

JESSE SPENCE, CHAIR  
NEW CASTLE DISTRICT

CARL BAILEY, MEMBER  
POTTS MOUNTAIN DISTRICT

LINDSEY DUNNE, MEMBER  
CRAIG CREEK DISTRICT



RUSTY ZIMMERMAN, VICE CHAIR  
CRAIG CITY DISTRICT

KATHI TOELKE, MEMBER  
SIMMONSVILLE DISTRICT

R.R. DAN COLLINS  
COUNTY ADMINISTRATOR

COUNTY OF CRAIG  
P.O. Box 308  
New Castle, Virginia 24127  
540-864-5010 Phone

**CRAIG COUNTY BOARD OF SUPERVISORS  
MEETING MINUTES  
JUNE 3, 2021**

**AT A REGULAR MEETING** of the Craig County Board of Supervisors conducted on the 3<sup>rd</sup> day of June, 2021 at 6:00 p.m. in the Craig County Court House Courtroom.

**PRESENT:** Jesse Spence – Chair  
Rusty Zimmerman- Vice Chair  
Carl Bailey – Supervisor  
Kathi Toelke, Supervisor  
Dan Collins – Clerk

**BY PHONE:** Lindsey Dunne-Supervisor

**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. Spence asked if there were any changes or additions to the agenda. No additions or changes were made to the agenda.

**CONSENT ITEMS**

Mr. Spence presented the consent items to the Board:

- A. Minutes of May 6<sup>th</sup> 2021
- B. Claims and Warrants

Mr. Bailey made a motion, seconded by Mrs. Toelke, to approve the minutes and consent items with Resolution R21-51. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Mrs. Dunne, yes, Mr. Bailey, yes, and Mr. Spence, yes.

**R21-51**

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF CRAIG COUNTY, VIRGINIA, HELD AT THE CRAIG COUNTY COURTHOUSE ON THURSDAY, JUNE 3<sup>RD</sup>, 2021

**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 June 3, 2021 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 – May 6, 2021
  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 the 3<sup>rd</sup> day of June 2021 adopted this Resolution.

**BRIEFINGS**

- A. Ray Varney, VDOT: Mr. Varney provided the board with a Monthly Report on work in the County.
- B. Jim Cady, Darryl Humphreys: In reference to the Radio Plan, Mr. Cady clarified from the last meeting that what they are asking for isn't money but for approval to proceed with the P25 (national standard) plan. They received a federal grant to work on the design of the system. The committee is working with CTA on the technical part of design with a list of options. The design will provide 95% coverage within the county. The infrastructure is phase 1. There is a \$110,000 grant in process now for infrastructure.

C. Jim Cady, Darryl Humphreys: In reference to EMS Staffing, EMS needs two additional EMTs. Also, the current director is part-time and needs to be full-time. The current director would be changed to a special consultant. We receive an annual state grant of \$15k to cover the director's consultant fees. Currently, EMS has 5 full-time EMTs and 21 part-time VLS, ALS and one part-time director. The cost for the three additional positions is \$78,272. Mr. Cady proposed that the Cigarette Tax be designated for public use only and could be used for this. If the Board chooses to adopt the Cigarette Tax, we would be gaining approximately \$100k with a balance of \$21k to be used for other things, i.e. Radio Towers, etc. Mr. Cady recommended to adopt the Cigarette Tax to cover these costs.

**NEW BUSINESS**

A. Consider Resolution Approving Budget Supplement FY 2020-2021. Mr. Spence made a motion, seconded by Mr. Bailey to approve Resolution R21-52. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Mrs. Dunne, yes, Mr. Bailey, yes, and Mr. Spence, yes.

**R21-52**

**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 Maintenance of Properties Department is requesting the amount of \$13,500 for the replacement of 2 HVAC units for the Health and Social Services Building located at 177 Court Street, these funds were discussed and approved at the May 2021 BoS meeting, funding will be from Capital Improvement Fund Balance, and

**WHEREAS**, the County of Craig has received additional revenue in the funding of Credit Card Fees in the amount of 850, it is the request that this excess revenue be placed in the expense line for the cost of the services fees related to the Credit Card Services, and

**WHEREAS**, Circuit Court Clerk Office has collected the amount of 171 in reimbursement for passports mailings in postage, this amount will be reimbursed to the clerk's postage budget, and

**THEREFORE, BE IT RESOLVED**, by the Board of Supervisors of Craig County that the Fiscal Year 2020-2021 budget is hereby amended as follows:

