

At a Regular Meeting of the Board of Supervisors of Warren County held in the Warren County Government Center on January 20th, 2026, at 7:00 PM

Present – Warren County Board of Supervisors and County Staff: Cheryl L. Cullers, (Chair - South River District); Tony F. Carter (Vice Chair - Happy Creek District); John W. Stanmeyer, (Shenandoah District) Hugh B. Henry, (Fork); Richard A. Jamieson, (North River District); also, Bradley N. Gotshall, County Administrator; Jason Ham, County Attorney; Chase Lenz, Zoning Administrator; Kelly Wahl, Planner; Alisa Scott, Finance Director; and Zach Henderson, Deputy Clerk to the Board of Supervisors.

Call to Order:

Ms. Cullers called the meeting to order at 7:00 PM with an opening prayer from Bobby Stepp

Adoption of Agenda – Additions or Deletions:

On a motion by Mr. Henry seconded by Mr. Stanmeyer, and the following vote, the Board adopted the agenda as presented.

Dr. Jamieson, Aye; Mr. Henry, Aye; Ms. Cullers, Aye; Mr. Carter, Aye; Mr. Stanmeyer, Aye

Public Comment Period:

1. **John Jenkins** – commented on the budget process and taxes stating that the County is not a business that generates revenue but an organization that provides needed services to its citizens and asked what can be done to reduce spending. He emphasized the credit card spending on various items, and regarding the attorney billing, commenting that if the Board were more prepared then the meetings would not last as long.
2. **Lewis Moten** – voiced his support for replacing AS400 and modernizing the financial systems and the current difficulties of accessing the data but voiced his concerns that the scope is still unsettled, specifically whether the Treasurer and the Commissioner have been included in the conversations.
3. **Kathleen Mancini** – spoke regarding the new housing development near High Top Road and the well water issues and the lack of proper infrastructure to accommodate the 63+ houses that are proposed and requested an ordinance that a building permit cannot be issued unless there is proper infrastructure in place.
4. **Dominic Ruibal** – stated that the amendments to the Rooster Exception is perfectly reasonable and most people that live in a community such as his own do not take any issue with the noise. Additionally, he commented on the Royal Examiner article and Mr. Stanmeyer’s “misrepresentation of facts” regarding the pollution from Christendom College, and the wastewater reaching the Shenandoah River.
5. **Linda McDunough** – discussed the issue of well water and the severe drought that Warren County is under in correlation to housing developments on High Top and Switchback and her well going dry overnight and further expressed a concern as to where these new residents will put in wells on half-acre lots being only 50 feet apart.

Public Hearings:

CUP2025-11-01 - Short-Term Tourist Rental - 422 Bowman Hollow Road:

Ms. Wahl stated that the applicant is requesting a conditional use permit for a short-term tourist rental for the property he recently built. The owner would like to make the dwelling available for short-term rent for people seeking to be close to the Shenandoah National Park and other areas of Warren County. The owner, Xin Li and Christina Carter, a local property manager, will oversee all aspects of the rental process and management of the rental property.

Ms. Cullers opened the public hearing and below is a list of speakers for this item:

1. **John Jenkins** – stated that he is opposed to all Short-Term tourist rentals, emphasizing that when these are approved, they are a commercial business located in an R-1 Residential area and there is no compliance with the Americans with Disabilities act, and the County could be potentially liable should something happen and the County had approved.

There were no further comments from the public, and the hearing was then closed. Mr. Henry commented that the State Legislature has ruled this not being a commercial entity from a legal standpoint despite similarities.

On a motion by Mr. Henry, seconded by Dr. Jamieson, and the following vote, the Board approved conditional use permit #2025-11-01 for a short-term tourist rental with the conditions as recommended by the Planning Commission and staff.

Mr. Stanmeyer, Aye; Mr. Carter, Aye; Ms. Cullers, Aye; Mr. Henry, Aye; Dr. Jamieson, Aye

CUP2025-11-02 - Short-Term Tourist Rental - 3221 Freezeland Rd:

Mr. Lenz stated that the applicant is requesting a conditional use permit for a short-term tourist rental for the property she purchased in October of 2021. The owner would like to make the property available for short-term lodging for tourists and visitors to the Warren County area. The applicant will serve as the primary property manager with assistance from a local point of contact.

