

King and Queen County  
Board of Supervisors Regular Meeting

Tuesday, October 14, 2025

Dinner with Museum Council  
6:00  
Regular Meeting  
7:00 P.M.

King and Queen County Courts and Administration Building  
General District Courtroom

“Minutes of the Meeting”

**CALL TO ORDER**

Mr. Berry called the meeting to order, noting all members were present.

A motion was made by Ms. Billups and seconded by Ms. Alsop to recess to the Tavern Museum for the annual dinner with the Museum Council.

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

Mr. Berry reconvened the meeting and provided the invocation followed by the Please of Allegiance to the Flad of the United States of America.

**APPROVAL AND SIGNING OF THE AUGUST 28, 2025 AND SEPTEMBER 8, 2025 MINUTES**

A motion was made by Ms. Norman and seconded by Mr. Simpkins approving the Augsut 28, 2025 and September 8, 2025 minutes of the Board.

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

**APPROVAL AND SIGNING OF WARRANTS AND APPROPRIATIONS**

A motion was made by Ms. Alsop and seconded by Ms. Billups approving the October 2025 County warrants and payroll.

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

NAYS: NONE

A motion was made by Ms. Alsop and seconded by Ms. Norman approving the payment of the FY25 Regional Animal Shelter billings in the amount of \$115,205.37

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

A motion was made by Mr. Simpkins and seconded by Ms. Alsop to approve the appropriation of FY25 accrued revenue to the School Fund for the months of July, August and September in the amount of \$688,018.48.

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

### **APPROVAL OF DAVENPORT FINANCING RECOMMENDATION**

David Rose with Davenport provided the background to this recommendation. It is to provide interim financing for capital projects while the Board determines priority and cost of all the projects that are coming over the next few years with the school projects being the highest priority.

Davenport issued an RFP for this interim financing and is recommending approval of the proposal received from Huntington Bank. They also detailed the two options that were provided by Huntington.

A motion was made by Mr. Simpkins and seconded by Ms. Alsop to approve option 2 of the Huntington Bank proposal.

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

### **LEGISLATIVE UPDATE – KEITH HODGES**

This item was rescheduled to November due to a family emergency for Delegate Hodges.

### **PUBLIC COMMENT PERIOD**

Jamie Ryland, Newtown District – Expressed concerns regarding the presentation made at the last meeting economic development. He is concerned with the possibility of data centers coming to King and Queen. He is also opposed to expedited permitting processes for potential businesses. The board needs to be very careful when making decisions about allowed development. The tax burden is about as low as it can get. Many counties are saying no to data centers. The board needs to remember that they can say no to things they don't want.

## QUARTERLY REPORTS

Quarterly reports were received from the following department heads and agencies:

1. Hattie Robinson, Clerk of Circuit Court (provided report in advance)
2. Meredith Adkins, Commonwealth Attorney
3. W. R. Balderson, Sheriff
4. Emergency Services (no report)
5. VDOT (no report)
6. Quentin Mascari, Building Official (provided report in advance)

## RESOLUTION – RURAL RUSTIC ROAD/ROUTE 618 SHILO ROAD

A motion was made by Mr. Berry and seconded by Ms. Alsop to adopt the following resolution:

The Board of Supervisors of King & Queen County, in regular meeting on the 14<sup>th</sup> day of October, 2025, adopted the following:

### RESOLUTION

**WHEREAS**, Section 33.2-332 of the *Code of Virginia*, permits the hard surfacing of certain unpaved roads deemed to qualify for designation as a **Rural Rustic Road**; and

**WHEREAS**, any such road must be located in a low-density development area and have no more than 1500 vpd; and

**WHEREAS**, the Board of Supervisors of King & Queen County, Virginia (“Board”) desires to consider whether Shilo Road, Route 618, 1.00 mile, From: Route 14 To: End State Maintenance be designated a Rural Rustic Road; and

**WHEREAS**, the Board is unaware of pending development that will significantly affect the existing traffic on this road; and

**WHEREAS**, this road is in the Board’s six-year plan for improvements to the secondary system of state highways; and

**WHEREAS**, the Board believes that this road should be so designated due to its qualifying characteristics;

**NOW, THEREFORE, BE IT RESOLVED**, the Board hereby designates this road a Rural Rustic Road, and requests that the Residency Administrator for the Virginia Department of Transportation concur in this designation.

