

**CRAIG COUNTY BOARD OF SUPERVISORS  
MEETING MINUTES  
JULY 2<sup>ND</sup>, 2020**

**AT A REGULAR MEETING** of the Craig County Board of Supervisors conducted on the 2<sup>nd</sup> day of July 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**

- A. Request to add Briefing, Item C: Brian Powell, Hurt & Proffitt: GIS Proposal Information
- B. Request to add a Closed Session for Personnel Issues

The Board approved the additions to the agenda.

**CONSENT ITEMS**

Mr. Spence presented the consent items to the Board:

- A. Minutes of June 4<sup>th</sup>, 2020
- B. Claims and Warrants

Mr. Bailey made a motion, seconded by Ms. Toelke, to approve the minutes and consent items with Resolution R20-38. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

**R20-38**

**AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF CRAIG  
COUNTY, VIRGINIA, HELD AT THE CRAIG COUNTY COURTHOUSE  
ON THURSDAY, JULY 2<sup>ND</sup>, 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 July 2<sup>nd</sup>, 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 – June 4<sup>th</sup>, 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 2<sup>nd</sup> day of July 2020 adopted this Resolution.

### **BRIEFINGS**

- A. Ray Varney, VDOT: Mr. Varney provided the board with a Monthly Report on work in the County.
- B. Robin Nobles and Jeff Hickson, Club Camp Mitchell: Robin provided an update to the Board concerning the status of the Club. With all events being cancelled by COVID-19 their financial situation was bleak. A donor provided them with funds to continue operating but they would like to ask the Board about possible help with adding them to the insurance policy with the County.
- C. Brian Powell, Hurt & Proffitt: Provided the Board with information concerning the GIS Data work they are offering to the County. Mr. Collins said that the improved service will cost the County less than what is provided now with EDSI, the existing company, and provide more features and services. Mr. Collins asked for a motion to allow him to contract this service with Hurt & Proffitt. Mr. Bailey made a motion seconded by Mr. Zimmerman to approve hiring Hurt & Proffitt. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

### **OLD BUSINESS**

- A. Resolution Approving VDOT Secondary Budget for FY 2020-2021: A motion was made by Mr. Bailey to approve Resolution R20-39, seconded by Ms. Toelke. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

**R20-39**

**RESOLUTION APPROVING  
VIRGINIA DEPARTMENT OF TRANSPORTATION  
SECONDARY SYSTEM BUDGET FOR FISCAL YEAR 2020-2021**

**WHEREAS**, the Board of Supervisors of Craig County, Virginia in cooperation with the Virginia Department of Transportation conducted a public hearing on June 4<sup>th</sup>, 2020 regarding the proposed Secondary System (Construction) Budget for Fiscal Year 2020-21 (July 1, 2020 through June 30, 2021) for Craig County, and

**WHEREAS**, the Board of Supervisors and the Virginia Department of Transportation received public comment and input at the aforementioned public hearing on the proposed FY 2020-21 Budget, and

**WHEREAS**, the Board of Supervisors wishes to proceed with approval of the Secondary System (Construction) Budget for Fiscal Year 2020-21, now

**THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Craig County that the Secondary System (Construction) Budget for Fiscal Year 2020-21 be and the same is hereby approved.

The Board of Supervisors of Craig County, in a regular meeting held on the 2<sup>nd</sup> day of July 2020, adopted this resolution.