Ms. Cullers opened the public hearing and below is a list of speakers for this item:

1. **Kathleen Mancini** – voiced her objection to the waiver to the hundred-foot setback rule and does not think that a waiver should be handed out because the applicant(s) feel the rule should not apply to them. Additionally, she emphasized that if a short-term rental is not a business, then why is it that a business permit is required and business taxes are collected.
2. **Jim Barnes** – recommended denial due to the setback not being 100 feet and further stated that he is opposed to short-term rentals in general and questioned what the drawing line is given the consistent applications.

There were no further comments from the public, and the hearing was then closed. Mr. Henry stated that during his time on the Planning Commission they have looked at the setback issue several times, and the general rule was that the applicant had to have written permission from whoever the setback applied to.

On a motion by Mr. Henry, seconded by Mr. Carter, and the following vote, the Board approved conditional use permit #2025-11-02 for a short-term tourist rental with the conditions as recommended by the Planning Commission and staff.

Dr. Jamieson, Aye; Mr. Henry, Aye; Ms. Cullers, No; Mr. Carter, Aye; Mr. Stanmeyer, No

CUP2025-11-03 - Short-Term Tourist Rental - 137 Wendy Hill Road:

Ms. Wahl stated that the applicants are requesting a conditional use permit for a short-term tourist rental for the property they recently purchased in order to offset the costs of owning a second home. The applicants would like to make the dwelling available for short-term rental for people seeking to be close to the Shenandoah National Park, Shenandoah River, Skyline Caverns, and other areas of Warren County while not utilizing the dwelling themselves as their second home. Viktor Kutsevich will serve as the local property manager, residing less than 10 miles away from the subject dwelling.

Ms. Cullers opened the public hearing and below is a list of speakers for this item:

- **Lewis Moten** – commented that he and another constituent in the past has contacted the Board regarding scoring metrics and believes if something like that were available on the website that provided information and factors that could determine if filling out an application for a CUP is worth it and if there are any possible disqualifiers in an effort to save the applicants time and cut down on public hearings.
- **Kathleen Mancini** – stated that she does not think it should be the responsibility of a neighbor to enforce Warren County Ordinances because of potential pressure from neighbors and other difficulties, and that it should be up to the County to enforce the regulations
- **Linda McDonough** – commented on Planning’s mentioning of the Property Owners of Shenandoah Farm’s being reached out to for comment on the CUP and emphasized that POSF is completely separate from the Sanitary District and is “sick” of them being intermixed together and further voiced her opposition to setback waivers.

There were no further comments from the public, and the hearing was then closed. Dr. Jamieson stated that the Board had a few work sessions regarding this issue and asked to verify the grid scoring method that had been mentioned and if it had been taken into a project for evaluation.

Mr. Lenz stated that he had looked at it but it has not been reviewed by legal, but upon his own review, not much of it looked legally viable, and individual functions within the table did not have much to with supplemental regulations or addressing public health and safety factors as it relates to a CUP.

Ms. Cullers stated that there is value in discussing with neighbors to get a feel for the reception this may have and so they are not caught of guard when a sign goes up in their yard and emphasized that a conditional use permit can always be revoked if any of the conditions are violated.

Mr. Carter asked how many short-term rentals the County currently has and what the trends of applications are if they are increasing or decreasing. Ms. Wahl stated that there are 202 and they are seeing a decline in applications and she has prepared a short-term tourist rental study that has been provided to Mr. Gotshall and will be shared with the Board soon.

On a motion by Mr. Henry, seconded by Dr. Jamieson, and the following vote, the Board approved conditional use permit #2025-11-03 for a short-term tourist rental with the conditions as recommended by the Planning Commission and staff.

Mr. Stanmeyer, Aye; Mr. Carter, Aye; Ms. Cullers, Aye; Mr. Henry, Aye; Dr. Jamieson, Aye

CUP2025-11-04 - Contractor Storage Yard - 444 Baugh Drive:

Mr. Lenz stated that the applicant is requesting a conditional use permit for a contractor storage yard for the property located at 444 Baugh Drive. The intended use of the subject property includes both indoor storage within a proposed 328,600-square-foot warehouse building and two outdoor storage yards totaling 21.76 acres. The Industrial zoning district regulations under Warren County Code §180-28 allow for the indoor storage/warehousing by right while “yard for storage of coal, lumber, building materials or contractors’ equipment” is permissible only upon issuance of a conditional use permit by the Board of Supervisors. This request for a conditional use permit is for the storage of electrical, HVAC, power generation equipment, and equipment necessary for data center construction in outdoor storage yards while the equipment awaits installation at various locations throughout the Mid-Atlantic region.

