

July 7, 2016
11:57 PM

Grayson County
Check Register By Check Date

Page No: 1

Range of Checking Accts: 100GENERAL to 100GENERAL Range of Check Dates: 07/01/16 to 06/30/17
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
100GENERAL					
32464	07/05/16	CITY0010 City of Galax	25.00		287
32465	07/05/16	DAY3C005 Day 3 Construction	33,600.00		287
32466	07/05/16	TOTTE005 Totten Construction LLC	18,000.00		287
32467	07/07/16	ATWEL005 Atwell Construction Company	3,750.00		290
32468	07/14/16	ADAMS005 Adams Building Supply	0.00	07/14/16 VOID	0
32469	07/14/16	ADAMS005 Adams Building Supply	439.58		291
32470	07/14/16	APPAL005 Appalachian Power	3,989.45		291
32471	07/14/16	ASSOC005 Assoc Of Clerks Of Dist Courts	75.00		291
32472	07/14/16	BBTIR005 B & B Tire Service, Inc	1,988.82		291
32473	07/14/16	BECCA005 BecCar PRINTING CO	117.24		291
32474	07/14/16	CARQU005 Carquest Of Alleghany	230.26		291
32475	07/14/16	CARR0020 Carroll-Grayson-Galax Solid wa	31,631.50		291
32476	07/14/16	CENT0015 Century Link	241.68		291
32477	07/14/16	CENTU005 Century Link	1,918.24		291
32478	07/14/16	CHARL005 Charles R. Akers	450.00		291
32479	07/14/16	CINTA005 Cintas Corp, #532	394.20		291
32480	07/14/16	CITY0010 City of Galax	8,044.02		291
32481	07/14/16	CLINE005 Cline's Repair Service	1,350.00		291
32482	07/14/16	DAVID040 DAVID J BOISVERT	120.00		291
32483	07/14/16	DOVEC005 DOVE CONSTRUCTION	1,375.00		291
32484	07/14/16	DSWRI005 Ds Wright Insurance Agency	162,397.00		291
32485	07/14/16	FLEET005 Fleetpride	1,284.52		291
32486	07/14/16	GALLS005 Galls, Llc	69.00		291
32487	07/14/16	GAZET005 Gazette Press, Inc	985.00		291
32488	07/14/16	GRAY0040 Grayson Co Health Dept	64.40		291
32489	07/14/16	HICOK005 Hicok, Fern, Brown & Garcia Cpas	18,127.50		291
32490	07/14/16	HIGHC005 High Country Springs, Llc	27.50		291

32491	07/14/16	IACPN005	Iacp Net	525.00		291
32492	07/14/16	KUSTO005	Kustom Signals, Inc.	4,935.00		291
32493	07/14/16	LEONA005	Leonard'S Copy Systems, Inc	148.56		291
32494	07/14/16	LOWES005	Lowe'S Home Centers	195.91		291
32495	07/14/16	LOWES005	Lowe'S Home Centers	113.05		291
32496	07/14/16	MATTH005	Matthew Bender & Co, Inc	510.46		291
32497	07/14/16	MERRI005	Merritt Supply, Inc	32.32		291
32498	07/14/16	MILLE020	MILLER LOGGING	1,635.13		291
32499	07/14/16	NAPAA005	NAPA AUTO OF INDEPENDENCE	22.41		291
32500	07/14/16	NEWRI010	NEW RIVER MACHINE	4,251.00		291
32501	07/14/16	PAPER005	Paper Clip	0.00	07/14/16 VOID	0
32502	07/14/16	PAPER005	Paper Clip	713.67		291
32503	07/14/16	PEACE005	Peace Of Mind Counseling	240.00		291
32504	07/14/16	PIED0010	Piedmont Truck Center, Inc	4,434.00		291
32505	07/14/16	PITNE005	Pitney Bowes	196.00		291
32506	07/14/16	PROF0010	Professional Networks, Inc	35.00		291
32507	07/14/16	RESER005	Reserve Account	800.00		291
32508	07/14/16	SAFLA005	Saflab	55.50		291
32509	07/14/16	SOUT0025	Southern Software, Inc	5,910.00		291
32510	07/14/16	STATE005	State Electric Supply Co	44.88		291
32511	07/14/16	SUNT0010	Suntrust Bank	0.00	07/14/16 VOID	0
32512	07/14/16	SUNT0010	Suntrust Bank	6,886.56		291
32513	07/14/16	SWVA0010	Sw Va Criminal Justice Trainin	10,850.00		291
32514	07/14/16	TAYLO010	TAYLOR PAULEY MEMORIAL FIELD	100.00		291
32515	07/14/16	THEGAZ	The Gazette	175.00		291
32516	07/14/16	TOUCH005	TOUCHBOARDS	3,989.84		291
32517	07/14/16	USCEL005	Us Cellular	969.17		291
32518	07/14/16	USPOS005	Us Postal Service	110.00		291
32519	07/14/16	VAINF005	Va Information Tech Agency	56.71		291
32520	07/14/16	XEROX005	Xerox Corporation	395.24		291
32521	07/14/16	APPAL005	Appalachian Power	17.66		292
32522	07/14/16	BKTIN005	B. K. T., Inc	682.00		292
32523	07/14/16	BRCED005	Brceda	40,286.75		292
32524	07/14/16	CENTU005	Century Link	162.62		292
32525	07/14/16	COXSN005	Cox Snax Sales, Llc	1,808.15		292
32526	07/14/16	DODSO005	Dodson Pest Control	35.00		292
32527	07/14/16	EMEDCO05	Emedco Inc	177.76		292
32528	07/14/16	HAYNE005	Haynes Portable Toilets & Sept	75.00		292
32529	07/14/16	HDSUP005	Hd Supply Waterworks, Ltd.	205.24		292
32530	07/14/16	INDE0015	Independence Tire Co	74.13		292
32531	07/14/16	MOUNT015	MOUNT ROGERS IDC	509.33		292
32532	07/14/16	NATIO020	National Pools Of Roanoke, Inc	4,043.18		292
32533	07/14/16	PAPER005	Paper Clip	139.98		292
32534	07/14/16	PROF0010	Professional Networks, Inc	30.00		292
32535	07/14/16	SIGMA005	Sigma Consulting & Training	500.00		292
32536	07/14/16	SRCAP005	SE Rural Comm Assist Project	409.75		292
32537	07/14/16	TOWN0010	Town Of Independence	719.49		292
32538	07/14/16	VAAS0010	Va Association Of Counties	3,378.00		292
32539	07/14/16	VAINF005	Va Information Tech Agency	30.30		292
32540	07/14/16	VRWA0005	VA RURAL WATER ASSOC	300.00		292
32541	07/14/16	WORKF005	WORKFORCE UNLIMITED, LLC	353.39		292

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	75	3	392,963.05	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	75	3	392,963.05	0.00

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	75	3	392,963.05	0.00
Direct Deposit:	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total:	75	3	392,963.05	0.00

Grayson County Board of Supervisors
Regular Meeting
July 14, 2016

Members attending were: Brenda R. Sutherland, Kenneth R. Belton, Glen E. Rosenbaum, John S. Fant and Michael S. Hash.

IN RE: OPENING BUSINESS

Michael S. Hash made the motion to approve the agenda and consent agenda; duly seconded by Glen E. Rosenbaum. Motion carried 5-0.

IN RE: REPORTS, PRESENTATIONS OR REQUESTS

Tony Isom presented the end of year local funds use for Community Policy Management Team (CPMT). Mr. Isom explained that Grayson County CPMT receives an annual allocation for the Grayson County Board of Supervisors to provide services for children in need. Traditionally, those funds are utilized to provide for the administration of the Children's Services Act in Grayson County. Grayson County CPMT proposes implementing an end of year funds use policy. The allocation provided by the Board of Supervisors, also includes significant state revenues/reimbursement. Example: the annual allocation for CPMT for FY 2015-2016 was \$700,000. The projected state revenues attached to this are \$552,650.00 or 78.95%. This leaves the local liability at \$147,350.00. The Grayson County proposes that the remaining local funds during the last two months of the fiscal year be closely examined, and if available and appropriate be made available to utilize for services designed to ensure the safety and well-being of children and families, that may currently be outside the scope of the CSA program. The proposal is as follows:

- During the May CPMT meeting the CSA Fiscal Agent will provide to CPMT the most accurate available projection of total expenditures and encumbrances, including the projected remaining local balance of the CPMT's allocation at the end of the FY.
- The CPMT, in conjunction with the fiscal agent and the Grayson County Finance Department will examine the projected available funds and determine if local funds will be available to be utilized outside the CSA program, within the current

allocation, taking into account current locality budget needs, financial projections, and recommendations from county staff.

- If available, the CPMT, in conjunction with the fiscal agent and the Grayson County Finance Department will determine the amount available for use.
- The Grayson County CPMT will hear recommendations for use of the funds.
- The Grayson County CPMT will approve or deny recommendations for use of the funds using its traditional voting system.
- Funding availability is subject to change at any time due to recommendations of Grayson County Administration or the Grayson County Board of Supervisors.

After some discussion, Mr. Isom will look to flesh out a plan for the Board of Supervisors to consider at the August 11th, 2016 meeting.

IN RE: OLD BUSINES:

- RESOLUTION-VDOT ECONOMIC DEVELOPMENT ACCESS PROGRAM (AMENDMENT)

Jonathan D. Sweet covered the amendment (listed below) of not to exceed \$500,000. Kenneth R. Belton made the motion to approve; duly seconded by Michael S. Hash. Roll call vote as follows: Michael S. Hash – Aye; Glen E. Rosenbaum – Aye; Kenneth R. Belton – Aye; John S. Fant – Aye; Brenda R. Sutherland – Aye. Motion carried 5-0.

RESOLUTION

INDUSTRIAL LANE EXTENSION PROJECT

WHEREAS, the Grayson County Board of Supervisors desires to assist in the development of property for the purpose of economic development located off of Grayson Parkway (Route #58), in the County of Grayson, Virginia, and more specifically within the Grayson County Industrial Park; and,

WHEREAS, the Grayson County Board of Supervisors has transferred ownership of property to the Grayson County Economic Development Authority for the purpose of inciting economic development, job creation and new capital investment, and has entered into an agreement to sell a 16.02 acre site located in the Grayson County Industrial Park for the purpose of constructing a new facility upon that property to house and operate a USDA and GAP certified beef processing and value-add facility; and,

WHEREAS, this new facility is expected to involve new private capital investment in land, building, and equipment of approximately One Million Eight Hundred Thousand and No Cents (\$1,800,000.00), and the business operations are expected to employ eleven (11) persons at this facility; and,

WHEREAS, operations are expected to begin at this new facility on or about March of 2017; and,

WHEREAS, the County of Grayson hereby guarantees that the necessary environmental analysis, mitigation, and fee simple right of way and utility relocations or adjustments for this improvement, if necessary, will be provided at no cost to the Economic Development, Airport and Rail Access Fund; and,

WHEREAS, the County understands that no land disturbance activities may occur within the limits of the proposed access project prior to any construction activity on this project as a condition of the use of the Economic Development, Airport and Rail Access Fund; and,

WHEREAS, the County of Grayson hereby guarantees that all ineligible project costs and all costs not justified by eligible capital outlay will be provided from sources other than those administered by the Virginia Department of Transportation.

