

**VIRGINIA:**

At the regular meeting of the Board of Supervisors held at the Charles City County Government and School Board Administration Building thereof on **Tuesday, February 24, 2015 at 7:30 p.m.** in the 239<sup>th</sup> year of the Commonwealth and the 381<sup>th</sup> year of the County.

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

RE: ADOPTION OF AGENDA

Zach Trogdon stated he has one addition to add to the Agenda, a Proclamation In Honor of African American History Month, add as Item 7G. Motion made by Bill Coad to adopt the Agenda with change. The motion passed unanimously.

RE: CONSENT AGENDA

Motion made by Floyd Miles to approve the following Consent Agenda. Motion passed unanimously.

- a. Approval of Minutes:
  - January 27, 2015 Regular Meeting Minutes
- b. CH2M Hill Invoice for Services through January 16, 2015
- c. Appropriations for the month of March 2015

March 2015 Appropriations:

*Deputy  
County  
Administrator  
Recommends*

***General Fund Agencies***

|              |                          |    |        |
|--------------|--------------------------|----|--------|
| <b>11010</b> | Board of Supervisors     | \$ | 5,583  |
| <b>12100</b> | County Administrator     |    | 9,316  |
| <b>12210</b> | Legal Services           |    | -      |
| <b>12220</b> | Non Departmental         |    | 4,600  |
| <b>12221</b> | Non Departmental-Telecom |    | -      |
| <b>12240</b> | Audit                    |    | -      |
| <b>12310</b> | Commissioner of Revenue  |    | 15,539 |
| <b>12410</b> | Treasurer                |    | 13,711 |
| <b>12420</b> | Management Services      |    | 10,325 |
| <b>12425</b> | Information Technology   |    | -      |
| <b>12520</b> | Motor Pool               |    | 4,000  |
| <b>12530</b> | Central Gas              |    | -      |
| <b>12600</b> | Memberships              |    | -      |

|  |                                |                   |
|--|--------------------------------|-------------------|
| 13100                                  | Electoral Board                | -                 |
| 13200                                  | Registrar                      | -                 |
| 21100                                  | Circuit Court                  | -                 |
| 21200                                  | Combined GD/JD Court           | -                 |
| 21300                                  | County Magistrate              | -                 |
| 21600                                  | Clerk of Circuit Court         | 18,396            |
| 21700                                  | Sheriff Judicial               | 20,178            |
| 21800                                  | Courthouse Security Fund       | 2,460             |
| 21930                                  | Crater Criminal Justice T.C.   | -                 |
| 22100                                  | Commonwealth's Attorney        | 17,576            |
| 31200                                  | Sheriff Law Enforcement        | 54,317            |
| 31900                                  | Sheriff Support                | 4,185             |
| 31920                                  | County-School Resource Officer | 4,642             |
| 32200                                  | Fire Protection                | -                 |
| 32300                                  | Emergency Medical Response     | 50,000            |
| 32350                                  | E 911                          | -                 |
| 32400                                  | Wireless E911                  | 2,155             |
| 33150                                  | Correction & Detention         | 20,000            |
| 33300                                  | VJCCCA                         | -                 |
| 33310                                  | Col Com Correction jb          | -                 |
| 33320                                  | 9th District Court Services    | -                 |
| 34400                                  | Codes Enforcement              | 10,300            |
| 35100                                  | Animal Control                 | 10,978            |
| 35300                                  | Medical Examiner               | -                 |
| 35500                                  | Emergency Management           | 1,004             |
| 42400                                  | Landfill Monitoring            | 7,000             |
| 43200                                  | General Properties             | 48,500            |
| 51100                                  | Health Department              | (3,606)           |
| 52200                                  | MH/MR Services Board           | -                 |
| 53600                                  | Contributions                  | (1)               |
| 68010                                  | John Tyler Community College   | -                 |
| 71100                                  | Parks and Recreation           | 39,078            |
| 71200                                  | Lewis Park Boat Ramp           | -                 |
| 73200                                  | Library/Cultural               | -                 |
| 73210                                  | Center For Local History       | -                 |
| 81100                                  | Planning Commission            | -                 |
| 81200                                  | Planning Department            | 19,502            |
| 81600                                  | Com Development Cont           | -                 |
| 82650                                  | Environmental Mgt Cont         | -                 |
| <i>General Fund Agencies Continued</i> |                                |                   |
| 83300                                  | Cooperative Extension          | -                 |
| 91400                                  | General Fund Contingency       | -                 |
| 94000                                  | Cap Outlay-Repair/Renovation   | -                 |
| 95000                                  | Debt Service                   | 36,188            |
|  | <b>Total General Fund</b>      | <b>\$ 425,926</b> |

