

AGENDA
JEFFERSON COUNTY COMMISSION
FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2019
THURSDAY, DECEMBER 19, 2019
6:00 P.M.
County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF REQUISITIONS

- December 19, 2019

APPROVAL OF ACCOUNTS PAYABLE

- December 12, 2019
- December 19, 2019

APPROVAL OF MANUAL CHECKS

- December 13, 2019
- December 20, 2019

APPROVAL OF PAYROLL

- December 12, 2019

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PRESENTATION OF RESOLUTION

- Patsy Kidwell, Prosecuting Attorney's Office - Retirement - Discussion/Action

PUBLIC COMMENT (20 minutes)

PRESENTATIONS

1. 6:30 p.m. Nikki Painter, Voter & Elections
- Approval of the Extended Emergency Absentee Voting Policy -
Discussion/Action

2. 6:45 p.m. Michelle Gordon, Finance Director
- Review and Approval of FY2020 State Budget Revision 3 for the General County Fund - Discussion/Action
3. 7:00 p.m. Public Hearing
- Zoning Map Amendment (rezoning) for the property designated as Tax District: Middleway (07); Tax Map:2; Parcel: 1.3. The property is located on the southeast corner of Coast Guard and Charles Town Road, near the Jefferson and Berkeley County line. Property owner is Murall Limited Partnership.
4. 7:15 p.m. Interviews and Appointment to the Jefferson County Development Authority - Represents Bolivar - unexpired term ending April 5, 2022 - Discussion/Action
5. 7:30 p.m. **BREAK**
6. 7:45 p.m. William T. Wootton
- Request waiver of the Late Fee of 2015/2016 - Ambulance Fee - Discussion/Action
7. 8:00 p.m. Elliot Simons, Jefferson County Emergency Services Agency
- Present a Resolution to add a voting member to the JCESA Board, as amended and adopted at the meeting held on November 19, 2019 - Discussion/Action
8. 8:15 p.m. Becky Burns, Office Manager, Office of Engineering
- Refund of building permit fees for James & Kathleen Childs - Permit #19-792WD - Discussion/Action
Roger Goodwin, Chief County Engineer
- Request approval to amend Jefferson County Emergency Services Impact Fees - FY2020 Capital Improvement Plan
Complete Bond Release - P.F.K., LLC - Locust Hill Townhouses, Phase III, Lots 56-95 (File #04-19) - Discussion/Action
- Complete Bond Release - The Kentland Foundation, Inc. - Starbucks Somerset Village (File #S18-03) - Discussion/Action
9. 8:30 p.m. Elizabeth Wheeler, Director
- Approval of acceptance of one donated Agricultural Conservation Easement - Discussion/Action

10. 8:45 p.m. Nathan Cochran, Assistant Prosecuting Attorney
 - Discussion of renewal of County cable franchise agreement and related issues - Discussion/Action
 - Discussion of Jefferson County Circuit Court Civil Action #18-C-171 - Discussion/Action
 - Discussion of EEOC Charge #533-2017-00706 and 533-2019-01397 - Discussion/Action
 - Discussion of Jefferson County Circuit Court Civil Action #19-P-69 - Discussion/Action
 - Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282) - Discussion/Action
 - Discussion of EPA Administrative Complaint #04R-19-R3 - Discussion/Action
 - Discussion of Jefferson County Circuit Court Civil Action #19-AA-1 - Discussion/Action

NEW BUSINESS

11. Approval of the Notice for the 2020 Board of Review and Equalization - Discussion/Action
12. Selection of date and time for joint work session with the Jefferson County Planning Commission and Greenway Engineering to discuss amendments to the Jefferson County Land Development Ordinance and Subdivision Regulations - Discussion/Action
13. Creation of Construction Manager Position and approval of Job Description - Discussion/Action
14. Transfer employee to Construction/Project Manager position - Discussion/Action
15. Appointment of Interim Maintenance Director - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Revision of Absence Time with Pay Policy - Discussion/Action

COUNTY COMMISSION REPORTS

16. ADJOURN

CORRESPONDENCE/INFORMATION

Jefferson County Commission Holiday Schedule 2020.

Information regarding the review of FY20 Budget Charge for Departments.

County Commission meeting on January 2, 2020 is cancelled and will resume its regular session on Thursday, January 16, 2020, at 6:00 p.m.

Correspondence received from the West Virginia Department of Environment Protection regarding the WWTP Lagoon Decom., Swale Dev. & Sinkhole Remediation.

At all times the County Commission reserves the right to rearrange agenda times because of time constraints and to accommodate the Commission schedule or the public.

REQUISITIONS TO BE APPROVED

December 19, 2019

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
IT/DATA PROCESSING	20021	\$41,032.00	Premier Computer Services	New AS400 Power 9 Hardware/Software
Maintenance Dept.	20020	\$6,000.00	Micromain	Addition of Micromain Mobile
GRAND TOTAL		\$ 47,032.00		

Requisitions

- Back
- Excel
- Print
- Allocate
- Duplicate
- Custom Interface
- Notes
- Actions/ Approvers
- Release
- Approve
- My Approvals
- Attach



Requisition: 2020/20021

Released, Russell Burgess, 12/06/2019

Total Cost: \$41,032.00

Requisition

Vendor Quotes (0) General Notes (1)

Fiscal Year* 2020 Requisition Number* 20021 Created Date* 12/06/2019

Department* (428) IT DATA PROCESSING ... View

Commodity ... View

Description AS/400 Now the Power 9 Series New System

Buyer ...

Type (N) NORMAL

Purchase order

Review

Needed by

PO Expiration

- Project Accounts Applied
- Notify Originator When Converted or Rejected
- Notify Originator of Overages
- Receive by Amount
- Three Way Match Required
- Inspection Required
- by ...

Items (1)

Line	Description	Qty	Unit Price	Line Total	GL Account
1	New AS400 Power 9 Series Hardware and Software wit	1.00	\$41,032.00000	\$41,032.00	E (246979-445900-00023) CAPITAL OUTLAY-EQUIPMENT



PREMIER COMPUTER SERVICES

23 SOUTH UNIVERSITY AVENUE
MORGANTOWN, WV. 26506
PHONE (304) 292-7000 FAX (304) 292-1593

SALES INVOICE

SI-45722

Oct 21, 2019

Customer	Ship To
JEFFERSON COUNTY COMMISSION ACCT PAY/ALL DEPTS SHARED SERVERS 100 E WASHINGTON STREET PO BOX 250 CHARLES TOWN WV 25414 Tel: (304) 728-3205	JEFFERSON COUNTY COMMISSION SANDY 124 E. WASHINGTON STREET CHARLES TOWN WV 25414

Account	Terms	Due Date	Account Rep	Schedule Date
10051	DUE UPON RECEIPT OF INVOICE	Oct 21, 2019	Michael c. Manley	
Sales Order	PO #	Reference	Ship VIA	Page Printed
SO-45752			COMPANY DELIVERY	1 10/21/19 12:44

L Item	Description	Order	Ship	Price	M	Discount	Amount
1	IBMH	1	1	24484.00	EA		24484.00
2	9009-41A						
3	4 core, 3.8GHz Power 9						
4	32 GB Memory						
5	3 Year Hardware and Software Maintenance						
6	S/N: 7868F70						
7	IBMH	1	1		EA		
8	Tape Drive Model: 3580HGS						
9	S/N: 97210AC						
9	IBMH	1	1		EA		
10	UPS Model: 5FX2200RT						
11	S/N: P091J40GD6						
11	IBMS	1	1	9006.00	EA		9006.00
12	BMT00V7590	11	11	50.00	EA		550.00
13	IBM LTO 6 DATA CARTRIDGE (00V7590)						
14	IBM LTO ULTRIUM 6 VI - 2.5TB/6.25TB						
15	Cartridge						
16	QUOTEDLABOR	1	1	6992.00	EA		6992.00
17							

Payment is due upon receipt of this invoice. A late charge of 2% per month will be added to the unpaid balance after 30 days. Opened software is not returnable. Customers with a history of late payment will revert to COD terms. We retain a security interest in all merchandise for which payment has not been received.

Payment Details

Taxable	0.00
Tax	0.00
Exempt	41032.00
Total	41032.00
Paid	0.00
Tr Disc	0.00
Balance	41032.00

Signature

Thank You

Requisitions



- Back
- Add
- Excel
- Print
- Duplicate
- Custom Interface
- Notes
- Approvers
- Routing
- Approval
- My Approvals
- Attach

Requisition: 2020/20020

Released, Laura Kuhn, 12/03/2019

Total Cost: \$6,000.00

Requisition

Vendor Quotes (0) General Notes (0)

Fiscal Year* 2020
 Requisition Number* 20020
 Created Date* 12/03/2019

Department* (425) OTHER BUILDINGS
 ... View

Commodity
 ... View

Description
 THE ADDITION OF MICROMAIN MOBILE TO THE MICROMAIN

Buyer
 ...

Type (N) NORMAL

Purchase order

Review

Needed by

PO Expiration

Project Accounts Applied

Notify Originator When Converted or Rejected

Notify Originator of Overages

Receive by Amount

Three Way Match Required

Inspection Required

by ...

Items (1)

Add Item

Line	Description	Qty	UOM	Unit Price	Line Total	GL Account
1	THE ADDITION OF MICROMAIN MOBILE TO THE MICROMAIN	1.00	EACH	\$6,000.00000	\$6,000.00	E (001425-421600) MAINT/REP EQUIPMENT

Notifications (1)

Save

Cancel

MICROMAIN

MAINTENANCE SOFTWARE

Account Name Jefferson County Commission Quote Name Jefferson County Commission: add 12
MM Mobile users On Premise
Bill To Name Jefferson County Commission Created Date 11/15/19
Quote Number 00006658 Expiration Date 12/5/2019
Contact Name Laura Kuhn Prepared By Alex Robicheaux
Email lkuhn@jeffersoncountywv.org Email alexr@micromain.com

Product/Product Description	Quantity	ListPrice	Sale Price	Subtotal
Mobile	12	\$600	\$500.00	\$6,000.00

Total Price \$6,000.00

Additional Notes

This quote is for adding 12 licenses of MM iMobile (works on any internet-enabled device including smartphones and tablets - for maintenance technicians to use to complete daily work). Note: Retail price is \$600 per license, discount applied. Priority Support Subscription (due January 2020) will increase by 25% of this order, or \$1500

Jefferson County Commission

Customer

Name

Title

Signature

Date

Terms: Net 30 Days - Payable in U.S. Dollars
Past Due Accounts Subject to 1.5% Service Charge Per Month

3267 Bee Caves Road, Ste. 107-230
Austin, Texas 78746
512-328-3235
www.micromain.com



DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 413,568.38	\$ -	\$ 413,568.38
	\$ -		
6.2% Tax Payable OASDI	\$ 24,575.58	\$ -	\$ 24,575.58
1.45% Tax Payable HI	\$ 5,747.56	\$ -	\$ 5,747.56
Fed Withholding	\$ 38,190.37	\$ -	\$ 38,190.37
WV State Withholding	\$ 17,577.20	\$ -	\$ 17,577.20
PERS Retirement Deduct 4.5%	\$ 10,163.54	\$ -	\$ 10,163.54
PERS Retirement Deduct 6%	\$ 5,487.37		\$ 5,487.37
Hosp. Pre-Tax	\$ 14,823.00		\$ 14,823.00
Cancer/ICU Pre-Taxed	\$ 656.33		\$ 656.33
Cancer/ICU Not Pre-Taxed	\$ 950.20		\$ 950.20
Optional Life Not Pre-Taxed	\$ 2,003.41		\$ 2,003.41
Christmas Club	\$ 5,030.00		\$ 5,030.00
Wage Attach #1	\$ 169.39		\$ 169.39
Wage Attach #3	\$ 500.00		\$ 500.00
DSRS Retirement Deduct 8.5%	\$ 7,040.18		\$ 7,040.18
457 - Nationwide	\$ 849.00		\$ 849.00
457I - Empower	\$ 1,970.00		\$ 1,970.00
457R - Roth	\$ 640.00		\$ 640.00
MD State Tax	\$ 564.26		\$ 564.26
D/VF	\$ 1,707.31		\$ 1,707.31
VA. State Tax	\$ 170.35		\$ 170.35
COLONIAL(PLUS)	\$ 81.60		\$ 81.60
uniforms	\$ -		\$ -
Total Deductions	\$ 138,896.65	\$ -	\$ 138,896.65
			\$ -
Net Wages Total	\$ 274,671.73	\$ -	\$ 274,671.73
Payroll Date	12-Dec-2019		





AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **December 19, 2019**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Date Requested – 2nd Choice: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*): **Resolution Patsy Kidwell – Prosecuting Attorney’s Office - Retirement - Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? **Y/N** [Click here to enter text.](#)

If so, how much? **\$**[Click here to enter text.](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? **Projector** **Y/N** [Click here to enter text.](#) **Internet/Wi Fi** **Y/N** [Click here to enter text.](#)

Telephone for conference call **Y/N** [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nikki Painter**

Department or Organization: **Voter & Elections**

Estimation of amount of time needed for appointment: **10 mins**

Date Requested – 1st Choice: **December 19, 2019**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Approval of the Extended Emergency Absentee Voting Policy**

Please provide the County Commission with a description of your request or presentation, including any background information:
WV Code §3-3-5 allows the County Commission to extend emergency absentee voting to hospitals or duly registered medical facilities in an adjacent county or within 35 miles of the county seat. This policy must be approved prior to each election.

Is this a funding request? **Y/N**

If so, how much? **\$**

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

To approve the Extended Emergency Absentee Voting Policy as presented.

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Extended Emergency Absentee Voting Policy Primary Election – May 12, 2020

Policy

The Jefferson County Commission will extend emergency absentee voting to voters who have been admitted to an approved hospital or duly licensed health care facility no earlier than three (3) days preceding the election and no later than noon on Election Day.

Provisions

The emergency absentee policy is extended to the following:

- Jefferson Medical Center
- Berkeley Medical Center
- Martinsburg VA Medical Center
- Winchester Medical Center
- Hospice of the Panhandle Inpatient Facility

Procedures

The voter or immediate family member requests an emergency absentee ballot from the County Clerk's Office no later than noon on Election Day.

The clerk's office will provide two (2) employees of opposite political party the *Application for Voting an Emergency Absentee Voter's Ballot, Declaration of Emergency Absentee Ballot Commissioners*, ballot and all absentee materials needed to vote.

The team of two (2) will deliver the materials to the voter and will await the completion of the application and ballot. If the voter is assisted in voting, the clerk employees or a person of the voter's choice must sign the *Absent Voter's Ballot Envelope No. 2* on the line provided for the "Name of Person Giving Assistance".

The voter must be able to sign the application. Power-of-attorney is not valid for voting.

The application and voted ballot will be returned to the courthouse and the clerks must sign an oath that no person other than the voter voted the ballot.

The policy was approved by the Jefferson County Commission on the 19th day of December, 2019.

Commission President

County Clerk

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **December 19, 2019**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

- Review and Approval of FY2020 State Budget Revision 3 for the General County Fund

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N **No**

If so, how much? \$ **NA**

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

- Motion to accept FY20 State Budget Revision 3 for the General County Fund

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **Y/N NO** Internet/Wi Fi **Y/N NO** Telephone for conference call **Y/N NO**

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Ora Ash, Director
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26302
 Phone: 627-2415 ext. 5114
 Fax: 627-2417

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

Jefferson County Commission

GOVERNMENT ENTITY

CONTROL NUMBER

2020

FY

001

FUND

3

REV. NO.

1 of 1

PG. OF NO.

Person To Contact Regarding

Budget Revision: **Michelle Gordon**

Phone: **304-724-8425**

Fax: **304-725-7916**

P.O. Box 250

STREET OR PO BOX

Charles Town

CITY

25414

ZIP CODE

COUNTY

Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	5,396,899	741,732		6,138,631
366	Miscellaneous Revenue	29,800	12,372		42,172
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

754,104

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	2,039,121	21,487		2,060,608
424	Courthouse	1,107,288	13,252		1,120,540
696	Transfer to Financial Stabilization Fund	2,370,953		54,739	2,316,214
698	Transfers/Reim. (Audit Findings)	925,866	741,732		1,667,598
700	Sheriff-Law Enforcement	4,277,999	12,372		4,290,371
717	Central Garage	345,280		20,000	325,280
953	Public Transit	20,000	40,000		60,000
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

754,104

APPROVED BY THE STATE AUDITOR

BY: **Director, Local Government Services Division** Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 19th Day of December 2019, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on **Fiscal Year 2020 budget revision number #3 to the General County Fund**, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by

_____, and duly seconded by _____
the vote was as follows:

Ralph Lorenzetti	_____
Jane Tabb	_____
Patricia Noland	_____
Caleb Hudson	_____
Josh Compton	_____

Whereupon, Commissioner Noland declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and Patricia Noland, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Patricia Noland, President
Jefferson County Commission

Jefferson County Commission
 State Budget Revision JE

Budget Revision #3 of General Fund FY20

<u>Description</u>	<u>GL acct</u>	<u>Increase</u>	<u>Decrease</u>
1. Record Adjustment for position changes to Department 401, 424 & 717			
Co Comm -Wages	001401.410300	18,264	
Co Comm-FICA	001401.410400	1,132	
Co Comm-Medicare	001401.410401	265	
Co Comm-Retirement	001401.410600	1,826	
Cthse -Wages	001424.410300	12,815	
Cthse-FICA	001424.410400	795	
Cthse-Medicare	001424.410401	186	
Cthse-Retirement	001424.410600	(544)	
Cntl Gar -PT Wages	001717.410802		(18,579)
Cntl Gar-FICA	001717.410400		(1,152)
Cntl Gar-Medicare	001717.410401		(269)
Fund Balance - Contingency	001696.456600		(14,739)
2. Record Adjustment to the beginning fund balance of FY20 to reflect ending fund balance from FY19			
General Fund-Beginning Fund Balance	001.299001	(741,732)	
Transfers to Capital Outlay Fund	001698.456609	741,732	
3. Record Adjustment for unexpected property damage claims at JCSO			
Miscellaneous Revenue	001.366M00	(12,372)	
LEO-Auto Supplies	001700.434300	12,372	
4. Approval made 10/31/2019 to fund \$40,000 for MARC Train.			
Fund Balance - Contingency	001696.456600		(40,000)
Public Transp-Contrib/Transfer to other Gov't	001953.456700	40,000	
Total		74,739	(74,739)

12/12/2019 09:12
mgordon

Jefferson County, WV - Production
BALANCE SHEET FOR 2019 13

P 1
glbalsbt

FUND: 001 GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
001	101	CASH-GENERAL FUND	.00	4,974,672.41
001	106	PETTY CASH	.00	200.00
001	10901	AD VALOREM TAXES - CURRENT	.00	753,828.69
001	10902	TAXES - PRIOR YEAR - 1ST YEAR	.00	85,411.17
001	10903	TAXES - PRIOR YEAR - 2ND YEAR	.00	47,268.01
001	10904	TAXES - PRIOR YEAR - 3RD YEAR	.00	43,349.24
001	10905	TAXES - PRIOR YEAR - 4/5TH YRS	.00	90,158.60
001	112	UNCOLLECTIBLE TAXES	.00	-260,075.70
001	114	DUE FROM OTHER FUNDS	.00	106,815.11
001	11459	DUE FROM CONCEALED WEAP FUND	.00	563.58
001	115	DUE FROM OTHER GOV UNITS	30,111.67	907,911.71
001	116	ACCOUNT RECEIVABLE	.00	529,995.81
001	120	INVENTORY ACCOUNT	.00	2,461.18
001	122	PREPAID ACCOUNT	.00	213,893.85
TOTAL ASSETS			30,111.67	7,496,453.66
LIABILITIES				
001	200	AP CONTROL ACCOUNT	.00	-442,196.66
001	201	MISCELLANEOUS PAYABLES	.00	-3,750.00
001	202	VOUCHERS PAYABLE	.00	-110,650.87
001	203	PCARD CONTROL / LIABILITY	.00	188.00
001	215	DUE TO OTHER FUNDS	.00	-721.63
001	220	WAGES PAYABLE	.00	-237,149.57
001	239	DEFERRED REVENUES	.00	-563,542.30
TOTAL LIABILITIES			.00	-1,357,823.03
FUND BALANCE				
001	280	FUND BALANCE-RESRVE FOR ENCUMB	-60,321.97	-35,190.40
001	282	FUND BALANCE-RESRVE CY ENCUMB	60,321.97	35,190.40
001	285	APPROPRIATIONS	30,323,803.00	.00
001	286	ESTIMATED REVENUES	-30,323,803.00	.00
001	299	FUND BALANCE-UNRESERVED	-952,483.91	-6,138,630.63
001	300	REVENUE CONTROL ACCOUNT	25,316,452.60	.00
001	400	EXPENDITURE CONTROL ACCOUNT	-24,394,080.36	.00
TOTAL FUND BALANCE			-30,111.67	-6,138,630.63
TOTAL LIABILITIES + FUND BALANCE			-30,111.67	-7,496,453.66

** END OF REPORT - Generated by Michelle Gordon **

6,138,631
- 5,396,899
741,732 see next pg
Adjustment to FY20 Beginning Fund Balance



Account Inquiry [Jefferson County, WV - Production]



- Back
- Search
- Browse
- Output
- Print
- Display
- PDF
- Save
- Excel
- Word
- Email
- Schedule
- Attach
- Detail
- Months
- Seg Find
- Totals
- Project Strings
- User Defined Fields

Account

Fund 001 ... GEN FUND
 Org 001 ... GEN FUND
 Object 299001 ... FB-UNAS-BD
 Project ...

Acct 001.299001
 Acct name FUND BALANCE-UNASSIGNED-BUDGET
 Type Revenue Status Active
 Rollup
 Sub-Rollup
 MultiYr Fund

4 YEAR COMPARISON HISTORY 4 YEAR GRAPH HISTORY GRAPH

Yr/Per 2020/01	Fiscal Year 2020	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2021
Original Budget	-4,685,957.00	-4,634,541.00	-5,005,763.00	.00
Transfers In	-711,842.00	-551,606.00	.00	.00
Transfers Out	.00	.00	406,936.00	.00
Revised Budget	-5,396,899.00	-5,186,147.00	-4,598,827.00	.00
Actual (Memo)	.00	.00	.00	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00	.00	.00	.00
Available	-5,396,899.00	-5,186,147.00	-4,598,827.00	.00
Percent used	.00	.00	.00	.00

to prev. page.



FY20 need BR
for JCSO \$
001346.m00

p.1

October 4, 2019

Jefferson County Commission
Attn: Michelle Gordon
P.O. Box 250,
Charles Town, WV 25414

West Virginia Counties Risk Pool

Member: Jefferson County Commission
Claim Number: WV0192019008568
Date of Loss: 9/23/2019

Dear Michelle:

Enclosed please find a WVCORP property damage check in the amount of \$9,069.32 to cover the repair cost to the 2018 Ford Explorer, VIN #6246, for the incident that occurred on 9/23/2019. This amount was determined by an appraisal submitted by PDA-Property Damage Appraisers in the amount of \$10,069.32 after the \$1,000.00 deductible was applied.

If you should have any questions regarding this payment, please do not hesitate to contact our office.

Sincerely,
Candance M Mills

Candance M. Mills
Claims Associate

Enclosure - Check & Estimate

3 checks

1014119	\$ 9,069.32	above
10124119	\$ 2,983.54	next pg
1122119	\$ 318.75	p.3
	<u>12,371.61</u>	

need BR 12,372 to
Auto Supplies

JCSO P. 2



October 24, 2019

Jefferson County Commission
Attn: Michelle Gordon
P.O. Box 250,
Charles Town, WV 25414

West Virginia Counties Risk Pool

Member: Jefferson County Commission
Claim Number: WV0192019008568
Date of Loss: 9/23/2019

Dear Michelle:

Enclosed please find a WVCORP property damage check in the amount of \$2,983.54 to cover the repair cost to the 2018 Ford Explorer, VIN #6246, for the incident that occurred on 9/23/2019. This amount was determined by a supplemental estimate submitted by Superior Autobody and reviewed by Property Damage Appraisers.

If you should have any questions regarding this payment, please do not hesitate to contact our office.

Sincerely,

Candance M. Mills

Candance M. Mills
Claims Associate

Enclosure – Check & Estimate



JCSO P.3

November 22, 2019

Jefferson County Commission
Attn: Michelle Gordon
PO BOX 250
Charles Town, WV 25414

West Virginia Counties Risk Pool

Member: Jefferson County Commission
Claim Number: WV0192019008568
Date of Loss: 9/23/2019

Dear Michelle:

Enclosed please find a WVCORP property damage check in the amount of \$318.75 to cover the repair cost to the 2018 Ford Explorer, VIN #6246, for the incident that occurred on 9/23/2019. This amount was determined by a supplemental estimate submitted by Superior Autobody in the amount and reviewed by Property Damage Appraisers.

If you should have any questions regarding this payment, please do not hesitate to contact our office.

Sincerely,

Candance M. Mills

Candance M. Mills
Claims Associate

Enclosure – Check & Estimate

P. 5 10/31/2019
meeting minutes

- **Motion by Mr. Compton to approve the hiring of part-time employee Tyler Amick for Information Technology Support/Helpdesk with emphasis in Cybersecurity for a maximum of twenty hours per week at the rate of \$12.00 per hour. Motion seconded and unanimously approved.**
4. Alexandra Beaulieu, Zoning Administrator – decision on proposed text amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA19-01.
- **Motion by Mr. Compton to remove the limit of 10,000 square feet and change the acreage percentage of 75% agricultural with 25% for alternate farm enterprise to 51/49 and refer back to the Planning Commission for their review before a final vote. Motion seconded and passes on a vote of 4-1 with Commissioner Lorenzetti opposing.**
5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
6. Nathan Cochran, Assistant Prosecuting Attorney
- Discussion of Renewal of County Cable Franchise Agreement and related issues
 - Discussion of Jefferson County Circuit Court Civil Action#18-C-171
 - Discussion of EEOC Charge #533-2017-00706 & #533-2019-01397
 - Discussion of opioid case, potential litigation, and settlement issues with legal counsel (Jefferson County Commission v. Perdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45107)
 - Discussion of EPA Administrative Complaint #04R-19-R3
- **Motion by Ms. Noland to enter into Executive Session to discuss the opioid case and the EPA Administrative Complaint. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to come out of Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to direct counsel to respond to the EPA Administrative Complaint. Motion seconded and unanimously approved.**

UNFINISHED BUSINESS

7. Continuation of discussion regarding MARC Train funding.
- **Motion by Ms. Noland to allocate \$40,000 from the Contingency Fund to the State for the continuation of MARC Train service in the Eastern Panhandle for one year only. Motion seconded and unanimously approved. Motion seconded and passes on a vote of 3-2 with Commissioners Compton and Hudson opposing.**

Need State Budget Revision.

NOTICE OF PUBLIC HEARING
Thursday, December 19, 2019 at 7:00 PM

The County Commission of Jefferson County will hold a Public Hearing regarding a Zoning Map Amendment (rezoning) for the property designated as Tax District: Middleway (07); Tax Map: 2; Parcel: 1.3. The property is located on the southeast corner of Coast Guard Drive and Charles Town Road, near the Jefferson and Berkeley County lines. The property owner is Murall Limited Partnership. The property is comprised of 5.68 acres and is currently zoned Rural. A petition has been made to the County Commission by the property owner to change the zoning classification to General Commercial (Planning Commission File #19-1-Z).

The hearing will be held on **Thursday, December 19, 2019 at 7:00 PM** in the Old Charles Town Library Meeting Room, 200 E. Washington St. in Charles Town, accessed from the side entrance on Samuel Street.

Oral or written comments can be provided at the hearing on **Thursday, December 19, 2019 at 7:00 PM**. Written comments may also be submitted to info@jeffersoncountywv.org or to PO Box 250, Charles Town, WV 25414.

By Order of the Jefferson County Commission
Patsy Noland, President



JEFFERSON COUNTY, WEST VIRGINIA

Office of Planning and Zoning

116 East Washington Street, 2nd Floor

P.O. Box 716

Charles Town, WV 25414

www.jeffersoncountywv.org

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228

Fax: (304) 728-8126

MEMO

TO: County Commission of Jefferson County
FROM: Jennifer M. Brockman, AICP, County Planner
DATE: November 13, 2019
RE: Planning Commission Recommendation regarding Murall property (File # 19-1-Z)
Zoning Map Amendment Request

On Thursday, November 7, 2019, the Jefferson County Commission was presented with a petition for a Zoning Map Amendment by Murall Limited Partnership for a 5.68 acre property located at southeast corner of Coast Guard Road and Charles Town Road (WV 115) [Middleway (07) Tax District; Tax Map 2; Parcel 1.3] to rezone the property from Rural (R) to General Commercial (GC). A Public Hearing has been scheduled on this rezoning request by the County Commission for Thursday, December 19, 2019 at 7:00 PM. At the November 7th meeting, the County Commission, in accordance with WV Code 8A and the Jefferson County Zoning Ordinance Article 12, referred the petition to the Planning Commission for their review and recommendation as to whether the proposed amendment is consistent with the adopted Comprehensive Plan.

On Tuesday, November 12, 2019 at the Jefferson County Planning Commission meeting, the Planning Commission heard a presentation regarding the Zoning Map Amendment (#19-1-Z) petition by the applicant's consultant. Additionally, a staff report was presented which identified relevant portions of the *Envision Jefferson 2035 Comprehensive Plan* for the Planning Commission's consideration and review. This staff report is attached to this memo for the County Commission's information and consideration. Staff provided comments on the application and the relevant sections of the *Envision Jefferson 2035 Comprehensive*. Staff presented a finding to the Planning Commission that the proposed rezoning is reasonably consistent with the *Envision Jefferson 2035 Comprehensive Plan* because of its location within the Route 9 Preferred Growth Area (PGA) and its designation on the Future Land Use Guide as Future Mixed Use Office/ Commercial.

The Planning Commission found, with a 6-0 vote, that the proposed Zoning Map Amendment from Rural to General Commercial is consistent with the *Envision Jefferson 2035 Comprehensive Plan*.

Attachment:

- *Staff Report -- Zoning Map Amendment #19-1-Z for 11/12/19 Planning Commission Meeting*

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Received
OCT 30 2019
Jefferson County Commission

Name: Murall Limited Partnership

Department or Organization:

Estimation of amount of time needed for appointment: 5 Minutes

Date Requested – 1st Choice: **November 7, 2019**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice: November 21, 2019

Subject (*Wording to be placed on agenda*): Request and Landowner Petition for Map Amendment for Murall Limited Partnership: Middleway District, Map 2, Parcel 1.3 containing 5.68+- Acres.

Please provide the County Commission with a description of your request or presentation, including any background information: Request for a Map Amendment for Murall Limited Partnership per Article 12, Section 12.3 of Jefferson County Zoning and Land Development Ordinance. Supporting and Background Attached.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request: \$0.00

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Motion: Move to Accept Landowner Petition and Request for Map Amendment for Murall Limited Partnership, Parcel 1.3 on Map 2 in the Middleway Tax District, and schedule a Public Hearing at the County Commission Meeting on December 19, 2019 and to refer the application to the Planning Commission for advice on the request's consistency with the Jefferson County Comprehensive Plan.

