

## MEETING #8- February 23

At a Regular Meeting (#2) Session of the Madison County Board of Supervisors on February 23, 2016 at 6:00 p.m. in the Madison County Fire hall located at 1223 N. Main Street:

PRESENT: R. Clay Jackson, Chair  
Jonathon Weakley, Vice-Chair  
Robert W. Campbell, Member  
Kevin McGhee, Member  
Charlotte Hoffman, Member  
Daniel Campbell, County Administrator  
V. R. Shackelford, III, County Attorney  
Jacqueline S. Frye, Deputy Clerk

### Agenda:

#### Call to Order

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

#### 1. Determine Presence of a Quorum/Adopt Agenda

Chairman Jackson advised that all members are present; a quorum was established.

Suggested additions to the Agenda:

- Add: Item 9-j (Structure of Meeting Agenda)
- Add: Item 9-k (Public Comment [transcribed into the minutes])
- Add Item 9-l (Town Hall Meeting)

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

#### 2. Public Comment

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

#### 3. Constitutional Officers: None

#### 4. County Departments: None

#### 5. Independent Committee/Organizations: None

#### 6. Committee Reports: None

#### 7. Financial Reports:

##### *a. Claims for February 2016/FY2016*

Chairman Jackson noted that an additional set of claims has been provided for review and approval by the Board.

The County Administrator referred to the following expenditures:

- ✓ Geo Comm. (\$82,250.00) for a grant project;
- ✓ Madison County Library (monthly contribution)
- ✓ ESS (for continued monitoring at the landfill)

Questions also referenced claims for:

- ✓ Summit Publishing (Tourism)
- ✓ Centrex (for fees excluding the usual monthly charges)
- ✓ Olver (closed landfill as a result of frequent monitoring services)

Robert Finks, Director of Emergency Communications was present and advised that Geo Comm. involves a grant totaling \$150,000.00 (from the State) for replacement of the E911 mapping system; this grant is 100% reimbursable.

Supervisor McGhee moved the Board approve the February 2016 vendor payments totaling \$141,284.93 (February 19'2016) and \$21,246.49 (February 23'2016) as presented, seconded by Supervisor Campbell. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

## 8. Minutes: #7

Amendments to the minutes:

Page 2: Supervisor Campbell: Requested it be added that he did approve the FY2015 audit

Supervisor Campbell moved the Board approve Minutes #7 as amended, seconded by Supervisor Hoffman. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

## 9. Discussion/**Action:**

**a. County Website – Anthony Burke:** Anthony Burke was present and provided highlights from a proposal received from Civic Plus for website services. The proposal (copy provided for the minutes) focused on services related to:

- County's overall vision (for the future of the website)
- Hosting & security services (for all departments)
- Support
- Manipulation of the existing site
- Cost & alternate payment options (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup>)
- Phases & Associated Timeline Hosting
- Premium Modules

Mr. Burke noted that the proposal is from the same company that Orange County utilizes. Reference was also made regarding the County's annual hosting and domain fees and the fact that the current system provides:

- Limited functionality
- The inability to expand services
- Only allows one (1) individual to contribute to the website

It was also noted that the proposed provider is:

- A reputable, nationwide company
- Currently serving 136 Virginia localities' needs, and that:
- The proposed service will offer a base plan and forty (40) modules to allow for future growth

Mr. Burke suggested that the County consider migrating the existing hosting service, as this will allow authorized staff the ability to input information onto the county's website; also advised that he would continue to provide services (to the County) in the future, if applicable, in the event the Board should decide to act on today's proposal, and suggested the Board consider option #2 (will offer interest free payments over a span of a few years). The service provider will allow all users to have a private t was also noted that the proposed provider will allow all users to have a private file that isn't shared with the public. In closing, he advised that Orange County is well pleased with the products being offered by Civic Plus, and have been able to input content onto their website with minimal outside resources.

The County Administrator advised that the company appears to be very reputable with a large clientele in the State; reviewed the website proposal and feels it's a strong product, but will require some work from department heads to establish set up. He also noted the importance of improving the website (for the community) and advised that the County will be tasked with discussing ways to budget necessary funding in July 2016. In closing, he suggested that Mr. Burke remain involved to a certain degree during the transition period, which will also call for a funding allocation.

Questions from the Board focused on:

- Whether the departments heads have been made aware of today's proposal
- Whether today's concept will contradict what the Chamber's website already has in place
- If the proposed service will satisfy the needs (of the citizens) regarding the meeting minutes
- Whether the proposal will be an asset for the Commonwealth Attorney's office and its needs
- Space availability for hosting/functionality (i.e. bandwidth)
- Whether the County's existing service has available space
- If a scope of work will be requested from other available providers
- The implementation time frame and lifespan of the proposed product

The County Administrator questioned:

- If there is a specific number of staff that will be trained, and noted that
- Today's proposal would've been an asset for Tourism
- Civic Plus has a framework in place
- Costs may be cheaper (that other applicable service providers)

It was also noted that although the Tourism website is already in place, perhaps a 'link' can be added.

