

## MEETING #34- June 23

At a Workshop Session Meeting of the Madison County Board of Supervisors on June 23, 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  
V. R. Shackelford, III, County Attorney  
Leo Tayamen, Finance Director  
Jacqueline S. Frye, Deputy Clerk

### **Agenda:**

#### **Call to Order**

Chairman Lackey called the meeting to order.

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

#### **Determine Presence of a Quorum**

Chairman Lackey advised that a quorum was present.

#### **1. Adopt Agenda**

Suggested amendments to today's Agenda:

- i. 4-i (Add Robert Finks to Sound System Update)
- ii. 4a [Social Media Policy – Robert Finks]

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

#### **2. Financial Reports**

- i. General Operations (Fund 10) - General Fund FY2015 – May
- ii. Certificate of Claims (Fund 11) - Tourism Enhancement FY2015 – May
- iii. Certificate of Claims (Fund 40) – Debt Service FY2015 – May
- iv. Supplemental Requests – General Operations – FY2015 – May
- vi. Capital Improvement Projects (Fund 30) – CIP – FY2015- May

Chairman Lackey called for any questions on the financial reports; these items will be added to the June Regular Meeting

June Supplements were provided to the Board for review.

#### **3. Minutes:**

- a. #29 through 2 through #32

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

#### **4. Discussion:**

**i. Resolutions (Parrish, Hoffman):** The Board was advised of the recent resignation of Mr. Hoffman from the Regional Jail Board; Ms. Parrish, Clerk of the Circuit Court, will be retiring from her position until the end of July; the Board had previously requested to present service awards to each incumbent. Any recommended changes should be provided to the Clerk in a timely manner.

After discussion, it was the consensus of the Board to make a presentation to Mr. Hoffman at the July Regular Meeting and to Ms. Parrish at the August Regular Meeting.

It was also noted that correspondence received from the Judge noted that Ms. Leeta Louk has been appointed to serve as the Clerk of the Circuit Court. Ms. Louk has also announced that she will seek election for the position in November 2015.

**ii.PRA Budget:** Chairman Lackey opened the discussion on PRA funding and proposed discrepancies on the monthly financial printouts. J. T. Price and Valerie Miller of the Parks & Recreation Office, were present for tonight's discussion.

**Item #1:**

During the initial discussion, it was noted that:

In FY2014, the Board authorized for \$30,000.00 to be allocated to the PRA for infrastructure development

Aforementioned funding wasn't spent in FY2014

Funding reverted into the County's fund balance at the end of the fiscal year and wasn't appropriated into the FY2015 budget

In discussing the above issue with the auditors, it was noted that these funds could be appropriated in the FY2016 budget; however, it was indicated that PRA has current bills in need of payment with these funds. In discussions with Mr. Price, it was noted that about \$10,000.00 will need to be appropriated in the FY2015 budget and that \$20,000.00 (of the \$30,000.00) could be allocated in FY2016.

Comments from the Board:

- Supervisor Campbell: Referred to the funding allocated to the PRA (and other local agencies/entities) during a prior meeting; the funding request for the PRA was acted upon by the Board but never allocated for their use; noted the PRA asked for an additional appropriation request (\$25,000.00) in the FY2016 budget for capital improvement; feels the action is being repeated; once approved, funding should be allocated and not held back.

Ms. Miller noted that an order has been placed for the sewer pipe (about \$4,540.00), but an invoice hasn't yet been received; an additional \$25,000.00 is being request to maintain equipment.

The County Attorney advised the Board can elect to:

- Approve a supplemental appropriation in the FY2015 budget, or
- Approve an amendment to the FY2016 budget

Additional comments:

- Supervisor Jackson: Suggested the Board proceed with appropriation of a total funding amount of \$60,000.00 (i.e. to cover cost of sewer pipe, past funding, and cost of equipment maintenance).

After discussion, Mr. Price suggested the County allocate a total of \$60,000.00 to the PRA effective July 1, 2015 into department #71100 – line item **#8240** (capital improvement); payment for the sewer pipe can be made after July 1<sup>st</sup>.

Chairman Lackey clarified that the proposed appropriation will be funding from the County to PRA – department #71100, for infrastructure at Hoover Ridge, and that department #71200 is for the placement of funds that PRA raises and doesn't involve any allocated funding from the County.