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



JEFFERSON COUNTY, WEST VIRGINIA

Departments of Planning and Zoning

116 East Washington Street, P.O. Box 338
Charles Town, WV 25414

File Number: _____
Staff Initials: _____
Application Fee: \$ _____

www.jeffersoncountywv.org/government/departments/planning-and-zoning-department.html

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228
Fax: (304) 728-8126

Zoning Map Amendment (Rezoning)

Pursuant to Article 12, a Zoning Map Amendment is a procedure to amend the official Zoning Map of the County by changing the zoning designation of a property. In order for a proposed amendment to be approved, the County Commission, with the advice of the Planning Commission, must find that the amendment is consistent with the adopted Comprehensive Plan, or if it is inconsistent, must make findings in accordance with the requirements of 8A-7-8 et seq of the WV State Code. All Amendments to the Zoning Map require a Public Hearing to be held by the Planning Commission for the purpose of making a recommendation to the County Commission. Subsequently, all recommended map amendments require a Public Hearing before the County Commission prior to a final determination.

Property owner information

Name: Murall Limited Partnership
Mailing Address: P.O. Box 575, Shepherdstown, WV 25443
Phone Number: c/o Paul 304/676-8256 Email: _____

Applicant contact information

Name: Ken Lowe, Partner
Mailing Address: above
Phone Number: above Email: _____

Applicant representative

Name: P. J. Raco Consulting, LLC Paul J Raco
Mailing Address: P.O. Box 548, Charles Town, WV 25414
Phone Number: 304/676-8256 Email: pjraco.consulting@gmail.com

Physical property details

Physical Address: Vacant Route 115 (Old Route 115) at Berkeley/Jefferson County Line
City: Kearneysville State: WV Zip Code: 25425
Tax District: Middleway Map No: 2 Parcel No: 1.3
Parcel Size: 5.68 +/- Acres Deed Book: 542 Page No: 77

Current Zoning District (please check one)

Residential Growth (RG)	Industrial Commercial (IC)	Rural (R)	Residential- Light Industrial- Commercial (RLIC)	Village (V)	Neighborhood Commercial (NC)	General Commercial (GC)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Highway Commercial (HC)	Light Industrial (LI)	Major Industrial (MI)	Planned Neighborhood Development (PND)	Office/ Commercial Mixed-Use (O/C)
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Place Received Date Stamp Here

Proposed Zoning District (please check one)

Residential Growth (RG)	Industrial Commercial (IC)	Rural (R)	Residential- Light Industrial- Commercial (RLIC)	Village (V)	Neighborhood Commercial (NC)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Commercial (GC)	Highway Commercial (HC)	Light Industrial (LI)	Major Industrial (MI)	Planned Neighborhood Development (PND)	Office/ Commercial Mixed-Use (O/C)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For a Zoning Map Amendment request, the "burden of proof" is on the applicant to show why the proposed zoning is more appropriate than the existing zoning. Accordingly, please explain how the following factors support your proposal.

Describe your proposed use (and/or project) and describe why the Zoning Map Amendment is necessary for the proposed use (and/or project) described.

N/A

Describe how the Zoning Map Amendment will be consistent with the objectives and policies of the Comprehensive Plan.

Attached

Discuss any change(s) of transportation characteristics (i.e., type and frequency of traffic, adequacy of existing transportation routes), and neighborhood characteristics from when the original ordinance was adopted.

Attached

Do you request that the Planning and Zoning Staff present the petition to the Planning Commission for the purpose of setting the public hearing date?

Yes, I request that the Planning and Zoning Staff present the petition

No, I prefer to present the petition


Plat or Sketch Plan (provide as an attachment to this application)

The plat or sketch must be pursuant to Zoning Ordinance, Section 7.4 (b). The sketch plan shall include the entire original parcel as it appeared on the date this ordinance took effect. The property proposed for development shall be drawn to a reasonable scale (eg. 1" = 50', 1" = 100', or 1" = 200'). The sketch plan shall show, in simple form, the proposed layout of lots, parking areas, recreational areas, streets, building areas, and other features in relation to each other and to the tract boundaries. Contour lines should be superimposed on the sketch plan. Natural features such as woods, watercourses, prominent rock outcroppings, sinkholes and quarries shall be delineated.

Is Plat or Sketch Plan attached?

Yes No

Original signature of all property owners is required. The information given is correct to the best of my knowledge (Please attach additional signature page if needed).

SEE ATTACHED 

Signature of Property Owner

Date

Signature of Property Owner

Date

The Planning Commission is required to set a public hearing on the proposed Zoning Map Amendment within 60 days of the date upon which a complete petition is presented to the Planning Commission at a Planning Commission Meeting. A complete petition, and related fees, shall be submitted to Departments of Planning and Zoning for placement on the Planning Commission agenda at least two (2) weeks prior to the meeting date at which the petition will be presented. Upon request, Planning and Zoning staff can present the petition to the Planning Commission on behalf of the applicant for purpose of setting the public hearing date. At the conclusion of the Planning Commission's Public Hearing, or at the next regular Planning Commission meeting, the Planning Commission shall make a recommendation to the County Commission regarding approval or disapproval of the requested Map Amendment. This recommendation shall be forwarded to the County Commission within four (4) weeks of final Planning Commission action.

The Planning Commission finds this request consistent/inconsistent with the Comprehensive Plan by a vote of _____ for and _____ against, this day of _____, _____, _____.

Recommended Not Recommended

The County Commission finds this request consistent/inconsistent with the Comprehensive Plan by a vote of _____ for and _____ against, this day of _____, _____, _____.

Approved Disapproved

Final Determination/Other Comments

Application:

Kenneth F. Lowe, general partner
Kenneth F. Lowe, Murall Limited Partnership

October 28, 2019
Date

MAP AMENDMENT PETITION
Article 12, Jefferson County Zoning Ordinance
Murall Limited Partnership
October 1, 2019

Owners/Applicants:

Murall Limited Partnership
P.O. Box 575
Shepherdstown, WV 25443

Ordinance Citation:

Article 12 of the Jefferson County Zoning and Development Review Ordinance

Map Amendment Definition:

“An amendment to the Zoning Map which is adopted by reference in the Zoning Ordinance that consists of a change that only applies to a specific property, changing from one existing zoning designation to another existing zoning designation. A map amendment does not permit changes, conditions or alterations to uses permitted within an existing zoning designation as all zoning designations must be uniformly applied to all property which are subject to said designation.”

Request:

Amend the Zoning Map for this 6.68 Acre Parcel to General Commercial, based on its Consistency with the Envision Jefferson 2035 Comprehensive Plan.

Substantiation for the Request:

1. The property is owned by Murall Limited Partnership and is currently zoned Rural and the Applicants are seeking a map amendment to the General Commercial District. The owners/applicants have owned the subject property since 1985. As explained in this Petition, the Applicants believe that this map change is consistent and compatible with the Envision Jefferson 2035 Comprehensive Plan. This area for development was also considered compatible with the 2004 Jefferson County Comprehensive Plan as evidenced by the County Commission's rezoning of three properties across Route 115 (Hunter Family and Perkins/Lindburg Families) in 2014 for commercial and residential uses;

2. There have been significant changes in this area, since the Jefferson County Zoning Ordinance was adopted in 1988. These changes include the availability of Public Water and Sewer, several rezonings north of this property and across the street which were approved by the County Commission; and the additional growth in the area. These changes are addressed in this Petition;
3. The 2015 Envision Jefferson 2035 Comprehensive Plan shows this area to be in the Route 9 Preferred Growth Area in Jefferson County. This land is also located on the Future Land Use Map/Guide as Commercial. This Map, Growth Area and Plan was just approved in 2015 after years of work. The reasons for rezoning that are cited in this Petition are the same reasons that led to this area to be in the Preferred Growth Area in the Envision Jefferson Plan; and,
4. The Applicants believe that the current Rural Zoning classification is an error in the Jefferson County Zoning Map since the property is now shown located in one of the 6 primary growth areas of Jefferson County. The property is also located on a Principal Arterial Road (Route 115) in the County. A Principal Arterial Road is the highest rated road in the County and only three roads are identified as Principal Arterial Roads: Route 340, Route 9, and this road, Route 115.

Tax District, Map and Parcel Number:

Middleway Tax District, Map 2, Parcel 1.3

Deed Book Reference:

Deed Book 542 at Page 77

Sketch Plat:

Attached

Tract Size:

5.68 Acres

Discussion on:

Comprehensive Plan compatibility of the proposed change: Included in this Petition.

Any Change of transportation characteristics and neighborhood from when the original ordinance was adopted: Included in this Petition.

A. Comprehensive Plan Compatibility

Among the many recommendations in the 2015, Envision Jefferson 2035 Comprehensive Plan, the following sections address items directly related to this map amendment.

As found on page 13 of the 2015 Comprehensive Plan, there are only 6 Preferred Growth Areas (PGAs) in Jefferson County that are targeted for urban scale growth. The subject parcel is within the Route 9 PGA. The attached map shows the Route 9 PGA. The Comprehensive Plan was recently adopted in 2015 after several years of meetings throughout the County and after extensive work by the Staff, the Steering Committee, Planning Commission and County Commission. It is typical for communities that have a new Comprehensive Plan, to have requests for both text and map amendments for the map and ordinances to better reflect the Plan. In this case, both the 2004 Plan and the 2015 Plan show this property slated for growth around Route 9 and Kearneysville. The Envision Jefferson 2035 Plan is more specific in that it shows this property within the Preferred Growth Area and specifically identifies the property for Commercial and Office Development.

A main difference between the Envision Jefferson 2035 Comprehensive Plan and the previous versions of the Plans completed in the 80s, 90s, and 00s, is that this Plan has a Future Land Use Guide (Map) that specifically delineates properties for future uses and map amendments. The subject property is properly located on the Future Land Use map (Guide) as Commercial and/or Office in this 2015 Plan. The property has a large Electric Substation adjacent to the rear and it only makes sense to include this property in the General Commercial District. This map amendment will allow the property to pursue commercial and office opportunities. As shown on this guide, this requested change is consistent with the Future Land Use Guide. As described in other sections of this document, the residential development in the neighborhood will need some commercial development to provide services and to provide an increased tax base to supplement the residential tax base provided by the subdivisions in the area.

The Comprehensive Plan's maps and guides show that this property is ready for future development, especially commercial and office development due to its location. This type of use is what the Commission intended when it was added to the Preferred Growth Area and designated as Commercial and Office on the Future Land Use Guide.

Page 17 of the Comprehensive Plan describes the various categories of land, including PGAs as follows:

“Land Use Activity Areas

This Plan details four broad types of land use activity within Jefferson County where development is to be targeted over the planning horizon of Envision Jefferson 2035.

Four Comprehensive Types of Land Use Activity within the Designated Areas

Urban Growth Boundaries

Preferred Growth Areas (PGAs)

Villages

Rural/Agricultural Areas

The first two area types addressed below, Urban Growth Boundaries (UGB) and **Preferred Growth Areas (PGA) (including one residential growth area), are the sections of Jefferson County where urban scale development is to be targeted over the planning horizon of Envision Jefferson 2035.**” Emphasis Added.

A further explanation of PGAs is found on Page 20 of the Plan:

“The PGAs are not intended to be promoted in favor of the UGB for the municipalities. Both areas are expected to be viable areas for development and no policy decision is being made to favor one area over another. Each of the PGA Maps can be found in Appendix F – Maps” Emphasis Added.

In this case, the subject property is in a Preferred Growth Area (PGA). Therefore, pursuant to the Comprehensive Plan, this location is prime for development since it is in this designated area, along with the fact that the property is next to a Substation and a Business Park and is close to both commercial development and residential subdivisions.

A definitive section of the Envision Jefferson 2035 that supports this map amendment is found on Page 22:

“Route 9 PGA (between Kearneysville and the Jefferson/Berkeley County line) This area would be able to access water, sewer, and natural gas services from Berkeley County thereby allowing more intense business park/commercial uses to develop along the County line. The village of Kearneysville could redevelop with small businesses and residential uses in a pattern and scale compatible with the village district. The intersection of Route 9 and County Road 1 (Leetown Pike) would be characteristic of a commercially oriented highway interchange.” Emphasis Added.

It is clear that this section specifically recognizes the subject property as one of the primary properties that is slated for Urban Level Growth. Furthermore, it cannot be over developed since it is a narrow, 5.68-acre parcel. It is ideal for a small professional office or commercial center that will serve the immediate residential and business area. This type of project will provide for services, while keeping traffic to a minimum. It should provide an area that will be walkable from the Liberty Business Park and the newly approved (Concept Plan) Residential Townhouse Subdivision.

Finally, the following recommendation is found in the Urban Level Development Recommendations Table starting on **Page 30** of the Plan:

“5. Create urban level land uses within the municipalities, UGBs, PGAs, or Villages through rezoning that is consistent with the Plan recommendations.

The requested Map Amendment is also supported by the following Economic Development portions of the 2015 Comprehensive Plan:

“Focusing Economic Development in Municipalities, Urban Growth Boundaries, and Preferred Growth Areas

Envision Jefferson 2035 expects urban level commercial, office, and industrial activity to be located in the municipalities, within the Urban Growth Boundary and **Preferred Growth Areas**, where the infrastructure is expected to be available to support these uses.” (Page 69)

And on Page 70: Recommendations:

“5. Create a business friendly environment in Jefferson County.

6. Develop methods to promote local business growth which include providing research, support, and marketing resources that would assist business start-ups in Jefferson County.”

Based on these portions of the Envision Jefferson 2035 Comprehensive Plan, the Future Land Use Guide, the Future Development Area Map, and the Route 9 PGA Map, this map amendment is consistent and compatible with the Plan. The Consistency with, and Compatibility to the existing Comprehensive Plan and the Future Land Use Guide are the two most important criteria to be used for a Map Amendment.

The importance of the Future Land Use Guide when making Map Amendment decisions is outlined on Page 15 of the Plan:

“By creating a Future Land Use Map/Guide, a community provides clarification for property owners related to their potential development on

their site. The review of all zoning map amendment requests shall include consideration of all of the recommendations created as part of this Plan. All zoning map amendments shall be in conformance with the Future Land Use Guide and the recommendations of this Plan.”

This section of the Plan allows for predictability of future land uses in Jefferson County. Based on the Map that was created in 2015 (after years of developing the Plan), both the Applicant and the Public were made aware of the land use anticipated on this property and in the neighborhood.

To carry through what the County adopted in 2015 in this Preferred Growth Area, the requested rezoning would allow the Applicants the flexibility of marketing the property to the business park developers to continue the commercial expansion of the area for other office buildings. From an economic development standpoint, Jefferson County would certainly benefit from allowing commercial growth in this County, as opposed to Berkeley County. As a matter of fact, this applicant is the developer of the Liberty Business Park. It would make sense to allow similar development on the Jefferson County portion. Since commercial and residential uses are being developed in the area, Jefferson County should start taking advantage of it.

Since there is very little vacant land in Jefferson County that is zoned just for commercial/office, the requested change to a commercial zone will provide commercial services to the proposed residential development in the neighborhood, as well as, to the office employees in the Liberty Business Park. These types of uses can stimulate economic development on Jefferson County’s side of the County line.

The Plan encourages growth and development in areas where infrastructure and public facilities are available. In this case, the property has access to Berkeley County’s Public Water and Wastewater Treatment Facilities. The property is also located within minutes of the Short Road interchange onto the new four lane Route 9. These qualities make the property an ideal candidate for a map amendment.

Finally, the Plan’s goals also support commercial activities in the County; in addition to the protection of private property rights. Both in the current Comprehensive Plan and the proposed zoning ordinance in 2008, this area was proposed to be zoned as a business center. This shows that the County planners believed that this property was prime land for economic development for quite some time. This is a unique area of the County. Since the 2004 Comprehensive Plan was adopted, this area has consistently been targeted for growth. This is evidenced by the several rezonings in the neighborhood, the rezoning of the area into a business park in the 2008 Zoning Ordinance and now by the inclusion of this area Route 9 Preferred Growth Area in the Envision 2035 Plan.

While the current Comprehensive Plan supports the map amendment request, the 2004 Comprehensive Plan includes several recommendations that support this rezoning request. This is important to note to show that the area being slated for growth hasn't changed from the old plan to the new plan.

2004 Comprehensive Plan Recommendations:

Recommendation 3.01 on Page 24:

“When adjusting the Zoning Ordinance and Map to conform with the recommendations of this Plan, the County should look closely at the adjacent jurisdictions permitted uses or their fringes...”

There is also a new large Sheetz Store and a new commercial center that were constructed to serve this neighborhood. These two commercial entities are just over the Berkeley border from the subject property. The County Line shouldn't be the limiting factor for commercial development on Jefferson County's side.

Recommendation 3.18 on Page 64:

“The County should continue to pursue new industrial and commercial development in order to diversify its economy, increase the tax base and thereby mitigate the problems of increasing residential growth, and provide quality employment opportunities in the workforce.”

Again, this area has been permitted to develop into residential subdivisions, a business park that contains good federal government jobs and commercial businesses that locate where growth is indicated. Jefferson County is adjacent to this growth and should capitalize on the economic gains that Berkeley County has enjoyed in the same area. This property should work well with the mixed-use development that was recently approved (Concept Plan) across Route 115.

According to the County, there is a very small percentage of land that is zoned for just commercial/office use in Jefferson County. It is very difficult to achieve the goal of pursuing new commercial development if the County doesn't create new areas for commercial development as recommended in the Envision Jefferson Plan. Because of the adjacent zoning in Jefferson County and the development in this area of Berkeley County, this property would be an ideal parcel of land to include in the new Commercial District. Besides the proximity to the adjacent development, it also has access to good infrastructure, including water, sewer and roads.

Based on the preceding recommendations from both the Envision Jefferson 2035 Comprehensive Plan and the previous 2004 Comprehensive Plan, this map amendment is extremely consistent and compatible with the development goals of the Plans.

B. Change of Neighborhood

This area of Jefferson County and the adjacent area on Berkeley County have changed significantly since the Zoning Ordinance was adopted in 1988. Again, these changes will be similar to those that were cited in the Hunter and Perkins Rezoning Petitions. The following are examples of these changes:

1. The Liberty Business Park was developed on the Berkeley County side of the line and contains the Coast Guard and IRS facilities. This park can be seen from this property.
2. With the development of the Liberty Business Park, Public Water and Sewer were extended into the area.
3. Several residential developments have been built in this area including Quail Ridge Subdivision (Final Section still under construction) and Chapel View Subdivision.
4. Quad/Graphics, a very large industrial printing and distribution facility, was built in Baker Heights in the 90s.
5. In 2005, the County Commission rezoned the 191-acre F.O. Day property which is in the same neighborhood. The Day property was zoned Rural and the County Commission approved a map amendment to Commercial/Industrial after finding that it was consistent with the Comprehensive Plan
6. The large Sheetz Store was just built in the neighborhood (less than 1/4 mile away). Ironically, this Sheetz was relocated from Jefferson County.
7. A Food Lion (within eyesight just across Coast Guard Drive) was built adjacent to this property just on the Berkeley side of the line. The grocery store was sold since it opened.
8. The Comfort Suites Hotel was built very close to the subject property.
9. Hospice of the Panhandle has built its headquarters and a multi-bed in-house care facility in the neighborhood. The entrance to this facility is across the street to this property. This facility was a project that was

approved by both Jefferson and Berkeley Counties since it straddles the County line. The project includes over 25,000 square feet of office space and a very large inpatient center. This project has been built.

10. The new Route 9 was completed with direct four lane access to Route 81. This route is approximately one mile from the subject property and has a major interchange that services the area. Old Route 9 (Route 115), still considered a Primary Road by the Comprehensive Plan, services this property and leads into Short Road that has direct access to the new interchange. The property is nearly in between two major interchanges (Shepherdstown Exit and Short Road Exit) to the new four lane Route 9. This makes the property ideal for commercial development.
11. 2014, the County Commission unanimously approved two separate requested mixed-use rezonings for the three properties across the street owned by the Hunters and the Perkins Trust.
12. A 132 Unit Townhouse Residential Project with Mini-Storages was just approved at Concept Plan by the Planning Commission for the property across the street from the subject property.

The following are changes in the neighborhood that would specifically support the requested change from Residential Growth to the General Commercial District:

1. Availability of Public Utilities and Services:

Public Water and Sewer is now available in this neighborhood. The availability of this capacity is a change for this neighborhood since 1988. As stated earlier, one of the Comprehensive Plan's primary objectives is to funnel growth into areas already served by existing infrastructure such as sewer and water:

“This Plan recommends that new development will take place in areas where infrastructure exists and the extension of services to growth in outlying areas will occur in accordance with the goals and objectives of this Plan.” (Page 27)

The allowance of growth in this area because of both the sewer and water and location within the PGA is also supported by Recommendation 5a found on Page 30:

“Direct new urban level residential developments to locate in preferred areas within the municipalities, UGBs, **PGAs**, or Villages

where water and sewer services are available.” (Emphasis added)

In this case, there is a need for commercial development to offset the residential developments that are recommended in the UGBs and the PGAs. This property is ideal to provide those needed commercial or office facilities since the Liberty Business Park is adjacent and the larger residential developments are already in or planned for the area

2. Growth in the Corridor:

Since the adoption of the original Zoning Ordinance in 1988, this area has grown considerably. The significant growth includes: Quail Ridge and Chapel View Subdivisions; Hospice Offices and Inpatient Campus; large Sheetz; Grocery Store; Quad/Graphics in Baker Heights, the Liberty Business Park and the approved (Concept Plan) townhouse development across the road. These types of developments along with the existing growth in the Kearneysville and Baker Heights area illustrate that commercial and office development along old Route 9 is very much consistent with the Comprehensive Plan; especially since most of these came after the Zoning Ordinance was adopted. The map amendment for the subject property would ideally fit into this neighborhood’s mixed use.

C. Change of Transportation Characteristics:

There have been positive changes in the transportation and traffic characteristics in this area since the time of the adoption of the Zoning Ordinance. Old Route 9 was very much enhanced just north of the property in Baker Heights. The road was widened and improved to accommodate the large volume of tractor trailer traffic associated with the industrial and commercial growth in the area.

However, the major change in transportation characteristics is the finished Route 9. It is the direct four lane link to Route 81 that Jefferson County supported. This road has opened both trade routes and commuter routes in and out of Jefferson County. As mentioned previously, this property has access via good roads (old Route 9 (Route 115)) to both the Short Road and Shepherdstown interchanges onto new Route 9. This property is located in between these interchanges. The new Route 9 and Public Water and Sewer in this area make this property an ideal property for further development.

These changes and improvements to the transportation system have taken place since 1988 when the Zoning Ordinance was adopted. Since the Comprehensive Plan was newly adopted in 2015, these road improvements have already been taken into consideration in the Envision Jefferson 2035 Comprehensive Plan. All

these improvements have had a very positive effect on the transportation characteristics and traffic flow in this area and neighborhood. The four lane Route 9 was recognized as a driving force for the creation of this Route 9 Preferred Growth Areas in the Plan. Accordingly, the Comprehensive Plan already acknowledges that these transportation changes have had a positive effect in this area, so much so, the County endorsed the creation of this area as a Preferred Growth Area and an area slated for future Commercial and Office development on the Future Land Use Map. These changes and improvements to both the Comprehensive Plan and the Transportation Characteristics support the rezoning of the subject property.

D. *Error in the Original Zoning Map*

The only real justification for a map amendment/rezoning in West Virginia is the consistency of the request with the Comprehensive Plan. This is the reason that the Comprehensive Plan is so thoroughly discussed in this Petition. However, in some states, an error in the original zoning map is also used as a good indicator for map amendments. Accordingly, this Petition will briefly touch on some of the reasons that this property should have been zoned for development when the original ordinance was adopted; and/or shortly after the Envision Jefferson 2035 Plan was adopted.

Listed below are several reasons why this property should have been zoned for development in 1988 when the original ordinance was adopted and after 2015 when the Envision Jefferson 2035 made it very clear that the property was ideal for growth. These reasons have already been discussed in detail in this Petition. These are some of the reasons that the Day property was rezoned in 2005 and that the Hunter and Perkins' properties were rezoned in 2014 in this neighborhood. These reasons alone would support the requested map amendment to the mixed-use classification:

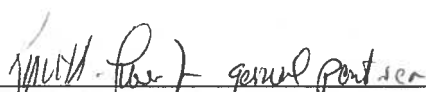
1. The property is located on a Principal Arterial Road as defined by the Comprehensive Plan. There are only three roads defined as Principal Arterial Roads in Jefferson County (Route 340, Route 9, and Route 115);
2. The property has access to public water and public wastewater services;
3. The property is located between two unincorporated mixed-use communities (Baker Heights and Kearneysville); and,
4. The enhanced connection was made with Route 81 when the Route 9 Four Lane was completed.

Once you combine these facts with the other compelling factors including: the Liberty Business Park; Residential Subdivisions; the large Sheetz store, the grocery store, Hospice of the Panhandle; the multiple rezonings; and, the new

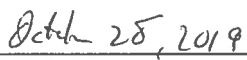
Route 9, it makes this property and ideal candidate for the requested map amendment.

E. Conclusion:

Murall Limited Partnership respectfully request that the County Commission approve this map amendment to the Jefferson County Zoning Map. This Petition cites many reasons why the map amendment should be approved. These reasons include: the consistency of the request to the Envision Jefferson 2035 Comprehensive Plan, the 2004 Comprehensive Plan; the 2005 action of the County Commission regarding rezoning the Day property; the recent rezonings of the adjacent Hunter and Perkins' properties; the fact that the property should have been classified as a business, commercial, office, or mixed-use district in the original ordinance or at least during the 2015 approval of the Comprehensive Plan; the positive changes in the transportation characteristics in the area, especially the construction of Route 9; the changes in the neighborhood from when the original zoning ordinance was adopted (including the development of a business park across the street; the fact that the property and area is located in a Preferred Growth Area in the new Plan and is shown as Commercial/Office on the Plan's Future Land Use Guide (Map); and, the fact that the property has access to Public Water and Sewer and other services. This map amendment will change the zoning classification on the Applicant's property from the Rural District to the General Commercial District.

