MEETING #17 – May 10

At a Regular Meeting of the Madison County Board of Supervisors on May 10, 2016 at 4:00 p.m. in the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT: R. Clay Jackson, Chairman
Jonathon Weakley, Vice-Chairman
Robert Campbell, Member
Kevin McGhee, Member
Charlotte Hoffman, Member
Daniel J. Campbell, County Administrator
V. R. Shackelford, III, County Attorney
Mary Jane Costello, Interim 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:
Chairman Jackson noted that all members are present; a quorum was established.

Chairman Jackson called for any additions to today's Agenda:

Suggested amendments to the Agenda included:
- *Add Item 9e (Festival Permit – Graves' Mountain Lodge)*

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

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

Supervisor Hoffman announced that today is the birthday for Chairman Jackson and Robert Finks, Director of Emergency Communications.

3. Constitutional Officers: None.

4. County Departments:
a. Economic Development/Tourism: Tracey Gardner, Director, was present and advised that May is Business Appreciation Month. Additional highlights from her monthly report focused on the following:
- ✓ Future closing of EA Clore & Sons
- ✓ 10th Annual expo (Thursday, May 12th
- ✓ Business Appreciation Dinner scheduled for Monday, May 16th
- ✓ Signage request submitted to VDOT (to include signage along both sides of Rt. 29)
- ✓ Tween Rivers regional training held on April 13th at Prince Michel Vineyards
- ✓ 5,000 hits to the tourism website (in April)
- ✓ 65 'true' visitors for April
- ✓ Tourism Committee meeting scheduled for June 14th at 1:30 p.m. (Tourism Office)
- ✓ Website being loaded; content input process has begun
- ✓ Working with VDOT on permits for parade and festival
- ✓ Taste of the Mountains applications being receiving
- ✓ Attended Project Healing Waters event (at Rose River)

Comments from the Board:
- *Chairman Jackson: Questioned if the signage will assist travelers in finding Madison County*
- *Supervisor Weakley: Questioned if the Board would like to consider positioning signage along the County's main thoroughfare (i.e. gateway signage) that includes a nice theme; also suggested this idea be brought before the citizens to attain input if this is something the County would like to consider pursuing*

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5. Committee/Organizations

a. Woodberry Forest School – Byron Hulsey, Head Master: Byron Hulsey, Head Master, was present and provided a brief overview of his tenure with the facility. Additional highlights focused on the following:

- ✓ Current enrollment of 393 students
- ✓ Facility is an 'all boy's institution
- ✓ Student population comes from various locations (20% International (Argentina, Mexico, South Africa, Great Britain, Spain; 5% Asian
- ✓ Facility employs 256 staff members
- ✓ Appreciates positive economic activities within Madison County and the promotion of the workforce
- ✓ Shared sadness about the upcoming closure of EA Clore

The vision of the facility focused on:

- ✓ Facility projects (past, present, future)
- ✓ The desire to prepare the students for their future
- ✓ Facility will remain as an 'all boy's school (and has been since its inception)
- ✓ Facility is conservative and appreciates tradition/importance of helping students to understand world changes
- ✓ The need to provide tuition assistance for students (if needed)
- ✓ The need to hire staff to support the overall growth and development (of the students)
- ✓ The need to offer an exceptional curriculum

He also noted that the Walker Building is the architectural hub of the school (first constructed in 1898), and is now in need of renovation; renovations (by section) will consist of a multi-phased project over a period of years in an effort not to displace students that are in need of utilizing the building; also noted that enrollment may drop slightly (380-385).

In closing, he thanked V. R. Shackelford, III, County Attorney, for providing legal input to the school, and also extended an invitation to the Madison County Board of Supervisors to visit the campus.

The Board thanked Mr. Hulsey and the faculty/staff of Woodberry Forrest for all they do for Madison County.

