

At a Closed Meeting and Work Session of the Board of Supervisors of Warren County held in the Warren County Government Center on January 21, 2025, at 6:00 PM.

Present: Cheryl L. Cullers, Chair (South River District); Jerome K. Butler, Vice Chair (Happy Creek District); Victoria L. Cook, (Fork District); Richard A. Jamieson, (North River District); John W. Stanmeyer, (Shenandoah District), also, Jason J. Ham, County Attorney; Edwin C. Daley, County Administrator

At 6:00 PM, on a motion by Ms. Cook, seconded by Dr. Jamieson, and the following vote, the Board entered into a closed meeting under Section 2.2-3711(A)(7) for the purpose of consultation with legal counsel pertaining to actual litigation. The subject matter being the Garnishment Summons CL24000943-01 and CL24000943-04 served upon Warren County regarding EDA debts.

Additionally, the Board entered into a closed meeting under Section 2.2 -3711(A)(1) for the discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, and resignation of a specific public officer of the public body. The subject matter being citizen appointments to the Warren County Library Board.

Lastly, the Board entered into a closed meeting under Section 2.2-3711(A)(8), Consultation with legal counsel, employed by the public body, regarding specific legal matters requiring the provision of legal advice by such counsel, such legal matters being the Board of Supervisors meeting policy and procedures.

Ms. Cook, Aye; Dr. Jamieson, Aye; Ms. Cullers, Aye; Mr. Butler, Aye; Mr. Stanmeyer, Aye

At 6:50 PM, on a motion by Ms. Cook, seconded by Dr. Jamieson, and the following vote, the Board certified to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements under Sections 2.2-3711(A)(1), (7), and (8) of the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body.

Ms. Cook, Aye; Dr. Jameison, Aye; Mr. Butler, Aye; Mr. Stanmeyer, Aye; Ms. Cullers, Aye

At a Regular Meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on January 21, 2025, at 7:00 PM.

Present: Cheryl L. Cullers, Chair (South River District); Jerome K. Butler, Vice Chair (Happy Creek District); Victoria L. Cook, (Fork District); Richard A. Jamieson, (North River District); John W. Stanmeyer, (Shenandoah District), also, Jason J. Ham, County Attorney; Edwin C. Daley, County Administrator; Jane Meadows, Deputy County Administrator; Jon Martz, Director of Social Services; Kelly Wahl, Planner; Alisa Scott, Finance Director; Zachary Henderson, Deputy Clerk to the Board of Supervisors.

Call to Order:

Mr. Butler called the meeting to order at 7:02 PM with an opening prayer from Pastor James Boyette

Adoption of the Agenda:

On a motion by Ms. Cook, seconded by Dr. Jamieson, and the following vote, the Board adopted the agenda as amended to include Item N: Citizen Appointments to the Warren County Library Board.

Ms. Cook, Aye; Dr. Jameison, Aye; Mr. Butler, Aye; Mr. Stanmeyer, Aye; Ms. Cullers, Aye

Department of Social Services – Staff Award Recognition from the Governor’s Office

Mr. Martz gave special thanks and recognition to Ms. Michelle Smeltzer and Ms. Nicole Johns for receiving the 2024 Governor’s Volunteerism and Community Service Award for outstanding independent group in the Commonwealth of Virginia.

Public Comment Period: *(below is a list of citizens who spoke at the Public Comment Period):*

- **John Jenkins** – commented on the ongoing Budget Process and emphasized his concerns regarding the over \$2 million dollar deficit, the incomplete audit in correlation to budget requests and approvals, and the responsibilities of the employees working on it.

Board Reports:

- **Mrs. Cook reported the following:**
 - Attended the Finance/Audit Committee meeting and commented that all questions that were provided by Ms. Cullers were addressed and responses should be sent soon. And stated that the meetings are open to the public and for the first time, a Warren County Citizen attended.
 - Addressed the Audit issue for FY 2024 and stated that the Treasurer is in the process of balancing the books.
 - Attended the Airport Commission meeting and reported on the nearly complete rules and regulations document that will be presented to the Board soon.
 - Stated that she is still waiting for responses from Public Works regarding various airports policies.
- **Dr. Jamieson reported the following:**
 - Met with several people who participate in travel softball and discussed the economics of travel sports and how they could be beneficial to the County, and the potential of the Rockland Sports Complex.
 - Interviewed 6 applicants for the Warren County Library Board and is pleased with the results.
- **Mr. Butler reported the following:**
 - Attended a recent meeting with the FAA and the Virginia Department of Aviation to discuss upcoming projects and the future of the Airport.
 - Attended the Airport Commission meeting and discussed the nearly complete by-laws and hopes to get them over to Ms. Cook soon after completion
 - Commented on the interviewed 6 applicants for the Warren County Library Board
 - Commented on the Fire and Rescue banquet and while he was only able to attend for a short time but was happy to see the large turnout.
- **Mr. Stanmeyer had no report**
- **Mrs. Cullers reported the following:**
 - Thanked public safety for their hard work during the recent snowstorm
 - Congratulated all staff members who recently received public service awards
 - Attended a Samuel’s Public Library Board meeting on January 14th and commented on the upcoming programs.
 - Attended a meeting at the Browntown Community Center to discuss the ongoing Broadband and road projects
 - Attended the second Tourism committee meeting on January 15th and commented on the good ideas about branding and marketing and the best ways to move forward.
 - Attended a DSS Advisory Board meeting on January 16th where the new officers were elected
 - Viewed a Fire and Rescue training on donated land near her home.
 - Attended a Fire and Rescue banquet that night that honored paid EMS staff with the EMS award of the year.