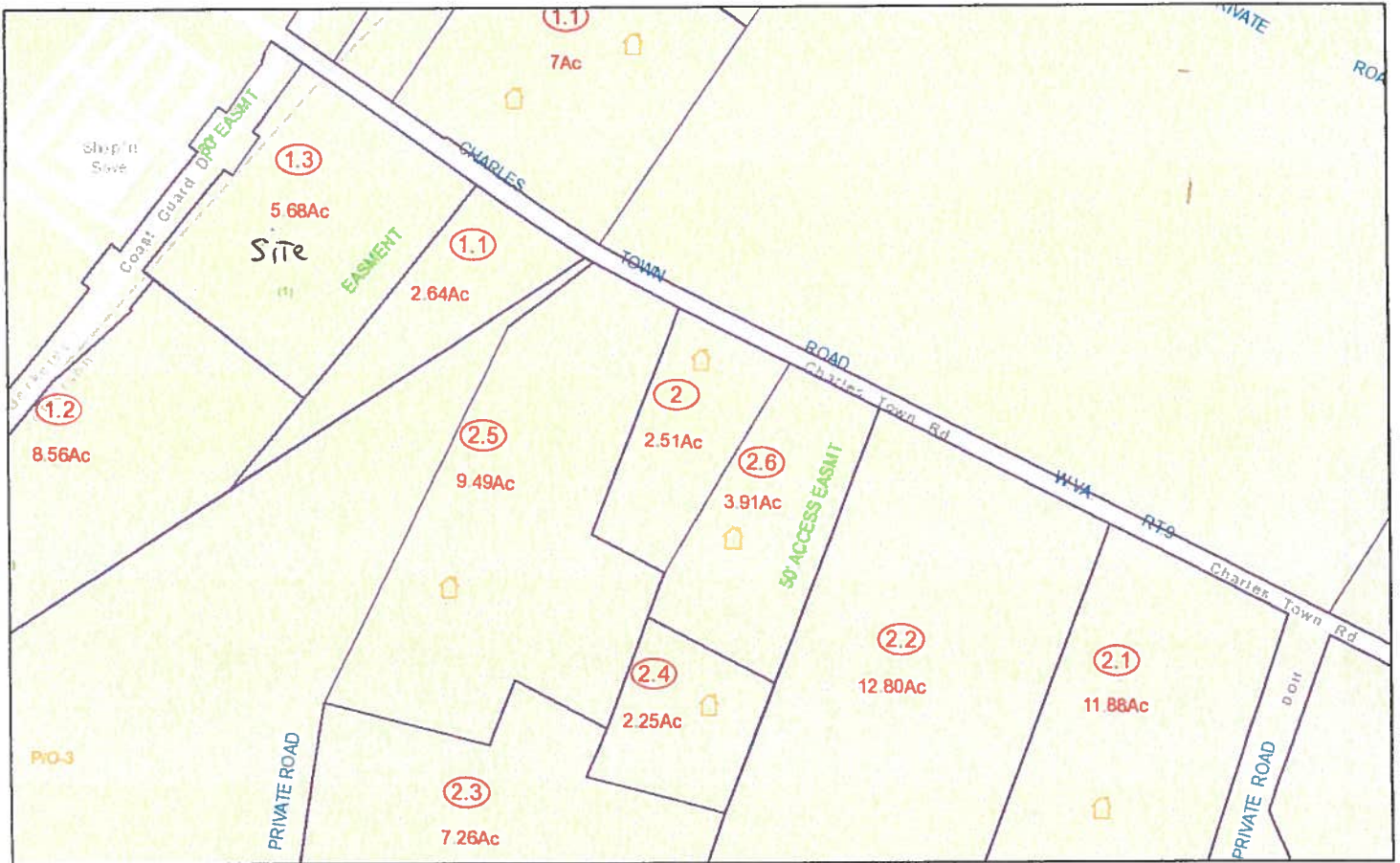


Kenneth F. Lowe, Murall Limited Partnership

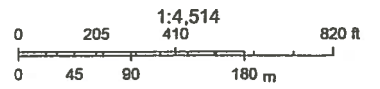


Date

Viewer Map

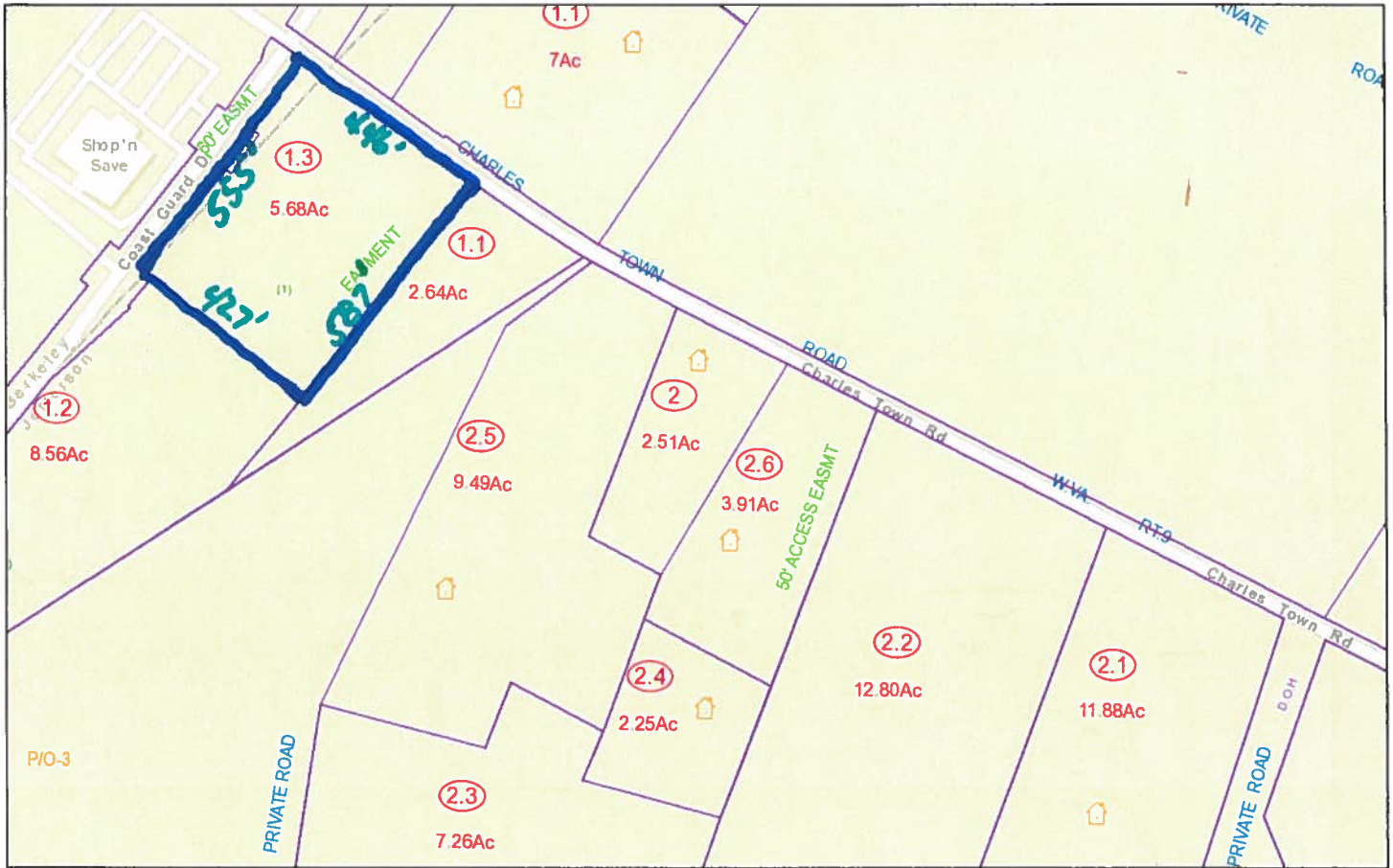


March 7, 2018

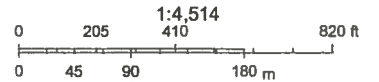


Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand),

Viewer Map

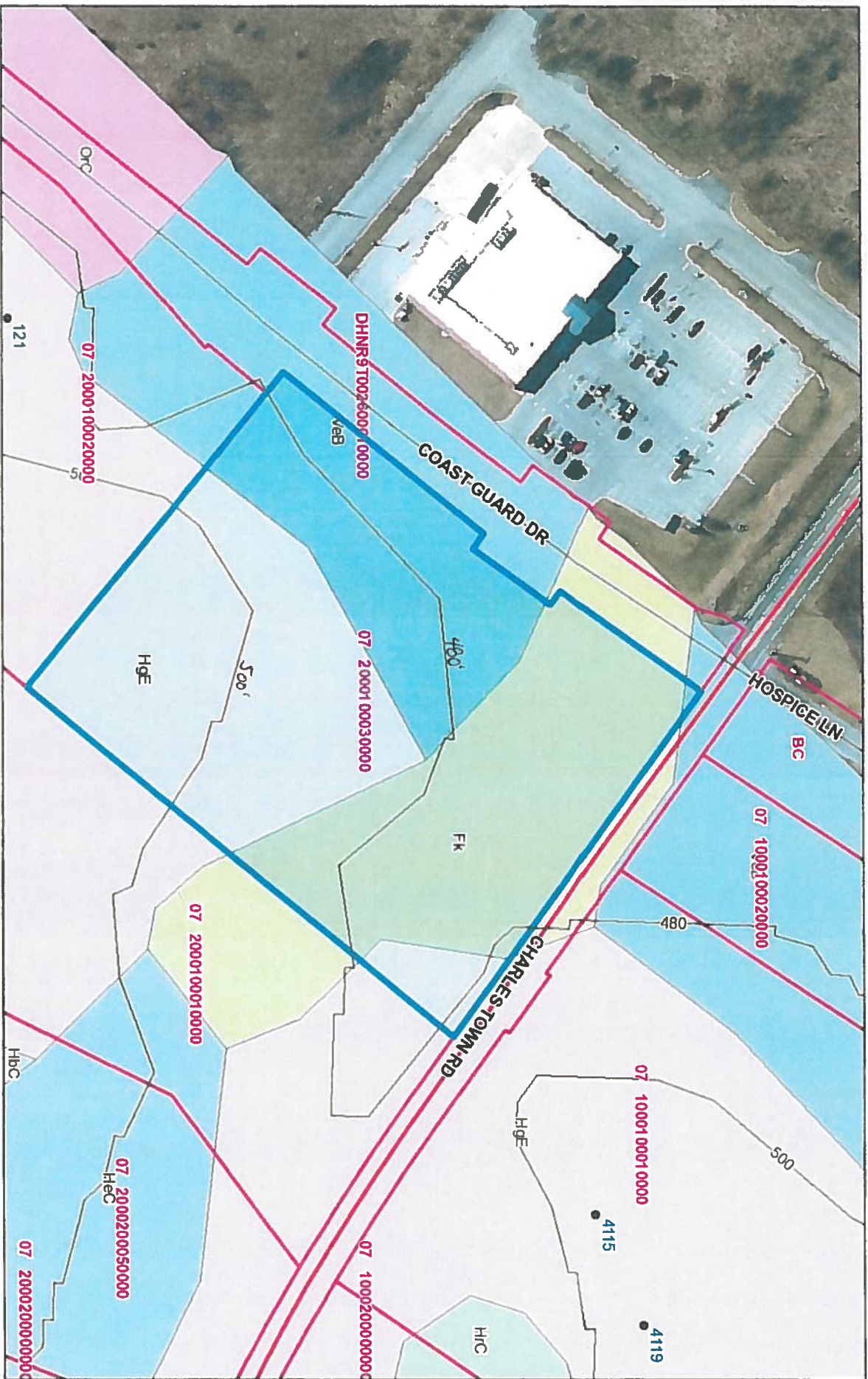


March 7, 2018



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand),

Viewer Map



October 30, 2019

1:2,257
0 0.01 0.03 0.05 mi
0 0.02 0.04 0.09 km
Source: USGS, SC

Me
Copyright 2017

Murall Limited Partnership
EXISTING LAND USE MAP
Approx SCALE 1" = 200'



07000100010002
PROPOSED
TH Subdiv

PROPOSED
Mini-
Storages

07000100010001

Grocery
STORE

CHARLES-TOWN RD

568±
ACRES

07000200010003
VACANT

07000200010001

07000100020000

Liberty
Business
PARK

COAST GUARD DR

VACANT

POTOMAC
Edison
SUBSTATION

427'±

587'±

446'±

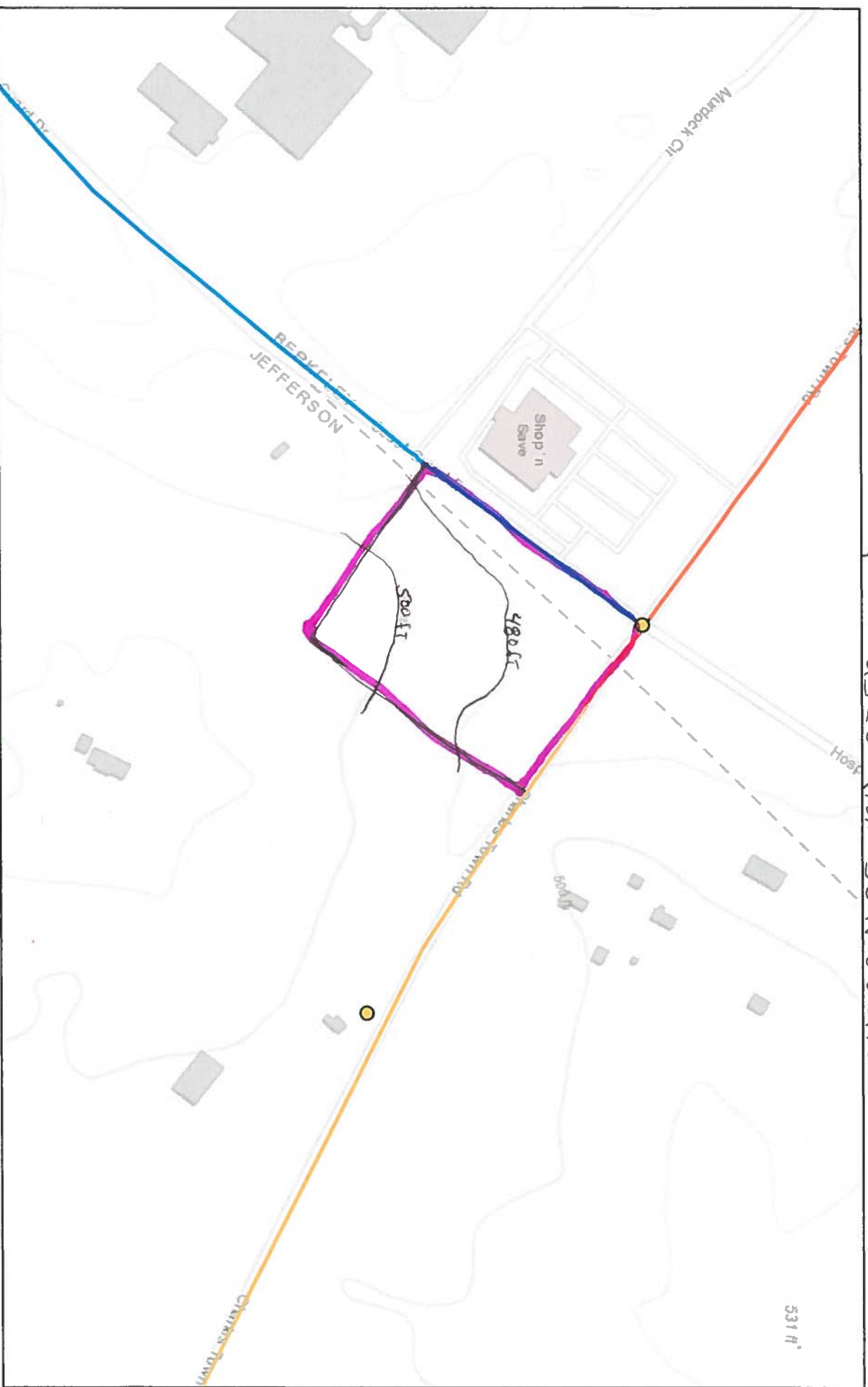
07000200020000

07000200020005

07000200020006

07000200020004

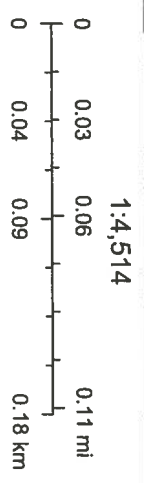
Topo: Uses from DOH website



October 30, 2019

- | | | | | | | |
|---------------|---------------|---------------------------|-----------------------------|---------------------------|-----------------------------|---------------------------|
| Station AADT | Segment AADT | 99 and Under Station AADT | 5,000 - 49,999 Segment AADT | 99 and Under Station AADT | 5,000 - 49,999 Segment AADT | 99 and Under Station AADT |
| 1,000 - 4,999 | 1,000 - 4,999 | 1,000 - 4,999 | 1,000 - 4,999 | 1,000 - 4,999 | 1,000 - 4,999 | 1,000 - 4,999 |

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS.



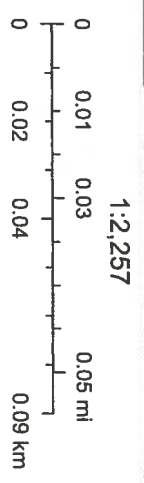
Source DOT : NATURAL Conditions : Vacant with Tree Cover and grass



October 30, 2019

Station AADT Segment AADT

● 1,000 - 4,999 — 99 and Under — 1,000 - 4,999 — 5,000 - 49,999



Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user

Murall Limited Partnership
Zoning and Adjacent Properties

Berkeley County
No Zoning

Hoy Shingleton JR TRUS

TAX 07000100010002

Deed book 1087 Page 6

Zoning: Residential [light] Commercial

HOSPICE LN

Townhouse Rentals LLC

Book 1275 Page 142

TAX REF 07000100010001

7 ac

Zoning: Residential [light] Industrial Commercial

CHARLES-TOWN RD

Berkeley County
No Zoning

*
SITE

07000200010003

Febrey / BST

TAX 07000200010001

Book 1151 Page 106

Zoning: Rural

07000100020000

COAST GUARD DR

POTOMAC Edison Co

DIST 7 Deed Book 857
MAP 2 Page 229
Parcel 1,2

Zoning: Rural

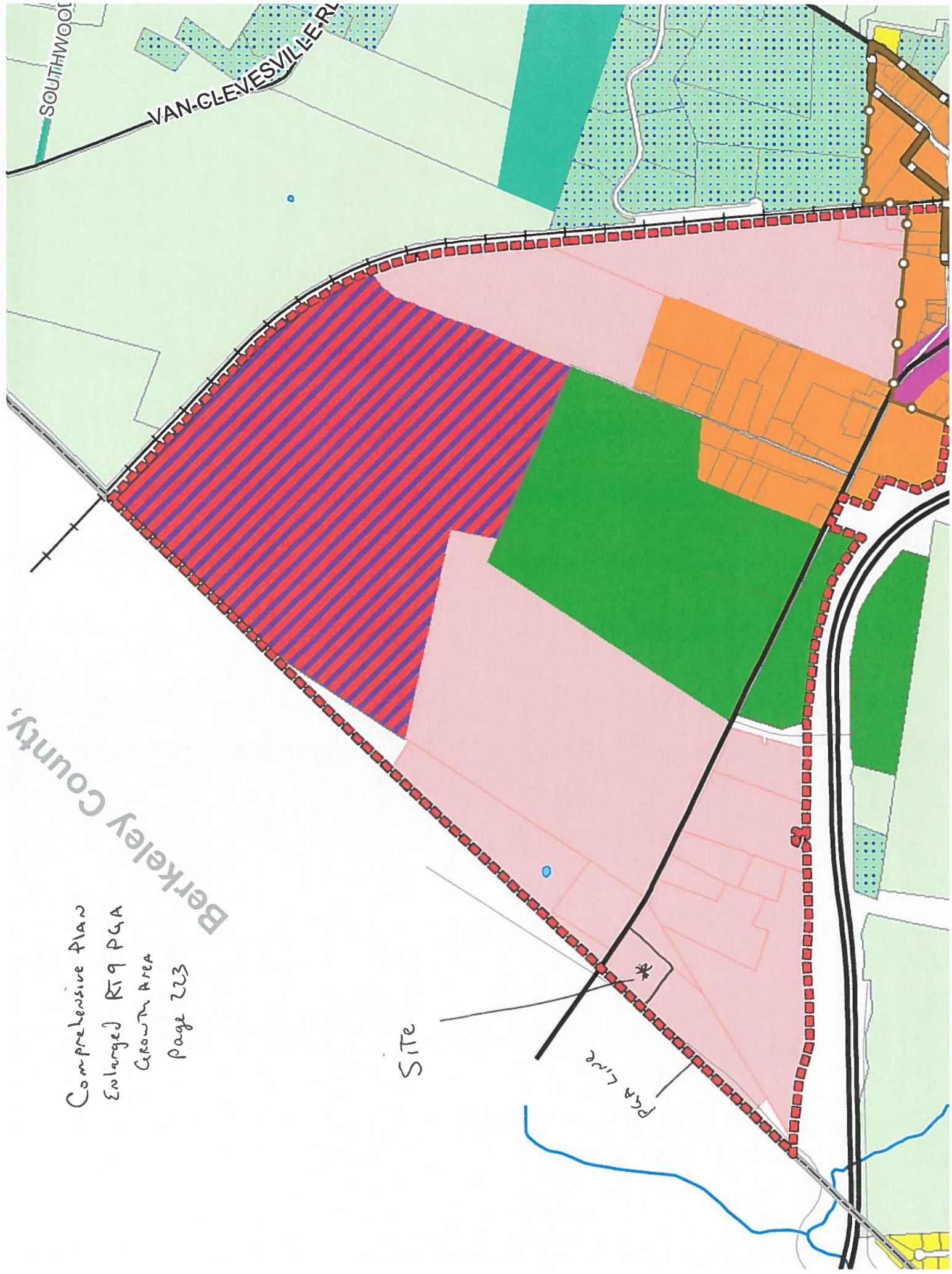
07000200020000

07000200020005

07000200020001

07000200020004





Berkeley County,

Comprehensive Plan
Enlarged RT9 PGA
Growth Area
Page 223

Site

PGA Line

SOUTHWOOD

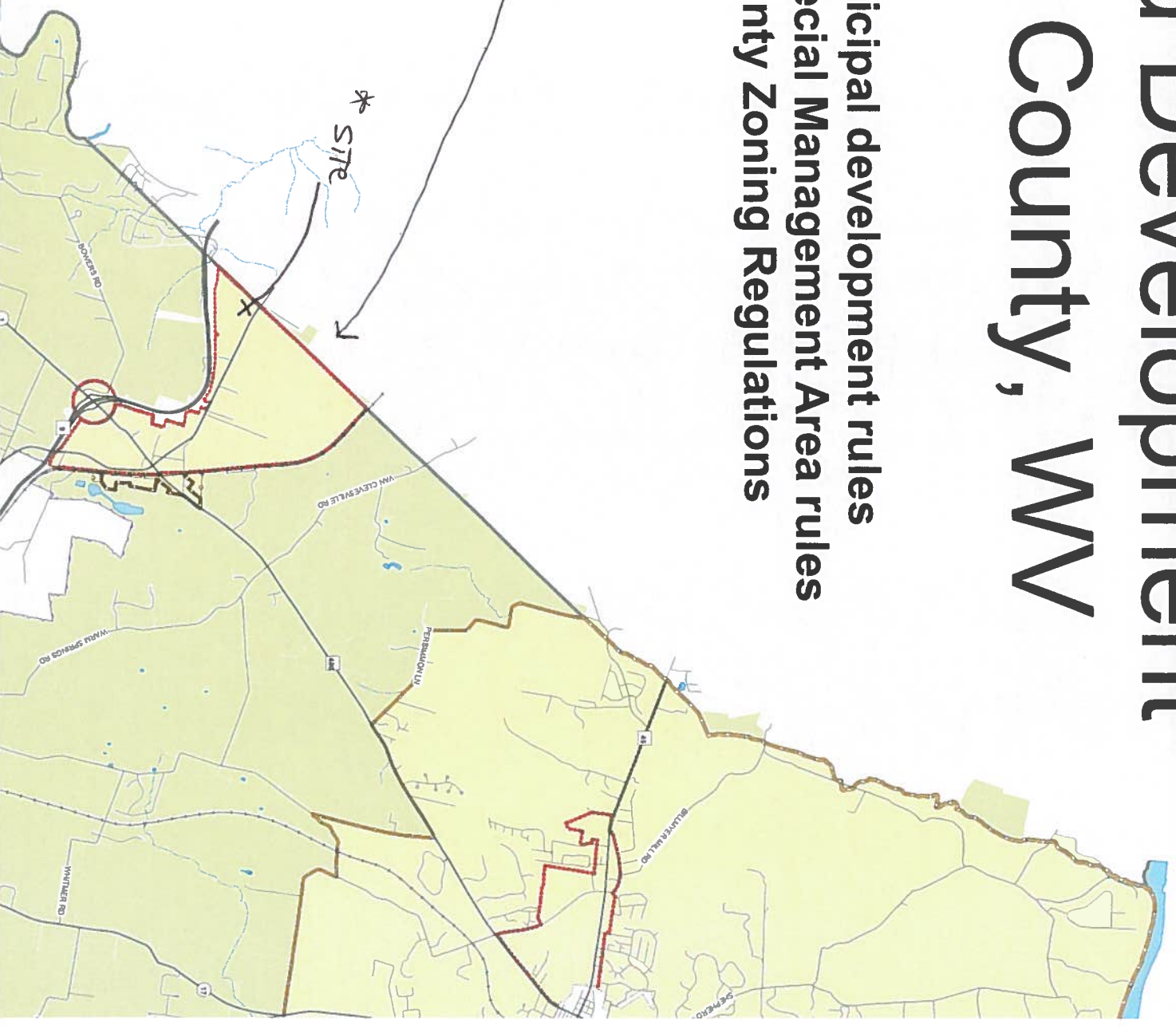
VAN-CLEVESVILLE-RL

Future Land Development Jefferson County, WV

White Areas subject to Municipal development rules
Yellow Areas subject to Special Management Area rules
Green Areas subject to County Zoning Regulations

- Special Design Areas
- Municipalities
- Preferred Growth Boundaries
- Quarry Redevelopment Areas
- Growth Management Boundary
- Urban Growth Boundary
- Urban Growth Boundary Expansions
- Villages
- Village Expansions
- Areas Outside Management Boundaries**
- Areas Outside Management Boundaries

*Properties within Municipalities
are shown as White



Future Land Use Guide Jefferson County, WV

Envision Jefferson 2035 Comprehensive Plan

page 215



- Special Design Area
- Preferred Growth Area
- Quarry Redevelopment Area
- Growth Management Boundary
- Urban Growth Boundary
- Urban Growth Boundary Expansion
- Village
- Village Expansion
- 2004 Growth Area

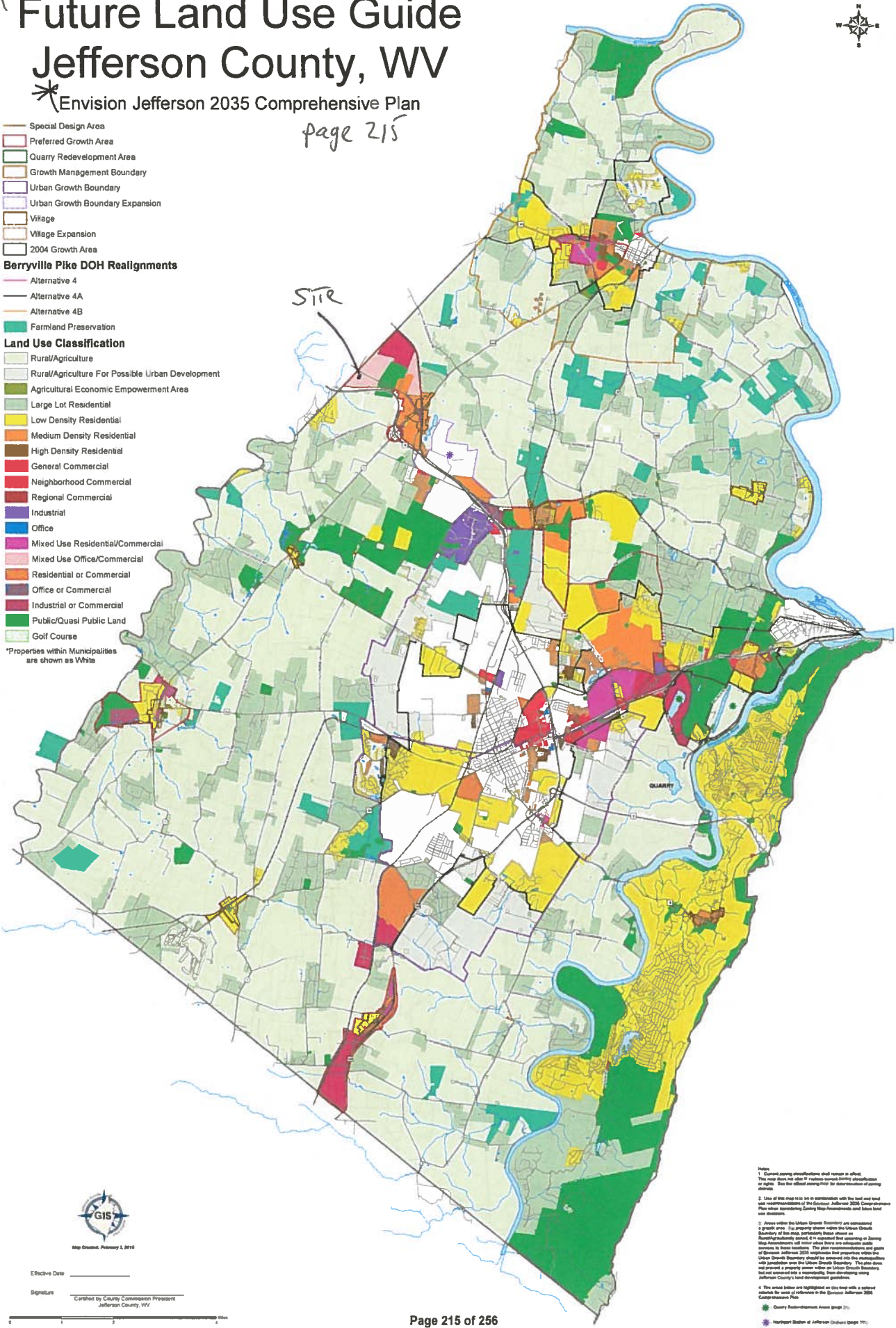
Berryville Pike DOH Realignments

- Alternative 4
- Alternative 4A
- Alternative 4B
- Farmland Preservation

Land Use Classification

- Rural/Agriculture
- Rural/Agriculture For Possible Urban Development
- Agricultural Economic Empowerment Area
- Large Lot Residential
- Low Density Residential
- Medium Density Residential
- High Density Residential
- General Commercial
- Neighborhood Commercial
- Regional Commercial
- Industrial
- Office
- Mixed Use Residential/Commercial
- Mixed Use Office/Commercial
- Residential or Commercial
- Office or Commercial
- Industrial or Commercial
- Public/Quasi Public Land
- Golf Course

*Properties within Municipalities are shown as White



Map Date: February 3, 2015

Effective Date: _____

Signature: _____
Certified by County Commission President
Jefferson County, WV



Notes

1. Current zoning ordinances shall remain in effect. This map does not alter or replace zoning ordinance or rights. See the official zoning map for determination of zoning districts.
2. Use of this map shall be in accordance with the text and land use recommendations of the Envision Jefferson 2035 Comprehensive Plan when considering zoning map amendments and shall not be used otherwise.
3. Areas within the Urban Growth Boundary are considered a growth area. All property shown within the Urban Growth Boundary of this map, particularly those shown as Special Use Districts, are subject to the zoning and growth map amendments of the Envision Jefferson 2035 Comprehensive Plan and growth of Jefferson County. The plan recommends and grows of Jefferson County 2035 Comprehensive Plan properties within the Urban Growth Boundary should be contained only in the municipalities with jurisdiction over the Urban Growth Boundary. The plan does not intend to provide a zoning or growth map for Jefferson County. However, the plan does intend to provide a zoning and growth map for Jefferson County's land development jurisdiction.
4. The areas below are highlighted on this map with a symbol pointing to the text of reference in the Envision Jefferson 2035 Comprehensive Plan.
 - Quarry Redevelopment Areas (page 21)
 - Newport Station at Jefferson (page 111)

Future Land Use Guide

Jefferson County, WV

Envision Jefferson 2035 Comprehensive Plan*

Enhanced Page 215

- Special Design Area
- Preferred Growth Area
- Quarry Redevelopment Area
- Growth Management Boundary
- Urban Growth Boundary
- Urban Growth Boundary Expansion
- Village
- Village Expansion
- 2004 Growth Area

