

Virginia:

At the regular monthly meeting of the Board of Supervisors held at the Charles City County Government Administration Building thereof on **Tuesday, May 28, 2019, 7:30 p.m.** in the 243rd year of the Commonwealth and 385th year of the County.

PRESENT: Floyd H, Miles, Sr., Chairman
Gilbert A. Smith
William G. Coada

RE: ADOPTION OF AGENDA

Motion was made by Bill Coada to approve the adoption of the Agenda as presented. Motion passed unanimously.

RE: CONSENT AGENDA

Motion made by Gilbert Smith to approve the Consent Agenda as presented by staff. Motion passed unanimously.

- a. Approval of Minutes:
 - April 23, 2019 - Regular Meeting Minutes
 - May 9, 2019 – Public Hearing FY2020 Budget Meeting Minutes
 - May 16, 2019 – FY2020 Budget Meeting Minutes
- b. CH2M Hill Invoice for Services through April 19, 2019
- c. Appropriations for June 2019

Charles City County June Appropriations		<i>Amended FY19 Budget</i>	<i>Year to Date Appropriation</i>	<i>County Administrator Recommends</i>
<i>General Fund Agencies</i>				
11010	Board of Supervisors	\$ 67,047	\$ 63,407	\$ 3,640
12100	County Administrator	198,204	184,135	14,069
12210	Legal Services	87,000	87,000	-
12220	Non-Departmental	59,754	59,754	-
12221	Non-Departmental-Telecom	139,000	139,000	-
12240	Audit	39,800	39,800	-
12310	Commissioner of Revenue	252,329	237,902	14,427
12410	Treasurer	186,971	173,964	13,007
12420	Finance	160,066	156,878	3,188
12422	Human Resources	142,717	141,115	1,602
12425	Information Technology	412,537	395,537	17,000
12520	Motor Pool	67,088	67,088	-
12530	Central Gas	14,204	14,204	-
12600	Memberships	2,500	2,500	-

13100	Electoral Board	32,708	16,805	15,903
13200	Registrar	99,236	97,604	1,632
21100	Circuit Court	32,135	32,135	-
21200	Combined GD/JD Court	8,980	8,980	-
21300	County Magistrate	600	600	-
21600	Clerk of Circuit Court	235,524	219,096	16,428
21700	Sheriff Judicial	141,809	126,252	15,557
21800	Courthouse Security Fund	51,546	50,114	1,432
21930	Crater Criminal Justice T.C.	10,932	10,932	-
22100	Commonwealth's Attorney	222,666	204,089	18,577
31200	Sheriff Law Enforcement	751,937	657,500	94,437
31900	Sheriff Support	259,139	230,832	28,307
32350	E 911	59,850	59,850	-
32400	Wireless E911	30,000	30,000	-
33150	Correction & Detention	332,761	298,164	34,597
33300	VJCCCA	9,400	9,400	-
33310	Col Com Correction jb	10,085	10,085	-
33320	9th District Court Services	21,370	21,370	-
34400	Codes Enforcement	159,559	159,559	-
35100	Animal Control	126,745	113,144	13,601
35300	Medical Examiner	50	50	-
42400	Landfill Monitoring	294,277	294,277	-
43200	General Properties	895,206	895,206	-
51100	Health Department	112,698	112,698	-
52200	MH/MR Services Board	119,747	119,747	-
53600	Contributions	75,419	75,419	-
68010	John Tyler Community College	1,229	1,229	-
71100	Parks and Recreation	454,216	435,794	18,422
71200	Lewis Park Boat Ramp	17,224	17,224	-
73200	Library/Cultural	91,625	91,625	-
73210	Center for Local History	32,004	32,004	-
81200	Department of Development	255,039	200,545	54,494
81600	Com Development Cont	29,471	29,471	-
82650	Environmental Mgt Cont	18,800	18,800	-
83300	Cooperative Extension	41,962	12,000	-
91400	General Fund Contingency	166,181	-	-
92100	Ruthville Fitness Center	6,000	6,000	-
95000	Debt Service	512,531	450,300	62,231
	Total General Fund	\$ 7,549,878	\$ 6,911,184	\$ 442,551
Fund				
131	Fire/EMS Fund	957,501	957,501	-
Fund				
311	Capital Improvement Plan	4,734,576	4,149,138	585,438
Fund				
511	Public Utility Fund	573,722	573,062	660
	Total Board of Supervisors	\$ 13,815,677	\$ 12,590,885	\$ 1,028,649