- **Dr. Daley reported the following:**
 - Stated that all points broadband will be doing their presentation to the Board during the February 4th regular meeting.
 - Stated that the next Town/County Liaison meeting will be held on January 30th at 6:00 PM at Town Hall.
 - Provided a presentation about the 2025 Reassessment information including dates of the notices, whom to contact for appeals, as well as appointment procedures and dates
- **Mr. Ham had no report**

Appropriations and Transfers:

On a motion by Ms. Cook, seconded by Dr. Jamieson, and the following vote, the Board approved that Appropriations and Transfers as presented.

Ms. Cook, Aye; Dr. Jameison, Aye; Mr. Butler, Aye; Mr. Stanmeyer, Aye; Ms. Cullers, Aye

Approval of Accounts – November 2024:

On a motion by Ms. Cook, seconded by Dr. Jamieson, and the following vote, the Board approved the Accounts for November 2024 as presented.

Ms. Cullers, Aye; Mr. Stanmeyer, Aye; Mr. Butler, Aye; Dr. Jameison, Aye; Ms. Cook, Aye

Approval of Accounts – December 2024:

Ms. Cook asked if the accounts that are presented just include the General Ledger, or if enterprise accounts, or capital improvements are included as well.

Ms. Scott stated that the P-Card report and the Fuel report include all funds and that she will check the accounts payable to see if that includes more than the general ledger.

Vicky talked about the General Legers and asked if it were possible to include other funds and accounts to the report. Alisa stated that P-Card and Fuel are all funds and will check the Accounts Payables as well.

On a motion by Mr. Stanmeyer, seconded by Ms. Cook, and the following vote, the Board approved the accounts for December 2024 as presented.

Ms. Cook, Aye; Dr. Jameison, Aye; Mr. Butler, Aye; Mr. Stanmeyer, Aye; Ms. Cullers, Aye

Approval of Minutes – January 7th Regular Meeting:

On a motion by Dr. Jamieson, seconded by Mr. Stanmeyer, and the following vote, the Board approved the minutes for January 7th as presented.

Ms. Cullers, Aye; Mr. Stanmeyer, Aye; Mr. Butler, Aye; Dr. Jameison, Aye; Ms. Cook, Aye

Public Hearings

CUP2024-11-01 – Amber R. Jones – Short Term Tourist Rentals

Ms. Wahl stated that the applicant is requesting a conditional use permit for a short-term tourist rental for the property she acquired from her father. The applicant would like to make the property available for short-term lodging for visitors seeking to experience Warren County while she and her family are not using the property. The property will be managed by the applicant.

Mr. Butler opened the public hearing and the applicant, Amber Jones, spoke to the Board and gave her personal history of the property and her future plans for it.

There were no additional comments from the public or Board, and the hearing was then closed.

On a motion by Ms. Cook, seconded by Dr. Jamieson, and the following vote, the Board approved the conditional use permit request of Amber R Jones for a short-term tourist rental with the conditions as recommended by the Planning Commission and staff.

Ms. Cullers, Aye; Mr. Stanmeyer, No; Mr. Butler, Aye; Dr. Jameison, Aye; Ms. Cook, Aye

New Business:

Consent Agenda:

