

**CRAIG COUNTY BOARD OF SUPERVISORS
MEETING MINUTES
APRIL 2nd, 2020**

AT A REGULAR MEETING of the Craig County Board of Supervisors conducted on the 2nd day of April 2020 at 6:00 p.m. in the Craig County Court House Courtroom.

PRESENT:

Jesse Spence – Chair
Carl Bailey – Vice Chair
Lindsey Dunne– Supervisor (by phone)
Kathi Toelke, Supervisor
Rusty Zimmerman – Supervisor
Dan Collins – Clerk

OPEN MEETING

Meeting was called to order at 6:00 p.m. by Mr. Spence. The invocation was given by Mr. Zimmerman, followed with the Pledge of Allegiance.

REQUESTS TO POSTPONE, ADD TO OR CHANGE THE ORDER OF AGENDA ITEMS

None

CONSENT ITEMS

Mr. Spence presented the consent items to the Board:

- A. Minutes of March 5th, 2020 and March 19th, 2020
- B. Claims and Warrants

Mr. Bailey made a motion, seconded by Ms. Toelke, to approve the minutes and consent items with Resolution R20-18. Voting was as follows: Mr. Zimmerman, abstain, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

R20-18

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF CRAIG
COUNTY, VIRGINIA, HELD AT THE CRAIG COUNTY COURTHOUSE
ON THURSDAY, APRIL 2ND, 2020

**RESOLUTION APPROVING AND CONCURRING IN CERTAIN ITEMS SET
FORTH ON THE BOARD OF SUPERVISORS AGENDA FOR THIS DATE
DESIGNATED AS THE CONSENT ITEMS**

BE IT RESOLVED by the Board of Supervisors of Craig County, Virginia, as follows:

1. That the certain section of the agenda of the Board of Supervisors for April 2nd, 2020 designated as the Consent Items be, and hereby is, approved and concurred in as to each item separately set forth in said section designated Items 1 through 2, inclusive, as follows:
 1. Approval of minutes – March 5th, 2020 and March 19th, 2020
 2. Claims and Warrants
2. That the Clerk to the Board is hereby authorized and directed where required by law to set forth upon any of said items the separate vote tabulation for any such item pursuant to this resolution.

The Board of Supervisors of Craig County, in a regular meeting on 2nd day of April 2020 adopted this Resolution.

BRIEFINGS

- A. Ray Varney, VDOT: Mr. Varney provided the board with a Monthly Report on work in the County. Requested to have a Work Session with the Board at the May meeting to discuss the VDOT budget.

APPOINTMENTS

- A. Consider Resolution Recommending the Appointment of Blue Ridge Behavioral Healthcare members to the FAPT and CPMT: A motion was made by Mr. Bailey to approve Resolution R20-19, seconded by Mr. Spence. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

R20-19

**A Resolution Approving
Appointment Changes to the
Blue Ridge Behavioral Healthcare
Family Assessment and Planning Team
Community Policy & Management Team**

WHEREAS, Blue Ridge Behavioral Healthcare (BRBH), the Community Services Board serving Craig County, Cities of Roanoke and Salem, and the Counties of Botetourt and Roanoke, is pleased to fulfill their Code of Virginia responsibilities under the Children's Services Act for At-Risk Youth and Families, for participation on the Family Assessment and Planning Team (FAPT) and Community Policy Management Team (CPMT) for Craig County as outline in VA 2.2-5007, and

WHEREAS, Blue Ridge Behavioral Healthcare (BRBH), remains committed to collaboration with other child-serving public agencies, as well as the continuum of providers in our communities, to develop effective systems of care for children and their families experiencing mental health or substance use disorders, and/or intellectual disabilities, and

WHEREAS, BRBH wishes to appoint the designees/representatives for BRBH for the remainder of Fiscal Year 2020 and for Fiscal Year 2021 as follows:

CPMT Representative:	Cheryl Wilkinson
CPMT Alternate(s):	Cathy Brown and Debbie Bonniwell
FAPT Representative:	Rhianna Price
FAPT Alternate(s):	Cheryl Wilkinson

NOW, THEREFORE BE IT RESOLVED by the Board of Supervisors of Craig County that approval of the appointment of Cheryl Wilkinson as the representative for Community Policy & Management Team for BRBH and Cathy Brown/ Debbie Bonniwell appointed as alternates, and the approval of the appointment of Rhianna Price as the Family Assessment and Planning Team representative for BRBH and Cheryl Wilkinson as alternate.