Charles City County June Appropriations	<i>Amended FY19 Budget</i>	<i>Year to Date Appropriation</i>	<i>County Administrator Recommends</i>
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**FY19 School Operating Categorical
Appropriations**

61101	Instruction	5,626,998	5,182,559	444,439
62119	Admin, Attendance & Health Serv.	888,946	823,199	65,747
63109	Pupil Transportation	1,002,465	903,486	98,979
64209	Operations & Maintenance	1,138,910	1,055,407	83,503
68109	Instructional Technology	451,312	451,312	-
213	Self-Sustaining Fund	694,730	694,730	-
214	Textbook Fund	100,029	100,029	-
215	Food Service Fund	412,797	411,509	1,288
216	Capital Fund	767,000	767,000	-
<i>School Fund Total</i>		\$ 11,083,187	\$ 10,389,231	\$ 693,956

ALL FUNDS

BOARD OF SUPERVISORS	13,815,677	12,590,885	1,028,649
SCHOOL OPERATING	11,083,187	10,389,231	693,956
SOCIAL SERVICES	1,159,675	1,064,690	94,985
SPECIAL WELFARE	6,872	6,872	-
GRAND TOTAL ALL FUNDS	\$ 26,065,411	\$ 24,051,678	\$ 1,817,590

RE: PRESENTATIONS
VDOT MONTHLY REPORT

Marshall Wynn reviewed the May monthly report.



CHARLES CITY COUNTY
May 2019

MAINTENANCE: _____ JEFF ALLGOOD

POTHoles

- Rte 614 Sturgeon Point Rd
- Rte 618 Adkins Rd
- Rte 618 Wilcox Wharf Rd
- Rte 5 John Tyler Memorial Hwy

- Rte 106 Roxbury Rd
- Rte 609 Barnetts Rd
- Rte 650 Cattail Rd
- Rte 620 Lewis Tyler Ln

BEAVER DAM CHECK / REMOVAL

- Rte 612 Ruthville Rd
- Rte 623 Wilcox Neck Rd

TREES REMOVE/LIMB/CHIPPING

- Rte 609 Barnetts Rd
- Rte 607 Wayside Rd
- Rte 612 Ruthville Rd
- Rte 155 Courthouse Rd
- Rte 602 Lott Cary Rd
- Rte 618 Adkins Rd

BRUSH REMOVAL

- Rte 619 Weyanoke Rd
- Rte 625 W Run Rd

DRAINAGE / DITCHING

- Rte 610 Green Oak Rd
- Rte 651 Legion Rd

TRACTOR MOW

- Rte 5 John Tyler Memorial Hwy
- Rte 607 Wayside Rd
- Rte 609 Barnetts Rd

SHOULDER REPAIR

- Rte 5 John Tyler Memorial Hwy – add stone west of Rte 155 Courthouse Rd

TRASH PICKUP

- Rte 609 Barnetts Rd
- Rte 614 Sturgeon Point Rd
- Rte 155 Courthouse Rd
- Rte 620 Lewis Tyler Ln
- Rte 5 John Tyler Memorial Hwy
- Rte 603 Old Union Rd
- Rte 653 Mt Pleasant Rd
- Rte 106 Roxbury Rd
- Rte 600 Charles City Rd
- Rte 623 Wilcox Neck Rd
- Rte 619 Weyanoke Rd
- Rte 638 Mapisco Rd

DEBRIS

- Rte 626 Old Elam Cemetery Rd
- Rte 612 Ruthville Rd
- Rte 615 The Glebe Ln

BIKE TRAIL

- Cut grass
- Throwback limbs
- Clean ditches and drop inlets
- Blow debris off Trail
- Repair wooden rail on bridges
- Cut hanging tree limbs
- Remove brush from Herring Creek

MISCELLANEOUS

- BHB meeting at the District
- Haul debris from AHQ yard to Landfill
- Equipment cleaned and ready for storms
- Clean around pipes county wide
- Sweep Barrett Ferry Bridge
- Rte 612 Ruthville Rd – install Check Dam

WORK REQUESTS

- 92 Received
- 63 Completed

CALLOUTS (10)