1. Authorization to Advertise for Public Hearing - Z2024-11-01 - Conditional Use
2. Authorization to Advertise for Public Hearing - Z2024-11-02 - Adult Business
3. Authorization to Advertise for Public Hearing - CUP2024-12-01 – Short-Term Tourist Rental – Isaac Rushing
4. Authorization to Advertise for Public Hearing - CUP2024-12-02 – Rural Resort Center - Reitano Vineyards (Shelly Cook)
5. Authorization to Advertise for Public Hearing - CUP2024-12-03 – Short-Term Tourist Rental - Allan & Christine Sylvester
6. Authorization to Advertise for Public Hearing - CUP2024-12-04 – Church - Mountaintop the Church at Skyline
7. Authorization to Advertise for Public Hearing - CUP2024-12-05 – Short-Term Tourist Rental - Gillian Greenfield & Richard Butcher DBA 2MEXICO, LLC/B Allen Richards, LLC
8. Authorization to Advertise for Public Hearing - CUP2024-12-10 – Short-Term Tourist Rental – Jessica Young
9. Amendment to Lease Agreement of Hangar B3 to John Noss
10. Amendment to Lease Agreement of Hangar A4 to Michael Christensen
- 11. Rockland Project Award Recommendation (removed for discussion)**
12. Contract - Carroll Construction Company Contract for Hired Equipment Services
- 13. 2025 Board of Supervisors Committee Assignments (removed for discussion)**
14. Fire and Rescue Stair Chair Acquisition
15. Fire and Rescue Power Cot and Load System Acquisition
16. Authorization to Advertise for Public Hearing - Fire and Rescue Stryker Financial Agreement
17. Board of Supervisors Meeting Policy and Procedures
18. Resolution Ending Local Emergency

Dr. Jamieson stated that he would like to pull #11: Rockland Project Award Recommendation and Mr. Stanmeyer stated that he would like to pull #13: 2025 Board of Supervisors Committee Assignments.

On a motion by Ms. Cook, seconded by Mr. Stanmeyer, and the following vote, the Board approved the consent agenda as amended.

Ms. Cook, Aye; Dr. Jameison, Aye; Mr. Butler, Aye; Mr. Stanmeyer, Aye; Ms. Cullers, Aye

Rockland Project Award Recommendation:

Ms. Meadows provided a brief history on the project from the Rockland Park Development in 2009, the LPDA concept plan in 2015, to a conversation with Mr. Joe Petty and one of the project managers from Fairfax County to discuss a pathway for sports tourism and how their parks programs were developed. In terms of generating revenue for the project, it would come from because the field rentals would be used to cover the cost of maintenance and staff, in addition to possible overflow when teams are in the area when they stay at hotels and restaurants etc. The county received a three-year grant that started the clock on October 1st of 2024 meaning the completed project has a deadline of September 30th, 2027.

Dr. Jamieson asked if there was a way to view numbers and studies done by other localities. Ms. Meadows stated that it's possible to look since most are public entities, but they're tied specifically to what's in their jurisdiction and population etc. but the County's Parks Director is partnering with other localities to gather information for financial impacts and the different ways that money can be tracked. Dr. Jamieson affirmed his support for the project but stated that he wants to have a solid economic basis for it.

Ms. Cook asked about the involvement of Parks and Recreation, and once the facility is completed if the maintenance and operation will be coming out of the Parks Budget. Ms. Meadows stated that it would come out of the Public Works budget since they absorbed the former Parks and Recreation Maintenance division approximately 2 years ago. Additionally, Public Works will have dedicated staff for such a large complex.

Ms. Cook then asked about revenue distribution and where it will go once it starts to come in. Ms. Meadows stated that the revenue will ultimately go back into the general fund, however, it does offset the Parks and Recreation Budget.

On a motion by Dr. Jamieson, seconded by Ms. Cook, and the following vote, the Board approved the sole source award to Kimley-Horn and Associates, Inc. for \$57,283.00 on behalf of Warren County, and authorized the County Administrator to execute all documents that have been approved by the County Attorney in order to obtain such services.

Ms. Cullers, Aye; Mr. Stanmeyer, Aye; Mr. Butler, Aye; Dr. Jameison, Aye; Ms. Cook, Aye

2025 Board of Supervisors Committee Assignments:

Mr. Stanmeyer stated that he has one minor change to the Committee list, and that is to remove his name from the Tech Review Committee and add Ms. Cook. Additionally, Mr. Butler added Dr. Jamieson to the Parks and Recreation Commission as an alternate.

On a motion by Mr. Stanmeyer, seconded by Dr. Jamieson, and the following vote, the Board passed the committee assignments as listed with the following changes: Dr. Jamieson to the Parks and Recreation Commission as alternate, and replace Mr. Stanmeyer on the Technology Review Committee with Ms. Cook.

Ms. Cook, Aye; Dr. Jameison, Aye; Mr. Butler, Aye; Mr. Stanmeyer, Aye; Ms. Cullers, Aye

Citizen Appointments to the Warren County Library Board:

On a motion by Ms. Cook, seconded by Dr. Jamieson, and the following vote, the board appointed Frank Gersham for a one- year term, Dean Jaques for a two- year term, Vicky Cook for a three- year term Eric Belk for a four- year term and Veronica Ranieri for a four- year term to the Warren County Library Board, effective immediately.

Ms. Cullers, No; Mr. Stanmeyer, Aye; Mr. Butler, Aye; Dr. Jameison, Aye; Ms. Cook, Aye

Adjournment:

On a motion by Dr. Jamieson, the meeting was adjourned at 8:22 PM.