

**CRAIG COUNTY BOARD OF SUPERVISORS
MEETING MINUTES
MAY 7TH, 2020**

AT A REGULAR MEETING of the Craig County Board of Supervisors conducted on the 7th day of May 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

Mr. Collins requested the addition of a Closed Session to discuss Real Estate Matter. The Board agreed to add this item to the meeting.

CONSENT ITEMS

Mr. Spence presented the consent items to the Board:

- A. Minutes of April 2nd, 2020 and April 16th, 2020
- B. Claims and Warrants

Mr. Bailey made a motion, seconded by Mr. Zimmerman, to approve the minutes and consent items with Resolution R20-25. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

R20-25

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF CRAIG
COUNTY, VIRGINIA, HELD AT THE CRAIG COUNTY COURTHOUSE
ON THURSDAY, MAY 7TH, 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 May 7th, 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 – April 2nd, 2020 and April 16th, 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 7th day of May 2020 adopted this Resolution.

BRIEFINGS

- A. Ray Varney, VDOT: Mr. Varney provided the board with a Monthly Report on work in the County. He also reviewed the draft of VDOT Secondary System Budget FY 2020-2021 as well as the Secondary System Six Year Plan for Craig County. He will bring the final to the Board for the public hearing to be held at the Board meeting June 4th, 2020.

NEW BUSINESS

- A. Resolution Transferring Funds FY 2019-2020 Budget for the Electoral Board, Maintenance of Properties and Emergency Services: A motion was made by Ms. Toelke to approve Resolution R20-26, seconded by Mr. Bailey. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

A RESOLUTION TRANSFERRING FUNDS FOR THE 2019-2020 FISCAL YEAR BUDGET FOR CRAIG COUNTY

R20-26

WHEREAS, the Board of Supervisors is requested to amend the Fiscal Year 2019-2020 budget as presented below due to expenditures beyond the budgeted amounts, and

WHEREAS, the Maintenance of Properties budget needs additional funding due to major repairs and replacements for all County Buildings such as HVAC units, elevator at DSS repairs, dehumidifiers, sump pumps, etc, and also needs funding for the increased cost of all utility bills such as electricity, water, phone and internet services needed for the county, and

WHEREAS, it is the desire to transfer this funding from the monies set aside in Contingency for the costs of overages, and

WHEREAS, it is the request of the Electoral Board to move money from food and lodging and renovations to the part time salaries line, this is due to a primary in June that they had not budgeted for in the current budget,

WHEREAS, it is the request of the Craig County Emergency Services Dept for a transfer from contingency of 2,105 for a correction to salaries and benefits be made, this is for two employees and benefits, and

NOW THEREFORE BE IT RESOLVED by the Board of Supervisors of Craig County that the following budget amendment transfers be and is hereby approved for fiscal year 2019-2020.

Transfer From:	General Fund 100	Amount
Contingency	91410	30,000
Electoral Board	13100-5540	1,700
Electoral Board	13100-3318	2,300
Contingency	91410	2,105
	Total transfer from	36,105
Transfer To:	General Fund 100	
Maintenance of Properties	43100	30,000
Electoral Board	13100-1100 salaries	4,000
Craig Co EMS	32410	2,105
	Total transfer to	36,105

The Board of Supervisors of Craig County in a regular meeting on 7th day of May 2020 approved this resolution.

