

**CRAIG COUNTY BOARD OF SUPERVISORS  
MEETING MINUTES  
November 4<sup>th</sup>, 2021**

**AT A REGULAR MEETING** of the Craig County Board of Supervisors conducted on the 4<sup>TH</sup> day of November 2021 at 6:00 p.m. in the Craig County Court House Courtroom.

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

**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**

Additions to the Appointments

Items V – D, R21-87, Angela Huffman, Simmonsville District, Social Services Board

**CONSENT ITEMS**

Mr. Spence presented the consent items to the Board:

- A. October 7th, 2021
- B. Claims and Warrants

Ms. Toelke made a motion, seconded by Ms. Dunne, to approve the minutes and consent items with Resolution R21-82. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

**R21-82**

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF CRAIG  
COUNTY, VIRGINIA, HELD AT THE CRAIG COUNTY COURTHOUSE  
ON THURSDAY, NOVEMBER 4<sup>th</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 October 7<sup>th</sup>, 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 – October 7<sup>th</sup>, 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 Thursday the 4<sup>th</sup> day of November 2021 adopted this Resolution.

#### **BRIEFINGS**

- A. Ray Varney, VDOT: Mr. Varney provided the board with a Monthly Report on work in the County. Bid received for the Meadow Creek Bridge Project came in underestimate, will be moving forward. Nine months to completion, construction is scheduled to being in February 2022. Ashely Smith, reports more mowing, grading and gravel, ditch and shoulder work repair on Route 311, North Potts Mountain Rd.
- B. Broad Band: No broadband update
- C. Darryl Humphreys, EMS Director: Mr. Humphreys provided the board regarding a retention issue and recruitment issue. Mr. Humphrey's solution would be a 53-hour work week instead of the 60-hour work week currently. Overtime will be billed after 53 hours worked at time and half thereafter. This would meet the Fair Labor Standards Act for Firefighters/EMT's. Mr. Collins asked if there were any objections. No objections were made. Mr. Collins stated with no objections we will move forward with 53-hour work week.

## APPOINTMENTS

- A. Resolution R21-83 recommending the Appointment (s) from BRBH to the CPMT and the FAPT for BRBH: Mr. Bailey made a motion, seconded by Mr. Zimmerman to approve, Resolution R21-83 Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, abstained, Mr. Bailey, yes and Mr. Spence, yes.

### R21-83

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

**WHEREAS**, Blue Ridge Behavioral Healthcare (BRBH), the Community Services Board serving Craig County, Cities of Roanoke and Salem, and the Counties of Botetourt and Roanoke, is pleased to fulfill our Code of Virginia responsibilities under the Children's Services Act, for participation on the Family Assessment and Planning Team (FAPT) and Community Policy Management Team (CPMT) for Craig County as outlined in VA 2.2-5207 and 5205 respectively. Designees/representatives for BRBH effective 12/1/21 are as follows:

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

**WHEREAS** BRBH wishes to appoint the designees/representatives for BRBH for the remainder of Fiscal Year 2021 and for Fiscal Year 2022 as follows:

CPMT Representative: Deborah Breedlove  
CPMT Alternate(s): Cathy Brown, Heather Dunn, and Debbie Bonniwell

FAPT Representative: Christina Park  
FAPT Alternate(s): Sarah Watkins, Howard Shumate and Cathey Brown

**NOW, THEREFORE BE IT RESOLVED** by the Board of Supervisors of Craig County that approval of the appointment of Deborah Breedlove as the representative for Community Policy & Management Team for BRBH and Cathy Brown, Heather Gunn and Debbie Bonniwell appointed as alternates, and the approval of the appointment of Christina Park as the Family Assessment and Planning Team representative for BRBH and Sarah Watkins, Howard Shumate and Cathy Brown as alternate.

The Board of Supervisors of Craig County, in a regular meeting Thursday on 4<sup>th</sup> day of November 2021 adopted this Resolution.

- B. Resolution R21-84 to approve the nomination of Mr. Bobby Russell for a renewed term as an at-large board member for Blue Ridge Behavioral Healthcare (BRBH) to serve his second three-year term, from January 1, 2022, through December 31, 2024: Mr. Bailey made a motion, seconded by Ms. Toelke, Resolution R21-84 Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunn, yes, Mr. Bailey, yes and Mr. Spence, yes.