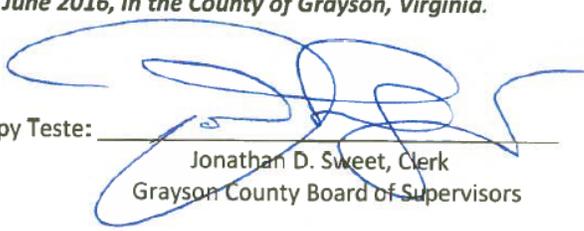
NOW, THEREFORE, BE IT RESOLVED THAT the Grayson County Board of Supervisors hereby requests that the Commonwealth Transportation Board provide Economic Development Access Program funding to provide an adequate road to this property;

BE IT FURTHER RESOLVED THAT the County Administrator and/or his designee(s) be authorized to act on behalf of the Board of Supervisors to execute any and all documents necessary to secure the funding sought through the Economic Development Access Program up to, but not exceeding, \$500,000.00 in state funds;

BE IT FURTHER RESOLVED THAT the Grayson County Board of Supervisors hereby requests that the roadway extension of Industrial Lane be added to and become a part of the secondary system of state highways pursuant to Section 33.2-1509, paragraph C., of the Code of Virginia.

Adopted this, the 9th day of June 2016, in the County of Grayson, Virginia.

A Copy Teste: _____


Jonathan D. Sweet, Clerk
Grayson County Board of Supervisors

IN RE: NEW BUSINESS

- BOARD APPOINTMENT(S)

The Wired Road Authority:

- Ken McFadyen – resigned his appointment effective 06/30/16; new appointee will fill remainder of Mr. McFadyen’s term which expires 04/13/18.

Kenneth R. Belton nominated John S. Fant; duly seconded by Glen E. Rosenbaum. Motion carried 5-0.

Family Preservation Services

- FAPT alternate – Raymond Clifford
- CPMT alternate – Dennis Day

John S. Fant made the motion to approve; duly seconded by Michael S. Hash. Motion carried 5-0.

Wythe-Grayson Regional Library Board

- Brenda R. Sutherland has resigned her appointment effective 07/13/16; new appointee will fill remainder of Mrs. Sutherland’s term which expires 12/31/16.

Michael S. Hash nominated John S. Fant; duly seconded by Glen E. Rosenbaum. Motion carried 5-0.

Grayson County Senior Citizens’ Advocacy Initiative

- Amelia Bland Waller

This appointment was tabled by the Board.

IN RE: DECLARATION OF SURPLUS

The Grayson County Sheriff’s office has a dispatch station table they would like to place up for surplus. Michael S. Hash made the motion to approve; duly seconded by Glen E. Rosenbaum. Motion carried 5-0.

IN RE: RESOLUTION – TRANSFERRING COUNTY ANIMAL CONTROL ENFORCEMENT TO THE GRAYSON COUNTY SHERIFF’S DEPARTMENT

Jonathan D. Sweet covered the Resolution (listed below) and the cost savings with higher efficiency being the goal. The transfer will be effective August 1, 2016. Sheriff Richard Vaughan spoke in approval of this Resolution and how he planned to implement it. John S. Fant spoke on the need for increasing our ability to respond to animal calls. Glen E. Rosenbaum made the motion to approve; duly seconded by John S. Fant. Roll call vote as follows: Michael S. Hash – Aye; Glen E. Rosenbaum – Aye; Kenneth R. Belton – Aye; John S. Fant – Aye; Brenda R. Sutherland – Aye. Motion carried 5-0.

**RESOLUTION
TRANSFERRING COUNTY DEPARTMENT OF ANIMAL CONTROL TO THE OFFICE OF
THE GRAYSON COUNTY SHERIFF**

WHEREAS, the Board of Supervisors has determined that the interests of public health, safety and welfare would be best served if enforcement of the state and local laws regarding animal control and protection of domestic animals was administered by the

Office of the County Sheriff; and,

WHEREAS, the Sheriff of Grayson County has agreed to manage personnel responsible for enforcement of state and local laws governing animal control and protection under certain terms and conditions, and,

WHEREAS, the terms and conditions required by the Sheriff and the Board of Supervisors of Grayson County are set out in this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Grayson County, Virginia, that:

1. This Resolution shall serve as an Agreement by and between the Grayson County Board of Supervisors and the Grayson County Sheriff; and,
2. Effective July 1st, 2016, the Board appoints the Sheriff of Grayson County to serve as the Chief Animal Control Officer for the County pursuant to § 3.1-796.104 of the 1950 Code of Virginia, as amended; and,
3. Effective July 1st, 2016, administrative responsibility and budget authority for Department of Animal Control shall be transferred to the Grayson County Sheriff's Office; and,
4. The Board of Supervisors agrees to provide local funds to the Grayson County Sheriff's Office to provide for animal control operations as part of the Sheriff's Office operations, subject to annual appropriation. Such funding shall, at minimum, include salary and benefits for at least one certified law enforcement officer who shall serve as the designated Animal Control Officer, and one civilian part-time position assigned to Animal Control. The salaries for all Animal Control Officers shall be established with respect to the State Compensation Board scale for deputy sheriff positions not to exceed the rank of sergeant, including any annual salary increases for such positions as may be approved by the State Compensation Board or the Board of Supervisors; and,
5. In the event State Compensation Board or other funding becomes available for the compensation of Sheriff's Office personnel assigned to animal control operations, the Sheriff or the County Administrator shall take all necessary steps to access and direct such funding to those positions; and,
6. The Sheriff agrees to take on the full responsibility of the animal control services to the citizens and will answer directly to the public for all animal control matters; and,
7. The Sheriff agrees to provide to the Board, a monthly report of animal control calls and services provided to the citizens each month and in running aggregate; and,

8. The County agrees to assign all animal control equipment to the sheriff for use in providing animal control services, and it shall be the responsibility of the sheriff to inventory, maintain, repair and replace said equipment for the duration of this Agreement; and,
9. The Board hereby authorizes use of the funds within the Grayson County Department of Animal Control to the Sheriff for the purpose of carrying out the tenets of this Agreement, effective August 1st, 2016; and,
10. This Agreement shall take effect on August 1st, 2016 and remain in effect until a 90-day written notice is tendered by either party.

Adopted this 14th day of July, 2016, in the County of Grayson, Virginia

By: _____
Brenda R. Sutherland, Chair
Grayson County Board of supervisors

Attest: _____
Jonathan D. Sweet, Clerk
Grayson County Board of Supervisors

**GRAYSON COUNTY SHERIFF'S OFFICE
ANIMAL CONTROL DIVISION
POLICY AND PROCEDURE MANUAL INDEX**

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- 3.1 DISPOSITION OF ANIMALS
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 - (2) OWNER RELEASE
 - (3) EUTHANASIA
- 4.1 ANIMAL CONTROL CALLS
 - DOGS AT LARGE
 - RABIES VACCINE AND COUNTY TAGS
 - ANIMAL WELFARE
 - LIVESTOCK AT LARGE
 - INJURED ANIMALS
 - TRAPS

- 5.1 ANIMAL CONTROL OFFICER SCHEDULE
 - NORMAL HOURS
- 5.2 CALL OUT FOR ANIMAL CONTROL OFFICERS
- 6.1 ANIMAL CONTROL OFFICER UNIFORMS,
- 6.2 ANIMAL CONTROL VEHICLES
- 6.3 ANIMAL CONTROL EQUIPMENT
- 7.1 OFFICER SAFETY
- 7.2 USE OF FORCE BY ANIMAL CONTROL OFFICERS
- 8.1 CONFIDENTIAL INFORMATION
- 9.1 SHELTER RESPONSIBILITIES
- 13.1 SHERIFF'S OFFICE POLICY AND PROCEDURE
- 13.2 WRITTEN MEMORANDUMS
- 14.1 ANIMAL CONTROL FORMS
 - INCIDENT REPORT
 - POUND RECORD
 - OWNER RELEASE
 - TIMESHEETS
 - VIRGINIA UNIFORM SUMMONS
 - CRIMINAL COMPLAINTS/WARRANTS
 - ANIMAL EXPOSURE REPORT
 - TRAP SHEET
 - WARNING NOTICES

**GRAYSON COUNTY SHERIFF'S OFFICE
ANIMAL CONTROL DIVISION
POLICY AND PROCEDURE 1.1**

SHELTER HOURS OF OPERATION

1) GENERAL THE HOURS OF OPERATION ARE DESIGNED TO INSURE THAT ALL DOMESTIC AND WILD ANIMALS ARE PROPERLY AND HUMANELY CARED FOR-AND THAT THE PUBLIC HAS ADEQUATE AND AMPLE OPPORTUNITY TO CONDUCT BUSINESS AT THE GRAYSON COUNTY SHERIFF'S OFFICE OR AT THE ANIMAL SHELTER

2) BUSINESS HOURS
SUNDAY AND MONDAY CLOSED
TUESDAY, WEDNESDAY, THURSDAY, 1 TO 5PM
FRIDAY, SATURDAY 1 TO 4PM

3) HOLIDAYS THE ANIMAL SHELTER WILL BE CLOSED ON DESIGNATED STATE HOLIDAYS.

**GRAYSON COUNTY SHERIFF'S OFFICE
ANIMAL CONTROL DIVISION
POLICY AND PROCEDURE 2.1**

INTAKE OF ANIMALS

THE FOLLOWING PROCEDURES WILL TAKE PLACE FOR ALL ANIMALS BROUGHT INTO THE ANIMAL SHELTER

- 1) A POUND RECORD FORM WILL BE COMPLETED.
- 2) THE ANIMAL SHALL BE CHECKED FOR ANY IDENTIFICATION TO INCLUDE COLLAR, TAGS, TATOOS, AND MICROCHIPS.
- 3) THE ANIMAL WILL BE EVALUATED FOR ANY POTENTIAL HEALTH PROBLEMS.
- 4) THE ANIMAL WILL BE PUT IN AN APPROPRIATE HOLDING AREA AND WILL BE FED AND WATERED.
- 5) ANIMAL CONTROL OFFICERS WILL MAKE SURE THAT IF AN ANIMAL IS NOT ADOPTABLE (AGGRESSIVE, DANGEROUS, ITL) IT WILL BE NOTATED ON THE POUND FORM.
- 6) IF OWNER RELEASED THE RELEASE FORM WILL BE COMPLETED AND SIGNED BY THE OWNER.
- 7) ANIMALS DEEMED AGGRESSIVE OR DANGEROUS WILL BE PLACED IN A SECLUDED AREA.

**GRAYSON COUNTY SHERIFF'S OFFICE
ANIMAL CONTROL DIVISION
DISPOSITION OF ANIMALS 3.1**

GENERAL

DOMESTIC ANIMALS HOUSED AT THE ANIMAL SHELTER LEAVE IN ONE OF THREE WAYS:

THEY ARE ADOPTED, RETURNED TO OWNER, OR EUTHANIZED.

- 1) ADOPTION (STANDARD PROCEDURES TO BE PERFORMED)
 - THREE PAGE ADOPTION FORM IS TO BE COMPLETED. THIS INCLUDES A NON-CRUELTY STATEMENT, ADOPTION CONTRACT, AND STERILIZATION CERTIFICATE.
 - COMPLETE POUND RECORD
 - PROVIDE ADOPTION KIT IF AVAILABLE.
 - TAKE PAYMENT AND PROVIDE RECEIPT.

STANDARD ADOPTION FEE IS \$25 FOR DOGS AND \$15 FOR CATS. THERE IS ALSO AN ADDITIONAL STERILIZATION FEE OF \$50 WHICH IS REFUNDABLE UPON THE ANIMAL BEING STERILIZED. WAIVER OF ANY FEE'S IS AT THE

DISCRETION OF THE SHELTER SUPERVISOR.
ADOPTIONS ARE ONLY MADE TO RESIDENTS OF GRAYSON COUNTY VIRGINIA AND ADJOINING VIRGINIA JURISDICTIONS. ADOPTIONS TO OTHER JURISDICTIONS MUST BE APPROVED BY THE SHELTER SUPERVISOR

RESCUE GROUPS DO NOT PAY ANY FEE'S BUT ARE REQUIRED TO MEET THE FOLLOWING CRITERIA

- PROVIDE NAMES AND ADDRESS OF ALL BOARD MEMBERS.
- NON-CRUELTY STATEMENT SIGNED BY ALL GROUP MEMBERS.
- PROVIDE A COPY OF THEIR ADOPTION CERTIFICATE.
- PROVIDE A VET'S REFERENCE.
- PROVIDE A 501 NON PROFIT STATEMENT.