- B. Resolution Approving VDOT Secondary System Six Year Plan for FY 2020-2021 through 2025-2026: A motion was made by Mr. Bailey to approve Resolution R20-40, seconded by Mr. Spence. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

**R20-40**

**RESOLUTION APPROVING  
VIRGINIA DEPARTMENT OF TRANSPORTATION  
SECONDARY SYSTEM SIX-YEAR PLAN FOR CRAIG COUNTY  
FISCAL YEAR 2020-21 THROUGH 2025-26**

**WHEREAS**, the Board of Supervisors of Craig County, Virginia in cooperation with the Virginia Department of Transportation conducted a public hearing on June 4<sup>th</sup>, 2020 regarding the proposed Secondary System Six-Year Plan for Fiscal Years 2020-2021 through 2026-26 (July 1, 2020 through June 30, 2026) for Craig County, and

**WHEREAS**, the Board of Supervisors and the Department of Transportation received public comment and input at the aforementioned public hearing on the proposed Six-Year Plan, and

**WHEREAS**, the Board of Supervisors wishes to proceed with approval of the Secondary System Six-Year Plan for Craig County for Fiscal Years 2020-21 through 2025-26.

**THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Craig County that the Secondary System Six-Year Plan for Fiscal Years 2020-21 through 2025-26 and the same is hereby approved.

The Board of Supervisors of Craig County, in a regular meeting held on the 2<sup>nd</sup>, day of July 2020 adopted this resolution.

**NEW BUSINESS**

- A. Resolution Approving the Request from Emergency Services to Surplus a 2000 Chevy Suburban that is no longer Serviceable: A motion was made by Mr. Bailey to approve Resolution R20-41, seconded by Ms. Toelke. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

**R20-41**

**A Resolution Declaring  
Emergency Services Chevy Suburban  
Surplus for the Craig County Board of Supervisors**

**WHEREAS**, the County Administrator's Office received a vehicle from the Emergency Services which is no longer in use by their office, and

**WHEREAS**, the vehicle is a 2000 Chevy Suburban (ID#3GNGK26UXYG175322) with 234,207 miles that is in need of repairs and a financial burden to maintain, and

**WHEREAS**, the County Administrator's Office is requesting that the 2000 Chevy Suburban be declared surplus and sold in accordance with the Virginia Procurement Act,

**NOW, THEREFORE BE IT** resolved by the Board of Supervisors for Craig County that the 2000 Chevy Suburban be declared surplus and sold, in accordance with the Virginia Procurement Act, by the County Administrator's Office.

The Board of Supervisors of Craig County, in a regular meeting on 2<sup>nd</sup> day of July, 2020 adopted this Resolution.

- B. Resolution Accepting Bid for Construction of Storage Facility for County at Crown Building Property: A motion was made by Mr. Zimmerman to approve Resolution R20-49, seconded by Ms. Toelke. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

**R20-49**

**A Resolution Accepting Bid for the  
Construction of  
County Storage Building**

**WHEREAS**, the Board of Supervisors determined that due to the sale of the Child Care Center Property, which included our storage area in the Quonset Hut, the County was in need of a storage building, and

**WHEREAS**, the Child Care Center had contacted the County in the fall of 2019 and asked that the County remove their belongings from the Quonset Hut as soon as possible, and

**WHEREAS**, the Board of Supervisors determined that storage was needed for the Sheriff's Office, Emergency Services equipment, and the County Administrator, and

**WHEREAS**, the Board of Supervisors has obtained property from the Economic Development Authority at the Crown Building to build a storage building, and

**WHEREAS**, the County Administrator has obtained quotes from various contractors for the construction of the storage building, and

**WHEREAS**, the low bid received on the storage building was received from Ouellette Builders, in the amount of “Cost plus 10%” not to exceed \$99,500,

**NOW, THEREFORE BE IT RESOLVED** by the Board of Supervisors of Craig County that the bid in the amount of “Cost Plus 10%” Not to Exceed \$99,500 received from Ouellette Builders be accepted and the County Administrator is authorized to proceed with signing the contracts and initiating work to begin.

The Board of Supervisors of Craig County, in a continuation meeting on the 2<sup>nd</sup> day of July 2020 adopted this resolution.