**REVENUE**

|                     |                         |                 |
|---------------------|-------------------------|-----------------|
| <b><u>Local</u></b> |                         |                 |
| 3-300-041999-0000   | Fund Balance            | 13,500          |
| 3-100-018990-0020   | Credit Card Fees        | 850             |
| 3-100-016010-0021   | Circuit Court Passports | 171             |
|                     | <b>Total</b>            | <b>\$14,521</b> |

**EXPENSES**

|                                 |              |                 |
|---------------------------------|--------------|-----------------|
| <u>Clerk</u>                    |              |                 |
| 4-100-021600-5210               | postage      | 171             |
| <u>Capital Improvements Dss</u> |              |                 |
| 4-300-094103-0002               | 2 HVAC Units | 13,500          |
| <u>Treasurer</u>                |              |                 |
| 4-100-012410-6029               | Bank Fees    | 850             |
|                                 | <b>Total</b> | <b>\$14,521</b> |

**BE IT FURTHER RESOLVED**, that the sum of **\$14,521** be appropriated as described above. The Board of Supervisors of Craig County, in a regular meeting on the 3rd day of June 2021, adopted this resolution.

B. Consider Resolution Approving Budget Transfer FY 2020-2021. Mr. Bailey made a motion, seconded by Ms. Toelke to approve Resolution R21-53. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Mrs. Dunne, yes, Mr. Bailey, yes, and Mr. Spence, yes.

**R21-53**

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

**WHEREAS**, the Board of Supervisors is requested to amend the Fiscal Year 2020-2021 budget as presented below due to expenditures beyond the budgeted amounts, and

**WHEREAS**, the Audit budget needs additional funding in the amount of 1,155 due to increase in audit charges, and

**WHEREAS**, the Care of Prisoners Department needs the amount of 12,000 for the cost and care of prisoners in the 2020-2021 year, and

**WHEREAS**, it is the request of the Maintenance of Properties Department have the amount of 9,000 transferred to the line item for phone system charges for the year of 2020-2021, some lines have now been identified as not needed and have been eliminated, and

**WHEREAS**, the amount of 5,774 is needed for the liability and workers comp premium audit, due to additional employees added and salaries adjusted in the 2019-2020 year which are calculated and charged to the county in the 2020-2021 year, and

**WHEREAS**, it is the desire to transfer the above funding from the monies set aside in Contingency for the costs of these described overages, 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 2020-2021.

| <b>Transfer From:</b>     | <b>General Fund 100</b>  | <b>Amount</b> |
|---------------------------|--------------------------|---------------|
| Contingency               | 91410                    | 27,929        |
|                           |                          |               |
|                           |                          |               |
|                           |                          |               |
|                           |                          |               |
| <b>Transfer To:</b>       | <b>General Fund 100</b>  |               |
| Audit                     | 12240-3122               | 1,155         |
| Care of Prisoners         | 33200-3800               | 12,000        |
| Maintenance of Properties | 43100-5230               | 9,000         |
| Risk Management           | 91400-2700               | 5067          |
| Risk Management           | 91400-5308               | 707           |
|                           | <b>Total transfer to</b> | <b>27,929</b> |

The Board of Supervisors of Craig County in a regular meeting on 3<sup>rd</sup> day of June, 2021 approved this resolution.

C. Consider Resolution Enabling Collective Bargaining. Mr. Bailey made a motion, seconded by Mr. Zimmerman to approve Resolution R21-54. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Mrs. Dunne, yes, Mr. Bailey, yes, and Mr. Spence, yes.

**R21-54**

**RESOLUTION REGARDING COUNTY  
EMPLOYEE-MANAGEMENT RELATIONS**

**WHEREAS**, effective May 1, 2021 state law enables counties, cities, towns, and school boards to collectively bargain with their employees in accordance with provisions set forth in Virginia Code § 40.1-57.2, et seq., and

**WHEREAS**, the Board of Supervisors of Craig County (the Board), understanding its option to enable collective bargaining under state law, finds it in the public interest generally and in the interest of County employees to set forth its policy and position regarding employee-management relations.

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

**A. Statement of Policy:** It is the public policy of the County to promote orderly and constructive relationships between the County and its employees in support of the County's responsibility to residents to provide for their health, safety, welfare, and the uninterrupted operations and functions of government. Understanding that unresolved differences between the County and its employees may be detrimental to those public service goals and to the interests of County employees, the County commits to maintaining reasonable means and processes for their speedy and effective resolution.