Further discussions focused on:

- Department #71200, line item #8223 for Hoover Ridge has a 'zero' balance
- Line Item **#8240** has been added in the FY2016 budget for capital improvement
- Suggested the aforementioned line item be denoted as "building/infrastructure – Hoover Ridge"

The Finance Director advised of changes to line items denoted within the FY2016 budget (for PRA) (i.e. Department #71100 – line item **#8240** [capital improvement/infrastructure]).

**Item #2:**

Chairman Lackey noted that in department #71100 – line item **#8240**, there is \$25,000.00 in funding that will need to be discussed.

Ms. Miller clarified that from a legal standpoint, a line item cannot be eliminated unless there has been a zero balance for a specific amount of time. She further stated that the \$25,000.00 in question was placed into the PRA budget in order to update existing equipment (i.e. lawnmower, computer, etc.) and wasn't requested for the concession stand or start-up funding.

Discussions focused on:

- Suggestion that a new line item be initiated (i.e. "Building/Infrastructure" [line item #8250])
- Refrain from co-mingling of funds
- Suggestion that line item #8223 – Department #71200 be eliminated ('zero balance' in place)
- Suggestion that line item #8240 be denoted as "equipment" instead of 'capital improvement'
- A budget amendment will not be required (change is less than one percent [1%] of the total budget)
- Capital improvement line item has a 'zero' balance
- Suggestion that \$25,000.00 be allocated to line item #8108 "Equipment/Other"
- Suggestion that an appropriate of \$60,000.00 be placed in Department #71100 – line item #8240 "Capital Infrastructure"

- Elimination of line item #8250

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

Supervisor McGhee moved the Board appropriate \$60,000.00 from the County's fund balance into department #71100 – line item #8240 "Capital Improvement/Infrastructure" for Parks & Recreation for the FY2016 budget, seconded by Supervisor Jackson.

*Discussion:*

*Supervisor Campbell questioned whether the aforementioned action is legal after the approval of the FY2016 budget, to which the County Attorney noted that a budget amendment can be initiated without a public hearing if the amount in question isn't over one percent (1%) of the total approved budget.*

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

Supervisor Jackson moved the Board transfer \$25,000.00 from line item #8240 in department #71100 - line item #8108, in the FY2016 budget, seconded by Supervisor Weakley. *Ayes: Lackey, Jackson, Weakley, McGhee. Nays: Campbell.*

The County Attorney suggested that in the future, the Board should aspire not to 'string things along' and handle all appropriations when they're approved and not wait until the end of the budget fiscal year.

**Item #3:**

Chairman Lackey noted that in the FY2016 budget, there was \$139,340.00 budgeted to department #71100, which has now increased by \$50,000.00; \$173,892.00 was budgeted for department #71200 which isn't county funding, but is funding the PRA anticipates to raise during the new budget year. In closing, concerns were verbalized as it appears the County is 'fronting' these funds for the PRA while funding is raised during the FY2016 budget year.

The Finance Director noted input based on revenue vs. expenditures and supplemental appropriations. Any excess funds for the PRA will be:

- i. Supplemented to the next fiscal year, if desired
- ii. If any dollars attained through fundraising exceed the total of County funding, these funds will be:
  - ✓ rolled over' into the County's fund balance
- iii. If the PRA doesn't raise the amount of funding denoted in department #71200, the PRA will be required not to spend more funding than what is actually attained through fundraising efforts

Additional highlights discussed focused on:

- Rollover of unspent funding in department #71200
- Budget to actual (to date) shows about \$66,000.00 remaining in department #71200
- The aforementioned funding will appear in the FY2016 budget (for the PRA)

Ms. Miller provided highlights on the process utilized that separates funding between the sports organizations and categories; the PRA is trying to initiate a process that will eliminate the need for the County to approve monthly supplemental appropriations. In closing, it was noted the existing process that involves separating sports organizations in order to allocate funding into the appropriate categories (i.e. sports activities); PRA is trying to implement a process in order to eliminate the need for the County to approve monthly supplemental allocations, and to provide a more efficient way for all types of funding to be tracked.

Comments from the Board focused on:

- Supervisor Campbell: The difference in total supplemental appropriations approved (by the Board); the appropriation of 'rollover funding'; inaccurate PRA balances.
- Chairman Lackey: Supplemental appropriations have been done for \$212,706.00 thus far.