2) OWNER RELEASE

ANIMAL'S CLAIMED AND IDENTIFIED MAY BE RELEASED BACK TO THEIR OWNER'S.

-OWNERS MUST PROVIDE VALID IDENTIFICATION UPON CLAIMING THEIR ANIMAL.

-A FEE OF \$5 PER DAY \WILL BE CHARGED FOR EACH ANIMAL HOUSED AT THE SHELTER. THIS WILL NOT INCLUDE THE DAY THE ANIMAL WAS BROUGHT INTO THE SHELTER AND THE DAY IT LEAVES.

3) EUTHANASIA

THE FOLLOWING STANDARDS ARE TO BE FOLLOWED BY ANIMAL CONTROL PERSONNEL IN REFERENCE TO EUTHANASIA

-DECISIONS ON WHAT ANIMALS ARE TO BE EUTHANIZED ARE MADE BY THE SHELTER SUPERVISOR AND ANIMAL CONTROL OFFICERS BASED ON CRITERIA FOR EUTHANASIA

THE OFFICER PERFORMING THE EUTHANASIA WILL BE CERTIFIED TO PERFORM THE PROCEDURE.

-EUTHANASIA MUST FOLLOW THE GUIDELINES SET FORTH BY THE DEPARTMENT OF AGRICULTURE.

-OFFICERS WILL NOT PERFORM EUTHANASIA BY THEMSELVES. ANOTHER OFFICER MUST BE PRESENT FOR SAFETY REASONS IN CASE OF AN ACCIDENT.

-DOCUMENTATION WILL BE MADE IN REFERENCE TO ALL EUTHANIZED ANIMALS. THIS IS TO INCLUDE THE POUND SHEET AND THE DRUG LOGBOOK. THE POUND SHEET WHEN COMPLETED WILL BE PROVIDED TO THE SHELTER SUPERVISOR.

-AN ACCURATE ACCOUNT WILL BE MADE OF ALL EUTHANASIA DRUGS AT THE SHELTER.

-OFFICERS ARE RESPONSIBLE FOR THE DRUGS BEING SECURED WHEN NOT IN USE.

-DUE TO THE DANGER OF THE DRUGS BEING USED NO HORSEPLAY OR UNSAFE ACTIONS WILL BE ALLOWED OR TOLERATED WHEN EUTHANASIA IS TAKING PLACE.

-ANY PROBLEMS OR QUESTIONS WILL BE DIRECTED TO THE ANIMAL SHELTER SUPERVISOR.

CRITERIA FOR EUTHANASIA

-THE FOLLOWING LIST IS CRITERIA USED BY ANIMAL CONTROL STAFF IN REFERENCE TO EUTHANASIA

Medical - Animals in good physical condition with a medical condition such as an upper respiratory infection, kennel cough, ringworm, etc. which is contagious to the shelter and other animals' environment.

Physical condition - Animal is general poor condition and or health and is a poor candidate for adoption due to extensive medical reasons.

Too Young or unweaned- Animals are too young to survive in a shelter setting & needing extensive care and socialization due to lack of foster homes and labor.

Breed --Animals of breeds and/or hybrid breeds that are banned or at an increased risk in the community.

Behavior problems - Animals with behavior problems such as chewing, separation anxiety, timidity or lack of socialization.

Kennel stress - Animals with a change in behavior due to stress as a result of shelter stay.

Space - Animals who are not good adoption candidates & whose cage space is needed.

Inappropriate for Adoption - Certain species of animal or animals with a serious condition that is not suitable for rehabilitation.

Medical (Untreatable) - Animals with terminal illness or injury, severe chronic illness, or other serious medical condition.

Temperament issues - Animals which are extremely shy, timid, high strung or distressed.

Aggressiveness- Animals who are showing signs of aggression, or have been genetically selected for aggression.

Court Order - Animals who have been ordered at the direction of a hearing officer, or other Official.

**GRAYSON COUNTY SHERIFF'S OFFICE
ANIMAL CONTROL DIVISION
4.-1 ANIMAL CONTROL CALLS**

OFFICERS SHALL RESPOND TO ALL ASSIGNED CALLS.

1) STRAY OR DOGS AT LARGE

- OFFICER SHALL MAKE EVERY ATTEMPT TO CAPTURE THE ANIMAL.
- IF CAPTURED THE DOG (OR CAT IF APPLICABLE) SHALL BE TRANSPORTED TO THE ANIMAL SHELTER WITHIN 45 MINUTES.
- APPROPRIATE PAPERWORK WILL BE COMPLETED.
- OFFICER SHALL ATTEMPT TO IDENTIFY/NOTIFY THE OWNER.
- CHARGES (AT THE OFFICERS DISCRETION) WILL BE PLACED.
- THE OFFICER SHALL ALSO CHECK FOR VACCINATIONS AND COUNTY TAGS.
- IN SOME CASES IT MAY BE NECESSARY TO SUBPEONA WITNESSE'S.

2) RABIES VACCINATIONS AND COUNTY TAGS

- WHEN INVESTIGATING CALLS, THE OFFICER *WILL* CHECK FOR CURRENT RABIES VACCINATIONS AND GRAYSON COUNTY TAGS.
- CHARGES (AT THE OFFICER'S DISCRETION) WILL BE PLACED.

3) ANIMAL CRUELTY/ANIMAL WELFARE

- THE OFFICER WILL CONDUCT AN INVESTIGATION TO DETERMINE IF ANY LAWS OR VIOLATIONS HAVE BEEN BROKEN.
- IF A VALID CASE EXISTS THE OFFICER MAY ALSO BE REQUIRED TO COLLECT EVIDENCE.
- IN SOME CASES IT MAY BE NECESSARY TO SEIZE ANIMALS. IF THIS IS DONE THE OFFICER MUST CONTACT THE COUNTY ATTORNEY. IT MAY ALSO BE NECESSARY TO TRANSPORT THE ANIMAL TO A VET IF THE ANIMAL REQUIRES MEDICAL TREATMENT.

4) LIVESTOCK AT LARGE

- THE OFFICER SHALL SEE TO IT THAT THE ANIMALS AT LARGE ARE REMOVED FROM ANY ROADWAY OR AREA WHERE THEY POSE A DANGER TO THE PUBLIC.
- THE OFFICER SHALL ATTEMPT TO PUT THE ANIMALS BACK IN THEIR PASTURE WHERE THEY CANNOT POSE ANY FURTHER PROBLEMS. IF IT IS NOT POSSIBLE TO IDENTIFY WHERE THE ANIMALS BELONG, THE OFFICER MAY BE REQUIRED TO HAVE THE ANIMALS TRANSPORTED TO AN AREA LIVESTOCK MARKET.
- CHARGES WILL BE PLACED AT THE OFFICER'S DISCRETION.

5) BITE CASES

- THE OFFICER WILL COMPLETE AN ANIMAL EXPOSURE REPORT IF INDEED AN EXPOSURE HAS TOOK PLACE.
- THE OFFICER SHALL ATTEMPT TO LOCATE THE ANIMAL RESPONSIBLE FOR THE EXPOSURE.

THE OFFICER WILL CONTACT ENVIROMENTAL HEALTH AND PROVIDE THEM WITH A COPY OF THE ANIMAL EXPOSURE REPORT.

- ADVISE THE VICTIM TO SEEK MEDICAL TREATMENT.
- IF THE ANIMAL IS LOCATED IT SHALL BE CONFINED FOR A PERIOD OF TEN DAYS FOR OBSERVATION.
- IF THE OWNER HAS APPROPRIATE FACILLITIES IN THE OFFICER'S OPINION IT MAY BE LEFT IN THE OWNERS CARE. IF NOT OR IF THE ANIMAL IS AN OBVIOUS DANGER TO THE PUBLIC IT WILL BE HELD AT THE ANIMAL SHELTER (IF THE ANIMAL IS SEIZED IT IS NECESSARY TO NOTIFY THE COUNTY ATTORNEY)

APPROPRIATE CHARGES WILL BE MADE BY THE OFFICER.

- THE ANIMAL OWNER SHALL BE REQUIRED TO SIGN THE ANIMAL EXPOSURE REPORT. A COPY OF THE REPORT WILL BE PROVIDED TO THE VICTIM. (THIS COPY WILL BE PROVIDED TO PARENT'S IF THE VICTIM IS A JUVENILE)
- IN CASES WHERE SERIOUS INJURY OCCUR AN IBR REPORT SHALL ALSO BE COMPLETED. (QUESTIONS ABOUT THIS MAY BE DIRECTED TO THE CHIEF ANIMAL CONTROL OFFICER)

6) LIVESTOCK DAMAGE

- THE OFFICER SHALL DETERMINE IF THE DAMAGE TO THE LIVESTOCK WAS ACTUALLY CAUSED BY DOGS.
- INVALID CASES OF DAMAGE CLAIMS WILL BE FILLED OUT AND SUBMITTED TO THE COUNTY ATTORNEY AND WILL ALSO BE COMPLETED.
- IF THE OWNER OF THE DOGS IS KNOWN YOU WILL PROVIDE THE INFORMATION TO THE VICTIM. IN THIS CASE IT IS A CIVIL MATTER BETWEEN THE ANIMAL OWNER AND THE VICTIM AND A DOG DAMAGE CLAIM WIL.L NOT BE FILED WITH THE COUNTY. (APPROPRIATE CHARGES WILL BE DONE AT THE OFFICER'S DISCRETION)

7) INJURED ANIMALS

- THE OFFICER SHALL RESPOND AND EVALUATE THE CONDITION OF THE ANIMAL.
- IF THE ANIMAL REQUIRES MEDICAL ATTENTION THE OFFICER SHALL TRANSPORT THE ANIMAL TO THE APPROPRIATE VET'S OFFICE.

THE OFFICER SHALL ATTEMPT TO CONTACT THE OWNER AND ADVISE THEM ABOUT THEIR ANIMAL.

-THE OFFICER SHALL ADVISE THE VET AS TO WHAT WILL BE DONE.

-THE OFFICER SHALL MAKE A NOTATION IN THE VET LOG BOOK AT THE ANIMAL SHELTER

-A RECEIPT OF ANIMAL CARE FORM WILL BE COMPLETED BY THE OFFICER AND SIGNED BY THE VET.

-IF THE OWNER IS PRESENT IT IS THEIR RESPONSIBILITY TO CARE FOR THEIR ANIMAL TO INCLUDE TRANSPORTATION TO THE VET.

8) IN MANY CASES IT IS NECESSARY FOR THE OFFICER TO SET HUMANE TRAPS IN ORDER TO RESOLVE CALLS. WHEN NECESSARY THE OFFICER SHALL SET OUT TRAPS WHERE NEEDED AND REQUESTED.

-WHEN TRAPS ARE SET OUT THE OFFICER SHALL NOTIFY THE PROPERTY OWNER TO CALL ANIMAL CONTROL WHEN AN ANIMAL IS CAPTURED.

-THE OFFICER SHALL NOTIFY THE PROPERTY OWNER THAT TRAPS WILL NOT BE PICKED UP ON WEEKENDS, NIGHTS, OR HOLIDAYS. (THE OFFICER CAN WAIT ON SETTING TRAPS IF A WEEKEND OR HOLIDAY IS READY TO START TO AVOID PROBLEMS IF AN EMERGENCY DOES NOT EXIST)

-TRAPS WILL NOT BE SET ON PRIVATE PROPERTY WITHOUT THE CONSENT OF THE PROPERTY OWNER.

-TRAPPED DOMESTIC ANIMALS WILL BE TRANSPORTED TO THE ANIMAL SHELTER

-IN THE CASE OF WILDLIFE IT WILL BE RELEASED OR DESTROYED IF NECESSARY. WILDLIFE IS NOT TO BE RELOCATED DUE TO THE THREAT OF RABIES BEING SPREAD.