**B. Employee-Management Relations:** To advance the public policy set forth in Section A, the County Administrator shall develop, promote and maintain written policies and procedures, consistent with applicable law, to enhance positive County employee relations, including but not necessarily limited to establishing and encouraging use of channels for individual employee communication with supervisors, managers and/or the County Administrator; developing informal dispute resolution procedures; allowing for involvement of staff in decision making whenever reasonable and feasible; and providing advance information to employees regarding policy and practice changes and developments. The policies specified here shall apply with respect to matters not covered by the County's employee grievance procedure adopted in compliance with applicable state law requirements.

**C. Collective bargaining unauthorized.** No appointee, official, employee or agent of the County is vested with or possesses any authority to recognize any labor union or other employee association as a bargaining agent of any County officers or employees, or to collectively bargain or enter into any collective bargaining contract with any such union or association or its agents with respect to any matter relating to them or their employment or service.

**D. - Definitions.**

As used in this Resolution, the following terms shall have the meanings ascribed to them below:

*Collective Bargaining* means the performance, by mutual obligation, of an employer, by its representatives, and the exclusive bargaining representative of employees to meet and negotiate in good faith with the intention of reaching an agreement governing any matter(s) relating to the employees' terms and conditions of employment.

*Collective bargaining agreement* means the written legal contract between an employer that engages in collective bargaining and an exclusive bargaining agent representing employees generally or employees in a particular group or unit, resulting from collective bargaining.

*Employee association or organization* means an organization, including a labor union, in which employees participate and that exists for the purpose, in whole or in part, of representing employees in collective bargaining concerning terms and conditions of employment.

*Exclusive bargaining representative* and *exclusive bargaining agent* mean an employee association or organization recognized by an employer that engages in collective bargaining as the only organization authorized to bargain collectively for all employees in a particular group or unit.

D. Consider Resolution Honoring Service and Career of Wayne G. Strickland RVARC. Mr. Bailey made a motion, seconded by Mrs. Toelke to approve Resolution R21-55. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Mrs. Dunne, yes, Mr. Bailey, yes, and Mr. Spence, yes.

**R21-55**

**RESOLUTION**  
**Honoring the Service and Career**  
**of Wayne G. Strickland on His Retirement**  
**as Executive Director of the**  
**Roanoke Valley-Alleghany Regional Commission**

**WHEREAS**, on March 25, 2021, Wayne G. Strickland announced his retirement as Executive Director of the Roanoke Valley-Alleghany Regional Commission effective June 30, 2021, after 42 years of service to Botetourt County and the region; and

**WHEREAS**, Mr. Strickland earned a bachelor's degree and a master's degree in Political Science and Geography from Georgia State University in 1972 and 1974, respectively, and in 1979, earned a Master of City Planning degree from the Georgia Institute of Technology; and

**WHEREAS**, in 1979, Mr. Strickland joined the Regional Commission, then known as the Fifth Planning District Commission, as a Regional Planner; and

**WHEREAS**, in 1981, he was promoted to Chief of Land Use and Environmental Planning; and

**WHEREAS**, in 1987, Mr. Strickland became Executive Director of the Regional Commission and has served in that capacity for 34 years; and

**WHEREAS**, many key regional initiatives such as the Greenway Commission, Western Virginia Water Authority, the Regional Comprehensive Economic Development Strategy, the Partnership for a Livable Roanoke Valley, and the Roanoke Valley Broadband Authority benefited from Mr. Strickland's support during his tenure, and have been supported by the Regional Commission in numerous ways since their inception; and

**WHEREAS**, during his time at the Commission, Wayne has participated in numerous business and civic activities in the Roanoke Valley-Alleghany region such as serving as a Board member of the Roanoke-Blacksburg Technology Council, the Roanoke Regional Chamber of Commerce, Freedom First Credit Union, the Roanoke Valley Chapter of Habitat for Humanity, the Cabell Brand Center, the Council of Community Services, the Roanoke Valley Convention and Visitors Bureau, and the Arts Council of the Blue Ridge; and

**WHEREAS**, Mr. Strickland also assumed leadership roles in various professional organizations during his tenure as Executive Director including serving as a member of the Board of Directors for the National Association of Development Organizations, Chairman of the Southeast Regional Directors Institute, President of the Development District Association of Appalachia, President of the Rural Planning Caucus of Virginia, President of the Southwest Virginia Chapter of the American Society for Public Administration, Vice-President of the Virginia Chapter of the American Planning Association, and Second Vice-President of the Virginia Association of Planning District Commissions.

**NOW, THEREFORE BE IT RESOLVED**, that the (Board/Council) expresses its sincere appreciation to, and honors the outstanding service and career of, Wayne G. Strickland in his role as Executive Director of the Roanoke Valley-Alleghany Regional Commission; and

**BE IT FURTHER RESOLVED** that the Craig County Board of Supervisors extends its best wishes to Mr. Strickland for a happy retirement and in all of his future endeavors.