6. Committee Reports: None.

7. Finance:

a. Claims for May 2016– FY2016

a. Vendor Payments Register ($62,723.21)

Mary Jane Costello, Interim Finance Director, was present and advised there was nothing significant to report about today's claims.

Supervisor Campbell moved the Board approve the claims presented totaling $62,723.21, seconded by Supervisor Hoffman. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

Supplemental Appropriations:

Ms. Costello noted that today's supplemental appropriation request is a payment from the Blue Ridge Task Force that will need to be supplemented to the Sheriff's Department totaling $6,096.00; this funding is to offset costs for part-time deputy salaries for the period of November 15, 2015 through February 15, 2016, which would bring total disbursements through February 15, 2016 to $17,183.00.

Supervisor Campbell moved the Board approve the supplemental appropriation request totaling $6,095.00 for the Sheriff's Office, as presented, seconded by Supervisor Weakley. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

8. Minutes:

a. #15 & #16

Chairman Jackson called for any corrections and/or amendments to the above referenced minutes.

Supervisor McGhee moved the Board approve Minutes #15 and #16 as presented, seconded by Supervisor Hoffman. *Ayes: Lackey, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

9. New Business:

a. Regional Long Range Transportation Plan – Patrick Mauney, Ex. Director, RRRC: Patrick Mauney, Ex. Director, RRRC, was present and provided a handout that focused on the 2011 adopted regional long range transportation plan recommendations for Madison County. Currently, the plan is a 'vision plan only with no cost estimates attached. Additional highlights included the following items:

- ✓ Plan is a 'vision plan' only
- ✓ No cost estimates have been developed
- ✓ Plan was initiated in 2008

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- ✓ Plan includes input from VDOT representatives at the local, state and regional levels
- ✓ VDOT decided to hire consultants so the documents would look the same (for all participating regions) statewide
- ✓ Sources of reference were attained locally and from VDOT's statewide database
- ✓ Projects in the plan must have some tie to Route 29 (and will reduce congestion along this particular roadway)
- ✓ New service data is now available, which warranted the update to the existing document (i.e. crash data)
- ✓ State has revised how six year transportation projects are incorporated into the plan
- ✓ Plan will call for projects to be fully funded and completed within an applicable time frame
- ✓ Project(s) must be one(s) that will reduce congestion to traffic flow along

Project source references include	**Recommended Sources**
Safety-Cong priority list	*DSL Studies (speed studies)*
SPS-SMS (state mobility system)	*SPS-SMS (state mobility system)*
Crash database	*Proffer/TIA*
Small urban area plans	*STARS project*
High risk rural roads	*Local recommendations*
Revenue sharing program	*Six year transportation improvement program*
Transportation alternatives	
Secondary road funds	
Administrative services (i.e. bridge repairs)	
Statewide high priority projects	

Project categories focused on:
- ✓ Congestion
- ✓ Mitigation
- ✓ Safety Improvements (anticipation of improvements to reduce several crashes along the corridor)
- ✓ Economic development
- ✓ Environmental improvements
- ✓ Access to jobs
- ✓ Location eligibility

Currently, Madison County has no representation on the RRREC Committee, and is encouraged to provide ideas and be included in the plan, that results from crash data and priorities identified by the RRRC Board during the past two years.

Priorities identified for Madison County include:
- ✓ Rt. 29N- Business
- ✓ Fairgrounds Road

The Board was encouraged to review today's documentations and advise of potential project locations for inclusion into the plan. The RRRC Committee has been asked not to remove any projects, but to add projects that are deemed to be essential and necessary.

The County Administrator advised that a discussion has been held with Dan Painter of VDOT, who is developing some concepts for a project which will include Route 29 (entrance way to Main Street) and improvements to Fairgrounds Road, which will involve park'n'ride ramps.

Mr. Mauney advised that Mr. Painter has been actively involved; further designs and information will be followed upon with him.

After discussion, it was the consensus of the Board to authorize the County Administrator to follow up on today's discussion and report back to the Board.