The Board of Supervisors of Craig County, in a regular meeting on 2nd day of April 2020 adopted this Resolution.

NEW BUSINESS

- A. Consider Ordinance Instituting Emergency Procedures to Ensure Continuity of County Government in Response to the COVID-19 Pandemic: A motion was made by Mr. Bailey to approve Ordinance 2020-01, seconded by Mr. Zimmerman. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

ORDINANCE NO. 2020-01

**ORDINANCE INSTITTING TEMPORARY MEASURES AND PROCEDURES
TO ENSURE CONTINUITY OF GOVERNMENT IN RESPONSE TO COVID-19**

WHEREAS, on January 31, 2020, the United States Health and Human Services Secretary declared a public health emergency for the entire United States to aid the healthcare community in responding to the novel Coronavirus ("COVID-19"); and,

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic; and,

WHEREAS, on March 12, 2020, by Executive Order No. 51, Governor Ralph S. Northam declared a state of emergency in the Commonwealth of Virginia due to the spread of the COVID-19 virus, and declared the anticipated effects of COVID-19 to be a disaster within the meaning of Virginia Code Section 44-146.16; and,

WHEREAS, on March 13, 2020, the President of the United States found and proclaimed that the COVID-19 outbreak in the United States constitutes a national emergency, beginning March 1, 2020; and,

WHEREAS, on March 17, 2020, Governor Northam, jointly with the Virginia State Health Commissioner, declared a continuing public health emergency in Virginia resulting from the spread of the COVID-19 virus, and imposed stringent measures to combat the spread of COVID-19, including restricting the number of persons permitted to gather in certain public spaces to 10 persons or less; and,

WHEREAS, on March 19, 2020, the Craig County Board of Supervisors (the "Board") declared a state of local emergency in Craig County, Virginia (the "County"), pursuant to Virginia Code Section 44-146.21; and,

WHEREAS, on March 23, 2020 and March 30, 2020, by Executive Order Nos. 53 and 55, Governor Northam imposed additional restrictions and mandates on public gatherings to combat the spread of COVID-19; and,

WHEREAS, the Board finds that COVID-19 constitutes a real and substantial threat to public health and safety and constitutes a "disaster" and "communicable disease of public health threat" as defined by Virginia Code § 44-146.16; and,

WHEREAS, the Board finds that the threats posed to the health, safety, and welfare of the public by COVID-19 requires that the County adopt temporary measures to provide for the continuity of the County's government and procedures for the public meetings and hearings of its Board and the County's other boards, commissions, committees, and authorities, including, without limitation, its School Board, Planning Commission, Board of Zoning Appeals, and Board of Equalization (collectively, the "Public Entity" or "Public Entities"); and,

WHEREAS, the Virginia Freedom of Information Act provides that its open meeting requirements are limited by exemptions contained in the Act or "any other statute"; and,

WHEREAS, Virginia Code § 15.2-1413 provides that, notwithstanding any contrary provision of law, a locality may, by ordinance, provide a method to assure continuity of government in the event of a disaster for a period not to exceed six months; and,

WHEREAS, the Attorney General of Virginia issued an opinion dated March 20, 2020 stating that localities have the authority during disasters to adopt ordinances to ensure the continuity of government under Virginia Code § 15.2-1413; and,

WHEREAS, when the Governor has declared a state of emergency and other requirements are met, Virginia Code § 2.2-3708.2(A)(3) allows members of public bodies to meet by electronic means to "address the emergency"; and,

WHEREAS, this Ordinance is necessary to address the emergency and disaster caused by the COVID-19 pandemic and to provide for the continuity of the County's government.

