



**King and Queen County**  
*Founded 1691 in Virginia*

**County Administrator's Office**  
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**King and Queen County**  
**Board of Supervisors Meeting**

**Monday, June 14, 2021**  
**7:00 P.M.**

**AGENDA**

1. Invocation and Pledge of Allegiance to the Flag of the United States
2. Approval and Signing of the April 26, 2021 and May 10, 2021 minutes
3. Approval and Signing of the June 2021 warrants and appropriations
4. Public Comment Period
5. Budget Amendment – Clerk of Circuit Court
6. Approval of Financial Policies
7. Rivertstreet Networks/Request to pay vendor outside of warrant process
8. Collective Bargaining Resolution
9. Transfer of vehicles to School Division
10. Set Date for Public Hearing – Building Code Ordinance
11. Authorize County Administrator to execute contract/fire truck for Lower Fire
12. Emergency Operations Plan
13. Appointments/Reappointments to various Boards and Commissions
14. County Administrator Comments
15. Board of Supervisors Comments
16. Closed Session (If Needed)

***AGENDA: - June 14, 2021 Regular Meeting***

**ITEM #1:**

Invocation and Pledge of Allegiance to the Flag of the United States  
of America

**ACTION REQUESTED:**

None Required

**ATTACHMENTS:**

None

***AGENDA: June 14, 2021 Regular Meeting***

**ITEM #2:**

Approval of the April 26, 2021 and May 10, 2021 minutes of the Board of Supervisors

**ACTION REQUESTED:**

Need a motion and second to approve the April 26, 2021 and May 10, 2021 minutes of the Board of Supervisors.

**ATTACHMENTS:**

- April 26, 2021 minutes
- May 10, 2021 minutes

***AGENDA: June 14, 2021 Regular Meeting***

**ITEM #3:**

Approval and signing of June 2021 warrants and appropriations

**ACTION REQUESTED:**

- 1) Approval of County warrants and payroll for the month of June
- 2) Appropriation of April 2021 revenue in the amount of \$679,972.51 and May 2021 revenue in the amount of \$732,806.85 to the School Fund

**ATTACHMENTS:**

- County Warrants (Payroll and Accounts Payable)
- April and May Revenue/School Fund
- School AP reports for March (Informational only)
- School Financial Report for April 30, 2021

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**ITEM #4:**

Public Comment Period

**ACTION REQUESTED:**

The Board will receive comments from the public related to items not on the agenda. Have citizens state their name, the district they are from and request that they limit their comments to 3 minutes.

**ATTACHMENTS:**

None

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**ITEM #5:**

Budget Amendment – Clerk of Circuit Court

**ACTION REQUESTED:**

1. The Virginia Compensation Board has approved a third staff position in the office of the Clerk of Circuit Court for FY2022. The Clerk is requesting a budget amendment to cover the cost of this position. The state is funding approximately \$34,352 and an additional local share of \$17,683 would be required in order for the position to be filled.
2. The newly funded position is considered an entry level clerk position. This places the salary at the same level as the current clerk in this office. The Clerk of Circuit Court is requesting a salary adjustment for this employee in the amount of \$3,807 to bring her salary to \$36,000. The total cost of this adjustment including benefits would be \$4,477 and is 100% local since this is above the Compensation Board approved salary.

**ATTACHMENTS:**

- Budget Amendment Form and related information on new position
- Budget Amendment Form and related information on salary adjustment for current deputy clerk.

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**ITEM #6:**

Adoption of Federal Funding and Conflict of Interest Policies and Update of Current Requisition/Purchasing Policy and Small Purchasing Resolution.

**ACTION REQUESTED:**

1. Federal Funding Policy/Conflict of Interest Policy – New audit requirements in place require the County to have in place policies to set guidelines for Finance staff to follow for use of federal grant funds. The policies comply with federal regulations set forth by the Federal Office of Management and Budget.
2. Update of Requisition/Purchasing Policy and Small Purchase Resolution – The General Assembly has updated provisions within the Virginia Public Procurement Act (VPPA) several times since the County adopted its small purchasing policy. By updating the Small Purchase Resolution to the new limits as set forth in the VPPA it changes the policy as to the process required for purchasing and procurement methods.

