



**Roanoke County  
Board of Supervisors**

**January 13, 2026**

**NOTE: The Board of Supervisors will hold its annual organizational meeting at 1:00 p.m. in the Board Meeting Room prior to the regularly scheduled Board Meeting**

Good afternoon and welcome to our organizational meeting for January 13, 2026.

**A. OPENING CEREMONIES**

1. Roll Call

**B. ORGANIZATION OF COUNTY BOARD**

1. Election of Officers:

- (a) Chairman

- (b) Vice Chairman

**C. NEW BUSINESS**

1. Resolution adopting a Code of Ethics and Conduct for the Roanoke County Board of Supervisors. (Chair, Roanoke County Board of Supervisors)



**Roanoke County  
Board of Supervisors**

**January 13, 2026**

**PLEDGE OF ALLEGIANCE TO THE UNITED STATES FLAG**

*Disclaimer:*

*"Any invocation that may be offered before the official start of the Board meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Board. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Board and do not necessarily represent the religious beliefs or views of the Board in part or as a whole. No member of the community is required to attend or participate in the invocation and such decision will have no impact on their right to actively participate in the business of the Board."*



## **Roanoke County Board of Supervisors Agenda**

**January 13, 2026**

Good afternoon and welcome to our meeting for January 13, 2026. The Board is returning to open session, and all Board members are present. The Board of Supervisors held its annual organizational meeting earlier today at 1:00 p.m. in the Board meeting room prior to the regularly scheduled Board meeting. Regular meetings are held on the second and fourth Tuesday at 2:00 p.m. Public hearings are held at 6:00 p.m. on the fourth Tuesday of each month. Deviations from this schedule will be announced. The meetings are broadcast live on RVTv, Channel 3, and will be rebroadcast on Friday at 7:00 p.m. and on Sunday from 10:00 a.m. until 5 p.m. Board of Supervisors meetings can also be viewed online through Roanoke County's website at [www.RoanokeCountyVA.gov](http://www.RoanokeCountyVA.gov). Individuals who require assistance or special arrangements to participate in or attend Board of Supervisors meetings should contact the Clerk to the Board at (540) 772-2005 at least 48 hours in advance. Please turn all cell phones off or place them on silent.

### **D. REQUESTS TO POSTPONE, ADD TO OR CHANGE THE ORDER OF AGENDA ITEMS**

### **E. PROCLAMATIONS, RESOLUTIONS, RECOGNITIONS AND AWARDS**

1. Resolution congratulating the Cave Spring High School Competition Cheer team for winning the 2025 Virginia High School League (VHSL) Class 3A Championship (Paul M. Mahoney, Supervisor for the Cave Spring Magisterial District)

### **F. BRIEFINGS**

1. Briefing by Visit Virginia's Blue Ridge to provide 2025 tourism results. (Landon Howard, President, VBR)
2. Briefing by the Roanoke Valley-Alleghany Regional Commission. (Jeremy Holmes, Executive Director, RVARC)

## G. APPOINTMENTS

### 1. Community Policy & Management Team (CPMT):

Chris Roberts – Court Services Unit – Alternate - no term limit

Kimberly Doyle – Parent Representative – term to expire 1-13-2029

### 2. Roanoke Valley Juvenile Detention Center Commission

Steve Elliott – Roanoke County Alternate – term to expire 6-30-2028

## H. CONSENT AGENDA

ALL MATTERS LISTED UNDER THE CONSENT AGENDA ARE CONSIDERED BY THE BOARD TO BE ROUTINE AND WILL BE ENACTED BY ONE RESOLUTION IN THE FORM OR FORMS LISTED BELOW. IF DISCUSSION IS DESIRED, THAT ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND WILL BE CONSIDERED SEPARATELY

1. Approval of minutes – December 16, 2025
2. Ordinance appropriating \$107,749,110.11 from the Roanoke County Public Schools' fiscal year 2024-2025 year-end funds to the fiscal year 2025-2026 Roanoke County Public Schools Budget. (Second Reading)
3. Ordinance approving a Fourth Amendment to Rooftop Lease with T-Mobile Northeast LLC on property owned by the Board of Supervisors of Roanoke County, Virginia located at 220 East Main Street, Salem, Virginia. (Second Reading)
4. Request to accept and allocate \$2,000.00 from Wal-Mart's Spark Good Local Grant requested from Facility #1309.
5. Resolution designating Subdivision Agent and Alternate Subdivision Agent for Roanoke County.
6. Request to accept and allocate grant funds in the amount of \$5,000 from the J. Spencer and Joy Frantz Donor Advised Fund of Community Foundation Serving Western Virginia to Roanoke County Fire and Rescue.
7. Resolution supporting Huntridge Road Traffic Calming Measures, Hollins Magisterial District.
8. Request to accept and allocate funds in the amount of \$19,483.82 to the Clerk of the Circuit Court from the Commonwealth of Virginia for Technology Trust Funds.
9. Request to trade a surplus vehicle for a surplus bus from Roanoke County Public Schools.

10. Ordinance Amending Chapter 2 (Administration), Article V (County Board Organization and Procedure), Section 2-110 (Roll Call) of the Roanoke County Code. (First Reading and Request for Second Reading)

11. Resolution honoring Mr. Fred Corbett for his outstanding Service to Roanoke County Parks, Recreation and Tourism.

#### I. CITIZENS' COMMENTS AND COMMUNICATIONS

This time has been set aside for Roanoke County citizens, County property owners, and County business owners to address the Board on matters of interest or concern. While the Board desires to hear from all who desire to speak, this agenda item is limited to a duration of 30 minutes, Each individual speaker shall be afforded 3 minutes to speak.

#### J. REPORTS

1. Unappropriated Balance, Board Contingency and Capital Reserves Report
2. Outstanding Debt Report

#### K. REPORTS AND INQUIRIES OF BOARD MEMBERS

1. Phil C. North
2. Martha B. Hooker
3. Paul M. Mahoney
4. David F. Radford
5. Tammy E. Shepherd

#### L. WORK SESSIONS

1. Work session to review with the Board of Supervisors a preliminary revenue outlook for fiscal year 2026-2027 projected General Government Fund operating revenues and budget issues. (Richard L. Caywood, County Administrator)
2. Work session to update the Board of Supervisors on the McAfee Knob Trailhead Shuttle and review future budgeting. (Paula Benke, Transit Planner)

#### M. CLOSED MEETING

1. Section 2.2-3711(A)(5) of the Code of Virginia, for discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community. Specifically, the Board will discuss potential business location or expansion in the five magisterial districts.

N. CERTIFICATION RESOLUTION

O. ADJOURNMENT

ACTION NO. \_\_\_\_\_

ITEM NO. B.1

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE COUNTY, VIRGINIA HELD AT THE ROANOKE COUNTY ADMINISTRATION CENTER

**MEETING DATE:** January 13, 2026

**AGENDA ITEM:** Election of Officers: (1) Chairman (2) Vice Chairman

**SUBMITTED BY:** Rhonda Perdue  
Chief Deputy Clerk to the Board of Supervisors

**APPROVED BY:** Richard L. Caywood  
County Administrator

**ISSUE:**

Election of Chairman and Vice-Chairman for 2026

**BACKGROUND:**

Each year at the annual organizational meeting of the Board of Supervisors, the Board elects a Chairman and Vice-Chairman. Section 3.08 of the Roanoke County Charter provides as follows:

*Section 3.08. Chairman and Vice-Chairman.* - The Board shall, at its first meeting in January of each year, elect one of its number as Chairman, who shall preside at such meeting and all other meetings during the term for which so elected, if present. The Board also may elect a Vice-Chairman who shall, if so elected, preside at meetings in the absence of the Chairman and may discharge any other duty of the chairman during his absence or disability. The Chairman and Vice-Chairman shall preside for a term of one (1) year. The Chairman and Vice-Chairman may succeed themselves in office. In the case of the absence from any meeting of the Chairman and Vice-Chairman, the members present shall choose one of their number as temporary Chairman. In addition to the compensation provided members of the Board of Supervisors, the Board may by ordinance fix an additional sum to be paid to the Chairman and Vice-Chairman, not to exceed the limit established by general law, without regard to the maximum salary limits.

Chairmen and Vice-chairmen may be elected to serve for terms corresponding to their terms as supervisors or may be elected for such other period as determined by the governing body. If the Board fails to designate a specific term of office for which a chairman or vice-chairman is elected, it shall be presumed that such officers were elected for a term of one (1) year, and shall serve until their successors have been elected and qualify (see Sec. 15.2-1422 of the Code of Virginia). It has been the custom of the Board of Supervisors of Roanoke County to elect these officers for terms of one (1) year as provided in the Charter until the next organizational meeting



ACTION NO. \_\_\_\_\_

ITEM NO. C.1

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE COUNTY, VIRGINIA HELD AT THE ROANOKE COUNTY ADMINISTRATION CENTER

**MEETING DATE:** January 13, 2026

**AGENDA ITEM:** RESOLUTION ADOPTING A CODE OF ETHICS AND CONDUCT FOR THE ROANOKE COUNTY BOARD OF SUPERVISORS

**SUBMITTED BY:** Peter S. Lubeck  
County Attorney

**APPROVED BY:** Richard L. Caywood  
County Administrator

**ISSUE:**

The adoption of a code of ethics and conduct.

**BACKGROUND:**

The Board of Supervisors desires to annually adopt a code of ethics and conduct in order to maintain high levels of public confidence in the Board, avoid any appearance of impropriety, and to avoid unduly influencing others outside the proper scope of office.

**DISCUSSION:**

The Board desires to institute the practice of adopting, annually, a code of ethics and conduct, as do many other local governing bodies in Virginia. The adoption of this standard is in no way an expression of concern with the actions of any presently-serving board member, but simply a desire to institute a new practice that the Board will hopes will be of benefit to themselves and the public.

**FISCAL IMPACT:**

There is no fiscal impact associated with this action.

**STAFF RECOMMENDATION:**

This proposal was initiated by the members of the Board. County staff proudly commend the Board for their commitment to upholding the highest level of ethics and conduct.

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE  
COUNTY, VIRGINIA HELD AT THE ROANOKE COUNTY ADMINISTRATION CENTER  
ON TUESDAY, JANUARY 13, 2026

**RESOLUTION ADOPTING A CODE OF ETHICS AND CONDUCT FOR  
THE ROANOKE COUNTY BOARD OF SUPERVISORS**

WHEREAS, recognizing that they are under constant observation by the media, County employees, business owners, and other county residents, members of the Roanoke County Board of Supervisors affirm that preserving the integrity and dignity of the public office is essential for maintaining high levels of public confidence in our institutions of government; and

WHEREAS, members of the Board recognize that as elected legislators, they are in positions of power and influence. County employees, business owners, and other county residents may feel a desire or obligation to afford members of the Board respect and deference. Accordingly, in order to avoid any appearance of impropriety and to avoid unduly influencing others outside the proper scope of their office, the members of the Board of Supervisors intend to hereafter adopt a code of ethics and conduct, annually, at the Board's January organizational meetings.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Roanoke County, that the Board of Supervisors adopts the Code of Conduct and Ethics which is attached and incorporated hereto.

**ROANOKE COUNTY BOARD OF SUPERVISORS**  
**CODE OF ETHICS AND CONDUCT**  
**Adopted January 13, 2026**

**Introduction**

Recognizing that they are under constant observation by the media, County employees, business owners, and other county residents, members of the Roanoke County Board of Supervisors affirm that preserving the integrity and dignity of the public office is essential for maintaining high levels of public confidence in our institutions of government.

Further, members of the Board recognize that as elected legislators, they are in positions of power and influence. County employees, business owners, and other county residents may feel a desire or obligation to afford members of the Board respect and deference. Accordingly, in order to avoid any appearance of impropriety and to avoid unduly influencing others outside the proper scope of their office, the members of the Board of Supervisors hereby adopt the following code of ethics and conduct.

**1) Members' Conduct During Public Meetings**

- a. Members of the Board should demonstrate courtesy and extend respectful consideration to each Board member, County employee, and citizen during public meetings.
- b. Members of the Board should refrain from behaviors or from making statements that may cast doubt on the integrity and competence of the Board or County employees.
- c. Members of the Board should avoid the use of abusive and threatening language or employ derogatory gestures during any public meeting or gathering.
- d. Board members should be fully prepared for all Board meetings, having thoroughly studied and researched the agenda packet in preparation for casting votes on all topics coming before the Board.

**2) Members' Conduct with County Employees Outside of Public Meetings**

- a. Members of the Board should support the maintenance of a positive and constructive workplace environment for County.
- b. Members of the Board should not use public resources that are not available to the public in general, such as County staff time, equipment, supplies or facilities, for private gain or personal purposes.
- c. The Board of Supervisors, as the County's legislative body, has delegated authority for the administration of the County to the County Administrator. Accordingly, individual members of the Board should not:
  - i. Give instruction and direction to County staff, other than to the County Administrator or County Attorney. Members of the Board should not

unilaterally direct the County Administrator or County Attorney to take any action, other than to prepare items for placement on the Board's agenda for the entire Board's consideration.

- ii. Request or organize meetings with County staff, other than with the County Administrator or County Attorney. Members of the Board will not attend County staff meetings unless requested by the County Administrator.
- iii. Members of the Board should not disrupt County staff while they are in meetings, on the phone, or performing their job functions in order to have their individual needs met.
- iv. Instruct any County employee, including the County Administrator or County Attorney, not to share any information with other members of the Board. Members of the Board acknowledge that the County Administrator and County Attorney serve the Board as a whole; with respect to the County Attorney, an attorney-client relationship with the County Attorney exists with the Board as a whole, and not with individual members.
- v. Solicit political support from staff, nor require political support of appointees to boards or commissions. Staff and appointees may, as private citizens with constitutional rights, support political candidates, but all such activities must be done away from the workplace.

### **3) Members' Conduct with the Public Outside of Public Meetings**

- a. Members of the Board should be mindful, in their interactions with business owners and citizens, of the deference and respect given them by virtue of their position.
- b. Members of the Board should not share personal opinions in such a way as to give the impression that they are speaking on behalf of the Board as a whole.
- c. Upon receiving information or complaints from County citizens, members of the Board should share such information or complaints with County Administration for appropriate investigation and action. Members of the Board should not play an active role in facilitating the resolution of any such complaints, including providing assurances of outcomes, or giving direction, to County employees, citizens, or business owners.