The County Administrator noted that today's presentation was initiated to provide the Board with an idea of what services are available. Once a budget plan is established, the County can then proceed with evaluating other alternatives, if desired.

Clarissa Berry, Commonwealth Attorney, noted that today's proposal will allow her office to quickly notify jurors of upcoming cases (i.e. email notification), and will also allow the Victim-Witness staff to be more involved in the community.

In response to the questions/concerns from the board, Mr. Burke advised that:

- Interactive training (i.e. webinar/conference call) will include up to six (6) individuals
- Proposed product will offer modules (i.e. database) to allow for the creation/posting of documents
- Documents posted will be fully searchable
- County's server is currently at 'ten GB's'
- Cost of \$13,000 (noted in documentation) is for the 16-24 week migration period
- Hosting fee will disappear over time
- Registration fee will be \$1.00 per month (over time) to keep the domain active
- Costs will be about \$5,900.00 per year [after five [5] years of usage plus about five percent (5%) = \$6,100.00 total]

After discussion, it was noted that the Board will assess today's information during future budgetary discussions.

**b. Moving exhibits from Arcade to Kemper Mansion – Max Lacy:** Max Lacy of the President of the Madison Historical Society was present and stated that the historical society would like to relocate the museum from the Arcade to the basement of the Kemper Mansion. Based on the existing lease agreement, permission will need to be attained from the Madison County Board of Supervisors before any action can be taken on the part of the historical society. He further stated that the historical society would like to redo the back end of the basement (of the Kemper Mansion) which will increase the value and at no cost to the County. In closing, he noted the historical society plans to keep the upstairs of the Arcade as a work area and establish a meeting room on the lower level for community groups to utilize.

The County Administrator advised that Mr. Lacy has explained the future plans of the historical society in detail and the proposed changes appear to be minimal to both locations; both leasing agreements were provided to the Board for review. In closing, he feels today's proposal is a positive one and that the historical society wishes to start the project immediately.

It was also clarified that the proposed work will not diminish the historical value of both locations involved.

Mr. Lacy noted that the work will involve housekeeping details (i.e. flooring, wiring, plumbing, etc.), and the proposed plan will be addressed with County staff (i.e. Building & Facilities) to assess the best applicable techniques.

The County Attorney noted the proposed request doesn't appear to present any problems; he further reiterated the reasons for the provision contained in the lease (i.e. historical grant funding/restrictive covenant), and that any changes will need to comply with requirements for repairs/improvements to historical structures.

Supervisor Campbell moved the Board approve the request submitted by the Madison Historical Society, subject to compliance with the restrictive covenant (for the property), seconded by Supervisor Weakley. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman.*  
*Nays: (0).*

**c. 1<sup>st</sup> Madison Green & Clean Day – Delano “Dink” Kreis:** “Dink” Kreis, Chair of the Recycling Committee was present and advised that the recycling committee has been working to plan a ‘clean & green day’ for the County scheduled for Saturday April 23<sup>rd</sup> (from 9:00 a.m. to 3:00 p.m.) in conjunction with Earth Day; the event will feature:

- ✓ Household water testing
- ✓ Information on septic system pump-out/cost share (to be provided by the Extension Office)
- ✓ Pesticide disposal (information only)
- ✓ Citizens/organizations will be encouraged to register areas they like to clean up (bags/vests will be distributed)
- ✓ VDOT will informed (of participates) and will pick of debris collected
- ✓ Share Shed will be available for drop off of reusable items
- ✓ Free tire recycling
- ✓ Container Recycling
- ✓ Compost and worm gardening demonstration (by the Master Gardeners)
- ✓ Activities for children
- ✓ Free lunch and ice cream will be provided

It was noted that the Recycling Committee hopes to host the event on an annual basis. Individuals/organizations wishing to register a roadway for clean-up by emailing [recycle@madco.va.org](mailto:recycle@madco.va.org), or register at the local visitor's center. In closing, she noted that the Recycling Committee would like to request that the County allocate budgeted grant funding for the event.

Questions from the Board focused on

- The amount of free tires that will be allowed (per household)
- Coordination with VDOT on 'adopt-a-highway' program
- Investigation of companies that accept recycled tires for playground safety

The County Administrator suggested a cap be placed on the amount of tires that can be recycled (per household); input was also provided on the DEQ grant that is awarded to the County for recycling/clean-up activities; requirements for the grant focus on community involvement in recycling, which falls in line with the activities being proposed by the Recycling Committee. Discussions have been held with the Facilities Director to assess how to deal with disposal of tractor tires.