NOW, THEREFORE, BE IT ORDAINED by the Board of Supervisors of Craig County, Virginia, as follows:

1. That in accordance with Virginia Code § 15.2-1413, the following measures and procedures are hereby instituted to ensure continuity of government during the pendency of the COVID-19 crisis within the County:
 - a. If the County closes its offices to the public due to the threats posed by COVID-19, any process, procedure, matter, or transaction that requires the physical presence of the public in a County building is hereby suspended, unless conducted in accordance with this Ordinance or alternative measures to complete the process, procedure, matter, or transaction are provided by the County Administrator or his designee.
 - b. The County Administrator or his designee is authorized to take actions objectively reasonable and necessary in the interest of public health, safety, and welfare to alter schedules, arrange for alternative procedures consistent with this Ordinance, provide programming and services, pay bills, receive payments, engage contractors, hire employees, set and manage a succession plan effective in the event of unavailability of staff, and adjust administrative processes and procedures to address the disaster or operational needs. In exercising his authority under this section, the County Administrator or his designee shall act in accordance with the guidance and directives of the U.S. Centers for Disease

Control and Virginia Department of Health, and consistent with the Governor's executive orders and the County's Declaration of Local Emergency.

- c. Any meetings or hearings required to be held, or agenda items required to be considered, by the Board or a Public Entity are deemed continued and extensions thereof are hereby ordered, unless action is taken during the duration of and as provided by this Ordinance. The provisions of this section shall include, without limitation, those matters for which applicable law requires that action must be taken, or meeting or hearing held, within a specific time, or for which applicable law provides that failure to act is deemed approval.
 - d. Any meetings or activities which require the physical presence of members of the Board or a Public Entity may be held through real time electronic means (including audio, telephonic, video or other practical electronic medium) without a quorum physically present in one location. At any such electronic meetings, the Board or Public Entity may consider any matter that is necessary to address the emergency or deemed essential to the continuity of government; and,
 - e. Except in the case of special or emergency meetings, prior to holding any such electronic meeting, the Board or Public Entity shall provide public notice of at least 3 days in advance of the electronic meeting identifying how the public may participate or otherwise offer comment; and,
 - f. Any such electronic meeting of the Board or a Public Entity shall state on its agenda and at the beginning of such meeting that it is being held pursuant to and in compliance with this Ordinance; identify the Board or Public Entity members physically and/or electronically present; identify the persons responsible for receiving public comment; and identify notice of the opportunities for the public to access and participate in such electronic meeting; and,
 - g. Any such electronic meeting of the Board or a Public Entity shall be open to electronic access by the public, and in-person access by the public may be limited or prohibited; and,
 - h. For any matters requiring a public hearing, public comment may be solicited by electronic or written means in advance and may also be solicited through telephonic or other electronic means during the course of the electronic meeting. All such public comments will be provided to members of the Board or Public Entity at or before the electronic meeting and made part of the record for such meeting; and,
 - i. The minutes of all electronic meetings shall conform to the requirements of law, identify how the meeting was conducted, members participating, and specify what actions were taken at the meeting. The Board or Public Entity may approve minutes of an electronic meeting at a subsequent electronic meeting and shall later approve all such minutes at a regular or special meeting after the emergency and disaster has ended; and,
 - j. Notwithstanding any provision of law, regulation or policy to the contrary, any deadlines requiring action by the Board or a Public Entity shall be suspended during this emergency and disaster, although officers and employees of the County, the Board, and Public Entities are encouraged to take such action as is practical and appropriate to meet those deadlines. Failure to meet any such deadlines shall not constitute a default, violation, approval, recommendation or otherwise; and,
 - k. Notices of meetings will be provided by email directly to those who have elected in writing in the previous calendar year to receive such notices under the Virginia Freedom of Information Act, and if practicable, will also be provided on the County's website and by other means selected by the County Administrator or his designee. To the extent practicable, notices will also be provided as otherwise provided by general law.
2. That the provisions in Section 1 of this Ordinance shall be in effect until repealed by the Board or for a period not exceeding six (6) months from the declaration of the local emergency. Upon repeal or expiration of this Ordinance, the matters referenced herein shall resume operation in accordance with normal practices and procedures.
 3. That in accordance with Sections 2.13 and 2.14 of the City's Charter, respectively, a second reading of this Ordinance is hereby dispensed with and this Ordinance shall take effect immediately as an emergency measure.
 4. That this Ordinance shall take effect immediately as an emergency matter and without prior notice, pursuant to Virginia Code § 15.2-1427, for a period of sixty (60) days or until extended upon readoption after customary notice.