### **4) Compliance and Enforcement**

- a. Members of the Roanoke County Board of Supervisors have the primary responsibility to ensure that the standards of ethics and conduct set forth herein are understood and met, and that the public can continue to have full confidence in the integrity of government. To this end, the Board of Supervisors may impose sanctions on members whose conduct does not comply with these standards pursuant to the following procedures:

- i. In the event a member of the Board believes that a fellow Board member has violated the provisions of this Code of Ethics and Conduct, he or she may submit a written complaint to the Clerk of the Board. Such written complaint and all communications under this subsection may be submitted by email.
- ii. The Clerk shall forward the complaint to all members of the Board within a timely manner, not to exceed two (2) business days of receipt of the complaint.
- iii. The accused Board member shall be afforded a reasonable period of time following receipt of the complaint, but not to exceed five (5) business days, to provide a written response to the Clerk of the Board pertaining to all allegations. The Clerk shall forward this response to all members of the Board within two (2) business days of receipt.
- iv. The full Board, the County Administrator, and the County Attorney shall meet (at a regularly scheduled or special meeting) within two (2) weeks of receiving the respondent's written reply during which time the Board shall convene into closed session to discuss the allegations and the respondent's reply. During this closed meeting, the chairperson shall pool the members regarding their disposition on the alleged violation and then direct the County Attorney to draft a resolution either affirming the violation or dismissing it in full or in part.
- v. The resolution detailing the complaint, the accused member's response, and the Board's dispositional position shall be placed on the agenda of the next regularly scheduled meeting of the Board.
- vi. If, by a majority vote, the Board finds that this Code of Ethics and Conduct was violated by a member of the Board, one or more of the following penalties may be imposed by a separate vote requiring 4 votes in the affirmative:
  - 1. Letter of reprimand and/or censure,
  - 2. Removal from any/ all committees, boards, or commissions, and/or,
  - 3. A fine of \$100 for each individual first offense and \$500 for every violation thereafter not to exceed \$1,000 in any calendar year.
- vii. If the chairperson is the alleged violator, the vice-chairperson shall carry out the chairperson's duties, including conducting such business items on the Board's agenda.

ACTION NO. \_\_\_\_\_

ITEM NO. E.1

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE COUNTY, VIRGINIA HELD AT THE ROANOKE COUNTY ADMINISTRATION CENTER

**MEETING DATE:** January 13, 2026

**AGENDA ITEM:** Resolution congratulating the Cave Spring High School Competition Cheer team for winning the 2025 Virginia High School League (VHSL) Class 3A Championship

**SUBMITTED BY:** Paul M. Mahoney  
Board Member-Cave Spring

**APPROVED BY:** Richard L. Caywood  
County Administrator

**ISSUE:**

The time has been set aside to recognize and congratulate the Cave Spring High School Competition Cheer Team for winning the 2025 Virginia High School League (VHSL) Class 3A Championship.

**STAFF RECOMMENDATION:**

Staff recommends approval of the resolution.

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE  
COUNTY, VIRGINIA, HELD AT THE ROANOKE COUNTY ADMINISTRATION  
CENTER ON TUESDAY, JANUARY 13, 2026

**RESOLUTION CONGRATULATING THE CAVE SPRING HIGH SCHOOL  
COMPETITION CHEER TEAM FOR WINNING THE 2025 VIRGINIA HIGH  
SCHOOL LEAGUE (VHSL) STATE CHAMPIONSHIP**

WHEREAS, athletic competitions are an important and integral part of the team curriculum at schools in Roanoke County; teaching cooperation, sportsmanship, teamwork and athletic skill; and

WHEREAS, on November 8, 2025, the Cave Spring High School Cheer Team won the State championship at the VCU Siegel Center in Richmond, Virginia with score of 280; and

WHEREAS, this team was driven, focused on themselves, respected themselves and those they competed against, the overall skill and versatility of its team as well as overall athletic ability was highly impressive; and

WHEREAS, Alijah Reeves was named 3A State Cheerleader of the Year; and

WHEREAS, Knights Coach, Jen Koll was selected as 3A Coach of the Year; and

WHEREAS, the team represented their school and community with great character, poise and sportsmanship. They are a true asset to Roanoke County.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Roanoke County, Virginia does hereby extend its sincere congratulations to the members of the CAVE SPRING HIGH SCHOOL COMPETITION CHEER TEAM: LUCIA BIRD, ASHTYNN BORGMAN, LAURYN BORGMAN, EMMA BRUNDRETT, JACIE CHANCELLOR, ANNABELLE CROY, PYPER DICKENSON, RILEY DUFF, EMMA FARISS, MORGAN FRALIN, ZOEY FURLONG, CAROLINE GOODWIN, KAYDIE LEFTWICH, REAGAN NASH, ALIJAH REEVES, JAZZMIN REYNOLDS, KAELYN ROGERS, KATIE SEMPEK,



KYNSLEY SCHILLINGER, BIANCA SHELTON, PEYTON SHIVELY, ALEXIS SWARTZ,  
KINSLEY TRIVETT, ADELINE WILLIAMS, ABBEY WOHLFORD, AND BRAYLAN WOOD.

Coaches Jen Koll, Katie Weeks, Terin Mabry, and Abby Holbrook.

BE IT FURTHER RESOLVED that the Board of Supervisors extends its best wishes  
to the members of the team, the coaches and the school in their future endeavors.

# County of Roanoke

# Resolution



## CONGRATULATING THE CAVE SPRING HIGH SCHOOL COMPETITION CHEER TEAM FOR WINNING THE 2025 VIRGINIA HIGH SCHOOL LEAGUE (VHSL) STATE CHAMPIONSHIP

- WHEREAS,** athletic competitions are an important and integral part of the team curriculum at schools in Roanoke County; teaching cooperation, sportsmanship, teamwork and athletic skill; and
- WHEREAS,** on November 8, 2025, the Cave Spring High School Cheer Team won the State championship at the VCU Siegel Center in Richmond, Virginia with score of 280; and
- WHEREAS,** this team was driven, focused on themselves, respected themselves and those they competed against, the overall skill and versatility of its team as well as overall athletic ability was highly impressive; and
- WHEREAS,** Alijah Reeves, was named 3A State Cheerleader of the Year; and
- WHEREAS,** Knights Coach, Jen Koll was selected as 3A Coach of the Year; and
- WHEREAS,** the team represented their school and community with great character, poise and sportsmanship. They are a true asset to Roanoke County.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors of Roanoke County, Virginia does hereby extend its sincere congratulations to the members of the CAVE SPRING HIGH SCHOOL COMPETITION CHEER TEAM: LUCIA BIRD, ASHTYNN BORGMAN, LAURYN BORGMAN, EMMA BRUNDRETT, JACIE CHANCELLOR, ANNABELLE CROY, PYPER DICKENSON, RILEY DUFF, EMMA FARISS, MORGAN FRALIN, ZOEY FURLONG, CAROLINE GOODWIN, KAYDIE LEFTWICH, REAGAN NASH, ALIJAH REEVES, JAZZMIN REYNOLDS, KAELYN ROGERS, KATIE SEMPEK, KYSLEY SCHILLINGER, BIANCA SHELTON, PEYTON SHIVELY, ALEXIS SWARTZ, KINSLEY TRIVETT, ADELIN WILLIAMS, ABBEY WOHLFORD, AND BRAYLAN WOOD. Coaches Jen Koll, Terin Mabry, Katie Weeks, and Abby Holbrook.

**BE IT FURTHER RESOLVED** that the Board of Supervisors extends its best wishes to the members of the team, the coaches and the school in their future endeavors.

Presented this 13<sup>th</sup> day of January 2025

\_\_\_\_\_  
Tammy E. Shepherd

\_\_\_\_\_  
David F. Radford

\_\_\_\_\_  
Martha B. Hooker

\_\_\_\_\_  
Phil C. North

\_\_\_\_\_  
Paul M. Mahoney

ACTION NO. \_\_\_\_\_

ITEM NO. F.1

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE COUNTY, VIRGINIA HELD AT THE ROANOKE COUNTY ADMINISTRATION CENTER

**MEETING DATE:** January 13, 2026

**AGENDA ITEM:** Briefing by Visit Virginia's Blue Ridge to provide 2025 tourism results

**SUBMITTED BY:** Madeline Hanlon  
Assistant County Administrator

**APPROVED BY:** Richard L. Caywood  
County Administrator

**ISSUE:**

Briefing from Visit Virginia's Blue Ridge.

**DISCUSSION:**

This time has been set aside for Landon Howard, President of Visit Virginia's Blue Ridge, to provide a briefing to the Board of Supervisors on the 2025 tourism results.

ACTION NO. \_\_\_\_\_

ITEM NO. F.2

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE COUNTY, VIRGINIA HELD AT THE ROANOKE COUNTY ADMINISTRATION CENTER

**MEETING DATE:** January 13, 2026

**AGENDA ITEM:** Briefing by the Roanoke Valley-Alleghany Regional Commission

**SUBMITTED BY:** Rhonda Perdue  
Chief Deputy Clerk to the Board of Supervisors

**APPROVED BY:** Richard L. Caywood  
County Administrator

**ISSUE:**

Briefing by the Roanoke Valley-Alleghany Regional Commission

**DISCUSSION:**

This time has been set aside for Jeremy Holmes, Executive Director of the Roanoke Valley-Alleghany Regional Commission, to provide a briefing to the Board of Supervisors.

ACTION NO. \_\_\_\_\_

ITEM NO. G.1-2

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE COUNTY, VIRGINIA HELD AT THE ROANOKE COUNTY ADMINISTRATION CENTER

**MEETING DATE:** January 13, 2026

**AGENDA ITEM:** Confirmation of appointments to the Community Policy and Management Team (CPMT) and Roanoke Valley Juvenile Detention Center Commission

**SUBMITTED BY:** Rhonda Perdue  
Chief Deputy Clerk to the Board of Supervisors

**APPROVED BY:** Richard L. Caywood  
County Administrator

**ISSUE:**

Confirmation of appointments.

**BACKGROUND:**

**Community Policy and Management Team (CPMT):**

According to the Bylaws of the Community Policy and Management Team (CPMT), all designees or alternate designees of agencies or departments shall be submitted to and ratified by the Board of Supervisors.

The following appointments need to be ratified by the Board of Supervisors.

This appointment does not carry a term date: Chris Roberts - Court Service Unit - Alternate

The Community Policy and Management Team has also recommended the appointment of Kimberly Doyle as a parent representation for a three--year term to expire January 13, 2029. Ms. Doyle has agreed to serve.

**Roanoke Valley Juvenile Detention Center Commission:**

It is staff's recommendation that Steve Elliott be appointed to fulfill the remaining the unexpired term of Laurie Gearheart. This term will expire June 30, 2028.

**FISCAL IMPACT:**

There is no fiscal impact associated with this Board agenda item.

**STAFF RECOMMENDATION:**

Staff recommends ratification and approval of these appointments.

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE  
COUNTY, VIRGINIA, HELD AT THE ROANOKE COUNTY ADMINISTRATION  
CENTER ON TUESDAY, JANUARY 13, 2026

**RESOLUTION APPROVING AND CONCURRING IN CERTAIN ITEMS SET  
FORTH ON THE BOARD OF SUPERVISORS AGENDA FOR THIS DATE  
DESIGNATED AS ITEM H - CONSENT AGENDA**

BE IT RESOLVED by the Board of Supervisors of Roanoke County, Virginia, as follows:

That the certain section of the agenda of the Board of Supervisors for January 13, 2026, designated as Item H - Consent Agenda be, and hereby is, approved and concurred in as to each item separately set forth in said section designated Items 1 through 11 inclusive, as follows:

1. Approval of minutes – December 16, 2025
2. Ordinance appropriating \$107,749,110.11 from the Roanoke County Public Schools' fiscal year 2024-2025 year-end funds to the fiscal year 2025-2026 Roanoke County Public Schools Budget. (Second Reading)
3. Ordinance approving a Fourth Amendment to Rooftop Lease with T-Mobile Northeast LLC on property owned by the Board of Supervisors of Roanoke County, Virginia located at 220 East Main Street, Salem, Virginia. (Second Reading)
4. Request to accept and allocate \$2,000.00 from Wal-Mart's Spark Good Local Grant requested from Facility #1309.
5. Resolution designating Subdivision Agent and Alternate Subdivision Agent for Roanoke County.
6. Request to accept and allocate grant funds in the amount of \$5,000 from the J. Spencer and Joy Frantz Donor Advised Fund of Community Foundation Serving Western Virginia to Roanoke County Fire and Rescue.
7. Resolution supporting Huntridge Road Traffic Calming Measures, Hollins Magisterial District.
8. Request to accept and allocate funds in the amount of \$19,483.82 to the Clerk of the Circuit Court from the Commonwealth of Virginia for Technology Trust Funds.

9. Request to trade a surplus vehicle for a surplus bus from Roanoke County Public Schools.
10. Ordinance Amending Chapter 2 (Administration), Article V (County Board Organization and Procedure), Section 2-110 (Roll Call) of the Roanoke County Code. (First Reading and Request for Second Reading)
11. Resolution honoring Mr. Fred Corbett for his outstanding Service to Roanoke County Parks, Recreation and Tourism.





## **Roanoke County Board of Supervisors Minutes**

**December 16, 2025**

The Board of Supervisors of Roanoke County, Virginia met this day at the Roanoke County Administration Center, this being the only regularly scheduled meeting of the month of December 2025. Audio and video recordings of this meeting will be held on file for a minimum of five (5) years in the office of the Clerk to the Board of Supervisors.

Before the meeting was called to order, an invocation/a moment of silence was observed. The Pledge of Allegiance was recited by all present.

### **A. OPENING CEREMONIES**

#### **1. Roll Call**

Present: Supervisors Hooker, North, Mahoney, Shepherd, Radford

Absent: None

Staff Present: Richard L. Caywood, County Administrator; Doug Blount, Deputy County Administrator; Madeline Hanlon, Assistant County Administrator; Peter S. Lubeck, County Attorney; Amy Whittaker, Public Information Officer and Rhonda D. Perdue, Chief Deputy Clerk to the Board

### **B. REQUESTS TO POSTPONE, ADD TO OR CHANGE THE ORDER OF AGENDA ITEMS**

### **C. PROCLAMATIONS, RESOLUTIONS, RECOGNITIONS AND AWARDS**

#### Action No. 121625-1 Item C.1

1. Recognition of Devon Burnette for receiving the "Best New Program of the Year" award from the Virginia Recreation and Parks Society (VRPS). (Allen Hayes, Director of Parks, Recreation, and Tourism)

Recognition given to Devon Burnette.