The applicant has submitted a supplemental conceptual layout plan with this application showing the warehouse building location, storage yard locations, potential stormwater management areas, and associated parking areas and internal access roads. A site plan compliant with Warren County Code §180-64 will be required prior to the development of the subject property.

Ms. Cullers opened the public hearing, and the applicant's attorney, Ashley Kyle, and Jason Mason of Lingerfelt Development, provided the Board with a presentation that included

- Information on the company itself and their recent activity
- Information on the particular site with its relativity to market trends they are seeing
- Site maps in reference to major roadways and railways
- Project information and possible end users, traffic impacts, storage capabilities etc.
- A conceptual plan and map renderings that show the building and storage yard(s) dimensions.

Mr. Carter asked who currently owns the property. Mr. Mason stated that 444 Baugh Drive LLC is currently under contract to purchase this property from Toray Plastics, and the first building is being built on a spec basis without a tenant in mind at an approximate price of \$40 million for the building and another \$17 million if they build the outdoor storage areas.

Ms. Cullers stated that since there is no end user at this time, she would want to make sure that whatever is stored there is environmentally safe for the community. Ms. Kyle stated that it would primarily be electrical equipment and the setup is attractive because there are options for both outdoors and indoors.

Below is a list of speakers for this item:

- **Kathleen Mancini** – expressed her concerns about the roadway in and out during construction, emphasizing the current heavy traffic conditions and how a new construction would have a negative impact on that and passenger traffic.
- **Lewis Moten** – stated that he was concerned about data centers being brought up and is uncertain about the response when asked about outdoor electrical equipment. Additionally, he expressed a concern about the roads, particularly the sharp turns when transporting equipment and potential overflow for the rail line.

There were no additional public speakers, and the hearing was then closed.

Mr. Malachi Mills with RK&K Engineers, and an applicant representative, stated that after meeting with VDOT, recognized that due to the trucks that will be coming and going, there will likely need turn lane warrants but with background traffic and the warehouse and use, it is a lower trip generator.

On a motion by Dr. Jamieson, seconded by Mr. Carter, and the following vote, the Board approved conditional use permit #2025-11-04 for a contractor storage yard with the conditions as recommended by the Planning Commission and staff.

Dr. Jamieson, Aye; Mr. Henry, Aye; Ms. Cullers, Aye; Mr. Carter, Aye; Mr. Stanmeyer, Aye

CUP2025-11-05 - Short-term Tourist Rental - 347 Riley Court:

Ms. Wahl stated that the applicant is requesting a conditional use permit for a short-term tourist rental for the property they recently built. The applicants would like to make the dwelling available for short-term rental for people seeking a quiet and restful escape while contributing to the local economy and when not in use for their own respite. Chris Young will serve as the local property manager, residing less than 30 miles away from the subject dwelling.

Ms. Cullers opened the public hearing and below is a list of speakers for this item:

- **Lewis Moten** - stated that he imagines this item will be included in the report that will be sent to the Board and hopes that that report will be made available to the public as well.

On a motion by Mr. Henry, seconded by Mr. Stanmeyer, and the following vote, the Board approved conditional use permit #2025-11-05 for a short-term tourist rental with the conditions as recommended by the Planning Commission and staff.

Mr. Stanmeyer, Aye; Mr. Carter, Aye; Ms. Cullers, Aye; Mr. Henry, Aye; Dr. Jamieson, Aye

R2025-08-01 - Rezoning from Residential-One (R-1) to Commercial (C) - Tax Map #12A--1-9---1B (8363 Winchester Road):

Mr. Lenz stated that the applicant is requesting to amend the Warren County Zoning Map and rezone 0.37 acres from Residential-One (R-1) to Commercial (C). The property is located at 8363 Winchester Road, Front Royal, VA 22630 and is identified on tax map 12A, section 1, block 9, as lot 1B. The property is located entirely within the Highway Corridor (HC) overlay district in the North River Magisterial District.

