

**CRAIG COUNTY BOARD OF SUPERVISORS
MEETING MINUTES
JUNE 4TH, 2020**

AT A REGULAR MEETING of the Craig County Board of Supervisors conducted on the 4th day of June 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 (arrived during VDOT briefing)
Dan Collins – Clerk

OPEN MEETING

Meeting was called to order at 6:00 p.m. by Mr. Spence. A moment of silence was observed, 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. Briefing Item: Martha Murphy, Electoral Board
- B. Appointments: To add New Castle District, Jenette McClanahan to Resolution R20-35

The Board agreed to add these items to the Agenda

CONSENT ITEMS

Mr. Spence presented the consent items to the Board:

- A. Minutes of May 7th, 2020
- B. Claims and Warrants

Mr. Bailey made a motion, seconded by Ms. Dunne, to approve the minutes and consent items with Resolution R20-31. Voting was as follows: (Mr. Zimmerman had not arrived yet) Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

R20-31

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF CRAIG
COUNTY, VIRGINIA, HELD AT THE CRAIG COUNTY COURTHOUSE
ON THURSDAY, JUNE 4TH, 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 June 4th, 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 – May 7th, 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 4th day of June 2020 adopted this Resolution.

BRIEFINGS

- A. Ray Varney, VDOT: Mr. Varney provided the board with a Monthly Report on work in the County.
- B. Martha Murphy, Electoral Board: Ms. Murphy provided the Board with a handout that covered preparations for the upcoming June 23rd Republican Primary Election and the different options that voters will have to vote. She also covered their plans to address COVID-19 protection for voters and electoral employees.

APPOINTMENTS

- A. Resolution Appointing Jesse Spence as Elected Representative of Craig County on the RVARC Board: A motion was made by Mr. Bailey to approve Resolution R20-32, seconded by Mr. Zimmerman. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, abstained.

R20-32

**A Resolution Appointing
Jesse Spence
As Representative of Craig County on the
Roanoke Valley-Alleghany Regional Commission**

WHEREAS, the Board of Supervisors appointed Jesse Spence to serve on the Roanoke Valley Alleghany Regional Commission Board on January 4th, 2018 to serve the remainder of term of Martha Murphy as the Craig County representative for three (3) year term which began on July 1, 2017 which would end on June 30, 2020, and

WHEREAS, Mr. Spence has agreed to serve another term, now

THEREFORE BE IT RESOLVED by the Board of Supervisors of Craig County that the appointment of Jesse Spence as representative of Craig County Board of Supervisors on the Roanoke Valley-Alleghany Regional Commission for another term of three years, July 1, 2020 to June 30, 2023 is hereby made.

The Board of Supervisors of Craig County, in a regular meeting on 4th day of June 2020, adopted this Resolution.

- B. Resolution Appointing Jay Polen to the VA First Regional Industrial Facility Authority Board: A motion was made by Mr. Bailey to approve Resolution R20-33, seconded by Mr. Zimmerman. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

R20-33

**A Resolution for
Re-Appointment of Jay Polen
On the Virginia's First Regional Industrial
Facility Authority Board**

WHEREAS, the term of Jay Polen, Virginia's First Regional Industrial Facility Authority Board member expires on June 30th, 2020, and

WHEREAS, Mr. Polen has provided valuable service to the Board of Supervisors through active participation on the board, and has agreed to serve for another 4 (four) year term, now

THEREFORE, BE IT RESOLVED by the Board of Supervisors of Craig County that the re-appointment of Jay Polen, to the Virginia's First Regional Industrial Facility Authority Board for the term July 1, 2020 to June 30, 2024, is hereby approved.

The Board of Supervisors of Craig County, in a regular meeting on 4th day of June 2020 adopted this Resolution.

- C. Resolution Recommending the Appointment of Marie Paretti to VA Western Community College Advisory Board: A motion was made by Ms. Toelke to approve Resolution R20-34, seconded by Mr. Bailey. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

R20-34

**A Resolution Recommending the
Appointment of Marie C. Paretti
to the Virginia Western Community College
Advisory Board**

WHEREAS, the Board of Supervisors appointed Marie C. Paretti to serve on the Virginia Western Community College Advisory Board for a term of July 1, 2016 to June 30th, 2020, and

WHEREAS, Ms. Paretti has agreed to serve another 4 (four) year term, now

THEREFORE, BE IT RESOLVED by the Board of Supervisors of Craig County that the appointment of Marie C. Paretti, to the Virginia Western Community College Advisory Board for another 4 (four) year term beginning on July 1, 2020 to June 30, 2024, is hereby approved.

The Board of Supervisors of Craig County, in a regular meeting on 4th day of June 2020 adopted this Resolution.