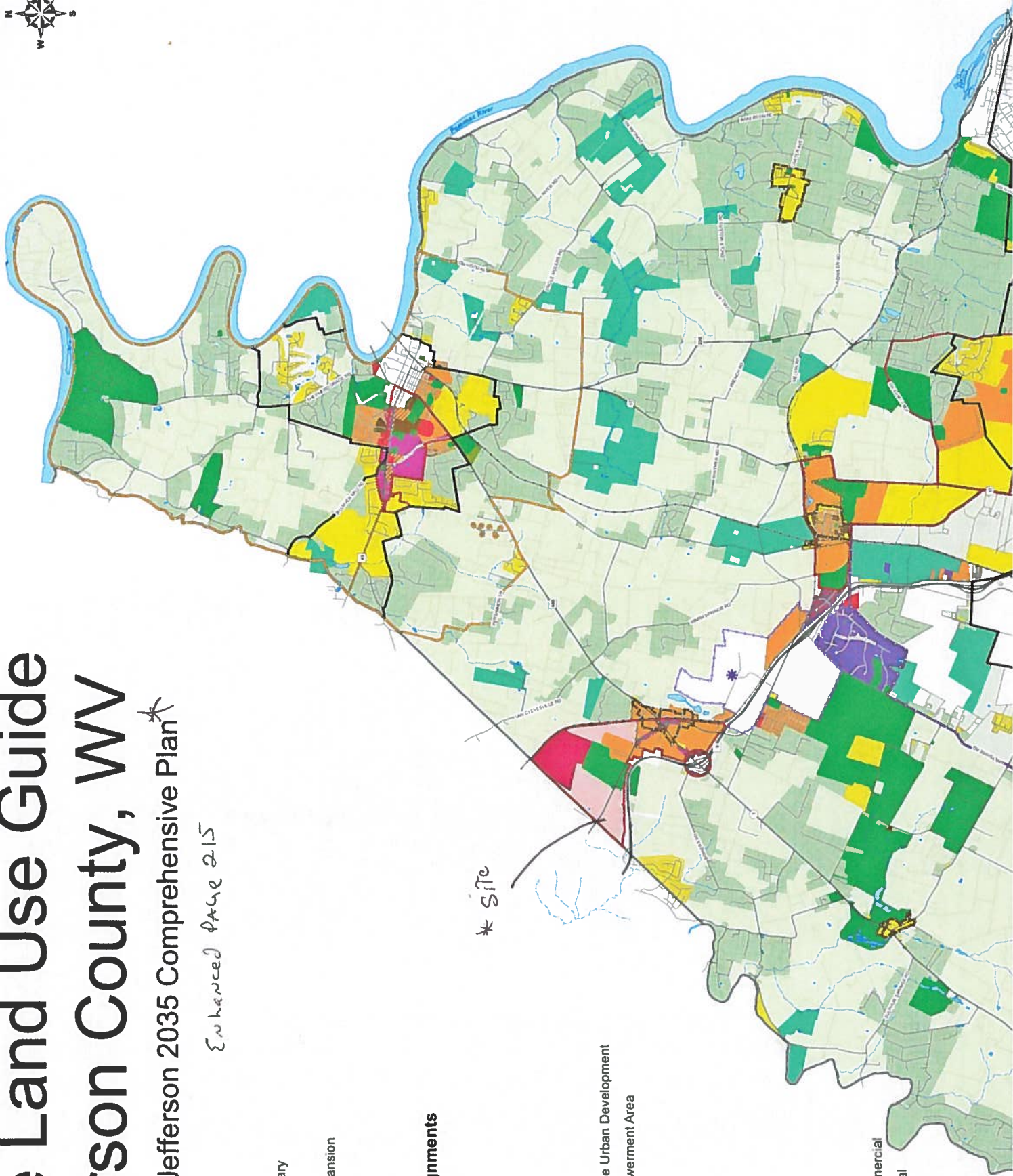
Berryville Pike DOH Realignments

- Alternative 4
- Alternative 4A
- Alternative 4B

Land Use Classification

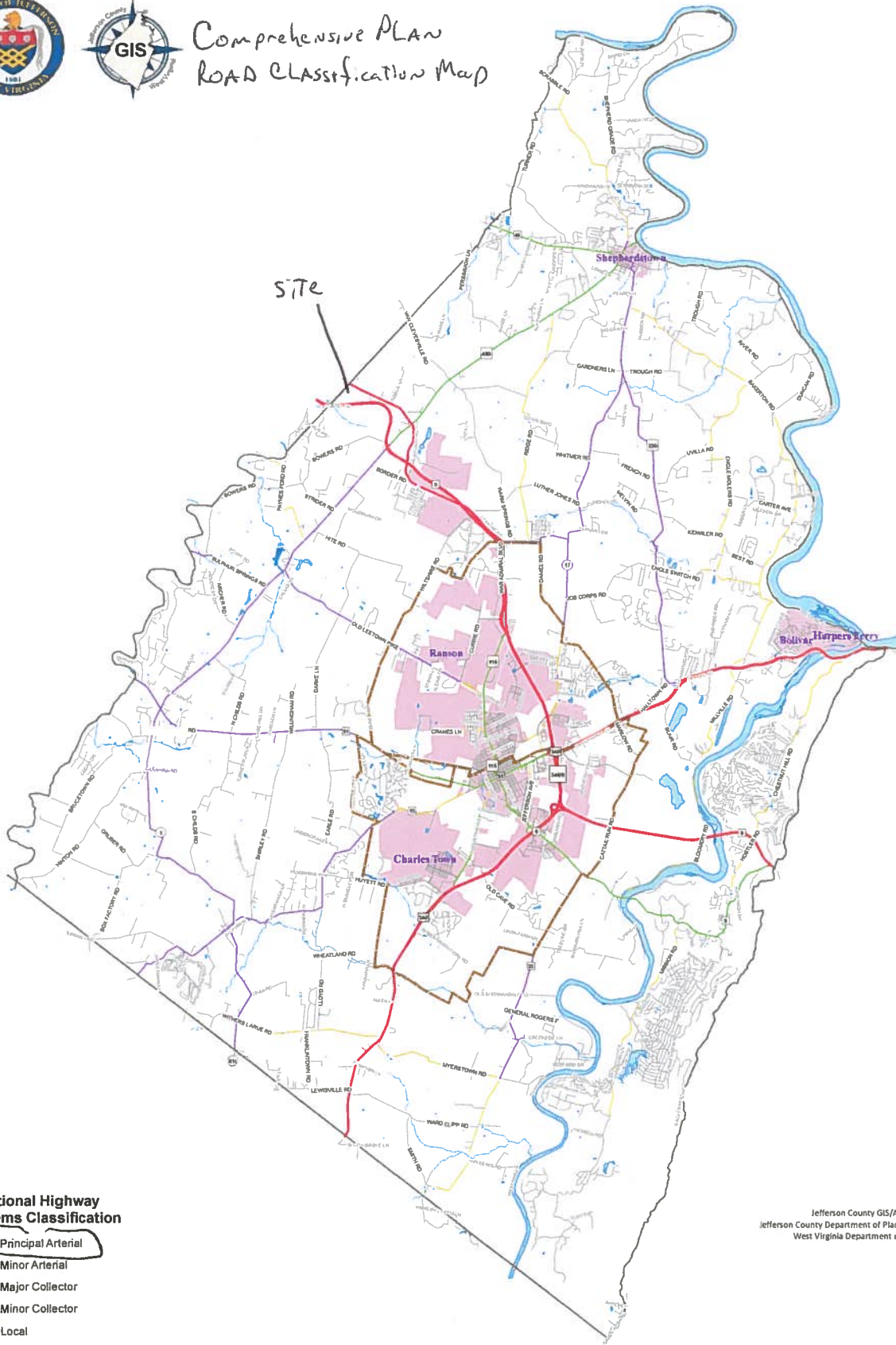
- Rural/Agriculture
- Rural/Agriculture For Possible Urban Development
- Agricultural Economic Empowerment Area
- Large Lot Residential
- Low Density Residential
- Medium Density Residential
- High Density Residential
- General Commercial
- Neighborhood Commercial
- Regional Commercial
- Industrial
- Office
- Mixed Use Residential/Commercial
- Mixed Use Office/Commercial
- Residential or Commercial
- Office or Commercial
- Industrial or Commercial
- Public/Quasi Public Land

* Site





Comprehensive PLAN ROAD CLASSIFICATION Map



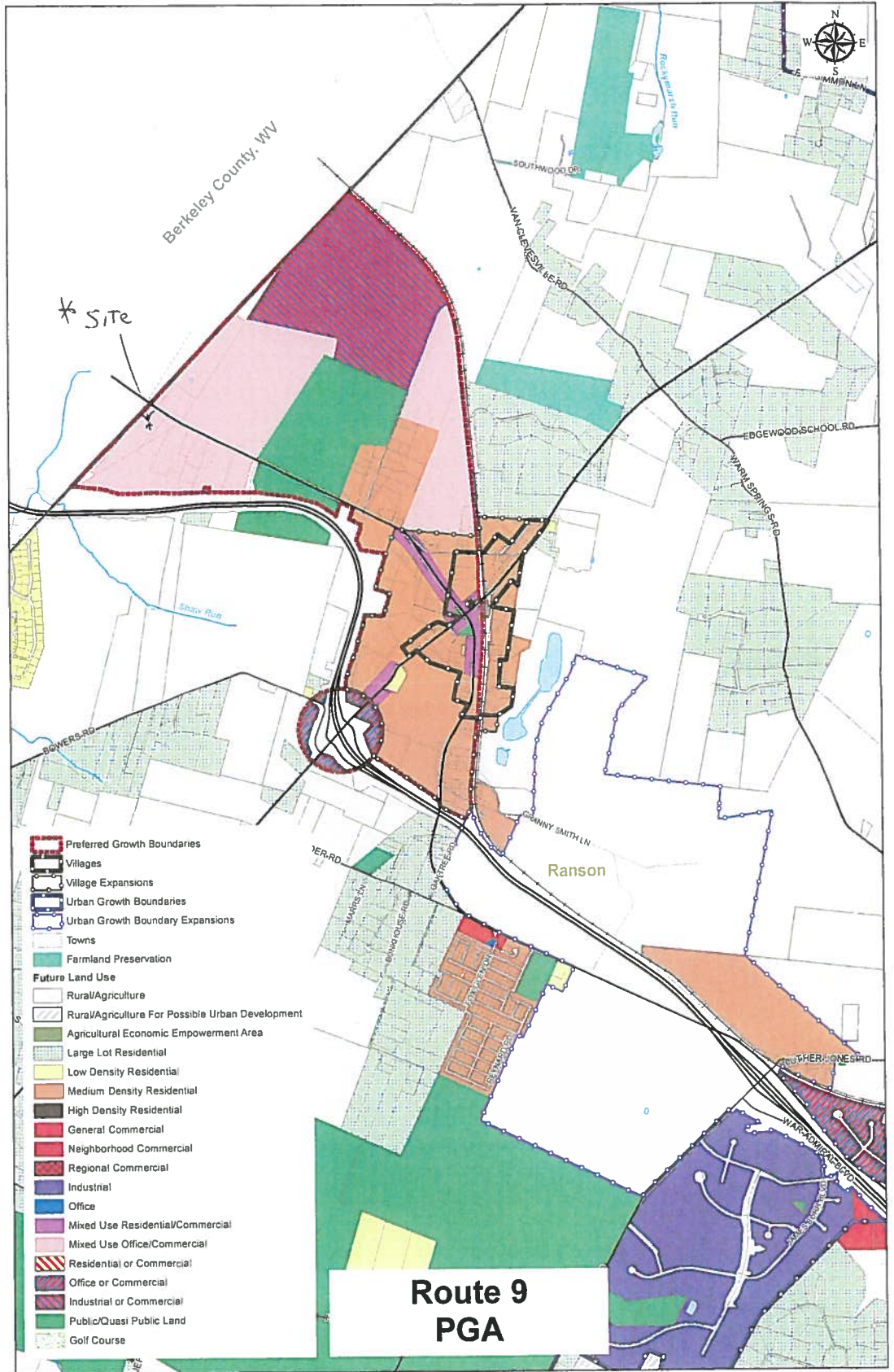
Functional Highway Systems Classification

- Principal Arterial
- Minor Arterial
- Major Collector
- Minor Collector
- Local
- Urban Growth Boundaries
- Towns

Data Sources:
 Jefferson County GIS/Addressing Office
 Jefferson County Department of Planning and Zoning
 West Virginia Department of Transportation



Roadway Classification Map Envision Jefferson 2035



**Route 9
 PGA**

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **December 19, 2019**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*):

Interviews and Appointment to the Jefferson County Development Authority – Represents Bolivar – Unexpired term ending April 5, 2022 - Discussion/Action

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? **Y/N** [Click here to enter text.](#)

If so, how much? **\$**[Click here to enter text.](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: [Click here to enter text.](#)

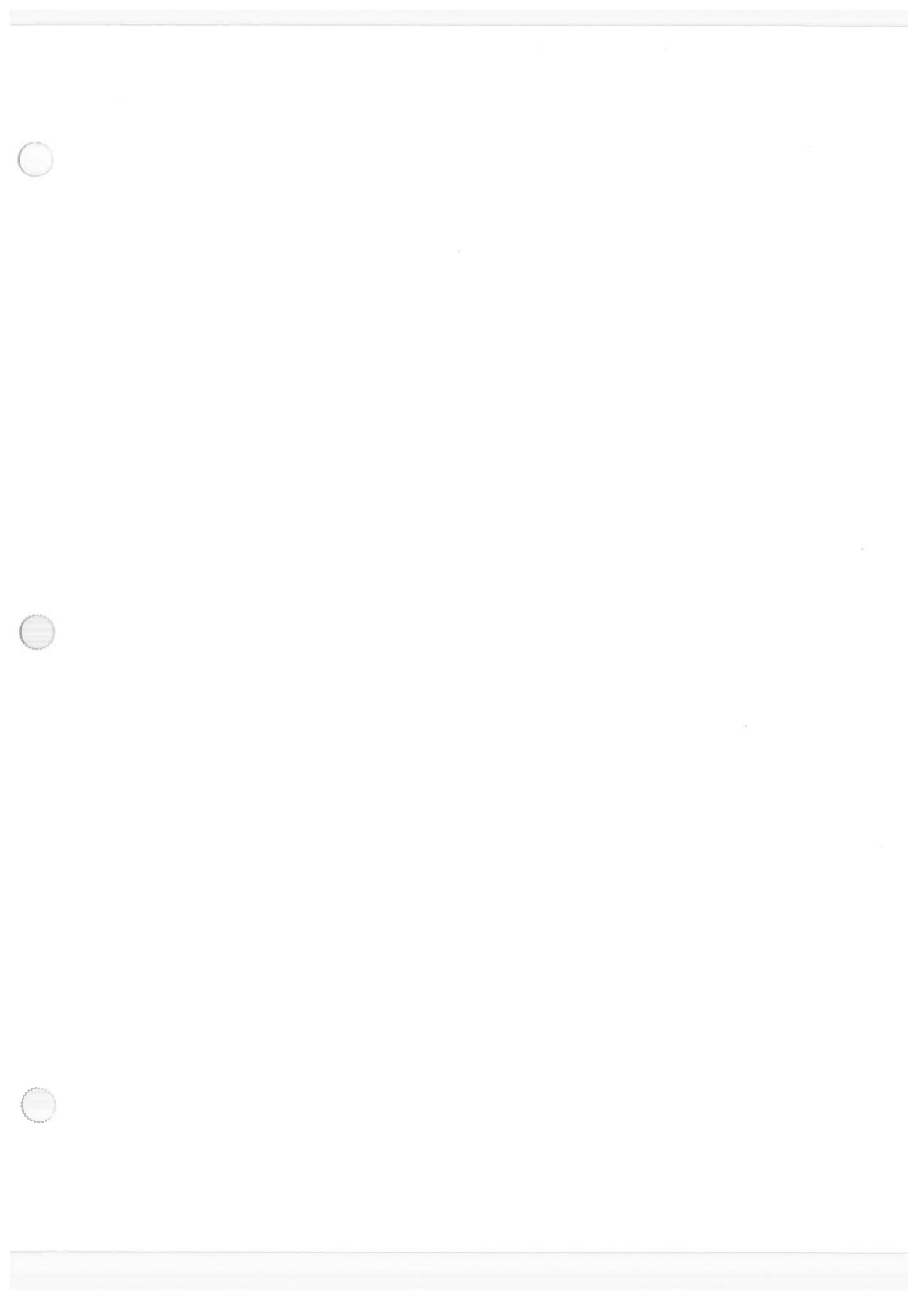
Is equipment needed? **Projector** **Y/N** [Click here to enter text.](#) **Internet/Wi Fi** **Y/N** [Click here to enter text.](#) **Telephone for conference call** **Y/N** [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)



Laura Anderson

Energetic, Enthusiastic, and Innovative Team Player

159 Pintail Ct, Harpers Ferry WV 25425
silveridge@frontier.com – 540-336-4707

WORK EXPERIENCE

New Homes Sales Assistant

Ryan Homes, Washington West Division, October 2017 – Present

The Sales Assistant is an integral part of the sales team; working on the front line in model homes; making sure they are stocked with brochures and that models are presented well. Sales Assistants communicate with customers, set appointments, answer telephone calls, send and respond to emails, and make follow-up calls. Sales Assistants show and answer questions about the model homes and building lots, and assist the Sales Rep as needed. Communication internally and with customers is extremely important. Many days, Sales Assistants are in the model homes alone, and must be able to work independently. They must be flexible enough to work in a variety of communities; and know about the amenities and floor plans that are offered in each. They generate monthly reports for the sales department and developers. Sales Assistants are responsible for opening and locking up at the end of the day.

Automotive Sales Consultant

Miller Automotive Group, Miller Honda and CrossPointe Motor Cars - March 2014 – September 2017

In the new car sales consultant with Miller Honda, position includes gathering fresh ups (customers) from the sales lot and service area on a daily basis; following up on internet leads from our internet sales office, and taking referral customers. Once positive communication and rapport are built with potential customers, the job entails consulting with customers to discover their desired new or used vehicle; creating value in the vehicles through knowledge, walk around, and demonstration test drives; trial closing new car purchases or lease deals, and then closing purchases/lease deals. Once closed, position also includes advising and selling additional accessories and warranties for the vehicle. Position also includes daily follow up via phone, internet, and texting with potential and past customers; as well as some cold calling of potential customers. Through Honda, candidate has accrued many hours of online specific vehicle training on Honda products and salesmanship; as well as Joe Verdi online sales training. Initially, candidate was selling previously owned cars of all makes for CrossPointe Motor Cars, and followed the same sales protocol as in the new car lot. Candidate attained Silver status with Honda for 2015, has been new car sales leader at Miller Honda 5 times, and overall sales leader for Honda/CrossPointe 4 times.

Administrative Support Tech

US Army Corps of Engineers - Winchester, VA - December 2008 - September 2013

As an integral part of the fast paced Army Materiel Command's Deployment Program team, candidate worked closely with AMC Operations Officers at the UDC; and assisted in the planning, reporting, and execution of UDC and AMC deployment operations. She participated in researching, and implementing policies and practices regarding the deployment process; and ensured compliance to these procedures.

Candidate is goal and detail oriented; and has excellent communication and time management skills. She proficiently works with deadlines; and prioritizes responsibilities and assignments. She has a track record of being flexible, and volunteers for additional responsibilities as needed. Candidate was a major contributor to the successful deployment of an average of 30 AMC deployees per week; downloading, printing, organizing, and reviewing their medical and training packets; and communicating with them to ensure compliance to requirements. She maintained and disseminated the UDC AMC deployment roster to the entire AMC deployment community. She conducted face-to-face, phone, and email communication with new deployees, supervisors, HR staff, returning deployees, and UDC staff daily.

Additional duties: Family Readiness Coordinator 1/2012 – September 2013

Candidate was selected by management to provide support as the Middle East District's Family Readiness Coordinator. She briefed MED deployees regarding family and personal readiness for deployment; outlining available support and services. Candidate ensured that each MED deployee and his/her family were prepared for the deployment, and that paperwork was in place before departure overseas. Candidate also delivered a weekly

classroom briefing to all Corps of Engineer new deployees about the role of the Family Readiness support network, and how their families were supported by the Army Community Services, Red Cross, and local community services while the deployee was overseas; making their deployment more successful by instilling knowledge and peace of mind to deployees and their families before, during, and after the deployment. As USACE deployees returned through the UDC from deployment, candidate also provided a Family Readiness Redeployment briefing on available support; and suggested best practices for reintegration, returning to the CONUS workplace, reconnection to the family, and dealing with physical or mental health concerns that may have come from their warzone experience.

Additional duties: CISM Peer Supporter 4/2010 – September 2013

In 2010, candidate was selected by UDC management to serve as one of four Critical Incident Stress Management team members at the UDC. Candidate received basic CISM training for Group and Individual Intervention at the UDC in 2010; advanced training in 2011, and mandatory refresher training was completed in March 2013. Specific training was geared toward mentally preparing individuals and family members for deployment; reintegration and normalization of returning deployees; as well as critical incident, crisis preparedness, and intervention for employees in the USACE workplace experiencing a critical incident or crisis.

Business Partner and Instructor

A Click Above LLC - Leesburg, VA - January 2001 - December 2009

Candidate worked as a business partner and instructor primarily in the evening hours for a highly successful and innovative dog training business specializing in Dog Agility. She has been training dogs for well over 25 years. She and her three partners planned, coordinated, and implemented the training for an average of 24 classes and over 300 students per week at their year-round indoor training facility; as well as occasional weekend special activities and seminars. This partnership also supported approximately 10 assistant and apprentice instructors. Candidate was responsible with other partners for designing individual class concepts, and curriculum; training schedules; and overall business goals. Candidate is extremely proficient at training dogs, teaching classes, mentoring assistants, and resolving personnel and student issues. Candidate previously taught classes as a volunteer, for adults and children.

Lead Radiology Technician, Departmental Supervisor

Marion DuPont Scott Equine Medical Center, VA, US - January 1987 - June 2003

Candidate was the lead radiology technician for the Radiology & Nuclear Medicine department. She performed diagnostic studies on horses; and trained other technicians along with rotating veterinary students in radiology techniques and protocol; to ensure compliance with prescribed standards. Candidate has vast experience in the execution of xrays, nuclear scintigraphy, surgical x-rays, and fluoroscopy. She was responsible for hardcopy xray records management; and implementation and maintenance of a computer database. Other duties included daily upkeep of the physical department; to include inventorying and maintaining supplies; and scheduling maintenance and repair of equipment. Candidate engaged in daily communication with clients, veterinary staff, referring veterinarians, and other hospital personnel. Candidate was responsible for prioritizing and accomplishing outpatient cases, emergencies, and in-house procedures; while working to maximize production of quality state of the art medical imaging.

Candidate initially worked in the veterinary nursing and accounts payable areas of the hospital; and gained skills to perform the lead radiology technician position through on the job training and hands on experience.

Executive Secretary

GTE Communications Systems - Reston, VA - April 1981 - May 1985

As Executive Secretary to the Senior Director of Business Systems R&D, duties included handling all communication to and from the office of the Senior Director; appointments and scheduling; clerical support; preparing corporate presentations; handling resumes and interview schedules; travel and vacation schedules/ reservations for Sr. Director and his staff of approximately six managers and their staff; interfacing with personnel of all levels within the Communications Systems. Also functioned as the Public Affairs Representative for the Reston Division.

Responsibilities included publishing a monthly newsletter, holding a voter registration day and coordinating the United Way campaign for the Reston office. Candidate was laid off with severance package when division relocated to Phoenix, Arizona.

Recruiter, Office Manager

American Office Services, CAY Associates - Annandale, VA - January 1980 - April 1981

Position entailed search and recruitment for a company specializing in secretarial and support personnel placement on a fee-paid basis. This included cold-calling applicants; interviewing; testing; checking references; presenting

applicants to potential employers by phone; coordinating interviews; writing resumes; follow-up after interviews; presenting offers; coordination new-hire start dates. Candidate initially worked as office manager for an affiliate company which specialized in technical and professional recruitment.

EDUCATION

AA in General Studies, Business Emphasis, 3.65 GPA

Community and Technical College of Shepherd - Shepherdstown, WV
2003 to 2005

SKILLS

Candidate is Proficient in Microsoft Office Applications; to include Word, Excel, Power Point and Outlook. She has also worked in Access, Microsoft Publisher, Microsoft Money, Quicken, and TurboTax.

AWARDS

Leadership Development Program

Candidate was selected by USACE upper management for the Fall 2011 Leadership Development Program Tier 1, and graduated from the program in April 2012.

Achievement Medal for Civilian Service

Candidate received a medal and certificate for outstanding civilian service upon the end of her term in 2013. The award reflects her dedication to duty, loyalty, professionalism, and excellent customer service while working for the US Army Corps of Engineers.

CERTIFICATIONS and TRAINING

2010 - CISM training - Critical Incident Stress Management - trained in group and individual crisis intervention and peer support;

2011 - Advanced courses completed at CISM World Congress;

2013 - CISM Peer Supporter Mandatory Refresher Course

2013 - HIPAA certification

2013 - PII certification

2013 - SHARP training

Has been certified to access Med-Pros and Eng-link secure websites

ADDITIONAL INFORMATION

Previous Volunteer Positions:

President (3 years) of GRREAT, a Washington DC area non-profit Golden Retriever rescue organization which re-homes more than 200 Golden Retrievers per year and has hundreds of members/volunteers; serving as chief administrative officer for this large volunteer organization (non-paid position)

Secretary (3 years) of Loudoun Hunt Pony Club Horse Trials; responsible for administrative duties for this nationally recognized equine competition (non-paid position)

Instructed dog obedience classes for many years for the Dulles Gateway Obedience Training Club; including classes for the general public, 4-H classes, and a special socialization class for the Loudoun Hunt foxhounds (non-paid position)

Other Qualifications:

Candidate has 25+ years of hands on experience with family farming operations; previously foxhunted and whipped in with the Bull Run Hunt; raised and trained Thoroughbred horses, riding horses, and Welsh ponies. Currently raising Katahdin sheep for gourmet lamb, and an occasional litter of Border Collie pups.

Jefferson County Commission
Application for Boards, Committees or Commissions

Received
APR 23 2019

Jefferson County Commission

Please type or print information

Name: LISA KOVATCH

Home Telephone Number: 304-620-3011

Work Address: 247 Union St, Bolivar WV

Work Phone Number: 304-620-3011

Mobile Phone Number: 304-620-3011

E-mail Address: LKovatch247@gmail.com

Party Affiliation: (Building Commission and Health Department applicants)
n/a

Occupation: Independent artist / arts administrator

Education: High School Frederick High School

College University of Maryland, College Park

Trade/Business School _____

- Are you a United States citizen? Yes No
- Are you a West Virginia resident? Yes No
- Are you a resident of Jefferson County? Yes No
- Are you able to produce verification of residency? Yes No

(Proof of paying personal property tax, voter registration, etc.)

Address: 247 Union St
Bolivar WV

Magisterial District: 15

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

see attached

Organization Memberships and Positions Held : see attached

Have you even been convicted of any felonies? If yes, please list. no

Date:	Offense:

Statement: n/a

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: Lisa Kovach Date: April 17, 2019

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

LISA KOVATCH

247 Union Street • Harpers Ferry WV 25425 • LKovatch247@gmail.com • 304-620-3011

April 17, 2019

Dear Sir or Madam:

I would like to take this opportunity to introduce myself and express my interest in representing Bolivar on the Jefferson County Development Authority Commission. Attracted to this small, welcoming town nestled in a rural landscape steeped in history, I recognized its potential for successful commerce and happily set roots here 15 years ago. My pottery studio is surrounded by natural inspiration, and a safe and supportive community. My business frequently involves traveling to craft shows in the Mid-Atlantic region, and I am aware that I also serve as an ambassador for the state while doing so.

Experienced in working for regional non-profits, I excel at communicating with diverse populations in a friendly and professional manner. I believe my creativity and administrative experience would be an asset to the Authority.

Please find the attached copy of my resumé. I welcome the chance to meet with you to discuss working together to continue your important mission to attract business development that enhances the quality of life for all residents.

Sincerely,


Lisa Kovatch

LISA KOVATCH

247 Union Street • Harpers Ferry WV 25424 • LKovatch247@gmail.com • 304-620-3011

Work Experience

MANAGER. Jefferson County Museum Shop, Charles Town, WV (January, 2017 - Present). Established a small retail store benefitting the Museum; oversee general operations. Create and implement shop policies & procedures; identify and evaluate new artists and writers; establish contracts & maintain rapport; select and order wholesale items and books pertinent to the Museum's collection; maintain accurate records; receive inventory and manage database; reconcile monthly sales; generate monthly sales reports and consignment check requests timely and accurately; train volunteer staff on policies and procedures; provide exceptional customer service.

OWNER. Lisa Kovatch Pottery, Harpers Ferry, WV (May, 2003 - Present). Produce handcrafted wares, selling directly to the public on the 'Over The Mountain Studio Tour', regionally at juried craft shows, and by wholesale to select retail shops. Using computer software, create marketing materials; design and maintain online shop (www.lisakovatch.bigcartel.com); use SquareUp cloud-based point of sale (POS) system for sales, invoicing, and general accounting.

FAIR ASSISTANT, PT/Seasonal. Waterford Foundation, Waterford, VA (July - October, 2018). In a fast-paced environment, assisted Director in coordinating 74th annual outdoor juried craft festival, which attracts 20,000 visitors over a 3-day period. Maintained Excel spreadsheets and databases; communicated with artists, musicians, and vendors regarding invoices and logistics; created and scheduled social media posts; proofread documents; prepared correspondence; prepared tickets, badges, and signs; assisted Consignment Chairpersons with venue set up and paperwork, maintaining accurate and organized records; performed mail merges; assisted team with planning and executing pre-festival reception; helped mark indoor and outdoor vendor spaces; scheduled group visitors; answered telephones and directed calls as needed; remained adaptable and responsive to changing circumstances.

VISITOR CENTER ASSISTANT, PT/Seasonal. Appalachian Trail Conservancy, Harpers Ferry, WV (May - September, 2016). In a fast-paced environment, greeted visitors, answered questions about the AT, area hikes, and town amenities; procured new memberships; assisted customers in retail shop and closed out register; took AT 2000-Miler photographs and recorded information accurately into a computer database; answered the telephone and directed calls as needed.

MANAGER. Westwind Potters, Harpers Ferry, WV (January, 2013 - December, 2015). Managed an independent retail shop adjacent to popular National Park. Sole buyer, creating and adhering to an annual budget, managing all inventory and expanding representation of regional artisans. Hired and supervised 4 part-time staff, provided friendly customer service in a fast-paced sales environment, achieving positive online reviews; designed and maintained company website using software design tools; responded to email inquiries in a timely manner; implemented visiting artist series.

MANAGER, PROGRAMS & DESIGN. The Delaplaine Arts Center, Frederick, MD (September, 1996 - March, 2000). Detail oriented arts administrator. Coordinated engaging, monthly exhibits and guest-speaker events for regional non-profit, maintaining a two-year advanced schedule; designed all publications; organized day-trips to places of cultural and historical interest in the Mid-Atlantic region; scheduled and coordinated all travel arrangements and served as group leader; conceived of and arranged the Center's first concert—a sold-out event.

November 16, 2019

Mayor Helen Dettmer
Town of Bolivar
Bolivar, WV

Dear Mayor Dettmer:

I write in order to convey my interest in the Bolivar position on the Jefferson County Development Authority (JCDA) Board. This position is of particular interest to me because I have been a recipient of the help and services that the JCDA offers to new businesses as I built my own business in Jefferson County. I have learned first-hand how helpful and instrumental the JCDA can be in helping new businesses to come to the area.

As a life-long resident of Jefferson County, exclusive of my time at Brigham Young University, I am invested in the future of our county and state. As a business owner in the county, I am invested in seeing our local economy thrive. As a parent, I am invested in making Jefferson County a place where my children will want to return and raise their own families someday. I see the JCDA as an instrumental body in these goals and am hopeful and excited at the prospect of participating in their mission to "improve the quality of life for all Jefferson County residents".

Thank you for your consideration.

Sincerely,

Amanda Van Vliet McDaniel
amanda@shenandoahplaningmill.com
(304) 579-7239



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: William T. Wootton

Department or Organization:

Estimation of amount of time needed for appointment: As Soon As Possible

Date Requested – 1st Choice:

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

Please provide the County Commission with a description of your request or presentation, including any background information:

We purchased our property in 2015, after a long and incendiary process with the previous owners. There were many issues in the wake of this purchase, among them delinquent bills for the previous owners intermingled with ours. There is an ambulance fee in there that needs to be paid, but I am requesting a dispute of the late fee associated with the delinquency.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Waive the Late Fee of 2015/2016 Ambulance Fees

Attach supporting documents for request, or request may be denied.

If not attached, explain:

We purchased our property in 2015, after a long and incendiary process with the previous owners. There were many issues in the wake of this purchase, among them delinquent bills for the previous owners intermingled with ours. From erroneous utility bills (There are 2 electric meters on the property, each were under different names and accounts) to delinquent fuel and gas bills (the fuel tank was being rented at the time and the owners did not reveal that information. We discovered it when trying to have the tank filled).