Chairman Jackson also noted that Brad Jarvis, Extension Agent, is working on developing a pesticide clean-up day (to be funded by Virginia Tech).

Ms. Kreis noted that there are still many roadways in the County that haven't been adopted; anyone also responsible for cleaning an adopted roadway will be encouraged to perform clean up during the days' event. In closing, she noted there will also be recycling information on hand for those who attend.

Supervisor Weakley moved the Board approve the request for allocation of recycling grant funds for the "Clean & Green Day" event to be held on April 23, 2016, seconded by Supervisor Campbell. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

**d. Fireworks Permit (Arrowhead Mt. Farm):** The County Administration noted that the County doesn't have an ordinance in place for fireworks, but has been approving these types of requests in the past; individuals will be required to follow the State Code requirements (i.e. display/transport/storage). In closing, he suggested the County allow State ordinance guidelines to govern the request and to refrain from implementing anything at the local level.

Concerns from the Board focused on:

- Whether neighbors had been notified
- Whether to impose an end time for the event, and
- That the County should be consistent when establishing any countywide requirements (i.e. event end time, notification to neighbors, etc.)

Supervisor Campbell moved the Board approve the fireworks request as presented.

After discussion, it was the consensus of the Board to include an 'end time' for the proposed event, as a courtesy to the surrounding neighbors.

Supervisor Campbell amended his motion to include that the event end time be established at 11:30 p.m., seconded by Supervisor McGhee. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

**e. Committee Vacancy (Skyline CAP):** The County Administrator noted that no applicants were recruited for the vacancy.

After discussion, it was the consensus of the Board to re-advertise the position on the County website and list the vacancy as being 'opened until filled.' The Board members were also encouraged to advise any interested individuals to apply and/or recommend applicable citizens that may be interested in serving.

**f. Madison County Fair Board (Request to Waive Landfill Fees for 2016 County Fair):** A request was submitted by the Madison County Fair Board to request waiver of County fees).

Supervisor Campbell moved the Board approve the request submitted by the Madison County Fair Board to waive fees (i.e. landfill) for the 2016 County Fair, seconded by Supervisor Weakley. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

**g. Proposed VDOT Improvements to Intersection of Oak Park & Resettlement Road:** The County Administrator referred to correspondence and a sketch provided from VDOT that focused on the above referenced intersection; today's document reports that additional safety funding is being made available for the proposed work that will involve:

- Pipe replacement
- Removal of some rock/vegetation

- No additional right-of-way will be required
- Proposed work will enhance the existing transportation route
- Proposed funding will not cause a reduction in funding for any other roadway projects (on the County's road improvement plan)

In closing, it was noted that VDOT is requesting that a letter of support be provided should Board concur with today's proposal as submitted.

Supervisor Campbell moved the Board approve the proposed improvement to the above referenced roads as identified (by VDOT), seconded by Supervisor Hoffman.

Questions from the Board:

- Whether there is a secondary **exit** on Resettlement Road

After discussion, it was felt that VDOT would be sensitive to the above concern.

*Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

**h. Correspondence Regarding Scenic River Study of the Rapidan River (future actions):** The County Administrator noted that today's correspondence from the Department of Conservation & Recreation is "FYI" focuses on the thorough scoping/studying of the Rapidan River (from the Hoover Camp forward) to be designated as a Scenic River. It was further noted that the organization is asking that all affected localities provide further consideration whether there are plans to continue or to discontinue with the above direction. In closing, he noted that the organization has offered to send DCR representative, Lynn Crump to provide highlights of what has been done, what it means, and the pros/cons of the proposed designation, which he suggested would be acceptable.

Comments/suggestions from the Board focused on:

- Past workshop discussions with representatives (Dr. Hal Young)
- Effects of the designation on local property owners (along the river)
- Refraining from encouraging visitors to trespass (on personal property along the river)
- Landowners have been adamantly opposed to the designation
- Suggesting that a public hearing be scheduled to attain input from DCR and the affected citizens

After discussion, it was the consensus of the Board to request that a DCR representative attend a future meeting to provide a presentation on today's matter, and that a public hearing could be scheduled afterwards to attain citizen input.

The County Administrator provided highlights of a river way designation in southwest Virginia, and noted there were pros (i.e. receipt of federal monies, promotion of conversation easements and river clean up, blue ways/natural uses), and cons (i.e. negatives related to specific restrictions for landowners).