**ATTACHMENTS:**

- Federal Funding Policy (new)
- Conflict of Interest Policy (new)
- Requisition/Purchasing Policy (revised)
- Small Purchasing Resolution (revised)

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**ITEM #7:**

Riverstreet Networks/Request for payment outside of normal warrant process.

**ACTION REQUESTED:**

Staff is requesting to allow payment of invoices outside of the normal process in order to keep the project moving until the federal funds awarded to Riverstreet are released. Staff recommendation is to allow weekly payments if submitted by Riverstreet with supporting documentation of work completed.

**ATTACHMENTS:**

None



***AGENDA: June 14, 2021 Regular Meeting***

**ITEM #8:**

Collective Bargaining Resolution

**ACTION REQUESTED:**

County Administrator will provide background information on the attached resolution proposed for adoption.

**ATTACHMENTS:**

- Draft Resolution

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**ITEM #9:**

Transfer of Retired Vehicles to School Division

**ACTION REQUESTED:**

The Sheriff's Office has retired 4 vehicles. The school division is willing to accept the vehicles to add to their fleet.

**ATTACHMENTS:**

- Letters from Sheriff Charboneau and copy of title for each vehicle.

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**ITEM #10:**

Building Fee Schedule/Delay of Implementation and Set Date for Public Hearing

**ACTION REQUESTED:**

Staff is requesting the Board to delay implementation of the new Building Fee Schedule and to set another public hearing to allow for additional changes to be made by staff to incorporate and address all revisions made over the last several years into one definitive and homogeneous ordinance.

**ATTACHMENTS:**

- Draft Building Code Ordinance

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**ITEM #11:**

Authorization to Execute Contract/Purchase of Fire Truck for Lower Fire

**ACTION REQUESTED:**

As part of the purchase of the Shacklefords Fire Station the Board approved the purchase of a fire truck for Lower Fire. Negotiations for this purchase are complete and authorization to execute the contract with the vendor is needed.

**ATTACHMENTS:**

None

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**ITEM #12:**

Adoption of Emergency Operations Plan (EOP)

**ACTION REQUESTED:**

The Emergency Services Coordinator provided an updated EOP for review and approval at the May meeting. Questions raised by the Board at that time have been incorporated into the update and Mr. Hunter is requesting approval of the revised plan.

**ATTACHMENTS:**

- None - Emergency Operations Plan is being sent separately due to the size of the document.

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**ITEM #13:**

Appointments/Reappointments to various Boards and Commissions

**ACTION REQUESTED:**

- 1) Economic Development Authority
  - Stevensville District
  - At Large Member - Paul Bennett has expressed that he is not willing to be reappointed
  - At Large Member – Plunard Robinson has expressed that she is willing to be reappointed
  - St. Stephens Church Member – George Longest has expressed that he is willing to be reappointed
  - Shanghai District – Tommy Adkins has agreed to be appointed to fill the expired term of Pam Ashley
- 2) Wetlands Board – Member Jason Lacks’ term has expired and he does not wish to be reappointed
- 3) Bay Consortium Workforce Development Board – Replacement for Percy Pollard

**ATTACHMENTS:**

- Email communications regarding reappoints for the EDA.

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**ITEM #14:**

County Administrator's Comments

**ACTION REQUESTED:**

None

**ATTACHMENTS:**

None

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**ITEM #15:**

Board of Supervisor's Comments

**ACTION REQUESTED:**

None

**ATTACHMENTS:**

None



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**ITEM #16:**

Closed Session (If Needed)

**ACTION REQUESTED:**

Need a motion to enter into closed session pursuant to Section \_\_\_\_\_

**After coming out of closed session:**

Need a motion to come out of closed session with each member of the Board certifying by individual vote that only those public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act were heard, discussed and considered in the closed session.

Take action on any matters discussed that require it.

**ATTACHMENTS:**

None