### **D. BRIEFINGS**

#### Action No. 121625-2 Item D.1

1. Briefing by Roanoke County Public Schools on their Campaign for Excellence Capital Campaign for the new Roanoke County Career and Technology Center. (Dr. Ken Nicely, Superintendent)

Briefing was given by Dr. Ken Nicely, Jason Suhr, and Carl York.

Action No. 121625-3 Item D.2

2. Briefing by Roanoke Gas to provide a project update. (Hal Bailey, Manager of Contractor Construction)

Briefing was given by Hal Bailey.

Action No. 121625-4 Item D.3

3. Briefing to discuss with the Board of Supervisors the 2026 Real Estate Assessment. (Ken Fay, Director of Real Estate Valuation)

Briefing was given by Ken Fay.

E. NEW BUSINESS

Action No. 121625-5 Item E.1

1. Presentation of year-end financial results for June 30, 2025, acceptance of audit report and allocation of year-end funds. (Jessica Beemer, Director of Finance and Management Services)

Ms. Beemer presented the audited financial statements. Mr. Travis Gilmer, Brown Edwards and Company, provided an overview of the audit.

Supervisor North moved to adopt the staff recommendation. Supervisor MahoneyN seconded the motion. Motion approved.

Ayes: Supervisors Hooker, North, Mahoney, Shepherd, Radford  
Nays: None

Action No. 121625-6 Item E.2

2. Resolution supporting funding for repairs and strategic implementation of the Blue Ridge Parkway Foundation strategic plan "Blue Ridge Rising" along the Blue Ridge Parkway in North Carolina and Virginia. (Doug Blount, Deputy County Administrator)

Supervisor North moved to adopt the resolution. Supervisor Radford seconded the motion. Motion approved.

Ayes: Supervisors Hooker, North, Mahoney, Shepherd, Radford  
Nays: None

#### F. FIRST READING OF ORDINANCE

##### Action No. 121625-6 Item F.1

1. Ordinance appropriating \$107,749,110.11 from the Roanoke County Public Schools' fiscal year 2024-2025 year-end funds to the fiscal year 2025-2026 Roanoke County Public Schools Budget. (Susan Peterson, Director of Finance Roanoke County Public Schools) (First Reading and Request for Second Reading)

Supervisor Shepherd moved to approve the first reading of this ordinance and scheduling the second reading for January 13, 2026. Supervisor North seconded the motion. Motion approved.

Ayes: Supervisors Hooker, North, Mahoney, Shepherd, Radford  
Nays: None

#### G. APPOINTMENTS

##### Action No. 121625-7 Item G.1-7

1. Roanoke County Audit Committee:

Phil C. North - term to expire December 31, 2026  
Paul M. Mahoney - term to expire December 31, 2026

2. Blue Ridge Behavioral HealthCare Board of Directors:

Madeline Hanlon - Term to expire December 31, 2028  
Patrick Kenney - Term to expire December 31, 2028

3. Roanoke Valley Broadband Authority:

Richard L. Caywood - Term to expire December 31, 2029

4. Library Board:

Cave Spring - Mark Quiroz - term to expire December 31, 2029  
Hollins - Dale Brown - term to expire December 31, 2029

5. South Peak Community Development Authority:

Doug Blount - term to expire December 31, 2029  
Linwood P. Windley - term to expire December 31, 2029

6. Western Virginia Regional Jail Authority:

Paul M. Mahoney, Martha B. Hooker, Richard Caywood, Laurie Gearheart, Eric Orange, Brent Hudson, and Chad Beheler – terms to expire December 31, 2026

7. Roanoke County Local Finance Board:

Laurie Gearheart – Term to expire July 27, 2026

Supervisor Hooker moved to approve all appointments. Supervisor Mahoney seconded the motion. Motion approved.

Ayes: Supervisors Hooker, North, Mahoney, Shepherd, Radford  
Nays: None

H. CONSENT AGENDA

Action No. 121625-9.a-e Item H.1-5

ALL MATTERS LISTED UNDER THE CONSENT AGENDA ARE CONSIDERED BY THE BOARD TO BE ROUTINE AND WILL BE ENACTED BY ONE RESOLUTION IN THE FORM OR FORMS LISTED BELOW. IF DISCUSSION IS DESIRED, THAT ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND WILL BE CONSIDERED SEPARATELY

Action No. 121625-9.a Item H.1

1. Approval of minutes – November 18, 2025

Action No. 121625-9.b Item H.2

2. Resolution establishing a meeting schedule for the Board of Supervisors of Roanoke County for calendar year 2026.

Action No. 121625-9.c Item H.3

3. Ordinance approving a Fourth Amendment to Rooftop Lease with T-Mobile Northeast LLC on property owned by the Board of Supervisors of Roanoke County, Virginia located at 220 East Main Street, Salem, Virginia. (First Reading and Request for Second Reading)

Action No. 121625-9.d Item H.4

4. The petition of Katie Gray to amend special use permit conditions on approximately 29.97 acres of land zoned C-2S, High Intensity Commercial District with conditions, and CVOD, Clearbrook Village Overlay District, located at 5350 Clearbrook Village Lane (Clearbrook Walmart), Cave Spring Magisterial District. (First Reading and Request for Second Reading and Public Hearing)

Action No. 121625-9.e Item H.5

5. Ordinance amending Chapter 5 (Animals and Fowl) of the Roanoke County Code. (Second Reading)

Supervisor Mahoney requested that the Resolution authorizing the execution of an amendment to the Memorandum of Understanding with the Town of Vinton for the Vinton/East County Hotel be removed from the Consent Agenda for further discussion.

With no objection, Supervisor Mahoney then moved to adopt the remaining matters on the consent agenda. Supervisor Hooker seconded the motion. Motion approved.

Ayes: Supervisors Hooker, North, Mahoney, Shepherd, Radford

Nays: None

I. ITEM FOR DISCUSSION

Action No. 121625-10 Item I.1

1. Resolution authorizing the execution of an amendment to the Memorandum of Understanding with the Town of Vinton for the Vinton/East County Hotel.

Supervisor Shepherd moved to adopt the resolution Supervisor Hooker seconded the motion. Motion approved.

Ayes: Supervisors Hooker, North, Shepherd, Radford

Nays: Supervisor Mahoney

J. CITIZENS' COMMENTS AND COMMUNICATIONS

This time has been set aside for Roanoke County citizens, County property owners, and County business owners to address the Board on matters of interest or concern. While the Board desires to hear from all who desire to speak, this agenda item is limited to a duration of 30 minutes, Each individual speaker shall be afforded 3 minutes to speak.

No citizens were present.

K. REPORTS

Action No. 121625-11 Item K.1-9

1. Unappropriated Balance, Board Contingency and Capital Reserves Report
2. Outstanding Debt Report

3. Comparative Statement of Budgeted and Actual Revenues as of November 30, 2025
4. Comparative Statement of Budgeted and Actual Expenditures and Encumbrances as of November 30, 2025
5. Accounts Paid – November 2025
6. Statement of the Treasurer's Accountability per Investment and Portfolio Policy, as of October 31, 2025
7. Statement of the Treasurer's Accountability per Investment and Portfolio Policy, as of November 30, 2025
8. Annual Report to the Board of Supervisors on Funds Invested in the VML/VACO OPEB Pooled Trust - Roanoke County
9. Annual Report to the Board of Supervisors on Funds Invested in the VML/VACO OPEB Pooled Trust - Roanoke County Public Schools

Supervisor Hooker moved to receive and file the reports that have been included with the agenda under Item K. Supervisor Shepherd seconded the motion. Motion approved.

Ayes: Supervisors Hooker, North, Mahoney, Shepherd, Radford  
Nays: None

L. CLOSED MEETING, pursuant to the Code of Virginia as follows:

Action No. 121625-12

1. Section 2.2-3711(A)(5) of the Code of Virginia, for discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community. Specifically, the Board will discuss potential business location or expansion in the five magisterial districts.

Supervisor Radford moved to go to closed session. Supervisor North seconded the motion. Motion approved.

Ayes: Supervisors Hooker, North, Mahoney, Shepherd, Radford  
Nays: None

Madeline Hanlon departed the meeting at 5:00 p.m.

## **EVENING SESSION – 6:00 PM**

### **M. CERTIFICATION RESOLUTION**

#### **Action No. 121625-13**

In the closed session just concluded, nothing was discussed except the matter which was identified in the motion to convene in closed session. Only those matters lawfully permitted to be discussed under the Virginia Freedom of Information Act were discussed.

Supervisor Mahoney moved to adopt the certification resolution. Supervisor Hooker seconded the motion. Motion approved.

Ayes: Supervisors Hooker, North, Mahoney, Shepherd, Radford

Nays: None

### **N. SECOND READINGS OF ORDINANCES AND PUBLIC HEARINGS**

#### **Action No. 121625-14 Item N.1**

1. The petition of the Economic Development Authority of Roanoke County to rezone approximately 36.501 acres from PTD, Planned Technology Development District, to R-3, Medium Density Multi-Family Residential District, to construct townhouses located at 2111, 2112, 2121 and 2351 Cardinal Park Drive, Vinton Magisterial District. (Philip Thompson, Director of Planning) (Second Reading and Public Hearing)

Before Mr. Thompson presented this item, Supervisor Radford stated that Muse Drive had been removed from the petition.

13 citizens were signed up to speak, and 12 spoke. Some were in favor of this item; some were against. The main concern was Muse Drive.

Supervisor Shepherd found that the proposed rezoning request:

1. Is not consistent with the current Roanoke County Comprehensive Plan, but is consistent with the “Transition” future land use designation which was the future land use designation of this area prior to the adoption of the current Roanoke County Comprehensive Plan in 2024 and will fill a need for housing in Roanoke County,
2. Is good zoning practice, and
3. Will not result in substantial detriment to the community.

Therefore, moved that the Board approve the petition to obtain a special use permit, with the following one (1) proffer:

1. The properties shall be developed in general conformance with the concept plan entitled "Vinton Business Center, Residential Concept Plan" prepared by Balzer and Associates, dated December 4, 2025, subject to any changes required during the comprehensive site plan review process.

Supervisor North seconded the motion. Motion approved.

Ayes: Supervisors Hooker, North, Mahoney, Shepherd, Radford  
Nays: None

Action No. 121625-15 Item N.2

2. The petition of the Economic Development Authority of Roanoke County and Cardinal IG Company to rezone approximately 60.704 acres of land zoned PTD, Planned Technology Development District, to amend the master plan for the Vinton Business Center located at 2131 and 2132 Cardinal Park Drive and 2411 Hardy Road, Vinton Magisterial District. (Philip Thompson, Director of Planning)  
(Second Reading and Public Hearing)

No speakers were present.

Supervisor Shepherd found that the proposed rezoning request:

1. Is consistent with the current Roanoke County Comprehensive Plan,
2. Is good zoning practice, and
3. Will not result in substantial detriment to the community.

Therefore, moved that the Board approve the rezoning request as it has been requested.

Supervisor North seconded the motion. Motion approved.

Ayes: Supervisors Hooker, North, Mahoney, Shepherd, Radford  
Nays: None

N. REPORTS AND INQUIRIES OF BOARD MEMBERS

1. Tammy E. Shepherd
2. Phil N. North
3. Martha B. Hooker
4. Paul M. Mahoney
5. David F. Radford

Supervisors were offered the opportunity to share comments and provide updates to their peers and the public on items of interest to them.



O. ADJOURNMENT

Action No. 121625-15

Supervisor Hooker moved to adjourn the meeting. Supervisor Shepherd seconded the motion. Motion approved.

Ayes: Supervisors Hooker, North, Mahoney, Shepherd, Radford  
Nays: None

Submitted by:

Approved by:

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Richard L. Caywood  
Clerk to the Board of Supervisors

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David F. Radford  
Chairman

ACTION NO. \_\_\_\_\_

ITEM NO. H.2

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE COUNTY, VIRGINIA HELD AT THE ROANOKE COUNTY ADMINISTRATION CENTER

**MEETING DATE:** January 13, 2026

**AGENDA ITEM:** Ordinance appropriating \$107,749,110.11 from the Roanoke County Public Schools' fiscal year 2024-2025 year-end funds to the fiscal year 2025-2026 Roanoke County Public Schools Budget

**SUBMITTED BY:** Laurie Gearheart  
Chief Financial Officer

**APPROVED BY:** Richard L. Caywood  
County Administrator

**ISSUE:**

Appropriate \$107,749,110.11 available year-end funds from Roanoke County Public Schools' fiscal year ended June 30, 2025, to the fiscal year 2025-2026 Roanoke County Public Schools' Budget.

**BACKGROUND:**

In accordance with the Code of Virginia Section 22.1-100, at the end of each fiscal year, all Roanoke County Public Schools' unexpended funds (derived from the Board of Supervisors) reverts to the Board of Supervisors. The Board of Supervisors may then re-appropriate such funds back to the Schools' budget for use in the next year.

The County Board of Supervisors' Comprehensive Financial Policy sets forth expenditures for which such funds may be re-appropriated.

**DISCUSSION:**

The Roanoke County School Board proposed the following uses of such year-end funds at their November 17, 2025 meeting, as discussed in their Board report which is Attachment A, and requests that the Board of Supervisors reappropriate the funds for such purposes as outlined and highlighted in Attachment B.

During the presentation to the school board, the Roanoke County Public Schools Director of Finance, Susan Peterson, stated their year-end carryover would be presented to the County Board of Supervisors on December 16, 2025 for the first reading of a requested ordinance and for the second reading in January 2026 for final approval.

This proposal follows the County Board of Supervisors' Comprehensive Financial Policy, dated October 14, 2025. (See Section 10 - Reserves, item 6 (Roanoke County Public Schools Reserves and Year End Allocation)).

There have been no changes since the first reading held on December 16, 2025.

**FISCAL IMPACT:**

The appropriation of the funds to Roanoke County Public Schools will increase their total funds by \$107,749,110.11; the funds will then be transferred out as outlined in Attachment C to the appropriate areas.

**STAFF RECOMMENDATION:**

Staff recommends approving the attached ordinance.

**Agenda Item Details**

Meeting	Nov 17, 2025 - Roanoke County School Board Meeting
Category	10. ACTION
Subject	10.02 June 30, 2025 Audit and Year-End Results - Ms. Susan Peterson
Type	Minutes, Action

**Audit for Fiscal Year Ended June 30, 2025**

The fiscal cycle for Roanoke County Public Schools begins each March with the adoption of the Annual Budget, which establishes planned expenditures and projected funding sources. The cycle concludes with the preparation of the Annual Comprehensive Financial Report that provides a complete accounting of all financial activity for the fiscal year. An independent public accounting firm audits the basic financial statements included in the Annual Comprehensive Financial Report. For the year ended June 30, 2025, Brown and Edwards conducted this audit. The Audit Committee met at both the beginning and the end of the process to ensure direct communication between the auditors and the School Board. The final meeting took place on November 17, 2025, to review the audit results. The auditors issued an unmodified opinion on the financial statements, representing the highest level of assurance.

