

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

**6:00 P.M.**

**Work Session Meeting  
King and Queen County Courts and Administration Building  
Second Floor Conference Room A/B**

**Minutes of the Meeting**

**CALL TO ORDER AND ROLL CALL**

Chairman Mark Berry called the meeting to order. A roll call was taken with member Sherrin Alsop being absent.

**APPROVAL OF WARRANTS**

A motion was made by Ms. Norman and seconded by Ms. Billups to approve the October 27, 2025 warrants.

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

NAYS: NONE

ABSENT: S. C. ALSOP

**SOCIAL SERVICES UPDATE – FEDERAL GOVERNMENT SHUTDOWN**

Linda Cooke, Interim Director, provided the Board with information regarding the funding of the SNAP program during the federal government shut down. Governor Youngkin has implemented a state-run interim program. Benefits will be issued weekly until federal funding is restored. She also advised that for now, there is no local exposure unless the shutdown continues for an extended period of time which would mean that staff and operations that are federally funded would not be reimbursed or services would need to be reduced or suspended. She receives updates from the state and communicates with the County Administrator regularly and will report to the Board as requested as well.

**PRESENTATION BY RANDY JONES OF SMM – SPACE UTILIZATION STUDY RESULTS**

Mr. Jones provided the background that due to safety and ADA concerns with the circuit court building Judge Bondurant has moved court into the first-floor courtroom in the administration building. The Board has approved alterations to the courtroom to accommodate this change, but it does not address the need for additional courtroom space as well as the relocation of the circuit court office and staff due to the concerns. Several months ago, the Board authorized the hiring of ZMM to do a space utilization study to see if relocation could occur without the need for additional space being built. Part of this would assume that DSS and the Health Department would be relocated to a new facility that would be located on the Carlton's Corner property

adjacent to the EMS facility that is currently a construction in progress project. He reviewed the results of the study and provided a draft concept of the renovation to the administration building that would accommodate all offices with a two-story addition to the rear of the building to house the Sheriff's office.

There was general discussion related to cost estimates and the concern that the project has gone from a space utilization study to a full renovation of the building. It was the consensus of the board to add this to the November workshop agenda for further discussion.

#### **DISCUSSION – REASSESSMENT CYCLE**

There was general discussion relating to escalating the reassessment cycle from every six years to every four years. There are concerns that by waiting that long the change in values is extreme. This makes it difficult for citizens when their taxes go up but also gradual revenue increases are missed out on since values data is outdated. Also addressed was the concern with the increased cost of reassessment which may outweigh the increased revenue benefit. It was the consensus to place this item on a workshop agenda in January for further discussion as part of the budget process.

#### **DISCUSSION – SCHOOL BUDGET APPROPRIATION PROCESS**

Tina Ammons, Director of Finance, reviewed with the Board the current method of approval for school fund appropriations. The Board appropriates the largest portion of local funds up front in July (the first month of the fiscal year). Throughout the year state and federal revenue are appropriated (typically monthly) as available and reconciled between county and school finance staff. All appropriations are "lump sum" and not by category. She also reviewed other options available that would streamline the process as well as provide better oversight throughout the year. After general discussions and questions, it was the consensus to have staff provide further recommendations as part of the budget process for next year.

#### **DISCUSSION – SEMIANNUAL TAX BILLINGS**

Mr. Berry began the discussion stating that he has been asked by citizens if the board would consider semiannual billings due to the current due date being December 5<sup>th</sup> with is near Christmas. There was general discussion regarding whether the billing would be for both real estate and personal property or just real estate. There was also discussion regarding the added value of earlier collection increasing the interest earned on revenue that the county had on deposit. It was the consensus to continue these discussions as part of the budget process.

#### **DISCUSSION – BOARD APPOINTMENTS**

Mr. Berry advised that concerns have been raised recently regarding the commitment of some of the appointees to boards and commissions. Issues raised included attendance, proper attire during meetings and completion of required regulatory tasks for certain boards. Staff agreed to provide attendance reports to the board on a regular basis, at least quarterly. Ms. Seay advised that she would reach out to the HR Director to draft a job description/policy and procedure for appointees that can be provided at the time of appointment or reappointment.

## **MAINTENANCE UPDATES AND APPROVALS – STATION 8 AND TAVERN MUSEUM**

Tina Ammons, Director of Finance, provided an update on the status of these two projects.

Staff was made aware of air quality concerns inside Station 8 in late 2024. Air testing was done and cleaning of ductwork was performed at that time, but issues have continued to be raised by staff assigned there. Further investigation by Mike Barrow, Maintenance Supervisor, revealed that there was damage behind the sheetrock in the living area due to a roof leak. There is also damage within the quarters caused by high humidity levels, potentially from improper inside temperature regulation.

Mr. Barrow attempted to get quotes from four vendors with two responding. The lowest bid was received from Fibertec Insulation (including subcontracted work) in the amount of \$32,807. There are sufficient funds within the capital projects budget to cover this expense.

A motion was made by Ms. Norman and seconded by Ms. Billups to approve the bid from Fibertec in the amount of \$32,807.

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

NAYS: NONE

ABSENT: S. C. ALSOP

The Tavern Museum had its annual inspection by the Department of Historic Resources (DHR) and there were several large items included in the report. Specifically, the repair of the front porch roof and the installation of gutters and downspouts on the building. Mr. Barrow had two contractors come out and look at the building and they advised that replacing the roof was the better option due to condition and the need for continued maintenance on the existing roof. DHR did not approve staff's request to allow this replacement, however there has been an offer by museum volunteers to do the work to make repairs to the existing roof. It was the consensus of the board to have staff get cost estimates on the gutters and downspouts and to reach out to the museum members regarding making the repairs.

### **ITEMS BROUGHT FORTH BY MEMBERS OR STAFF**

Ms. Seay advised that Dominion has reached out regarding the Board's interest in several energy generation solutions. Suggested items were to use solar panels in construction of the new elementary school, the possible location of solar facility on closed landfills and/or battery storage locations.

Ms. Seay noted that the advertising notices have gone out for the ordinance changes that will be on the agenda for the November regular meeting.

Ms. Seay also asked advised that the November and December workshop meetings fall during the week of holidays (Thanksgiving and Christmas) and did the Board want to cancel those meetings. It was the consensus of the board to cancel both meetings.

Erin Lazar advised the Board of the following items:

- There will be a food drive during the month of November to stock the food pantry in DSS
- November 11<sup>th</sup> there will be the dedication of Walker Hall at Marriott School.
- Provided cost estimate for challenge coins requested by board members
- Asked if board members were interested in staff getting pricing on lapel pins

Ms. Norman thanked staff, especially on all the items that were addressed tonight.

Ms. Billups reminded everyone that there are only seven more Fridays before Christmas.

Mr. Berry reminded everyone of the Historical Society event coming up. The focus of the event is the restoration of the Lewis Cemetery at the lower end of the county. This cemetery dates to 1671 and is the location of members of the Meriweather Lewis family of the Lewis and Clark expedition.

**IT IS ORDERED THAT THIS BOARD BE ADJOURNED**

A motion was made by Ms. Billups and seconded by Mr. Simpkins to adjourn the meeting at 8:35 p.m.

---

Chairman

---

Clerk of the Board