

MEETING #38- August 25

At a Workshop Session Meeting of the Madison County Board of Supervisors on August 25, 2015 at 6:00 p.m. in the Madison County Fire hall located at 1223 N. Main Street:

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

Agenda:

Call to Order

Pledge of Allegiance & Moment of Silence

Determine Presence of a Quorum

Chairman Lackey advised that a quorum was present.

1. Adopt Agenda

Supervisor Weakley moved the Board adopt tonight's Agenda as presented, seconded by Supervisor Jackson. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

2. Financial Reports - August 2015 - FY2016

Chairman Lackey noted that August claims have been provided tonight for discussion and/or approval.

The County Administrator noted from this point forward, monthly claims will be provided in the Board meeting packet prior to the scheduled workshop session. Since timing is of the essence, he urged the Board to act on the financial claims at the workshop session in order to allow for timely payment to the vendors. In closing, he noted that claims may be provided on a bi-monthly basis until an inventory can be done to access due dates for all the vendors (i.e. some vendors allow only fifteen [15] days to receive payment).

Questions from the Board focused on vendor payments for:

- CEM Computers (*IT services pertaining to software and E911 hardware upgrades*)
- MWP Supply (*Purchases by multiple departments*)[*purchases by PRA are extracted from #71100 and #71200 departmental budgets*]
- VACORp (*general liability on automobiles [yearly], annual LODA premiums*)
- Graves' Mountain Lodge (*Fireworks' Display [allocated from the TOT Fund]*)

Discussions focused on:

- PRA funding control mechanisms
- Payment cycle of monthly claims

The County Administrator noted that PRA bills are approved by Mr. Carpenter and Ms. Miller of the PRA before they're presented to the County for coding and payment.

In closing, it was noted the County is able to assess when the PRA is getting close to the available funding allocated to each line item noted in their departmental budget.

The County Administrator noted that some invoices are time sensitive; therefore, some payments may need to be made prior to Board approval; follow up will be made in the event the Board has questions concerning any payments.

Supervisor Campbell moved the Board suspend the rules to vote at a workshop session, seconded by Supervisor Jackson. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

Supervisor Campbell moved the Board authorize the County Administrator to move forward with payment of the August 2015 - FY2015 claims as presented, seconded by Supervisor Jackson. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

Supervisor Campbell requested the Board continue to receive the usual claim report to show the beginning and ending balances (Fund 10, Fund 40, Fund 30, etc.) for general information.

Supervisor Weakley questioned if the Board could implement a process that would allow for action to be taken at future workshop sessions without the need to suspend the rules in order to vote.

The County Attorney suggested the Board implement a change to the existing rule during the 2016 Organizational Meeting.

After discussion, it was suggested that the Board announce to the public during the September Regular Meeting that from this point forward, the rules will be suspended at the Workshop Session in order to allow the monthly claims to be approved by the Board.

3. Minutes:
a. #36 through #37

Chairman Lackey called for any concerns regarding the minutes; necessary corrections should be forwarded to the Deputy Clerk.

4. Discussion:

i. Visitor's Center [Use and WIFI Connection]: Chairman Lackey noted that the Board discussed this matter during the last meeting.

The County Administrator suggested the County establish some policies to define, agree, and select terms of agreement for public use of WIFI.

Chairman Lackey suggested a committee be established to assess possible uses/expectations of WIFI; ideas have been verbalized, but nothing has been solidified in the form of an established policy. In closing, it was also noted that no decision has yet been made regarding the possibility of renting out unused space at the Visitor's Center.

Tracey Gardner, Tourism Director, was present and noted that the original intent outlined in the initial plan called for the possibility of renting out a portion of the upstairs space to small businesses without internet service, but not as public space for public meetings due to there being no ADA accessibility to the second floor of the center. It was also noted that seminars can be held in the upstairs conference room for organizations and/or businesses that may need WIFI service.

Concerns from the Board focused on:

- The fact that WIFI service is available at many local businesses
- Whether the County should assume the expense of providing WIFI to the public
- The need to establish some recommendations and/or a policy
- Assess pricing for internet and/or WIFI service
- Whether costs can be deferred to future businesses (housed in the Visitor's Center)

After discussion, it was noted that the Committee will consist of Supervisors Jackson, McGhee, the County Administrator, and the Tourism Director; members were encouraged to provide any ideas.

Robert Finks, Director of Emergency Communications, advised that a separate firewall will need to be installed should the County move forward with providing WIFI to the public (separate from the County's service).

The County Administrator suggested the County assess what types of enterprises/businesses that could be housed in the center in the future, and noted that Ms. Gardner does have some small business contacts in place.

Comments and suggestions focused on:

- The County's need to utilize the upstairs conference room
- The absence of available small office space in the County, and

Whether:

- To ideas to develop an incubator should be incorporated into the overall scheme
- The County plans to continuing leasing the building in the future
- Space can be leased that isn't ADA accessible

Additional discussions:

- Include Donna DeJarnette and Steve Grayson (Chamber of Commerce) in the Committee discussions
- The County (not the Chamber) was offered the option to purchase the building
- The lease amount is much less than the original monthly rental fee

- Should the County should advertise office space for lease (individual office space)

Taste of the Mountains Festival: Ms. Gardner provided highlights on the upcoming festival and vendors that will be showcasing their services and goods for the public (i.e. local churches, vineyards, private owners, and local restaurants).

ii. Clerk's Office Roof Repair: The County Administrator noted that the repairs are under contract with Piedmont Roofing, Inc., with the approved cost at the last meeting; contractor has provided all necessary information; targeted schedule date (weather permitting) is to begin work on September 19th and be complete by September 21st, and will not hinder court activity as per the Court Clerk. The vendor has asked to be paid for the job upon acceptance by the County at the time of completion (i.e. to be noted in the claims for the September Regular Meeting).

iii. Sign Request for Free Health Clinic: Chairman Lackey advised that an email was sent to the Board to request that signage be put in place at the Administration Building to advise the public of the location of the free health clinic (inside the Madison Health Department); Robert Legge, Director, has been asked to provide a sketch for review.