**R21-84**

**A Resolution Ratifying the  
Appointment of to the  
Board of Directors of  
Blue Ridge Behavioral Healthcare**

**WHEREAS**, the Blue Ridge Behavioral Healthcare, (BRBH) Board of Directors voted to nominate Mr. Bobby Russell as an at-large board member at their October 21, 2021, board meeting, and

**WHEREAS**, per the Blue Ridge Behavioral Healthcare Board unanimously endorsed Mr. Bobby Russell to serve as at-large member for which he is eligible according to Title 3702 – 502 of the Code of Virginia. We respectfully request that the Craig County Board of Supervisors approve the appointment of Mr. Russell for his second three-year term, from January 1, 2022, through December 31, 2024.

**WHEREAS** the Board of Supervisors of Craig County as a participating governing body is requesting to ratify at-large appointments, now

**THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Craig County that the appointment of Mr. Bobby Russell as an at-large member the Board of Directors of Blue Ridge Behavioral Healthcare is hereby ratified for his second, three-year term, from January 1, 2022, through December 31, 2024.

The Board of Supervisors of Craig County, in a regular meeting on 4<sup>th</sup> day of November, 2018 adopted this Resolution.

- C. Resolution R21-85 removing and approving appointees to the FAPT and CPMT for DSS. Mr. Bailey made a motion, seconded by Mr. Zimmerman, Resolution R21-85 Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunn, abstained, Mr. Bailey, yes and Mr. Spence, yes.

**R21-85**

**A Resolution to Approve Appointment of  
Representative to the  
Department of Social Services  
Community Policy & Management Team and  
Family Assessment & Planning Team**

**WHEREAS**, the Virginia Department of Social Services requires in the Code of Virginia, 1950, as amended, §§2.2-5204 & 2.2-5205. Section 1, that the Board of Supervisors ratify the appointment of representatives to the Community Policy & Management Team (CPMT) to oversee and manage the Comprehensive Services Act for At-Risk Youth and Families funds, and

**WHEREAS** the current alternate to the Community Policy & Management Team (CPMT), Rebekah Horton has resigned, and the department has recommended Tammy Wilson as her replacement and,

**WHEREAS** the current primary for Family Assessment & Planning Team (FAPT) is Rebekah Horton who has resigned and Family Assessment & Planning Team (FAPT) has recommended the appointment of Rebekah Mitchell to replace Rebecca Horton as primary for Family Assessment & Planning Team (FAPT) for the Department of Social Services, and

**THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Craig County that Tammy Wilson is hereby appointed as the Department of Social Services alternate appointee to the Community Policy & Management Team and Rebekah Mitchell appointed as primary for the Family Assessment & Planning Team.

The Board of Supervisors of Craig County, in a regular meeting on 4<sup>th</sup> day of November 2021 adopted this Resolution.

- D. Resolution (R21-87) Appointing Angela Huffman to the Social Services Board: Ms. Toelke made a motion, seconded by Ms. Dunne, Resolution R21-87 Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

**R21-87**

**A Resolution Appointing  
Angela Huffman to the Social Services Board**

**WHEREAS**, the Craig County Department of Social Services recommends appointments to the Craig County Board of Supervisors, and

**WHEREAS** Angela Huffman has been recommended to serve on the Simmonsville District, Social Services Board recently served by Barbara Charlton, whose term expired June 1<sup>st</sup>, 2021, and

**WHEREAS** Angela Huffman has agreed to serve a (4) four-year term on the Board of Social Services as the Simmonsville District representative, now

**THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Craig County that Angela Huffman is hereby appointed as the Simmonsville District Social Services Board Member for the term beginning on November 2<sup>nd</sup>, 2021, and ending June 30<sup>th</sup>, 2025, is hereby approved.

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

#### **OLD BUSINESS**

- A. Consider ordinance O20-01 extending Temporary Measures & Procedures Covid - 19 Ms. Dunne made a motion, seconded by Mr. Zimmerman, Ordinance O21-01 Voting was as follows: Mr. Zimmerman, no, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, no, and Mr. Spence, no.

#### **ORDINANCE NO. 2021-05 (Extending Ordinance 2020-02)**

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

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

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

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

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

**WHEREAS**, on March 17, 2020, Governor Northam, jointly with the Virginia State Health Commissioner, declared a continuing public health emergency in Virginia resulting from the spread of the

COVID-19 virus, and imposed stringent measures to combat the spread of COVID-19, including restricting the number of persons permitted to gather in certain public spaces to 10 persons or less: and,

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

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

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

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

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

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

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

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

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

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

1. That in accordance with Virginia Code § 15.2-1413, the following measures and procedures are hereby instituted to ensure continuity of government during the pendency of the COVID-19 crisis within the County:
  - a. If the County closes its offices to the public due to the threats posed by COVID-19, any process, procedure, matter, or transaction that requires the physical presence of the public in a County building is hereby suspended, unless conducted in accordance with this Ordinance or alternative measures to complete the process, procedure, matter, or transaction are provided by the County Administrator or his designee.