**GRAYSON COUNTY SHERIFF'S OFFICE
ANIMAL CONTROL DIVISION**

5.1 ANIMAL CONTROL OFFICER WORK SCHEDULE

-NORMAL SCHEDULE

FOUR DAY ROTATING SHIFT PRIMARILY 2PM-ANIMAL CONTROL OFFICERS MAY BE REQUIRED TO WORK OTHER SCHEDULED HOURS AS THE SHERIFF'S OFFICE MAY REQUIRE. THESE CHANGES WILL BE DECIDED BY PATROL LIEUTENANT AND THE CHIEF DEPUTY.

**GRAYSON COUNTY SHERIFF'S OFFICE
ANIMAL CONTROL DIVISION
5.2 CALLOUT**

ANIMAL CONTROL OFFICER'S WILL BE GIVEN ASSIGNED DAYS FOR EMERGENCY CALL OUT. FAILURE TO RESPOND TO A NECESSARY CALL OUT CAN RESULT IN DISCIPLINARY MEASURES. IF FOR SOME REASON AN OFFICER CANNOT RESPOND (DUE TO ILLNESS OR FAMILY EMERGENCY) THEY SHALL

NOTIFY THEIR SUPERVISOR AS SOON AS POSSIBLE

IT IS POSSIBLE TO SWITCH DAYS WITH OTHER OFFICER'S BUT IT MUST BE PRE-APPROVED BY THEIR SUPERVISOR

ANIMAL CONTROL OFFICER'S SHALL FILL OUT THE ANIMAL CONTROL CALL OUT LOG SHEET FOR ALL AFTER HOURS CALLS. THIS IS TO INCLUDE CALLS THAT DO NOT MEET PROTOCOL AND DO NOT REQUIRE RESPONSE.

ANIMAL CONTROL OFFICERS THAT ARE ON CALL WILL BE CONTACTED IF THE FOLLOWING SITUATIONS OCCUR DURING ANY OFF HOURS OF ASSIGNED ANIMAL CONTROL OFFICERS AND/OR ON HOLIDAYS.

- 1) A PERSON OR ANIMAL HAS BEEN BITTEN OR ATTACKED BY AN ANIMAL.
- 2) AN ANIMAL ACTIVELY IN THE PROCESS OF TRYING TO ATTACK PEOPLE

ANIMAL CONTROL WILL NOT RESPOND FOR THE FOLLOWING REASONS.

- 1) BARKING DOG COMPLAINTS.
- 2) STRAY ANIMALS OR DOGS AT LARGE.
- 3) QUESTIONS OR INFORMATION.
- 4) LIVESTOCK IN ROAD
- 5) ANIMALS IN TRAPS (WHEN TRAPS ARE SET OUT WE EXPLAIN TO PEOPLE WE DO NOT COME OUT ON DAYS OFF AND AT NIGHT FOR THIS AND HOW THEY ARE TO HANDLE THE SITUATION.)
- 6) INCIDENTS THAT OCCURRED SEVERAL DAYS OR WEEKS AGO.
(EXAMPLE: IF A COMPLAINANTS LIVESTOCK WAS BEING CHASED BY A DOG 10 DAYS AGO WE DO NOT NEED TO COME OUT AFTER HOURS TO SPEAK WITH THEM)
- 7) DEAD ANIMALS ARE NOT THE RESPONSIBILITY OF ANIMAL CONTROL. IF THE ANIMAL IS DEAD IT IS THE RESPONSIBILITY OF THE PROPERTY OWNER TO REMOVE THE ANIMAL. IF IT IS IN THE ROAD CONTACT VDOT.

**GRAYSON COUNTY SHERIFF'S OFFICE
ANIMAL CONTROL DIVISION
6.1 ANIMAL CONTROL OFFICER UNIFORMS**

NORMAL DUTY UNIFORM

ALONG WITH THIS THE OFFICER'S SHALL OBSERVE OFFICE POLICY ON GROOMING STANDARDS.

GRAYSON COUNTY SHERIFF'S OFFICE
ANIMAL CONTROL DIVISION
6.2 ANIMAL CONTROL VEHICLES

EACH ASSIGNED ANIMAL CONTROL OFFICER WILL HAVE ACCESS TO THE ANIMAL CONTROL VEHICLE TO PERFORM THEIR ASSIGNED DUTIES. THE FOLLOWING IS REQUIRED IN REGARDS TO THE VEHICLE:

- THE VEHICLE IS TO BE KEPT CLEAN BOTH INSIDE AND OUT. THIS IS TO INCLUDE THE AREA ANIMALS ARE PLACED. BY DOING THIS THE ANIMAL CONTROL DIVISION CAN CUT DOWN ON DISEASE TRANSMISSION AND PROMOTE A GOOD IMAGE TO THE PUBLIC.
 - SEE TO IT THAT NORMAL MAINTENANCE IS PERFORMED ON THE VEHICLE IN THE REQUIRED TIME AND/OR MILEAGE.
 - MAINTAIN EQUIPMENT ASSIGNED TO THE VEHICLE.
 - IN THE CASE OF AN ACCIDENT THE OFFICER MUST REPORT THIS TO THEIR SUPERVISOR IMMEDIATELY ALONG WITH ANY OTHER DAMAGE TO THE VEIDCLE OR ITS ASSIGNED EQUIPMENT.
THIS IS TO INCLUDE - MECHANICAL PROBLEMS THAT MAY BE ENCOUNTERED. (BAD ALTERNATOR, DEAD BATTERY, FLAT TIRE, ETC.)
- THE ANIMAL CONTROL VEHICLE IS TO BE USED FOR OFFICIAL PURPOSES ONLY. THIS MEANS OFFICE RELATED DUTIES. ALSO ONLY AUTHORIZED PERSONNEL WILL BE TRANSPORTED IN THE VEHICLE.

GRAYSON COUNTY SHERIFF'S OFFICE
ANIMAL CONTROL DIVISION
6.3 ANIMAL CONTROL EQUIPMENT

ANIMAL CONTROL EQUIPMENT ITEMS ARE ASSIGNED TO THE ANIMAL CONTROL VEHICLE. THESE PIECES OF EQUIPMENT ARE TO BE MAINTAINED IN WORKING ORDER. IF ANY ASSIGNED PIECE IS DAMAGED THE OFFICER SHALL ADVISE THEIR SUPERVISOR IN ORDER TO AVOID INJURY TO OFFICER'S OR ANIMALS. DAMAGED EQUIPMENT WILL BE REPLACED AND NO LONGER USED.

THE FOLLOWING ITEMS WILL BE ASSIGNED TO EACH ANIMAL CONTROL VEHICLE:

- CATCHPOLE
- CAT GRABBER
- HEAVY LEATHER GLOVES
- SNAPPY SNARE
- BLANKET
- DOG LEASH
- WATER AND FOOD BOWL
- TRASH BAGS

THE ABOVE ITEMS ARE EXCLUSIVE TO ANIMAL CONTROL. THEY ARE IN ADDITION TO THE NORMAL SHERIFF'S OFFICE REQUIRED ITEMS.

**GRAYSON COUNTY SHERIFF'S OFFICE
ANIMAL CONTROL DIVISION
7.1 OFFICER SAFETY**

ANIMAL CONTROL OFFICERS SHALL STRESS SAFETY AT ALL TIMES. IF A ANIMAL CONTROL OFFICER FEELS MORE THAN ONE OFFICER IS NEEDED ON A CALL HE SHALL REQUEST A SECOND OFFICER FOR ASSISTANCE. THIS WILL RESULT IN LESS WORK RELATED INJURIES.

**GRAYSON COUNTY SHERIFF'S OFFICE
ANIMAL CONTROL DIVISION
7.2 USE OF FORCE BY ANIMAL CONTROL OFFICER'S**

IN MANY CIRCUMSTANCES IT MAY BE NECESSARY FOR ANIMAL CONTROL TO USE DEADLY FORCE IN REGARDS TO SOME ANIMALS. THE FOLLOWING ARE SOME CIRCUMSTANCES THAT MAY APPLY TO THE USE OF DEADLY FORCE.

- AN ANIMAL IS CRITICALLY INJURED, IT IS CERTAIN TO PERISH, AND THE MOVEMENT OF IT WOULD CAUSE EXTREME PAIN AND SUFFERING.
 - AN ANIMAL POSES AN IMMEDIATE THREAT AND DANGER TO THE SAFETY OF THE PUBLIC.
 - THE ANIMAL SHOWS SIGNS OF RABIES AND MAY ESCAPE.
 - AN ANIMAL HAS ATTACKED AND BITTEN SOMEONE AND ITS ESCAPE WOULD RESULT IN AN INDIVIDUAL BEING FORCED TO TAKE RABIES TREATMENT.
 - THE OFFICER IS DEFENDING HIMSELF AGAINST BODILY INJURY.
- IF AN ANIMAL IS PUT DOWN BY AN ANIMAL CONTROL OFFICER OR BY AN OFFICER AT ANIMAL CONTROLS DIRECTION THE INCIDENT WILL BE DOCUMENTED. WITNESS STATEMENTS WILL BE OBTAINED WHEN POSSIBLE. THE OFFICER SHALL NOTIFY HIS SUPERVISOR OF THE INCIDENT.

**GRAYSON COUNTY SHERIFF'S OFFICE
ANIMAL CONTROL DIVISION
8.1 CONFIDENTIAL INFORMATION**

OFFICERS SHALL NOT RELEASE THE NAMES OR INFORMATION OF COMPLAINANTS. IF A REQUEST IS MADE THE OFFICER SHALL ADVISE THE PERSON THEY CAN CONTACT THE SHERIFF'S OFFICE. RELEASE OF INFORMATION SHALL BE DETERMINED BY THE CHIEF DEPUTY OR SHERIFF.

**GRAYSON COUNTY SHERIFF'S OFFICE
ANIMAL CONTROL DIVISION
9.1 SHELTER RESPONSIBILITIES**

SHELTER STAFF

-SEE ALSO INTAKE AND ADOPTION OF ANIMALS.

THIS IS TO INCLUDE:

-CHECKING CONDITION, MICRO CHIPS, AND TATOOS.

-ALL REQUIRED PAPERWORK WILL BE COMPLETED.

-PRESENT A POSITIVE IMAGE TO THE PUBLIC.

-TREAT ALL ANIMALS IN A HUMANE MANNER.

-KEEP APPROPRIATE AREAS SECURED.

-NOTIFY THE SHELTER SUPERVISOR OF ANY PROBLEMS AT THE SHELTER.

-ASSIST THE SHELTER STAFF WHENEVER NEEDED.

-KEEP OFFICE AREAS CLEAN AND FREE OF TRASH.

**GRAYSON COUNTY SHERIFF'S OFFICE
ANIMAL CONTROL DIVISION
13.1 GRAYSON COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURE**

ANIMAL CONTROL OFFICERS SHALL FOLLOW ALL POLICIES GUIDELINES SET FORTH IN THE SHERIFF'S OFFICE POLICY AND PROCEDURE MANUAL.

**GRAYSON COUNTY SHERIFF'S OFFICE
ANIMAL CONTROL DIVISION
13.2 WRITEN MEMORANDUMS**

ANIMAL CONTROL OFFICERS SHALL FOLLOW ANY WRITTEN MEMORANDUMS ISSUED TO THEM BY APPROPRIATE SUPERVISORY PERSONNEL.

**GRAYSON COUNTY SHERIFF'S OFFICE
ANIMAL CONTROL DIVISION
14.1 ANIMAL CONTROL FORMS**

MOST FORMS USED BY THE SHERIFF'S OFFICE ARE ALSO UTILIZED BY THE ANIMAL CONTROL DIVISION IN THE SAME MANNER.