- D. Resolution Appointing Barbara Davis to Social Services Board for Craig City District and Jenette McClanahan for the New Castle District: A motion was made by Mr. Zimmerman to approve Resolution R20-35, seconded by Ms. Toelke. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

R20-35

**A Resolution Recommending the
Appointment of
Social Services Board Member
for Craig City District and Town of New Castle**

WHEREAS, the term of Barbara Davis, Craig City District, Social Services Board expires on June 30th, 2020, and

WHEREAS, Ms. Barbara Davis has agreed to serve for another term of 4 (four) years, and

WHEREAS, the term of George Foster, New Castle District, Social Services Board expires June 30th, 2020 and he wishes to no longer serve in this position, and

WHEREAS, Jeanette McClanahan has agreed to accept the position, now

THEREFORE, BE IT RESOLVED by the Board of Supervisors of Craig County that the re-appointment of Barbara Davis, Craig City District, to the Social Services Board and the appointment of Jeanette McClanahan, New Castle District, is hereby approved for the 4 (four) year term beginning on July 1, 2020 to June 30, 2024.

The Board of Supervisors of Craig County, in a regular meeting on 4th day of June 2020 adopted this Resolution.

NEW BUSINESS

- A. Resolution Transferring Funds FY 2019-2020 Budget for EMS-COVID Expense: A motion was made by Mr. Zimmerman to approve Resolution R20-36, seconded by Ms. Dunne. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

R20-36

**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 Public Safety Department has received a donation from Guthrie Ins Agency, Erie Insurance in the amount of \$700.00 for expenses due to Covid 19, and

WHEREAS, these funds will be used for the purchase of one of the disinfection guns that will be used for the sanitation of offices and stores in Craig for the safety of the citizens of Craig County

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

3-100-016040-0001	Donations EMS	700
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EXPENSE

PUBLIC SAFETY

4-100-032420-6004	Covid 19	700
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BE IT FURTHER RESOLVED that the sum of **\$700** be appropriated as described above. The Board of Supervisors of Craig County, in a regular meeting on the 4th day of June 2020, adopted this resolution.

- B. Resolution Appropriating Funds for FY 2020-2021 to the County of Craig: Prior to approval of the budget, Mr. Collins addressed the Board concerning two issues. One he had been contacted by Work Force Development asking for funding for 2020-2021 in the amount of \$765. He is going to ask the EDA if they will pay this amount, but if they will not, he asked if he could take the funds from Contingency. Ms. Toelke is on their Board and said that the money is needed. Mr. Spence made a motion to approve the funding if not paid by the EDA, seconded by Mr. Bailey. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes. The other issue is the funding for the Clerk's third employee, the funding of \$4700 is in the budget at this time and this issue will be discussed later in the meeting. There was no further discussion by the board. A motion was made by Mr. Bailey to approve Resolution R20-37, seconded by Mr. Spence. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

R20-37

**A RESOLUTION APPROPRIATING
FUNDS TO THE COUNTY OF CRAIG
FISCAL YEAR BUDGET FOR 2020-21**

WHEREAS, the Board of Supervisors has adopted a budget on May 7, 2020 to provide a guideline for processing and providing the funds to meet the needs of the County and,

WHEREAS, the Auditors have recommended that the fiscal year budget be appropriated in this manner,

NOW THEREFORE BE IT Resolved by the Board of Supervisors for Craig County that the following amounts be hereby appropriated for the fiscal year of 2020-2021:

	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	1,000
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	
Fund 206	CCPS Cafeteria Fund	377,086
	Total Craig County Public Schools	7,306,989
	Total Expenditures	14,300,899

The Board of Supervisors of Craig County, in a regular meeting on the 4TH day of June 2020, approved this resolution.

- C. Motion to Approving the Survey Bid for the Parcel to be Subdivided from the Crown Building Property: A motion was made by Mr. Zimmerman to approve the low bid from Green Forest Survey in the amount of \$880.00, seconded by Mr. Bailey. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

PUBLIC HEARINGS

Mr. Spence opened the public hearing to receive public comment on VDOT Secondary Budget for FY 2020-2021 and VDOT Secondary System Six-Year Plan for FY 2020-2021 through 2025-2026:

- Sharon Oliver commented to the Board that she would like to have her street, Little Mountain Lane, included in the Six Year Plan.

There were no further comments from the public and the Public Hearing was closed.

Action as a result of Public Hearing: Mr. Spence noted that since the final figures were not available from VDOT on these budgets, the Board would table action on these resolutions until VDOT had their final figures available.

- Resolution Approving VDOT Secondary Budget for FY 2020-2021: no action

- Consider Resolution Approving VDOT Secondary System Six-Year Plan for FY 2020-2021 through 2025-2026: no action

Mr. Spence opened the Public Hearing to received public comment considering the repealing of Ordinance #07-04 Establishing an Assessment to provide for Courthouse Security of \$10 and adopting a new Ordinance establishing an assessment of \$20.

- Sheriff Trevor Craddock spoke to the Board about the increase in fees and requested that the Board approve the increase.

There was no further comment from the public and the Public Hearing was closed.

- Ordinance Repealing Ordinance #07-04 and Adopting Ordinance 2020-02 with Security Assessment from \$10 to \$20: Mr. Bailey made a motion to adopt Ordinance 2020-02, seconded by Ms. Dunne. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes, and Mr. Spence, yes.