In addition to lot 1B, the applicant also owns adjacent lots 1A, 1, 2, 3, 4, 15, 16, 16A, 17, 18, 19, 20, and 21, which were previously rezoned to Commercial (C) in 2006. The owner intends to consolidate all the lots into a single Commercial-zoned lot once the zoning designation of lot 1B is aligned with the adjacent lots. The applicant intends to develop the property for commercial purposes to provide space for by right retail and/or service businesses. The existing single-family dwelling on the subject property will be demolished as part of the development.

Ms. Cullers opened the public hearing and Mr. Carter asked where the access point would be, and Mr. Lenz stated that it is off of 522 and the existing dwelling has an access point off of Rockland Road.

Mr. Andrew Hill spoke as the attorney for the applicant and highlighted that the subject property for this request is surrounded by 13 other parcels that are owned by the same LLC, zoned commercial, and are undeveloped from the old Cedarville subdivision. Regarding the proffers, they were submitted with an intent to not mirror but align the proffers for this new project but align with those that have already been submitted and approved by the Board in 2008.

There were no further comments, and the hearing was then closed.

On a motion by Dr. Jamieson, seconded by Mr. Stanmeyer, and the following vote, the Board accepted the proffers dated August 6, 2025 and approved the request to rezone and change the zoning map classification of tax map #12A--1-9---1B from Residential-One (R-1) to Commercial (C).

Dr. Jamieson, Aye; Mr. Henry, Aye; Ms. Cullers, Aye; Mr. Carter, Aye; Mr. Stanmeyer, Aye

Z2025-11-01 - Zoning Text Amendments for Rooster Exception to Backyard Chickens in the Residential-One (R-1) Zoning District:

Mr. Lenz stated that attached in the packet, the board will find a draft ordinance to amend the supplementary regulations for backyard chickens to add an exception to allow for one rooster to be permitted on a Residential-One (R-1) zoned lot or contiguous lots under the same ownership provided such lot or lots total one (1) acre or greater in size. These text amendments are being requested by Planning staff at the direction of the Board of Supervisors following their discussion of this potential change to the current total prohibition of roosters in the Residential-One (R-1) zoning district at the October 14th work session. The exception includes a requirement for the rooster to be kept in a coop between the hours of 10:00 PM and 7:00 AM and that the coop be insulated for sound.

Ms. Cullers opened the public hearing and below is a list of speakers for this item.

- **Lewis Moten** – acknowledged raising concerns about allowing roosters in residential areas in the past and addressed his concerns regarding soundproofing. He emphasized that there is no way to measure

soundproofing and could be subjective, then suggested language in the ordinance that if the closest house can hear the rooster, then further soundproofing is needed.

- **Carol Phillips** – spoke as a resident and the vice-president of the High Knob Owners Association BOD, and stated roosters have a place in more agricultural places and uses and that R-1 exists to protect quiet enjoyment, property values, and predictable land use, and further questioned the definitions of some of the terms in the ordinance such as an “insulated coup.”
- **Amber Martin** – spoke regarding the recommendation to deny the proposed amendment, and addressed concerns such as the idea that allowing roosters would multiply every 21 days, stating that in her many years of raising chickens that has never occurred due to natural selection etc. And further emphasized that most of the opposition is focused on hypothetical outcomes such as crowing enforcement and comparisons to other animals, none of which are zoning conflicts.
- **Kathleen Mancini** – stated that she lives on an acre lot that is long and narrow as well as most lots in her neighborhood and does not support the text amendment emphasizing that one acre is not enough property and suggested 2 or 3 acres instead.
- **Magen Flack** – voiced her support for the text amendment and provided the Board with a petition with 370 signatures all in support and further commented and rebuked the Planning Commissions remarks on the specifications of sound proofing requirements, and insulation blocking airflow resulting in illness. She further suggested that if an agreement cannot be made today, that it be sent back to Planning for further discussion and stressed the importance of being specific in the language.
- **Jim Barnes** – recommended denial of the text amendment emphasizing his one-acre lot and the sound of a rooster will carry even if it’s centered on the lot.
- **Brenden Cody** – voiced his support for the ordinance, stating that roosters are currently permitted in agricultural properties, many of which have been subdivided over time, which has resulted in some of them being similar to residential lots. Additionally, purchasing farmland or pursuing rezoning is not a realistic option for many families, and that this amendment offers a fair and practical solution.
- **Thomas Sayre** – voiced his support for the ordinance, and emphasized that roosters are protective of hens and helps keep the group together
- **Sara Kerns** – voiced her support for the ordinance and emphasized the need for eggs when disasters occur and stressed the importance of supporting agricultural enthusiasts, homesteaders, and backyard chicken farmers.
- **Dominic Ruibal** – voiced his support for the ordinance and stated regarding the noise issue, that a singular rooster is not louder than a dark or loud music, or a lawn mower and unlike other factors, roosters have a schedule so they will not be crowing all night.
- **David Faday** - voiced his support for the ordinance and stated that a lot of people can’t afford to purchase agricultural land and asked what the issue was with soundproof and the difference would be easily distinguished and there is no need to overregulate this.
- **Anna Walton** – voiced her support for the ordinance and commented on her work with high schoolers and the FFA and stated that it is limiting students’ ability to take on responsibility at home if they are required to have more than 1 acre.
- **Keith Nystrom**: voiced his support for the ordinance and agreed that a rooster is not louder than a barking dog and that roosters protect the flocks and the County is doing an injustice if the ordinance is not passed.

