

**CRAIG COUNTY BOARD OF SUPERVISORS  
DECEMBER 7 , 2023 – 6:00 P.M.  
CRAIG COUNTY COURTHOUSE**

**AT A REGULAR MEETING of the Craig County Board of Supervisors conducted on the  
7th day of December at 6:00 p.m. in the Craig County Court House Courtroom.**

**PRESENT:** Rusty Zimmerman-Vice Chair  
Carl Bailey-Supervisor  
Keith Dunbar-Supervisor

Dan Collins – Clerk

**ABSENT:** Jesse Spence – Chair  
Jason Matyas - Supervisor

**OPEN MEETING**

Meeting was called to order at 6:00 p.m. by Mr. Zimmerman. 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. Zimmerman asked if there were any changes to the agenda items. Mr. Collins added Section XII Recess to closed session for Legal Matters, move to consent items.

## **CONSENT ITEMS**

**R23-78**

**AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF CRAIG  
COUNTY, VIRGINIA, HELD AT THE CRAIG COUNTY COURTHOUSE  
ON THURSDAY, DECEMBER 7<sup>th</sup>, 2023**

### **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 December 7<sup>th</sup>, 2023 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 – November 2<sup>nd</sup>, 2023
  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 7<sup>th</sup> day of December 2023 adopted this Resolution.

Mr. Zimmerman asked for a motion on Consent Items, R23-78. Mr. Bailey made a motion, seconded by Mr. Dunbar, to approve Resolution R23-78. Voting was as follows: Mr. Zimmerman, yes, Mr. Matyas, absent, Mr. Dunbar, yes, Mr. Bailey, yes, and Mr. Spence, absent.

## **BRIEFINGS**

- A. Robin Keeler, VDOT, reported on Guardrail upgrades to be completed in late October/early November Route 311 in the Potts Mountain area. No Land Development projects. Permits issued between 10/19/23 – 11/27/23 1 special event and 1 private entrance. Mowing and brush trimming on Route 624 (Little Mountain Road) is almost completed. Mowing and brush trimming on Route 629 (Northside Road) to follow. Shoulder and ditch maintenance on Route 624 (Little Mountain Road). Completed projects: Ditching and cutting high shoulders on Route 603 (Maple Grove Road). All pipes on this route cleaned. Patching on Route 611 (Peacefull Valley Road), Route 623 (Mill Race Road), Route 624 (Little Mountain Road), and Route 650 (Marshall Street/ Middle Street/ Holcombe Ave) Shoulder repair on Route 615 (Craig Creek Road/ Market Street). Operator Training: one on motor graders, one on backhoes, and one for commercial driver's license.
- Ms. Keeler asked if there were any questions or comments from the Board. Mr. Dunbar asked about Route 621. Ms. Keeler advised that Mr. Blevins is in the process of working on that project.
- B. Trace Bellassai, Broadband- No Report
- C. Bill Wolf, Preserve Craig, Mountain Valley Pipeline Update- No Report
- D. Woody Lipps, Craig Valley Railbed Trail – Not present, Handout was presented to the Board.
- E. Scott Wickham, Robinson, Farmer, and Cox, Audit Presentation – Provided 2023 Audit presentation. The complete audit was handed out to the Board of Supervisors and the School Board. An overview was presented, and questions answered.

## **APPOINTMENTS**

**R23-79**

### **A Resolution Appointing Diane Givens, Kathi Toelke and Tina Crawford to the Craig County Tourism Commission**

**WHEREAS**, membership in the Craig County Tourism Commission (CCTC), in accordance with Resolution R.12-01 passed by the Board of Supervisors of Craig County, will consist of five (5) citizens appointed by the Board with representation as equally distributed around the five magisterial districts as practical.