SOME FORMS THAT ARE UTILIZED ON A DAILY BASIS ARE UNIQUE TO ANIMAL CONTROL. THE MOST COMMON FORMS UTILIZED BY ANIMAL CONTROL ARE:

-INCIDENT REPORT (IBR)

-POUND RECORD

-OWNER RELEASE FORM

-NON-CRUELTY STATEMENT

- EMERGENCY CALL OUT LOG SHEET
- TIMESHEET (PART-TIME ANIMAL CONTROL OFFICER ONLY)
- VIRGINIA UNIFORM SUMMONS
- CRIMINAL COMPLAINTS
- ANIMAL EXPOSURE REPORT
- TRAP SHEET
- WARNING NOTICES

JOB DESCRIPTIONS 58
Deputy Sheriff - Chief Animal Control Officer
GRAYSON COUNTY SHERIFF'S OFFICE

Position Description

TITLE: Deputy Sheriff - Chief Animal Control Officer

REPORTS TO: Patrol Lieutenant.

APPROVED:

Sheriff

GENERAL STATEMENT OF DUTIES: Under the direction of the Sheriff, oversees the enforcement of County ordinances and laws of the Commonwealth of Virginia pertaining to the control of domesticated animals and the operation of the County Animal Shelter. Work is performed with a wide degree of latitude for the exercise of independent judgment and action consistent with state law. Problems encountered range from routine to complex in nature. The work may involve moderate physical effort and some personal risk. The position may be required to be on-call nights and weekends on a regular basis. Is directly responsible in the chain of command to the Community Services Lieutenant.

DISTINGUISHING FEATURES OF THE POSITION: Aid subordinates in the field on unusual cases, and provides backup if necessary due to excessive Animal Control Officer caseload. Routinely shares on-call responsibilities with subordinate Animal Control Officers. Performs the general duties of an Animal Control Officer when necessary. Check on County dog owners for licenses and rabies vaccinations receipts. Issue warnings and summons as necessary. Issue warnings and court summons, as necessary, pertaining to animal control law violations. Appears in court as investigator and witness in animal control cases. Investigate and record complaints on animals. Investigate animal bite reports and livestock and fowl claims. Testify in court. Maintain updated knowledge of changing ordinances, policies, regulations, and laws pertaining to animal control officers. In consultation with the Sheriff and County Attorney, advise upon and assist in the preparation of County animal control ordinances and recommend them for consideration by the Board of Supervisors. Publish newspaper notices pertaining to licenses and changes in ordinances upon appropriate review and authorization. Develop and maintain a positive public image and public outreach program for the

Department of Animal Control, including media information and releases, printed materials, advertising of County adoption program, talks before citizen groups interested in animal vaccinations, tagging issues, ordinances, etc., solicitation of volunteer assistance with Shelter operations, and other similar activities. Perform necessary administrative duties for the operation of the Department of Animal Control, including departmental budget preparation and administration, developing departmental policies and procedures, assigning schedules and evaluate the work of Animal Control personnel, coordinates in-service training of shelter and Animal Control personnel, oversee the shelter's adoption program, ensures that drugs and FDA controlled substances are properly stored, used and inventoried, maintains the vehicle maintenance schedule, keep and maintain all pertinent records and files, including but not limited to those files concerning receipt of fees, investigations, impoundments, care, adoptions, euthanasia, and complaints about animals.

**DIMENSIONS OF DUTY REQUIREMENTS:
JOB DESCRIPTIONS 59**

Deputy Sheriff - Chief Animal Control Officer

- Enforce county and state laws.
- Supervise deputy animal control officers.
- Pick up stray animals if the animal control officer caseload is such that it requires assistance.
- Keep records of animals admitted to shelter and departure of same.
- Arrange/provide for the euthanasia of all unwanted pets and disposal of remains in accordance with department procedures.
- Check licenses and vaccinations for dogs.
- Issue summons for court appearances due to state and county violations and testify during prosecution of same
- Prepare monthly status reports.
- Investigate dog/cat bites and animal cruelty reports.
- Maintain and secure supplies and arrange for purchases and transfers, including controlled drugs.
- Prepare departmental budget.
- Train and schedule employees.
- Maintain upkeep on county vehicles.
- Investigate livestock claims.
- Handle emergency calls.
- Handle public and media relations.
- Attend required training courses.
- Endorse and support the mission statement of the Sheriff's Office.
- Serves at the pleasure of the Sheriff.

TASKS THAT OCCUPY A MAJORITY OF DAILY SCHEDULE:

- Supervise and maintain animal shelter activities.
- Answer telephone complaints, shelter visitor question, etc.
- Arrange/provide for the euthanasia of dogs/cats and dispose of remains.
- Oversee the daily activities of the Animal Control Division.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Must be able to perform work requiring moderate physical effort. Considerable knowledge of safe handling techniques, feeding, and general welfare of domestic and other animals. Considerable knowledge of pertinent laws, regulations and ordinances. General knowledge of characteristics, appearances and diseases of common breeds of dogs, cats and other domestic animals. Ability to recognize rabies symptoms and some knowledge of methods and procedures to be followed. Interest in animals, and understanding of their proper treatment. Skill and safety in the use of firearms and tranquilizers. Ability to work well with the public in the capacity of a law enforcement officer (advanced conflict resolution skills are particularly valuable). General knowledge of County geography.

MINIMUM EDUCATION AND EXPERIENCE: Must be at least 21 years of age.

Education

equivalent to the completion of high school. Must be law enforcement certified prior to employment. Must successfully complete Virginia Animal Control Basic Training upon employment or as soon as practical thereafter. Three (3) years' experience in law enforcement

with prior experience in the supervision of the work of others. Possess a valid driver's license.

JOB DESCRIPTIONS 73

Deputy Sheriff- Animal Control Officer
GRAYSON COUNTY SHERIFF'S OFFICE

Position Description

TITLE: Deputy Sheriff. Animal Control Officer

REPORTS TO: Patrol Lieutenant

APPROVED:

Sheriff

GENERAL STATEMENT OF DUTIES: Under the direction of the Chief Animal Control Officer/Sergeant, assist with the enforcement of County ordinances and laws of the Commonwealth of Virginia pertaining to the control of domesticated animals and the operation of the County Animal Shelter. Work is performed with some degree of latitude for the exercise of independent judgment and action. Problems encountered are generally routine but can sometimes be more complex in nature. The work may involve moderate

physical effort and some personal risk. The position may be required to be on-duty or on-call night and weekends on a regular basis. Is directly responsible in the chain of command to the Animal Control Sergeant.

DISTINGUISHING FEATURES OF THE POSITION: Care for, feed and water animals at the County Animal Shelter. Pick up stray dogs in response to complaint and attempt to locate owners. Impound dogs when owners cannot be located. Attempt to locate owners of impounded animals. Adopt animals out in accordance with departmental procedures. Check on County dog owners for licenses and rabies vaccination receipts and issue warnings and summons as necessary. Issue warnings and court summons pertaining to animal control law violations. Appear in court as investigator and witness in animal control cases. Investigate and record complaints concerning domesticated animals. Investigate animal bite reports and livestock and fowl claims. Help keep and maintain all required and pertinent records and files. Perform administrative tasks necessary for the day-to-day operation of the department as directed by the ACO Sergeant or the Shelter Supervisor. Supervise other department personnel as directed by the ACO Sergeant or Shelter Supervisor. Perform other duties as required.

DIMENSIONS OF DUTY REQUIREMENTS:

- Enforce county and state laws.
- Pick up stray animals.
- Check licenses and vaccinations for dogs.
- Issue summons for court appearances due to state and county violations and testify during prosecution of same.
- Investigate dog/cat bites and animal cruelty reports.
- Investigate livestock claims.
- Handle emergency calls.

*Attend required training courses.

- Endorse and support the mission statement of the Sheriff's Office.
- Serves at the pleasure of the Sheriff.

JOB DESCRIPTIONS 74

Deputy Sheriff- Animal Control Officer

REQUIRED KNOWLEDGE SKILLS AND ABILITIES: Must be able to perform work requiring moderate physical effort. Considerable knowledge of safe handling techniques, feeding, and general welfare of domestic and other animals. Considerable knowledge of pertinent laws, regulations and ordinances. Interest in animals, and understanding of their proper treatment. Skill and safety in the use of firearms and tranquilizers. Ability to work well with the public in the capacity of a law enforcement officer (advanced conflict resolution skills are particularly valuable).

MINIMUM EDUCATION AND EXPERIENCE: Must be at least 21 years of age.

Education

equivalent to completion of high school. Must comply with all Virginia law enforcement officer

training and certification requirements applicable to deputized Animal Control Officers at time of initial employment or as soon as practical thereafter.

I have read and understand the attached job description:

Signature: _____

Date: _____

JOB DESCRIPTIONS 77

Deputy Sheriff-Shelter Supervisor

Deputy Sheriff-Shelter Supervisor

GRAYSON COUNTY SHERIFF'S OFFICE

Position Description

TITLE: Deputy Sheriff. Shelter Supervisor

REPORTS TO: Chief Animal Control Sergeant

APPROVED:

GENERAL STATEMENT OF DUTIES: Operates the County Animal Shelter. Ensures the caring for and feeding of animals at the Shelter. Ensure that the facilities are kept clean, sanitary, and orderly in accordance with state regulations. Work is performed with some degree of latitude for the exercise of independent judgment and action. Problems encountered are generally routine but can sometimes be more complex in nature. The work may involve moderate physical effort and some personal risk. AS. Supervisor is directly responsible in the chain of command to Chief Animal Control Sergeant.

DISTINGUISHING FEATURES OF THE POSITION: Provide consistently high levels of care to all animals confined to the County Animal Shelter. Acquire veterinary assistance for animals when deemed necessary through the veterinary clinic. Assist with the day-to-day operation and maintenance of the County Animal Shelter. Serve as receptionist for the County Animal Shelter. Greet and assist visitors to the shelter and answer questions. Relay emergency calls and information by radio, telephone, or pager to Animal Control Officers when away from shelter. Admit animals into the Shelter. Complete and file necessary reports documenting the animal's condition and other required information. Identify and contact the owners of animals confined to the Shelter when possible. Assist with the adoption of animals housed in the Shelter. Place advertisements in area newspapers on a weekly basis. Contact individuals who are on the waiting list for adopting certain types of animals. Complete and file necessary reports documenting the adoption of an animal. Perform clerical tasks for the County Department of Animal Control, including data processing, completing forms, filing, and purchasing. Maintain accurate records of departmental activities and expenditures. Prepare monthly departmental status reports and assist in the preparation of the department's recommended annual operating budget. Collect fees associated with the Shelter operations and programs. Maintain an accurate accounting of all monies received and make weekly deposits of all funds received by the Shelter. Schedule and supervise shelter-related work of the Animal Control Assistant, jail trustees, community service workers and volunteers. Perform other duties as required.

DIMENSIONS OF DUTY REQUIREMENTS:

- Oversee operation and condition of county animal shelter.
- Keep and maintain all records and files.
- Ensure the care for and feeding of animals at shelter
- Answer telephone, return calls.
- Greet public
- See that shelter is kept clean.
- File records on all animals.

JOB DESCRIPTIONS 78

Deputy Sheriff-Shetter Supervisor

- Sweep, mop, dust, vacuum office area in absence of trustee inmates.
- Adopt out dogs, cats.
- Complete lost dog/cat files and follow-ups.
- Type letters.
- Make deposits.
- Receive dogs/cats that are brought to the shelter.
- Fill out, file proper forms for transactions.
- Complete dog/cat record forms.
- Pick up, process mail.
- Write receipts.
- Receive payment for owner claims and adoptions.
- Locate animal control officers in cases of emergency.
- Trace dog tags (locate owners).
- Schedule appointments and meetings.
- Complete status reports.
- Fill out complaint forms (name, address, phone number, directions, problem, etc.)
- Make purchases for shelter.
- Place newspaper ads.
- Prepare bills for payment and transfers.
- Endorse and support the mission statement of the Sheriffs Office.
- Serves at the pleasure of the Sheriff.