It's been almost 5 years since we arrived, so I was a bit surprised to learn of an outstanding ambulance fee that needs to be paid. We've paid every bill we've received, and our Credit score is well above 800 with no outstanding debts. I am requesting a dispute of the late fee associated with the delinquency of that outstanding bill, the ambulance fee from 2015 & 2016, for I am not the reason it is delinquent. We've paid prior year's bills on time, and we support our local fire department (many of whom are personal friends). When living in Ranson, we were up to date in that regard as well. Our current bill is not reflective of an outstanding balance, nor is any of our prior ambulance fee bills, so the inquiry from the law offices of Booth, Strange & Daniel was completely unexpected. In fact, based on the errors to my name and address, I nearly dismissed the notice as a clever criminal attempt to solicit funds. I am absolutely willing to pay our ambulance fee, and if the reason for it being late were the product of something I did or failed to do, I

would be more than willing to accept responsibility for that as well. Given that it took the intervention of an attorney in Clarksburg to highlight the errors in my address and the spelling of my name after living and working within the county for almost 20 years, that current billing shows no outstanding balance, and the understandable issues revolving around ownership and utility responsibility in the wake of the purchase of our property, I feel like the issue was not mine, and the late fee ought to be waived.

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information: William T. Wootton

Email address: Thirtyseasons@aol.com

Phone Number: 304-963-6068

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: *Elliot Simon*

Department or Organization: *Jefferson County Emergency Services Agency*

Estimation of amount of time needed for appointment: *5 minutes*

Date Requested – 1st Choice:
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda): *Present a JCEA resolution (see attached)*

Please provide the County Commission with a description of your request or presentation, including any background information:
see attached

Is this a funding request? Y/N *NO*

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):
see attached

Attach supporting documents for request, or request may be denied.
If not attached, explain:

Is equipment needed? *NO* Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information: *Elliot Simon*
Email address: *esimon779@gmail.com* Phone Number: *304 7259446*

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue
Ranson, 1/N 25438
E-mail - jcesa@jcesa.org
Telephone - 304-728-3287
Fax - 304-728-6221

Resolution to add a voting member to the JCESA board, as amended and adopted at the meeting held on November 19, 2019:

The Jefferson County Emergency Services Agency is authorized by the Jefferson County Commission under the authority of the Emergency Ambulance Service Act of 1975 to provide ambulance service to the community and to also provide services and personnel for the Fire Companies in Jefferson County, West Virginia.

As authorized by the Jefferson County Commission, a Board of Directors consists of eight (8) individuals. They meet on the third Tuesday of every month. Two (2) of the members are non-voting. Therefore there are six (6) voting members that decide on policy matters and operations. In order to achieve a quorum 4 of the 6 voting members must be in attendance.

Whereas, in FY2018 there were 5 scheduled meetings in which the Board of Directors were not able to achieve a quorum and could not conduct business, 4 were canceled and 1 was postponed;

Whereas in FY2019 there were 4 scheduled meetings in which the Board of Directors were not able to achieve a quorum and could not conduct business, 2 were canceled and 2 were postponed;

Whereas, adding one more voting member to the Board of Directors increases the chances of achieving a quorum as it would take 4 members out of 7 instead of 4 members out of 6, making achieving a quorum more likely to attain;

Whereas, having a Board consisting of an odd number of voting members is a more common practice because it makes deadlocks less likely;

Whereas the Board of Directors voted in its October meeting to petition the Jefferson County Commission to add a citizen member with voting rights;

Whereas "citizen member" is defined as a current resident of Jefferson County 18 years or older with no prior service to the JCESA or any of the Fire Stations either as a volunteer or an employee;

Be it resolved that the Board of Directors hereby petitions the Jefferson County Commission to expand the number of voting member of the Board from 6 to 7 by adding a citizen voting member as defined above in this resolution.

It's About Saving Lives...

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Becky Burns, Office Manager

Department or Organization: Engineering, Planning & Zoning, Office of Engineering

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: 12/19/2019

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Refund of building permit fees for James & Kathleen Childs – Permit #19-792WD

Please provide the County Commission with a description of your request or presentation, including any background information: James & Kathleen Childs applied for a building permit for a 38x40x15'7" pole building. The Childs have decided they do not want to build the pole building at this time and would like a refund of their permit fees in the amount of \$379.00. Staff completed the building plan review prior to receiving the Childs' request for refund, therefore, we recommend a refund of \$304.00 (see attached memo).

Is this a funding request? Y/N YES

If so, how much? \$304.00 Permit Fee Refund

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): Partial refund of building permit fees for James & Kathleen Childs in the amount \$304.00.

Attach supporting documents for request, or request may be denied.

If not attached, explain: Staff Memo Seeking Fee Reimbursement

Is equipment needed? Projector Y/N [Click here to enter text.](#) Internet/Wi Fi Y/N [Click here to enter text.](#)

Telephone for conference call Y/N [Click here to enter text.](#)

Contact information: Becky Burns

Email address: engineering@jeffersoncountywv.org Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)

JEFFERSON COUNTY, WEST VIRGINIA
Department of Engineering, Planning & Zoning
Office of Engineering, Building Permits & Inspections

116 East Washington Street
P.O. Box 716
Charles Town, West Virginia 25414

Phone: 304-728-3257
Fax: 304-728-3953

Email: engineering@jeffersoncountywv.org

MEMORANDUM

TO: STEPHANIE GROVE, COUNTY ADMINISTRATOR
JEFFERSON COUNTY COMMISSION

FROM: REBECCA F. BURNS, OFFICE MANAGER
DEPARTMENT OF ENGINEERING, PLANNING & ZONING

DATE: DECEMBER 12, 2019

SUBJECT: JAMES R. & KATHLEEN M. CHILDS PERMIT FEE REFUND REQUEST
PERMIT #19-792WD

The Commission has authorized permit fees be refunded in the past when petitioned by the owner of the property based on recommendations from this office. James & Kathleen Childs applied for a building permit for a pole building and paid a permit fee of \$379.00. They have decided they do not want to process a building permit for a pole building at this time.

The fees were computed as follows: a base fee of \$75.00, plus \$304.00 square footage fee, for a total permit fee of \$379.00. Mr. and Mrs. Childs applied for the building permit for the pole building on November 13, 2019. Staff reviewed the application file for compliance with building code and land use ordinances. The check for the building permit fees were deposited on November 15, 2019. The staff does not have the ability to refund fees. Since staff did review the application for compliance with county regulations we recommend all fees be refunded with the exception of the \$75.00 base fee, which we consider this to be the review fee. Therefore the recommended refund for permit #19-792WD be \$304.00.

If you have any questions please give me a call.

**Jefferson County Engineering, Planning, & Zoning
Department Office of Building Permits & Inspections**



116 East Washington St., Suite 100
PO Box 716
Charles Town, WV 25414
(304) 725-2998
permits@jeffersoncountywv.org

Receipt for Permit #
19-792

Childs, James R. & Kathleen M.
302 Lone Oak Road
Ranson WV 25438

RECEIVED

DEC - 4 2019

Paid By:
N/A

, WV

Receipt Number: 3034926
Received By: Wendy Schutz
Received Date: 11/13/2019 12:00:00 AM
PaymentType: Check
Reference Number: 6470
Description: Pole Building

JEFFERSON COUNTY
ENGINEERING, PLANNING AND ZONING

Fee	Amount
Sheds/Garage/Structure Ancillary to Residence (Effective July 1st, 2018)	\$379.00
PaymentTotal	\$379.00

*Please cancel permit # 19-792.
We will not be building a pole barn
on our property.*

*Please let us know how to get a
refund of our \$379.00 permit fee.*

Thank you for your assistance.

Kathleen M. Childs | James R. Childs

THIS IS NOT A PERMIT. This receipt does not authorize you to begin construction of your project.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Roger Goodwin, Chief County Engineer**

Department or Organization: **Department of Engineering, Planning & Zoning**

Estimation of amount of time needed for appointment: **10 minutes**

Date Requested – 1st Choice: **December 19, 2019**

Date Requested – 2nd Choice: **None**

Subject (*Wording to be placed on agenda*): **Request Approval to amend Jefferson County Emergency Services Impact Fees - FY 2020 Capital Improvement Plan**

Please provide the County Commission with a description of your request or presentation, including any background information:

**Emergency Services
FY 2020 CIP
Amendment No. 1**

Note: This December 2, 2019 CIP amendment supersedes the prior FY 2020 CIP.

This amendment adds:

- 1. \$1,000 request in FY 2020, for Jefferson County Emergency Services Mortgage. As of November 30, 2019, the grand total revenue collected for this impact fee entity is \$1,588,049.60. Of the total revenue collected, the "Emergency Services Facilities" capital category is allocated 46.0% of the total revenue, which equals \$730,502.82. Subtracting expenditures to date of \$430,500.00 for this capital category results in a remaining total amount available for this capital category of \$300,002.82, as of November 30, 2019. This amendment allocates an additional \$1,000.00 of this amount toward this project in FY 2020 for a total of \$21,000.00.**

The Office of Impact Fees recommends approval of the requested amendment.

Is this a funding request? **No, impact fees are used as funding.**
If so, how much?

Motion Requested: **Yes**

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Move to approve the Jefferson County Emergency Services Impact Fees – FY 2020 Capital Improvement Plan, Amendment No. 1, as presented.

Attach supporting documents for request, or request may be denied. **(See attached FY 2020 CIP – Amendment No. 1)**

If not attached, explain:

Is equipment needed? Projector Y/N **No** Internet/Wi Fi Y/N **No** Telephone for conference call Y/N **No**

Contact information:

Email address: engineering@jeffersoncountywv.org Phone Number: 304-728-3257

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS</u>

2020 CIP Revision Request - No. 1
 JCESA
 2 December 2019

Table 1. FY 2020 Priority 1 Projects (Urgent/Mandatory) - All Funding Sources

#	Pri	Project	Estimated Total	Prior Allocation	Current Request	Other Sources Allocation	Yr 1 FY 2021	Yr 2 FY 2022	Yr 3 FY 2023	Yr 4 FY 2024	Yr 5 FY 2025
Jefferson County Board of Education											
1	1	Shepherdstown Elementary (Increased Students)	\$16,417,500	\$0	\$0	\$9,000,000	\$1,417,500	\$6,000,000	\$0	\$0	\$0
2	1	Ranson Elementary (Increased Students)	\$16,087,500	\$0	\$0	\$9,000,000	\$0	\$1,087,500	\$6,000,000	\$0	\$0
3	1	County Wide Improvement	\$6,000,000	\$0	\$1,000,000	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
4	1	Central High School	\$61,000,000	\$0	\$0	\$25,000,000	\$0	\$0	\$0	\$0	\$16,000,000
5	1	Central Elementary	\$18,000,000	\$0	\$0	\$9,000,000	\$0	\$0	\$0	\$0	\$1,000,000
TOTALS			\$117,505,000	\$0	\$1,000,000	\$52,000,000	\$2,417,500	\$8,087,500	\$7,000,000	\$1,000,000	\$18,000,000
Jefferson County Emergency Services Agency											
1	1	JCESA Building Mortgage	\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
TOTALS			\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000

2020 CIP Revision Request - No. 1
JCESA
2 December 2019

Table 3. FY 2020 Impact Fundable Projects

#	Pri	Project	Estimated Total	Prior Allocation	Current Request	Other Sources					
						Allocation	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Jefferson County Emergency Services Agency (EMS)											
1	1	JCESA Building Mortgage	\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
TOTALS			\$520,328	\$0	\$81,000	\$0	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
Impact Fee Specialist Recommendations -- Jefferson County Emergency Services Agency (EMS)											
#	Pri	Project	Fee Funding Potential	Comments							
1	1	JCESA Building Mortgage	Eligible for Full Funding due to being for new growth	<p>As of January 1, 2019, the remaining allocation amount is \$292,319 in the "Mortgage Cost Recovery" capital category of this project. This request is fundable up to future growth's cost of \$520,328. However, fully funding the current request is contingent upon availability of funds in the EMS impact fee account; which is projected to have an estimated balance of only \$23,858 on July 1, 2019. Actual impact fees collected for JCESA as of 30 November 2019 is \$27,107.50. Request for additional \$1,000 of EMS fees to go towards JCESA mortgage approved.</p> <p>Therefore, due to limited funds in the EMS impact fee account, this request is approved for only \$21,000 of funding in FY 2020, not the full \$81,000 request. A request for additional funding may be made as additional EMS impact revenue is collected during FY2020. However, at this time, funding for the \$60,000 remainder of the FY2020, \$81,000 mortgage payment will need to come from another source. It also appears that there will be insufficient funding in future fiscal years to pay the \$81,000 mortgage from impact fee funds; the ESA will have to find another funding source.</p>							

NOTES:

1. CIP revised per JCESA (Allen Keyser, Director) request No. 1.
2. The revised request results in the total amount requested in the original approved 2020 CIP to be increased by \$1,000.00.
3. Balance of funds in account as of 30 November 2019 is \$27,107.50.
4. The revised amount does not exceed the allowable CIP category allocation amount of \$23,858.00.

Table 7. EMS Cash Flow Analysis

Percent Allocation & Amount Available by Capital Category

Balance as of 1 January 2019

Capital Category	LOS Value	Percent of Total LOS*	Total Revenue Collected	Capital Category Allocation	Total Expended	Jan. 1, 2019 Amount Available by Allocation %
EMS Vehicles & Equipment	\$610,000	54.0% X	\$1,570,207 =	\$847,388 -	\$1,122,451 =	-\$275,063
EMS Facilities Mortgage - Cost Recovery	\$520,328	46.0% X	\$1,570,207 =	\$722,819 -	\$430,500 =	\$292,319
Total for Emergency Services	\$1,130,328	100%		\$1,570,207	\$1,552,951	\$17,256

Balance Projected Through 30 June 2019

Capital Category	Percent of Total LOS*	Projected Total Revenue Collected	Capital Category Allocation	Total Expended	June 30, 2019 Projected Amount Available by Allocation %
EMS Vehicles & Equipment	54.0% X	\$1,576,809 =	\$850,951 -	\$1,122,451 =	-\$271,500
EMS Facilities Mortgage - Cost Recovery	46.0% X	\$1,576,809 =	\$725,858 -	\$430,500 =	\$295,358
Total for Emergency Services	100%		\$1,576,809	\$1,552,951	\$23,858

*Calculated Based on 2/19/2015 Impact Fees Recalculation Report by TischlerBise using the Capital Category LOS Cost Calculations



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Roger Goodwin

Department or Organization: Engineering, Planning & Zoning

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: December 19, 2019

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Date Requested – 2nd Choice: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*): Two Complete Bond Release requests

1. P.F.K., LLC – Locust Hill Townhouses, Phase III, Lots 56-95 (File #04-19)
2. The Kentland Foundation, Inc. – Starbucks Somerset Village (File #S18-03)

Please provide the County Commission with a description of your request or presentation, including any background information:

1. Complete release of the Escrow Account with the Bank of Charles Town construction bond security for P.F.K., LLC – Locust Hill Townhouses, Phase III, Lots 56-95 (File #04-19)
2. Complete release of Performance Bond No. 483703S with Developers Surety and Indemnity Company construction bond security for The Kentland Foundation, Inc. – Starbucks Somerset Village (File #S18-03)

Is this a funding request? Y/NO

If so, how much? [\\$Click here to enter text.](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

1. I authorize a complete release of the Escrow Bond Account with the Bank of Charles Town in the amount of \$60,979.00 construction bond amount for P.F.K., LLC – Locust Hill Townhouses, Phase III, Lots 56-95 (File #04-19).
2. I authorize a complete release of Performance Bond No. 483703S with Developers Surety and Indemnity Company in the amount of \$321,357.00 construction bond amount for The Kentland Foundation, Inc. – Starbucks Somerset Village (File #S18-03.)

Attach supporting documents for request, or request may be denied:

Construction Bond Release Letter

Bond Release Request Report

Site Map

Is equipment needed? Projector Y/NO Internet/Wi Fi Y/NO Telephone for conference call Y/NO

Contact information:

Email address: engineering@jeffersoncountywv.org Phone Number: 304-728-3257

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS





JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 - Fax: (304) 725-7916

Web: www.jeffersoncountywv.org

PRESIDENT

Patricia A. Noland

VICE PRESIDENT

Jane M. Tabb

December 19, 2019

COMMISSIONER

Caleb Wayne Hudson

Ms. Alice Frazier, CEO

Bank of Charles Town

COMMISSIONER

Josh Compton

P. O. Box 906

Charles Town, West Virginia 25414

COMMISSIONER

Ralph Lorenzetti

RE: Escrow Account dated December 28, 2004 Construction Bond Surety for P.F.K., LLC
Locust Hill Townhouses, Phase III, Lots 56-95 Lots (PC File #04-19).

Dear Ms. Frazier:

The Jefferson County Commission authorizes a complete release of the remaining \$60,979.00 from the Construction Bond for P.F.K., LLC – Locust Hill Townhouses, Phase III, Lots 56-95 (File #04-19). This project is located within the Locust Hill Subdivision on Baltusrol Drive just east of its intersection with Tuscawilla Drive. The work appears to be 100% complete.

In summary, you are hereby authorized to fully release the remaining amount for the above referenced Escrow Account, originally issued in the amount of \$325,016.00. Please contact Jefferson County Department of Engineering, Planning & Zoning – Office of Engineering at (304) 728-3257 if you have any questions.

Sincerely,

Patricia A. Noland, President
Jefferson County Commission

PAN:rfb

cc: Mr. Peter Kubic, Member
Kubic Construction, Inc.
241 Edmond Road
Kearneysville, WV 25430
Department of Engineering, Planning & Zoning
Office of Engineering

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald

JEFFERSON COUNTY, WEST VIRGINIA
 Engineering Department
 116 East Washington Street, P.O. Box 716
 Charles Town, West Virginia 25414

Email: engineering@jeffersoncountywv.org

Phone: 304-728-3257
 Fax: 304-728-3953

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 11 / 25 / 2019

J.C.P.C. File No. 04 - 19

Consultant/Engineer/Firm Name: KURIC CONSTRUCTION

Mailing Address: 241 EDMOND ROAD

City: KEARNEYVILLE State: WV Zip: 25430

Contact Person: PETE KURIC Phone: 304-728-3924

Project/Subdivision Name: LOCUST HILLS TOWN HOUSES PHASE 2

Section/Phase: ? Lots: 56-90

Review Comments:

The bond release reduction is Approved as Submitted. The bond release/reduction request is Denied.

Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval.

Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time along with a copy of this report and the checklist.

Bonding Policy & Unit Cost Figures attached for your use.

Comments: ALL WORK APPEARS TO BE COMPLETE.

Approved for:
BOND RELEASE
 By: [Signature] 12/09/2019
County Engineer Date

Original Bond Amt \$ 282,623.00 15% Cont \$ 42,393.00 = Total Original Bond Amt \$ 325,016.00

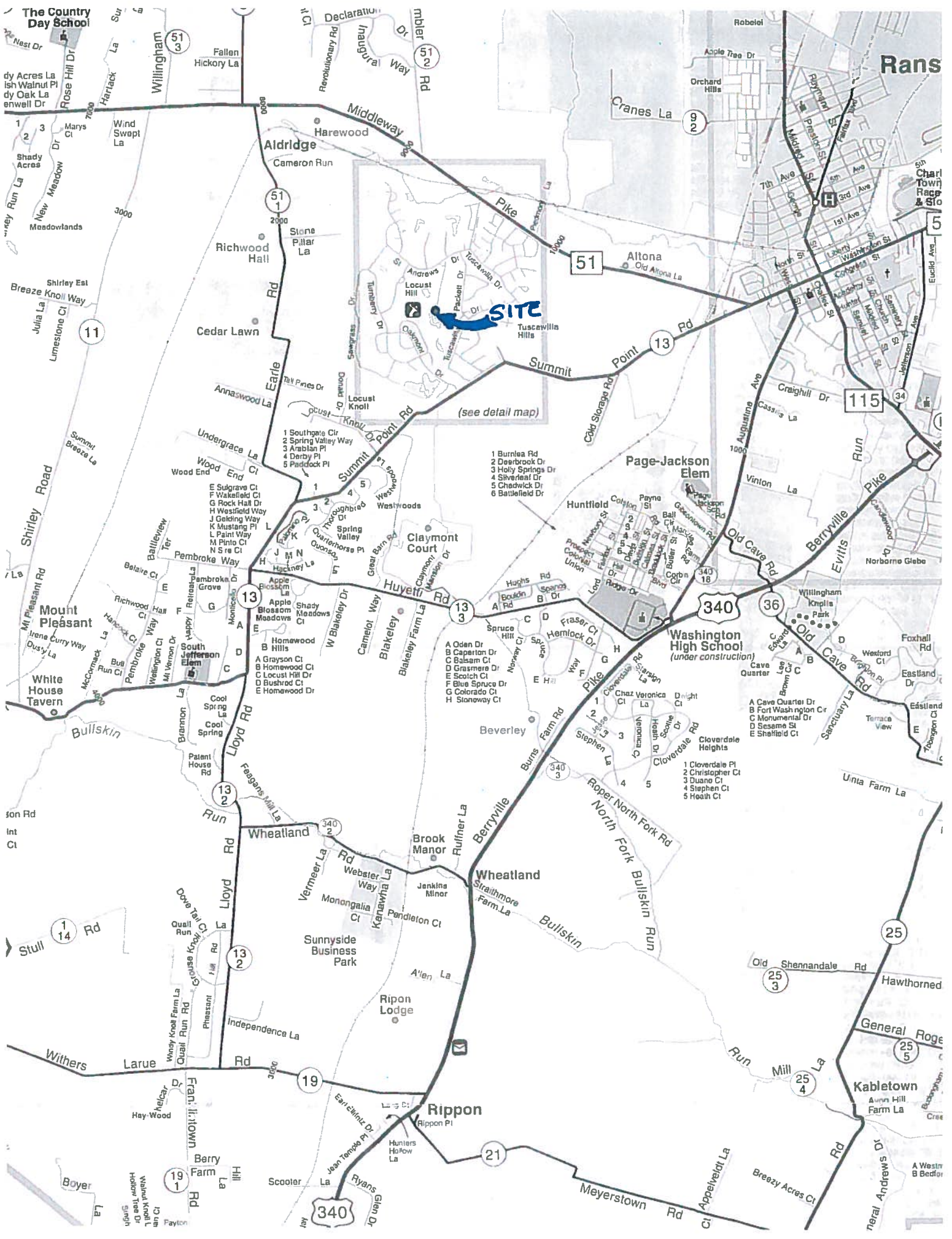
Total Current Bond Amount \$ 60,979.00

Cost of Work Remaining \$ 0.00 + Contingency Amount \$ 0.00

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: Joseph W. Kent [Signature] Title: L.O.I.

Signature: [Signature] Date: 12 / 09 / 2019



The Country Day School

Rans

SITE

Page-Jackson Elem

Washington High School (under construction)

Rippon

Kabletown

11

51

13

115

340

36

13

13

13

14

13

19

21

25

25

25

19

340



JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 - Fax: (304) 725-7916

Web: www.jeffersoncountywv.org

PRESIDENT
Patricia A. Noland

VICE PRESIDENT
Jane M. Tabb

COMMISSIONER
Caleb Wayne Hudson

COMMISSIONER
Josh Compton

COMMISSIONER
Ralph Lorenzetti

December 19, 2019

Mr. Joseph Barauskas, Attorney-in-Fact
Developers Surety and Indemnity Company
P. O. Box 19725
Irvine, CA 92623

RE: Performance Bond No. 483703S dated November 6, 2018, Construction Bond Surety for The Kentland Foundation, Inc. – Starbucks Somerset Village (File #S18-03).

Dear Ms. Barauskas:

The Jefferson County Commission authorizes a complete release of \$321,357.00 from the construction bond amount for The Kentland Foundation, Inc. – Starbucks Somerset Village (File #S18-03). This project is located at within the Somerset Village Shopping Center at 58 Somerset Boulevard. The work appears to be 100% complete.

In summary, you are hereby authorized to fully release the remaining amount for the above referenced Performance Bond No. 483703S originally issued in the amount of \$321,357.00. Please contact the Jefferson County Department of Engineering, Planning & Zoning – Office of Engineering at (304) 728-3257 if you have any questions.

Sincerely,

Patricia A. Noland, President
Jefferson County Commission

PAN:rfb

cc: Ms. Helene McCarron, Project Manager
The Kentland Foundation, Inc.
P. O. Box 879
834 Kentland Lane
Berryville, VA 22611
Department of Engineering, Planning & Zoning
Office of Engineering

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald

BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 10/15 / 2019

J.C.P.C. File No. S18-03

Consultant/Engineer/Firm Name: Greenway

Mailing Address: 704 Foxcroft Ave.

City: Martinsburg State: WV Zip: 25401

Contact Person: Randy Kepler Phone: 304.620.5111

Project/Subdivision Name: Starbucks Somerset Village Site Plan

Section/Phase: _____ Lots: _____

Review Comments:

The bond release reduction is Approved as Submitted. _____ The bond release/reduction request is Denied.

_____ Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval.

_____ Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time along with a copy of this report and the checklist.

_____ Bonding Policy & Unit Cost Figures attached for your use.

Comments: ALL WORK APPEARS COMPLETE, & IN COMPLIANCE WITH THE APPROVED SITE PLAN

Approved for:
BOND RELEASE
 By: [Signature] 12/09/2019
 County Engineer Date

Original Bond Amt. \$ 279,441 + 15% Cont. \$ 41,916 = Total Original Bond Amt. \$ 321,357

Total Current Bond Amount \$ 321,357.00

Cost of Work Remaining \$ 0.00 + Contingency Amount \$ 0.00

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: Joseph W. Kent [Signature] Title: L.O.I.

Signature: [Signature] Date: 12/09/2019

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Elizabeth Wheeler, Director

Department or Organization: **Jefferson County Farmland Protection Board**

Estimation of amount of time needed for appointment: 5- 10 minutes

Date Requested – 1st Choice: December 19, 2019

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice: December 26, 2019

Subject (*Wording to be placed on agenda*): **Approval of acceptance of one donated Agricultural Conservation Easement**

Please provide the County Commission with a description of your request or presentation, including any background information: **The attached Deed of Easement (SD03) has been approved by the Jefferson County Farmland Protection Board and reviewed and approved by the Planning and Zoning Office and the Office of the Prosecuting Attorney. The Board has completed all necessary paperwork. The easement is ready to close. The SD03 easement is for 92.95 acres. The owner of property SD03 has donated one hundred percent (100%) of the easement value to the county amounting to \$530,000.00.**

Is this a funding request? Y/N **NO**

If so, how much? \$ 0

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

That the Jefferson County Commission approve the donation to the Jefferson County Farmland Protection Board of one conservation easement on the property in Jefferson County owned by Henry A. Willard III and John Brooks Willard (Property SD03).

Attach supporting documents for request, or request may be denied. Map of easement location, Deed of Conservation Easement
If not attached, explain:

Is equipment needed? NO Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information:

Email address: farmlandprotection@jcda.net

Phone Number: 304-724-1414

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

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DEED OF CONSERVATION EASEMENT

This **DEED OF CONSERVATION EASEMENT** (“Easement”) is made this _____ day of _____, 2019, by, Henry A. Willard, III, having an address at P.O. Box 1192, Shepherdstown, WV 25443, and John Brooks Willard, having an address at 715 Frazier Road, Waverly, GA 31565, (“Grantors”), to the Jefferson County Farmland Protection Board, (“Grantee”) having their mailing address at PO Box 731, Charles Town, WV 25414. For purposes of this agreement, references to the rights, duties and obligations of Grantors and Grantee apply equally and in full force to any successors to the parties to this agreement.

WITNESSETH:

WHEREAS, Grantors are the sole owners in fee simple of certain real property in Jefferson County, West Virginia, consisting of 92.95 acres, more or less, and more particularly described in Exhibits A-1 and A-2, incorporated herein by reference (the “Property”). The Property is described in a deed of record in the office of the Clerk of the County Commission, Jefferson County, West Virginia, in Deed Book 1233, Page 131;

WHEREAS, the Property possesses agricultural, including prime, unique and significant soils; open space and natural values (collectively, “Conservation Values”) of great importance to Grantors, the people of Jefferson County, and the people of the state of West Virginia, and all current and future generations of mankind;

WHEREAS, the specific Conservation Values of the Property are documented in an inventory of relevant features of the Property, on file at the offices of Grantee and incorporated by reference (“Baseline Documentation”), which consists of reports, maps, photographs, and other documentation that the parties agree provide an accurate representation of the Property at the time of the creation of this easement and which is intended to serve as an objective information baseline for monitoring compliance with the terms of this Easement;

WHEREAS, Grantors and Grantee have the exclusive common purpose of preserving the agriculture and open space character of the Property;

WHEREAS, Grantors further intend, as owners of the Property, to convey to Grantee the right to preserve and protect the Conservation Values of the Property in perpetuity;

WHEREAS, the Legislature of the State of West Virginia (“Legislature”) has recognized the importance and significant public benefit of conservation and preservation easements in its ongoing efforts to protect the natural, historic, agricultural, open-space and scenic resources of the state of West Virginia;

WHEREAS, the Legislature has declared that agriculture is a unique life-support industry, and recognizes the need to support the irreversible loss of agricultural land. The legislature has authorized the state of West Virginia and its counties so desiring to protect agricultural land and woodland as open-space land, to develop programs and to accept qualifying properties voluntarily entered into the program;

DEED OF CONSERVATION EASEMENT

WHEREAS, the County Commission of Jefferson County, West Virginia (“County Commission”) has declared that the agriculture community of Jefferson County provides sources of agricultural products for the citizens of the state; enhances tourism, protects worthwhile community values, institutions and landscapes which are inseparably associated with traditional farming; and controls urban expansion which is consuming land, topsoil and woodland of the county;

WHEREAS, the County Commission has resolved to provide persons of Jefferson County an opportunity to voluntarily protect agricultural land by creating the Jefferson County Farmland Protection Board and authorizing it to create and administer the Jefferson County Farmland Protection Program;

WHEREAS, JCFPB is a public agency established to provide landowners with an opportunity to voluntarily protect agricultural land in Jefferson County by the voluntary placement of conservation or preservation easements on eligible property;

WHEREAS, Grantee affirms that this Easement represents a unique and valuable asset to the quality of life in Jefferson County and the state of West Virginia and that by the acceptance of this Easement that it will act in good faith to uphold the conservation easement and not seek to benefit from its conversion or elimination. It agrees by accepting this grant to honor the intentions of Grantors stated herein and to preserve and protect in perpetuity the Conservation Values of the Property for the benefit of this generation and the generations to come.

NOW, THEREFORE, in consideration of the above and the mutual covenants, good and valuable consideration, terms, conditions and restrictions contained herein, and pursuant to the laws of West Virginia, Grantors hereby voluntarily grant, bargain, and convey to Grantee a conservation easement in perpetuity over the Property of the nature and character and to the extent hereinafter set forth in this Easement. It is the purpose of this Easement to assure that the Property will be retained forever in its natural, agricultural, and open space condition and to prevent any use of the Property that will significantly impair or interfere with the Conservation Values of the Property, including its qualifying prime, unique, statewide and locally important soils.

To achieve these objectives, the terms, conditions, and restrictions of this Easement are hereinafter set forth.