**WHEREAS**, these representatives shall serve at the pleasure of the Board of Supervisors and will serve for (4) year staggered terms, and

**WHEREAS**, Diane Givens who has served from January 1st, 2019 to January 31<sup>st</sup>, 2023, and nominated for a consecutive term from January 1<sup>st</sup>, 2024 to December 31<sup>st</sup>, 2028, and

**WHEREAS**, Kathi Toelke who has fulfilled the unexpired term of Mr. Labiosa and has been nominated to serve a full four year term starting January 1<sup>st</sup>, 2024 to December 31<sup>st</sup>, 2028 and,

**WHEREAS**, The Craig County Tourism Commission has nominated Diane Givens, and for Kathi Toelke to serve each, the four year term from January 1<sup>st</sup>, 2024 to December 31<sup>st</sup> 2028.

**WHEREAS**, Ty Walker who has served from June 1<sup>st</sup>, 2023 to November 28<sup>th</sup>, 2023, and we thank him for her service, and

**WHEREAS**, The Craig County Tourism Commission has nominated Tina Crawford to fulfill the unexpired term of Ty Walker from January 1<sup>st</sup>, 2024 to December 31<sup>st</sup>, 2025, and

**THEREFORE BE IT RESOLVED** by the Board of Supervisors of Craig county that the Tourism Commission recommends approval of Resolution 23-79 for the appointment of Diane Givens, Kathi Toelke and Tina Crawford, the 7<sup>th</sup>, of December, 2023.

Mr. Zimmerman asked for a motion on, R23-79. Mr. Bailey made a motion, seconded by Mr. Dunbar, to approve Resolution R23-79. Voting was as follows: Mr. Zimmerman, yes, Mr. Matyas, absent, Mr. Dunbar, yes, Mr. Bailey, yes, and Mr. Spence, absent.

**R23-80**

**RESOLUTION REAPPOINTING  
SHERIFF LLOYD TREVOR NELSON CRADDOCK  
TO REGIONAL POLICY BOARD  
OF THE ALCOHOL SAFETY ACTION PROGRAM AND  
REGIONAL COMMUNITY CRIMINAL JUSTICE BOARD**

**WHEREAS**, the Boards of Supervisors of the Counties of Alleghany, Bath, Botetourt, Craig, Roanoke, and the City Councils of the Cities of Covington, Roanoke and Salem have established and operate the Court-Community Corrections Program, a local pretrial services and community-based probation program established and operated pursuant to the provisions of Article 7 of Chapter 1 of Title 9.1 and Article 1 of Title 19.2 of the 1950 Code of Virginia, as amended; and

**WHEREAS**, the Virginia Comprehensive Community-Corrections Act for Local-Responsible Offenders (Virginia Code § 9.1-173 *et seq.*) and the Virginia Pretrial Services Act (Virginia Code §19.2-152.2 *et seq.*) require the establishment and appointment of a Community Criminal Justice Board for the Court-Community Corrections Program; and

**WHEREAS**, a Regional Community Criminal Justice Board for the Court-

Community Corrections Program previously has been established in accordance with law, and this Board of Supervisors, in conjunction with the governing bodies of the other jurisdictions which participate in this multijurisdictional program, deems it appropriate to reconstitute the Regional Community Criminal Justice Board for the Court-Community Corrections Program, pursuant to the authority granted to local governing bodies under Virginia Code §15.2-1411.

**NOW, THEREFORE BE IT RESOLVED**, pursuant to the authority granted to this Board of Supervisors by Virginia Code §§15.2-1411, 19.2-152.5, 9.1-173, that Lloyd Trevor Nelson Craddock is reappointed to represent Craig County on the Regional Policy Board of the Alcohol Safety Action Program and the Regional Community Criminal Justice Board which is to expire on February 28<sup>th</sup>, 2024 and asking the Board of Supervisors to reappointed for another three year term, expiring on February 28, 2027.

The Board of Supervisors in a regular meeting on the 7<sup>th</sup> day of December 2023 adopted this Resolution.