Date: April 2nd, 2020

Recorded Roll Call Votes:

Jesse Spence, Chair: yes
 Carl Bailey, Vice Chair: yes
 Rusty Zimmerman: yes
 Lindsey Dunne: yes
 Kathi Toelke: yes

- B. Consider Cooperative Agreement Between the Board and the Treasurer to Extend Coverage of County's Personnel Policies and Procedures to All Employees and Deputies of the Treasurer: A motion was made by Mr. Zimmerman to approve Cooperative Agreement, seconded by Mr. Bailey. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

INFORMATIONAL

- a. Treasurer's Report
- b. Notice from Debbie Snead to Withdraw Application for 5k Fun Run
- c. Letter from VA Western Thanking the Board for CCAP Contribution
- d. Draft of Public Hearing Ad for Tax Rates FY 2020-2021

REPORTS AND INQUIRIES FROM THE BOARD AND COUNTY ADMINISTRATOR

1. Mr. Bailey had received a call concerning the Route 42 Convenience Station Attendee, Mr. Collins will speak with Mr. Bowman about the incident.
2. Mr. Collins discuss an inquiry he had concerning the Land for Sale at the Landfill. The party had requested the Board consider an offer that did not include the section that contained the Closed Landfill. The Board said they would entertain offers.
3. Mr. Collins asked the Board for an agreed upon amount to run in the Tax Rate ad, the Board agreed on 62 cents.
4. Mr. Zimmerman wanted to thank Mr. Cady and the Emergency Services for their excellent handling of the COVID-19 for the County.
5. Ms. Toelke let the Board know that the Library Board would like to meet with the Board to discuss the future of the Library and their expansion needs.
6. Mr. Collins let the Board know he had received a call from an AT&T representative about locating a tower in the Town of New Castle to provide free wi-fi service to the town. The Board said they would be interested in more information.

HEAR THE PUBLIC

1. Alan Smith, who lives on Mill Creek, had concerns about the Ordinance 2020-01 that was passed by the Board. He was concerned that the ordinance was for 6 months instead of until the first of June and it was not advertised. He is also concerned about the economy and there needs to be more checks and balances.

WORK SESSION

Mr. Spence Recessed the Meeting at 6:40 pm to a Work Session concerning FY 2020-2021 Budget. The meeting was called back to order at 7:00 pm

ADJOURN

Mr. Spence adjourned the meeting at 7:05 pm to a Work Session on April 16th, 2020 at 6:00 pm


CHAIRMAN
CRAIG COUNTY BOARD OF SUPERVISORS


CLERK
CRAIG COUNTY BOARD OF SUPERVISORS

**CRAIG COUNTY BOARD OF SUPERVISORS
MEETING MINUTES**

(Continued Meeting from April 2nd, 2020)
APRIL 16TH, 2020

AT A CONTINUED MEETING of the Craig County Board of Supervisors conducted on the 16th day of April 2020 at 6:00 p.m. in the Craig County Court House Courtroom.

PRESENT:

Jesse Spence – Chair
Carl Bailey – Vice Chair
Lindsey Dunne– Supervisor (By Telephone)
Kathi Toelke, Supervisor
Rusty Zimmerman – Supervisor
Dan Collins – Clerk

OPEN MEETING

The Continued Meeting was called to order at 5:30 p.m. by Mr. Spence., and recessed to the Budget Work Session.

Mr. Spence adjourned the Work Session at 6:30 pm to a recess until the Public Hearing at 7:00 pm.

BUDGET WORK SESSION

PUBLIC HEARING

A. Mr. Spence opened the Public Hearing concerning Budget for FY 2020-2021: There were no comments from the public and the public hearing was closed.