MOU – Parks & Recreation: Chairman Jackson noted that the draft MOU will not be approved tonight, and asked the Board members for input.

The County Administrator advised that he and the County Attorney have discussed today's draft with Eddie Dean of the PRA; the last version of the MOU and comments from PRA have been combined into today's draft document; a section has been added that will allow PRA's full-time director to remain as a County employee with benefits (i.e. VRS, health insurance) being covered by the County for a period of three (3) months – at the end of the aforementioned period, enumeration will be attained from the PRA through the accounts payable process. He also noted that the County will:
- Provide a lump sum allocation (to the PRA), which will be contingent upon the Board's budget approval ($175,000 for 2017)
- PRA will assume their own bookkeeping and procurement requirements
- Although PRA plans to follow the County's personnel process, all aspects of its financial operations will no longer be handled through the County's financial system

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In closing, he feels the aforementioned process will provide the PRA with autonomy, and urged the members to provide any ideas to be incorporated into the MOU. PRA will also discuss the draft document at its upcoming meeting session.

The County Attorney noted that today's draft is much simpler than what has been in place in the past, and less confusing; he feels the County Administrator and Mr. Dean have been pushing to simplify the document; the Board has agreed to allocate an annual appropriation to the PRA. Additionally, he noted that under state statute, the PRA is a separate legal entity, although it hasn't operated in that manner within the County. Today's document will allow the PRA to finally move in the appropriate direction. In closing, he feels that:

- The proposed structure will be more effective
- There will still be some County involvement (i.e. payment of executive director's salary/benefits for a period of time)
- PRA will be responsible for hiring staff and the assignment of duties

Comments from the Board:

- *Supervisor Weakley: Concerns focused on:*
  - ✓ *Who will be responsible for tracking part-time hours*
  - ✓ *Whether the County will be responsible to paying health care in the event part-time staff works in excess of the required hours*

The County Attorney clarified that:
The PRA will handle all decisions regarding part-time employees
The County will only be responsible for the administration of payroll/benefits for the one (1) full-time executive director.

In closing, he noted that as per comments from Mr. Dean, the PRA will plan to 'pay in advance', which is something that can be discussed further. Today's draft document includes language to indicate that:

- The PRA will pay quarterly in advance
- County will pay funding for one full-time position
- County will provide a lump sum payment to the PRA on a quarterly basis, and in turn;
- Be reimbursed (by the PRA) on a quarterly basis

And urged the Board members to provide any additional comments and/or suggestions, as he'd like the MOU to be fully in place effective July 1, 2016.

b. Tour of Criglersville School: Chairman Jackson noted that the County Administrator has asked if any members would like to tour the facility in groups two (2), in an effort to attain a full grasp of how the facility looks on the inside.

Comments from the Board:

- *Supervisor Campbell: Questioned if any citizens would be allowed to tour the facility; feels that most members have already toured the structure (excluding Supervisor Hoffman); suggested the Board move forward with taking some form of action to remove this facility 'off the table' completely*

The County Administrator advised that the viewing would provide the Board with an update on the condition of the structure, as there was some discussion about holding a "Criglersville school forum" later this year, which would provide input for a community discussion

- *Chairman Jackson: Questioned if the Board would like to tie the next town hall meeting (with the school system) to include a discussion on the Criglersville Elementary School; also noted that some individuals have developed more educated approaches regarding demolition costs (i.e. asbestos, septic, etc.); suggested the discussion on Criglersville School be added to "Old Business" for discussion at the next meeting session*
- *Supervisor Campbell: Feels the discussion on CES will draw more people to the meeting session; feels the costs associated with updating the facility were astronomical in the past and costs have increased significantly since the last report was initiated; doesn't feel the facility will be purposely used without the County enduring significant expense; verbalized disfavor of spending County funds to update the facility; feels that any information pertaining to the county or school system should be provided (to the citizens) in whatever format that may be most informative; noted that both governing bodies work for the citizens of Madison County*
- *Supervisor Weakley: Suggested all members review the study completed by Crabtree, Rohrbaugh, Associates, Inc. that entails information on the old school and other county facilities; also suggested the discussion on the Criglersville School be tied with the joint town hall meeting with the school system and that a specific amount of time be allocated for the discussion (i.e. 6:00 p.m. to 7:00 p.m.).*