I. TERMS, CONDITIONS AND RESTRICTIONS

Grantors reserve to themselves, and to their personal representatives, heirs, successors, and assigns, all rights accruing from their ownership of the Property, including the right to engage in or permit or invite others to engage in all uses of the Property that are not expressly prohibited herein and are not inconsistent with the purpose of this Easement. The following terms, conditions and restrictions clarify and govern the intent of Grantors and Grantee:

DEED OF CONSERVATION EASEMENT

1. **Use and Quiet Enjoyment.** Grantors have the right to reside on the Property and to benefit from all aspects of the quiet enjoyment of the Property. Grantors have the right to engage in any and all personal recreational uses of the Property, including, but not limited to, hiking, touring, swimming, camping, biking, hunting and fishing, that require no development of the land and are consistent with the Conservation Values.

2. **Agricultural Uses of the Land.** Grantors may engage in any and all agricultural uses of the Property. For example, the production of plants and animals useful to man, including, but not limited to, forage, grain and field crops; pasturage, dairy and dairy products; poultry and poultry products; equestrian uses; livestock and fowl uses and livestock and fowl products; bees and apiary products; fruits nuts and vegetables of all kinds; nursery, floral and greenhouse products; aquaculture; a grain mill; and the processing and storage of the agricultural products produced principally on the Property are permitted. Any secondary agricultural activity, including, but not limited to, farm mechanics, blacksmithing, or related activities, shall be considered an agricultural activity. However, such activities or businesses must be undertaken in the permitted agricultural or residential structures and must be consistent with the Conservation Values.

3. **Agricultural Structures.** Grantors have the right to maintain, construct, and place agricultural structures contributing to the production, primary processing, direct marketing and storage of agricultural products produced principally on the Property. Agricultural structures shall be limited by the maximum square footage as described in *Terms, Conditions and Restrictions - Maximum Impervious Surface Coverage*.

4. **Retail Sale of Farm Products.** Businesses directly related to the retail sale of farm products produced primarily on the Property that are supportive and agriculturally compatible may be established on the Property. Such businesses include roadside stands or structures to facilitate the direct sale to the public of agriculture products

5. **Activities for Religious, Charitable or Educational Purposes or to Foster Tourism.** Activities or businesses undertaken for charitable or educational purposes or to foster tourism may be conducted on the Property in order to foster rural economic uses while protecting the rural character of the Property. Such activities or businesses must be compatible with and supportive of the rural character of the Property and must remain incidental to the agricultural and open space character of the Property.

- (a) Non-agricultural commercial and industrial structures and uses are prohibited. Activities or businesses undertaken for charitable or education purposes or to foster tourism must be undertaken in the agricultural structures permitted under Agricultural Structures or Residential Dwellings; no other structures are permitted on the Property.
- (b) The stables, horseback riding arenas, both within and outside the barn, and supporting pavilion(s) and buildings are considered agricultural buildings. Such buildings shall be limited by the maximum square feet as described in Terms, Conditions and Restrictions-Maximum Impervious Surface Coverage.
- (c) Accommodation of tourists and visitors is permitted but only within permitted residential structures and appurtenances, and/or agricultural structures, except for rural recreational activities such as hayrides, corn mazes, etc.

DEED OF CONSERVATION EASEMENT

- (d) Accommodation of overnight guests is permitted, but only within permitted residential structures.
- (e) Commercial operation of dune buggies, motorcycles, all-terrain vehicles, hang gliders, aircraft, jet skis, motorized boats or any other types of mechanized vehicles whether or not considered to foster tourism is prohibited.
- (f) Extensive commitment of land resources as required by golf courses, racetracks, tennis clubs, baseball, soccer and other ball fields and similar uses whether or not considered to foster tourism is prohibited.

6. **Home-based Businesses.** Any home-based business that does not require a Division of Environmental Protection permit to operate may be conducted on the Property, provided that:

- (a) The occupation or business use must be conducted entirely within the single residential dwelling or appurtenances allowable under *Terms, Conditions and Restrictions - Residential Dwellings*.
- (b) The use of the dwelling for the home occupation shall be clearly incidental and subordinate to the use of the dwelling for residential purposes.

7. **Residential Dwellings.** The Grantors and Grantee acknowledge the existence of One (1) single residential dwelling ("Existing Dwelling") currently existing on the Property, as more fully described in Exhibit B-1. No other single residential dwellings shall be constructed or placed on the Property.

- (a) The existing single residential dwelling shall be contained in a building envelope ("Residential Area") no greater than three (3) acres total area as described in Exhibit B-1.
- (b) Grantors have the right to maintain, repair, enlarge or replace the allowed single residential dwelling as they may so desire, except that the impervious surface of the single residential dwelling is limited to 5,000 square feet.
- (c) Grantors have the right to construct appurtenances such as garages, sheds and recreational facilities within the building envelope, except that the total allowed impervious surface within the building envelope, including the single residential dwelling, shall not exceed 9,000 square feet.
- (d) The single residential dwelling may house one or more families or occupants, but shall not be converted to a multi-family dwelling.

8. **Transfer of Development Rights.** All other development rights not specifically reserved under this Easement are hereby extinguished and shall not be transferred to any other property pursuant to a transfer of development rights program or any other means or used to calculate permitted development density.

The Property and any portion thereof shall not be included as part of the gross area of other property not subject to this Conservation Easement for the purposes of determining density, lot coverage, or open spaces requirements under otherwise applicable laws, regulations or ordinances controlling land use and building density. No development rights which have been encumbered or extinguished by this Conservation Easement shall be transferred to any other lands pursuant to a transferable development rights scheme or

DEED OF CONSERVATION EASEMENT

cluster development arrangement or otherwise; provided, however, that with prior written permission of Grantee, this paragraph shall not preclude such transfer of development rights resulting from the destruction or demolition of the existing residential building on the Property.

9. Subdivision. It is the intention of Grantors to protect the open space values of the Property. Accordingly, subdivision of land is prohibited except the single residential dwelling permitted above in *Terms, Conditions and Restrictions – Residential Dwellings*, may be subdivided to create the Residential Areas as described in Exhibits B-1, attached. The Residential Areas may not be conveyed separately from the remainder of the Property.

10. Maximum Impervious Surface Coverage. The total surface coverage of impervious surfaces on the Property shall be subject to the limitations defined below.

- (a) Impervious surfaces shall be defined as any material which covers land and inhibits the percolation of storm water directly into the soil, including, but not limited to, buildings, roofs, the area covered by permanent or nonpermanent structures, macadam and pavement, gravel and stone driveways and parking areas.
- (b) See *Terms, Conditions and Restrictions - Residential Dwellings (b) & (c)* for residential impervious surface limits.
- (c) The total surface coverage of the Property by all impervious surfaces, including all single residential dwellings, structures considered as an appurtenance to such dwellings, structures associated with agricultural uses, driveways and parking areas, shall not exceed 80,978 square feet, which is less than 2% of the total Conservation Easement area.

11. Removal of Natural Resources. Ditching, draining, diking, filling, excavating, removal of topsoil or sand, gravel or rock on the Property is prohibited, except when such activities are conducted in order to carry out activities permitted under this Easement, are in accordance with a conservation plan, do not exceed one (1) acre in total area and are restored within a reasonable time period. The exploration, development, mining or extraction of minerals, oil, gas or any other hydrocarbon substance from the surface of the Property is prohibited.

12. Management of Woodland Resources. Easement property with contiguous forest that exceeds the greater of 40 acres or 20 percent of the easement area will have a Forest Management Plan. The agricultural use of timber and woodland products on the Property is permitted under a current forest management plan subject to approval by the Grantee.

The use of timber and woodland products of not more than one percent (1%) in any two-year period on site is permitted without a Forest Management Plan and will not require acceptance by the Grantee.

Forest Management Plan shall not be required for the following permitted non-commercial activities and do not require prior approval of the Grantee:

DEED OF CONSERVATION EASEMENT

- (a) removal of trees posing an imminent hazard to the health or safety of persons or livestock;
- (b) cutting of trees for firewood, or for other domestic uses of Grantors;
- (c) cutting of trees for the construction or maintenance of permitted structures or landscaping within the Residential Area or for access otherwise permitted in this Easement;
- (d) removal of trees for the maintenance or the improvement to existing pastures or fence lines;
- (e) removal of invasive species both plant and insect.

Forest management and timber harvesting activities must be carried out in accordance with all applicable local, State, Federal, and other governmental laws and regulations and be consistent with this Deed of Conservation Easement and the protection of Conservation Values of the Property.

Such forest management and timber harvesting must be performed in accordance with a written Forest Management Plan consistent with this Easement prepared and signed by a licensed professional forester. The Grantee will approve the plan to ensure it is consistent with the agricultural conservation value of the easement. Said plan must have been prepared not more than 10 years prior to the date any harvesting is expected to commence.

13. Other Construction. Except as specifically permitted above, there shall be no constructing or placing of any buildings, manufactured homes, swimming pools or other recreational facilities, commercial lighting or any other temporary or permanent structure or facility on or above the Property. Existing roads as identified in the Baseline Documentation Report may be maintained and repaired in their current state. New roads may be constructed only if they are necessary for agricultural operations. Paved roads are subject to the impervious surface limitations referenced above.

14. Fences. Existing fences may be repaired and replaced and new fences may be built on the Property as necessary for agricultural operations on the Property, including customary management of livestock and to delineate the boundary of the Property.

15. Signs. Except for no trespassing signs, for-sale signs, signs identifying this Easement, and signs to advertise an on-site activity or business, all other signs, advertisements and billboards of any nature are prohibited. The permitted signs may not exceed 15 square feet per sign.

16. Wastes. Dumping or storage of trash, garbage, hazardous substances, abandoned vehicles or machines or other material on the Property is prohibited. However, composting of biodegradable material used or produced on the Property to improve gardens and pastures on the Property is permitted so long as composting and its application is consistent with a conservation plan.

17. Utilities. Grantors shall not sell, lease or grant an easement covering any portion of the Property where such sale, lease or easement is for the purpose of construction and

DEED OF CONSERVATION EASEMENT

installation of underground or above-ground utility systems, including, but not limited to, water, sewer, power, fuel, sewerage pumping stations, and cellular telephone or other communication towers. Grantors may install utilities necessary for the permitted residential and agricultural structures.

18. Streams, Wetland and Water Bodies. There shall be no pollution, alteration, depletion of surface water, natural water courses, lakes, ponds, marshes, wetlands, springs, subsurface water or any other water bodies, nor shall there be activities conducted on the Property which would be detrimental to water purity or which could alter natural water level and/or flow in or over the Property. Nothing in this paragraph shall prohibit the creation or dredging of farm ponds and allow the reasonable use of the available water of the Property for agricultural purposes permitted by this easement. Structures and facilities associated with irrigation, farm pond impoundment, and soil and water conservation on the Property shall be considered an agricultural use. Expansion and construction of ponds and structures shall be in accordance with the conservation plan. Farm ponds shall not exceed two (2) acres in area.

II. GENERAL PROVISIONS

1. **Access.** No right of access by the general public to any portion of the Property is conveyed by this Easement.

2. **Rights of the Grantee.** To accomplish the purpose of this Easement the following rights are conveyed to Grantee or its agent by this Easement:

- (a) To preserve and protect the Conservation Values of the Property;
- (b) To enter upon the Property on a yearly basis (or more frequently if violations are observed or suspected) in order to monitor Grantors' compliance with and otherwise enforce the terms of this Easement; provided that such entry shall be upon prior reasonable notice to Grantors, and Grantee shall not unreasonably interfere with Grantors' use and quiet enjoyment of the Property; and
- (c) To prevent any activity on or use of the Property that is inconsistent with the purpose of this Easement and to require the restoration of such areas or features of the Property that may be damaged by any inconsistent activity or use, pursuant to *General Provision – Grantee's Remedies*.

3. **Grantee Notification/Approval.** Grantors reserve for themselves the right to engage in any and all activities not expressly prohibited herein and not inconsistent with the purpose of this Easement without seeking the approval of Grantee.

4. **Grantee's Remedies.**

(a) **Notice of Violation: Corrective Action.** If Grantee determine that Grantors are in violation of the terms of this Easement or that a violation is threatened, Grantee shall give written notice to Grantors of such violation and demand corrective action within 60 days sufficient to cure the violation and, where the violation involves injury to the Property resulting from any use or activity inconsistent with the purpose of this Easement, to restore

DEED OF CONSERVATION EASEMENT

the portion of the Property so injured to its prior condition in accordance with a plan approved by Grantee.

(b) Injunctive Relief. The Grantee, its successors or assigns, jointly or severally shall have the right to enforce these restrictions by injunction and other appropriate proceedings, including, but not limited to, the right to require Grantors to restore the Property to the condition existing at the time of this Easement in order to correct any violation(s) of this Easement. Grantee's rights under this paragraph apply equally in the event of either actual or threatened violations of the terms of this Easement, and Grantors agree that Grantee shall be entitled to the injunctive relief in addition to such other relief to which Grantee may be entitled, including specific performance of the terms of this Easement, without the necessity of proving either actual damages or the inadequacy of otherwise available legal remedies.

(c) Costs of Enforcement. Any costs incurred by Grantee in enforcing the terms of this Easement against Grantors, including without limitation costs of suit and attorneys' fees, and costs or restoration necessitated by Grantors' violation of the terms of this Easement shall be borne by Grantors. If Grantors prevails in action to enforce the terms of this Easement, Grantors' costs of suit, including, without limitation, attorneys' fees, shall be borne by Grantee. Costs incurred by Grantee in enforcing the terms of this Easement against third party shall be borne by Grantee.

(d) Forbearance. Forbearance by Grantee to exercise its rights under this Easement in the event of any breach of any term of this Easement by Grantors shall not be deemed or construed to be a waiver by Grantee of such term or of any subsequent breach of the same or any other term of this Easement or of any of Grantee's rights under this Easement. No delay or omission by Grantee in the exercise of any right or remedy upon any breach by Grantors shall impair such right or remedy or be construed as a waiver.

5. Acts beyond the Grantors' Control. Nothing contained in this Easement shall be construed to entitle Grantee to bring any action against Grantors for any injury to or change in the Property resulting from causes beyond Grantors' control including, without limitation, fire, flood, storm, and earth movement, or from any prudent action taken by Grantors under emergency conditions to prevent, abate, or mitigate significant injury to the Property resulting from such causes. In the event the terms of this Easement are violated by acts of trespassers that Grantors could not reasonably have anticipated or prevented, Grantors agree that Grantee has the right to pursue enforcement action against the responsible parties.

6. Costs, Legal Requirements and Liabilities. Grantors, their heirs, successors and assigns retain all responsibilities and shall bear all costs and liabilities of any kind related to the ownership, operation, upkeep, and maintenance of the Property.

DEED OF CONSERVATION EASEMENT

7. **Control.** Nothing in this Easement shall be construed as giving rise to any right or ability of Grantee to exercise physical or managerial control over the day-to-day operations of the Property, or any responsibility to the Property within the meaning of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 as amended (42 U.S.C. §§ 9602 et seq.).

8. **Taxes.** Grantors shall pay before delinquency all taxes, assessments, fees and charges of whatever description levied on or assessed against the Property or residence contained thereon by competent authority, including any taxes imposed upon, or incurred as a result of, this Easement.

9. **Environmental Warranty.** Grantors warrant that they are in compliance with, and will remain in compliance with, all applicable Environmental Laws. Grantors warrant that there are no notices by any governmental authority of any violation or alleged violation of, noncompliance or alleged noncompliance with, or any liability under, any Environmental Law relating to the operations or conditions of the Property. Grantors further warrant that they have no actual knowledge of a release or threatened release of Hazardous Materials, as such substances and wastes are defined by applicable Federal and State law.

Moreover, Grantors hereby agree to hold harmless and indemnify Grantee against all litigation, claims, demands, penalties and damages, including reasonable attorneys' fees, arising from or connected with the release or threatened release of any hazardous materials on, at, beneath or from the Protected Property, or arising from or connected with a violation of any Environmental Laws by Grantors or any other prior owner of the Protected Property. Grantors' indemnification obligation will not be affected by any authorizations provided by Grantee or the United States to Grantors with respect to the Protected Property or any restoration activities carried out by Grantee at the Protected Property; provided, however, that Grantee will be responsible for any Hazardous Materials contributed after this date to the Protected Property by Grantee.

"Environmental Law" or "Environmental Laws" means any and all Federal, State, local or municipal laws, rules, orders, regulations, statutes, ordinances, codes, guidelines, policies, or requirements of any governmental authority regulating or imposing standards of liability or standards of conduct (including common law) concerning air, water, solid waste, hazardous materials, worker and community right-to-know, hazard communication, noise, radioactive material, resource protection, subdivision, inland wetlands and watercourses, health protection, and similar environmental health, safety, building, and land use as may now or at any time hereafter be in effect.

"Hazardous Materials" means any petroleum, petroleum products, fuel oil, waste oils, explosives, reactive materials, ignitable materials, corrosive materials, hazardous chemicals, hazardous wastes, hazardous substances, extremely hazardous substances, toxic substances, toxic chemicals, radioactive materials, infectious materials, and any other element, compound, mixture, solution, or substance which may pose a present or potential hazard to human health or the environment.

DEED OF CONSERVATION EASEMENT

10. Hold Harmless. Grantors shall hold harmless, indemnify, and defend Grantee, its members, directors, officers, employees, agents, assigns, and contractors (collectively, the "Grantee") from and against all liabilities, fines, fees, penalties, costs, losses, damages, expenses, causes of action, suits, proceedings, claims, demands, judgments, and sanctions asserted by or on behalf of any person or governmental authority, and other liabilities (whether legal or equitable in nature and including, without limitation, court costs and reasonable attorneys' fees and attorneys' fees on appeal), to which the Grantee may be subject or which the Grantee may incur relating to the Property, which may arise from, but are not limited to, Grantors' negligent acts, omissions, or breach of any representation, warranty, covenant, or agreements contained in this Easement, or violations of any state or local laws, including all environmental laws.

11. Proceeds for Extinguishment. The conveyance of this Easement gives rise to a property right immediately vested in the Grantee. If circumstances arise in the future that render the purpose of this Easement impossible to accomplish, this Easement can only be terminated or extinguished, whether in whole or in part, by judicial proceedings in a court of competent jurisdiction. At the date the Conservation Easement was donated, the proportionate values were as follows: Grantors is 37% of the appraised fair market value of the subject Property. Grantee is 73% of the appraised fair market value of the Property.

In making this Easement, Grantors have considered the possibility that uses prohibited by the terms of this Easement may become more economically valuable than permitted uses, and that neighboring properties may in the future be put entirely to such prohibited uses. Grantors believe that any such changes in the use of neighboring properties will increase the benefit to the public of continuation of this Easement, and Grantors and Grantee intend that any such changes shall not be deemed to be circumstances justifying the termination or extinguishment of this Easement.

12. Condemnation. If the Easement is taken, in whole or in part, by exercise of the power of eminent domain, Grantors shall be entitled to compensation at not less than the fair market value of the Property determined without regard to the existence of the Easement. Grantors, upon receipt of notification of any pending condemnation action brought by any government entity affecting and/or relating to the Property, shall notify the Grantee in writing, within fifteen (15) days of receipt of said notification.

13. Assignment. This Easement is not transferable by the Grantee to any other local, county or state department, board, agency, commission or successor. In the event that the Jefferson County Farmland Protection Board ceases to operate or exist, the rights of the Grantee under this Easement shall be transferred to an organization that is qualified under Section 170(h) of the Internal Revenue Code of 1986, as amended, and is a West Virginia-domiciled organization authorized to acquire and hold conservation easements under the West Virginia Conservation and Preservation Easements Act, (WV Code 20-12-1, et seq., 1995).

The Grantee further covenants and agrees that the terms of the transfer or assignment will be such that the transferee or assignee will be required to continue to carry out in perpetuity the conservation purposes which the Easement was originally intended to

DEED OF CONSERVATION EASEMENT

advance. The transfer of the easement to a new or successor transferee or assignee will not create a financial obligation of any kind on the Grantors.

14. Subsequent Transfers. Grantors agree to incorporate the terms of this Easement in any deed or other legal instrument by which they divest themselves of any interest in all or a portion of the Property, including, without limitation, a leasehold interest.

15. Estoppel Certificates. Upon request by Grantors, Grantee shall within thirty (30) days execute and deliver to Grantors any document, including an estoppel certificate, which certifies Grantors' compliance with any obligation of Grantors contained in this Easement and otherwise evidences the status of this Easement as may be requested by Grantors.

16. Notices. Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other shall be in writing and either served personally or sent by certified mail, return receipt, addressed as follows:

To Grantors: Henry A. Willard, III
P.O. Box 1192
Shepherdstown, WV 25443

John Brooks Willard
715 Frazier Road
Waverly, GA 31565

To Grantee: Jefferson County Farmland Protection Board
PO Box 731
Charles Town, WV 25414

or to such other address as either party from time to time shall designate by written notice to the other.

17. Recordation. Holder shall record this instrument in timely fashion with the Clerk of the County Commission of Jefferson County, West Virginia and may re-record it at any time as may be required to preserve its rights in this Easement.

18. Amendment. If circumstances arise under which an amendment to or modification of this Easement would be appropriate, Grantors and Grantee are free to jointly amend this Easement; provided that no amendment shall be allowed that will invalidate this Easement or be inconsistent with the purpose of this Easement, and shall not affect its perpetual duration. Any such amendment shall be recorded as above specified. No such amendment shall be effective unless in writing and signed by all parties hereto.

19. Other Provisions.

(a) Controlling Law. The interpretation and performance of this Easement shall be governed by the laws of the State of West Virginia.

DEED OF CONSERVATION EASEMENT

(b) **Severability.** If any provision of this Easement, or the application thereof to any person or circumstance, is found to be invalid, the remainder of the provisions of this Easement, or the application of such provision to persons or circumstances other than those as to which it is found to be invalid, as the case may be, shall not be affected thereby.

(c) **No Forfeiture.** Nothing contained herein will result in a forfeiture or reversion of the Grantors' title in any respect.

(d) **Successors.** The covenants, terms, conditions, and restrictions of this Easement shall be binding upon and inure to the benefit of the parties hereto and their respective personal representatives, heirs, successors, and assigns, and shall continue as a servitude running in perpetuity with the Property.

(e) **Captions.** The captions herein have been inserted solely for convenience of reference and are not a part of this Easement and shall have no effect upon construction or interpretation.

(f) **Subordination.** Any mortgage or lien arising after the date of this Easement shall be subordinated to the terms of this Easement.

(g) **Title Warranties.** Grantors warrant that Grantors have good title to the Property; that Grantors have the right to convey this Easement, and that the Property is free and clear of any encumbrances.

(h) **Merger.** If Grantee at some future time acquires the underlying fee title in the Property, the interest conveyed by this Easement will not merge with fee title but will continue to exist and be managed as a separate estate. The Grantors and Grantee explicitly agree that it is their express intent, forming a part of the consideration hereunder, that the provisions of the Easement are to last in perpetuity, and that to that end no purchase or transfer of the underlying fee interest in the Property by or to the Grantee, or any successor or assignee will be deemed to eliminate these conservation easement terms, or any portion thereof, pursuant to the doctrine of "merger" or any other legal doctrine.

DEED OF CONSERVATION EASEMENT

DECLARATION OF CONSIDERATION OF VALUE. The undersigned hereby declare under penalty of fine and imprisonment as provided by law, that the conveyance made by this document is a transfer of property right to a county governmental entity, and therefore is exempt from the West Virginia excise tax due on the transfer of real property.

IN WITNESS WHEREOF Grantors and Grantee have set their hand:

GRANTORS:

Henry A. Willard III

Signature

Date

John Brooks Willard

Signature

GRANTEE:

Jefferson County Farmland Protection Board

Signature

Date

DEED OF CONSERVATION EASEMENT

STATE OF WEST VIRGINIA

COUNTY OF Jefferson, to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____, 2019, by **Henry A. Willard III.**

My commission expires: _____

Notary Public

STATE OF

COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____, 2019, by **John Brooks Willard.**

My commission expires: _____

Notary Public

STATE OF WEST VIRGINIA

COUNTY OF Jefferson, to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____, 2019, by Robert E. Glenn, IV, Chairman on behalf of the Jefferson County Farmland Protection Board.

My commission expires: _____

Notary Public

STATE OF WEST VIRGINIA

DEED OF CONSERVATION EASEMENT

SCHEDULE OF EXHIBITS

- A-1 Legal Description of Property Subject to Easement
- A-2 Plat of Property Subject to Easement
- B-1 Plat of Residential Dwelling

PROJECT NO.	1888-4
DATE	11-19-2008
DESIGNED BY	JEFFREY S. GIBSON
CHECKED BY	JEFFREY S. GIBSON
SCALE	AS SHOWN
DATE & NUMBER	REVISION DESCRIPTION

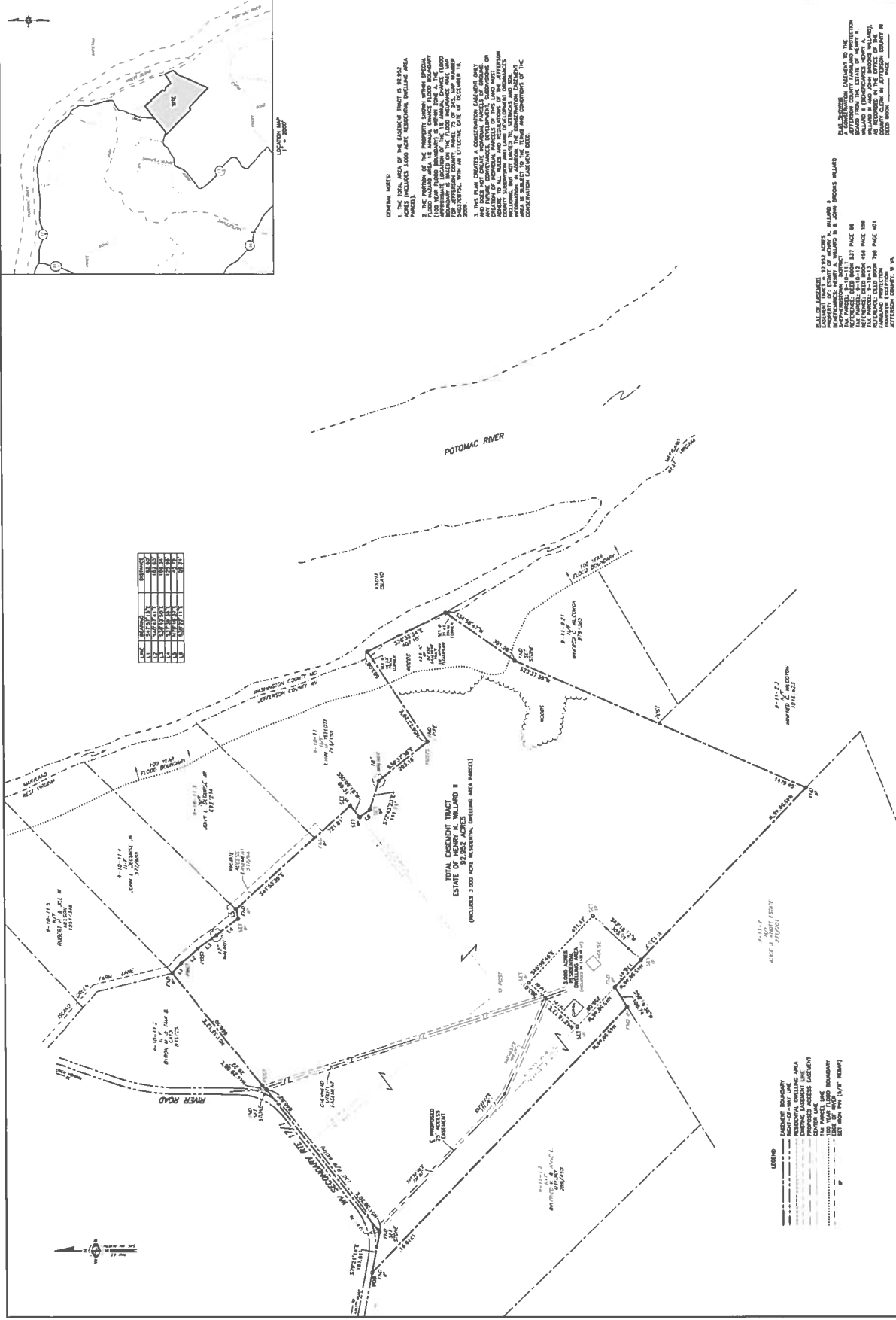
CONSERVATION EASEMENT
 DESIRED BY
 JEFFERSON COUNTY PARKLAND PROTECTION
 BOARD
 ON LANDS OF
 THE ESTATE OF HENRY A. WILLARD II
 1-465700000 WEST AVALON
 1-2008

DATE & NUMBER	REVISION DESCRIPTION

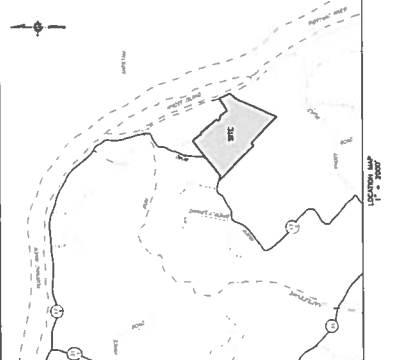
KELLER ENGINEERS
 CIVIL • STRUCTURAL • SURVEY
 420 Allegheny Street
 Hollidaysburg, PA 16648
 P (814) 696-7430
 www.keller-engineers.com

THIS CONSERVATION EASEMENT IS A GRANT BY HENRY A. WILLARD II TO THE JEFFERSON COUNTY PARKLAND PROTECTION BOARD (THE BOARD) OF THE RIGHT TO TAKE AND HOLD IN PERPETUITY A CONSERVATION EASEMENT ON THE LANDS DESCRIBED HEREIN FOR THE PURPOSES OF THE BOARD'S MANAGEMENT AND MAINTENANCE OF THE LANDS AS A PART OF THE BOARD'S PARKLAND PROTECTION PROGRAM. THIS EASEMENT IS SUBJECT TO THE TERMS AND CONDITIONS SET FORTH IN THIS INSTRUMENT AND IN ANY INSTRUMENTS WHICH MAY BE EXECUTED HEREUNDER.