B. Open Public Hearing concerning Tax Rates FY 2020: Mr. Spence opened the public hearing for the following:

- a. Tax Levy on Personal Property: \$3.50 per one hundred dollars
- b. Tax Levy on Machinery and Tools: \$2.20 per one hundred dollars
- c. Tax Levy on Merchants Capital: \$3.50 per one hundred dollars
- d. Tax Rate on Real Estate: 59 cents per one hundred dollars

There were two comments received prior to the meeting by citizens concerning the Tax Rates:

- A.** Don Charlton: He felt is was the wrong time for a tax increase with unemployment rates rising due to COVID-19
- B.** Kermit Daniel: He personally thought an alternative would be to re-approve last year’s budget and rates until after the COVID-19 pandemic.
- C.** Jim Joyce: He provided the Board with some information concerning the County and asked them to find ways to bring more tax dollars into the area through various creative ideas he provided. He felt a tax increase would just cause existing taxpayers to find ways to pay less tax.

Having no other public comments, Mr. Spence closed the public hearing.

NEW BUSINESS

Mr. Spence asked if the Board would like to make a motion including all Tax Levy Resolutions with one motion. Mr. Zimmerman made a motion to include Resolution R20-20, R20-21, R20-22 and R20-23 in one motion. Mr. Bailey seconded the motion. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes, and Mr. Spence yes.

Mr. Spence asked for a motion concerning the Tax Levies: Mr. Zimmerman made a motion to approve Resolution R20-20, R20-21, R20-22 with the same tax rate as 2019 and to set the tax rate for Resolution R20-23 with 59 cents which is the same tax rate as 2019. Mr. Bailey seconded the motion. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes, and Mr. Spence yes.

- A.** Resolution Setting the Tax Levy on Personal Property FY 2020:

R20-20

AT A CONTINUATION MEETING OF THE BOARD OF SUPERVISORS OF CRAIG COUNTY, VIRGINIA, HELD AT THE
CRAIG COUNTY COURTHOUSE
ON APRIL 16th, 2020

**RESOLUTION SETTING THE TAX LEVY ON PERSONAL PROPERTY SITUATE IN CRAIG COUNTY FOR THE
CALENDAR YEAR 2020**

BE IT RESOLVED by the Board of Supervisors of Craig County, Virginia, as follows:

1. That the levy for the twelve-month period beginning January 1, 2020, and ending December 31, 2020, be, and hereby is, set for a tax rate of **\$3.50** per one hundred dollars of assessed valuation on all taxable, tangible, intangible personal property, excluding that class of personal property generally designated as machinery and tools as set forth in Section 58.1-3507 of the 1950 Code of Virginia, as amended, and excluding all those classes of household goods and personal effects as are defined in Sections 58.1-3504 and 58.1-3505 of the Code of Virginia, as amended, but including the property separately classified by Section 58.1-3500, 58.1-3501, 58.1-3502, 58.1-3506 in the 1950 Code of Virginia, as amended, of public service corporations based upon the assessed value thereof fixed by the State Corporation Commission and duly certified.

This resolution was approved at the April 16th, 2020 continuation meeting of the Board of Supervisors.

- B. Resolution Setting the Tax Levy on Classification of Personal Property – Machinery and Tools FY 2020:

R20-21

AT A CONTINUATION MEETING OF THE BOARD OF SUPERVISORS OF CRAIG COUNTY, VIRGINIA, HELD AT THE
CRAIG COUNTY COURTHOUSE ON THURSDAY APRIL 16th, 2020

**RESOLUTION SETTING THE TAX LEVY ON A CLASSIFICATION OF PERSONAL PROPERTY – MACHINERY AND
TOOLS – SITUATE IN CRAIG COUNTY FOR THE CALENDAR YEAR 2020**

BE IT RESOLVED by the Board of Supervisors of Craig County, Virginia, as follows:

1. That there be, and hereby is, established as a separate class of personal property in Craig County those items of personal property set forth in Section 58.1-3507 of the 1950 Code of Virginia, as amended, and generally designated as machinery and tools.
2. That the levy for the twelve-month period beginning January 1, 2020, and ending December 31, 2020, be, and hereby is, set for a tax rate of **\$2.20** per one hundred dollars of assessed valuation on all taxable, tangible personal property as herein established as a separate classification for tax purposes and as more fully defined by Section 58.1-3507 of the 1950 Code of Virginia, as amended, and generally designated as machinery and tools.

