

King and Queen County
Board of Supervisors Regular Meeting

Wednesday, November 15, 2023

Annual Dinner with Tavern Museum Council
6:00 P.M.

King and Queen County Courts and Administration Building
General District Courtroom
Regular Meeting
7:00 p.m.

“Minutes of the Meeting”

CALL TO ORDER

Chairman Bailey called the meeting to order. A motion was made by Mr. Burns and seconded by Mr. Simpkins to recess to the Tavern Museum for the annual dinner with the museum council.

AYES: S. C. ALSOP, J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR
NAYS: NONE
ABSENT: D. H. MORRIS

A motion was made by Mr. Burns and seconded by Mr. Simpkins to reconvene the regular meeting at 7:00 after dinner with the museum council.

AYES: S. C. ALSOP, J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR
NAYS: NONE
ABSENT: D. H. MORRIS

INVOCATION AND PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

Mr. Simpkins provided the invocation, followed by the Pledge of Allegiance to the Flag of the United States.

APPROVAL AND SIGNING OF THE SEPTEMBER 25, 2023, OCTOBER 3, 2023 AND OCTOBER 10, 2023 MINUTES

A motion was made by Mr. Burns and seconded by Mr. Simpkins approving the September 25, 2023, October 3, 2023 and October 10, 2023 minutes of the Board.

AYES: S. C. ALSOP, J. L. SIMPKINS, J. M. BURNS

NAYS: NONE
ABSENT: D. H. MORRIS
ABSTAIN: R. F. BAILEY, JR

APPROVAL AND SIGNING OF NOVEMBER 2023 WARRANTS AND APPROPRIATIONS

A motion was made by Mr. Burns and seconded by Mr. Simpkins to ratify the recurring warrants for the October recurring warrants due to the meeting being lack of quorum at the meeting.

AYES: S. C. ALSOP, J. L. SIMPKINS, J. M. BURNS,
NAYS: NONE
ABSENT: D. H. MORRIS

A motion was made by Ms. Alsop and seconded by Mr. Burns to approve following retroactive appropriations to the school fund for FY2023:

- July revenue in the amount of \$254,678.21
- August revenue in the amount of \$74,813.60
- September revenue in the amount of \$140,165.40
- October revenue in the amount of \$178,043.79

AYES: S. C. ALSOP, J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR
NAYS: NONE
ABSENT: D. H. MORRIS

A motion was made by Ms. Alsop and seconded by Mr. Simpkins to approve the county warrants and payroll for the month of November 2023 subject to audit.

AYES: S. C. ALSOP, J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR
NAYS: NONE
ABSENT: D. H. MORRIS

A motion was made by Ms. Alsop and seconded by Mr. Simpkins to the following appropriations to the school fund for FY2024:

- July Revenue in the amount of \$472,408.22
- August Revenue in the amount of \$473,903.29
- September Revenue in the amount of \$566,875.45

AYES: S. C. ALSOP, J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR
NAYS: NONE
ABSENT: D. H. MORRIS

David Copsmith spoke on behalf of the school division requesting an additional \$159,649. This funding is needed to meet the required local share for incentives programs that the school division offers. Examples of programs include VA Preschool initiative, compensation

supplements, early reading intervention, primary class size reduction as well as many other programs. The school division is requesting that \$88,224 be taken from the School Capital Fund and asks the Board to provide the rest.

Sherrin Alsop requested the amount remaining in the school capital fund. Director of Finance advised that as of October there was \$732,317.99. This amount does not include items already approved by the Board but those funds have not been expended yet, for example the well project at Central High School and the purchase of a school bus. Estimates on these items are \$426,000 which would leave approximately \$300,000 in the fund.

Mr. Burns expressed his concern about using these capital funds for operational needs. That is not the purpose that this fund was set up for and it has taken a long time to build that fund.

A motion was made by Mr. Simpkins and seconded by Mr. Burns to approve allowing the school division to use any carryover funds from FY23 for this rather than going to the school capital fund. The remaining balance would need to be covered by the school division from their current budget.

AYES: S. C. ALSOP, J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR

NAYS: NONE

ABSENT: D. H. MORRIS

PUBLIC COMMENT PERIOD

Charles Thompson, St. Stephens District – Mr. Thompson asked if the Board meetings are recorded (Staff responded that they are recorded). He further asked how to get a copy of the recording of a meeting. He also stated that he had requested by email information from the Sheriff's office and received a response that the data vault and recording system were down and that the data requested could not be obtained at that time. He has not received any response since then. He also stated that a friend of his had requested information (by email) from the County Administrator and they never received a response.

VDOT UPDATE

No representative was present, but it was noted that they had provided a written report in advance.

REPORT FROM DIRECTOR OF COMMUNITY PROGRAMMING & TOURISM

Erin Lazar, Director of Community Programming and Tourism and Jesse Kelley, Deputy Director of Community Programming and Tourism were both present to provide an update to the Board on the activities of their new department.