**i. Germanna Community College Board (Vacancy):** Chairman Jackson noted that a letter has been received from Mrs. Ann Tidball, GCC Board representative, to advise of the completion of her term, and her desire not to seek reappointment.

After discussion, it was the consensus of the Board to advertise the upcoming vacancy and proceed with recruitment if necessary, and that a letter of appreciation be forwarded to Mrs. Tidball for her years of service.

**j. Agenda (Adding "Old" and "New" Business):** Chairman Jackson suggested that (based on a citizens' recommendation [John Lain] "Discussion/Actions" should be removed from the meeting agenda and replaced with "New/Old Business" instead, which will assist the Board in keeping up with items of discussion that haven't been fully resolved.

Supervisor Campbell moved the Board implement the removal of "Discussion/Actions" from the meeting Agenda and insert "New/Old Business" as suggested, seconded by Supervisor Hoffman. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

**k. Public Comment (Transcribed Format):** Chairman Jackson suggested the public comment (pertaining to County business) be transcribed in the meeting

Supervisor Campbell moved that the Board initiate a change to public comment to include statements made that pertain to County business, as recommended, seconded by Supervisor Hoffman. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

**l. Town Hall Meeting (Select Tentative Date):** Supervisor Campbell advised that the Board previously indicated that a town hall meeting would be scheduled every other month, which hasn't been followed through; he suggested the Board move forward with scheduling a town hall meeting once every quarter and attain a Moderator to run the meeting session.

Discussion/suggestions from the Board:

- Move forward with the suggested meeting schedule (quarterly)
- Assess citizen turnout for the session
- Entertain a Moderator
- Provide an informal meeting format

After discussion, Chairman Jackson suggested the Board establish a tentative town hall meeting on Thursday, March 24<sup>th</sup> from 6:00 p.m. to 9:00 p.m. at the Administration Building auditorium, and noted that Mr. Quinley will be asked to provide his assistance, if available.

**Public Comment:** Chairman Jackson opened the floor for public comment.

The following citizen(s) provided comment:

- Robert Legge: Commented on recent Transportation Committee; update on Free Clinic; appreciative for filling of potholes at admin building.

**Miscellaneous:** The County Administrator noted that the expenditure for "Centrex" covers items not pertaining to regular Verizon charges (i.e. cost of lines, taxes, etc.).

After discussion, it was suggested that perhaps the County look at the existing Verizon plan during the budgetary process.

Robert Finks, Director of Emergency Communications, noted there were several 'dead' lines in place, but that all have now been removed.

- 10. Closed Session (if needed)
- 11. Information/Correspondence (if any) – None.
- 12. Adjournment

With no further action being required by the Board, on motion of Supervisor Hoffman, seconded by Supervisor McGhee, Chairman adjourned the meeting. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

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R. Clay Jackson, Chairman  
Madison County Board of Supervisors

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Clerk of the Board of Madison County Board Supervisors  
Adopted on: March 8, 2016  
Copies: Board of Supervisors, County Attorney & Constitutional Officers

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**Agenda**  
**Regular Meeting (#2)**  
**Madison County Board of Supervisors**  
**Tuesday, February 23, 2016 at 6:00 p.m.**  
**Madison County Administration Center Auditorium**  
**414 N. Main Street**  
**Madison, VA 22727**



**Agenda Items**

**Call to Order**  
*Pledge of Allegiance & Moment of Silence*

1. Determine Presence of a Quorum/Adopt Agenda
2. Public Comment
3. Constitutional Officers
4. County Departments
5. Independent Committee/Organizations
6. Committee Reports
7. Financial Reports
  - a. Claims for February 2016/FY2016
8. Minutes: #7
9. Discussion/Action:
  - a. County website – Anthony Burke
  - b. Moving Exhibits from Arcade to Kemper Mansion – Max Lacy
  - c. 1<sup>st</sup> Madison Green & Clean Day – Delano “Dink” Kreis
  - d. Fireworks Permit (Arrowhead Mt. Farm)
  - e. Committee Vacancy (Skyline CAP)
  - f. Madison County Fair Board (Request to waive landfill fees for 2016 County Fair)
  - g. Proposed VDOT Improvements to Intersection of Oak Park & Resettlement Road
  - h. Correspondence Regarding Scenic River Study of the Rapidan River (Future actions)
  - i. Germanna Community College Board (Vacancy)
  - j. Structure of Meeting Agenda
  - k. Public Comment – Transcribed Into Minutes
  - l. Town Hall Meeting

**Public Comment**

10. Closed Session (if needed)
11. Information/Correspondence (if any)
12. Adjournment

**\*AMENDMENT(S)/ADDITIONS DENOTED IN ROYAL BLUE WITH YELLOW HIGHLIGHT\***