- The June 30, 2025 Annual Comprehensive Financial Report (2025 ACFR) is attached for review.

**Year End Carryover Appropriation Request**

Under Code of Virginia §22.1 100, any year end surplus from unspent appropriations or revenues in excess of budget reverts to the governing body. Roanoke County's financial policies allow School Operating Fund balances to be appropriated first for emergency contingency and outstanding encumbrances. Remaining balances are then split evenly, with one half dedicated to major capital projects and the other half available for minor capital needs, the capital maintenance program, school safety and security initiatives, fleet and technology replacements, or Comprehensive Services Act reserves. Roanoke County Public Schools Policy 4.26 aligns with these requirements.

Two reports are attached for review.

- The first report (2025 06 30 YE Balances) shows the final balances by fund, including the allocation of the General Fund carryover. A draft of the General Fund carryover was presented during the September 4, 2025 meeting. Additional audit accruals were made after that meeting to recognize additional revenue of \$11,612, additional expenditures of \$60,750, and a reduction of encumbrances by \$57,785. These entries resulted in an increase of \$4,324 to both the major capital and minor capital allocations.
- The second report (2025 06 30 YE Balances BOS Summary) outlines the total appropriation amounts by category that must be included in the County's ordinances to adopt the carryover budget. The appropriation request will be presented to the Roanoke County Board of Supervisors in December for the first reading of the ordinance and in January for the second and final reading.

**Staff Recommendations**

1. Staff requests that the School Board accept the audited June 30, 2025 Annual Comprehensive Financial Report as submitted.
2. Staff requests that the School Board approve and appropriate the June 30, 2025 year end carryover as shown on the attached report.

[2025 ACFR.pdf \(22,490 KB\)](#)[2025-06-30 YE Balances.pdf \(78 KB\)](#)[2025-06-30 YE Balances\\_BOS Summary.pdf \(64 KB\)](#)



**Roanoke County Public Schools**  
**Year End Surplus and Carryover**  
**June 30, 2025**

State revenues	\$	(662,195.22)	
Federal revenues		224,401.35	
Local revenues		812,869.03	
Other revenues		(370,039.63)	
Total revenue surplus			\$ 5,035.53
Administration	\$	(418.63)	
School Board		33,184.56	
Elementary Instruction		123,024.68	
Finance		(769,155.21)	(Extra CSA)
Human Resources		19,827.42	
IT Services		106,686.72	
Facilities and Operations		95,694.81	
School Counseling		26,181.05	
Pupil Personnel Services		9,347.94	
Secondary Instruction		607,352.86	
Superintendent		37,980.21	
Career and Technical Education		4,981.78	
Testing and Remediation		54,467.56	
Departmental savings			349,155.75
Personnel savings (2.01% of contracted personnel budget)			3,234,348.65
General Fund activity			3,588,539.93
Carryover emergency contingency			2,000,000.00
<b>General Fund carryover</b>			<b>\$ 5,588,539.93</b>
Carryover emergency contingency	\$	2,000,000.00	
Encumbrances		156,382.59	
50% to major capital		1,716,078.67	
CSA contribution		850,000.00	
Remaining to minor capital		866,078.67	
General Fund carryover	\$	5,588,539.93	
Federal grants	\$	1,560,181.07	
State grants		2,025,122.55	
Local grants		57,655.04	
<b>Grant Fund carryover</b>			<b>\$ 3,642,958.66</b>

**Attachment B**

Minor capital projects (unallocated)	\$	1,613,913.88
Minor capital projects (in progress)		42,839.90
CMP projects (unallocated)		13,046.92
CMP projects (in progress)		569,920.75
Preventative maintenance		6,101.77
RCCTC Campaign for Excellence		22,000.00
Turf replacement (Bogle)		325,343.63
Turf replacement (GHS)		150,000.00
Turf replacement (WBH)		270,000.00
Music uniforms		10,672.53
Vending grants		16,321.05
<b>Minor Projects Fund fund balance</b>		<b>\$ 3,040,160.43</b>
Major capital projects (unallocated)	\$	1,319.81
Building construction (RCCTC)		3,514,664.80
Building renovation (GCE)		1,815,825.04
Building renovation (WEC)		4,638,572.57
Soccer field turf (HVH)		1,000,000.00
HVAC replacement and repairs (WBH)		14,368.10
Global payroll system		91,950.00
<b>Major Projects Fund carryover</b>		<b>\$ 11,076,700.32</b>
Building construction (RCCTC)	\$	43,588,486.14
Building renovation (GCE)		12,517,664.19
Building renovation (WEC)		10,641,415.71
<b>Bond Projects Fund carryover</b>		<b>\$ 66,747,566.04</b>
<b>Fleet Replacement Fund carryover</b>		<b>\$ 105,356.04</b>
<b>Instructional Resources Fund carryover</b>		<b>3,950,441.00</b>
<b>Technology Replacement Fund carryover</b>		<b>239,181.03</b>
<b>Nutrition Fund carryover</b>		<b>4,455,796.00</b>
<b>Student Activity Fund carryover</b>		<b>3,244,391.98</b>
<b>Health Insurance Fund carryover</b>		<b>2,209,060.08</b>
<b>Dental Insurance Fund carryover</b>		<b>157,557.30</b>
<b>Risk Management Fund carryover</b>		<b>1,207,951.27</b>
<b>OPEB Trust Fund carryover</b>		<b>2,083,450.03</b>

**All Funds** **\$ 107,749,110.11**

Roanoke County Public Schools  
Year End Surplus and Carryover Ordinance Calculation  
June 30, 2025

Attachment C

	Fund Surplus	Instruction	Administration, attendance, and health	Pupil Transportation	Operation and Maintenance	School Food	Facilities	Debt and Transfers	Technology	Contingency Reserves	Non- Categorical	Ordinance Carryover
Emergency Contingency	2,000,000.00	-	-	-	-	-	-	-	-	2,000,000.00	-	2,000,000.00
Encumbrances	156,382.59	-	-	-	121,705.59	-	-	-	34,677.00	-	-	156,382.59
Allocate to Major Capital	1,716,078.67	-	-	-	-	-	1,716,078.67	-	-	-	-	1,716,078.67
Allocate to CSA Transfer	850,000.00	-	-	-	-	-	-	850,000.00	-	-	-	850,000.00
Allocate to Minor Capital	866,078.67	-	-	-	-	-	866,078.67	-	-	-	-	866,078.67
<b>General</b>	5,588,539.93	-	-	-	121,705.59	-	2,582,157.34	850,000.00	34,677.00	2,000,000.00	-	5,588,539.93
Grant	3,642,958.66	1,949,620.18	59,243.70	51,743.40	2,891.50	-	218.30	1,500,000.00	79,241.58	-	-	3,642,958.66
Minor Capital	3,040,160.43	20,672.53	-	-	693,333.22	-	2,326,154.68	-	-	-	-	3,040,160.43
Major Capital	11,076,700.32	-	-	-	14,368.10	-	10,970,382.22	-	91,950.00	-	-	11,076,700.32
Bond Capital	66,747,566.04	-	-	-	-	-	66,747,566.04	-	-	-	-	66,747,566.04
Fleet Replacement	105,356.04	-	-	105,356.04	-	-	-	-	-	-	-	105,356.04
Instructional Resources	3,950,441.00	1,556,939.56	-	-	-	-	-	1,000,000.00	1,393,501.44	-	-	3,950,441.00
Tech Replacement	239,181.03	-	-	-	-	-	-	-	239,181.03	-	-	239,181.03
Nutrition Services	4,455,796.00	-	-	-	-	4,431,121.00	-	-	24,675.00	-	-	4,455,796.00
Student Activity	3,244,391.98	1,500,000.00	50,000.00	50,000.00	75,000.00	-	50,000.00	1,200,000.00	100,000.00	-	219,391.98	3,244,391.98
Health Insurance	2,209,060.08	-	-	-	-	-	-	-	-	-	2,209,060.08	2,209,060.08
Dental Insurance	157,557.30	-	-	-	-	-	-	-	-	-	157,557.30	157,557.30
Risk Management	1,207,951.27	-	-	-	-	-	-	-	-	-	1,207,951.27	1,207,951.27
OPEB Trust	2,083,450.03	-	-	-	-	-	-	-	-	-	2,083,450.03	2,083,450.03
Total Carryover	107,749,110.11	5,027,232.27	109,243.70	207,099.44	907,298.41	4,431,121.00	82,676,478.58	4,550,000.00	1,963,226.05	2,000,000.00	5,877,410.66	107,749,110.11

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE  
COUNTY, VIRGINIA, HELD AT THE ROANOKE COUNTY ADMINISTRATION  
CENTER ON TUESDAY, JANUARY 13, 2026

**ORDINANCE APPROPRIATING \$107,749,110.11 FROM THE ROANOKE  
COUNTY PUBLIC SCHOOLS' FISCAL YEAR 2024-2025 YEAR-END  
FUNDS TO THE FISCAL YEAR 2025-2026 ROANOKE COUNTY PUBLIC  
SCHOOLS' BUDGET**

WHEREAS, in accordance with § 22.1-100 of the Code of Virginia, at the end of each fiscal year, all unexpended public school funds that were derived from the funds of the local governing body shall revert back to the governing body, and that it is within the local governing body's discretion to then reappropriate such funds back to the school budget for the next year; and

WHEREAS, Section 10, paragraph 6 of the County Board of Supervisors' Comprehensive Financial Policy (dated October 14, 2025) sets forth purposes for which such unexpended year-end funds may be re-appropriated; and

WHEREAS, the Roanoke County School Board proposed the uses of such year-end funds at their November 17, 2025, meeting and requests that the Board of Supervisors reappropriate the funds for such purposes as outlined on the document entitled Roanoke County Public Schools Year End Surplus and Carryover Ordinance Calculation dated June 30, 2025, and attached hereto as Attachment C; and

WHEREAS, Section 18.04 of the Roanoke County Charter provides that funds be appropriated by ordinance; and

BE IT ORDAINED by the Board of Supervisors of Roanoke County, Virginia, as follows:



1. That the Roanoke County School Board's unexpended fiscal year 2024-2025 year-end funds in the amount of \$107,749,110.11 are appropriated to the School Board's fiscal year 2025-2026 budget to be used within the following categories (as set forth in Section 22.1-115 of the Code of Virginia):
  - a. \$5,027,232.27 is appropriated to the "instruction" category,
  - b. \$109,243.70 is appropriated to the "Administration, attendance, and health" category,
  - c. \$207,099.44 is appropriated to the "pupil transportation" category,
  - d. \$907,298.41 is appropriated to the "operation and maintenance" category,
  - e. \$4,431,121.00 is appropriated to the "school food services" category,
  - f. \$82,676,478.58 is appropriated to the "facilities" category,
  - g. \$4,550,000.00 is appropriated to the "debt and transfers" category,
  - h. \$1,963,226.05 is appropriated to the "technology" category,
  - i. \$2,000,000.00 is appropriated to the "contingency reserves: category,
  - j. \$5,877,410.66 is appropriated to the Schools in a lump sum, because the proposed use does not fall distinctly within one of the statutorily enumerated categories; the Schools propose to use such funds as follows:
    - i. \$219,391.98 for "student activity,"
    - ii. \$2,209,060.08 for "health insurance,"
    - iii. \$157,557.30 for "dental insurance,"

iv. \$1,207,951.27 for “risk management,” and

v. \$2,083,450.03 for “other post-employment benefits (OPEB) trust.”

2. The Board authorizes any additional transfers and / or budget adjustments required by Roanoke County Public Schools accounting procedures necessary to accomplish the actions authorized in 1 above.
3. That this ordinance shall take effect from and after the date of adoption.

ACTION NO. \_\_\_\_\_

ITEM NO. H.3

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE COUNTY, VIRGINIA HELD AT THE ROANOKE COUNTY ADMINISTRATION CENTER

**MEETING DATE:** January 13, 2026

**AGENDA ITEM:** Ordinance approving a Fourth Amendment to Rooftop Lease with T-Mobile Northeast LLC on property owned by the Board of Supervisors of Roanoke County, Virginia located at 220 East Main Street, Salem, Virginia

**SUBMITTED BY:** Ashley King  
Director of General Services

**APPROVED BY:** Richard L. Caywood  
County Administrator

**ISSUE:**

Roanoke County staff have been in discussions with representatives of T-Mobile Northeast LLC. T-Mobile Northeast LLC wishes to renew the current lease. As such, an amendment to the current lease is necessary.

**BACKGROUND:**

On May 15, 2001, the Roanoke County Board of Supervisors acquired the office building known as the Salem Bank & Trust Building to house the Roanoke County Department of Social Services. Upon purchasing the property, the Board of Supervisors automatically assumed the role of Landlord under an existing Rooftop Lease Agreement. This lease was originally executed on October 1, 2000, between the building's former owner and Virginia PCS Alliance, LLC for the purpose of installing, operating, maintaining, repairing, and replacing telecommunications equipment. Since the acquisition, the agreement has remained in effect, undergoing three subsequent renewals (on August 13, 2003, December 11, 2007, and October 14, 2014) and has been formally assigned to T-Mobile Northeast LLC. The current Rooftop Lease with T-Mobile Northeast LLC is set to expire on January 31, 2026.

**DISCUSSION:**

Roanoke County staff have negotiated terms of a Fourth Amendment to Rooftop Lease with representatives of T-Mobile Northeast LLC (the draft Fourth Amendment to Rooftop Lease is attached hereto). The draft lease includes an initial term of five years commencing on February 1, 2026, with a right to extend the lease for four (4) additional five (5) year terms. The lease includes a rental escalation clause that allows for the rent to increase automatically by 15% at each 5-year renewal term, with the next increase effective February 1, 2026 (which will bring the annual rent to \$36,204.43 on February 1, 2026).

There have been no changes since the first reading held on December 16, 2025.

**FISCAL IMPACT:**

There is currently no fiscal impact, other than rental proceeds, associated with this agenda item.

**STAFF RECOMMENDATION:**

Staff recommends approval of the ordinance.