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

Mr. Carter commented on the eight complaints that were mentioned in the town of Front Royal for roosters on one-acre lots in correlation to the amount of one-acre lots are in Front Royal altogether, and asked Mr. Ham if County ordinances override POA covenants. Mr. Ham stated that the County does not enforce POA Covenants and they are not related to each other. If it’s a County ordinance then it is enforced by staff, and if it’s a POA then it’s

privately enforced. Additionally, Mr. Ham stated that all of it has to have a rational basis and therefore language should not be added to the ordinance granting any particular POA an exemption to the ordinance.

Ms. Cullers stated that she looked at the town's ordinance and was told that roosters are not allowed and the ordinance for them is confusing but believes they have to get a special use permit and suggested the possibility of getting conditional use permits that would get the same buy-in from neighbors. Mr. Ham stated that if that was the direction the Board wished to go then he recommended sending this back to the Planning Commission and Staff.

Dr. Jamieson stated that there are animal control ordinances that deal with excessive noise whether it's a barking dog or a rooster and that it's normal that a POA has restrictive covenants that are not difficult to enforce and are given by law to people before they buy. Additionally, there is an economic and financial aspect to this and self-sustaining and part of Warren County's rural and cultural identity, and he shared Economic Information that broke down the costs of a family of six if they purchase chickens that equated to \$7,760 per year and \$5,000 per year in Economic benefit to that homesteading family.

Mr. Henry stated that there is a 50/50 split in the constituents that have reached out to him regarding this issue and most of the concerns are rooted in noise and the growing flock and mentioned the zoning situations where there are 1 acre agriculture zoned properties that would be allowed to have a rooster, and 2 acre residential zoned properties that would not. He further stated that he would not support this as is unless there could be a clearer understanding with controlling the noise and is open to tabling for that discussion.

Mr. Stanmeyer stated that he has been assisting Ms. Cody with this initiative for the last several months and disclosed that he did sign the petition. He further commented on a large public sentiment that residents want to preserve Warren County and small-town charm and that roosters are part and parcel to that and voiced his support for FFA and the 4-H with educating. He then addressed the concerns regarding flock size and eggs by stating that it's lucky to sustain a flock with even half roosters with predators and natural selection, and a lot of the eggs will be eaten as opposed to all of them hatching. With regard to noise and proximity, he added that this issue can be managed via neighbor talking to neighbor and acknowledged other service such as Animal Control and Planning & Zoning to issue complaints etc. and that this ordinance is well written as is but is open to tabling should language need to be added for enforcement mechanisms.

Mr. Carter stated that he was leaning toward sending this back to planning and emphasized the benefit of having feedback from POAs on this matter and also agrees on the benefits that were mentioned as well as the concerns regarding noise and insulation.

Mr. Henry supported tabling and sending it back to planning and emphasized the need to come up with a way to where it is not a noise nuisance, and if there is, develop some sort of enforcement mechanism.

Ms. Cullers commented that free range needs to be a part of this as well and needs to be addressed if it is sent back to planning and that inclusion will get it all done right on all points and emphasized the greater need of the County living in harmony.

Mr. Carter asked if this is sent back to planning, if it would need to be readvertised with another public hearing. Mr. Ham stated that the standard would be if the planning commission came up with something that would cause a resident to want to go now to the public hearing versus before then the safe answer would be to re-advertise it.