THE FIVE TASKS THAT OCCUPY A MAJORITY OF DAILY SCHEDULE:

- Assist visitors to animal shelter.
- Respond to telephone calls (return calls, incoming calls, answering machine).
- Adopt animals out.
- Take animals in (shelter records).
- Operate animal shelter.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES: Must be able to perform work requiring moderate physical effort. Ability to follow oral or written instructions and work unsupervised. General knowledge of safe handling techniques, feeding, and general welfare of domestic animals. Interest in animals, and understanding of their proper treatment. Ability to work well with the public (conflict resolution skills are particularly valuable).

MINIMUM EDUCATION AND EXPERIENCE: Must be at least 21 years of age. Education equivalent to completion of high school. Must have good math skills. One (1) year of clerical experience is recommended. Must possess a valid driver's license.

I have read and understand the attached job description:

Signature

IN RE: GRAYSON COUNTY SENIOR ADVOCACY COMMITTEE

Jonathan D. Sweet read the draft of the mission (listed below) and then discussed the qualifications for membership with roles and responsibilities. Glen E. Rosenbaum made the motion to approve; duly seconded by Michael S. Hash. Motion carried 5-0. Mr. Sweet also mentioned that the committee appointments will be on next month's agenda after the Planning Commission has met.

-DRAFT-

GRAYSON COUNTY SENIORS ADVOCACY COMMITTEE

PURPOSE:

The Grayson County Board of Supervisors resolved to establish the Grayson County Seniors Advocacy Committee (GCSAC) for the purpose of assisting the Board with addressing the aging population's various needs within the community by:

1. Identifying and inventorying services already available
2. Identifying critical, missing services
3. Developing strategies and approaches to filling the missing services gap
4. Identifying strengths/talents/potential contributions of seniors
5. Identifying economic development potential(s) created by the aging population
6. Exploring creative 'aging-in-place' strategies that are cost effective and appropriate to our region
7. Work in concert, with County Administration, Planning Commission, Economic Development Authority, Mount Rogers, District III, Department of Social Services, Extension, and any and all applicable state, regional and local agencies, etc., to make recommendations to the BOS for actions that lead to significantly improved quality of life
8. Identifying and initiating meaningful dialogues with entities/agencies/organizations/ individuals that encourage their participation in building the economic & social health of the community.

MISSION:

The Grayson County Seniors Advocacy Committee will explore creative solutions to address the need for providing specialized services to the growing geriatric population in Grayson County, and will make recommendations to the County to further enhance the quality of life of its senior constituents that are consistent with values of self-determination and empowerment

MEMBERSHIP:

Grayson County Seniors Advocacy Committee shall be appointed by the Board of Supervisors for a two (2) year term and comprised of the following membership for a total of not less than five (5) no more than seven (7) members:

- Member of the Grayson County Board of Supervisors or designee
- Member of the Grayson County Planning Commission
- *Three-to-five (3-5) citizens of Grayson County, of which one shall be a senior citizen, and the remainder shall have a passion for seniors and have applicable experience that will serve to advance the Committee's mission

*(*An Application Form must be completed and returned for consideration of appointment)*

The members of the GCSAC shall elect from its membership a Chair, Vice Chair and Secretary at its initial meeting and at the first meeting of each subsequent Calendar Year. With the exception of the initial meeting, the term of office shall be for the Calendar Year. The Committee shall generally employ **the Consensus Process** when conducting elections and through the course of meetings to conduct official business of the Committee.

ROLES AND RESPONSIBILITIES:

The GCSAC shall serve solely as an advisory committee charged with assisting the Board of Supervisors with addressing the aging population's various needs within the community. The GCSAC may officially represent Grayson County on matters involving Seniors Advocacy.

The members of the GCSAC shall strive to advance the Committee's Mission and achieve the GCSAC's established Purpose. It shall appropriately report to the Board by way of meeting minutes or applicable project briefings submitted for inclusion in the monthly Board packets, and may further brief the Board under the BOS Agenda section: Reports, Presentations or Requests.

GRAYSON COUNTY SENIOR ADVOCACY COMMITTEE

June, 2016

SUMMARY REPORT TO BOARD OF SUPERVISORS

Activities & Accomplishments:

Prepared a list of proposed activities and Mission Statement to initiate development of protocols with the County. Met with County Administrator to facilitate process. Completed above for submission to the BOS for approval.

2. Attended Twin County Regional Hospital Needs Assessment Summit. Dept. County Administrator introduced the committee to attendees. Identified potential partners attending the summit and exchanged contact information with them.
3. Prepared comprehensive list of Senior services available in Grayson County with contact information. (See Attached) Recommendation: List to be published on Grayson County Website.
4. Contacted Kevin Spurlin for meeting to discuss actions of the committee and specific needs of Senior farmers in the area from Extension perspective.
5. Contacted Dr. Nancy Brossoie at the Virginia Tech Gerontology Center. She is currently on vacation, but is eager to meet and brainstorm next steps with us upon her return the end of July.

CURRENT SENIOR SERVICES AVAILABLE
IN GRAYSON COUNTY, VA

District III

Mike Guy, Executive Director

4453 Lee Highway
Marion, VA 24354-4269

Toll-Free: 1-800-541-0933
Phone: 276-783-8157 or 276-783-8158
Fax: 276-783-3003

E-mail: district-three@smyth.net
Web site: <http://www.district-three.org>
Local Areas Served: Counties of Bland, Carroll, Grayson, Smyth,
Washington and Wythe. Cities of Bristol and Galax.

- Flu Shots
- Part-time jobs
- Information services – financial & legal needs
- Ombudsman program
- Transportation
- Svcs. for frail & homebound: Care Managers assess client needs and develop coordinated plans of care that utilize community and family resources. Nutritious home delivered meals along with regular checking phone calls or visits by volunteers are among the services that can help many elderly people maintain independence.
- Homemaker services are available on a sliding fee scale for those who need assistance in maintaining their homes. Respite (Personal Care) services can provide relief for caregivers when caregiving becomes a full time job. Caregiver support groups are available in some communities.

The goal of these programs is to help people to remain in their own homes as long as possible.

- Link to Senior Navigator
 - Generic information for Seniors by zip code
- Link to Virginia TRIAD – An organization to prevent crime involving the elderly
- Grayson County Prescription Cards

Mount Rogers Community Services Board

540 W Main St, Wytheville, VA 24382
(276) 223-3291

Mount Rogers Community Services Board is dedicated to improving the quality of life for people with mental, physical and substance use intervention needs and committed to respecting people's right to live in their home communities by promoting hope for the future and providing services and supports that promote self-determination, empowerment,

recovery, resilience, health, and the highest possible level of consumer participation in all aspects of community life including work, school, family and other meaningful relationships.

State Agencies and Non-Profits:

- [AARP of Virginia](#)
- **Alzheimer' s Association:**
 - [Central and Western Virginia Chapter](#)
- [Association of Area Agencies on Aging](#) - builds the capacity of its members to help older persons
- [Center on Aging, Virginia Commonwealth University](#) - an interdisciplinary study, research, information and resources facility for the Commonwealth of Virginia”
- [Long-Term Care Ombudsman Program](#) - established to enhance the quality of life, improve care, protect rights, and promote the dignity of residents in a long-term care facility
- [Senior Games of Virginia](#) - uniting professionals, students and interested lay persons engaged in the field of recreation, parks and other leisure services in Virginia

Legal Services:

- [Legal Aid Justice Center](#) - legal representation for low-income individuals in Virginia

[Southwest Virginia Legal Aid Society](#) - civil legal services to the low-income residents of 17 counties and 4 cities in southwestern Virginia

Reports and Information:

- Advance Medical Directive Form for Virginia (pdf)
- Choosing a Dementia Special Care Unit (pdf)
- Guardianship and Conservatorship in Virginia (pdf) - 2008

Assisted Living in Grayson County

Hilltop Home for Adults
180 Rainbow Circle Dr - Independence, VA 24348 (Grayson)

Nursing Homes in Grayson County

Grayson Rehabilitation and Health Care Center
400 South Independence Avenue
Independence, VA, 24348
Work (276) 773-0303

Retirement Communities in Grayson County

None

Home Health

New River Home Health Services LLC
578 E Main St.
Independence, VA
773-2244

Grayson County Department of Social Services

129 Davis St.
Independence, VA 24348
(276) 773-2452
(276) 236-9541
Fax: (276) 773-2361

Hours: Monday -Friday 8:00 am-4:30 pm

The Grayson County Department of Social Services provides for the administration of services and benefits to the citizens of Grayson County as provided for by state and federal law.

Some services and benefits for Seniors offered by the department include:

- Auxiliary Grants: Provides for assistance payments for elderly and disabled individuals in Assisted Living Facilities.
- Adult Protective Services: Investigation of complaints of abuse, neglect, and exploitation of adults over the age of 60 or vulnerable adults over the age of 18.
- Adults Services: Provision of companion, referral, and case management services to the elderly who are in need of in home services.
- Energy Assistance: Assists with heating and cooling costs for eligible individuals.
- Medicaid: Eligibility determination for medical assistance under the federal Medicaid program.
- Supplemental Nutrition Assistance Program (SNAP): Formerly known as food stamps, provides for food assistance.
- Temporary Assistance to Needy Families: Cash payments for eligible families with children. The goal of this program is self sufficiency through training and employment.

Geriatric Physicians/Gerontologists

- Troutdale Medical Center
67 High Country Ln, Troutdale, VA 24378-2255 (276) 677-4187
- Whitetop Community Health, 16309 Highlands Pkwy, Whitetop, VA
24292-2474 (276) 388-3067

Cooperative Extension Resources

- Community-Based Services for Older Adults and Their Families
- Living Options for Adults Needing Assistance
- Long-Distance Care-Giving: Five Steps

- Substitute Decisions by and for Older Adults and Their Families
- Taking Care of the Caregiver: Strategies for Reducing Stress

Businesses Not Located in Grayson, but They Provide Services in Grayson

Hospices:

Mountain Valley Hospice and Palliative Care

1477 Carrollton Pike

Hillsville, VA

728-1030/toll free 1-888-789-2922

Twin County Hospice

818 Glendale Rd. Ste 2

Galax VA

236-0973

Home Care Agencies:

Access Home Health and Rehab

2851 Carrollton Pike

Woodlawn VA

266-3041

Blue Ridge Home Healthcare

28 Shadetree Ln

Galax, VA

236-1974

Southwest Virginia Home Health Care Inc

2752 Glendale Rd.

Galax, VA

236-1222

IN RE: PROCLAMATION – THE HONORABLE CAROLY JONES

Jonathan D. Sweet read the Proclamation (listed below). Glen E. Rosenbaum made the motion to approve; duly seconded by Michael S. Hash. Motion carried 5-0.

**Proclamation of the
Grayson County Board of Supervisors
in Recognition and Appreciation of**

Carolyn Jones

WHEREAS, the Grayson County Board of Supervisors recognizes Carolyn Jones for her long and distinguished service to the fine citizens of the Town of Fries, Virginia; and,

WHEREAS, the Grayson County Board of Supervisors also wishes to recognize and acknowledge that Ms. Jones has served the Town of Fries since December of 1990, in various capacities of leadership and public service as Council Member, Mayor, Town representative to multiple boards, and devoted volunteer for the past twenty five (25) years, and the Board commends her for her lasting commitment and dedication to both the Town and the County; and,

WHEREAS, during Ms. Jones long tenure in public service to Fries, she saw the Town through many ups and downs and always remained steady and strong in her charge to see the Town persevere and prosper; and,

WHEREAS, her effective hands-on approach to public service was one of conviction, passion, enthusiasm, inspiration, community pride, optimism and integrity, and this approach has yielded numerous accomplishments and has positively impacted many lives of which we will forever be grateful and appreciative.