## **FOURTH AMENDMENT TO ROOFTOP LEASE**

This Fourth Amendment to Rooftop Lease (“**Fourth Amendment**”) is made and entered into on the date of the last signature of the parties to the Fourth Amendment below (“**Effective Date**”) by and between COUNTY OF ROANOKE, VIRGINIA as successor in interest to East Main Properties, L.L.C. (“**Landlord**”), and T-MOBILE NORTHEAST LLC, a Delaware limited liability company, successor in interest to SprintCom LLC, a Kansas limited liability company, as successor-in-interest to VIRGINIA PCS ALLIANCE, LLC, a Virginia Limited Liability Company (“**Tenant**”, previously referred to as “VA PCS”). Landlord and Tenant are collectively referred to herein as the “**Parties**.”

### **RECITALS**

WHEREAS, Landlord’s and Tenant’s predecessors in interest entered into that certain Rooftop Lease dated October 1, 2000 (“**Original Lease**”), amended by First Amendment to Rooftop Lease dated August 13, 2003, and amended by Second Amendment to Rooftop Lease dated December 11, 2007, and further amended by Third Amendment to Rooftop Lease dated October 14, 2014 (collectively, the “**Lease**”), pursuant to which Tenant is leasing space for a telecommunications facility at 220 E. Main Street, Salem, Virginia (as more fully described in the Lease, the “**Premises**”). Tenant and Landlord now wish to further amend the Lease as set forth below.

WHEREAS, the Original Lease provided for an initial term of five (5) years commencing October 1, 2000, and the right to renew such lease for three (3) additional five (5) year terms; and,

WHEREAS, the Original Lease was amended to reflect a First-Year commencement date of February 1, 2001; and,

WHEREAS, the Original Lease was amended to add one (1) additional five (5) year renewal term commencing February 1, 2021; and,

WHEREAS the Original Lease, as so amended, will expire at midnight on January 31, 2026. Tenant and Landlord now wish to further amend the Lease as set forth below.

### **AGREEMENT**

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. The foregoing Recitals are expressly made a part of this Amendment and are incorporated herein by this reference. All capitalized terms used but not defined herein shall have the same meaning as in the Lease.
2. Tenant shall have the right to extend this Lease for five (5) additional five (5) year

Terms (each, a “**Renewal Term**”), on the same terms and conditions as set forth in the Lease except as amended, with the next Renewal Term commencing February 1, 2026. The Lease shall automatically renew for each Renewal Term unless Tenant notifies Landlord, in writing, of Tenant's intention not to renew the Lease at least ninety (90) days prior to the expiration of the immediately preceding Renewal Term. If Tenant shall remain in possession of the Premises at the expiration of this Lease without a written agreement, such tenancy shall be deemed a month-to-month tenancy under the same terms and conditions of the Lease, as amended.

3. In accordance with the terms and conditions set forth in the Lease, the annual rent shall continue to escalate at the beginning of each Renewal Term by fifteen percent (15%).

4. Tenant’s addresses for notice purposes in section 18 of the Lease or referenced therein are hereby deleted and replaced with the following:

T-Mobile USA, Inc.  
12920 SE 38<sup>th</sup> Street  
Bellevue, WA 98006  
Attn: Lease Compliance/Site No VA74616A/RI68SH816

5. Effective as of the Effective Date of this Fourth Amendment, and pursuant to Section 3.1(b) of the Lease, Landlord shall send all invoices for utilities payable by Tenant under the Lease to the following address (“Utility Invoice Address”):

T-Mobile USA, Inc.  
c/o TEOCO Mailstop: TMO Utilities  
12150 Monument Drive Ste. 700  
Fairfax, Va 22033

Tenant may change the Utility Invoice Address from time to time upon written notice to Landlord in accordance with the notice provisions of the Lease. The Utility Invoice Address is provided solely for utility billing purposes and shall not modify or affect Tenant’s notice address as provided in Section 18 of the Lease as amended by Section 4 of this Fourth Amendment.

6. Each person signing this Fourth Amendment on behalf of Landlord or Tenant represents that he or she is duly authorized to sign this Fourth Amendment and to bind the Party on behalf of which such person is signing. If there is a conflict between the Lease and this Fourth Amendment, this Fourth Amendment shall prevail.

7. Landlord warrants and represents that the consent or approval of no third party, including, without limitation, a lender, is required with respect to Landlord’s execution of this Fourth Amendment, or if any such third party consent or approval is required, Landlord has obtained any and all such consents or approvals.

8. The Lease remains in full force and effect as amended by this Fourth Amendment and is hereby ratified and confirmed by the Parties.

9. This Fourth Amendment may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute a single instrument. Signed facsimile and electronic copies of this Fourth Amendment shall legally bind the parties to the same extent as original documents.

IN WITNESS WHEREOF, the Parties hereto have caused this Fourth Amendment to be executed by their duly authorized representatives as of the Effective Date.

Landlord:

COUNTY OF ROANOKE, VIRGINIA

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Tenant:

T-MOBILE NORTHEAST LLC

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE  
COUNTY, VIRGINIA, HELD AT THE ROANOKE COUNTY ADMINISTRATION  
CENTER ON TUESDAY, JANUARY 13, 2026

**ORDINANCE APPROVING A FOURTH AMENDMENT TO ROOFTOP LEASE WITH T-MOBILE NORTHEAST LLC ON PROPERTY OWNED BY THE BOARD OF SUPERVISORS OF ROANOKE COUNTY, VIRGINIA LOCATED AT 220 EAST MAIN STREET, SALEM, VIRGINIA**

WHEREAS, on May 15, 2001, the Roanoke County Board of Supervisors acquired the office building known as the Salem Bank & Trust Building to house the Roanoke County Department of Social Services; and

WHEREAS, upon purchasing the property, the Board of Supervisors automatically assumed the role of Landlord under an existing Rooftop Lease Agreement originally executed on October 1, 2000 between the building's former owner and Virginia PCS Alliance, LLC for the purpose of installing, operating, maintaining, repairing, and replacing telecommunications equipment; and

WHEREAS, since the acquisition, the agreement has remained in effect, undergoing three subsequent renewals (on August 13, 2003, December 11, 2007, and October 14, 2014) and has been formally assigned to T-Mobile Northeast LLC; and

WHEREAS, the current Rooftop Lease with T-Mobile Northeast LLC is set to expire on January 31, 2026; and

WHEREAS, Roanoke County staff have negotiated terms of a proposed Fourth Amendment to Rooftop Lease with representatives of T-Mobile Northeast LLC which includes an initial term of five (5) years commencing on February 1, 2026, with a right to extend the lease for four (4) additional five (5) year terms; and

WHEREAS, the proposed Fourth Amendment to Rooftop lease includes a rental escalation clause that allows for the rent to increase automatically by 15% at each five



(5)-year renewal term, with the next increase effective February 1, 2026 (which will bring the annual rent to \$36,204.43 on February 1, 2026); and

WHEREAS, Roanoke County staff recommend that the Board of Supervisors of Roanoke County, Virginia approve execution of the Fourth Amendment to Rooftop Lease as proposed; and

WHEREAS, the first reading of this ordinance was held on December 16, 2025, and the second reading of this ordinance was held on January 13, 2026.

NOW, THEREFORE, BE IT ORDAINED by the Board of Supervisors of Roanoke County, Virginia, as follows:

1. The Fourth Amendment to Rooftop Lease with T-Mobile Northeast LLC on property owned by the Board of Supervisors of Roanoke County, Virginia located at 220 East Main Street, Salem, Virginia is approved.
2. The County Administrator, Deputy County Administrator, or Assistant County Administrator, any of whom may act, are authorized to execute the Fourth Amendment to Rooftop Lease and to take such further actions as any of them may deem necessary or desirable in connection with this matter. The form of the Fourth Amendment to Rooftop Lease is hereby approved with such completions, omissions, insertions and changes as the County Administrator, Deputy County Administrator, or Assistant County Administrator may approve, whose approval shall be evidenced conclusively by the execution and delivery thereof, all of which shall be approved as to form by the County Attorney.
3. That this ordinance shall be effective from and after the date of its adoption.

ACTION NO. \_\_\_\_\_

ITEM NO. H.4

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE COUNTY, VIRGINIA HELD AT THE ROANOKE COUNTY ADMINISTRATION CENTER

**MEETING DATE:** January 13, 2026

**AGENDA ITEM:** Request to accept and allocate \$2,000 from Wal-Mart's Spark Good Local Grant requested from Facility #1309.

**SUBMITTED BY:** Kimberly Montgomery  
Administrative Assistant

**APPROVED BY:** Richard L. Caywood  
County Administrator

**ISSUE:**

The acceptance and allocation of \$2,000 from Wal-Mart's Spark Good Local Grant requested from Facility #1309.

**BACKGROUND:**

Wal-Mart has awarded funding to the Roanoke County Police Department through their Spark Good Local Grant in the amount of \$2,000. The funding from this grant will be used to make purchases for Roanoke County's Easter Egg-Stravaganza event planned to take place on March 28<sup>th</sup>, 2026 from 11:00 AM to 12:00 PM at Green Hill Park located at 2501 Green Hill Park Road in the County of Roanoke. This will be an Easter event for the residents of the Roanoke Valley. There will be two egg hunts, a touch-a-truck, and pictures with an Easter bunny. The purpose of the event is to promote community engagement within the Roanoke Valley because a connected community is a safer community.

**DISCUSSION:**

Wal-Mart has awarded funding to the Roanoke County Police Department to fund this specific event, as described above. The funds will be used to purchase plastic Easter eggs and candy.

**FISCAL IMPACT:**

Awarded funds total \$2,000. No matching funds are required.

**STAFF RECOMMENDATION:**

Staff recommends acceptance and allocation of this donation to the Grant Fund.

## Laurie L. Gearheart

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**From:** no-reply-sparkgoodgrants@es.relay.walmart.com on behalf of Spark Good Grants Team <no-reply-sparkgoodgrants@es.relay.walmart.com>  
**Sent:** Friday, December 5, 2025 1:20 PM  
**To:** Caleb M. Forehand  
**Cc:** Joshua Pegram; Laurie L. Gearheart  
**Subject:** [EXTERNAL] - Spark Good Local Grant to Facility #1309 Status Update - Application ID 92198501

**WARNING: This Message Is From an External Sender, Use Caution!**

This message was sent from outside the Roanoke County email system.

Report Suspicious

Spark Good Local Grant to Facility #1309 Status Update – Application ID 92198501

Dear Caleb,

Congratulations! Your Spark Good Local Grant request to Facility #1309 has been approved, and you will be receiving a \$2000 grant.

The grant funds will be sent via electronic payment to the bank account set up with JPM. Please save the payment ID #123963611143398 for future use.

We encourage you to share the positive impact this grant will have on our community. Before moving forward, please review the [Local Grant Recognition Toolkit](#). This provides brand and recognition guidelines agreed upon when applying for the grant as well as helpful tips for acknowledging Walmart or Sam's Club for this grant.

Visit [Walmart.com/nonprofits](https://Walmart.com/nonprofits) to discover additional ways Spark Good may be able to support your organization.

Once again, congratulations on your grant, and thank you for your valuable contributions to the community.

Sincerely,  
The Spark Good Team

ACTION NO. \_\_\_\_\_

ITEM NO. H.5

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE COUNTY, VIRGINIA HELD AT THE ROANOKE COUNTY ADMINISTRATION CENTER

**MEETING DATE:** January 13, 2026

**AGENDA ITEM:** Resolution designating Subdivision Agent and Alternate Subdivision Agent for Roanoke County

**SUBMITTED BY:** Tarek Moneir  
Director of Development Services

**APPROVED BY:** Richard L. Caywood  
County Administrator

**ISSUE:**

Agenda item requesting the Board of Supervisors appoint a Subdivision Agent and an Alternate Subdivision Agent.

**BACKGROUND:**

On February 25, 2020, the Board of Supervisors appointed Ms. Denise Sowder as Subdivision Agent for Roanoke County and Ms. Rebecca James, then Planner II, as Alternate Subdivision Agent.

With the retirement of Ms. Sowder effective December 1, 2025, it is necessary for the Board to appoint a new Subdivision Agent and an Alternate Subdivision Agent to continue the administration of the County's subdivision regulations.

**DISCUSSION:**

Section 15.2-2255 of the Code of Virginia vests the local governing body with the responsibility to administer and enforce subdivision regulations. The statute further authorizes the governing body to delegate this responsibility to the Planning Commission or to another individual or entity. Historically, the Board has delegated this authority to an administrative Subdivision Agent.

Ms. Cecelia Thomas was recently hired to serve as Development Review Coordinator, and Ms. Rebecca James currently serves as Zoning Administrator. Both individuals are closely involved in the day-to-day review of subdivision plats and the administration of the subdivision ordinance. Given their roles and experience, it is appropriate that they be granted the authority to ensure compliance with the subdivision ordinance and to approve plats that meet all applicable requirements.

**FISCAL IMPACT:**

There is no fiscal impact on this agenda item.

**STAFF RECOMMENDATION:**

Staff recommends that the Board of Supervisors appoint Cecelia Thomas as Subdivision Agent for Roanoke County and Rebecca James as an Alternate Subdivision Agent for Roanoke County, effective January 14, 2026.

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE  
COUNTY, VIRGINIA HELD AT THE ROANOKE COUNTY ADMINISTRATION  
CENTER ON TUESDAY, JANUARY 13, 2026

**RESOLUTION DESIGNATING SUBDIVISION AGENT AND  
ALTERNATE SUBDIVISION AGENT FOR ROANOKE COUNTY**

WHEREAS, §15.2-2255 of the Code of Virginia specifies that a local governing body shall be vested with the responsibility to administer and enforce the subdivision regulations of the jurisdiction. The local governing body also has the right to delegate this authority to the Planning Commission or other individual or entity; and

WHEREAS, the Board has historically delegated this responsibility to an administrative subdivision agent; and

WHEREAS, on February 25, 2020, the Board of Supervisors, by resolution, designated Denise Sowder as Subdivision Agent for Roanoke County, and further designated Rebecca James as Alternate Subdivision Agent; and

WHEREAS, Denise Sowder retired on December 1, 2025, resulting in a need to designate a new Subdivision Agent and Alternate Subdivision Agent.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Roanoke County, as follows:

1. That it rescinds the designation of Denise Sowder as Subdivision Agent.
2. Cecelia Thomas is designated as Subdivision Agent.
3. Rebecca James is designated as Alternate Subdivision Agent.
3. This ordinance shall be in full force and effect on January 14, 2026.