### **PUBLIC HEARINGS**

- A. Mr. Spence opened the Public Hearing to Hear Comment on Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020, Coronavirus Relief Funds: Mr. Collins presented information to explain the relief funds. There were no comments from the public and the Public Hearing was closed.
  - a. Resolution to Accept and Appropriate Federal Cares Coronavirus Relief Funds: A motion was made by Ms. Toelke to approve Resolution R20-42, seconded by Mr. Bailey. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

R20-42

### **A RESOLUTION TO ACCEPT AND APPROPRIATE FEDERAL CARES CORONAVIRUS RELIEF FUNDS**

**WHEREAS**, the U.S. Congress passed, and the President recently signed the *Coronavirus Air, Relief, and Economic Security (CARES) Act of 2020*; and

**WHEREAS**, localities were allocated funding on the CARES act through multiple sources, but primarily from the Coronavirus Relief Fund (CRF) allocations which provided for an allocation from the Commonwealth of Virginia’s CARES funding to localities based on population; and

**WHEREAS**, CRF funds may be used for qualifying expenses to cover costs that 1) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); 2) were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and 3) were incurred during the period that begins March 1, 2020, and ends on December 30, 2020.

**WHEREAS**, the County is required to provide an equitable share of the CRF funds are granted to each incorporated town within its jurisdiction (New Castle); and

**WHEREAS**, notification has been made to the Town of New Castle per requirements of the Commonwealth of Virginia; and

**WHEREAS**, acceptance of the CARES funding allocation and various program specific funding allocations requires executive of agreements by the County Administrator, and other County officials; and

WHEREAS, attachment “A”, the “CARE’s Act, Coronavirus Relief Fund Allocation Guidelines” is the recommended allocation plan for the possible use of the direct allocations of CRF funds; now, therefore, be it

RESOLVED, by the Craig County Board of Supervisors on this 2<sup>nd</sup> day of July 2020, the acceptance and appropriation of CARES Act funding, and authorizes the Office of Management and Budget and the Finance Department to process the budget adjustment required for this appropriation, upon receipt or award.

- b. Resolution Establishing Administrative Guidelines for the Financial Management of All Federal Cares Coronavirus Relief Funds: A motion was made by Mr. Bailey to approve Resolution R20-43, seconded by Mr. Zimmerman. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

R20-43

A RESOLUTION ESTABLISHING ADMINISTRATIVE GUIDELINES  
FOR THE FINANCIAL MANAGEMENT OF ALL  
FEDERAL CARES CORONAVIRUS RELIEF FUNDS

WHEREAS, the CARES act through multiple sources, but primarily from the Coronavirus Relief Fund (CRF) allocations which provided for an allocation from the Commonwealth of Virginia’s CARES funding totaling \$477,660; and

WHEREAS, “CARE’s Act, Coronavirus Relief Fund Allocation Guidelines” has been approved by the Board of Supervisors to meet County emergency needs, establish spending categories, and a timeline to purchase and expend CARE’s funds, and

WHEREAS, a three-man COVID-19/CARE’s Act Review Committee is appointed to review all requests for funds, ensuring that any expenditures are eligible to receive funds, and

WHEREAS, the COVID-19/CARE’s Act Review Committee shall consist of; R.R. Dan Collins, Co. Administrator (Chairman), Jim Cady, EMS Coordinator (Emergency Member), and Kermit Daniel, FEMA Accounting Specialist (Finance Member), and

WHEREAS, County COVID-19 funds are to support aid in providing material & supplies, EMS personnel costs, and expanding the pandemic preparedness, and

WHEREAS, County COVID-19 funds are available for the Town of New Castle if eligible expenses are identified and requested by the Town, and

WHEREAS, County COVID-19 funds are available for support of other government-related agencies that did not receive funding directly if eligible expenses are identified by the agencies such as the Volunteer Fire Departments, Volunteer Rescue Squads, CCPSA, 911 Center or other eligible County agencies, and

WHEREAS, County COVID-19 funds are available to the Craig County Economic Development Authority for support of possible business financial aid needs, if eligible expenses are identified by the CCEDA, now, therefore, be it

RESOLVED, by the Craig County Board of Supervisors on this 2<sup>nd</sup> day of July 2020, the acceptance and appropriation of CARES Act funding, and authorizes the County Administrator to oversee the CARE’s Act program within the established guidelines of the CARES ACT and this resolution.