Since the direction from the Board is to focus mainly on the transition away from Pamunkey Regional to a stand-alone King and Queen library they are working on a plan that has already begun and will include three phases.

The first phase has already begun and includes closing the library for the month of January and reopening February 1, 2024. The focus will be on computer access, copying capabilities, meeting spaces for the public, local newspapers and online resources. At this point citizens will still be able to utilize other Pamunkey branches for items not yet available or are closer to a Pamunkey branch. Purchase of circulation materials and associated equipment will begin during this phase. The second phase will focus on collection development and the implementation of the new catalog and library cards. It will also include the beginning of community programs within the building.

The third phase will continue collection development along with the introduction of E-readers, online subscriptions and lending services. At the end of this phase (June 30, 2024) the county will fully exit the Pamunkey system and have a grand reopening as the library will be fully functional.

Board members asked questions regarding the programs that will be offered, whether they intend to use the entire facility and how the virtual library will function.

ADOPTION OF VA250 RESOLUTION

Erin Lazar advised that she has been in contact with members of the historical society and they are planning to have events surrounding this milestone for Virginia. In order to access grant funding for these events the Board must have adopted the following resolution:

RESOLUTION OF SUPPORT OF THE VIRGINIA AMERICA 250 COMMISSION

WHEREAS, the Board of Supervisors of King and Queen County is dedicated to the furtherance of economic development and tourism in King and Queen County; and

WHEREAS, the Virginia America 250 Commission (VA250) was created in 2020 by the General Assembly for the purpose of preparing for, and commemorating, the 250th anniversary of Virginia's participation in American independence; and

WHEREAS, VA250 has requested that each locality form a committee to aid in planning for the commemoration period; and

WHEREAS, King and Queen County will form a local VA250 committee; and

WHEREAS, the committee will plan and coordinate programs occurring within the locality and communicate regularly with VA250; and

WHEREAS, the Board of Supervisors of King and Queen County wishes to undertake this endeavor with VA250 to promote and commemorate this important historic milestone.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF KING AND QUEEN COUNTY that the Board of Supervisors does support the Virginia America 250 Commission and their efforts to commemorate the 250th anniversary of Virginia's

participation in American independence. and that King and Queen County will form a committee to aid in the planning for the commemoration period.

A motion was made by Ms. Alsop and seconded by Mr. Burns to adopt the resolution.

AYES: S. C. ALSOP, J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR

NAYS: NONE

ABSENT: D. H. MORRIS

ADOPTION OF FY2025 BUDGET CALENDAR

The County Administrator provided the calendar below to the board for the upcoming budget process.

December 18, 2023	Budget request packets and instructions are issued to departments and agencies by the Director of Finance.
January 10, 2023	Deadline for submission of budget requests to the Director of Finance.
January 22, 2024 Board Work Session	County Administrator presents requests from all departments and agencies.
February 12, 2024 Regular Board Meeting	Board receives presentations from Outside Agencies
February 20, 2024 Special Meeting	Board receives presentations from County departments and School Division
February 26, 2024 Board Work Session	Board budget work session.
March 11, 2024 Regular Board Meeting	Presentation of County Administrator’s proposed budget.
March 18, 2024 Special Meeting	Board budget work session. Board consensus for advertisement of budget and tax rates prior to public hearing.
March 22, 2024	Budget synopsis and proposed tax rates submitted to the Tidewater Review, Rappahannock Times, and Country Courier. Advertisement date(s): March 27, April 3.
March 25, 2024	Board budget work session.
April 8, 2024 Regular Meeting	Public Hearing on budget and tax rates.

April 15, 2024 Special Meeting	Optional budget work session if needed.
April 22, 2024 Work Session	Adopt FY2025 Budget and 2024 Tax Rates

A motion was made by Ms. Alsop and seconded by Mr. Simpkins to adopt the budget calendar as presented.

AYES: S. C. ALSOP, J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR

NAYS: NONE

ABSENT: D. H. MORRIS

APPROVAL OF TELEWORK CENTER CONTRACT WITH CONNEMARA CORPORATION

At the October meeting the Board approved the bid award to Connemara. The County Administrator, Skanska and outside counsel have reviewed and negotiated the construction contract. It is requested that the Board approve the contract with Connemara.

A motion was made by Mr. Simpkins and seconded by Ms. Alsop to approve the contract.

AYES: S. C. ALSOP, J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR

NAYS: NONE

ABSENT: D. H. MORRIS

APPROVAL OF AMENDED AND RESTATED ANIMAL SHELTER AGREEMENT

The County Administrator advised that a draft of this agreement was given to the board previously. Since that time, communications have continued and there has been some clarification on the formula calculating repayment of capital expenditures.

Mr. Burns expressed concern with King Willilam overseeing expenditures and also the amount of increase in the administrative fee charged to King and Queen for King William being the fiscal agent (from 3% to 10%).

It was the consensus of the Board to have the County Administrator to ask King Willima to reduce the administrative fee to 6% before they would approve the agreement.