ACTION NO. \_\_\_\_\_

ITEM NO. H.6

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE COUNTY, VIRGINIA HELD AT THE ROANOKE COUNTY ADMINISTRATION CENTER

**MEETING DATE:** January 13, 2026

**AGENDA ITEM:** Request to accept and allocate grant funds in the amount of \$5,000 from the J. Spencer and Joy Frantz Donor Advised Fund of Community Foundation Serving Western Virginia to Roanoke County Fire and Rescue

**SUBMITTED BY:** C. Travis Griffith  
Chief of Fire and Rescue

**APPROVED BY:** Richard L. Caywood  
County Administrator

**ISSUE:**

Accept and allocate grant funds totaling \$5,000 from the J. Spencer and Joy Frantz Donor Advised Fund of the Community Foundation Serving Western Virginia to Roanoke County Fire and Rescue. The funds are designated for use at Hollins Station #5 (\$2,000), Fort Lewis Station #9 (\$1,000), and Mason's Cove Station #10 (\$2,000).

**BACKGROUND:**

The Community Foundation Serving Western Virginia has served the Roanoke Valley and much of southwest Virginia for over 30 years. Currently, it administers and makes grants from over 300 named endowment funds on behalf of the community. One of those funds is the J. Spencer and Joy Frantz Donor Advised Fund.

**DISCUSSION:**

Community Foundation has awarded grant funds in the amount of \$5,000 to Roanoke County Fire and Rescue from the J. Spencer and Joy Frantz Donor Advised Fund. The funds are designated for use at Hollins Station #5 (\$2,000), Fort Lewis Station #9 (\$1,000), and Mason's Cove Station #10 (\$2,000). The Department will purchase specialized fire and rescue equipment to be assigned to each of these three stations.

**FISCAL IMPACT:**



The J. Spencer and Joy Frantz Donor Advised Fund will cover 100% of the cost of the specialized fire and rescue equipment. No County match is required.

**STAFF RECOMMENDATION:**

Staff recommends accepting an allocating \$5,000 to the Grant Fund for the purchase of specialized fire and rescue equipment for the three stations.



TO: Ms. Jennifer Sexton  
Roanoke County Fire & Rescue  
5925 Cove Road  
Roanoke, VA 24019

DATE: December 3, 2025

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It is a pleasure to support the mission of your organization with a grant from a component fund of Community Foundation Serving Western Virginia.

Recipient: Roanoke County Fire & Rescue

Grant Amount: \$1,000.00

Grant Purpose: designated to Fort Lewis Fire and Rescue Station #9

Fund Advisor:

This grant will be paid to your organization via ACH within five business days. **It is your responsibility to notify your Finance Department of this grant award.** When you recognize this grant in your publications, or in any other manner, please note the donor as the:

J. Spencer and Joy Frantz Donor Advised Fund  
***of Community Foundation Serving Western Virginia***

By accepting this grant, your organization certifies to Community Foundation Serving Western Virginia that:

- **this donation will not be used to satisfy any legally binding pledge or other personal financial obligation of any individual or entity connected with the Fund; and**
- **no goods, services or benefits will be received by any individual or entity connected with the Fund.**

A letter of acknowledgement to the Foundation is not necessary. If you have a personal relationship with the person(s) who made the grant recommendation, please feel free to acknowledge him or her directly, as we do not forward any correspondence to our donors. **However, please note that any such acknowledgment should not reflect a tax deductible gift, as Community Foundation Serving Western Virginia, a 501(c)3 organization, is the donor and to do so would be a duplication.**

If you have any questions, please contact our Director of Grants and Donor Engagement, Michelle Eberly at [michelle@cfwesternva.org](mailto:michelle@cfwesternva.org). Please reference Grant ID # 37144.



TO: Ms. Jennifer Sexton  
Roanoke County Fire & Rescue  
5925 Cove Road  
Roanoke, VA 24019

DATE: December 3, 2025

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It is a pleasure to support the mission of your organization with a grant from a component fund of Community Foundation Serving Western Virginia.

Recipient: Roanoke County Fire & Rescue

Grant Amount: \$2,000.00

Grant Purpose: designated to Masons Cove Fire and Rescue Station #10

Fund Advisor:

This grant will be paid to your organization via ACH within five business days. **It is your responsibility to notify your Finance Department of this grant award.** When you recognize this grant in your publications, or in any other manner, please note the donor as the:

J. Spencer and Joy Frantz Donor Advised Fund  
***of Community Foundation Serving Western Virginia***

By accepting this grant, your organization certifies to Community Foundation Serving Western Virginia that:

- **this donation will not be used to satisfy any legally binding pledge or other personal financial obligation of any individual or entity connected with the Fund; and**
- **no goods, services or benefits will be received by any individual or entity connected with the Fund.**

A letter of acknowledgement to the Foundation is not necessary. If you have a personal relationship with the person(s) who made the grant recommendation, please feel free to acknowledge him or her directly, as we do not forward any correspondence to our donors. **However, please note that any such acknowledgment should not reflect a tax deductible gift, as Community Foundation Serving Western Virginia, a 501(c)3 organization, is the donor and to do so would be a duplication.**

If you have any questions, please contact our Director of Grants and Donor Engagement, Michelle Eberly at [michelle@cfwesternva.org](mailto:michelle@cfwesternva.org). Please reference Grant ID # 37169.



TO: Ms. Jennifer Sexton  
Roanoke County Fire & Rescue  
5925 Cove Road  
Roanoke, VA 24019

DATE: December 3, 2025

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It is a pleasure to support the mission of your organization with a grant from a component fund of Community Foundation Serving Western Virginia.

Recipient: Roanoke County Fire & Rescue

Grant Amount: \$2,000.00

Grant Purpose: designated to Hollins Fire and Rescue Station #5

Fund Advisor:

This grant will be paid to your organization via ACH within five business days. **It is your responsibility to notify your Finance Department of this grant award.** When you recognize this grant in your publications, or in any other manner, please note the donor as the:

J. Spencer and Joy Frantz Donor Advised Fund  
***of Community Foundation Serving Western Virginia***

By accepting this grant, your organization certifies to Community Foundation Serving Western Virginia that:

- **this donation will not be used to satisfy any legally binding pledge or other personal financial obligation of any individual or entity connected with the Fund; and**
- **no goods, services or benefits will be received by any individual or entity connected with the Fund.**

A letter of acknowledgement to the Foundation is not necessary. If you have a personal relationship with the person(s) who made the grant recommendation, please feel free to acknowledge him or her directly, as we do not forward any correspondence to our donors. **However, please note that any such acknowledgment should not reflect a tax deductible gift, as Community Foundation Serving Western Virginia, a 501(c)3 organization, is the donor and to do so would be a duplication.**

If you have any questions, please contact our Director of Grants and Donor Engagement, Michelle Eberly at [michelle@cfwesternva.org](mailto:michelle@cfwesternva.org). Please reference Grant ID # 37170.

ACTION NO. \_\_\_\_\_

ITEM NO. H.7

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE COUNTY, VIRGINIA HELD AT THE ROANOKE COUNTY ADMINISTRATION CENTER

**MEETING DATE:** January 13, 2026

**AGENDA ITEM:** Resolution supporting Huntridge Road Traffic Calming Measures, Hollins Magisterial District

**SUBMITTED BY:** Megan G. Cronise  
Assistant Director of Planning

**APPROVED BY:** Richard L. Caywood  
County Administrator

**ISSUE:**

County staff frequently receive neighborhood speeding complaints. The primary ways to address speeding are through enforcement efforts and/or through traffic calming measures. Three traffic calming measures are proposed to slow vehicle speeds on Huntridge Road in the vicinity of The Orchards neighborhood.

**BACKGROUND:**

Huntridge Road has been the source of many speeding complaints over several years. Police Department speed studies conducted in 2025 have routinely shown 85th percentile speeds of between 31 and 33 miles per hour on Huntridge Road, which is posted at 25 mile per hour.

Over the last few months, County Administration, Police and Planning staff collaborated with the Virginia Department of Transportation (VDOT) to develop potential traffic calming options. Community engagement efforts have included:

- October 6, 2025: Speeding data and three potential traffic calming solutions were presented at the Hollins Community Meeting with a survey to provide feedback;
- October 10, 2025: A fourth potential traffic calming solution was added to the updated survey, which was mailed out to 1,460 property owners and renters;
- November 3, 2025: 384 surveys were completed and 52 surveys (14%) were completed by residents who live on Huntridge Road;

- November 18, 2025: The Board of Supervisors held a work session to discuss Countywide traffic calming efforts and the results of the Huntridge Road survey; and
- December 11, 2025: A Huntridge Road community meeting was held with 47 attendees to share the results of the survey and to discuss next steps.

All survey results support:

- Installing two sets of speed boards on Huntridge Road; and
- Requesting that VDOT extend the double-yellow centerline along Huntridge Road from its current terminus at the eastern Labradore Drive intersection to the Cortland Road intersection.

Huntridge Road resident survey results support:

- Installing signs where an additional \$200 fine for speeding may apply.

There was not strong support for striping a white line on one side of Huntridge Road between Golden Circle and Cortland Road to indicate where on-street parking would be allowed. Adding a white line would narrow the driver's perception of the width of the road to potentially reduce speeds.

### **DISCUSSION:**

A resolution of support is needed from the Board of Supervisors indicating support for installation of two sets of speed boards similar to those installed on Meadowlark Road and Canter Drive, and the additional \$200 fine signs. The resolution would be forwarded to VDOT as part of a Land Use Permit application. VDOT does not need a resolution to extend the double-yellow centerline along Huntridge Road.

The additional \$200 fine signs can be installed shortly after VDOT receives the resolution. The speed boards will require field work to determine appropriate locations, coordination with adjacent property owners, purchase and installation in conformance with Roanoke County's procurement process. Extension of the double-yellow centerline along Huntridge Road can occur in Spring 2026 after VDOT studies the roadway, determines a schedule and completes the striping when weather permits.

### **FISCAL IMPACT:**

Purchasing and installing two sets of back-to-back, solar-powered speed boards is estimated at approximately \$17,000. This project can be funded from Board Contingency funds. The additional \$200 fine sign installation and centerline striping can be accomplished by VDOT at no cost to Roanoke County.

### **STAFF RECOMMENDATION:**

Staff recommends adoption of the resolution.

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE  
COUNTY, VIRGINIA, HELD AT THE ROANOKE COUNTY ADMINISTRATION  
CENTER, ON TUESDAY, JANUARY 13, 2026

**RESOLUTION SUPPORTING HUNTRIDGE ROAD TRAFFIC CALMING  
MEASURES, HOLLINS MAGISTERIAL DISTRICT**

WHEREAS, County staff receives frequent complaints about vehicle speeds on  
Huntridge Road (Route 1220); and

WHEREAS, Police Department speed surveys have determined that 85<sup>th</sup>  
percentile vehicle speeds are seven miles or more above the posted speed limit; and

WHEREAS, the Virginia Department of Transportation (VDOT) allows for the  
installation of targeted traffic calming measures outside of official policy guidelines if  
those measures are supported by the Board of Supervisors, the Roanoke County Police  
Department and the community;

WHEREAS, proposed traffic calming measures for Huntridge Road were  
communicated in a mailed survey to Huntridge Road owners and renters and to the  
owners and renters who travel Huntridge Road to access their homes; and

WHEREAS, the survey was completed by 26 percent of households; and

WHEREAS, the preferred traffic calming measures along Huntridge Road include  
installation of two sets of two speed boards and installation of signs where an additional  
\$200 fine for speeding may apply; and

WHEREAS, local funding has been identified to implement the preferred traffic  
calming measures.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Roanoke  
County, Virginia, as follows:



1. That the Board of Supervisors hereby supports the following preferred traffic calming measures for Huntridge Road:
  - a. Installation of two sets of two speed boards, and
  - b. Installation of signs indicating that an additional \$200 fine for speeding may be imposed.
2. That the Clerk to the Board forthwith send a certified copy of this Resolution to the VDOT Salem Residency.
3. That this resolution is effective immediately.

ACTION NO. \_\_\_\_\_

ITEM NO. H.8

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE COUNTY, VIRGINIA HELD AT THE ROANOKE COUNTY ADMINISTRATION CENTER

**MEETING DATE:** January 13, 2026

**AGENDA ITEM:** Request to accept and allocate funds in the amount of \$19,483.82 to the Clerk of the Circuit Court from the Commonwealth of Virginia for Technology Trust Funds

**SUBMITTED BY:**

**APPROVED BY:** Richard L. Caywood  
County Administrator

Acceptance and allocation of funds in the amount of \$19,483.82 to the Clerk of the Circuit Court from the Commonwealth of Virginia.

**BACKGROUND:**

Technology Trust Funds represent fees collected by the Roanoke County Circuit Court Clerk's Office, and have been received from the State in the amount of \$19,483.82. In accordance with State of Virginia Code Section 17.1-279, the Circuit Court Clerks Office shall assess a \$5.00 fee called Technology Trust Fund Fee. Each month, the Clerk's Office can request the fees that were assessed the previous month. The code section further states that four of every five dollar of the fee shall be allocated by the Compensation Board from the trust fund for the purposes of obtaining and updating office automation and information technology equipment including software and conversion services; preserving, maintaining and enhancing court records, including but not limited to the costs of repairs, maintenance, land records, consulting services, service contracts, redaction of social security numbers from land records and system replacement or upgrades and improving public access to court records.

**DISCUSSION:**

The funds received from the Commonwealth of Virginia have been earmarked for maintenance needs for the Clerk of Circuit Court, specifically towards the twice-yearly maintenance bill from the Supreme Court for maintaining their records, offset the cost of postage, equipment, etc.

**FISCAL IMPACT:**

All funds are provided by the Commonwealth of Virginia. No County matching funds are required.

**STAFF RECOMMENDATION:**

Staff recommends accepting and allocating \$19,483.82 to the Clerk of Circuit Court from the Commonwealth of Virginia that was requested in the November 2025 reimbursement from the Commonwealth of Virginia for maintenance and other items in compliance of VA Code Section 17.1-279.

ACTION NO. \_\_\_\_\_

ITEM NO. H.9

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE COUNTY, VIRGINIA HELD AT THE ROANOKE COUNTY ADMINISTRATION CENTER

**MEETING DATE:** January 13, 2026

**AGENDA ITEM:** Request to trade a surplus vehicle for a surplus bus from Roanoke County Public Schools

**SUBMITTED BY:** Ashley King  
Director of General Services

**APPROVED BY:** Richard L. Caywood  
County Administrator

**ISSUE:**

A request to trade a surplus vehicle for a surplus bus from Roanoke County Public Schools.