- B. Mr. Spence opened the Public Hearing to Hear Public Comment on the proposed Budget Amendments for FY 2019-20 and Budget Amendments for FY 2020-21: There were no comments from the public and the public hearing was closed.
- a. Resolution for Budget Amendment FY 2019-20 to Appropriate Funds: A motion was made by Ms. Toelke to approve Resolution R20-44, seconded by Mr. Zimmerman. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

**R20-44**

**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 County of Craig has received Federal Funding from the Coronavirus Aid Relief and Economic Security Act of 2020 (CARES) in the amount of \$447,660, and

**WHEREAS**, these funds are to be used for the sole purpose of the cost of the necessary expenditures incurred due to the public health emergency between the dates of March 1, 2020 and December 30,2020, and

**WHEREAS**, the County of Craig has also received Federal funds in the amount of \$8,040 from the Department of Health and Human Services for Healthcare providers, this will be used to support healthcare providers on the frontlines of the corona virus or to be used for lost revenue from attributable to COVID -19, and

**WHEREAS**, the amount of \$447,660 has been placed per auditing instructions in a separate accounting fund to separate these funds, any unused CARES monies must be returned, and the HHS provider funds will be accounted for in the general fund under public safety in a designated line item,

**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**

<b>FEDERAL</b>			
3-215-033080-0001	CARES Act of 2020		\$447,660
3-100-033010-0019	HHS providers stimulus		<u>\$ 8,040</u>
	<b>Total Revenue</b>		<b>\$455,700</b>

**EXPENSE**

4-213-011010-0001	CARES Act of 2020		\$447,660
4-100-032420-6006	HHS providers cares stimulus		<u>\$ 8,040</u>
	<b>Total Expenses</b>		<b>\$455,700</b>

**BE IT FURTHER RESOLVED** that the sum of **\$455,700** be appropriated as described above. The Board of Supervisors of Craig County, in a regular meeting on the 2<sup>nd</sup> day of July 2020, adopted this resolution.

- b. Resolution for Budget Amendment FY 2020-21 to Appropriate Funds: A motion was made by Mr. Bailey to approve Resolution R20-45, seconded by Ms. Toelke. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

**R20-45**

**A RESOLUTION AMENDING  
THE FISCAL YEAR  
2020-2021 BUDGET**

**WHEREAS**, the Craig County Board of Supervisors (CCBoS) adopted the 2020-2021 Budget on May 7, 2020 for planning purposes, and

**WHEREAS**, the Departments and Funds listed below will have monies unexpended by June 30, 2020 for appropriations approved throughout the FY2020 budget, and

**WHEREAS**, these Departments will need to expense items into the next fiscal year and funds need to be carried over to FY 2021, and

**WHEREAS**, these funds are to be carried over into FY2021 for the purposes enumerated in the original appropriation actions, 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	Fund Balance General Fund	37,795
3-115-041999-0000	Fund Balance Sheriff Seizure	10,185
3-116-041999-0000	Fund Balance Commonwealth Attorney	1,677
3-215-041999-0000	Fund Balance CARES ACT of 2020	447,660
3-300-041999-0000	Fund Balance County Capital Improvement	139,338
3-301-041999-0000	Fund Balance School Capital Improvement	<u>259,064</u>
	<b>Total</b>	<b>\$895,719</b>

**EXPENSE**

**Sheriff**

4-100-031200-8105	Vehicle Capital	4,400
4-100-031200-9906	Hooked on Fishing	10,244
CCEMS		
4-100-032410-6002	donations memorials	362

**Public Safety**

4-100-032420-3313	Tower State Funds	3,266
4-100-032420-5610	EMS Financial Assistance	1,840
4-100-032420-6006	HHS Cares Stimulus	8040
4-100-032420-9506	Search and Rescue	793