Ms. Miller noted that supplemental appropriations also include line-item transfers; PRA reports only show income; reports from the Treasure show all income and line item transfers (done through the Finance Office) which will result in a difference in total funding. In closing, she suggested that measures be initiate between Finance and the PRA to clear up any confusion regarding line item transfers.

- Supervisor Weakley: Feels the current budget for PRA budget is now broken down and is more clear and transparent than in the past, and also noted that department #72100 doesn't consist of taxpayer dollars, but from revenue received from sports fees and fundraising efforts; funding noted in department #71100 is derived from County funding – any leftover funding in this department reverts to the County general fund at the end of each budget fiscal year.

Additional discussions focused on:

- Start-up funding (totaling \$66,000.00)
- Line item transfers (i.e. done to correct any coding errors, etc.)
- PRA funding remains in department #71200 after the end of each fiscal year

**Item #4:**

**Commissions:**

Chairman Lackey verbalized concerns that 'commissions' is shown in department #71100; suggested that PRA fund 'commissions' from department #72100 instead.

Further comments clarified that 'commissions aren't paid with County funding but with revenue received (by PRA) through fees, events and fundraisers (allocated in department #72100).

Additional comments from the Board focused on:

- Allowing the PRA to be responsible for paying commissions (and not the County)
- The Administrative nature of the matter being discussed
- Funding totals in department #71200 and department #71100

Mr. Price noted that PRA has initiated techniques that will assist in eliminating the need to present supplemental appropriations; the PRA will not spend more than the actual funds within their departmental budget. In the event a project runs over cost, a supplemental appropriation request will be required to offset the debt denoted in any particular line item category.

Chairman Lackey noted an additional meeting is being planned with Mary Earhardt (i.e. pre-audit), the Treasurer, the Board and the Administrator to reiterate/concur with concerns discussed at tonight's session.

**iii. County Property Landscaping:**

Chairman Lackey advised that the Decorating Committee would like to make some changes to the landscaping at Washington Circle.

Judy Ann Fray was present (on behalf of the Decorating Committee) and estimated that it will take about \$400.000 to cover the cost to purchase some plants and re-beautify the display at Washington Circle.

Supervisor Jackson noted that today's matter was discussed at the last town council meeting, and suggested this matter be done as discretely as possible (i.e. ground cover, mulch removal, trim existing plants).

After discussion, it was the consensus of the Board to authorize the Facilities Director to work with the Decorating Committee to get the location taken care of prior to the annual parade (July 2015), and to authorize a funding amount of up to \$400.000 be utilized from the facilities departmental budget for this purpose.

Chairman Lackey also noted the:

- Existing condition of the grounds at the admin building (i.e. lack of shrubbery)
- Need to paint the door (at the rear of the Visitor's Center)

After discussion, it was the consensus of the Board to provide the aforementioned requests onto the County Administrator for attention and action.

iv. **Sound System Update:** Robert Finks, Director of Emergency Communications, was present to provide input on the sound system. Documentation was provided for review and discussion. Proposed costs were noted as follows:

- a. **Audio Video Services:** \$19,999.00 (*Rack with track mixer, amps, equalizer, recorder, acoustic panels, pa speakers, new gooseneck microphones with ON/OFF switch and one wireless microphone [excluding recording system]*)
- b. **Valley Office Machines:** \$10,235.00 (recording system only)

Mr. Finks noted that the two above referenced companies work together and involve the same system the prior Administrator requested pricing for (i.e. digital recording system and maintenance). He further noted that no one makes a 'word search' system at this time, as there is a program that does this for dictation only and not for recording. Another company has been contacted to provide pricing, which hasn't yet been provided.

Discussions focused on:

- Reconfiguration specifics
- Preparation of an RFP
- Design/Build component

- Set up of other board meeting rooms
- Whether to compose an RFP

Mr. Finks noted that today's design shows exactly what will be needed in order to meet the County's specific needs (i.e. sound & recording); a list of other locations that have invested in the products being discussed was read for information. He suggested the Board decide whether to develop an RFP or require that potential bidders be asked to provide their own recording/sound system concept for consideration. Information received by the former Administrator was provided for review and discussion (which included pricing).

