

**King and Queen County
Board of Supervisors Meeting
Monday, November 25, 2024**

6:00 P.M.

**Regular Meeting
King and Queen County Courts and Administration Building
2nd Floor Conference Room A and B**

Minutes of the Meeting

CALL TO ORDER AND ROLL CALL

Chairman Lawrence Simpkins called the meeting to order. Roll call was taken with member Sherrin Alsop being absent.

**CONSOCIATE MEDIA – TELEWORK CENTER NAMES/PROMOTION AND
SCHOOL PROJECT PUBLICITY**

Stephanie Heinatz with Consociate Media provided an overview of budgets for both projects. There was discussion regarding the name for the telework center now that it is complete. The Board decided that the name will be Hub33 – A King and Queen Rural Solutions Center. Consociate will begin designing logos to be incorporated into signage and promotion materials for the center. The Board agreed to the “Better” option for messaging and publicity on the school project. They will take formal action at their December regular meeting.

APPROVAL OF RECURRING WARRANTS

A motion was made by Ms. Norman and seconded by Ms. Billups to approve the recurring warrants for the month of November and the ratification of the October recurring warrants, subject to audit.

AYES: J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C. R. BILLUPS

NAYS: NONE

ABSENT: S.C. ALSOP

**REQUEST FOR FUNDING FROM THE EDA FOR PHASE II OF THE TIMMONS SITE
STUDY PROJECT**

Kelly Evko, Economic Development Director and George Longest Chairman of the EDA requested that the Board approve the use of a portion of the \$500,000 set aside for economic development to fund the next phase of the site identification project. The Board used \$50,000 for the first phase and the request is for \$50,000 more to be used for this phase. Ms. Evko provided an update on what this phase would accomplish towards the Board’s goal of having specific sites identified and ready for future projects.

A motion was made by Mr. Berry and seconded by Ms. Norman to approve the use of \$50,000 of the funds allocated for economic development to complete this phase of the project.

AYES: J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C. R. BILLUPS

NAYS: NONE

ABSENT: S.C. ALSOP

CSA UPDATE

Tina Ammons, CPMT chair advised that the preliminary figures for FY24 show that even though more local funds were needed than the original budget, the full amount requested in the budget amendment was not needed. However, for FY25 projected expenditures are once again to exceed \$1 million. No action by the Board is being requested at this time, just an update that there may need to be additional local funds appropriated if expenditures continue to rise in the program.

REQUEST FOR CHANGE IN WARRANT PROCESS

Tina Ammons, Director of Finance gave a background on the current monthly warrant process. Approximately 5 years ago, the Board approved a second check run to be approved that the work session meeting with the caveat being that only “recurring” warrants be paid. Examples being electric bills, phone bills, quarterly payments, leases, etc. Ms. Ammons requested that the Board remove the stipulation that warrants paid at the work session meeting be recurring and allow staff to pay any bills that are received and have gone through the proper process be included for approval.

A motion was made by Ms. Billups and seconded by Ms. Norman to amend the warrant approval policy to allow payment of non-recurring warrants at the work session meeting.

AYES: J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C. R. BILLUPS

NAYS: NONE

ABSENT: S.C. ALSOP

REVIEW OF PROPOSED HR POLICIES

Betty Dougherty, HR consultant and Tina Ammons were present to review and answer questions regarding the current group of draft policies. The Board has specific questions regarding the cost associated with the Volunteer policy and its impact on budgets of Emergency Services and Sheriff. They also had questions regarding current policies on drug testing. Specific questions were related to Worker’s Comp incidents, random drug testing and testing for new hires.

After lengthy discussion it was the consensus of the Board to place the policies on hold for further review and for staff to gather information on the potential for drug testing to be implemented for the circumstances addressed.

ADDITIONAL HOLIDAY DATES

Staff was advised that Judge Bondurant has approved additional dates for the Circuit Court office to be closed during the upcoming holidays. The additional dates are December 26, 2024 and December 31, 2024. The county historically follows the state holiday calendar for the closing of

offices and these dates would be in addition to dates on the state calendar. HR staff are recommending that the Board allow for other county offices to be closed the same days as the Circuit Court office. There was concern among board members with the county offices being closed for 3 days straight in the middle of the week.

After lengthy discussion, a motion was made by Ms. Billups and seconded by Ms. Norman to approve the closing of county offices on December 31, 2024.

AYES: J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C. R. BILLUPS

NAYS: NONE

ABSENT: S.C. ALSOP

ADOPTION OF FY26 BUDGET CALENDAR

Staff presented the draft budget calendar for review and approval. There was discussion related to changes in advertising requirements in the Code of Virginia which make it difficult to follow the same schedule used in previous years. It was the consensus of the Board to change the draft calendar to move the budget and tax rate hearings to a later date than in previous years. Staff will update calendar and provide to Board for approval at the December board meeting.

UPDATE ON FLOORING PROJECT

Tina Ammons advised that the cleaning and waxing of tile floors in all buildings has been completed with the exception of some minor issues at Circuit Court. The next phase is the Sheriff's office which will include flooring in the Deputy workroom. The plan to reallocate space in this room will necessitate the addition of a partition wall which will be included in the cost of the flooring project. After that will be flooring replacement in the Circuit Court and Registrar offices.

COUNTY ADMINISTRATOR COMMENTS

Vivian Seay, County Administrator advised that she did not have any additional comments but provided a binder to the board members containing all of the information that has been provide to the Board previously related to the elementary school project. Since information has been distributed in bits and pieces as the project has moved along, it will be helpful to have the information all in one place. Mr. Berry requested that the Board be provided with copies of the site assessment for King and Queen Elementary School that was done by Hudson and Associates.

Ms. Seay also asked that staff be allowed to begin the process of hiring a support staff person for our IT operations. With all of the projects going on, it is becoming difficult for Mr. Lankford to keep up and it is critical for our IT infrastructure to be maintained. It was the consensus to develop a job description and salary range and bring back to the Board at a later date.

BOARD MEMBER COMMENTS

Ms. Norman apologized to the Board for being late.

Ms. Billups commented on the landscaping that has been done around the facility.
Mr. Berry asked for an update on the repairs at Circuit Court. Ms. Seay advised that Mr. Mascari is still working on getting quotes.

IT IS ORDERED THAT THIS BOARD BE ADJOURNED

A motion was made by Ms. Billups and seconded by Ms. Norman to adjourn the meeting at 8:30 p.m.

Chairman

Clerk of the Board