**Tourism**

4-100-081230-6001	maps	<u>8,850</u>
	<i>Fund 100</i>	37,795

**Sheriff Seizure Fund**

4-115-031200-5598	State Seizure	7,091
4-115-031200-5599	Federal Seizure	<u>3,094</u>
	<i>Fund 115</i>	10,185

**Commonwealth Attorney Seizure**

4-116-022100-5898	State Seizure	<i>Fund 116</i>	1,677
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<b>CARES Fund</b>			
4-215-011010-0001	CARES ACT of 2020	<i>Fund 215</i>	447,660
<b>County Capital Improvement</b>			
4-300-094100-0002	storage bldg		53,800
4-300-094101-0001	Courthouse/DSS renovations		78,938
4-300-094104-0002	Cardiac Monitor EOC		<u>6,600</u>
		<i>Fund 300</i>	139,338
<b>School Capital Improvement</b>			
4-301-094500-0001	undesignated	<i>Fund 301</i>	<u>259,064</u>
		<b>Total</b>	<b>895,719</b>

**BE IT FURTHER RESOLVED**, that the sum of \$895,719 be appropriated as described above. The Board of Supervisors of Craig County, in a regular meeting on the 2<sup>nd</sup> day of July 2020, adopted this resolution.

- C. Mr. Spence opened the Public Hearing to Hear Public Comment Concerning Lease of County Lot to Historical Society for Frontier Village: Mr. Collins explained that the Historical Society had not informed the Town of New Castle about their plans and the Town will have to hold a public hearing to consider allowing for Rezoning for the Frontier Village. Lenny McDonald from the New Castle Town Council spoke on behalf of the Town. He said the Town will have to hold a public hearing to change the zoning but sees no problem after that is done. With no further comment, the public hearing was closed.

Resolution Approving Lease of County Lot to Historical Society for Twenty-Five Years: Mr. Zimmerman made a motion to approve Resolution R20-46 approving the Lease contingent upon the approval for rezoning by the Town of New Castle, seconded by Mr. Bailey. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

**R20-46**

**A Resolution Approving the Lease  
Of Property to the Craig County Historical Society**

**WHEREAS**, the Craig County Historical Society presented the Craig County Board of Supervisors with a diagram of a Frontier Village to support their recent request for a lease of the lot adjacent to the County Administrator’s Office. at the August 1, 2019 meeting, and

**WHEREAS**, the Craig County Board of Supervisors discussed the request and said they would consider a Twenty-Five (25) year lease with a revert clause if the property was ever needed for the County, and

**WHEREAS**, the Craig County Board of Supervisors approved a motion for the lease with all five (5) Board member’s approval, now

**THEREFORE BE IT RESOLVED** by the Board of Supervisors of Craig County that the Twenty-Five (25) year lease, for the vacant lot at the corner of Market Street and Court Street Tax Map 47A3-4-B1, to the Craig County Historical Society be approved and signed this day by the Chair on behalf of the Board. This approval is contingent upon approval for Rezoning by the Town of New Castle.

The Board of Supervisors of Craig County hereby adopted this resolution in a regular meeting on the 2<sup>nd</sup> day of July, 2020.

- D. Mr. Spence opened the Public Hearing to Hear Public Comment on Obtaining Financial Assistance from USDA to Purchase Sheriff's Vehicle: There were no comments from the public and the public hearing was closed.

Resolution Approving Obtaining Financial Assistance from USDA to Purchase Sheriff's Vehicle: A motion was made by Ms. Toelke to approve Resolution R20-47, seconded by Mr. Zimmerman. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

## **R20-47**

### **RESOLUTION OF GOVERNING BODY OF COUNTY OF CRAIG**

The Governing Body of the County of Craig, consisting of Five (5) members, in a duly called meeting held on the 2<sup>nd</sup> day of July, 2020, at which a quorum was present **RESOLVED** as follows:

**BE IT HEREBY RESOLVED** that in order to facilitate obtaining financial assistance from the United States of America, United States Department of Agriculture, Rural Development (the Government) in the development of a Sheriff's Vehicle Purchase to serve the community, the Governing Body does hereby adopt and abide by all covenants contained in the agreements, documents, and forms required by the Government to be executed.