NOW, THEREFORE, BE IT PROCLAIMED, that the Grayson County Board of Supervisors recognizes and commends Carolyn Jones on her long and distinguished service as a member of the Fries Town Council and as a model citizen and true friend to Grayson County; and we extend to her the best of wishes of happiness in her retirement and in all of her future endeavors.

Adopted this 14th Day July, 2016, in the County of Grayson, Virginia.

By:

**Brenda R. Sutherland, Chair
Grayson County Board of
Supervisors**

Attest: _____

**Jonathan D. Sweet, Clerk
Grayson County Board of Supervisors**

IN RE: COUNTY ADMINISTRATOR'S REPORT

Jonathan D. Sweet gave the following report:

- The Board of Equalization training is scheduled for next week. The training is required before the BOE hearings can be held.
- The Treasurer has reported that the DMV stops are working well and revenue collections are resulting from the DMV stops.
- The Planning Commission will have a picnic next Tuesday evening beginning at 6 p.m. at the Grayson County Rec Park.
- All County email addresses have changed from .com to .gov.
- The Livestock Show will be held August 13th in Elk Creek at the Bottomley Facility.
- 4-H Camp begins next week and there are 70 Grayson County kids attending.
- The G.A.T.E Center now has new windows, wiring, etc. and building has been cleaned up.
- VDOT – House Bill 2 (HB2) application has been approved.
- VDOT Transportation Board will look at the Independence access road on July 28th.
- Thanked the Board of Supervisors for being at the Ribbon Cutting for the Grayson County Trail System and the Ground Breaking Ceremony for the Trailhead & Service Facilities today. Construction for the bathroom facility will start next week.

IN RE: PUBLIC HEARING –

TO RECEIVE PUBLIC COMMENT ON A SPECIAL USE PERMIT APPLICATION FROM DANIEL OLSON FOR A COMMERCIAL RECREATION ATTRACTION IN A RURAL FARM ZONE DISTRICT, FOR THE PURPOSE OF OPERATING A SIGHT-SEEING/TRUCK TOURISM ATTRACTION ON PROPERTY OWNE BY PHIL & SHIRLEY WEAVER, LOCATED A 643 GRASSY CREEK RD, MOUTH OF WILSON, VA; TAX MAP #'S 85-A-12,14,15 AND 65-A-20 AND 63-A-117; IN THE WILSON DISTRICT OF GRAYSON COUNTY, VIRGINIA.

Elaine HOLETON, Planning & Community Development Director, presented the application (listed below) to offer sight-seeing/truck ride. The Planning Commission reviewed the application on May 17 along with a public hearing being held and another meeting was held on June 21 to review the application again. On June 21, the Planning Commission voted to approve the application. Comments were received at both of those meetings. At the June 21 meeting the Planning Commission voted to recommend an approval for this special use permit. The only infrastructure planned at this time is a parking lot that will be added. Ms. HOLETON presented 2 letters of comments. Brenda R. Sutherland opened the public hearing. Cynthia Logan, Robert Davis and Dan Barker all spoke against the application. John S. Fant asked about the vehicle(s) going off road and the Mt. Rogers Fire & Rescue being able to access. Dan Olson (applicant) noted that he had

spoken with Rugby Fire & Rescue and was assured there would not be any problems with responding to any emergencies. Mr. Olson explained his intent for the 16-mile ride. It would be a 2 ½ hour sight-seeing tour and the military transport truck that will be used for the tour has been modified to transport 12 people. Glen E. Rosenbaum inquired about loud speakers on the truck and Mr. Olson stated there would be. Michael S. Hash asked about the environmental impact – streams, etc.... Mr. Olson stated that they plan to use the existing roads – not planning on crossing any streams – their trails are well away from the streams. John S. Fant asked for clarification, that this is purely a sight-seeing business to show the beauty of the area and the agriculture endeavors going on in the area and Mr. Olson stated that is correct plus they hope to tie this in to agri-tourism as well – blueberries, Christmas trees, pumpkins, etc. John S. Fant inquired about conditions and expirations and options regarding the special use permit. Jonathan D. Sweet noted that there could be conditions to mitigate concerns within reason and there are also expirations offered in perpetuity with the permits and are transferable unless otherwise approved - meaning if this operation never transpires within a certain period of time, it could be discontinued or they could be asked to come back before the Board. Mr. Sweet yielded to Ms. Holeton on what can or cannot be done. Ms. Holeton noted that the Board can give approval without placing a condition for a time period on it but if the Board felt there needed to be some time to evaluate this business model since it is a new and unique business model, the Board could do that and then ask the applicant to resubmit. John S. Fant asked if Mr. Olson has any previous experience in this type of business and Mr. Olson stated, no not in the tourism end. The business would be seasonal – basically March through December. Jonathan D. Sweet asked for Elaine to expound on the Planning Commission's decision – The Planning Commission felt there was not enough issues to not approve the application. John S. Fant recommended an 18-month application approval by motion; motion to 2nd by Kenneth R. Belton. The Board will focus on issues of mitigation during this period. Jonathan D. Sweet addressed the Board and wanted to make sure they understand the timing of this conditional use permit would be in effect for 18 months meaning the applicant would need to either in the 15th month or 16th month resubmit a special use permit application to the Planning Commission which requires additional public hearings and ultimately the approval of the Board of Supervisors. We will mitigate during this 18-month time frame and see how it goes with the business, concerns from the neighbors, noise, etc. The reapplication would be the same process as they have just been through – submit application to the Planning Commission; they would hold a public hearing; if the Planning Commission approves it, it would move to a public hearing with the Board of Supervisors. Roll call vote as follows: Michael S. Hash – Aye; Glen E. Rosenbaum – abstained; Kenneth R. Belton – Aye; John S. Fant – Aye; Brenda R. Sutherland. Motion carried 4-1.

July 7, 2016

Prepared by: Elaine R. Holeyton, CZA, CFM

Applicant: Daniel Olson **Tax Map Number:** #85-A-12,14,15 & #65-A-20, #63-A-117
Owner: Phil & Shirley Weaver **Purpose:** Special Use Permit for Rural Farm
Location: 643 Grassy Creek Rd. **Intent:** To offer sight-seeing/truck ride attraction

The Grayson County Planning Commission reviewed the application on May 17th and June 21st. A Public Hearing was held, comments were received from the public. At the June 21st meeting, the Planning Commission voted to recommend approval for Special Use Permit Application.

Site characteristics- Primary parcels on Grassy Creek Rd, (#85-A-12, 14,15) will be used to load/unload people onto sight-seeing trucks and for agri-tourism operations, the ancillary parcels (#65-A-20 at Spencer Branch Rd & #63-A-117 at Highlands Parkway) will be used as off road trail systems/routes for sight-seeing and also for agritourism operations. Primary parcels are level grade, the ancillary parcels vary in grade/terrain and these parcels may require site work in the future.

District Compatibility – Truck Ride Tours (Humps & Bumps LLC) will support tourism development and is compatible with Rural Farm Zone District. Truck noise is similar to existing diesel trucks and farm equipment in the area.

Water and Sewer - Representative from the Virginia Department of Health has been consulted. Recommends sanitation facilities, port a john and hand washing stations or other approved methods.

Uses – Reference Attachment B- Provided by the applicant for Full Description.

Site Design – Site plan is attached. Parking lot area is the only improvement planned to date. Applicant is applying for a Commercial Entrance Permit from VDOT.

Safety- The width of military truck is similar to farm equipment and commercial vehicles currently using the road system. The max speed on secondary roads estimated at 25 mph. The max speed on primary road (Hwy 58) estimated at 30-40 mph. Passengers will have four point seat belts. Vehicles will be licensed by DMV as a Passenger Carrier Vehicle. Operators will have Commercial License.

Impact to surrounding area – Four homes are within viewshed, at +approx. 1000 ft. away from the loading parking lot. Some increase in traffic, projected at under 20 cars a day, travelling to and from the parking lot on Grassy Creek Rd.



Military Transport Truck has been modified to use as the Tour Truck.

Trucks will meet state requirements for license and travel on the State Road System.



Entrance from Grassy Creek Rd. Parking lot will be to the right in front of blueberry patch.

Buildings and home will not be used by the public. Public will load and unload from parking lot. Phase II may build a pavilion near parking lot.



Sight Distance on Grassy Creek Rd. Applicant is applying for a VDOT Commercial Entrance permit. Entrance is at mailbox



Blueberry Patch and Animals on site, part of Agritourism, may also have pumpkins, corn maze etc....at parcels listed. Agritourism is allowed by right in Rural Farm Zone District. The Truck Ride Tour is considered a Commercial Recreation Attraction and requires a Special Use Permit in Rural Farm Zone District.

Humps & Bumps, LLC -Application for Special Use Permit in Rural Farm Zone District

List of Attachments to Staff Report- BOS Meeting, July 14th, 2016

Attachment A- Site Plan for Parking Area & Example of Truck Ride Tour Route

Attachment B- Humps & Bumps, LLC-Business Details/Uses- By: Daniel Olson

Attachment C- Examples of Similar Truck Ride Tours- Provided By Mr. Olson

Attachment D- Aerial Imagery of Tax Map Parcels



Figure 1

Figure 2

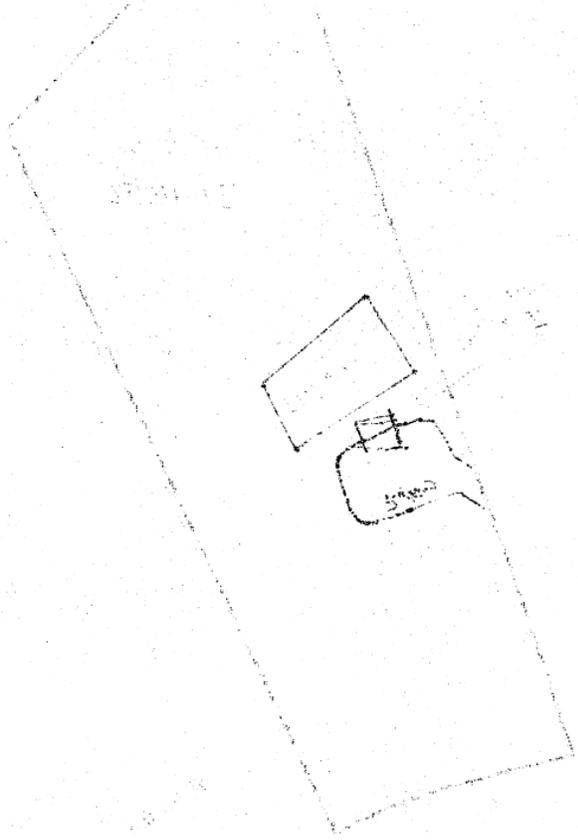


Figure 3

Figure 4

Figure 5

Figure 6

Figure 7

Figure 8

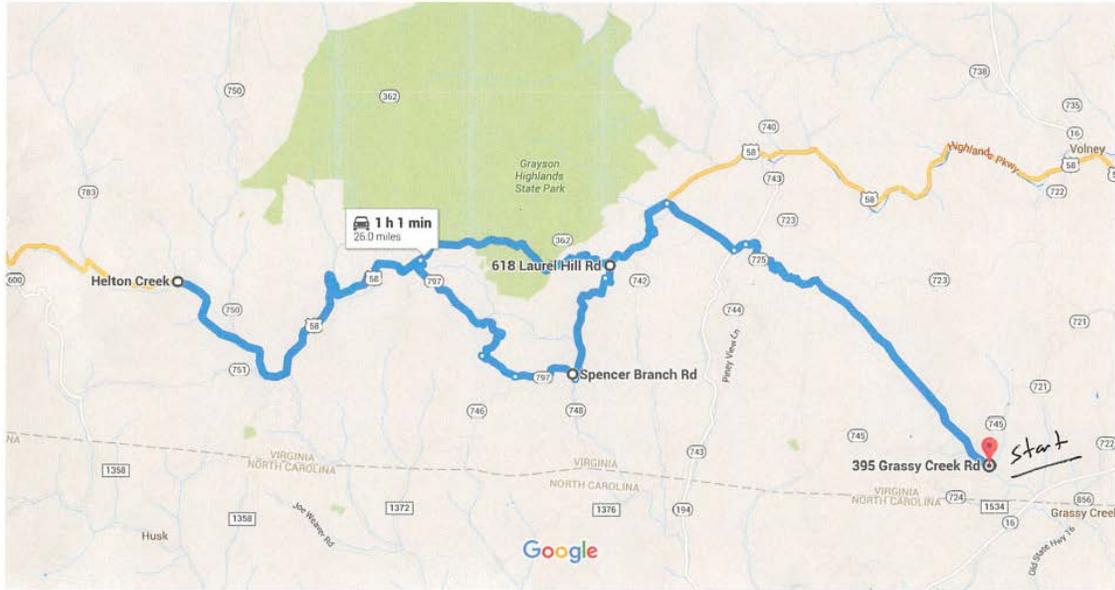
Figure 9

Figure 10

Example of a Route - Truck To

Google Maps

395 Grassy Creek Rd, Mouth of Wilson, VA 24363 to 395 Grassy Creek Rd, Mouth of Wilson, VA 24363 Drive 26.0 miles, 1 h 1 min



via State Rte 725 and US-58 W
1 h 1 min without traffic

1 h 1 min
26.0 miles

Special Use Permit Application

Humps and Bumps Offroad LLC

Offering Sight Seeing Tours in Grayson County – Commercial Recreation Attractions and Events