Ordinance 2020-02

REPEALING ORDINANCE # 07-04 AND ADOPTING AN ORDINANCE ESTABLISHING AN ASSESSMENT TO PROVIDE FOR COURTHOUSE AND COURTROOM SECURITY IN THE COUNTY OF CRAIG, VIRGINIA

WHEREAS, it is the public policy of the County of Craig, Virginia to provide for the health, safety, and welfare of its citizens; and,

WHEREAS, the General Assembly of the Commonwealth of Virginia has required that additional security be provided in all courthouses and courtrooms throughout the Commonwealth; and,

WHEREAS, the Board of Supervisors of Craig County, Virginia have determined that it is necessary to provide additional funding for such security for the Craig County Courthouse and the courtrooms therein; and,

WHEREAS, Virginia Code §53.1-120 grants the County of Craig authority to levy an assessment against criminal and traffic violations to finance additional security for the courthouse and courtrooms of the County.

NOW, THEREFORE BE IT ORDAINED by the Board of Supervisors of Craig County, Virginia, that, ordinance number 07-04 establishing an assessment to provide for Courthouse and Courtroom Security is hereby repealed, and, ordinance number 2020-02 is hereby adopted and shall be effective upon adoption, there shall be an additional assessment of Twenty Dollars (\$20.00) on all traffic and criminal violations in which the Defendant is convicted in the County of Craig, Virginia of violating an Ordinance or statute of the County or the Commonwealth of Virginia. The fee assessment shall be Twenty Dollars (\$20.00) for convictions in both the Circuit Courts and the General District Courts of Craig County, Virginia.

Said fee assessment shall be collected by the Clerk of the respective Court and shall be remitted to the Treasurer of Craig County and disbursed subject to the appropriation by the Craig County Board of Supervisors to the Craig County Sheriff's Office to be used for the funding of courthouse security.

(Code of Virginia §53.1-120, 1950, as amended.)

Date: June 4th, 2020

INFORMATIONAL

- a. Treasurer's Report

- b. VA Loggers Association, Inc letter

REPORTS AND INQUIRIES FROM THE BOARD AND COUNTY ADMINISTRATOR

1. Mr. Collins provided the Board with information on the Clerk's third employee options. Last year the Board approved allowing the position to become full time, contingent upon the Clerk either getting funding from the Comp. Board or writing a check from her office for the additional funds needed to keep the position full time. The amount that the Board provided in this year's budget was \$4,704. This would leave a balance of \$10,523 that the Clerk would need to reimburse the County for or find funds from the Comp Board. Mr. Spence asked the Clerk if she had sufficient funds to cover the whole \$15,227. The Clerk said she had approximately \$17,000 available but would prefer not to pay the whole amount feeling she might run low on funds during the year. Mr. Spence asked Mr. Collins if the County funded the \$4,704 last year, and Mr. Collins said yes. Mr. Spence made a motion to approve funding the \$4,704, seconded by Mr. Zimmerman. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes, and Mr. Spence, yes.
2. Mr. Collins reminded the Board that he had the lease prepared approving the request by the Historical Society use of the lot across from the County Administration office. This was approved at the August 2019 meeting. He has the lease prepared and it has been signed by the Historical Society to present to the Board at the July meeting. The County needs to hold a public hearing concerning the matter to comply with Virginia Code. This will be done at the July meeting.
3. Mr. Collins provided the Board with a memo concerning the CARES Act and COVID-19 funding that the County had received. He informed the Board that the guidelines are very hard to interpret on what the funds can be used for. He had appointed an impartial team to help with deciding on what qualifies. The team consists for himself, Jim Cady and Kermit Daniel. Mr. Collins asked for Board approval to continue with the panel he had selected. Mr. Bailey made a motion to support Mr. Collins and the decisions of the panel, seconded by Mr. Zimmerman. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes, and Mr. Spence, yes. Mr. Collins will provide the Board with a resolution on the CARES Act funding next month.
4. Ms. Toelke wanted to remind the Board that when things calm down with the COVID-19 the Library would like to get together to discuss the future of the library.

HEAR THE PUBLIC

1. Kermit Daniel addressed the Board to explain more about the complexities of the CARES Act and deciding upon what could be funded. He explained that the panel wants to be certain that any money they commit is valid. Otherwise when the money is audited, the County would be responsible for reimbursing the government if they find the money was spent on something the Cares Act auditors deem not acceptable. Mr. Daniel said that even though he has accrued many hours of time in working with this panel, he does not want to be reimbursed for his time,

even though it is clear that this is a reimbursable expense. He wants the public to know he is impartial and has nothing to gain in determining what the money is spent on. His only concern is protecting the County.

2. Jim Cady addressed the Board to explain how much time the group has committed to working with the CARES Act money and the COVID funding. He said that he, Dan and Kermit have been working long hours concerning the response to the COVID-19 and the grants received, but wanted to acknowledge the time that Darryl Humphreys has also devoted to this and that he has appreciated efforts of all involved.

ADJOURN

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

_____, CHAIRMAN
CRAIG COUNTY BOARD OF SUPERVISORS

_____, CLERK
CRAIG COUNTY BOARD OF SUPERVISORS