Mr. Zimmerman asked for a motion on, R23-80. Mr. Dunbar made a motion, seconded by Mr. Bailey, to approve Resolution R23-80. Voting was as follows: Mr. Zimmerman, yes, Mr. Matyas, absent, Mr. Dunbar, yes, Mr. Bailey, yes, and Mr. Spence, absent

**R23-81**

**A Resolution Appointing  
Woody Lipps and Jonathon Lee  
To the Economic Development Authority**

**WHEREAS**, the Board of Supervisors created an authority as allowed by statute known as the Economic Development Authority on June 21, 1994, and

**WHEREAS**, it is the responsibility of the Board of Supervisors to appoint members of the Economic Development Authority, and

**WHEREAS**, Jordan Labiosa and Doug Williams have given their resignation to the Economic Development Authority and we thank them both for their service, and

**WHEREAS**, the Economic Development Authority currently has two vacancies, the remaining year term of Jordan Labiosa, which expires on June 21, 2025, the remaining term of Doug Williams, which expires on June 21, 2026, and

**WHEREAS**, Woody Lipps is nominated to fill Jordan Labiosa's position for the remaining expiring June 21, 2025, and Jonathon Lee is nominated to fill

Doug Williamson's position for the remaining term expiring June 21, 2026,  
now

**THEREFORE BE IT RESOLVED** by the Board of Supervisors of Craig County the appointment of Woody Lipps, for the remaining term ending June 21, 2025 and the appointment of Jonathon Lee for the remaining term ending June 21, 2026, to the Economic Development Authority.

The Board of Supervisors of Craig County, on 7th day of December, 2023 adopted this Resolution.

Mr. Zimmerman asked for a motion on, R23-81. Mr. Dunbar made a motion, seconded by Mr. Bailey, to approve Resolution R23-81. Voting was as follows: Mr. Zimmerman, yes, Mr. Matyas, absent, Mr. Dunbar, yes, Mr. Bailey, yes, and Mr. Spence, absent

## **OLD BUSINESS**

DMV Local Services- Mr. Dan Collins gave a report to the board regarding services provided by the DMV. The DMV has recently discontinued the DMV Connect Services in New Castle. The service was provided every other month. The Town of New Castle charged a Facility Fee (Primarily for Cleaning the Town Hall after use). We previously discussed at a BOS meeting sharing the cost (Town & County) so the DMV would not have to pay this local fee. There are 2 types of services DMV offers DMV select to be located in the Treasurer's Office or DMV Connect to be located in either the Town Hall or New Castle Volunteer Fire Department. The Treasurer has agreed to operate the DMV Select out of her office. The Treasurer would collect a 4.5% fee on all transactions as compensation for the work provided. The funds could be used as an annual bonus for the Treasurer's office employees. The County/Town is to provide the equipment for the Treasurers Office. Supplies needed are: 1) A secure storage safe/cabinet for DMV items 2) Computer 3) Dual Printer. The estimated cost is between \$1,600 and \$2,200. The Treasurer is soliciting estimated for all the equipment. Staff Recommendation: The Board of Supervisors authorizes the County Administrator to negotiate agreements for DMV Connect and DMV Select services. Authorize the use of Contingency Funds for the start-up for equipment, not to exceed \$2,400.00.

Mr. Zimmerman asked for a motion on, allowing Mr. Collins to negotiate transactions with DMV. Mr. Dunbar made a motion, seconded by Mr. Bailey, to approve the motion. Voting was as follows: Mr. Zimmerman, yes, Mr. Matyas, absent, Mr. Dunbar, yes, Mr. Bailey, yes, and Mr. Spence, absent.

## **NEW BUSINESS**

**A RESOLUTION AMENDING  
THE FISCAL YEAR  
2023-2024 BUDGET**

**WHEREAS**, the Craig County Board of Supervisors (CCBoS) adopted the 2023-2024 Budget on May 4, 2023 for planning purposes, and

**WHEREAS**, the Craig County Department of Social Services has received additional revenue from the Commonwealth of Virginia in the amount of \$8,000, and

**WHEREAS**, this funding is a Transportation Assistance Program which is to support the driving needs of former and current foster care youth with the purchase of vehicles, and