Discussions also focused on

- The system program
- The ability to allow time stamps to be included during the recording process
- Projection ability

After discussion, it was the consensus of the Board to request Mr. Finks to write up an RFP to receive proposals for equipment that will provide the best microphone system, recording ability, minimal feedback and sound detonation in the meeting auditorium.

Additional discussions focused on the suggestion that:

- Two (2) projector screens should be in place for the public
- Microphones should be mounted with a microphone dropping from the ceiling
- There's a demonstrated need for today's proposed equipment

Mr. Finks suggested the Board not make a decision about the projector screens until a decision is made about the recording and sound system.

After discussion, it was the consensus of the Board to authorize Mr. Finks to draft an RFP to denote that the Madison County Board of Supervisors is seeking to improve the sound system in their auditorium, and would like to have specific results as discussed during tonight's session.

Once a draft RFP is initiated, the County Attorney will be asked to review for content.

**i.a. Social Media:** Robert Finks advised of a recent class that he attended (hosted by FEMA) that focused on the need for localities to have a 'customer use policy' in place to deal with social media (i.e. Facebook, Twitter, etc.) in order to deal with offensive and abusive media content posted by the public. In closing, it was stressed that a policy would be an asset in the event a lawsuit is ever brought forth on this matter.

It was further noted that most localities have the customer use policy noted on their main page for customer information; the policy being recommended (by Lexington, KY) has been reviewed by the County Attorney and modified to meet the needs of Madison County. Although comments posted cannot be deleted, they can be 'hidden' as deemed appropriate. The emergency services Twitter and Facebook accounts are monitored; however, the "A Promise to Keep" page isn't currently being updated or monitored. It was further noted that a 'contact' should be denoted for any County department sites (i.e. Tourism, E911, etc.). In closing, Mr. Finks urged the Board to consider adopting tonight's proposed policy for emergency services.

Supervisor Clay moved the Board adopt the Madison County Government Social Media Customer Use Policy, as presented, seconded by Supervisor Weakley. *Ayes: Lackey, Jackson, Weakley, Campbell, McGhee. Nays: (0).*

**911 System:** Mr. Finks noted that the 911 system equipment has been installed at a cost of \$230,000.00; \$150,000.00 of the total cost was a grant funding – the County had voted to fund the remaining \$80,000.00 for the purchase. The County also approved a grant for FY2016 totaling \$150,000.00 for the County's mapping system. At this time, it's uncertain if the aforementioned requests were noted in the County's FY2016 budget.

After discussion, it was noted that action was taken on the funding in question and monies are earmarked within the contingency fund; the \$150,000.00 can be attained from the general fund and supplemented back once a reimbursement has been received (item to be researched by the Finance Director).

**Poles:** Chairman Lackey noted that Union Bank has agreed to allow the County to erect a banner on the pole located on their property, and has requested a signed document to release them from any measure of liability.

The County Attorney noted that once contact information has been provided, this matter will be taken care.

**v. Rural Rustic Road Program (Resolution #2015-9 [Route 662 – Shifflett’s Corner Lane]):** Information was provided on a email request from VDOT pertaining to the County’s desire to include Route 662 – Shifflett’s Corner Lane into the Rural Rustic Program; VDOT would like to request the County approve a resolution in order to accomplish this request.

After discussion, it was the consensus of the Board to add this item to the July Regular Meeting Agenda for action.

**5. Good of the Order – None.**

**6. Information/Correspondence**

**Dominion Power:** The County Attorney advised that a reply has been received from Dominion Power that only contained general information and not the specific information as requested by the Madison County Planning Commission. Additional contents included various websites where citizens can review documentation, although the State statute does indicate a utility company should provide potentially effected localities with specific information and not direct where information can be found. Efforts are being made to attain a hearing date from the Judge. In closing, he noted that no correspondence or verbal contact has been made or provided from Dominion Power or any of its representatives to date; no further comments are warranted on the part of the County or Commission at this point.

**VDOT:** Discussions regarding the Rural Rustic Road Program focused on the fact this option will offer:

- A cost savings (to the County)
- Program involves additional funding streams
- Program offers a quicker turnaround, and
- The program offers an overall asset

Chairman Lackey advised that she contacted VDOT regarding the upcoming events scheduled for July 4<sup>th</sup> and the need for traffic control; Roy Tate, Assistant Residency Manager, will be discussing the issue with the Chief Engineer. It was also questions as to whether local law enforcement could offer local deputies to assist with the proposed traffic overflow.