- B. Resolution Amending FY 2019-2020 Budget for the various departments: A motion was made by Mr. Bailey to approve Resolution R20-27, seconded by Mr. Zimmerman. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

R20-27

**A RESOLUTION AMENDING
THE FISCAL YEAR
2019-2020 BUDGET**

WHEREAS, the Craig County Board of Supervisors (CCBoS) adopted the 2019-2020 Budget on May 2, 2019 for planning purposes, and

WHEREAS, it is requested from the departments listed below that they receive an additional appropriation for funds for the 2019-2020 year, and

WHEREAS, these departments have had expenditures beyond the budgeted amounts due to unforeseen expenses during the year of 2019-2020

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Craig County that the Fiscal Year 2019-2020 budget is hereby amended as follows:

REVENUE

LOCAL

3-100-041999-0000	use of Fund Balance	93,627
<u>Commonwealth of Virginia</u>		
3-100-023060-0001	State Board of Elections	<u>980</u>
TOTAL REVENUE		94,607

EXPENSE

4-100-011010	Board of Supervisors	1,000
4-100-013200	Registrar	1,710
4-100-022100	Commonwealth Attorney	3,400
4-100-032500	Forest Land fire control	580
4-100-033200	Care of Prisoners	30,000
4-100-042600	Sanitation and Waste	22,800
4-100-051200	Craig Co Health Dept	1,920
4-100-032410	Craig Co EMS	27,197
4-100-032420	Public Safety	<u>6,000</u>
TOTAL EXPENSE		94,607

BE IT FURTHER RESOLVED that the sum of **\$94,607** be appropriated as described above. The Board of Supervisors of Craig County, in a regular meeting on the 7th day of May 2020, adopted this resolution.

- C. Resolution Amending FY 2019-2020 Budget for Additional Revenue Received: A motion was made by Mr. Bailey to approve Resolution R20-28, seconded by Ms. Toelke. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

R20-28

**A RESOLUTION AMENDING
THE FISCAL YEAR
2019-2020 BUDGET**

WHEREAS, the Craig County Board of Supervisors (CCBoS) adopted the 2019-2020 Budget on May 2, 2019 for planning purposes, and

WHEREAS, the Craig County Sheriff Office has collected donations for the Hooked-on Fishing event in the amount of \$2,350, this will be place in the specific line item for the cost of the event for the children, and

WHEREAS, the Tourism Commission has been working on the reprinting of the Craig Co 911 maps, they have collections in the amount of \$1,350 from patrons for the advertisements, these funds will be used for the expense of printing the maps, and

WHEREAS, the Public Safety Department has received reimbursement funding for Ashe training in the amount of \$180, this will be used for additional training for our communities needs, and

WHEREAS, the Craig County Emergency Services(CCEMS) has also received donations from memorials from citizens in the amount of \$ 419, these funds have been sent to CCEMS in memory of a loved one and these will be placed into a specific line item in the CCEMS budget and used specifically for EMS equipment, and

WHEREAS, the Circuit Court has received a records preservation grant in the amount of \$13,840 for digitizing land books this will be used for the cost of the processing of these records, and the Circuit Court Clerk has also received reimbursement for postage for mailing off passport applications in the amount of \$73 this will be added to the postage in that department, and

WHEREAS, the Treasurer has received additional revenue above the budget revenue for DMV stops \$2,335 and also for Credit Card Charges in the amount of \$432, these will be also placed in the expense line to pay for the charges on these items, and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Craig County that the Fiscal Year 2019-2020 budget is hereby amended as follows:

REVENUE

LOCAL

3-100-018990-0031	donations Hooked on Fishing	2,350
3-100-018990-0029	advertisements 911 map	1,350
3-100-018990-0025	ASHE	180
3-100-016040-0001	donations to EMS	419
3-100-016010-0021	passport postage reimbursement	73
3-100-019020-0005	DMV stops	2,335
3-100-018990-0020	Bank Fees	432

COMMONWEALTH OF VA

3-100-023070-0003	clerk grants	<u>13,840</u>
-------------------	--------------	---------------

TOTAL REVENUE 20,979

EXPENSE

SHERIFF

4-100-031200-9906	donations hooked on fishing	2,350
-------------------	-----------------------------	-------

TOURISM

4-100-081230-6001	maps	1,350
-------------------	------	-------

PUBLIC SAFETY

4-100-032420-5546	ASHE Training	180
-------------------	---------------	-----

CCEMS

4-100-032410-6002	equipment purchase with memorials	419
-------------------	-----------------------------------	-----

CIRCUIT COURT

4-100-021600-8204	records preservation grant	13,840
4-100-021600-5210	postage	73

TREASURER

4-100-012410-3802	dmv stops	2,335
4-100-012410-6029	credit card	<u>432</u>

TOTAL EXPENSE 20,979

BE IT FURTHER RESOLVED that the sum of **\$20,979** be appropriated as described above. The Board of Supervisors of Craig County, in a regular meeting on the 7th day of May 2020, adopted this resolution.

