

**King and Queen County
Board of Supervisors Meeting
Monday, January 27, 2025**

6:00 P.M.

**Work Session Meeting
Joint with the King and Queen County Economic Development Authority
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 Mark Berry called the meeting to order. Roll call was taken with member Sherrin Alsop being absent.

APPROVAL OF RECURRING WARRANTS

A motion was made by Mr. Simpkins and seconded by Ms. Billups to approve the recurring warrants for the month of January, subject to audit.

AYES: J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C. R. BILLUPS
NAYS: NONE
ABSENT: S.C. ALSOP

FOIA AND COIA TRAINING

Ms. Seay reminded the Board that training on FOIA and COIA is required every two years. The training courses are available online or she can provide them at a workshop meeting.

There was general discussion regarding who is up to date on training. It was the consensus to have staff provide the links to online training to all board members.

APPROVAL OF HUB33 LEASE

Ms. Seay advised that due to the requirement of the EDA grant that the facility be used to promote economic development, the county needs to document use of the space within Suite 200. By leasing Suite 200 to the EDA it will make it much easier for the PDC staff to manage the office and work spaces that are available to the public.

A motion was made by Ms. Norman and seconded by Mr. Simpkins to approve the lease of Suite 200 at Hub33 to the EDA.

AYES: J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C. R. BILLUPS
NAYS: NONE
ABSENT: S.C. ALSOP

AMENDMENT OF MEETING THROUGH ELECTRONIC COMMUNICATION POLICY

Ms. Seay advised that when she presented this policy previously, the section related to virtual attendance for personal reasons was incorrect. It should be 25% not 50%.

A motion was made by Ms. Norman and seconded by Mr. Simpkins to amend the policy to reflect this change.

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

NAYS: NONE

ABSENT: S.C. ALSOP

REQUEST FOR USE OF SALARY CONTINGENCY FUNDS – GENERAL REGISTRAR

Tina Ammons, Director of Finance advised that she recently met with the Registrar and the Chairman of the Electoral Board. The Registrar, Diane Klausen is planning to retire at the end of June. In order to assure a smooth transition to the new employee, the Electoral Board would like to have the new registrar on staff prior to June 30 and to have at least several months for them to work with Ms. Klausen. There may be a primary in June that could serve as a “trial run” for the election in November that would also help with this transition if they were able to work together. The request is to have someone on staff by April 1st with an estimated cost of \$18,000.

A motion was made by Ms. Norman and seconded by Ms. Billups to approve the use of salary contingency funds not to exceed \$18,000 for the hiring of a new registrar prior to June 30th.

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

NAYS: NONE

ABSENT: S.C. ALSOP

EDA UPDATE

George Longest, Chair of the EDA and Kelly Evko, Economic Development Director provided the Board with an update on economic development activities that are going on as well as activities that are planned over the next few months.

FISCAL YEAR 2024 BUDGET UPDATE

Ms. Ammons provided the Board with a brief overview of preliminary unaudited figures on FY24. While the balance in the general fund did decrease, it was not unexpected due to capital projects that were underway.

EMS STATION UPDATE

Mr. Berry advised that he, county staff and representatives from volunteers have been working together to come up with a plan to move forward. It is the consensus at this point to move forward with a scaled back layout with an estimate of \$1.3 to \$1.5 million. With the addition of site work it should be around \$2 million. After brief discussion among the members, it was

decided to move forward with getting estimates on site work from a civil engineer and construction from an architect for the plan that the work group has come up with.

FUNDING FOR EMS OPS TRUCK AND SNOW PLOW EQUIPMENT

Tina Ammons provided background on this request. The budget for the new Ops truck is not sufficient to purchase and outfit based on new pricing quotes. There are budgetary savings in several other line items that would cover the cost as well as outfit the current ops truck and maintenance truck with snow plow attachments that would allow for the current maintenance vehicle that has the snow plow attachment to be taken out of service.

It was the consensus to move forward with the purchase of equipment as requested using the budgetary savings.

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 8:35 p.m.

Chairman

Clerk of the Board