GENERAL NOTES:
 1. THE TOTAL AREA OF THE CONSERVATION TRACT IS 83.84 ACRES.
 2. THE TOTAL AREA OF THE CONSERVATION TRACT IS 83.84 ACRES, INCLUDING 1.000 ACRES OF RESERVATION SWELLING AREA.
 3. THE TOTAL AREA OF THE CONSERVATION TRACT IS 83.84 ACRES, INCLUDING 1.000 ACRES OF RESERVATION SWELLING AREA.
 4. THE TOTAL AREA OF THE CONSERVATION TRACT IS 83.84 ACRES, INCLUDING 1.000 ACRES OF RESERVATION SWELLING AREA.
 5. THE TOTAL AREA OF THE CONSERVATION TRACT IS 83.84 ACRES, INCLUDING 1.000 ACRES OF RESERVATION SWELLING AREA.
 6. THE TOTAL AREA OF THE CONSERVATION TRACT IS 83.84 ACRES, INCLUDING 1.000 ACRES OF RESERVATION SWELLING AREA.
 7. THE TOTAL AREA OF THE CONSERVATION TRACT IS 83.84 ACRES, INCLUDING 1.000 ACRES OF RESERVATION SWELLING AREA.
 8. THE TOTAL AREA OF THE CONSERVATION TRACT IS 83.84 ACRES, INCLUDING 1.000 ACRES OF RESERVATION SWELLING AREA.
 9. THE TOTAL AREA OF THE CONSERVATION TRACT IS 83.84 ACRES, INCLUDING 1.000 ACRES OF RESERVATION SWELLING AREA.
 10. THE TOTAL AREA OF THE CONSERVATION TRACT IS 83.84 ACRES, INCLUDING 1.000 ACRES OF RESERVATION SWELLING AREA.



DATE	BY	REVISION
11/19/08	JSG	ISSUED FOR PERMITTING
11/19/08	JSG	ISSUED FOR PERMITTING
11/19/08	JSG	ISSUED FOR PERMITTING
11/19/08	JSG	ISSUED FOR PERMITTING
11/19/08	JSG	ISSUED FOR PERMITTING
11/19/08	JSG	ISSUED FOR PERMITTING
11/19/08	JSG	ISSUED FOR PERMITTING
11/19/08	JSG	ISSUED FOR PERMITTING
11/19/08	JSG	ISSUED FOR PERMITTING
11/19/08	JSG	ISSUED FOR PERMITTING



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nathan Cochran, Assistant Prosecuting Attorney**

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **December 19, 2019**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

Please provide the County Commission with a description of your request or presentation, including any background information:

1. Discussion of renewal of County cable franchise agreement, resolution of franchise fee audit, and related issues. Discussion/Action.
2. Discussion of Jefferson County Circuit Court Civil Action #18-C-171. Discussion/Action.
3. Discussion of EEOC Charge #533-2017-00706 & #533-2019-01397. Discussion/Action.
4. Discussion of Jefferson County Circuit Court Civil Action #19-P-69. Discussion/Action.
5. Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282). Discussion/Action.
6. Discussion of EPA Administrative Complaint #04R-19-R3. Discussion/Action.
7. Discussion of Jefferson County Circuit Court Civil Action #19-AA-1. Discussion/Action.

Is this a funding request? Y/N **NO**

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable





AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **Sandy McDonald, Deputy County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **December 19, 2019**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Date Requested – 2nd Choice: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*): **Notice for the 2020 Board of Review and Equalization Notice - Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? **Y/N** [Click here to enter text.](#)

If so, how much? **\$**[Click here to enter text.](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Motion to approve the Board of Review and Equalization Notice for the purpose of reviewing and equalizing assessments for the tax year 2020 and to authorize staff to advertise the notice

Attach supporting documents for request, or request may be denied.

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? **Projector** **Y/N** [Click here to enter text.](#) **Internet/Wi Fi** **Y/N** [Click here to enter text.](#)

Telephone for conference call **Y/N** [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

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[Click here to enter text.](#)



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1st Choice: **December 19, 2019**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Selection of date and time for joint work session with the Jefferson County Planning Commission and Greenway Engineering to discuss amendments to the Jefferson County Land Development Ordinance and Subdivision Regulations – Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N **NO**

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Jessica Carroll

From: Jennifer Brockman
Sent: Wednesday, November 27, 2019 6:01 PM
To: Stephanie Grove; Jessica Carroll; Nathan Cochran
Cc: Planning Department; Alexandra Beaulieu; Jonathan Saunders; engineering; Roger Goodwin
Subject: Requested CC updates and actions of Greenway contract
Importance: High

Stephanie/Jessica -

Staff and a Committee of the Planning Commission have been working with Greenway on the proposed reorganization and amendments to the Zoning Ordinance and Subdivision Regulations that the County Commission funded. It has determined that these amendments will process in two steps – first a reorganization without any edits but may involve moving sections between different documents; secondly, will be the cleanup edits provided by staff and the committee and some public input.

Greenway and the Committee would like to hold a joint work session between the Planning and County Commissions to provide an update on the reorganization. Greenway had recommended that work session occur at the February 11, 2020 Planning Commission meeting (7 pm) but we thought the County Commission might prefer the hold such a work session on an off Thursday during the day – such as February 13, 2020. We know February is busy for the County Commission, so we need your input as to whether this will work.

Based on input from Nathan, the Committee decided to hold a Public Hearing on the reorganization and highlight any relocation of text (i.e. sections from Zoning Ordinance to Land Development Ordinance; ILP incorporated into Subdivision Ordinance; etc.). A Public Hearing would be required before both the Planning Commission and County Commission. We are recommending that these would be tentatively set for Tuesday 2/25/20 (PC) and Thursday 2/27/20 (CC), but again, need your feedback on whether that will work for you and the County Commission.

Once the reorganization has been approved, Greenway will proceed with the edits and another set of Public Hearings will be required later in the spring/summer.

Please let me know if you have any questions and have a Happy Thanksgiving!
Thanks for your help with this.

Jennie

Jennifer M. Brockman, AICP
County Planner
Jefferson County Office of Planning and Zoning
116 E. Washington St
Charles Town, WV 25414
304-728-3228
planningdepartment@jeffersoncountywv.org



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **December 19, 2019**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Date Requested – 2nd Choice: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*):

Creation of Construction Manager Position and approve job description - Discussion/Action

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N [Click here to enter text.](#)

If so, how much? \$ [Click here to enter text.](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? Projector Y/N [Click here to enter text.](#) Internet/Wi Fi Y/N [Click here to enter text.](#)

Telephone for conference call Y/N [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

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[Click here to enter text.](#)





AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **December 19, 2019**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Date Requested – 2nd Choice: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*):

Transfer employee to construction/project manager position - Discussion/Action

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? **Y/N** [Click here to enter text.](#)

If so, how much? **\$**[Click here to enter text.](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? **Projector** **Y/N** [Click here to enter text.](#) **Internet/Wi Fi** **Y/N** [Click here to enter text.](#)

Telephone for conference call **Y/N** [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)





AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **December 19, 2019**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Date Requested – 2nd Choice: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*):

Appointment of Interim Maintenance Director - Discussion/Action

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? **Y/N** [Click here to enter text.](#)

If so, how much? **\$**[Click here to enter text.](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? **Projector** **Y/N** [Click here to enter text.](#) **Internet/Wi Fi** **Y/N** [Click here to enter text.](#)

Telephone for conference call **Y/N** [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)





AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **December 19, 2019**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Date Requested – 2nd Choice: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*):

Revision of Absence Time with Pay Policy - Discussion/Action

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? **Y/N** [Click here to enter text.](#)

If so, how much? **\$**[Click here to enter text.](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? **Projector** **Y/N** [Click here to enter text.](#) **Internet/Wi Fi** **Y/N** [Click here to enter text.](#)

Telephone for conference call **Y/N** [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

[Click here to enter text.](#)



JEFFERSON COUNTY COMMISSION HOLIDAY SCHEDULE 2020

New Year's Day	Wednesday, January 1, 2020
Martin Luther King's Day	Monday, January 20, 2020
President's Day	Monday, February 17, 2020
Primary Election	Tuesday, May 12, 2020
Memorial Day	Monday, May 25, 2020
West Virginia Day	Friday, June 19, 2020
Independence Day	Friday, July 3, 2020
Labor Day	Monday, September 7, 2020
Columbus Day	Monday, October 12, 2020
General Election	Tuesday, November 3, 2020
Veteran's Day	Wednesday, November 11, 2020
Thanksgiving Day	Thursday, November 26, 2020
Day after Thanksgiving	Friday, November 27, 2020
Christmas Eve	½ Day, Thursday, December 24, 2020
Christmas Day	Friday, December 25, 2020
New Year's Eve	½ Day, Thursday, December 31, 2020

IN ADDITION TO THE DAYS LISTED ABOVE, THE COMMISSION WILL OBSERVE AS HOLIDAYS, ANY NATIONAL, STATE OR OTHER ELECTION DAY THROUGHOUT THE COUNTY, AND ALL DAYS WHICH MAY BE APPOINTED OR RECOMMENDED BY THE GOVERNOR, OF THIS STATE, OR THE PRESIDENT OF THE UNITED STATES, AS DAYS OF THANKSGIVING, OR FOR THE GENERAL CESSATION OF BUSINESS. ANY DAY OR PART THEREOF, DESIGNATED BY THE GOVERNOR AS TIME OFF WITHOUT CHARGE OF ANNUAL LEAVE FOR STATE EMPLOYEES STATE WIDE WILL AUTOMATICALLY BE DESIGNATED AS TIME OFF FOR COUNTY EMPLOYEES WITHOUT CHARGE AGAINST ANNUAL LEAVE FOR COUNTY EMPLOYEES. ANY ENTIRE OR PART STATE WIDE DAY OFF DESIGNATED BY THE GOVERNOR MAY, FOR ALL COURTS BE TREATED AS IF IT WERE A LEGAL HOLIDAY, AS PROVIDED FOR IN 2-2-1 OF THE WEST VIRGINIA CODE, AS AMENDED.

Date: December 5th, 2019



PRESIDENT, JEFFERSON COUNTY COMMISSION

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1st Choice: **December 6, 2018**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

- Review of FY20 Budget Charge for Departments
- Discussion of Employee Performance Appraisal for a specific employee– Possible Executive Session – Discussion / Action

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N No

If so, how much? \$ NA

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y/N NO Internet/Wi Fi Y/N NO Telephone for conference call Y/N NO

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 Fax: (304) 725-7916

Web: www.jeffersoncountywv.org

PRESIDENT

Josh Compton

VICE PRESIDENT

Jane Tabb

COMMISSIONER

Patricia A. Noland

COMMISSIONER

Ralph Lorenzetti

COMMISSIONER

Caleb Wayne Hudson

To: Jefferson County Commission

From: Michelle Gordon, Finance Director

Date: December 6, 2018

Subject: FY20 Budget Charge

Tax Levy Rate

The County realized an increase in tax revenue of approximately \$792,000 in FY18 over FY17 (\$13,551,915 and \$12,759,741 respectively) and is projected to remain flat for FY19 at \$13,580,840. The projected increase for FY20 preliminary budget is approximately \$496,000, or from \$14,114,752 for FY19's budget to \$14,610,639 for FY20's preliminary budget. Final assessment values are not available from the Assessor until late January or early February. Preliminary numbers indicate that real property assessed values have increased by 3.2% or \$160 million in FY20 over the total assessed values of \$3.56 billion in FY19 due to new construction and increases in market value. During fiscal years 2015-2019, the County realized an average annual growth in the total assessable base of 3.4% with 1.6% of that growth being attributable to new construction. For projection purposes, the percentage used for assessable base growth is 3.5% for FY20 tax revenue estimates.

The levy rate is driven by growth in the assessable value of existing properties. New construction does not impact that calculation; however, new construction impacts the final calculation of tax revenue generated. The County reached the maximum levy rate in FY19 and the class II levy rate was \$28.60 cents per \$100 of assessed value for FY19. Based on preliminary calculations of the FY20 Levy Rate, this lower assessable base growth for existing properties will mean that tax rate will remain at the max levy rate of \$28.60 cents per \$100 of assessed value for class II property.

FY20 and Future Year Budget Projections

Revenue & Expenditure projections reflect increases or decreases in FY20 and future years based on the historical trend for all accounts except:

- **Video Lottery Revenue-** A (2.5%) decrease from FY19's projected revenue (\$2,941,500) was used to estimate FY20's revenue (\$2,868,000). Future years after FY20 reflect continued declines of 2% yearly as the revenue stream has not shown that it has stabilized.
- **Table Game Revenue-** A (11.9%) decrease from FY19's projected revenue (\$544,200) was used to project FY20's revenue (\$479,400). Future years after FY20 reflect continued declines of (5%) yearly.

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald

- **Tax Revenue-** The assessable base has been fairly flat and the County reached the max levy rate in FY19. As a result, a conservative increase of 3.5% was used for FY20’s revenue projections. Future years after FY20 include similar conservative increases of 2.9%.
- **Medical Insurance Expense-** Based on discussions with our insurance representative last fiscal year, we should plan on continued increases for FY20 and future years. For projection purposes, an increase of 5% annually was included. For FY20, that 5% increase amounts to \$115,000. Plan changes can be made to reduce that increase and some of those potential changes outlined in the Budget Charge Items.
- **Employee Salaries-**
 - **Merit Increase** - Full-time employees received an across the board increase in FY17 and FY18 of 3% and 1.2% respectively. For FY19, the County realigned the grade scale and implemented a merit based system for employee annual increases that would become effective on employee hire dates. In FY20, the cost of a full year for employee merit increases was included at \$195,000. Future increases of 2% were included in FY21 through FY24.
 - **Cost of Living Adjustments** – Because employee salaries remained flat for many years as part of the County’s cost cutting measures, the County’s grade scale was not regularly realigned for cost of living adjustments (COLA’s). To ensure that the County is maintaining competitive salaries with neighboring States and Counties, I recommend implementing regular COLA’s for employees through adjustments to the County’s grade scale. The projection includes 0.7% or \$68,250 in FY20 for a COLA. Future years also include 0.7% for COLA’s.

Budget Charge Items

- Zero Based Budgeting
- Continue Hiring Freeze / Review of Vacant Positions to Create Vacancy Savings
- Thorough review of Ambulance Fee to ensure that the fee being charged covers the cost of providing services.
- **New Fee Consideration** - Implementation of a fire fee in accordance with WV Code, §7-17, County Fire Boards. Establish a fire fee to cover the cost of contributions made to support local volunteer fire companies. Authorize Staff to begin the lengthy process:
 1. Contact legislators regarding Dual Fees.
 2. Begin the process established in §7-17-12. County fire service fees; petition; election; dedication; and increase
- **Employee COLA**

1%	\$110,000
2%	\$221,000
3%	\$331,000
- Employee Merit Increase – Full year funding \$195,000
- Medical Insurance Plan Revisions.
- Other

If you have questions, please call me at extension 1008.

Jefferson County Commission FY20 Budget Process Calendar

- **November:** Finance Director to compile estimate of revenues
- **December 1, 2018:** More accurate property valuations are available. Finance Director to adjust projected revenues
- **December 6, 2018:** Budget Charge from Commissioners
- **Mid December 2018:** Preliminary health insurance renewal rates available
- **Mid December 2018:** Budget reports distributed to departments (per auditor's office should be done no later than the 1st week of February)
- **January 16, 2019:** Department Heads to return budgets to Finance Director (per regulation must be done by March 2nd)
- **January 22, 2019:** Elected Officials to return budgets to Finance Director (per regulation must be done by March 2nd)
- **February 1, 2019:** Budget Binders distributed to Commissioners
- **February 5, 2019:** Tuesday evening Budget 101 (7PM)
- **February 11 – 15:** Need to schedule two to three full days of individual department budget presentations to the Commissioners
- **March 1, 2019:** Assessor to certify value of real and personal property (per regulation must be done by March 3rd)
- **March 7 – 15:** Schedule community forum for public hearing of budget (per regulation must be done between March 7th and March 28th)
- **Mid March 2019:** Final health insurance renewal rates obtained
- **March 21, 2019:** Currently, this is an evening regular session. Commissioners adopt budget (per regulation must be done by March 29th) or Special Session on March 28, 2019.
- **March 28, 2019:** Budget must be published by March 28th each year in the local paper of record.
- **April 2019:** Health insurance renewal rates/options presented to Commissioners
- **April 16, 2019:** Commissioners reconvene and consider any objections, and proceeds with the laying of property tax levy rates (per regulation must be done on April 16th, the 3rd Tuesday of April) – Normally a 9:30 meeting.
- **April 19, 2019:** Finance Director to forward the levy order to the State Auditor's Office (per regulation must be done within 3 days of the 3rd Tuesday in April)

	2 Year Actuals		Projected			Projection				
	Actual FY17	Actual FY18	FY19 Projection	FY19 Budget	Proj Chg %	Budget FY20	TREND FY21	TREND FY22	TREND FY23	TREND FY24
Revenue										
Taxes	12,759,741	13,551,915	13,580,840	14,114,752		14,610,639	15,030,481	15,457,581	15,900,981	16,358,081
<i>Tax Revenue % Inc/(Dec)</i>	4.0%	6.2%	0.2%	4.2%		3.5%	2.9%	2.8%	2.9%	2.9%
Tax Penalties	294,779	287,868	310,000	297,950	1.0%	313,100	316,230	319,390	322,580	325,810
Property Transfer	733,432	970,973	857,616	795,380	6.0%	909,070	963,610	1,021,430	1,082,720	1,147,680
Gas/oil	58,840	62,174	85,562	64,040	3.0%	88,130	90,770	93,490	96,290	99,180
Horse Racing	11,735	10,098	10,233	12,440	2.0%	10,440	10,650	10,860	11,080	11,300
Wine Liquor	43,784	17,243	11,310	49,180	3.0%	11,650	12,000	12,360	12,730	13,110
Hotel Occupancy	775,514	738,360	769,000	726,600	5.0%	807,450	847,820	890,210	934,720	981,460
<i>Hotel Occ % Inc/(Dec)</i>	18.8%	-4.8%	4.1%	-1.6%		5.0%	5.0%	5.0%	5.0%	5.0%
Waste Coal	-	-	5,562	-		-	-	-	-	-
Decal fees	116	66	162	65		65	65	65	65	65
Bldg Permits	252,580	275,648	325,000	340,140		357,500	382,530	409,310	421,590	434,240
<i>Building Permit % Inc/(Dec)</i>	4.6%	9.1%	17.9%	23.4%		10.0%	7.0%	7.0%	3.0%	3.0%
Misc Permits	152	152	155	130		130	130	130	130	130
Grants	242,872	644,424	385,000	460,000		270,000	220,000	220,000	220,000	220,000
Payment in lieu of taxes	19,877	17,593	18,000	20,000		20,000	20,000	20,000	20,000	20,000
Sheriff Service Process	17,915	20,016	18,700	18,700		19,100	19,000	19,000	19,000	19,000
Sheriff Earnings	183,015	195,596	199,300	199,300	1.0%	192,600	194,530	196,480	198,440	200,420
Clerk Earnings	195,778	223,629	201,520	191,000	0.5%	207,000	208,040	209,080	210,130	211,180
Circuit Clerk Earnings	62,737	45,786	58,770	64,000	1.0%	58,770	59,360	59,950	60,550	61,160
Prosecuting Earnings	1,681	1,550	1,430	1,600	1.0%	1,554	1,570	1,590	1,610	1,630
Accident reports	4,860	4,950	3,750	4,700	1.0%	4,200	4,240	4,280	4,320	4,360
Map Sales	1,764	45	-	-		-	-	-	-	-
Rent	289,290	318,490	334,180	348,380	2.0%	313,987	320,270	326,680	333,210	339,870
911 Fees	1,859,007	1,760,952	1,905,700	2,089,100		1,962,900	1,982,500	2,002,300	2,022,300	2,042,500
<i>911 Fees % Inc/(Dec)</i>	0.3%	-5.3%	8.2%	18.6%		3.0%	1.0%	1.0%	1.0%	1.0%
Franchise Agreements	518,503	522,938	544,000	544,000		554,900	560,400	566,000	571,700	577,400
<i>Franchise Fees % Inc/(Dec)</i>	10.2%	0.9%	4.0%	4.0%		2.0%	1.0%	1.0%	1.0%	1.0%
IRP fees	12,069	15,680	15,000	15,000	1.0%	15,800	15,960	16,120	16,280	16,440
Jail fees	69,244	112,557	98,000	100,000	0.5%	98,000	98,490	98,980	99,470	99,970
Interest	33,063	31,436	36,070	32,170	0.2%	32,871	32,940	33,010	33,080	33,150
Misc revenue	1,982	40,711	23,558	23,558	1.0%	29,800	30,100	30,400	30,700	31,010
Sheriff Commission	11,536	11,581	11,520	11,600	1.0%	11,600	11,720	11,840	11,960	12,080
Table Games	736,573	634,044	544,200	544,200		479,400	455,400	432,600	423,900	415,400
<i>Table Games % Inc/(Dec)</i>	-13.7%	-13.9%	-14.2%	-14.2%		-11.9%	-5.0%	-5.0%	-2.0%	-2.0%
Recycling / Scrap Revenue	2,830	4,076	-	-		-	-	-	-	-
Filing Fees	10,752	-	-	-		-	-	-	-	-
Video Lottery	3,183,492	3,038,420	2,941,500	2,941,500		2,868,000	2,810,600	2,754,400	2,699,300	2,645,300
<i>Video Lottery % Inc/(Dec)</i>	-2.4%	-4.6%	-3.2%	-3.2%		-2.5%	-2.0%	-2.0%	-2.0%	-2.0%
Defeasance of Debt	19,827	40,226	-	-		-	-	-	-	-
Reimbursements	166,213	230,065	170,000	173,600	1.0%	178,500	180,290	182,090	183,910	185,750
Gain/Loss on Sale of Fixed Assets	-	10,726	-	-		-	-	-	-	-
Charges to other entities	8,427	70,098	100,000	-		-	-	-	-	-
Trans from other entities	-	36,430	-	-		-	-	-	-	-
General School Reimbursements	186,714	266,698	264,000	264,000	1.0%	264,000	266,640	269,310	272,000	274,720
Trns Assessor Val fund	446,341	485,329	515,250	515,250	2.0%	525,560	536,070	546,790	557,730	568,880
Total Revenue	23,217,035	24,698,543	24,344,888	24,962,335		25,216,716	25,682,406	26,215,726	26,772,476	27,351,276

	2 Year Actuals		FY19		Proj Chg %	Projected Budget FY20	Projection			
	Actual FY17	Actual FY18	Projection	Budget			TREND FY21	TREND FY22	TREND FY23	TREND FY24
Expenditures										
Commission	1,744,138	1,803,308	1,903,337	1,918,337	2.0%	1,941,400	1,980,230	2,019,830	2,060,230	2,101,430
Employee Increases (~2% Merit)	-	-	-	-		195,000	198,900	202,878	206,936	211,074
Employee Increases (0.7% COLA)	-	-	-	-		68,250	69,615	71,007	72,427	73,876
Health Increases (5%)	-	-	-	-		115,000	120,750	126,788	133,127	139,783
County Clerk	697,793	689,210	701,760	716,760	2.0%	715,800	730,120	744,720	759,610	774,800
Circuit Clerk	569,916	603,737	609,407	624,407	2.0%	621,600	634,030	646,710	659,640	672,830
Sheriff's Tax Office	542,542	534,898	519,467	534,467	2.0%	529,860	540,460	551,270	562,300	573,550
Prosecuting Attorney	1,761,541	1,802,123	1,810,538	1,825,538	2.0%	1,846,750	1,883,690	1,921,360	1,959,790	1,998,990
Assessor	520,887	503,027	534,183	539,183	2.0%	544,870	555,770	566,890	578,230	589,790
Assesor Valuation Fund	446,341	489,362	515,250	515,250	2.0%	525,560	536,070	546,790	557,730	568,880
State Wide Computer Network	52,849	54,879	54,871	54,871	2.0%	55,970	57,090	58,230	59,390	60,580
Agricultural Agent	122,585	104,774	129,464	134,464	2.0%	132,050	134,690	137,380	140,130	142,930
County Clerk Elections	293,706	314,493	297,666	302,666	2.0%	303,620	309,690	315,880	322,200	328,640
Magistrate Court	2,301	2,365	2,500	2,000	2.0%	3,000	3,060	3,120	3,180	3,240
Maintenance Dept	1,119,985	1,025,702	983,917	983,917	3.0%	1,013,430	1,043,830	1,075,140	1,107,390	1,140,610
Other Building	535,397	666,808	591,200	591,200	2.0%	603,020	615,080	627,380	639,930	652,730
Data Processing (IT)	389,961	363,558	485,955	500,955	2.0%	495,670	505,580	515,690	526,000	536,520
RDA	19,794	19,794	19,795	19,795	2.0%	20,190	20,590	21,000	21,420	21,850
EC Development	471,372	505,337	548,857	548,857	2.0%	559,830	571,030	582,450	594,100	605,980
Engineering, Planning, Zoning, GIS	1,391,517	1,342,956	1,453,956	1,468,956	2.0%	1,483,040	1,512,700	1,542,950	1,573,810	1,605,290
Contingency for Emergencies	-	-	-	184,360		200,000	200,000	200,000	200,000	200,000
Law Enforcement	3,722,266	4,191,733	4,331,516	4,371,516	2.0%	4,418,150	4,506,510	4,596,640	4,688,570	4,782,340
Service of Process	17,606	23,122	18,700	18,700		19,100	19,000	19,000	19,000	19,000
Regional Jail	1,507,475	1,582,600	1,650,000	1,850,000	2.0%	1,683,000	1,716,660	1,750,990	1,786,010	1,821,730
Regional Jail % Inc/(Dec)	26.0%	5.0%	4.3%	16.9%		2.0%	2.0%	2.0%	2.0%	2.0%
Homeland Security	233,099	222,794	237,579	267,579	2.0%	242,330	247,180	252,120	257,160	262,300
Communication Center (911)	1,840,282	1,791,156	2,008,697	2,068,697	2.0%	2,048,870	2,089,850	2,131,650	2,174,280	2,217,770
JCESA - Ambulance	1,537,894	2,024,472	2,084,291	2,084,291	2.0%	2,125,980	2,168,500	2,211,870	2,256,110	2,301,230
JCESA - Fire	595,000	665,000	665,000	665,000	0.0%	665,000	665,000	665,000	665,000	665,000
Animal Control	299,184	221,007	278,357	293,357	2.0%	283,920	289,600	295,390	301,300	307,330
Central Garage	256,812	317,514	280,857	280,857	6.0%	297,710	315,570	334,500	354,570	375,840
Health Department	77,400	79,550	79,980	79,980	2.0%	80,380	81,990	83,630	85,300	87,010
Landfill	-	-	-	-		-	-	-	-	-
Parks and Recreation	744,109	728,587	745,402	726,306	2.8%	763,420	789,833	810,925	833,972	857,023
Arts and Humanities	15,510	14,767	15,380	14,532	5.0%	16,149	16,956	17,804	18,694	19,629
Historical Commission	22,967	21,867	22,806	21,550	5.0%	23,913	25,108	26,364	27,682	29,066
Visitors Bureau	397,757	383,280	384,500	363,300	5.0%	403,725	423,910	445,105	467,360	490,730
Library	330,000	330,000	330,000	330,000	0.0%	330,000	330,000	330,000	330,000	330,000
Senior Citizens	-	-	-	-		-	-	-	-	-
Public Transit	20,000	20,000	20,000	20,000		20,000	20,000	20,000	20,000	20,000
Total Expenditures	22,299,986	23,443,780	24,315,188	24,921,648		25,395,557	25,928,643	26,468,451	27,022,578	27,589,372
Net Surplus / (Deficit)	917,049	1,254,763	29,700	40,687		(178,841)	(246,237)	(252,725)	(250,102)	(238,095)

	2 Year Actuals		FY19		Proj Chg %	Projected Budget FY20	Projection			
	Actual	Actual					TREND	TREND	TREND	TREND
	FY17	FY18	Projection	Budget			FY21	FY22	FY23	FY24
Net Surplus / (Deficit)	917,049	1,254,763	29,700	40,687		(178,841)	(246,237)	(252,725)	(250,102)	(238,095)
Transfers from/ (to) Other Funds										
Transfers to Capital Outlay Fund										
Trns to Capital Fund (5% Gambling)	(194,000)	(388,000)	(350,000)	(562,000)		(729,400)	(892,700)	(1,052,100)	(1,208,300)	(1,361,300)
Trns to Capital Fund	(1,196,981)	(583,200)	-	(38,755)		-	-	-	-	-
Subtotal Trns to Capital Outlay Fund	(1,390,981)	(971,200)	(350,000)	(600,755)		(729,400)	(892,700)	(1,052,100)	(1,208,300)	(1,361,300)
Trns to Financial Stabilization Fund	(610,013)	-	-	-		-	-	-	-	-
Trns from Coal Severance Fund	-	70,000	50,000	70,000		-	-	-	-	-
Trns from (to) Other Funds	132,925	163,213	-	-		-	-	-	-	-
Total Transfers Out of General Fund	(1,868,069)	(737,987)	(300,000)	(530,755)		(729,400)	(892,700)	(1,052,100)	(1,208,300)	(1,361,300)
Net Uses of Funds -Surplus/(Deficit)	(951,020)	516,776	(270,300)	(490,068)		(908,241)	(1,138,937)	(1,304,825)	(1,458,402)	(1,599,395)
Fund Balance										
Beginning Fund Balance	5,450,887	4,669,371	5,186,147	5,186,147		4,915,847	4,007,606	2,868,669	1,563,844	105,442
Prior Period Adjustments	169,504	-	-	-		-	-	-	-	-
Net Change in Fund Balance	(951,020)	516,776	(270,300)	(490,068)		(908,241)	(1,138,937)	(1,304,825)	(1,458,402)	(1,599,395)
Ending Fund Balance	4,669,371	5,186,147	4,915,847	4,696,079		4,007,606	2,868,669	1,563,844	105,442	(1,493,953)
Fund Balance as a % of Operating Exp	20.94%	22.12%	20.22%	18.84%		15.78%	11.06%	5.91%	0.39%	-5.4%

Jefferson County Commission
 Five Year Projection (FY2020 - FY2024)
 Expenditures by Funding Source