**BACKGROUND:**

Roanoke County Public Schools uses the Roanoke County Fleet Service Center to install, maintain, and remove radio equipment in their buses. In years past, Roanoke County has traded surplus vehicles for surplus buses from Roanoke County Public Schools to be used in our Parks, Recreation & Tourism department.

**DISCUSSION:**

Roanoke County Public Schools has a need for a passenger vehicle in their fleet, and our Parks, Recreation & Tourism department has a 1998 International school bus with 172,171 miles that needs to be replaced with a newer model. This bus was obtained from a surplus vehicle trade with Roanoke County Public Schools in 2015. The County has a 2018 Dodge Charger with 102,325 miles that is slated to be auctioned as surplus. Roanoke County Public Schools has a 2002 International school bus with 146,570 miles that is slated to be auctioned as surplus that they would like to trade with us for the 2018 Dodge Charger. There is no internal need for the vehicle.

**FISCAL IMPACT:**

While there is no direct cost to the County, the surplus value of the 2018 Dodge Charger and the 2002 International school bus are both estimated to be \$5,000.

**STAFF RECOMMENDATION:**

Staff recommends trading the 2018 Dodge Charger to Roanoke County Public Schools for the 2002 International school bus.

ACTION NO. \_\_\_\_\_

ITEM NO. H.10

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE COUNTY, VIRGINIA HELD AT THE ROANOKE COUNTY ADMINISTRATION CENTER

**MEETING DATE:** January 13, 2026

**AGENDA ITEM:** Ordinance Amending Chapter 2 (Administration), Article V (County Board Organization and Procedure), Section 2-110 (Roll Call) of the Roanoke County Code

**SUBMITTED BY:** Peter S. Lubeck  
County Attorney

**APPROVED BY:** Richard L. Caywood  
County Administrator

**ISSUE:**

Amendment of Section 2-110 of the County Code in order to establish a seating arrangement for the Board.

**BACKGROUND AND DISCUSSION:**

It is proposed that the Board amend Section 2-110(b) of the County Code in order to provide direction for the seating arrangement of members of the Board.

**FISCAL IMPACT:**

There is no fiscal impact associated with this agenda item.

**STAFF RECOMMENDATION:**

Staff recommends approving the first reading of the ordinance and scheduling the second reading for January 27, 2026.

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE  
COUNTY, VIRGINIA, HELD AT THE ROANOKE COUNTY ADMINISTRATION  
CENTER ON TUESDAY, JANUARY 27, 2026

**ORDINANCE AMENDING CHAPTER 2 (ADMINISTRATION), ARTICLE  
V (COUNTY BOARD ORGANIZATION AND PROCEDURE), SECTION  
2-110 (ROLL CALL) OF THE ROANOKE COUNTY CODE**

WHEREAS, it is proposed that the Board amend Section 2-110(b) of the County  
Code in order to provide direction for the seating arrangement of members of the Board;  
and

WHEREAS, the first reading of this ordinance was held on January 13, 2026, and  
the second reading of this ordinance was held on January 27, 2026.

NOW THEREFORE BE IT ORDAINED by the Roanoke County Board of  
Supervisors that Chapter 2 (Administration), Article V (County Board and Procedure),  
Section 2-110 (Roll Call) is hereby amended as follows (all portions of Sections 2-110 not  
specifically amended below shall remain without amendment):

**Sec. 2-110. Roll call.**

(a) Before proceeding with the business of the board, the clerk or the deputy clerk shall  
call the roll of the members, and the names of those present shall be entered into the  
minutes.

(b) Seating arrangement. From the Board's right to left, the following seating arrangement  
is currently in effect (when this subsection became effective on January 27, 2026):

<u>First seat:</u>	<u>Windsor Hills</u>
<u>Second seat:</u>	<u>Catawba</u>
<u>Third/ center seat:</u>	<u>Chairman (Vinton)</u>
<u>Fourth seat:</u>	<u>Hollins</u>
<u>Fifth seat:</u>	<u>Cave Spring</u>

In each subsequent year, upon the election of a new chairman, the incoming chairman will move to the third (center) seat, and the outgoing chairman shall move to the seat formerly occupied by the incoming chairman.

(~~cb~~) Order of voting. The clerk or deputy clerk shall call the roll of the members from the board's right to left with the chairman voting last.

1. That this ordinance shall be in full force and effect immediately.



ACTION NO. \_\_\_\_\_

ITEM NO. H.11

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE COUNTY, VIRGINIA HELD AT THE ROANOKE COUNTY ADMINISTRATION CENTER

**MEETING DATE:** January 13, 2026

**AGENDA ITEM:** Resolution honoring Mr. Fred Corbett for his outstanding Service to Roanoke County Parks, Recreation and Tourism

**SUBMITTED BY:** Allen Hayes  
Parks, Recreation and Tourism

**APPROVED BY:** Richard L. Caywood  
County Administrator

**ISSUE:**

This time has been set aside to honor Mr. Fred Corbett for his outstanding Service to Roanoke County Parks, Recreation and Tourism.

**STAFF RECOMMENDATION:**

Staff recommends adoption of the resolution.

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE  
COUNTY, VIRGINIA, HELD AT THE ROANOKE COUNTY ADMINISTRATION  
CENTER ON TUESDAY, JANUARY 13, 2026

**RESOLUTION HONORING MR. FRED CORBETT FOR HIS OUTSTANDING  
SERVICE TO ROANOKE COUNTY PARKS, RECREATION AND TOURISM**

WHEREAS, Mr. Fred Corbett has dedicated more than forty years to supporting Little League Baseball in Southwest Roanoke County, beginning as a T-ball coach in 1983 and continuing as a mentor and leader to countless young athletes; and

WHEREAS, Mr. Corbett served as the President of Cave Spring National Little League from 1991 through 2007, guiding major improvements at Starkey Park and strengthening partnerships that enhanced recreational opportunities for local families; and

WHEREAS, Mr. Corbett served on the Roanoke County Parks, Recreation and Tourism's Recreation Club Presidents' Council from 1991 through 2007 helping to establish the Department's youth sport philosophies; and

WHEREAS, Mr. Fred Corbett served with distinction on the Roanoke County Parks, Recreation and Tourism's Advisory Commission from 2007 until 2025 where he served as the Chair of the Advisory Commission's Capital Improvement Incentive Matching Grant Program Selection Committee; and

WHEREAS, Mr. Corbett served as the District 12 Little League Administrator, hosting numerous district and state tournaments in Roanoke County and helping showcase our community as a premier destination for youth sports; and

WHEREAS, Mr. Corbett played a key role in unifying Cave Spring National and Cave Spring American into Cave Spring Little League, ensuring strong and sustainable programming for future generations; and

WHEREAS, Mr. Corbett continues to advocate for every child to have the

opportunity to participate in and enjoy the benefits of community youth sports.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Roanoke County, Virginia does hereby that the Roanoke County Board of Supervisors hereby honor and commends Mr. Fred Corbett for his exceptional service, leadership, and dedication to both the County of Roanoke and its youth.

# County of Roanoke

# Resolution



## HONORING MR. FRED CORBETT FOR HIS OUTSTANDING SERVICE TO ROANOKE COUNTY PARKS, RECREATION AND TOURISM

- WHEREAS,** Mr. Fred Corbett has dedicated more than forty years to supporting Little League Baseball in Southwest Roanoke County, beginning as a T-ball coach in 1983 and continuing as a mentor and leader to countless young athletes; and
- WHEREAS,** Mr. Corbett served as the President of Cave Spring National Little League from 1991 through 2007, guiding major improvements at Starkey Park and strengthening partnerships that enhanced recreational opportunities for local families; and
- WHEREAS,** Mr. Corbett served on the Roanoke County Parks, Recreation and Tourism's Recreation Club Presidents' Council from 1991 through 2007 helping to establish the Department's youth sport philosophies; and
- WHEREAS,** Mr. Fred Corbett served with distinction on the Roanoke County Parks, Recreation and Tourism's Advisory Commission from 2007 until 2025 where he served as the Chair of the Advisory Commission's Capital Improvement Incentive Matching Grant Program Selection Committee; and
- WHEREAS,** Mr. Corbett served as the District 12 Little League Administrator, hosting numerous district and state tournaments in Roanoke County and helping showcase our community as a premier destination for youth sports; and
- WHEREAS,** Mr. Corbett played a key role in unifying Cave Spring National and Cave Spring American into Cave Spring Little League, ensuring strong and sustainable programming for future generations; and
- WHEREAS,** Mr. Corbett continues to advocate for every child to have the opportunity to participate in and enjoy the benefits of community youth sports.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors of Roanoke County, Virginia does hereby that the Roanoke County Board of Supervisors hereby honor and commends Mr. Fred Corbett for his exceptional service, leadership, and dedication to both the County of Roanoke and its youth.

Presented this 13<sup>th</sup> day of January 2026

\_\_\_\_\_  
Tammy E. Shepherd

\_\_\_\_\_  
David F. Radford

\_\_\_\_\_  
Martha B. Hooker

\_\_\_\_\_  
Phil C. North

\_\_\_\_\_  
Paul M. Mahoney



**County of Roanoke**  
**Unappropriated Balance, Board Contingency, and Capital Reserves**  
**Fiscal Year 2025-2026**

	General Government				Capital
	Unappropriated Balance	% of Revenues	Board Contingency	Expenditure Contingency	Reserves
Unaudited balance as of June 30, 2025	\$ 31,213,980		\$ -	\$ -	\$ 613,094
<b><u>Approved Sources:</u></b>					
Appropriated from 2025-26 budget (Ordinance 052725-2)	-		50,000	-	1,420,700
Addition from 2024-25 close out and reimbursemnts of completed projects	-		-	-	147,219
<b><u>Approved Uses:</u></b>					
Appropriated from 2025-26 budget (Ordinance 052725-2)	-		-	-	(1,746,047)
Items for Brian Epperley memorial	-		(1,282)	-	-
Balance at January 13, 2026	\$ 31,213,980	11.5%	\$ 48,718	\$ -	\$ 434,966

## COUNTY OF ROANOKE, VIRGINIA CHANGES IN OUTSTANDING DEBT

Changes in outstanding debt for the fiscal year to date were as follows:

	Unaudited Outstanding June 30, 2025	Additions	Deletions	Outstanding January 13, 2026	
<b>Debt type:</b>					
VPSA School Bonds	\$ 109,321,388	\$ -	\$ 7,026,556	\$ 102,294,832	
Lease Revenue Bonds	72,515,000	20,040,000	4,715,000	87,840,000	
Temporary Literary Loans*	31,674,051	25,166,954	-	56,841,005	
Subtotal	213,510,439	45,206,954	11,741,556	246,975,837	
Premiums	13,244,796	1,709,584	-	14,954,380	
	<u>\$ 226,755,235</u>	<u>\$ 46,916,538</u>	<u>\$ 11,741,556</u>	<u>\$ 261,930,217</u>	
<b>Summary by entity:</b>					
County	\$ 77,345,868	\$ 21,749,584	\$ 4,715,000	\$ 94,380,452	36.03%
Schools	149,409,367	25,166,954	7,026,556	167,549,765	63.97%
	<u>\$ 226,755,235</u>	<u>\$ 46,916,538</u>	<u>\$ 11,741,556</u>	<u>\$ 261,930,217</u>	<u>100.00%</u>

\* The County has been approved for \$75 million in Literary Loans. This amount will not be turned into permanent loans until all monies are drawn down for the three school projects approved for funding which are: Glen Cove and W.E. Cundiff Elementary Schools and the Roanoke County Career and Technology Center

Submitted By Laurie L. Gearheart  
Chief Financial Officer

Approved By Richard L. Caywood  
County Administrator

ACTION NO. \_\_\_\_\_

ITEM NO. L.1

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE COUNTY, VIRGINIA HELD AT THE ROANOKE COUNTY ADMINISTRATION CENTER

**MEETING DATE:** January 13, 2026

**AGENDA ITEM:** Work session to review with the Board of Supervisors a preliminary revenue outlook for fiscal year 2026-2027 projected General Government Fund operating revenues and budget issues

**SUBMITTED BY:** Laurie Gearheart  
Chief Financial Officer

**APPROVED BY:** Richard L. Caywood  
County Administrator

**ISSUE:**

Time has been set aside to review fiscal year 2026-2027 preliminary projected General Government Fund operating revenues and budget issues.

ACTION NO. \_\_\_\_\_

ITEM NO. L.2

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE COUNTY, VIRGINIA HELD AT THE ROANOKE COUNTY ADMINISTRATION CENTER

**MEETING DATE:** January 13, 2026

**AGENDA ITEM:** Work session to update the Board of Supervisors on the McAfee Knob Trailhead Shuttle and review future budgeting

**SUBMITTED BY:** Paula Benke  
Transit Planner

**APPROVED BY:** Richard L. Caywood  
County Administrator

**ISSUE:**

Time has been set aside to update the Board of Supervisors on the McAfee Knob Trailhead Shuttle and review future budgeting.