Business Location 643 Grassy Creek Rd. Mouth of Wilson VA 24363

Tax Parcels:

85-A-12	11 acres	parking and tour begin and end
85-A-15	31 acres	Maintenance and storage of tour vehicles in farm buildings
65-A-20	48.5 acres	Pumpkin patch
63-A-117	78 acres	Christmas tree farm

Mission:

To provide a safe, unique and family friendly outdoor recreation opportunity to the residents and visitors of Grayson County.

Plan is to offer rides in ex-military transport trucks, similar to what one would expect on an African safari tour. These trucks would seat between 12 and 15 passengers. We would take them on little used back roads in the area of Mouth of Wilson and Whitetop VA.

The trucks we have secured are street legal and licensed. We are in the process of replacing the troop seats with bucket seats and 4 point seatbelts.

The trucks are variants of the M 1083 truck, more information can be obtained here: <http://fas.org/man/dod-101/sys/land/m1083.htm> The tour would be similar to ones offered in the Outer Banks: <http://seecorollawildhorses.com/> Or in many major cities that have rides in ex military "DUCKS":

<http://www.bostonducktours.com/>

These tours would let people enjoy the scenic beauty of the area; provide local insight of local life, culture and wildlife. They would also allow customers to experience riding in a military transport vehicle, gaining an appreciation for our nation's military and its dedicated service members.

Additionally we plan on having a pick your own pumpkin patch for our riders on 65-A-20 on the North side of Spencer Branch Rd. and currently have a blueberry patch on the primary 65-A-12 parcel.

Business Hours

Expected business hours would be from 9am -6pm with infrequent tours at night during the occurrence of unique celestial events.

Hope to provide 3 tours a day with each tour lasting approximately 2 ½ hours.

Traffic

Expected traffic would be 3 cars per tour.

9 cars per day traffic increase + 3 tour vehicles driving the tour route.

Total traffic is estimated at 26 trips per day.

Safety

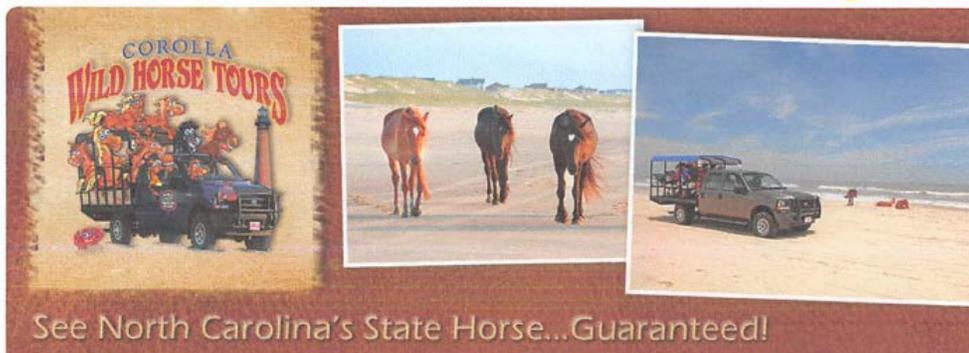
We will obtain a Virginia Department of Transportation License to operate a sight-seeing business. Carry required insurance, currently 1.5 million.

Phase II

Projected Spring 2017

Build a pavilion on 85-A-12 complete with restrooms and small area for retail sales of mementos. Pavilion would be a single story, no greater than 16 x 32 ft. It will be on the North side of the blueberry patch on lot 85-A-12.

*Ex. Examples
Other Businesses*



Corolla Wild Horse Tours

[Click Here For Hours, Map, And Directions \(Http://Seecorollawildhorses.com/Locations\)](http://seecorollawildhorses.com/Locations)

[Coupon \(Http://Outerbanksthisweek.com/Corollawildhorsetours/Coupons/10-Saturday-And-Sundays\)](http://Outerbanksthisweek.com/Corollawildhorsetours/Coupons/10-Saturday-And-Sundays)

[www.seecorollawildhorses.com \(http://www.seecorollawildhorses.com/\)](http://www.seecorollawildhorses.com)

[Bobsjeeps@Yahoo.com \(Mailto:bobsjeeps@Yahoo.com\)](mailto:bobsjeeps@Yahoo.com)

The Corolla Wild Horse Tours knowledgeable guides have the ability to talk to you while on the tour. This will give you the chance to learn both area history plus details of the Corolla Wild Horse story. Please ask them lots of questions and keep them honest! Our Corolla Wild Horse Tours are safe for all ages and are car seat friendly. All of our guides have been certified by the Corolla Wild Horse Fund!

Corolla Wild Horse Tours focuses on family. With our 15 passenger open-air safari style truck, you will feel fresh ocean breezes and soak in the salt sea air while experiencing the wonders of nature. Our wild horse tours are safe for any age and kids in car seats are always welcomed. Our expert tour narration will focus on the history of Corolla, the wild horses and the North Carolina Beaches. All tours come with a money back guarantee.

The tours take two hours and will cover 25 miles of off-road cruising. We will take you behind the dunes into the neighborhoods where the horses graze. The horses have 7,500 acres to roam and are in small harems that will have 3-6 horses per grouping. Generally we see the horses out grazing or cooling off by the water. Currently we have around a hundred horses roaming Carova Beach.

Don't forget to ask for your Beach Road Pizza Coupon after your trip!

Group Discounts For Parties of 10 Or More!

Active Duty Military Get \$10 OFF!





(<http://seecorollawildhorses.c>(<http://seecorollawildhorses.com/sites/default/files/sty>
itok=f6LWBMa9) itok=fCK3Wcx3)



PAYMENT TYPES:

Cash

YEAR FOUNDED:

1996

SEASON:

March through November

ENTRY FEE:

Adults: \$49 | Kids (12 and younger): \$34 | Seniors (65+): \$39 // Off-Season rates - Adults: \$44 | Kids: \$29 | Seniors: \$39 | Toddlers: \$15

AGE LIMIT:

Fun For The Whole Family

HANDICAP ACCESSIBILITY:

Yes

HELPFUL HINTS:

Don't forget your camera, sunscreen, bug spray, jacket or sweatshirt in the off-season, water or other drinks and a car or booster seat, if needed.

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Boston's Most Popular Sightseeing Tour!

The fun begins as soon as you board your "DUCK", a WWII style amphibious landing vehicle that travels on land and water. You'll be greeted by one of our legendary ConDUCTors, beginning your tour. You'll cruise by all the places that make Boston the birthplace of the American Revolution and a city of firsts, from the golden-domed State House to the Boston Common, the historic North End to fashionable Newbury Street, Quincy Market to the Prudential Tower, and more. Just when you think you've seen it all, it's time for a Big Splash as your ConDUCTor drives the DUCK right into the Charles River for a breathtaking view of the Boston and Cambridge skylines. Come and experience the best intro-DUCKtion to Boston!



Hours
Tours depart rain or shine, seven days a week, every 30 or 60 minutes from 9:00 AM to approximately one hour before sunset. Last standard departure in summer is 7:00 PM. Tours from the New England Aquarium are available seasonally. Please check website for details.

Tickets
Tickets are sold at the Prudential Center and Museum of Science beginning at 8:30 AM. Our New England Aquarium location begins selling tickets at 9:00 AM. Please check our website for New England Aquarium departure dates. Tickets may be purchased online at www.BostonDuckTours.com. During peak times, tickets tend to sell out quickly, so we suggest you purchase your tickets early. All tickets are sold based on availability for a specific departure time and location, are non-refundable and may not be exchanged. We only accept telephone reservations for groups of 20 or more.

Groups
Group prices and advance reservations are available for parties of 20 or more. Combination packages are available with area museums, restaurants and attractions.

Attraction, Retail & Restaurant Discounts
With purchase of a Boston Duck Tour ticket, you will receive a FREE tour of Harvard with Trademark Tours, FREE Tea Tasting at the Boston Tea Party Ships & Museum, discounts to the Skywalk Observatory, the Museum of Science, New England Aquarium, Shops at Prudential Center, Old Town Trolley & HUNDREDS of dollars in savings to local businesses.

Tour Route
Points of interest are outlined in this brochure. In the event of construction, traffic, parades or other events, the route may be altered.

617.267.Duck
www.BostonDuckTours.com

@tripadvisor YouTube Facebook Yelp



One Big Splash and the Rest Is History!



FREE
Harvard Tour A Tour of The Sports Museum & TD Garden Arena \$22 Value

Boston's Original & World Famous Duck Tour

617.267.DUCK
www.BostonDuckTours.com

Boston Duck Tours Foreign Translation Tours!

Experience Boston's most popular sightseeing tour in your own language! We offer tours in Spanish, French, German, Italian, Japanese, Korean, Portuguese, Russian, and Vietnamese. All tours are conducted by native speakers of the language.

Boston Duck Tours en Español
¡Oferta! ¡Oferta! ¡Oferta! ¡Oferta! ¡Oferta! ¡Oferta! ¡Oferta! ¡Oferta! ¡Oferta! ¡Oferta!

Boston Duck Tours em Português
Experimente a melhor viagem turística de Boston em Português!

Viagens Descobrir com Boston Duck Tours!
Conheça a melhor viagem turística de Boston em Português!

ボストン・ダックツアー(日本語ツアー)
ボストン・ダックツアー(日本語ツアー)の魅力を体験してください。

5/9/2016

Grayson County, VA

D: Reference MAPS



Results

N: 4380662, E: -9061775
Lat: 36°34' 46.4", Lng: -81°24' 11.9"

300ft

85-A-12, 14, 15 Parking lot / Loading onto trucks
at Grassy Creek Rd.



65-A-20
Ancillary parcel where offroad may occur

4/26/2016

_ags_bde0e8546d7f49388dd5b93b0b9829a1.jpg (640x640)



63 - A - 117
Ancillary parcel where off road
may occur.

IN RE: REGISTERD SPEAKERS AND PUBLIC COMMENT

None

IN RE: BOARD OF SUPERVISORS' TIME

John S. Fant mentioned Field Day at the Fant Farm on July 19th.

IN RE: CLOSED SESSION

None

IN RE: ADJOURN

Glen E. Rosenbaum made the motion to adjourn; duly seconded by Michael S. Hash.
Motion carried 5-0.