	FY17 Actual	FY18 Actual	FY2019		Proj Chg %	Projected	Projection			
			Projection	Budget		Budget FY20	TREND FY21	TREND FY22	TREND FY23	TREND FY24
STATUTORY REVENUE & RELATED EXPENDITURES										
Statutory Revenues										
Tax Revenue	12,759,741	13,551,915	13,580,840	14,114,752		14,610,639	15,030,481	15,457,581	15,900,981	16,358,081
Tax Revenue % Inc/(Dec)	4.0%	6.2%	0.2%	4.2%		3.5%	2.9%	2.8%	2.9%	2.9%
911 Fee Revenue	1,859,007	1,760,952	1,905,700	2,089,100		1,962,900	1,982,500	2,002,300	2,022,300	2,042,500
911 Fees % Inc/(Dec)	0.3%	-5.3%	8.2%	18.6%		3.0%	1.0%	1.0%	1.0%	1.0%
Total Statutory Revenues	14,618,748	15,312,867	15,486,540	16,203,852		16,573,539	17,012,981	17,459,881	17,923,281	18,400,581
Statutory Expenditures										
County Commission	1,744,138	1,803,308	1,903,337	1,918,337	2.0%	1,941,400	1,980,230	2,019,830	2,060,230	2,101,430
County Clerk	697,793	689,210	701,760	716,760	2.0%	715,800	730,120	744,720	759,610	774,800
Circuit Clerk	569,916	603,737	609,407	624,407	2.0%	621,600	634,030	646,710	659,640	672,830
Sheriff and Treasurer	542,542	534,898	519,467	534,467	2.0%	529,860	540,460	551,270	562,300	573,550
Prosecuting Attorney	1,761,541	1,802,123	1,810,538	1,825,538	2.0%	1,846,750	1,883,690	1,921,360	1,959,790	1,998,990
Assessor	520,887	503,027	534,183	539,183	2.0%	544,870	555,770	566,890	578,230	589,790
Statewide Computer - Assessor	52,849	54,879	54,871	54,871	2.0%	55,970	57,090	58,230	59,390	60,580
Elections County Clerk	293,706	314,493	297,666	302,666	2.0%	303,620	309,690	315,880	322,200	328,640
Magistrate Court	2,301	2,365	2,500	2,000	2.0%	3,000	3,060	3,120	3,180	3,240
Courthouse (Maintenance)	1,119,985	1,025,702	983,917	983,917	3.0%	1,013,430	1,043,830	1,075,140	1,107,390	1,140,610
Regional Development Authority	19,794	19,794	19,795	19,795	2.0%	20,190	20,590	21,000	21,420	21,850
Sheriff Law Enforcement	3,722,266	4,191,733	4,331,516	4,371,516	2.0%	4,418,150	4,506,510	4,596,640	4,688,570	4,782,340
Regional Jail	1,507,475	1,582,600	1,650,000	1,850,000	2.0%	1,683,000	1,716,660	1,750,990	1,786,010	1,821,730
Homeland Security	233,099	222,794	237,579	267,579	2.0%	242,330	247,180	252,120	257,160	262,300
911 Center Expenditures										
Communications Center	1,840,282	1,791,156	2,008,697	2,068,697	2.0%	2,048,870	2,089,850	2,131,650	2,174,280	2,217,770
Comm Ctr (Est In Other Depts)	105,000	105,000	110,000	110,000	2.0%	112,200	114,440	116,730	119,060	121,440
Transfers to C/O Fund										
Courthouse & Building Maintenance	232,549	166,104	-	156,647		72,292	470,700	730,100	877,300	1,080,300
Prosecuting Attorney	979,944	-	-	-		-	-	-	-	-
JCESA Mortgage	-	61,000	81,000	81,000		81,000	81,000	81,000	81,000	81,000
County Clerk	-	59,373	-	-		-	100,000	-	50,000	-
Elections County Clerk	178,488	180,108	180,108	180,108		180,108	-	-	-	-
Sheriff's Law Enforcement	-	122,361	88,892	183,000		241,000	241,000	241,000	200,000	200,000
Other Statutorially Required	-	-	-	-		55,000	-	-	-	-
911 / Homeland Security	-	78,180	-	-		100,000	-	-	-	-
Total Statutory Expenditures	16,124,555	15,913,945	16,125,233	16,790,488		16,830,440	17,325,900	17,824,380	18,326,760	18,833,190
Subtotal Net Tax Surplus/(Deficit)	(1,505,807)	(601,078)	(638,693)	(586,636)		(256,901)	(312,919)	(364,499)	(403,479)	(432,609)
DEDICATED REVENUE & RELATED EXPENDITURES										
Hotel Tax Revenue										
Hotel Occupancy Tax	775,514	738,360	769,000	726,600	5.0%	807,450	847,820	890,210	934,720	981,460
Hotel Tax Expenditures										
Parks and Recreation	744,109	728,587	745,402	726,306	2.8%	763,420	789,833	810,925	833,972	857,023
Arts and Humanities	15,510	14,767	15,380	14,532	5.0%	16,149	16,956	17,804	18,694	19,629
Historical Commission	22,967	21,867	22,806	21,550	5.0%	23,913	25,108	26,364	27,682	29,066
Convention Visitor's Bureau	397,757	383,280	384,500	363,300	5.0%	403,725	423,910	445,105	467,360	490,730
Total Hotel Expenditures	1,180,343	1,148,501	1,168,088	1,125,688		1,207,207	1,255,808	1,300,198	1,347,708	1,396,448
Subtotal Net Hotel Surplus/(Deficit)	(404,829)	(410,141)	(399,088)	(399,088)		(399,757)	(407,988)	(409,988)	(412,988)	(414,988)
Permit Fee Revenue										
Building Permit Fees	252,580	275,648	325,000	340,140	0.0%	357,500	382,530	409,310	421,590	434,240
Permit Fee Expenditures										
Engineering	1,391,517	1,342,956	1,453,956	1,468,956	2.0%	1,483,040	1,512,700	1,542,950	1,573,810	1,605,290
Subtotal Net Permit Surplus/(Deficit)	(1,138,937)	(1,067,308)	(1,128,956)	(1,128,816)		(1,125,540)	(1,130,170)	(1,133,640)	(1,152,220)	(1,171,050)

Jefferson County Commission
 Five Year Projection (FY2020 - FY2024)

Expenditures by Funding Source

	FY17 Actual	FY18 Actual	FY2019		Proj Chg %	Projected	Projection			
			Projection	Budget		Budget FY20	TREND FY21	TREND FY22	TREND FY23	TREND FY24
DEDICATED REVENUE & RELATED EXPENDITURES										
Service of Process Revenue										
Sheriff's Service of Process	17,915	20,016	18,700	18,700	0.0%	19,100	19,000	19,000	19,000	19,000
Service of Process Expenditures										
Sheriff's Service of Process	17,606	23,122	18,700	18,700	0.0%	19,100	19,000	19,000	19,000	19,000
Subtotal Net Process Surplus/(Deficit)	309	(3,106)	-	-		-	-	-	-	-
Assessor Valuation Fund Revenue										
Transfer from the Assessor's Valuation Fund	446,341	485,329	515,250	515,250	2.0%	525,560	536,070	546,790	557,730	568,880
Assessor Valuation Fund Expenditures										
Assessor's Valuation Fund	446,341	489,362	515,250	515,250	2.0%	525,560	536,070	546,790	557,730	568,880
Subtotal Net ASV Surplus/(Deficit)	-	(4,033)	-	-		-	-	-	-	-
Net Surplus/(Deficit) Before Other	(3,049,264)	(2,085,666)	(2,166,737)	(2,114,540)		(1,782,198)	(1,851,077)	(1,908,127)	(1,968,687)	(2,018,647)
NON-DEDICATED REVENUE & EXPENDITURES										
Other Revenue										
Table Games	736,573	634,044	544,200	544,200		479,400	455,400	432,600	423,900	415,400
<i>Table Games % Inc/(Dec)</i>	<i>-13.7%</i>	<i>-13.9%</i>	<i>-14.2%</i>	<i>-14.2%</i>		<i>-11.9%</i>	<i>-5.0%</i>	<i>-5.0%</i>	<i>-2.0%</i>	<i>-2.0%</i>
Video Lottery	3,183,492	3,038,420	2,941,500	2,941,500		2,868,000	2,810,600	2,754,400	2,699,300	2,645,300
<i>Video Lottery % Inc/(Dec)</i>	<i>-2.4%</i>	<i>-4.6%</i>	<i>-3.2%</i>	<i>-3.2%</i>		<i>-2.5%</i>	<i>-2.0%</i>	<i>-2.0%</i>	<i>-2.0%</i>	<i>-2.0%</i>
Tax Penalties	294,779	287,868	310,000	297,950	1.0%	313,100	316,230	319,390	322,580	325,810
Property Transfer Tax	733,432	970,973	857,616	795,380	6.0%	909,070	963,610	1,021,430	1,082,720	1,147,680
Gas & Oil Severance Tax	58,840	62,174	85,562	64,040	3.0%	88,130	90,770	93,490	96,290	99,180
Horse & Dog Racing tax	11,735	10,098	10,233	12,440	2.0%	10,440	10,650	10,860	11,080	11,300
Wine & Liquor Tax	43,784	17,243	11,310	49,180	3.0%	11,650	12,000	12,360	12,730	13,110
Waste Coal	-	-	5,562	-		-	-	-	-	-
Sheriff's Earnings	183,015	195,596	199,300	199,300	1.0%	192,600	194,530	196,480	198,440	200,420
Jail Fees	69,244	112,557	98,000	100,000	0.5%	98,000	98,490	98,980	99,470	99,970
County Clerk's Earnings	195,778	223,629	201,520	191,000	0.5%	207,000	208,040	209,080	210,130	211,180
Circuit Clerk's Earnings	62,737	45,786	58,770	64,000	1.0%	58,770	59,360	59,950	60,550	61,160
Prosecuting Attorney Earnings	1,681	1,550	1,430	1,600	1.0%	1,554	1,570	1,590	1,610	1,630
License/ Decals	116	66	162	65		65	65	65	65	65
Misc. Permits	152	152	155	130		130	130	130	130	130
Grants	242,872	644,424	385,000	460,000	0.0%	270,000	220,000	220,000	220,000	220,000
Payment in Lieu of Taxes-Federal	19,877	17,593	18,000	20,000	0.0%	20,000	20,000	20,000	20,000	20,000
Accident Reports	4,860	4,950	3,750	4,700	1.0%	4,200	4,240	4,280	4,320	4,360
Map Sales	1,764	45	-	-		-	-	-	-	-
Rent - Concessions	289,290	318,490	334,180	348,380	2.0%	313,987	320,270	326,680	333,210	339,870
Franchise Fees	518,503	522,938	544,000	544,000		554,900	560,400	566,000	571,700	577,400
<i>Franchise Fees % Inc/(Dec)</i>	<i>10.2%</i>	<i>0.9%</i>	<i>4.0%</i>	<i>4.0%</i>		<i>2.0%</i>	<i>1.0%</i>	<i>1.0%</i>	<i>1.0%</i>	<i>1.0%</i>
IRP Fees	12,069	15,680	15,000	15,000	1.0%	15,800	15,960	16,120	16,280	16,440
Interest Earned	33,063	31,436	36,070	32,170	0.2%	32,871	32,940	33,010	33,080	33,150
Defeasance of Debt	19,827	40,226	-	-		-	-	-	-	-
Charges to Other Entities	8,427	70,098	100,000	-		-	-	-	-	-
Miscellaneous Revenue	1,982	40,711	23,558	23,558	1.0%	29,800	30,100	30,400	30,700	31,010
Sheriff's Commission	11,536	11,581	11,520	11,600	1.0%	11,600	11,720	11,840	11,960	12,080
Recycling / Scrap Revenue	2,830	4,076	-	-	0.0%	-	-	-	-	-
Filing Fees	10,752	-	-	-		-	-	-	-	-
Gain/Loss on Sale of Assets	-	10,726	-	-		-	-	-	-	-
Reimbursement / Other Revenue	166,213	230,065	170,000	173,600	1.0%	178,500	180,290	182,090	183,910	185,750
General School Fund Reimb	186,714	266,698	264,000	264,000	1.0%	264,000	266,640	269,310	272,000	274,720
Donations from Other Entities	-	36,430	-	-		-	-	-	-	-
Transfers from Other Funds	132,925	163,213	-	-		-	-	-	-	-
Transfers from Coal Severance Fund	-	70,000	50,000	70,000		-	-	-	-	-
Total Non-Dedicated Revenues	7,238,862	8,099,536	7,280,398	7,227,793		6,933,566	6,884,005	6,890,535	6,916,155	6,947,115

Jefferson County Commission
 Five Year Projection (FY2020 - FY2024)
 Expenditures by Funding Source

	FY17 Actual	FY18 Actual	FY2019		Proj Chg %	Projected	Projection			
			Projection	Budget		Budget	TREND	TREND	TREND	TREND
						FY20	FY21	FY22	FY23	FY24
NON-DEDICATED REVENUE & EXPENDITURES										
Other Expenditures										
Commission - Discretionary Items										
Employee Increases (~2% Merit)	-	-	-	-		195,000	198,900	202,878	206,936	211,074
Employee Increases (0.7% COLA)	-	-	-	-		68,250	69,615	71,007	72,427	73,876
Health Increases (5%)	-	-	-	-		115,000	120,750	126,788	133,127	139,783
Emergency Services Expenditures										
Fire Departments	595,000	665,000	665,000	665,000	0.0%	665,000	665,000	665,000	665,000	665,000
Jeff Co Emergency Services Agency	1,537,894	2,024,472	2,084,291	2,084,291	2.0%	2,125,980	2,168,500	2,211,870	2,256,110	2,301,230
Agricultural Agent	122,585	104,774	129,464	134,464	2.0%	132,050	134,690	137,380	140,130	142,930
Other Buildings	535,397	666,808	591,200	591,200	2.0%	603,020	615,080	627,380	639,930	652,730
IT Data Processing	389,961	363,558	485,955	500,955	2.0%	495,670	505,580	515,690	526,000	536,520
Economic Development	471,372	505,337	548,857	548,857	2.0%	559,830	571,030	582,450	594,100	605,980
Contingencies	-	-	-	184,360	0.0%	200,000	200,000	200,000	200,000	200,000
Animal Control	299,184	221,007	278,357	293,357	2.0%	283,920	289,600	295,390	301,300	307,330
Central Garage	256,812	317,514	280,857	280,857	6.0%	297,710	315,570	334,500	354,570	375,840
Health Department	77,400	79,550	79,980	79,980	2.0%	80,380	81,990	83,630	85,300	87,010
Solid Waste Authority	-	-	-	-	0.0%	-	-	-	-	-
Libraries	330,000	330,000	330,000	330,000	0.0%	330,000	330,000	330,000	330,000	330,000
Public Transportation	20,000	20,000	20,000	20,000	0.0%	20,000	20,000	20,000	20,000	20,000
Transfer to Financial Stabilization Fund	610,013	-	-	-	0.0%	-	-	-	-	-
Transfer to Capital Outlay Fund	1,390,981	971,200	350,000	600,755	0.0%	729,400	892,700	1,052,100	1,208,300	1,361,300
Less: Trfrs for Elected Officials, Comm Center & Sheriff	(1,390,981)	(667,126)	(350,000)	(600,755)		(729,400)	(892,700)	(1,052,100)	(1,208,300)	(1,361,300)
Less: 911 Comm Center Est of Operating	(105,000)	(105,000)	(110,000)	(110,000)		(112,200)	(114,440)	(116,730)	(119,060)	(121,440)
Total Non-Dedicated Expenditures	5,140,618	5,497,094	5,383,961	5,603,321		6,059,610	6,171,865	6,287,233	6,405,870	6,527,863
Net Surplus/(Deficit) of Revenues over Expenditures	(951,020)	516,776	(270,300)	(490,068)		(908,242)	(1,138,937)	(1,304,825)	(1,458,402)	(1,599,395)
GRAND TOTAL REVENUES	23,349,960	24,931,756	24,394,888	25,032,335		25,216,715	25,682,406	26,215,726	26,772,476	27,351,276
GRAND TOTAL EXPENDITURES	24,300,980	24,414,980	24,665,188	25,522,403		26,124,957	26,821,343	27,520,551	28,230,878	28,950,671
Net Surplus/(Deficit) of Revenues over Expenditures	(951,020)	516,776	(270,300)	(490,068)		(908,242)	(1,138,937)	(1,304,825)	(1,458,402)	(1,599,395)
BEGINNING FUND BALANCE	5,450,887	4,669,371	5,186,147	5,186,147	-	4,915,847	4,007,606	2,868,669	1,563,844	105,442
PRIOR PERIOD ADJUSTMENTS	169,504	-	-	-	-	-	-	-	-	-
NET CHANGE INFUND BALANCE	(951,020)	516,776	(270,300)	(490,068)		(908,242)	(1,138,937)	(1,304,825)	(1,458,402)	(1,599,395)
ENDING FUND BALANCE	4,669,371	5,186,147	4,915,847	4,696,079	-	4,007,605	2,868,669	1,563,844	105,442	(1,493,953)
FUND BALANCE AS A % OF OPERATING EXP	19.21%	21.24%	19.93%	18.40%		15.34%	10.70%	5.68%	0.37%	-5.16%

1% Roll Up

Roll Back Value				
Class I			0.01	-
Class II	2,301,894,590	2.7%	0.02	46,037,892
Class III	875,731,997	2.7%	0.04	35,029,280
Class IV	397,648,253	1.0%	0.04	15,905,930
	<u>3,575,274,840</u>	1.7%		<u>96,973,102</u>
Assessor Valuation %			1.85 %	
1% Rollup			1 %	
Previous Year's Projected	\$ 14,140,405		102.85 %	\$ 14,543,407
Total Weighted Assessed Value				\$ 0.1500
Class I Levy Rate in cents per \$100 of assessed value				15.00

	FY20 Rates		FY19 Rates		FY18 Rates
Class I	14.30	0.00%	14.30	0.00%	14.30
Class II	28.60	0.00%	28.60	0.00%	28.60
Class III	57.20	0.00%	57.20	0.00%	57.20
Class IV	57.20	0.00%	57.20	0.00%	57.20

0% Roll Up

Rollback Calculation				
Roll Back Value				
Class I			0.01	-
Class II	2,301,894,590		0.02	46,037,892
Class III	875,731,997		0.04	35,029,280
Class IV	397,648,253		0.04	15,905,930
	<u>3,575,274,840</u>			<u>96,973,102</u>
Assessor Valuation %			1.85 %	
0% Rollup			0 %	
Previous Year's Projected	\$ 14,140,405		101.85 %	\$ 14,402,002
Total Weighted Assessed Value				\$ 0.1485
Class I Levy Rate in cents per \$100 of assessed value				14.85

	FY20 Rates		FY19 Rates		FY18 Rates
Class I	14.30	0.00%	14.30	0.36%	14.25
Class II	28.60	0.00%	28.60	0.36%	28.50
Class III	57.20	0.00%	57.20	0.36%	56.99
Class IV	57.20	0.00%	57.20	0.36%	56.99

Roll Back Value				
Class I			0.01	-
Class II	2,364,045,744	2.7%	0.02	47,280,915
Class III	899,376,761	2.7%	0.04	35,975,070
Class IV	401,624,736	1.0%	0.04	16,064,989
	<u>3,665,047,241</u>	4.3%		<u>99,320,975</u>
Assessor Valuation %			1.85 %	
1 %			1 %	
Previous Year's Projected	\$ 14,621,953		102.85 %	\$ 15,038,679
Total Weighted Assessed Value				\$ 0.1514
Class I Levy Rate in cents per \$100 of assessed value				15.14

	FY20 Rates		FY19 Rates		FY18 Rates
Class I	14.30	0.00%	14.30	0.00%	14.30
Class II	28.60	0.00%	28.60	0.00%	28.60
Class III	57.20	0.00%	57.20	0.00%	57.20
Class IV	57.20	0.00%	57.20	0.00%	57.20

Roll Back Value				
Class I			0.01	-
Class II	2,364,045,744		0.02	47,280,915
Class III	899,376,761		0.04	35,975,070
Class IV	401,624,736		0.04	16,064,989
	<u>3,665,047,241</u>			<u>99,320,975</u>
Assessor Valuation %			1.85 %	
0 %			0 %	
Previous Year's Projected	\$ 14,621,953		101.85 %	\$ 14,892,459
Total Weighted Assessed Value				\$ 0.1499
Class I Levy Rate in cents per \$100 of assessed value				14.99

	FY20 Rates		FY19 Rates		FY18 Rates
Class I	14.30	0.00%	14.30	0.36%	14.25
Class II	28.60	0.00%	28.60	0.36%	28.50
Class III	57.20	0.00%	57.20	0.36%	56.99
Class IV	57.20	0.00%	57.20	0.36%	56.99

WV Levy Rates for Counties
 Class 2 Rates
 (Rates of Levy in Cents er \$100 of Valuation)

County	FY2017	FY2018						FY2019						Tot % Chg	Co % Chg		
	County	Co Rate	County Excess			State/School	Total	Co Rate	Fire	Amb	Co	Other	State/School			Total	
			Fire	Amb	Co												
Barbour	28.60	28.60				39.30	67.90	28.60				39.30	67.900				
Berkeley	27.90	28.20				90.98	119.18	28.12				90.30	118.420	-0.64%	-0.28%		
Boone	28.60	28.60	5.20	6.50	1.20	85.20	126.70	28.60	5.20	6.50	1.20	85.20	126.700				
Braxton	27.10	27.10				52.54	79.64	27.36				51.56	78.920	-0.90%	0.96%		
Brooke	27.80	27.80	2.76		5.94	2.40	93.38	132.28	27.80	2.76		5.94	2.40	93.00	131.900	-0.29%	
Cabell	28.60	28.60	1.08	6.00	6.50	95.36	137.54	28.60	1.08	6.00	6.50	95.28	137.460	-0.06%			
Calhoun	28.60	28.60		6.94		48.15	83.69	28.60		6.94		48.39	83.928 *	0.29%			
Clay	28.60	28.60				53.80	82.40	28.60				53.80	82.400				
Doddridge	27.32	27.32				5.00	88.40	120.72	27.32			5.00	87.08	119.400	-1.09%		
Fayette	28.60	28.60	7.22		4.86	2.22	85.20	128.10	28.60	7.22		4.86	2.22	85.20	128.100 *		
Gilmer	28.60	28.60		4.72	4.14		57.66	95.12	28.60		4.72	4.14		54.98	92.440	-2.82%	
Grant	27.94	27.94				0.66	39.30	67.90	28.60					39.30	67.900		2.36%
Greenbrier	25.86	25.86					75.77	101.63	25.86					75.17	101.030	-0.59%	
Hampshire	28.60	28.60	3.00			1.20	39.30	72.10	28.60	3.00		1.20	39.30	72.100			
Hancock	28.60	28.60				3.53	101.46	133.59	28.60			3.53	100.07	132.204	-1.04%		
Hardy	28.60	28.60					49.42	78.02	28.60				49.44	78.040	0.03%		
Harrison	24.80	24.80			5.94	3.62	79.96	114.32	24.80			6.24	3.82	79.96	114.820	0.44%	
Jackson	28.60	28.60		9.38		1.16	85.20	124.34	28.60		9.38		1.16	85.20	124.340		
Jefferson	27.88	28.50					88.96	117.46	28.60				88.88	117.480	0.02%	0.35%	
Kanawha	28.60	28.60		12.18			71.48	112.26	28.60		12.18		71.22	112.000 *	-0.23%		
Lewis	28.60	27.18					59.94	87.12	28.60				59.94	88.540	1.63%	5.22%	
Lincoln	28.60	28.60	5.80	5.12			85.20	124.72	28.60	5.80	5.12		85.20	124.720			
Logan	28.60	28.60		12.63			85.20	126.43	28.60		12.50		85.20	126.300	-0.10%		
Marion	21.50	21.50				11.00	90.34	122.84	22.80			11.00	90.34	124.140	1.06%	6.05%	
Marshall	19.50	21.98					83.50	105.48	21.98				79.70	101.680	-3.60%		
Mason	28.60	26.70					85.20	111.90	28.60				85.20	113.800	1.70%	7.12%	
McDowell	27.52	28.60					85.20	113.80	28.60				85.20	113.800			
Mercer	28.60	28.60					85.20	113.80	28.60				85.20	113.800			
Mineral	28.60	28.60		5.58			85.20	119.38	28.60		5.58		85.20	119.380 *			
Mingo	28.60	28.60					85.20	113.80	28.60				85.20	113.800			
Monongalia	24.00	24.00	0.78			3.90	76.38	105.06	23.76	0.76		3.90	76.10	104.520	-0.51%	-1.00%	
Monroe	27.66	28.54	4.08				73.72	106.34	28.60	4.08			73.72	106.400	0.06%	0.21%	
Morgan	28.60	28.60					71.46	100.06	28.60				71.46	100.060			
Nicholas	28.60	28.60					69.58	98.18	28.60				69.58	98.180			
Ohio	25.54	25.54					85.92	111.46	25.54				83.14	108.680	-2.49%		
Pendleton	28.60	28.60					39.30	67.90	28.18				39.30	67.480	-0.62%	-1.47%	
Pleasants	28.60	28.60					93.10	121.70	28.60				98.70	127.300	4.60%		
Pocahontas	28.30	28.38					39.30	67.68	28.38				39.30	67.680			
Preston	28.60	28.60					56.40	85.00	28.60	2.36			56.42	87.380	2.80%		
Putnam	27.50	27.50					96.58	124.08	27.50				95.60	123.100	-0.79%		
Raleigh	28.60	28.60	7.06				85.20	120.86	28.60	7.06			85.20	120.860			
Randolph	28.14	28.14					39.30	67.44	28.14				39.30	67.440			
Ritchie	27.96	27.96		10.40		3.30	69.14	110.80	27.96		10.40		3.30	69.14	110.800		
Roane	28.60	28.60		8.00		4.04	39.30	79.94	28.60		8.00		4.04	39.30	79.940 *		
Summers	28.60	28.60					39.30	67.90	28.60				39.30	67.900			
Taylor	28.38	28.60	2.16	2.92		3.74	70.05	107.47	28.60	2.16	2.92		3.74	68.65	106.070	-1.30%	
Tucker	28.40	28.40					39.30	67.70	28.40				39.30	67.700			
Tyler	27.76	28.60					85.20	113.80	28.60	1.96	2.02		84.20	116.780	2.62%		
Upshur	28.60	28.60					58.96	87.56	28.60				58.96	87.560			
Wayne	28.60	28.60	1.70			0.76	93.30	124.36	28.60	1.70		0.76	93.40	124.460	0.08%		
Webster	26.34	28.60					39.30	67.90	28.60				39.30	67.900			
Wetzel	27.62	28.60		1.30			85.20	115.10	28.60		1.30		85.20	115.100 *			
Wirt	28.60	28.60				12.86	80.62	122.08	28.28			12.86	80.56	121.700	-0.31%	-1.12%	
Wood	26.28	26.98				1.08	90.88	118.94	26.98			1.08	90.20	118.260	-0.57%		
Wyoming	28.60	28.60					85.20	113.80	28.60				85.20	113.800			
Total Count at Max Levy rate		55	55	11	13	5	17		55	13	14	5	16				
Total Countys with Excess Levy's		31	34				Min	67.44	37				Min	67.440			
Average Co Rate		28.23	27.87				Average	103.77	27.95				Average	103.718			
Average Rate with Excess Levy		31.80	31.90				Median	111.90	32.09				Median	112.000			

**NOTICE
JEFFERSON COUNTY COMMISSION
MEETING CANCELLATION**

At a regular meeting, Thursday, December 5, 2019, the County Commission voted to cancel the regular meeting scheduled on Thursday, January 2, 2020. The Commission will resume its regular session on Thursday, January 16, 2020, at 6:00 p.m.

**By Order of The County
Commission of Jefferson County
Patricia A. Noland, President**



RECEIVED

DEC 16 2019

County Commission
of Jefferson County, WV

west virginia department of environmental protection

Environmental Enforcement
2031 Pleasant Valley Rd., Suite #1
Fairmont, WV 26554
Telephone: (304) 368-3960

Austin Caperton, Cabinet Secretary
www.wvdep.org

December 10, 2019

WWTP Lagoon Decom., Swale Dev. & Sinkhole Remediation
JEFFERSON COUNTY COMMISSION
Attn: JOSH COMPTON, PRESIDENT
124 E WASHINGTON ST
CHARLES TOWN, WV 25414

Certified Return Receipt Requested
Cert #91 7199 9991 7039 1725 0222

Dear JOSH COMPTON, PRESIDENT:

Enclosed is the inspection report submitted to the U.S. Environmental Protection Agency and the West Virginia Department of Environmental Protection's Division of Water and Waste Management.

No deficiencies were noted during the inspection of your construction project.

If you have any questions, please contact John Hendley at (304) 389-7650.

Sincerely,

A handwritten signature in blue ink that reads "John Hendley".

John Hendley
Environmental Inspector Supervisor

nlh
enclosure

cc: Travis D. Hays, Environmental Inspector, EE/WW (Travis.D.Hays@wv.gov)
Shyrel Moellendick, MSSS I, EE/WW (via e-mail)

Promoting a healthy environment.

Termination Inspection

Termination Approved

Termination Denied*

General Permit No WV0115924

WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION

WV/NPDES CONSTRUCTION STORMWATER PERMIT

FACILITY NAME:	WWTP Lagoon Decom., Swale Dev. & Sinkhole Remediation		REG. #	EXPIRE DATE:	
PERMITTEE	JEFFERSON COUNTY COMMISSION		WVR109216	2/9/2019	
ADDRESS/PHONE:	Attn: JOSH COMPTON, PRESIDENT 124 E WASHINGTON ST CHARLES TOWN, WV 25414 3047283284				
LOCATION:	39 20 59 N77 52 17 W		Entry Date/Time:	11/20/2019 @ 1551	
COUNTY:	Jefferson		Exit Date/Time:	11/20/2019 @ 1620	
Site Representative /Phone			PHOTOS <input checked="" type="checkbox"/>		
CO-PERMITTEE:			ADDRESS:		
SITE OPERATOR:			ADDRESS:		
PERMITTED ACREAGE	5.46	WEATHER:	Sunny	LAST INSPECTION:	N/A
RECEIVING STREAM(S)	Elk Branch			NOV:	0
Regular Mail <input type="checkbox"/> Certified Mail <input checked="" type="checkbox"/>	Tracking # 91 7199 9991 7039 1725 0222				
OVERALL FACILITY RATING:	Satisfactory		COMPLIANCE OUTCOME	No Violation	

PERMIT / SITE EVALUATION

S-Satisfactory U-Unsatisfactory N/A-Not Applicable N/O-Not Observed N/D Not Determined M-Marginal Y-Yes N-No

1. PERIMETER CONTROLS	N/A	9. HOUSEKEEPING/SOLID WASTE	N/A	17. CONCRETE WASHOUT	N/A
2. DIVERSIONS/DITCH CHECKS	N/A	10. RECORDS, REPORTS & PLANS ON SITE	N/A	18. PUBLIC NOTICE SIGN	N/A
3. SEDIMENT TRAPS/BASINS	N/A	11. STABLE CONSTRUCTION ENTRANCE	N/A	19. SEDIMENT LADEN WATER LEAVING SITE	N/A
4. OUTLET MARKERS	N/A	12. MUD ON ROADWAY/DUST	N/A	20. CONDITIONS NOT ALLOWABLE	N/A
5. WASTE/BORROW SITES	N/A	13. APPROPRIATE BMP'S IMPLEMENTED	N/A	21. SWPPP/ GPP/PERMIT COMPLIANCE	N/A
6. OPERATIONS & MAINTENANCE	N/A	14. FILL SLOPE PROTECTION	N/A	22. ORDER COMPLIANCE	
7. WATER BARS	N/A	15. DEVICES INSTALLED IN TIMELY MANNER	N/A	23. OTHER:	
8. STABILIZATION PRACTICES	S	16 DROP INLET PROTECTION	N/A	24. OTHER:	

COMMENTS DEFICIENCIES AND RECOMMENDATIONS

Site is stabilized and eligible for termination.

INSPECTOR: Travis D. Hays

Telephone: (304) 389-7642

Modified 10-15-2017 JHH

JEFFERSON COUNTY COMMISSION, WVR109216, WWTP Lagoon Decom., Swale Dev. & Sinkhole Remediation, 11/20/2019



Site is stabilized and eligible for termination.