APPOINTMENTS TO VARIOUS BOARDS AND COMMISSIONS

Bay Consortium workforce Development Board – A motion was made by Mr. Burns and seconded by Ms. Alsop to appoint Jaelyn Ammons to this Board.

AYES: S. C. ALSOP, J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR

NAYS: NONE

ABSENT: D. H. MORRIS

Economic Development Authority – A motion was made by Mr. Burns and seconded by Ms. Alsop to appoint Ms. Sarah Massey as the Buena Vista representative.

AYES: S. C. ALSOP, J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR

NAYS: NONE

ABSENT: D. H. MORRIS

Economic Development Authority – A motion was made by Mr. Simpkins and seconded by Mr. Burns to reappoint Mr. George Longest as the St. Stephens Church representative.

AYES: S. C. ALSOP, J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR

NAYS: NONE

ABSENT: D. H. MORRIS

Community Services Board – A motion was made by Ms. Alsop and seconded by Mr. Burns to reappoint Ms. Rosalyn Trent as the King and Queen County representative.

AYES: S. C. ALSOP, J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR

NAYS: NONE

ABSENT: D. H. MORRIS

COUNTY ADMINISTRATOR'S COMMENTS

Ms. Seay advised that she has been asked to serve on the VACo Board. She has not accepted and is not sure that she will but wants to get the Board's input before doing either. It was the consensus of the Board that they have no objection either way she decides.

Ms. Seay recognized Ryan Cantu with Wilmot Modular Structures. He provided the Board with a concept for the construction of facilities on the Carlton's Corner property. He has been working with staff on maximizing the use of the property. The current concept includes a fire station and a facility that would house the health department and Social Services.

There was discussion and questions by the Board and the Deputy Chief of Emergency Services provided information on the uses proposed and requirements within the fire station space.

BOARD OF SUPERVISORS COMMENTS

Ms. Alsop had the following comments:

- Thanked everyone for coming and reminded everyone to bundle up as cold weather is coming.
- She attended the VACo conference and advised that the sessions were very good. She has quite a bit of information to bring to the Board. She also advised that it is a good opportunity to meet with folks from other counties and learn from their mistakes or copy their successes.

- Thanked the citizens for re-electing her, she is looking forward to the Board having three women on it for the next four years.
- Wished everyone a Happy Thanksgiving.
- Thanked Mr. Bailey and Mr. Burns for their many years of service on the Board and she has enjoyed working with them.

Mr. Burns had the following comments:

- Thanked everyone for coming. He has enjoyed his time on the Board and for the most part it has been fun.
- He is excited to see the projects moving along. The wheels have been moving slowly getting them there. He is glad to see the county moving in the right direction.
- Expressed that more people should respect and appreciate veterans on Veteran's Day.

Mr. Simpkins had the following comments:

- Thanked the museum council for the annual dinner at the Tavern. It was very good as usual. He stated that part of the update received from the council included that they are in need of more volunteers and to get younger people involved. They are hosting a holiday event on December 3rd.
- Congratulated all candidates elected and re-elected. It is good to have new blood and perspective.
- He attended the Riverstreet event marking the completion of the fiber to the home project. He is very proud to say that King and Queen was the first county in the state to make high speed internet available to all its citizens.
- Wished everyone a Happy Thanksgiving and hope to see everyone next month.

Mr. Bailey had the following comments:

- Stated that he only has two more meetings as a board member. He has been proud to serve on the board for twelve years. He has enjoyed serving with Mr. Burns for eight years and the other board members for twelve years. He also recognized that the board leans on the County Administrator and the citizens for opinions and views. They matter a great deal. He also stated that he may attend future meetings just to hassle the board.
- He apologized for not attending the Riverstreet event, but his helper quit, and he was unable to be away from work. He has heard good things about Riverstreet and has been glad to be a partner with them in the project.
- He is also glad to see the projects moving forward.
- Asked everyone to be safe going home and to watch out for animals.

CLOSED MEETING

A motion was made by Ms. Alsop and seconded by Mr. Burns to enter closed session Pursuant to Va. Code § 2.2-3711(A)(8) for consultation with legal counsel employed or retained by the Board of Supervisors regarding a matter requiring the provision of legal advice, the subject being one or more contracts for the construction of King and Queen Elementary School.

And

Pursuant to Va. Code § 2.2-3711(A)(1) for discussion or consideration of salaries for specific public employees, the subject being part-time employees in county administration.

AYES: S. C. ALSOP, J. L. SIMPKINS, J. M. BURNS, R. F. BAILEY, JR

NAYS: NONE

ABSENT: D. H. MORRIS

A motion was made by Mr. Burns and seconded by Ms. Alsop that each member of the King and Queen County Board of Supervisors certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the King and Queen County Board of Supervisors, and (iii) no action was taken in the closed meeting.

All members certified by individual vote.

IT IS ORDERED THAT THE BOARD BE ADJOURNED:

A motion was made by Mr. Burns and seconded by Mr. Simpkins to adjourn the meeting at 8:47 p.m.

Chairman

Clerk of the Board