- b. The County Administrator or his designee is authorized to take actions objectively reasonable and necessary in the interest of public health, safety, and welfare to alter schedules, arrange for alternative procedures consistent with this Ordinance, provide programming and services, pay bills, receive payments, engage contractors, hire employees, set and manage a succession plan effective in the event of unavailability of staff, and adjust administrative processes and procedures to address the disaster or operational needs. In exercising his authority under this section, the County Administrator or his designee shall act in accordance with the guidance and directives of the U.S. Centers for Disease Control and Virginia Department of Health, and consistent with the Governor's executive orders and the County's Declaration of Local Emergency.
- c. Any meetings or hearings required to be held, or agenda items required to be considered, by the Board or a Public Entity are deemed continued and extensions therefor are hereby ordered, unless action is taken during the duration of and as provided by this Ordinance. The provisions of this section shall include, without limitation, those matters for which applicable law requires that action must be taken, or meeting or hearing held, within a specific time, or for which applicable law provides that failure to act is deemed approval.
- d. Any meetings or activities which require the physical presence of members of the Board or a Public Entity may be held through real time electronic means (including audio, telephonic, video or other practical electronic medium) without a quorum physically present in one location. At any such electronic meetings, the Board or Public Entity may consider any matter that is necessary to address the emergency or deemed essential to the continuity of government; and,
- e. Except in the case of special or emergency meetings, prior to holding any such electronic meeting, the Board or Public Entity shall provide public notice of at least 3 days in advance of the electronic meeting identifying how the public may participate or otherwise offer comment; and,
- f. Any such electronic meeting of the Board or a Public Entity shall state on its agenda and at the beginning of such meeting that it is being held pursuant to and in compliance with this Ordinance; identify the Board or Public Entity members physically and/or electronically present; identify the persons responsible for receiving public comment; and identify notice of the opportunities for the public to access and participate in such electronic meeting; and,
- g. Any such electronic meeting of the Board or a Public Entity shall be open to electronic access by the public, and in-person access by the public may be limited or prohibited; and,
- h. For any matters requiring a public hearing, public comment may be solicited by electronic or written means in advance and may also be solicited through telephonic or other electronic means during the course of the electronic meeting. All such public comments will be provided to members of the Board or Public Entity at or before the electronic meeting and made part of the record for such meeting; and,
- i. The minutes of all electronic meetings shall conform to the requirements of law, identify how the meeting was conducted, members participating, and specify what actions were taken at the meeting. The Board or Public Entity may approve minutes of an electronic meeting at a subsequent electronic meeting and shall later approve all such minutes at a regular or special meeting after the emergency and disaster has ended; and,



- j. Notwithstanding any provision of law, regulation or policy to the contrary, any deadlines requiring action by the Board or a Public Entity shall be suspended during this emergency and disaster, although officers and employees of the County, the Board, and Public Entities are encouraged to take such action as is practical and appropriate to meet those deadlines. Failure to meet any such deadlines shall not constitute a default, violation, approval, recommendation or otherwise; and,
  - k. Notices of meetings will be provided by email directly to those who have elected in writing in the previous calendar year to receive such notices under the Virginia Freedom of Information Act, and if practicable, will also be provided on the County's website and by other means selected by the County Administrator or his designee. To the extent practicable, notices will also be provided as otherwise provided by general law.
2. That the provisions in Section 1 of this Ordinance shall be in effect until repealed by the Board or for a period not exceeding six (6) months from the declaration of the local emergency. Upon repeal or expiration of this Ordinance, the matters referenced herein shall resume operation in accordance with normal practices and procedures.
  3. That in accordance with Sections 2.13 and 2.14 of the City's Charter, respectively, a second reading of this Ordinance is hereby dispensed with and this Ordinance shall take effect immediately as an emergency measure.
  4. That this Ordinance shall take effect immediately as an emergency matter and without prior notice, pursuant to Virginia Code § 15.2-1427, for a period of sixty (60) days or until extended upon readoption after customary notice.

Date: April 2<sup>nd</sup>, 2020

Recorded Roll Call Votes:

Jesse Spence, Chair:	<u>yes</u>
Carl Bailey, Vice Chair:	<u>yes</u>
Rusty Zimmerman:	<u>yes</u>
Lindsey Dunne:	<u>yes</u>
Kathi Toelke:	<u>yes</u>

Extension

**NOW THEREFORE BE IT FURTHER ORDAINED** by the Board of Supervisors of Craig County that this Ordinance be extended for a period of six (6) months until the matter can be reconsidered at the regular Board of Supervisors meeting on March 4, 2021, or as soon thereafter the matter may be heard, due to local threats posed by COVID-19 pandemic still existing.