Ms. Wahl suggested the idea of a public charette prior to the work session so that planning can get everything from the public so that the planning commission is prepared with what the public would prefer, but a work session with the planning commission is necessary at the very least.

On a motion by Mr. Carter, seconded by Mr. Henry, and the following vote, the Board tabled this item until the second meeting in March.

Mr. Stanmeyer, Aye; Mr. Carter, Aye; Ms. Cullers, Aye; Mr. Henry, Aye; Dr. Jamieson, Aye

Appropriations and Transfers:

On a motion by Mr. Stanmeyer, seconded by Mr. Henry, and the following vote, the board approved the appropriations and transfers as presented.

Dr. Jamieson, Aye; Mr. Henry, Aye; Ms. Cullers, Aye; Mr. Carter, Aye; Mr. Stanmeyer, Aye

Approval of Accounts:

On a motion by Mr. Stanmeyer, seconded by Mr. Henry, and the following vote, the Board approved the accounts as presented.

Mr. Stanmeyer, Aye; Mr. Carter, Aye; Ms. Cullers, No; Mr. Henry, Aye; Dr. Jamieson, Aye

Approval of Minutes - January 8th, 2026:

Ms. Cullers stated that there are two spelling corrections for Edwin Write, and Crystal Cline.

On a motion by Mr. Henry, seconded by Dr. Jamieson, and the following vote, the Board approved the minutes of January 8th, 2026, as amended with the correct spelling.

Mr. Stanmeyer, Aye; Mr. Carter, Aye; Ms. Cullers, Aye; Mr. Henry, Aye; Dr. Jamieson, Aye

Unfinished Business:

New Road Naming Request for properties accessed off of Gooney Manor Loop:

On a motion by Mr. Stanmeyer, seconded by Mr. Henry, and the following vote, the Board named the access road off of Gooney Manor Loop, Shiloh Lane as shown in the illustration entitled proposed new road, Shiloh Lane.

Dr. Jamieson, Aye; Mr. Henry, Aye; Ms. Cullers, Aye; Mr. Carter, Aye; Mr. Stanmeyer, Aye

Consent Agenda:

1. **2026 Board of Supervisors Committee Assignments (removed for discussion)**
2. **Request for Proposals for Software and Implementation Services for an Enterprise Resource Planning Financial Software Systems Environments (removed for discussion)**
3. New Road Naming Request for properties accessed off of Stonewall Jackson Highway.
4. New Road Naming Request for Properties accessed off of Sadlick Road.
5. Emergency Operations Plan
6. Citizen Re-Appointment - M.W. Robinson III to the Warren County Board of Zoning Appeals, North River District
7. Authorization to Advertise for a Public Hearing - Z2025-09-01 - Zoning Text Amendments for Backyard Beekeeping
8. Authorization to Advertise for a Public Hearing - CUP2025-12-02 - Short-Term Tourist Rental - 3151 Freezeland Road
9. Authorization to Advertise for a Public Hearing - CUP2025-12-03 - Building Service Establishment - 0 Strasburg Road (TM #10L--2-----2)
10. Authorization to Advertise for a Public Hearing - CUP2025-12-04 - Short-Term Tourist Rental - 48 Pineview Drive
11. Authorization to Advertise for a Public Hearing - Z2025-12-01 - Zoning Text Amendments to Modify Front Setback Requirements in the Residential-One (R-1) and Residential-Two (R-2) Zoning Districts

Mr. Henry pulled item #1 - 2026 Board of Supervisors Committee Assignments for discussion, and Ms. Cullers pulled item #2 - Request for Proposals for Software and Implementation Services for an Enterprise Resource Planning Financial Software Systems Environments for discussion.

On a motion by Mr. Carter, seconded by Mr. Henry, and the following vote, the Board approved the Consent Agenda as amended.

Dr. Jamieson, Aye; Mr. Henry, Aye; Ms. Cullers, Aye; Mr. Carter, Aye; Mr. Stanmeyer, Aye

New Business:

Request for Proposals for Software and Implementation Services for an Enterprise Resource Planning Financial Software Systems Environments

Ms. Scott stated that the Finance and Purchasing and Information Technologies departments have made significant progress with the project of replacing the AS400, a Board of Supervisor goal. This agenda item is to update the Board of Supervisors on this progress by providing a Needs Assessment Memo and draft Request for Proposals along with attachments and a consensus memo.