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After discussion, it was the consensus of the Board to proceed with scheduling a future town hall meeting with the school board and to possibly secure the use of the school auditorium to hold the session. It was also recommended that Chairman Jackson and the County Administrator determine a date in June and advise.

The County Attorney encouraged the Board members to review the legal documents for the old Criglersville Elementary School (i.e. old surveys); he also noted the property consists of three (3) tracts of land and the old plats that show the legal lots.

- *Supervisor Campbell: Noted that a determination will need to be made regarding the future of the actual school building only*
- *Chairman Jackson: Advised there will be many options to discuss; anticipates there will be more firm numbers provided regarding demolition; also questioned if the Board would like to secure a moderator.*

After discussion, it was the consensus of the Board to secure a moderator, as this process is more effective.

d. Statement of Economic Interest Form: The County Administrator advised that statement of economic interest forms are due by June 15th; filing after the aforementioned date will result in a $250.00 fee being imposed by the State.

Clarissa Berry, Commonwealth Attorney, advised that forms will need to be completed online.

The County Administrator advised that a hard copy of the completed documents will also need to be on file in the admin office for review by the auditors.

e. Festival Permit (Graves' Mountain Lodge): Chairman Jackson advised that the County generally approves the festival permit for Graves' Mountain Lodge each year.

The County Administrator advised that all paperwork has been completed; the event will be held June 2nd through June 4th; clearance has been attained through all required County offices (i.e. Health Department, Building Department, and Sheriff's Office).

Supervisor Campbell moved the Board approve the festival permit submitted by Graves' Mountain Lodge, seconded by Supervisor Weakley. *Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

10. Old *Business:*

a. Follow-up on Google Apps: The County Administrator advised that he has contacted Mr. Rice with Google, Inc.; plans are being made to schedule a discussion to include the Chairman; suggested the Sheriff and Commonwealth Attorney participate in the discussion in an effort to possible initiate the program with these two departments first, and then assess whether to involve other departments. No firm costs have yet been provided (only rough estimates); also would like to schedule a public meeting with the representative if the Board desires, and solicit a proposal for review and consideration.

Chairman Jackson clarified that the Board would like to initiate a trial process with the Sheriff's Office and the Commonwealth Attorney's Office; he also asked if the Board would agree to authorize the County Administrator to proceed with establishing meetings with prospective personnel.

After discussion, it was the consensus of the Board to authorize the County Administrator to move forward with scheduling a meeting and initiating a trial program.

b. Next Town Hall Meeting: *Item discussed in "New Business" with Item 9c*

c. ***Skyline CAP Vacancy (Update)***: Supervisor Weakley advised that the vacancy on the Skyline CAP Board hasn't been filled; he offered to contact the non-selected GCC Board applicant to see if she'd be willing to serve.

Chairman Jackson advised that the Board will need to go into closed session; action 'may' or 'may not' follow.

11. **Public Comment:** Chairman Jackson opened the floor for public comment; with no comments being brought forth, the public comment opportunity was closed.