- Rte 618 Adkins Rd – remove 2 downed trees
- Rte 612 Ruthville Rd – remove downed tree limbs
- Rte 614 Sturgeon Point Rd – remove downed trees from a tornado
- Rte 613 Sandy Point Rd – remove downed trees
- Rte 603 Old Union Rd – remove downed trees
- Rte 5 John Tyler Memorial Hwy at Herring Creek – assist with tractor-trailer accident
- Rte 625 W Run Rd – remove downed trees
- Rte 609 Barnetts Rd – remove downed trees
- Rte 637 Wyatts Ln – remove downed trees
- Rte 607 Wayside Rd – remove downed trees

NEXT MONTH'S AGENDA

- Ditching with Gradall
- Asphalt pothole patching
- Countywide litter pickup
- Clean Bike Trail
- Break beaver dams
- Mow primary routes

Marshall Winn stated VDOT replaced a pipe on Barnetts Road. This project will be completed this week. He has reviewed the speed limit signs on Barnetts Road; VDOT will be installing a 45mph sign. He stated he has also requested a speed study South of Chambers Road.

Floyd Miles asked, what is the status of speed studies on The Glebe and Lott Cary Roads. Marshall Winn stated he had not received these reports back. He will check on the status. It could take from 60 to 90 days to get these reports back.

Bill Coada stated tractor trailers are still leaving the landfill turning right off of Chambers Road onto Barnetts Road to Route 106. He questioned if signs with arrows a possibility to help keep the trucks off Barnetts Road, as some drivers may not be able to read English. Marshall Wynn stated there has been a discussion of more GPS signs. If the individual cannot read English, this will not help. Michelle Johnson stated she has seen GPS signs in neon yellow in Henrico. Not sure if that will help, she asked that the County GPS signs be neon yellow.

Gilbert Smith stated he is still receiving phone calls from constituents that tractor trailers are still using Wayside Road. Truck traffic has been restricted on this road. He stated he will contact the Sheriff Department and ask that this road be monitored.

Eleanor Robinson, 17511 John Tyler Memorial Highway, Charles City, Va., stated she is still waiting for a reply about the water standing on Sturgeon Point Road. Mr. Wynn stated VDOT is still exploring ways to fix this problem.

Lewis Black, 18704 The Glebe Lane, Charles City, Va., asked if VDOT cannot fix the problem, can you hire a contractor to do the work? Mr. Winn stated, VDOT is only responsible for the roadways; once it leaves the roadway, it is out of VDOT's jurisdiction.

Agency Spotlight: Cultural Alliance (Julie Boyd)

Julie Boyd with Cultural Alliance thanked the Board of Supervisors for the support they have given over the years. She gave an overview of their budget, stating Cultural Alliance started the year with a balance of \$15,819.00. They underspent last year due to some programs that did not occur. Charles City County provided funding of \$4,500.00. She stated the total budget amount with dollars received from grants totals \$24,819.00. Cultural Alliance has provided thirteen events in the schools this school year. This leaves a balance of \$9,307.00 to add on to programming for next year. Events depend on what the schools want and need.

The Board thanked Julie Boyd for coming and sharing this information.

RE: PUBLIC COMMENT PERIOD

No public comments.

RE: APPOINTMENTS

No appointments made.

RE: COUNTY ADMINISTRATOR'S REPORT

Abbey Pemberton, Director of Finance, stated Riverside Regional Jail Authority Board recently approved a resolution to return a total of \$ 2,800,000 from the RRJ Rainy Day Fund to its member localities, as partial credit toward each locality's share of prisoner housing costs for the period between July 1, 2018, and February 28, 2019. Charles City County received \$ **42,416**, to be used toward the County's contribution for prisoner charges. The amount must be remitted back to RRJ by June 30, 2019. She has verified the payment from Riverside Regional Jail has been received. Abbey requested the Board approve the acceptance and appropriation of these funds, for use toward the County's required contribution to Riverside Regional Jail.

Motion was made by Bill Coado to approve acceptance and appropriation as requested by staff. Motion carried unanimously.

Abbey Pemberton stated the Department of Environmental Quality (DEQ) recently awarded Charles City County Community Development Department \$11,400 in federal grant funding through the DEQ 2019 Chesapeake Bay Preservation Act Support Program; \$3,600 Matching Contribution is required from the County. These funds will enable the County to increase outreach to residents regarding the need to maintain their septic system and to aid low-income households in the County who are unable to afford the maintenance of their septic system in achieving compliance. She also stated following a compliance review, Charles City County was found non-compliant with the septic pump-out requirements found in Section 9 VAC 10-20-120 7 as of the Regulations, Section 110.B(5) of the County's Bay Ordinance, and Section 4.3 of the County's Septic System Control Ordinance on September 15, 2008. She recommended the Board approve the grant as presented.