**BE IT FURTHER RESOLVED**, the Board requests that this road be hard surfaced and, to the fullest extent prudent, be improved within the existing right of way and ditch-lines to preserve as much as possible the adjacent trees, vegetation, side slopes, and rural rustic character along the road in their current state.

**BE IT FURTHER RESOLVED**, that a certified copy of this resolution be forwarded to the Virginia Department of Transportation Residency Administrator.

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

### **SET PUBLIC HEARING DATE**

A motion was made by Ms. Billups and seconded by Mr. Simpkins to set the November 21, 2025 meeting for notice and public hearing of the following items:

- I. Cigarette Tax Ordinance
- II. Vehicle License Fee
- III. Building Permit Fee Schedule
- IV. Elderly and Disabled Tax Exemption

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

### **APPROVAL OF TELEWORK POLICY**

Ms. Seay noted that teleworking has previously allowed and approved on case-by-case basis from time to time so she asked Betty Dougherty, Director of Human Resources, to write a policy to be included with the other HR policies that the Board has adopted.

Ms. Billups expressed concern that the policy was too broad and very open to interpretation. She feels it needs to at least include minimum standards for times to be in office each week, number of check-ins and a time frame for how quickly an employee would be expected to report to work if needed. She also expressed concern relating to the requirement to have a good performance record since the board is aware that many departments are not doing routine evaluations. There is no way to have a documented basis for a good performance record. She further noted that there is no definition of where the employee would be working when outside of the office.

Ms. Seay noted that all these items would be addressed in the agreement that is completed between the employee and their supervisor since it is not a “one size fits all”. Every position and employee would have different circumstances.

Mr. Berry stated that he doesn’t feel that there can be a policy for everything. The board needs to trust the managers to do what is right for the employee and the county. There needs to be strict accountability on both sides. If there are checks and balances in place then the policy can be revised if it isn’t working.

Ms. Alsop stated that she has worked from home a significant amount during her career and feels that the policy is good. Some people can work better from home rather than in an cubicle area and as long as the employee is performing and the citizens are being served, then it can be a good thing.

A motion was made by Mr. Simpkins and seconded by Ms. Alsop to approve the Telework Policy as presented.

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

### **APPROVAL OF CMR (CONSTRUCTION MANAGEMENT AT RISK) RESOLUTION**

A motion was made by Ms. Billups and seconded by Ms. Alsop to adopt the following resolution for the procurement method to be used for the elementary school construction project.

#### **Resolution by the King & Queen County Board of Supervisors Adopting Construction Management at Risk as Alternative Delivery Method**

**WHEREAS**, the King & Queen County Board of Supervisors (the “Board”) has engaged in the planning for the construction of a new King & Queen Elementary School and associated campus (the “Project”) with the goal to design and construct the facility for a Spring 2028 occupancy; and

**WHEREAS**, the Project is considered complex due to its size and intricate building systems, the site conditions, the fact that construction will take place on an active high school campus, and because the Project is on an accelerated schedule to meet the goal for Spring 2028 occupancy; and

**WHEREAS**, the Board has approved a contract with a licensed architect/engineer with professional competence appropriate to the Project who recommends utilizing construction management at risk for the Project; and

**WHEREAS**, as construction market conditions remain volatile with long lead times on key building components and worker shortages presenting challenges to delivering the Project on-time and within budget, traditional competitive sealed bidding is not fiscally advantageous or practicable for the Project; and

**WHEREAS**, the Board is authorized to utilize Construction Management at Risk as an alternative delivery method for construction contracts pursuant to Va. Code § 2.2-4382 (Design-build or construction management contracts for local public bodies authorized).

**NOW THEREFORE, BE IT RESOLVED** by the King & Queen County Board of Supervisors, to-wit:

1. Recitals. The recitals above are hereby incorporated into this Resolution as an integral part thereof as if fully set out.
2. Approval of Recommendation. The Board hereby approves the recommendation by the architect/engineer and authorizes the use of Construction Management at Risk for the Project. Specifically, but without limitation, the Board determines that traditional competitive sealed bidding is not fiscally advantageous or practicable for the reasons described above.