E. Consider Resolution Approving Radio Plan. Ms. Toelke made a motion, seconded by Mr. Zimmerman to approve Resolution R21-56. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Mrs. Dunne, yes, Mr. Bailey, yes, and Mr. Spence, yes.



**A Resolution Adopting  
UHF P25 Conventional Simulcast  
Radio System**

**WHEREAS**, the Craig County EMS Radio Communication Committee (Committee) has been reviewing the current condition, and future radio communication needs to serve the citizens of Craig County, and

**WHEREAS**, the committee includes representatives from Fire, EMS, Emergency Management, 1 Citizen, and Sheriff, and

**WHEREAS**, with grant funding the Committee hired CTA consultant to assist with the development of a phased radio communication project plan, and

**WHEREAS**, CTA has developed nine (9) options for the Committee to review, and

**WHEREAS**, the committee has recommended the "UHF P25 Conventional Simulcast Radio System" plan to best serve the various emergency service offices, and

**WHEREAS**, the plan will be developed with a minimum of three phase, and

**WHEREAS**, the plan will be funded with State & Federal grants and tax revenue from the recently adopted Cigarette Tax.

**NOW THEREFORE BE IT RESOLVED** by the Board of Supervisors of Craig County in a regular meeting on the 3<sup>rd</sup> day of June 2021, adopt the "UHF P25 Conventional Simulcast Radio System" plan, and

**BE IT FURTHER RESOLVED**, that the Craig County EMS Radio Communication Committee and the County Administrator will identify any and all grants to sufficiently fund the Plan.

F. Consider Draft Cigarette Ordinance. Mr. Zimmerman made a motion, seconded by Ms. Toelke to approve Resolution R21-57. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Mrs. Dunne, yes, Mr. Bailey, yes, and Mr. Spence, yes.

**First Reading Of  
A Resolution Adopting The  
Craig County Cigarette Tax Ordinance**

**WHEREAS**, the Board of Supervisors recently learned the Virginia House of Delegates and the Virginia Senate introduced and approve legislation authorizing all Counties in the Commonwealth to adopt a Local Cigarette Tax, effective July 1, 2021, and

**WHEREAS**, the Board of Supervisors recommends considering adopting the Cigarette Tax Ordinance on first reading, and

**WHEREAS**, a public hearing will be advertised for the July 1, 2021 regular meeting.

**THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Craig County that the Board of Supervisors of Craig County, in a regular meeting on the 3<sup>rd</sup> day of June 2021 did adopt the Cigarette Tax Ordinance on first reading.

G. Consider Resolution Approving EMS Staffing and Succession Plan. Mr. Zimmerman made a motion, seconded by Ms. Toelke to approve Resolution R21-58. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Mrs. Dunne, yes, Mr. Bailey, yes, and Mr. Spence, yes.

**R21-58**

**RESOLUTION AUTHORIZING ADJUSTMENTS TO  
THE EMS STAFFING AND SUCCESSION PLAN**

**WHEREAS**, the Craig County Board of Supervisors has consistently recognized the need for EMS services in Craig County, and

**WHEREAS**, over the last few years the number of dependable volunteers has steadily reduced to about one or two. The Paid staff then has to cover the missed shifts and the overtime cost is continuing to grow. Also, the paid staff cannot continue working all the time, and

**WHEREAS**, with the loss of dependable Volunteers, there is a need for two (2) additional full-time EMT's, and

**WHEREAS**, the Director has been part time for the last three budget years. This position was discussed last year addressing the need to return back to a full-time position with the current Director remaining as a special consultant. This would be funded by the annual Grant from the state (\$15,000), and

**WHEREAS**, additional cost to fund the additional three EMS positions would be approximately \$78,272 including benefits, and

**WHEREAS**, offsetting funds are the Proposed Cigarette Tax Revenues which could be designated for Public Safety use.

**NOW THEREFORE BE IT RESOLVED** by the Board of Supervisors of Craig County in a regular meeting on the 3<sup>rd</sup> day of June 2021, authorize the adjustments to the EMS Staffing and Succession Plan, and

**BE IT FURTHER RESOLVED**, that the County Administrator be directed to prepare the necessary budget adjustments and Cigarette Tax Ordinances for the July Board of Supervisors meeting.

**INFORMATIONAL**

A. Treasurer's Report

**ADJOURN**

Mr. Spence adjourned the meeting at 7:38 pm.

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

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

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