Please note, there are comments and highlights throughout the document as this is a draft document in which staff is soliciting advice and direction from the Board of Supervisors. Specifically, does the Board wish to include the Treasurer's Office and Commissioner of Revenues Office in the RFP or separately contract with Avenity through cooperative procurement? The purchase of Avenity would not include the needs of the Finance & Purchasing Department.

At the request of the County Administrator, the original appropriation of \$1,500,000 in FY23 is outlined below to include carry forward that is reduced through estimated expenditures of the technology consultant, Avenity, and is finalized by an estimated placeholder to replace the financial system.

Ms. Culler stated that she just wants to make sure the County is getting something that works for the Finance, Treasurer, and Commissioner of Revue offices and does everything that is needed.

Dr. Jamieson asked if Berry Dunn is the parter in this. Ms. Scott stated that they were and are still in phase 1 of this and that is why they are being contracted to help address what Ms. Cullers was asking.

On a motion by Mr. Henry, seconded by Dr. Jamieson, and the following vote, the Board approved the Request for Proposals for Software and Implementation Services for an Enterprise Resource Planning Financial Software Systems Environments as presented, authorize the Finance and Purchasing Department to move forward with the procurement process, and authorize the County Administrator to execute any contracts necessary to implement such project.

Mr. Stanmeyer, Aye; Mr. Carter, Aye; Ms. Cullers, Aye; Mr. Henry, Aye; Dr. Jamieson, Aye

2026 Board of Supervisors Committee Assignments

Ms. Cullers stated that she did have one change with adding Mr. Stanmeyer to the Regional Jail Committee and the only one that has not been selected is the Finance Committee.

Mr. Henry stated that he had indicated before that the Board may wish to integrate some community volunteers and redo the term limits and bylaws. He further stated that he did attend the most recent finance and audit committee meeting and emphasized that there seems to be some confusion among the committee members regarding their task, and that was said openly. Additionally, he stated that finance staff had been "burning midnight oil" trying to get the audit caught up and all the additional extra work and is unsure if their time would not

have been better spent attending to those issues instead of the committee meetings. He then suggested that the Finance and Audit Committee be suspended and turn that responsibility over to the Board of Supervisors, that can be updated during their day meetings, and once the audit has been completed then the Board can discuss a set of tasks and bylaws etc.

Dr. Jamieson stated that he took issue with the characterization of confusion, and emphasized that the committee read through them and there was a conversation going on about various periods of time where the committee was more focused on policies that they were not doing work in correlation to the annual audit, but more of reviewing accounts and treasurer reports etc. When the audit was delayed, the focus of the committee then shifted away from policy in order to focus on the audit. He does not characterize that as confusion, but as discussion. He then emphasized that this is a citizen committee and suspending it when the County is two years behind on the audit is not the best approach to maintaining transparency and listed all the policies that have been developed or updated under that committee. He then acknowledged the work that the Finance Department and staff are doing for the audit and there is overtime involved but that does not overcome the value of a citizen committee participating in this process.

Mr. Henry stated that from his point of view, professional staff wrote policy, committee's review policy and provide input, then policy is approved on a Board level with legal looking into everything as well, and under the current climate with the Finance and Audit Committee, he emphasized that he wants that committee but does not feel they should write policy, but review it. He then suggested that the bylaws be looked at during a work session and re-brainstormed and asked Mr. Ham what the process would be if the Board wanted to rewrite the committee bylaws and the way that members are appointed with district representatives, and if the committee can be suspended and brought back etc.

Mr. Ham stated that the Board can suspend and reform a committee anytime it liked but pointed out that this is on the agenda for 2026 Board of Supervisors Committee assignments and Ms. Cullers brought up the fact that this was why there is blank name on the Finance / Audit Committee. For the sake of staying on track, he suggested that the Board pass the version of the Board of Supervisors committee assignments that they wished to do and then a discussion in a future meeting as to what to do with the Finance / Audit Committee. Mr. Ham further stated that the rules provide that there needs to be a unanimous vote for new items to be added to tonight's meeting and that in fairness to Supervisor Jamieson who has spoken against this that it is not on the agenda to talk about getting rid of the committee.

Mr. Carter stated that there is some good credence from the standpoint that while they only meet once a month, how much time the Treasurer and the Finance Department spend in preparation, and asked when the next Finance / Audit Committee meeting will take place. Dr. Jamieson stated that it is the second Wednesday of each month, and Mr. Carter stated that this would be an important issue to discuss at the February 3rd meeting.