D. Resolution Adopting the 2020-2021 Budget for Craig County: A motion was made by Mr. Bailey to approve Resolution R20-29, seconded by Mr. Zimmerman. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

R20-29

**A RESOLUTION ADOPTING
THE 2020-2021 FISCAL YEAR BUDGET
FOR CRAIG COUNTY**

WHEREAS, the County Administrator has submitted a proposed budget to the Board of Supervisors for all departments of the county, and

WHEREAS, the Craig County School Board has submitted a budget request to the Board of Supervisors, and

WHEREAS, the Board of Supervisors has held work sessions on the FY 2019-2020 budget, now

THEREFORE BE IT RESOLVED, by the Board of Supervisors of Craig County that the following budget be and is hereby adopted for fiscal year 2020-2021 for planning purposes.

BUDGET 2020-2021		
	Revenue	
	<i>Primary Government</i>	
	Local	5,348,534
	Commonwealth of Virginia	3,127,473
	Federal Government	337,903
	Total Primary Government Revenue	8,813,910
	<i>Craig County Public Schools</i>	
	Local Generated School Revenue	186,676
	Commonwealth of Virginia	4,612,666
	Federal Government	687,647
	Total School Revenue	5,486,989
	Total Revenue	14,300,899
	Expenditures	
Fund 100	General Fund	
11010	Board of Supervisors	36,860
12110	County Administrator	141,821
12240	Audit	62,750
12310	Commissioner of Revenue	175,709
12330	Reassessment	0

12410	Treasurer	216,622
12510	Technology-Data Processing	106,690
13100	Electoral Board	29,921
13200	Registrar	86,676
21100	Circuit Court	6,400
21200	General District Court	3,145
21600	Clerk of Circuit Court	211,881
22100	Commonwealth Attorney	111,869
24300	Accounting/Purchasing	65,195
31200	Sheriff	1,040,501
31230	Animal Control	9,035
31400	E911	25,191
32400	Emergency Medical Services	3,227
32410	Craig Co EMS and Ambulance Services	480,493
32420	Public Safety (Fire and Rescue)	135,350
32500	Forest Service	3,777
33200	Care of Prisoners	25,000
34100	Building Inspections	88,882
35300	Medical Examiner	400
42600	Sanitation and Waste	450,982
43100	Maintenance of Properties	116,500
51200	Health Department	60,640
51210	Mental Health Services	8,328
73300	Library	38,785
81210	Community Colleges	17,000
81220	Community Development	56,609
81230	Tourism	15,800
81400	Board of Zoning Appeals	1,000
81410	Fifth Planning District	5,094
81600	Craig Co Planning Commission	2,653
82300	Erosion & Sediment Control	2,500
82400	Mt Castle Soil and Water Conservation	183,481
83000	Va Tech Cooperative Extension Program	45,424
91400	Risk Management	90,205
91410	Contingency General County	65,459
93000	Transfers to	
	VPA	401,597
	CCPS	1,820,000
95000	Debt Service	730,426
	Total General Fund 100	7,179,878
	Transfer out (to Social Services CSA & CCPS)	(2,221,597)
Fund 105	Law Library	
	Law Library	100
Fund 110	Courthouse Maintenance Fund 110	
43200	Repairs and Maintenance	1000
Fund 201	Social Services and Comprehensive Serv.	2,034,529
Fund 205	Craig County Public Schools	