**BE IT FURTHER RESOLVED** that the County Administrator, Robert R. Collins, of the County of Craig be authorized to execute on behalf of the Craig County Board of Supervisors the above-referenced agreements, documents, and forms and to execute such other documents including, but not limited to, debt instruments, security instruments, and/or grant agreements as may be required in obtaining the said financial assistance.

This Resolution is hereby entered into the permanent minutes of the meetings of this Board.

#### **INFORMATIONAL**

- a. Treasurer's Report
- b. Letter from US Forest Service Concerning Land Purchase in Craig County

#### **REPORTS AND INQUIRIES FROM THE BOARD AND COUNTY ADMINISTRATOR**

1. Mr. Collins told the Board that the Healthcare Center and the Dental Office had roof damage from a recent windstorm and were requesting assistance with the repairs. The EDA has a policy on the building. The Monroe Healthcare, which leases the facilities, has agreed to pay the deductible of \$250.
2. Ms. Toelke said that she is arranging a joint work session with the Board, Town Council and the Library to discuss the future of the Library. She is scheduling this for the September Board meeting.

3. Ms. Toelke said that Workforce Development is still looking for a representative in Craig County for their Board if our Board had any suggestions.

### **HEAR THE PUBLIC**

None

### **CLOSED SESSION**

Ms. Toelke made a motion to enter into Closed Session to discuss Personnel Matters § 2.2-3711 A.1. Seconded by Mr. Bailey. 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 R20-48. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

**R20-48**

### **AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF CRAIG COUNTY, VIRGINIA, HELD AT THE CRAIG COUNTY COURTHOUSE ON THURSDAY, JULY 2<sup>ND</sup>, 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 7:46 pm to a continued meeting to be held July 9<sup>th</sup> at 6:00 pm.

\_\_\_\_\_, CHAIRMAN  
CRAIG COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_, CLERK  
CRAIG COUNTY BOARD OF SUPERVISORS

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**CRAIG COUNTY BOARD OF SUPERVISORS  
MEETING MINUTES  
JULY 9TH, 2020**

**AT A CONTINUED MEETING** of the Craig County Board of Supervisors conducted on the 9<sup>th</sup> day of July 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**

The Continued Meeting held jointly with the Planning Commission was called to order at 6:00 p.m. by Mr. Spence.

**PUBLIC HEARING**

Mr. Spence opened the public hearing with the Planning Commission to hear comments from both the public and the Planning Commission. Mr. Collins provided a short background on the application of Rusty Zimmerman for a Special Exception permit to allow for a second residence, a small guesthouse, on his property at 496 Hunters Drive, New Castle, VA 24127. Mr. Collins explained the circumstances and the applicable Code.

1. Mr. Joyce asked Mr. Zimmerman how many acres he has and how it is currently zoned. Mr. Zimmerman has 10 acres and is located in the RR Rural Residential area which allows for subdividing one-acre parcels. Mr. Joyce asked why he was not trying to subdivide the land. Mr. Zimmerman said that he does not have enough road frontage to create another lot.
2. Mr. Zimmerman described the residence he is intending to build to house his mother, which would be 150' from his residence, using the same driveway. Hopes to use the same well and septic system, which he will check with the Health Department for approval.
3. Mr. Collins said that he had researched and found in our current Zoning Ordinance, Sec. 58-3 Definitions, on page 6 there is a definition of a Guesthouse. He feels the Planning Commission and the Board should review our current Ordinance to possible add this as an allowable use. The Planning Commission members were receptive to this idea.