Motion was made by Gilbert Smith that the recommendation to accept the grant from DEQ be approved as presented by staff. Motion carried unanimously.

Myles Busching, Community Development Department, requested approval to amend the Charles City County Code to renumber and rearrange sections within the land use ordinances of Charles City County. The intent of this ordinance is to allow the land use ordinances to be easily updated when changes are made and to have numbering follow sequentially (1, 2, 3, 4, etc.) rather than using insertions (0.1, 1, 2, 2.1, etc.). This ordinance does not authorize the department to make any substantive changes to the ordinances. Myles stated staff is seeking Board authorization to advertise and schedule a public hearing to adopt this ordinance and amend the county code.

Motion was made by Bill Coado to approve authorization to advertise and schedule a public hearing as presented by staff. Motion carried unanimously.

Michelle Johnson stated in reference to the 2020 Census the Local Complete Count Committees work in tandem with the Virginia Complete Count Commission to provide better outreach to communities. According to the Census Bureau website, "Complete Count Committees (CCC) are volunteers' committees established by tribal, state, and local governments and community leaders or organizations to increase awareness and motivate residents to respond to the 2020 Census. CCCs serve as state and local "census ambassador" groups that play an integral part in ensuring a complete and accurate count of the community in the 2020 Census. To ensure Charles City County receives a complete count for the 2020 Census, Michelle requested a new committee be formed for this project. This committee would be responsible for assisting with the 2020 census, community outreach, and engagement. For every citizen, that is not counted, the County will lose state and federal funding.

Bill Coady asked how will this committee be formed? Michelle Johnson stated a call will go out to the community to seek volunteers and staff will request the Board to nominate someone from each district. This committee will be appointed for one year, 2020. It was a consensus from the Board to start forming the committee.

Michelle Johnson stated during a regular Board of Supervisors meeting it was requested that an ordinance for trash on vehicles traveling to the various trash stations be evaluated. Staff has researched and discovered some language and will forward to the County Attorney. This would be to eliminate some of the trash on the roadways. This will be residents and commercial vehicles. She asked if it is the Board's pleasure to implement an ordinance and is there any specific language that you would like to see included in the ordinance?

Floyd Miles stated commercial trucks are supposed to be covered; the guidelines allows law enforcement to take action.

Bill Coady asked if this ordinance is passed, will it become a law enforcement issue versus a VDOT issue? Randy Boyd stated that will depend on how it is worded. Bill Coady stated if we pass an ordinance, there needs to be a penalty, there is no reason in having an ordinance if we cannot enforce it.

Michelle Johnson stated staff is continuing to move forward with the county broadband project. The bids are due to the County on May 31st and staff will have a recommendation at the June 5th work session for approval of the vendor for the implementation of the tower. A radio frequency study is being done with Open Broadband to decide what type of technology, megahertz, will be needed in each neighborhood. Once the report is finalized, the service provider will know what each area needs. Infrastructure will begin on the tower in July.

Michelle Johnson stated she is requesting a Townhall Meeting in July or August about our bike races. So far, there have been three bike races this year. Out of those races, the County has received 10 to 20 complaints. This meeting is to have citizens as well as bike race organizers to come out and render their concerns and recommendations to the Board, staff, and bike race organizers. We cannot eliminate the races from coming through Charles City, but we can put some systems in place to have bicyclist respect the road. She also stated she spoke with the Executive Director of Cap

to Cap, they have made donations to the Education Foundation, Sheriff Department, Fire Department, and they have given out scholarships. We need to see what we can do to benefit the citizens of Charles City County.

Floyd Miles stated several citizens had asked him how much money does the County get paid? He cannot answer the questions. Michelle stated we need to create a revenue shared model so that the county can generate some of the revenue.

Bill Coada stated he agrees that a specific Townhall meeting is held for this topic only. Gilbert Smith stated we need all parties present to hear what the citizens have to say, as well as the promoters, law enforcement, and some bicyclist. Mr. Smith also stated someone from Charles City County needs to serve on the Cap2Cap Board. Michelle Johnson stated the Executive Director of Cap2Cap is looking at their by-laws to make that happen within the next couple of months.