This resolution was approved at the April 16th, 2020 continuation meeting of the Board of Supervisors.

- C. Resolution Setting the Tax Levy on Classification of Personal Property – Merchants Capital FY 2020:

R20-22

AT A CONTINUATION MEETING OF THE BOARD OF SUPERVISORS OF CRAIG COUNTY, VIRGINIA, HELD AT THE
CRAIG COUNTY COURTHOUSE ON THURSDAY APRIL 16th, 2020

**RESOLUTION SETTING THE TAX LEVY ON A CLASSIFICATION OF PERSONAL PROPERTY – MERCHANT'S
CAPITAL – SITUATE IN CRAIG COUNTY FOR THE CALENDAR YEAR 2020**

BE IT RESOLVED by the Board of Supervisors of Craig County, Virginia, as follows:

1. That there be, and hereby is, established as a separate class of personal property in Craig County those items of personal property set forth in Section 58.1-3509 of the 1950 Code of Virginia, as amended, and generally designated as merchant's capital.
2. That the levy for the twelve-month period beginning January 1, 2020, and ending December 31, 2020, be, and hereby is, set for a tax rate of **\$3.50** per one hundred dollars of assessed valuation on all taxable, tangible personal property as herein established as a separate classification for tax purposes and as more fully defined by Section 58.1-3509 of the 1950 Code of Virginia, as amended, and generally designated as merchant's capital.

This resolution was approved at the April 16th, 2020 continuation meeting of the Board of Supervisors.

D. Resolution Setting the Tax Levy on Real Estate FY 2020:

R20-23

AT A CONTINUATION MEETING OF THE BOARD OF SUPERVISORS OF CRAIG COUNTY, VIRGINIA HELD AT THE CRAIG COUNTY COURTHOUSE

ON THURSDAY APRIL 16th, 2020

RESOLUTION SETTING THE TAX RATE ON REAL ESTATE AND CERTAIN PERSONAL PROPERTY SITUATE IN CRAIG COUNTY FOR THE CALENDAR YEAR 2020

BE IT RESOLVED by the Board of Supervisors of Craig County, Virginia, that the levy for the twelve-month period beginning January 1, 2020, and ending December 31, 2020, be and hereby is, set for a tax rate of **59 cents** per one hundred dollars of assessed valuation on all taxable real estate, mobile homes that are personal property and heavy construction equipment classified by Section 58.1-3200, 58.1-3201, 58.1-3506 A.8 and A.10 as permitted by Code of Virginia and 58.1-3506.B of the 1950 Code of Virginia, as amended, situate in Craig County.

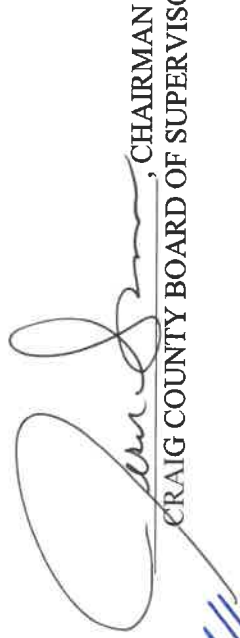
This resolution was approved at the April 16th, 2020 continuation meeting of the Board of Supervisors.

E. Resolution Providing Extension of Real Estate Tax Payment to June 26th, 2020: Mr. Collins had prepared a resolution at the request of the Treasurer for the Board to consider concerning extending the tax due deadline for the first half of 2020 to June 26th, 2020 in order to allow citizens more time to make tax payments because of COVID-19 pandemic. Mr. Bailey made a motion to include Resolution R20-24, Ms. Toelke seconded the motion. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes, and Mr. Spence yes.

ADJOURN MEETING

Mr. Spence adjourned the meeting at 7:35 pm


_____, CLERK
CRAIG COUNTY BOARD OF SUPERVISORS


_____, CHAIRMAN
CRAIG COUNTY BOARD OF SUPERVISORS