**WHEREAS**, the Craig County Sheriff’s Office has received additional funds from the Department of Criminal Justice ARPA Law Enforcement in the amount of \$12,000 to add to the already approved DCJS grant in the amount of \$195,000 (which now will total \$207,000) this grant is for equipment and connections between the EMS and the Sheriff Office, now

**THEREFORE, BE IT RESOLVED**, by the Board of Supervisors of Craig County that the Fiscal Year 2023-2024 budget is hereby amended as follows:

**REVENUE**

**State**

**Commonwealth of Virginia**

3-201-024060-0004	Laser	8,000
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**Federal**

3-100-033010-0018	Sheriff ARPA DCJS grant	<u>12,000</u>
	<b>Total</b>	<b><u>20,000</u></b>

**EXPENSES**

**Dept of Social Services**

4-201-053110-0862	Independent Living Education	8,000
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**Grants**

4-100-091500-9537	ARPA grant DCJS	<u>12,000</u>
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**Total            20,000**

**BE IT FURTHER RESOLVED**, that the sum of **\$20,000** appropriated as described above. The Board of Supervisors of Craig County, in a regular meeting on the 7th day of December 2023, adopted this resolution.

Mr. Zimmerman asked for a motion on, R23-82. Mr. Bailey made a motion, seconded by Mr. Dunbar, to approve Resolution R23-82. Voting was as follows: Mr. Zimmerman, yes, Mr. Matyas, absent, Mr. Dunbar, yes, Mr. Bailey, yes, and Mr. Spence, absent.

**R23-83**

**A RESOLUTION TRANSFERRING FUNDS FOR  
THE 2023-2024 FISCAL YEAR BUDGET  
FOR CRAIG COUNTY**

**WHEREAS**, the Craig County Board of Supervisors (CCBoS) adopted the 2023-2024 Budget on May 4, 2023 for planning purposes, and

**WHEREAS**, It is necessary to make a transfer from contingency in the amount of \$8,612, for salary increases thru June 30,2024 for the Board of Supervisors, and

**WHEREAS**, Resolution R23-40 dated May 4, 2023 was approved after discussions that the yearly compensation had not increased in at least 40 years, and also had results that the surrounding counties with like populations had yearly salaries ranging from \$3,000 up to \$11,000, and

**WHEREAS**, this would change Craig County's annual compensation for the Chair to \$6,500 and each member to \$5,500, 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 2023-2024.

**FROM:**

4-100-091410-5850	Contingency	8,612
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**TO:**

4-100-011010-1100	BOS salaries	8,000
4-100-011010-2100	FICA	<u>612</u>
	Total	8,612

The Board of Supervisors of Craig County in a regular meeting on 7th day of December, 2023 approved this resolution.

Mr. Zimmerman asked for a motion on, R23-83. Mr. Dunbar made a motion, seconded by Mr. Bailey, to approve Resolution R23-83. Voting was as follows: Mr. Zimmerman, yes, Mr. Matyas, absent, Mr. Dunbar, yes, Mr. Bailey, yes, and Mr. Spence, absent.

**PUBLIC HEARING**

NONE

**ACTION AS A RESULT OF PUBLIC HEARING**

None

**REPORTS AND INQUIRIES FROM THE BOARD**

1. **EDA – Farmers Market Project (\$174,701.02)** for Phase One was completed on time and on budget. Management Items remaining:
  - a. Management Agreement to be developed by the EDA.
    - i. Identify who will manage the Farmers Market.
  - b. Farmers Market Committee has been established.
    - i. Tourism Commission has appointed a FM Committee to get started.
    - ii. Identify members (5-7) that are familiar with, or associated with farming, etc.
      1. Supervisor Matyas is a participating member.
    - iii. Identify additional types of activities (i.e., Christmas, Fall Festival, Music, etc.)
  - c. FM Policy is being developed, using Salem & Vinton Policies as a templet.
    - i. Final Draft will be presented to the EDA, then Town of New Castle, & the County for review and final approval.
  - d. Identify all Funding sources.
  - e. Develop Annual Operating Budget
  - f. Phase Two Options (Restroom Estimated cost = \$135,000)