Mr. Finks noted that due to the proposed increase in traffic, if local deputies are handling traffic control and there’s a serious accident, the Sheriff’s Office will be charged with any liability. In closing, he noted that VDOT has sent staff to help flag during the past when collisions have occurred; he also suggested that VDOT be asked to provide message boards and not ‘signs.’

**Central Virginia Regional Jail:** Chairman Lackey asked if anything had been received pertaining to the next jail board meeting. It was suggested the jail be contacted regarding this matter. It was also questioned whether Supervisor McGhee will be allowed to discuss the matter with the County should there be implications brought forth by the impending lawsuit

Supervisor McGhee advised that he will plan to attend the next meeting.

The County Attorney noted that in speaking with the jail’s attorney, it was noted that the recent lawsuit issue will be discussed with the Jail Board during a closed session at the next scheduled meeting.

Discussions also focused on the quarterly financial reports from the jail that haven’t yet been received; follow up will be done to get copies of these documents.

The County Attorney advised that he will meet with Supervisor McGhee and assess whether a report can be made to the County in open session or if a closed session will be required.

The County Attorney suggested the documents provided by Mr. Finks (for the sound system) not be shared with the public since the County is requesting an RFP be initiated.

**Regional Radio System:** Mr. Finks advised there has been no further input on the regional system to date since the last meeting; the other participants were in the process of hiring consultants and there will be no further information provided until that process is complete.

**PRA MOU:** Chairman Lackey verbalized concerns as to whether the MOU between the PRA and the County has expired.

Specifics from the MOU were read that noted the MOU will automatically renew annually unless revoked by either participating party.

The County Attorney noted that he would review the document in question and advised there are several aspects of the MOU that haven’t been completed to date.

**Health Insurance Rates:** Chairman Lackey noted that it appears the health insurance rate will increase, despite having been told it would not; the increase is being sought because the participation level is decreasing.

It was questioned whether there was anything type of assurance (in writing) that there would be no future increase. It was also thought that by participating with the school system, this would help with the enrollment numbers.

After discussion, it was suggested that the:

- New Administrator be charged to research the factors
- Finance Director was also charged with seeing if the school system received any documentation (during budget prep) to assure the rate would remain the same
- County review the insurance contract

## 7. Closed Session [if needed]

## 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:

- Judy Ann Fray (Concerns as to why PRA funding must be micromanaged by the Board)

Comments from the Board:

- Supervisor Weakley: Provided a brief overview of details outlined in the MOU between the County & PRA (i.e. County is established as the fiscal agent; PRA controls program schedules, collection of fees from events/fundraisers, and field upkeep at Hoover Ridge). In closing, it was noted that the MOU does contain language that would allow the PRA to ‘split’ and assume all control over its fiscal operations.
- Chairman Lackey: Noted that the County isn’t yet willing to relinquish all operations at Hoover Ridge (to the PRA).
- Supervisor Jackson: Noted the positive things occurring by PRA at Hoover Ridge.
- Supervisor Campbell: Suggested the County allow the PRA to handle their own financial activities.

William Harvill (Feels that tonight’s meeting has accomplished a lot; feels tonight’s issue will be resolved once the PRA Clerk & Finance Director develop a resolution).

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 McGhee, Chairman Lackey adjourned the 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 Madison County Board Supervisors

Adopted on: August 11, 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, June 23, 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**

- i. Claims i. General Operations (Fund 10) General Fund FY2015 – May
- ii. Certificate of Claims (Fund 11) – Tourism Enhancement FY2015 – May
- iii. Certificate of Claims (Fund 40) – Debt Service FY2015 – May
- iv. Certificate of Claims (Fund 30) – CIP FY2015 – May
- v. Supplemental Requests – General Operations – FY2015– May

**3. Minutes:** a. Review Draft Minutes: #29 through #32

**4. Discussion:**

- i. Resolutions (Parrish, Hoffman)
- ii. PRA Budget
- iii. County Property Landscaping
- iv. Sound System Update
- v. Rural Rustic Road Program (Resolution #2015-9 [Route 662 – Shiflett’s Corner Lane])

**5. Good of the Order**

**6. Information/Correspondence**

**7. Closed Session [if needed]**

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

**9. Adjournment**