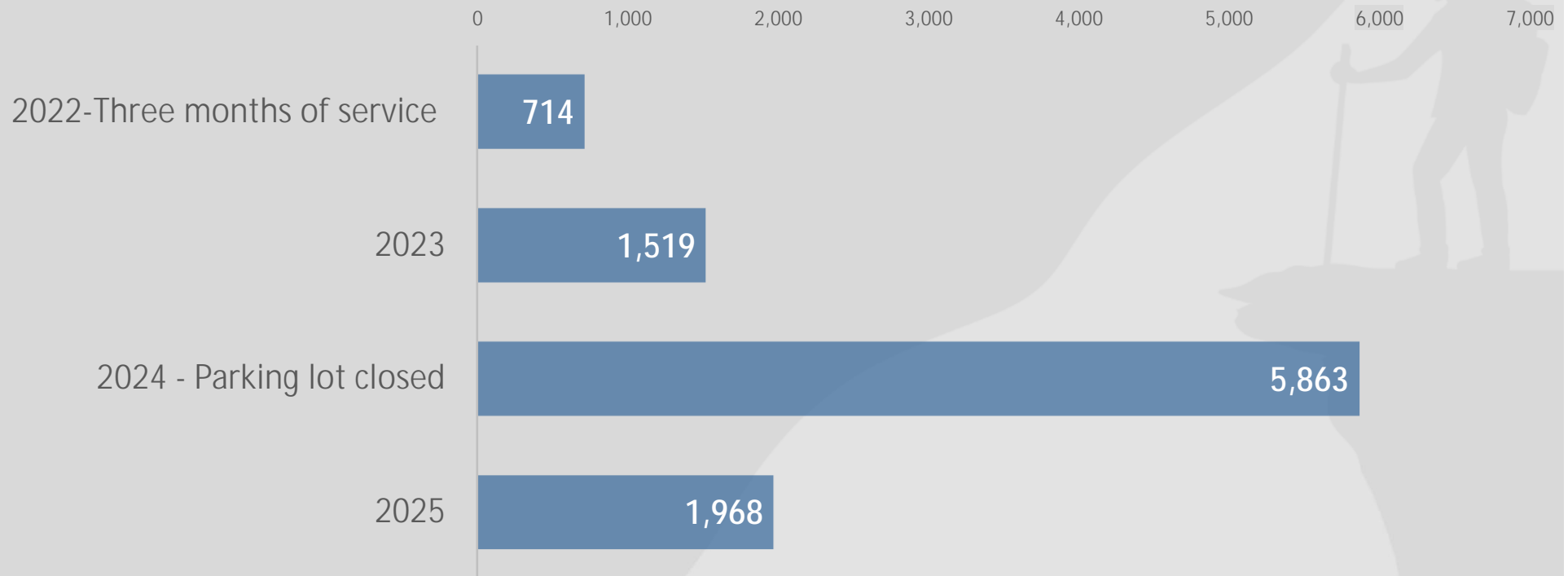
# McAfee Knob Trailhead Shuttle Update

January 13, 2026

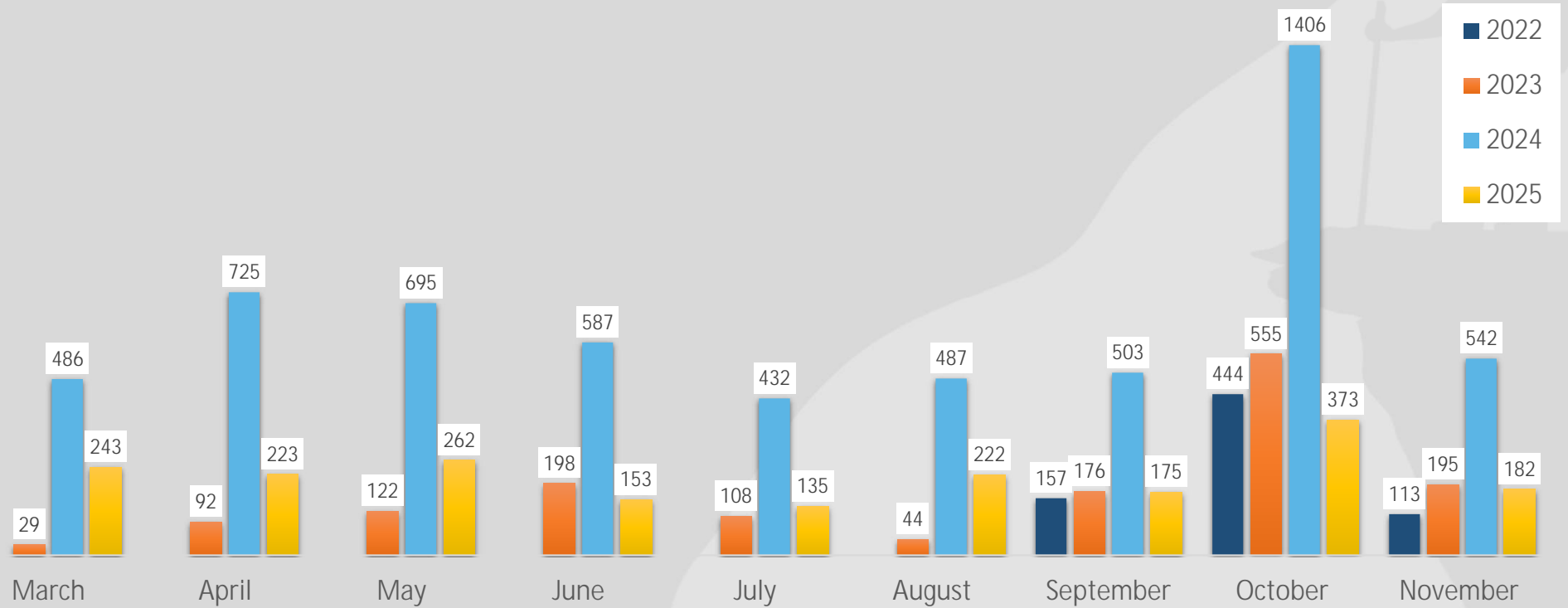
# Overview

- Reservations Update
- Survey Data
- Funding
- Department of Rail and Public Transportation (DRPT) Meeting
- Cost Overview and Potential Cost Reductions
- Recommendation

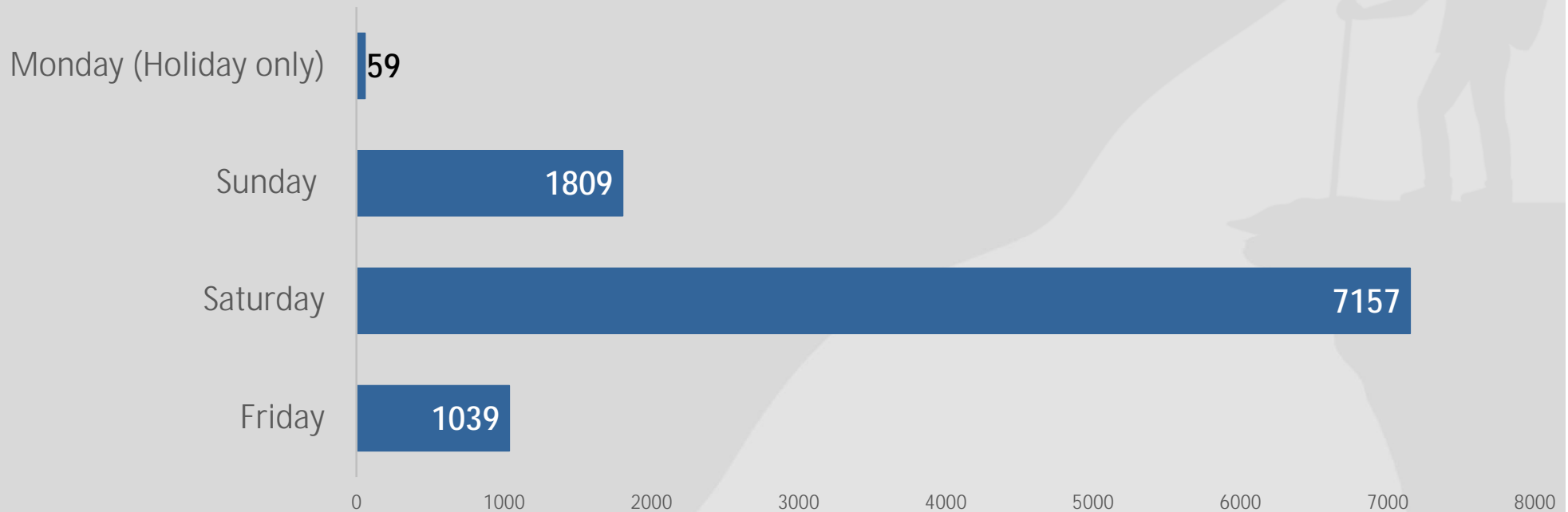
# Shuttle Reservations Per Season



# Shuttle Reservations Per Month



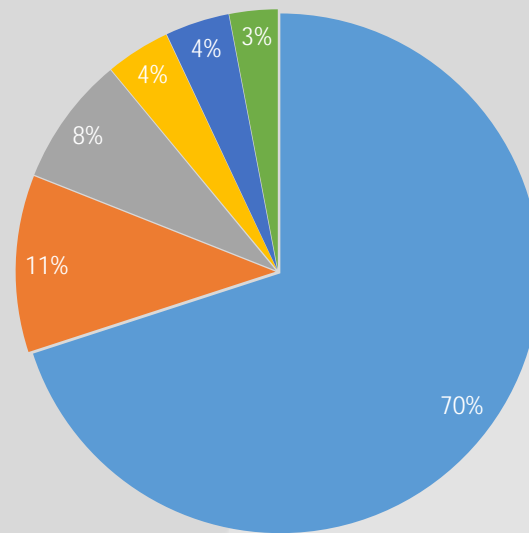
# Shuttle Reservations Per Day Since September 2022



## Hourly Shuttle Reservations per Shuttle Season - Highest and Lowest

Reservations	2022	2023	2024	2025
Highest # 1	10:00 a.m.	9:00 a.m.	8:00 a.m.	8:00 a.m.
Highest # 2	9:00 a.m.	10:00 a.m.	10:00 a.m.	9:00 a.m.
Highest # 3	11:00 a.m.	8:00 a.m.	9:00 a.m.	10:00 a.m.
Lowest # 1	2:00 p.m.	6:00 p.m.	6:00 p.m.	2:00 p.m.
Lowest # 2	3:00 p.m.	5:00 p.m.	4:00 p.m.	4:00 p.m.
Lowest # 3	6:00 p.m.	1:00 p.m.	5:00 p.m.	3:00 p.m.

## Ridership Per Shuttle Stop 2025 – Origination Only



- Exit 140 Park and Ride
- McAfee Knob Trailhead
- Orange Market Park and Ride
- Dragon's Tooth Trailhead
- Longwood Park
- Downtown Salem

## Shuttle Trends for 2025 based on Survey Responses

67% of hikers are from out of town and stay an average of three days in the region

38% stay at a local hotel or Airbnb

18% are return shuttle riders

33% of hikers are residents

An increase in Smart Way connections to the shuttle from 2022 to 2025

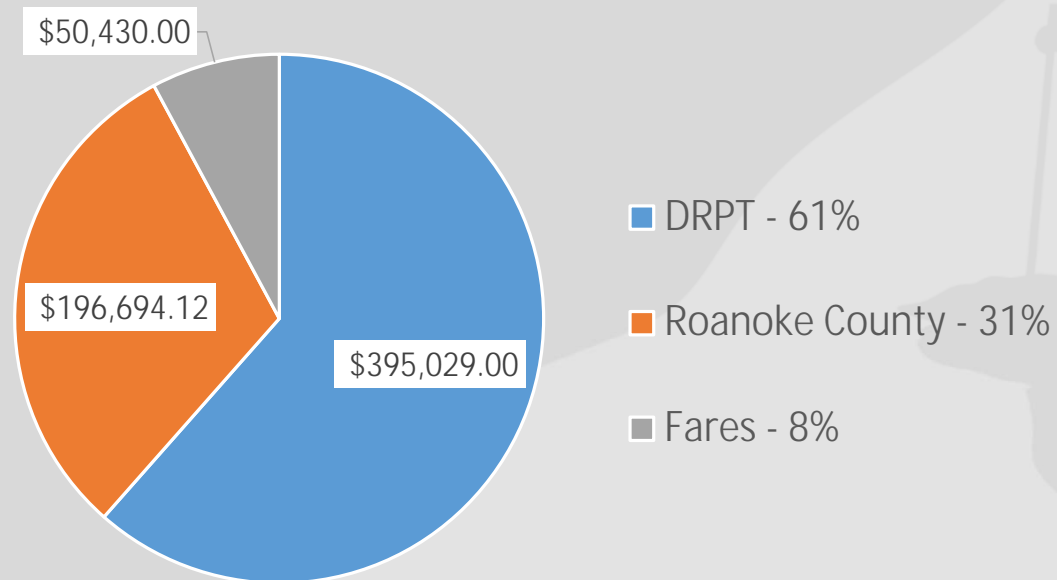
Local Destinations  
44% - Roanoke City  
29% - City of Salem



# Positive Impacts of the Shuttle

- Provides safe drop off and pick up locations for hikers
- Provides transport into Salem for thru hikers to access services and replenish essential resources
- Fewer tickets and tows for improper parking; reduced calls to local law enforcement
- A positive visitor experience to a National Park located in Roanoke County
- Strengthens tourism in the region
- Example of regional, state and federal collaboration

# Investment and Funding Since 2022



# DRPT Meeting

- FTA 5307-request prior unused funds from Valley Metro (Requested in August 2024, no response)
- FTA 5311-rural fixed route (Paratransit route required, and competitive program)
- TRIP Funding – Regional Connectivity including a service expansion with step down funding over five years (Transit Agency or Regional Commission apply on behalf of Roanoke County)
- Current DRPT funding through November 2026
- Application due February 1, 2026, for funding to start in March 2027 (complete 2027 shuttle season)
- Application due February 1, 2027, for funding to start in July 2027 (county cash starting March through June)

# Cost Overview and Potential Cost Reductions

- The cost to operate the shuttle at current service levels for shuttle season 2027 is \$165,259
- Estimated fares of \$10,000
- 120 days of operation

Reduction Option	Potential Savings
Remove Fridays	\$52,687
Six Month Shuttle Season May through October	\$48,616
Reduce from 12 to 10 hours a day for nine-month season	\$21,057
Remove Holiday Mondays	\$2,832

# Discussion

Does Roanoke County continue the shuttle in 2027?

If yes, consider:

- Asking for locality share from Salem for two shuttle stops
- Increasing fares
- Asking the Regional Commission to apply on behalf of Roanoke County for TRIP funding under Regional Connectivity and expand program
- Providing all funding through Roanoke County funds

# Recommendation

- Staff recommends continuing the McAfee Knob Trailhead Shuttle, funded by Roanoke County funds, with the following service changes:
  - Remove Fridays – 10% of reservations
  - Reduce hours from 12 to 10 hours per day (8:00 a.m. to 6:00 p.m.)
  - Remove Holiday Mondays – 1% of reservations
- Grant funding is available through November 2026. For the remainder of FY27 (four months of service) the cost would total \$34,970

Operating Cost FY27	\$165,259
Remove Fridays	\$52,687
Reduce to 10 hours a day	\$21,057
Remove Holiday Mondays	\$2,832
Estimated Fare Revenue	\$10,000
Estimated Total	\$78,683

# Questions and Discussion

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF ROANOKE  
COUNTY, VIRGINIA, HELD AT THE ROANOKE COUNTY ADMINISTRATION  
CENTER ON TUESDAY, JANUARY 13, 2026

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

WHEREAS, the Board of Supervisors of Roanoke County, Virginia has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Board of Supervisors of Roanoke County, Virginia, that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Roanoke County, Virginia, hereby certifies that, to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting which this certification resolution applies; and

2. Only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors of Roanoke County, Virginia.