2. **EDA** – Following the November Elections there will be two vacancies. The BOS reviewed Nominations, in closed session, at the September BOS meeting, and has identified two candidates. Appointments at the December meeting, effective January 1, 2023.
3. **Courthouse Gazebo** – DAR, VA250 Craig Committee and the Tourism Commission are discussing plans for a commemorative Gazebo as part of the VA250 Anniversary Celebration in 2026. Identifying fund participants and fund-raising activities. This will be reviewed during Budget Work Sessions.
4. **The Planning Commission** will begin work on reviewing Solar Energy, Camping, Mother-in-law Houses as possible amendments to the Zoning Ordinance – will begin March / April 2024.
5. **ARAP Funds** (Approximately \$996,637+/-) are eligible for Radio project. In addition, Delegate Terry Austin reports that there may be \$2,000,000 in proposed funding in the State Budget. We have also submitted a BRIC grant request for \$3,900,000.
6. **Opioid Settlement** – Notified that the County will receive \$371,000. An eligible expense is assisting with the funding of the Catawba Hospital expansion currently being considered by the State Legislature. The BOS mailed, a letter of support for the Grant Application by the Roanoke Valley Response Cooperative to the Commonwealth of Virginia Opioid Abatement Authority last June,
7. **2024 Reassessment** –Wampler Eanes Appraisal Group LTD has been working on the reassessments for the last few months roughly 100% of all parcels have been assessed.– Over the last 6 years, property values have increased in value by an average of 34.5%.

During the Month of November there were 439 parcels appealed out of 5,313 total parcels (8.3%)  
Of those parcel appeals:

  - 293 parcels had changes (66.7% of Parcels Requesting Appeals).
  - 146 parcels had no changes.
  - There were 142 hearings scheduled and 10 walk-in hearings for a total of 152.
  - There were 41 appeals from property owners that only appealed with no hearings requested.

▪ **Spring of 2024 - Board of Equalization will advertise dates for Individual Appointments.**
8. **Rails To Trails** –A Citizen Information Meeting (**CIM**) was held on **September 21, 2023** from **4:00PM to 6:00PM** in the Craig County High School. Citizen Trail Survey results: Support 83.14%; Oppose 16.49%. The next step is the Preliminary Engineering work. CTB provided \$1,000,000 for PE work at their October Meeting. The Board appointed a 7-member committee at the June 2022 Meeting to oversee the development and ensure citizen involvement. Funding from the state totals \$12,500,000 for this project.
9. **Health Department Lease** – The current lease expired June 30, 2022. Notified the Health Department they are month to month until a new lease is negotiated. The Health Department continues to work on a new Lease.

## **HEAR THE PUBLIC**

No comments from the public

## **RECESS TO CLOSED SESSION FOR LEGAL MATTERS**

- A. Motion to go into closed session to discuss XII, Legal Matters §2.2-3711 A.7 Closed Session

Mr. Zimmerman asked for a motion to recess to CLOSED SESSION FOR LEGAL MATTERS §2.2-3711 A.7. Mr. Bailey made a motion, seconded by Mr. Dunbar. Voting as follows: Mr. Zimmerman, yes, Mr. Matyas, absent, Mr. Dunbar, yes, Mr. Bailey, yes, and Mr. Spence, absent.

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

**R23-84**

**AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF  
CRAIG COUNTY, VIRGINIA, HELD AT THE CRAIG COUNTY  
COURTHOUSE ON THURSDAY, DECEMBER 7<sup>TH</sup>, 2023**

**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

Mr. Zimmerman asked for a motion on, R23-84. Mr. Bailey made a motion, seconded by Mr. Dunbar, to approve Resolution R23-84. Voting was as follows: Mr. Zimmerman, yes, Mr. Matyas, absent, Mr. Dunbar, yes, Mr. Bailey, yes, and Mr. Spence, absent.

**ACTION AS A RESULT OF CLOSED SESSION**

No Action

**ADJOURN**

Mr. Zimmerman adjourned the meeting at 6:48 pm.

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

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

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