This motion was made by Ms. Toelke, seconded by Mr. Zimmerman at the regular meeting, September 3rd, 2020.

Recorded Roll Call Votes:

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

**Extension**

**NOW THEREFORE BE IT FURTHER ORDAINED** by the Board of Supervisors of Craig County that this Ordinance be extended for a period of three (3) months until the matter can be reconsidered at the regular Board of Supervisors meeting on November 4<sup>th</sup>, 2021, or as soon thereafter the matter may be heard, due to local threats posed by COVID-19 pandemic still existing.

This motion was made by Carl Bailey, seconded by Rusty Zimmerman at the regular meeting, September 2, 2021.

Recorded Roll Call Votes:

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

**NOW THEREFORE BE IT FURTHER ORDAINED** by the Board of Supervisors of Craig County that this Ordinance be expired on December 31<sup>st</sup>, 2021. Discussion ensued about continuation of Ord 20-01 which will end December 31, 2021. Ms. Dunne requested it to be extended. Mr. Bailey requested it to be expired. Ms. Toelke asked to clarify that it was for all county boards. Mr. Collins explained the need for Ord 20-01 for emergency purposes and applied to all county boards. After discussion, the motion was made by Lindsey Dunne, seconded by Rusty Zimmerman at the regular meeting, November 4<sup>th</sup>, 2021.

The motion denied Ord 20-01 and will expire on December 31, 2021.

Recorded Roll Call Votes:

Jesse Spence, Chair: no  
Carl Bailey, Vice Chair: no  
Rusty Zimmerman: no  
Lindsey Dunne: yes  
Kathi Toelke: yes

- B. Establish Agreement with Virginia Western Community College (VWCC). Mr. Collins confirmed our agreement with VWCC since FY 2014 that all proceeds from the county are held in a scholarship fund and shall aid with academic tuition and credential training. To qualify they must have completed Junior and senior years at Craig County High School or a locality private /homeschool student. Ms. Toelke asked if Craig County Residence who attend Giles School system. Mr. Collins remarked the way the agreements are written are where they go to school. Motion to adopt the agreement, Mr. Spence, seconded by Mr. Zimmerman Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes, and Mr. Spence, yes.

### **NEW BUSINESS**

- A. Amending the Fiscal Year Budget for FY 2022 with Resolution R21-86. Ms. Dunne made a motion to approve, seconded by Mr. Bailey. Voting was as follows: Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence, yes.

### **R21-86 A RESOLUTION AMENDING THE FISCAL YEAR 2021-2022 BUDGET**

**WHEREAS**, the Craig County Board of Supervisors (CCBoS) adopted the 2021-2022 Budget on May 6, 2021, for planning purposes, and

**WHEREAS**, the Sheriff Department has received additional funding from VA Dept of Criminal Justice in the amount of \$959 from seizure assets, this amount will be added to Seizure funds for the Sheriff office, and

**WHEREAS**, the Circuit Court Clerk has requested that the County place the amount of \$11,842 in her salary lines to be expensed out to her employees in the clerk's office as a bonus, this amount is from her Non-reverting funds, and

**WHEREAS**, the Circuit Court Clerk has received the amount of \$12,290 from the Commonwealth of Virginia, Compensation Board for Technology Funds, these funds will be placed in the clerks TTF line for approved expenses for Technology expenses approved by the State Compensation Board, and

**WHEREAS**, the Craig County Library has received an additional \$900 above and beyond what was budgeted from the Town of New Castle, it is their request that they place this amount into the part time salary line, and

**WHEREAS**, the Craig County Library has received an additional amount of \$574 from the State Library of Virginia, it is the request that this amount be distributed between several line items in the state portion of the library budget, now

**THEREFORE, BE IT RESOLVED**, by the Board of Supervisors of Craig County that the Fiscal Year 2021-2022 budget is hereby amended as follows:

**REVENUE**

**LOCAL**

3-100-019000-0003	Clerk salaries Non-reverting fund	11,842
3-100-018990-0027	Town Local addl to library	900

**State**

3-115-024010-0005	Virginia Dept of Criminal Justice	959
3-100-023070-0002	Compensation Board TTF Clerk	12,290
3-100-024080-0001	Library of Virginia addl to library	574

<b>Total</b>		<b>26,565</b>
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**EXPENSES**

**Sheriff Seizure Fund**

4-115-031200-5898	State Seizure	959
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**General Fund**