Michelle Johnson stated Valerie Adkins, a dedicated Parks & Recreation staff person passed away on June 1, 2018, during her retirement party. Valerie was an integral part of the development of the yoga program for the department. She helped grow the program into what it is today. Michelle recommended the County install a plaque and name the yoga room at the fitness room in her honor.

Bill Coada asked why we have to lose someone before we honor them. It would have been a good thing to do this while Valerie was living.

Floyd Miles stated there are State regulations that have to be followed; he believes the language states the person has to be deceased before you can name a room or building after someone. Bill Coada asked Michelle to look into this.

Motion was made by Bill Coada to approve naming the Yoga Room after Valerie Smith-Adkins as presented by staff. Motion carried unanimously.

Thalia Bowen, HR Manager, stated the July 4th holiday is on a Thursday this year. The Governor has granted state employees an additional holiday time off in the amount of eight hours for Friday, July 5, 2019. Historically the County has observed state issued holidays and additional holiday time off granted by the Governor. Thalia requested the Board approve July 5th as additional holiday time off for County employees.

Motion was made by Gilbert Smith to approve request as presented by staff. Motion carried unanimously.

Michelle Johnson presented the following upcoming events for May:

- June 7th – 1st Summer Concert Series – Katz Band / 6:30 p.m.
- Summer Concert save the dates:
 - June 7th Katz Band; July 5th Trademark Band;
 - August 2nd Julius Pittman & The Revival; September 6th Legacy Band
- June 10th – Strut n’ Stroll / Parks & Recreation

- June 12th – Senior Fun Day / Parks & Recreation
- June 15th – Beautification of Charles City County / Informational Meeting Thursday, May 30th at 6:30 p.m.
- June 18th – Senior Movie Day (Parks & Recreation)
- June 19th – Triad Meeting / Location: New Kent
- June 20th – Canal Cruise (Parks & Recreation)
- June 24th – Young at Heart Monthly Meeting 9:00 a.m. (Parks & Recreation)

RE: PUBLIC COMMENT PERIOD

Lewis Black, 18704 The Glebe Lane, Charles City, Va., asked if the County has considered an emergency care facility in the County. He also asked if the County has considered repurposing Barnetts School.

Yvonne Smith-Jones, 15500 John Tyler Memorial Highway, Charles City, Va., stated Charles City Athletic Association raised funds to get fitness equipment for the original Recreation Center. When that building was no longer in use, we transferred the equipment to Charles City High School for the students to use, as there was nowhere to put the equipment. In between that time, we worked with the Board of Supervisors to name the fitness center after Mr. Scott. We do have our minutes. When the County gets ready to name building or rooms, we will bring that information to you.

Elenora Robinson, 17511 John Tyler Memorial Highway, Charles City, Va., thanked the Board for the plaque she received at the Volunteerism Award Banquet program, for all the work she does. She stated as I have said before, “give me mine while I am living when I am dead, I cannot say thank you.” What she does, she does not do for prestige; she does it from the heart. Thank you.

RE: BOARD DIRECTIVES AND COMMENTS

Bill Coad stated Myles Busching and Denise Williams did a fantastic job with Muddy Bottom. They shut-down the mud bog that needed to be shut down at that time. It has been cleaned up and looks good. You got the owner on the right track.

Gilbert Smith stated Barnetts School does not belong to the County; it belongs to Gilfield Baptist Church. We do not know what their development plans may be. He also stated he would be running for the Board of Supervisors to represent District 1. He would like to continue to have District 1 support.

Floyd Miles stated in reference to the comment made on the County having an Urgent Care Center, not to say it cannot be done; it is something staff can explore.

RE: EXECUTIVE SESSION

Motion was made by Bill Coads to enter into Executive Session for Personnel 2.203711(A)(1), Investment of Public Funds under Section 2.2.3711(A)(6), and Legal 2.2-3711(A)(7), respectively of the 1950 Code of Virginia. Motion passed unanimously.

Motion was made by Gilbert Smith to return to Open Session. Motion passed unanimously. Motion was made by Gilbert Smith to certify the Board of Supervisors only discussed public business matters exempted from statutory open meeting requirements identified in the motion to convene to Executive Session. Motion passed unanimously.

There being no further business, the Board **recessed until Wednesday, June 5, 2019, 6:00 p.m., Work Session Meeting.**