Administration Building, Auditorium  
414 Main Street, Madison, Virginia 22727**



**Agenda Items**

**Call to Order**

***Pledge of Allegiance & Moment of Silence***

- 1. Determine Presence of a Quorum / Adopt agenda**
- 2. Constitutional Officers**
- 3. County Departments**
  - a. Department Reports: Attached
- 4. Independent Committees / Organizations**
  - a. Madison County Health Department, Cee Davis
- 5. Committee Reports**
- 6. Finance**
  - a. Claims
    - i. General Operations (Fund 10) General Fund FY2015 – January
    - ii. Certificate of Claims (Fund 11) Tourism Enhancement FY2015 – January
    - iii. Certificate of Claims (Fund 40) Debt Service FY2015 – January
    - iv. Certificate of Claims (Fund 30) Capital Improvements FY2015 December-January
    - v. Supplemental Requests – General Operations – FY2015– January
- 7. Minutes:**
  - a. # 3 through 7
- 8. Discussion/Action:**
  - a. Building Codes Appeal Board Appointments
  - b. 2016 Budget Update
  - c. Regional Jail Budget Update
  - d. Request from Madison County Fair
  - e. Review permit fee waivers
  - f. School appropriations / Roll over funds for capital improvements
- 9. Good of the Order**
- 10. Information/Correspondence**
  - a. Storage building update
  - b. Administration building update
  - c. Planning Commission Business-1 zoning changes Public Hearing April 1, 2015
- 11. Closed Session:**
- 12. Public Hearing:** None
- 13. Public Comment:** Will be held as close to 6:00 p.m. as possible

**Adjournment**