Dr. Jamieson commented that there had been discussions on formatting subcommittees to continue working on policies, which is one of the main things that the committee is supposed to do, and they could be making progress on policies and would not involve finance staff nor taking up their time. Additionally, in regard to comments about the committee's priorities with addressing the audit, he stated that the committee's job is to review the audit when it is completed, and not micromanage as the work is being done, and emphasized that it is incumbent on members of the Board and others to very specifically address the bylaws as they are and highlight specific areas that could use work, and further emphasized the value of the citizen committee for this function and its importance in light of the challenges now being faced.

Ms. Cullers suggested that the Finance / Audit Committee be left blank and be put on the first agenda in February to decide, and that would be prior to the committee's next scheduled meeting, and emphasized that the transparency is not being affected despite it being during the day and that all the information being discussed is included in the packet that is published. She further stated that she has been asking what the role of the

committee is since its inception but has not gotten a clear idea, and that one committee member agreed that reorganization needed to be done because he did not have a clear understanding of what the goals were. Her priority is Mrs. Scott and the Finance staff being able to devote their time to getting the audit done.

On a motion by Mr. Henry, seconded by Mr. Stanmeyer, and the following vote, the Board approved the 2026 Committee assignments as amended to include Mr. Stanmeyer on the RSW Jail Committee.

Dr. Jamieson, Aye; Mr. Henry, Aye; Ms. Cullers, Aye; Mr. Carter, Aye; Mr. Stanmeyer, Aye

Board Reports:

- **Mr. Henry reported the following:**
 - Thanked Fire and Rescue as well as the neighboring counties who assisted in recent fires.
 - Stated that he is excited that Berry Dunn is “moving in the right direction” and is hopeful that they can keep up that momentum.
- **Dr. Jamieson reported the following:**
 - Commented on the recent Finance Committee meeting and reported that the consultant, Berry Dunn, was very effective and the Finance Department is pleased with their work and the auditors can “get to work” as a result. And they have spent approximately 55% of their budget for that work and the Board may see a proposal soon regarding rollover of the unused funds.
- **Mr. Carter reported the following:**
 - Commented on the High Top development and stated that by his understanding that the County didn’t have any zoning in place until 1969 and the landowners surveyed the area that resulted in the numerous quarter acre lots, and since the area is platted off, there isn’t much that the County can do.
 - Mr. Ham stated that once a subdivision is platted, then it’s platted. And it’s up to the Health Department regarding wells and who gets them but emphasized there are a lot of issues with having a platted subdivision that is older and one of the purposes of having a Sanitary District can be to provide public water but that would be costly if the sanitary district provided water for the entire area.
- **Mr. Stanmeyer reported the following:**
 - Thanked Fire and Rescue for their work on the recent fires on Guard Hill road and Royal Cinemas on Main Street, and emphasized that every station was responding to one or both of the calls as well as jurisdictions from surrounding localities.
- **Ms. Cullers reported the following:**
 - Thanked Fire and Rescue for their work on the recent fires
 - Commented on the Town County Liaison Committee meeting stating that it was one of the best they had in a while and both parties agreed to have further discussion on a joint EDA again and cleared up confusion on Tourism etc.
 - Spoke regarding well water and emphasized that during the comprehensive plan discussion, she had stressed the need to be more cognizant of the fact that wells can’t support lower density, and while the County can’t fix what has been platted, it needs to be aware of that moving forward due to the increasingly dire water situation.
 - Asked Mr. Gotshall for an update on the draft budget and when that will be available for the Board to see prior to the start of the budget meetings.
 - Mr. Gotshall stated that he could not give her an exact date, and that it will most likely be last minute with regard to the agenda packet being published due to the amount of work involved in putting that together and will be working on it right up to the time it’s published.

- Ms. Cullers then emphasized that based on the provided budget schedule, a 1:00 PM budget public hearing cannot happen and that if a special meeting needs to be called then she would be happy to and it was decided that April 14th at 6:00 PM is a more desirable date.

- Mr. Gotshall had no report
- Mr. Ham had no report

Adjournment:

On a motion by Mr. Henry, the meeting adjourned at 10:35 PM.

Mr. Stanmeyer, Aye; Mr. Carter, Aye; Ms. Cullers, Aye; Mr. Henry, Aye; Dr. Jamieson, Aye