The County Administrator noted the proposed hanging sign will be 4' x 20" in length.

iv. VACo Annual Legislative Conference CIP Expenditures [Storage Building, Admin Roof, CIP]: Chairman Lackey advised of the upcoming VACo conference; members were encouraged to attend Monday's session as there may be input on discussions being held within the General Assembly.

v. Power Line Update: *Supervisor Jackson noted that the Planning Commission is taking a realistic approach and looking at a broad base of utilities in order to amend the comp plan and to assess/analyze local ordinances for consistency. It's felt that management of utilities is something that will need to be assessed in order to make the utility companies work for Madison County. There may be further discussion on corridors but there is no desire for the County to become a 'hub' for a transmission line.*

The County Attorney advised that the Commission initiated contact with Michael Chandler, and have decided to do additional research before requesting him to rejoin the process. It was also noted there are no other localities within the State of Virginia that have a section in their existing comprehensive plan that covers this particular topic.

Chairman Lackey noted that Mr. James Alexander attended the recent PJM meeting in Pennsylvania and had the opportunity to meet with some of the PJM staff that will be responsible for developing the projects for the Remington-Gordonsville-Pratts transmission line.

5. Good of the Order – None.

6. Information/Correspondence

PRA MOU Agreement Update

The County Attorney noted that the draft will need to be modified in regards to the separate departmental PRA budgets that have been initiated; information is also being sought from Ms. Miller concerning projects approved by the County.

Movie Request (Courthouse)

The County Administrator noted that in discussing the request with the County Attorney, it was noted that the final decision will be up to the Court Judge; therefore, Ms. Louk, Court Clerk, has been encouraged to discuss the matter with the Judge.

The County Attorney questioned if the County has a 'use policy' in place for the public.

The County Administrator noted that the County would be responsible for implementation of a building use application, but the Judge would like to be in charge of the decision making process for the use court public grounds. In closing, it was questioned whether there are some uses that may not be favorable for the property in question.

Concerns verbalized focused on:

- The type of company making the initial request to use the grounds
- Will denying usage of the grounds create bad publicity for the County

The County Administrator noted that he doesn't suggest the County initiate a policy, but only questioned the fact, as some jurisdictions do have specific guidelines in place.

Shenandoah National Park

Supervisor Campbell advised of an upcoming open house at the Shenandoah National Park during the first week of September, 2015. It was also noted there are ongoing concerns about hunting dogs in the park; several localities utilize the park and protocol must be the same for all. In closing, he urged Supervisor Weakley to look into the matter as the County's liaison, and assess whether something can be done to resolve concerns being raised on this matter.

Supervisor Weakley noted that the upcoming event will be an event to showcase the park and appeal to park lovers by offering a variety of events. In closing, it was noted that the Blue Ridge Committee will be provided with a tour on September 27th and 28th to review all operations within the park.

7. Closed Session [2.2-3711 (Personnel & Contracts)]

a. Closed Session:

On motion of Supervisor Jackson, seconded by Supervisor Weakley, the Board moved to convene in a closed session, pursuant to Virginia Code Section 2.2-3711(A)(1), pertaining to personnel issues, specifically involving personnel evaluations and performances, and Virginia Code Section 2.2-3711(A)(7), pertaining to consultation with legal counsel concerning specific legal matters, with the following recorded: Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).

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

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 2.2-3711(A)(1) and 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: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).

Supervisor McGhee moved the Board suspend the rules to vote during a workshop session, seconded by Supervisor Campbell. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

***Action taken as a result of closed session:**

Supervisor McGhee moved the Board authorize the County Administrator to move forward with initiating a contract for an Interim Finance Director, seconded by Supervisor Jackson. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

Supervisor Campbell moved the Board authorize the County Administrator to proceed with the hiring a full-time person (to fill the existing part-time custodial position), seconded by Supervisor Jackson. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

8. Public Comment – Will take place as close to 7:00 p.m. as possible

Chairman Lackey opened the floor for public comment.

The following citizens provided comment:

- Jerry Butler (Advised of a USDA Grant [offered to Shenandoah County], the mission of the program, and guidelines for those desiring to attain membership).

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

9. Adjournment

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

Doris G. Lackey, Chairman
Madison County Board of Supervisors

Clerk of the Board of Madison County Board Supervisors
Adopted on: October 13, 2015

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



Agenda
Workshop Agenda
Madison County Board of Supervisors
Tuesday, August 25, 2015 at 6:00 p.m.
Madison County Firehouse, Lounge Room
1223 N. Main Street, Madison, Virginia 22727



Agenda Items

Call to Order

Pledge of Allegiance & Moment of Silence

Determine Presence of a Quorum

1. Adopt agenda

2. Financial Reports

a. Claims – August 2015 – FY2015

3. Minutes: Review Draft Minutes: #36 & #37

4. Discussion:

- i. Visitor's Center [Use and WIFI Connection]
- ii. Clerk's Office Roof Repair
- iii. Sign Request for Free Health Clinic
- iv. VACo Annual Legislative Conference
- v. Power Line Update

5. Good of the Order

6. Information/Correspondence

7. Closed Session [2.2-3711 (Personnel & Contracts)]

8. Public Comment – Will take place as close to 7:00 p.m. as possible

9. Adjournment