12. **Closed Session** *[2.2-3711(A)(7) Consultation with Legal Counsel Regarding Potential Litigation Pertaining to Public Utilities]*
a. Closed Session: *On motion of Supervisor Weakley, seconded by Supervisor McGhee, the Board convened in a closed session, pursuant to Virginia Code Section 2.2-3711(A)(7), pertaining to consultation with legal counsel regarding potential litigation pertaining to public utilities, with the following vote recorded: Aye: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*
b. Motion to Reconvene In Open Session: *On motion of Supervisor Weakley, seconded by Supervisor McGhee, the Board reconvened in open session, with the following vote recorded: Ayes: Jackson, Campbell, McGhee, Hoffman. Nays: (0).*

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c. Motion to Certify Compliance: *On motion of Supervisor Weakley, seconded by Supervisor Hoffman, the Board certified by roll-call vote that only matters lawfully exempted from open meeting requirements pursuant to Virginia Code 2.2-3711(A)(7) 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: Ayes: Jackson, Weakley, Campbell, McGhee, Hoffman. Nays: (0).*

13. **Information/Correspondence**

Madison County School System:

Chairman Jackson advised that Brittney Nadratowski was elected as the "Teacher of the Year" at last night's school board meeting.

County Motto "In God We Trust"

Supervisor Weakley referred to the Board's decision on the 'motto' and questioned current progress on the project.

The County Administrator advised that a local company was asked to help with the process; however, they haven't been able to work on the request, and forwarded it onto a vendor located in Northern Virginia, who will be working to fabricate the motto. To date, the project hasn't been completed. In closing, he advised that efforts will be made to retract the project request.

Chairman Jackson advised that he will talk with Ronnie Lanbrich (LSI Industries, Inc.) and report back.

Scott Project

Supervisor Campbell advised that the project being initiated by Mr. Roger Scott is progressing well.

Proposed MOU (School/County)

Supervisor Campbell suggested that he meet with Supervisor McGhee and the County Administrator to develop a proposed MOU for review by the CIP Committee; also suggested the plan provide some direction for any future school projects; the County should also assess what will be done for County facilities in the future, should the need arise.

Supervisor Weakley advised that he'd like to see a five/ten/twenty year plan developed to include school and county facilities.

After discussion it was the consensus of the Board to establish an Agenda and MOU (with the school system) for review and consideration by the CIP Committee.

The County Administrator advised that he will discuss the proposal with the Superintendent.

17. Adjournment:

With no further action being required, on motion of Supervisor Campbell, seconded by Supervisor Hoffman, Chairman Jackson adjourned tonight's meeting.

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R. Clay Jackson, Chairman
Madison County Board of Supervisors

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Clerk of the Board of the Madison County Board of Supervisors
Adopted on: May 24, 2016
Copies: R. Clay Jackson, Jonathon Weakley, Robert Campbell, Kevin McGhee, Charlotte Hoffman, V. R. Shackelford, III, Constitutional Officers

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Agenda
Regular Meeting
Madison County Board of Supervisors
Tuesday, May 10, 2016
County Administration Building, Auditorium
414 N. Main Street, Madison, Virginia 22727

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**
   a. ***Economic Development/Tourism – Tracey Gardner, Director***
5. **Committee/Organizations**
   a. ***Woodberry Forest School – Byron Hulsey, Head Master***
6. **Committee Reports**
7. **Finance**
   a. *Claims for April 2016/FY2016*
   b. *Supplemental Appropriation: Commonwealth Attorney/Victim Witness*
8. **Minutes:**
   a. #15 & #16
9. **New Business:**
   a. *Regional Long Range Transportation Plan – Patrick Mauney, Ex. Director, RRRC*
   b. *MOU – Parks & Recreation*
   c. *Tour of Criglersville School*
10. **Old Business:**
    a. *Follow-up on Google Apps*
    b. *Next Town Hall Meeting* ***(Discussed under Item 9c)***
    c. *All Hazard Mitigation Plan*
    d. *Consideration of Proclamation – National Day of Giving 2016*
    e. ***Festival Permit – Graves' Mountain Lodge***
11. **Public Comment**
12. **Closed Session** *[2.2-3711(A)(7) – Consultation with Legal Counsel Regarding Potential Litigation Pertaining to Public Utilities*
13. **Information/Correspondence (if any)**
14. **Adjournment**

AMENDMENT(S) DENOTED IN ROYAL BLUE WITH YELLOW HIGHLIGHT

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