3. Officers to Proceed. The County Administrator or designee and other County staff are hereby authorized and directed to initiate the Construction Management at Risk procurement process for the Project under the Policy.
4. Effective Date. The Resolution shall take effect immediately.

ADOPTED BY THE KING & QUEEN COUNTY BOARD OF SUPERVISORS at a duly called and held regular meeting on October 14, 2025, at which a quorum was present and acting throughout.

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

#### **APPROVAL OF 2025 VACO ANNUAL MEETING VOTING CREDENTIALS**

A motion was made by Ms. Billups and seconded by Ms. Norman to appointment Vivian Seay as the primary and Carolyn Billups as the alternate for voting at the annual VACO meeting.

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

#### **APPOINTMENTS AND REAPPOINTMENTS TO BOARDS AND COMMISSIONS**

A motion was made by Ms. Norman and seconded by Ms. Billups to reappoint David Campbell to the Planning Commission for a term expiring December 31, 2025.

\*This will allow for realignment to properly staggered terms.

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

A motion was made by Ms. Billups and seconded by Ms. Norman to reappoint Hunter Richardson to the Planning Commission as a Buena Vista representative for a four-year term expiring December 31, 2029.

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

A motion was made by Ms. Norman and seconded by Ms. Billups to reappoint Joseph McGuire to the Economic Development Authority for a four-year term expiring December 31, 2029.

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

#### **COUNTY ADMINISTRATOR'S COMMENTS**

Ms. Seay noted that there may be another trip planned to Danville since many members were not able to attend. She also advised that the ridership numbers for the dedicated King and Queen bus through Bay Transit have increased significantly.

## **BOARD MEMBER COMMENTS**

Ms. Norman had the following comments:

- Thanked the Museum Council for the delicious dinner. Anyone who has not visited the museum should do so.
- Thanked everyone for coming.
- Reminded everyone of Community Pride Day on October 18<sup>th</sup>.

Ms. Billups had the following comments:

- Encouraged everyone to participate in Community Pride Day.
- Thanked everyone for coming and listening.
- She is looking forward to the VACO conference to learn from other counties, good and bad, and appreciates the opportunity to get to go.

Mr. Simpkins had the following comments:

- Thanked everyone for coming and for the reports provided.
- Thanked the Museum Council for dinner.

Ms. Alsop had the following comments:

- Thanked everyone for coming.
- Thanked the Museum Council for dinner.
- Thanked Ms. Evko for having the business appreciation events at the library and at Hub33. It is a great way to show businesses that we appreciate them.
- She will be participating in the Community Pride Day parade.
- Walkerton Day and Rappahannock Tribe Pow Wow were last weekend.
- She noted that she disagreed with Mr. Ryland in that she thinks an expedited process when done correctly can help the county. It would not just be for certain development like data centers but for businesses.
- Wished everyone a safe trip home.

Mr. Berry had the following comments:

- Commented that streamlining processes and cutting bureaucracy is a good way to be business friendly.
- Walkerton Day was well attended and a good community event.
- The joint meetings with the school board have been a good way to keep everyone informed and to keep the project moving forward.
- Thanked the Tavern Museum for dinner. He learned that it was the only building not burned during the Civil War because there was someone in the building with Small Pox and no one would go near it.

- Thanked everyone for coming out. He appreciates the good dialogue even when there are difficult decisions.
- Wished everyone a safe trip home.

## **CLOSED MEETING**

A motion was made by Ms. Alsop and seconded by Ms. Billups to enter into closed meeting pursuant to Va. Code § 2.2-3711(A)(3) for discussion or consideration of the acquisition of real property for a public purpose, the subject being real property located on Route 14 near King and Queen Court House in King and Queen County and pursuant to Va. Code § 2.2-3711(A)(8) for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, the subjects being (1) a personal property tax account, and (2) a campaign issue with the State Board of Elections.

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

A motion was made by Ms. Alsop and seconded by Mr. Simpkins to enter into open session with 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.

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

## **IT IS ORDERED THAT THE BOARD BE ADJOURNED:**

A motion was made by Ms. Billups and seconded by Ms. Norman to adjourn the meeting to Monday, October 27, 2025, for the workshop meeting at 6:00 p.m. at the King and Queen 242 Allen's Circle, King and Queen Court House, Virginia, second floor conference room A/B.

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Chairman

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Clerk of the Board