1000	Instructional	4,893,948
2000	Administration	591,149
3000	Pupil Transportation	529,548
4000	Operations & Maintenance	604,771
5000	School Food	
7000	Debt Service	
8000	Technology	290,487
9000	Contingency	20,000
	Total CCPS Fund 205	6,929,903
Fund 206	CCPS Cafeteria Fund	377,086
	Total Craig County Public Schools	7,306,989
	Total Expenditures	14,300,899

BE IT FURTHER RESOLVED that any transfer from personnel line items to operating line items or from operating line items to personnel line items must first be approved by the Board of Supervisors, and

BE IT FURTHER RESOLVED, that the Craig County Board of Supervisors does hereby request the Craig County School Board to notify the Craig County Board of Supervisors of any transfer of funds between the appropriated categories, as enumerated above, within 30 days of such transfer, requesting ratification of said transfer by the Craig County Board of Supervisors, and

BE IT FURTHER RESOLVED, that the Craig County Board of Supervisors does hereby ask the Craig County Treasurer to make a total one-time transfer to the Craig County Public Schools of the \$1,820,000 which is hereby approved as the County's total FY20 local match to Craig County Schools.

The Board of Supervisors of Craig County, in a regular meeting on the 7TH day of May 2020, adopted this Resolution

- E. Motion to Approve Solid Waste Transportation Contract for Main Transfer Station: The County advertised for quotes on hauling at our Main Transfer Station. Three quotes were received and the lowest quote was received from Container First. Container First was available at the meeting to answer questions from the Board, they are currently hauling from the Route 42 Station. This hauling contract will save the County money. A motion was made by Mr. Bailey to approve the contract with Container First, seconded by Mr. Toelke. 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

REPORTS AND INQUIRIES FROM THE BOARD AND COUNTY ADMINISTRATOR

1. Mr. Collins told the Board that he and Jim Cady were working on appointing a Fire Marshall for Craig County.
2. Mr. Collins alerted the Board that legislation had passed to allow counties to raise meals tax, utility taxes and allow for a cigarette tax. The Board agreed it would be worth Dan looking into and reporting back at the next meeting.
3. Ms. Toelke said she had received a letter from Martha Murphy of the Electoral Board concerning the June 23rd primary. They are encouraging people to vote absentee and noted that all precincts will be open and staffed for the primary.

HEAR THE PUBLIC

None

CLOSED SESSION

Mr. Bailey made a motion to enter into Closed Session to discuss Real Estate Matters § 2.2-3711 A.3. Seconded by Mr. Zimmerman. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

RESOLUTION CERTIFYING THE CLOSED MEETING WAS HELD IN CONFORMITY WITH THE CODE OF VIRGINIA

Mr. Bailey made a motion, seconded by Ms. Toelke, to approve Resolution R20-30. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

R20-30

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF CRAIG COUNTY, VIRGINIA, HELD AT THE CRAIG COUNTY COURTHOUSE ON THURSDAY, MAY 7TH, 2020

RESOLUTION CERTIFYING THE CLOSED MEETING WAS HELD IN CONFORMITY WITH THE CODE OF VIRGINIA

WHEREAS, The Board of Supervisors of Craig County, Virginia has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Board of Supervisors of Craig County, Virginia, that such closed meeting was conducted in conformity with Virginia Law.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Craig County, hereby certifies that, to the best of each member's knowledge;

1. Only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting which this certification resolution applies; and
2. Only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors of Craig County, Virginia

ACTION AS A RESULT OF CLOSED SESSION

Mr. Spence announced there would no action as a result of the Closed Session.

ADJOURN

Mr. Spence adjourned the meeting at 7:48 pm.

_____, CHAIRMAN
CRAIG COUNTY BOARD OF SUPERVISORS

_____, CLERK
CRAIG COUNTY BOARD OF SUPERVISORS