4. Ms. Davis said that she would like to have Mr. Zimmerman file a proffer with his deed stating that the 2<sup>nd</sup> structure would only be used by family members and never turned into a rental unit. Mr. Zimmerman felt that was acceptable.
5. Mr. Joyce said that he would like the proffer to include that the property would not be subdivided.

There were no further comments and the public hearing was closed by Ms. Klopfer. Ms. Klopfer asked for a motion for recommendation to approve or deny permit to the Board of Supervisors.

Ms. Davis made a motion to recommend approval of the request to the Board of Supervisors, with the Proffer filed with his deed stating that the Second Residence would only be used for temporary nonpaying guests, no such quarters shall be occupied by the same guests, exclusive of family members, for a period of more than three months in any 12 month period, and no such quarters shall be rented, leased, or otherwise made available for compensation of any kind. The property will also never be subdivided. Ms. Foster seconded the motion. All voted in favor of the motion.

The Board of Supervisors had no additional comments or questions. Mr. Spence did request that the Planning Commission meet when convenient to review the inclusion of a Guesthouse as outlined in the Zoning Code definitions. The Planning Commission agreed this would be a good addition to the Ordinances.

Mr. Spence asked the Board for a motion concerning the Special Exception request. Ms. Toelke made a motion to approve Ordinance 03-2020 as recommended by the Planning Commission. Mr. Spence seconded the motion, voting was as follows: Mr. Zimmerman, abstain, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes, and Mr. Spence yes.

#### **Ordinance 03-2020**

#### **AN ORDINANCE APPROVING A SPECIAL EXCEPTION FOR RUSTY ZIMMERMAN**

**WHEREAS**, Rusty Zimmerman has made application for a Special Exception permit to allow the addition of a second home on his property in order to help care for his aging parent, and

**WHEREAS**, this parcel is zoned RR Rural Residential and is located at 496 Hunters Drive, New Castle, VA 24127, in the Craig City District in the Camp Mitchell/Abbott Acres subdivision in Craig County, and

**WHEREAS**, the RR Rural Residential zoning allows for the placement of one single family residence per subdivided parcel of land and one single family residence already exists on the parcel and therefore requiring a Special Exception to allow the second residence on a single parcel, and

**WHEREAS**, the Craig County Planning Commission conducted a public hearing on the application on July 9<sup>th</sup>, 2020, and have recommended to the Craig County Board of Supervisors that the Special Exception Application be approved with conditions, and

**WHEREAS**, Section 58-121 Special exceptions. Is a conditional use that is permitted within a use district after review and recommendation by the Planning Commission and approved by the Board of Supervisors, now

**THEREFORE BE IT ORDAINED**, by the Board of Supervisors of Craig County Virginia that a Special Exception permit is approved for Rusty Zimmerman to allow the addition of a second single family residence to be constructed on his property located at 496 Hunters Drive, New Castle, VA in order to help care for his aging parent. The addition of the second residence is allowed with the following conditions: A proffer will be filed with the deed to the property that the parcel will never be subdivided, and the second residence would only be used for temporary nonpaying guests, no such quarters shall be occupied by the same guests, exclusive of family members, for a period of more than three months in any 12 month period, and no such quarters shall be rented, leased, or otherwise made available for compensation of any kind.

including:

- a) Health Department written approval for use of the existing well and septic system for second residence
- b) Building permit

**BE IT FURTHER ORDAINED**, by the Board of Supervisors of Craig County Virginia that the County Administrator's Office will conduct an annual inspection of premises to confirm that all conditions are met.

The Board of Supervisors of Craig County, in a regular meeting on 9<sup>th</sup> day of July 2020 approved this Ordinance.

## **ADJOURN**

Mr. Spence adjourned the meeting at 6:45 pm.

\_\_\_\_\_, CHAIRMAN  
CRAIG COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_, CLERK  
CRAIG COUNTY BOARD OF SUPERVISORS

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