**Circuit Court Clerk**

4-100-021600-1101	Salary of Deputy IV	5000
4-100-021600-1102	Salary of Deputies I	6000
4-100-021600-2100	FICA	842
4-100-021600-3511	TTF	12,290

**Library**

4-100-073300-1003	Part Time Salaries	830
4-100-073300-2100	FICA	70
4-100-073300-1003	Part Time Salaries	1061
4-100-073300-5542	Training	-100
4-100-073300-6012	Mileage	-387

<b>Total</b>		<b>26,565</b>
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**BE IT FURTHER RESOLVED** that the sum of **\$26,565** appropriated as described above. The Board of Supervisors of Craig County, in a regular meeting on the 4<sup>th</sup> day of November 2021, adopted this resolution.

B. Motion Approving the County Sponsoring the Craig County Christmas Parade on December 4<sup>th</sup>, 2021, at 6 pm. Mr. Bailey made a motion, Ms. Dunne 2<sup>nd</sup>, the board member voted as follows. Mr. Zimmerman, yes, Ms. Toelke, yes, Ms. Dunne, yes, Mr. Bailey, yes and Mr. Spence.

C. Transient Occupancy Ordinance (ORD21-06)

Mr. Collins opened discussion, adjusting the transient Occupancy Tax Ordinance to reflect new legislation by the state to collect on the total charge to the customer, including accommodation fees to be collected. Discussion regarding monthly and/or quarterly asked by Ms. Toelke who reviewed the paperwork. Mr. Spence and Ms. Parsons answered the tax is paid monthly. Mr. Collins did speak about the registration fee of \$15.00 that was made some time ago however board felt that was too much. And that if not registered there is a \$500.00 fine. Mr. Spence would like to see the penalty adjusted for first time offenders. Mr. Zimmerman would like a notice before the penalty is enforced. Mr. Collins also reminded that they must register every year. Mr. Collins reviewed discussion that on 1<sup>st</sup> failure to register you would receive a notice and on 2<sup>nd</sup> notice be fined. Ms. Dunne remarked on the amount of time from 1<sup>st</sup> notice to register. Ms. Toelke suggested within 30 days of receiving 1<sup>st</sup> notice one must register. Mr. Collin suggested speaking with the county attorney to make requested changes and creating a notice for public meeting December 2<sup>nd</sup>, 2021.

#### **INFORMATIONAL**

- A. Treasurer's Report
- B. DEQ Letter to David Paylor, MVP
- C. Blue Ridge Legal Services, Inc. Letter

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

- a. Mr. Collins, ARAP \$999,500.00 and are eligible for the Radio Equipment Replacement Project.
- b. Fire Marshal, Tom Cantrell has completed his three-week course and passed his final exam. We will have a resolution at the next Board Meeting appointing him as the Craig County Fire Marshall.
- c. The Planning Commission will begin the review of the comprehensive plan in the Spring. If you have anything you would like to have addressed in the plan, contact Mr. Collins and he will let the Planning Commission know.

- d. EDA closed on the sale of the Crown building. Monthly incentive loan payments will begin February 15<sup>th</sup> in the amount of \$3,097.21 a month for ten years.
- e. The GIS upgrades will continue till December 31<sup>st</sup>, a representative from Hurt & Proffitt in December for demonstration and update and will go live January 1<sup>st</sup>.
- f. Mr. Spence asked about the radio equipment. Mr. Collins answered that the CARES money will expire on December 31<sup>st</sup>, 2021, \$98,000.00, phase program and updated the radios in the cars. Mr. Cady and Mr. Humphreys are working on a BRIC grant that will be a multimillion dollar, we may get it/we may not.
- g. Mr. Zimmerman mentioned the Slaughter /Meat Processing and interest in the opportunity.
- h. Ms. Toelke, thank you and replacements for CPMT, Library Board, and Cleo Consortium Board.

**HEAR THE PUBLIC**

Mike Carper spoke to the board regarding the recent cigarette tax increase. Mr. Carper presented a study on the impact of being at a higher tax rate than surrounding counties and its irrevocable outcome to his business and Craig County overall tax revenue. Mr. Carper asked the cigarette tax to be reconsidered. Mr. Collins will make calls to ask what surrounding counties are charging for surrounding counties.

Jason Maytas thanked the board, and Kathi Toelke for her service. Mr. Maytas spoke regarding hometown farmers and agriculture. The importance of improving our food sources and supply chain. Mr. Maytas spoke about the possible meat processing center and programs to re-localize agriculture in our county.

**ADJOURN**

Mr. Spence adjourned the meeting at 7:09 pm.

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

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

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