|   |                                   |                     |
|---|-----------------------------------|---------------------|
| 43400   | Public Utility Fund               | -                   |
|   | <i>Total Board of Supervisors</i> | <u>\$ 425,926</u>   |
| <i><b>FY15- School Operating Categorical Appropriations</b></i> |                                   |                     |
| 61101   | Instruction                       | 500,000             |
| 62119   | Admin, Attendance & Health Serv.  | 55,000              |
| 63109   | Pupil Transportation              | 45,000              |
| 64209   | Operations & Maintenance          | -                   |
| 68109   | Instructional Technology          | -                   |
| 213   | Self-Sustaining Fund              | 120,000             |
| 214   | Textbook Fund                     | -                   |
| 215   | Food Service Fund                 | 65,000              |
|   | <i>School Fund Total</i>          | <u>\$ 785,000</u>   |
| <i><b>ALL FUNDS</b></i>   |                                   |                     |
|   | BOARD OF SUPERVISORS              | 425,926             |
|   | SCHOOL OPERATING                  | 785,000             |
|   | SOCIAL SERVICES                   | 132,092             |
|   | SPECIAL WELFARE                   | -                   |
|   | <i>GRAND TOTAL ALL FUNDS</i>      | <u>\$ 1,343,018</u> |

RE: PRESENTATIONS

VIRGINIA DEPARTMENT OF TRANSPORTATION

VDOT Residency Administrator, David Christoph, gave the following monthly report for the month of February 2015:

**CHARLES CITY COUNTY  
February 2015 – Monthly Report**

|   |  |
|---|--|
| <p><b>Maintenance</b><br/>Patching Holes / w Cold Mix</p> <ul style="list-style-type: none"> <li>• Rt. 604, Warriner Rd.</li> <li>• Rt. 618, Adkins Rd.</li> <li>• Rt. 5, John Tyler Mem. Hwy.</li> <li>• Rt. 613, Sandy Point Rd.</li> <li>• Rt. 615, The Glebe Lane</li> <li>• Rt. 614, Sturgeon Point Rd.</li> <li>• Rt. 612, Ruthville Rd.</li> <li>• Rt. 623, Willcox Neck Rd.</li> <li>• Rt. 627, Old Neck Rd.</li> <li>• Rt. 630, Samaria Lane</li> <li>• Rt. 632, Tyler's Mill Rd.</li> <li>• Rt. 155, Courthouse Rd.</li> <li>• Rt. 609, Barnetts Rd.</li> </ul> |  |
|---|--|

Cleaning Out Driveway Pipe/Forking Leaves

- Rt. 658, Kimages Rd.
- Rt. 630, Samaria Lane
- Rt. 615, The Glebe Lane
- Rt. 613, Sandy Point Rd.
- Rt. 803, Old Holly Hill Rd.
- Rt. 614, Sturgeon Point Rd.
- Rt. 624, Horse Shoe Rd.
- Rt. 623, Willcox Neck Rd.

Drainage/Fork Leaves & Clean Out Pipes/Gradall

- Rt. 627, Old Neck Rd.
- Rt. 615, The Glebe Lane
- Rt. 613, Sandy Point Rd.
- Rt. 614, Sturgeon Point Rd.
- Rt. 630, Samaria Lane
- Rt. 602, Lott Cary Rd.

Replace & Repair Signs

- Rt. 685, Chamber Rd.
- Rt. 156, Roxbury Rd.
- Rt. 609, Barnetts Rd.
- Rt. 619, Weyanoke Rd.
- Rt. 664, Roxbury Industrial Court
- Rt. 614, Sturgeon Point Rd.
- Rt. 155, Courthouse Rd.

Litter & Trash Bag Pickup

- Rt. 609, Barnetts Rd.
- Rt. 155, Courthouse Rd.
- Rt. 600, Charles City Rd.
- Rt. 607, Church Lane
- Rt. 602, Lott Cary Rd.
- Rt. 5, John Tyler Mem. Hwy.
- Rt. 625, West Run Rd.
- Rt. 658, Kimages Rd.
- Rt. 607, Wayside Rd.
- Rt. 650, Cattail Rd.

Clean Out Drop Inlet

- Rt. 5, John Tyler Mem. Hwy. & Bike Trail

Bike Trail Clean Up

- Blow Off Trail
- Throw Limbs Off Trail
- Cut Pine Trees Off Trail
- Litter Pickup

Break Beaver Dams

- Rt. 623, Sandy Point Rd.
- Rt. 626, Old Elam Cemetery Rd.
- Rt. 620, Lewis Tyler Lane
- Rt. 614, Sturgeon Point Rd.
- Rt. 616, Adam Bridge Rd.

Cut Trees & Large Limbs

- Rt. 604, Warriner Rd.
- Rt. 5, John Tyler Mem. Hwy.
- Rt. 618, Adkins Rd.

Cut & Throw Back Trees

- Rt. 625, West Run Rd.
- Rt. 618, Adkins, Rd.
- Rt. 612, Ruthville Rd.
- Rt. 609, Barnetts Rd.
- Rt. 614, Sturgeon Point Rd.

Cut & Throw Back Limbs & Debris

- Rt. 618, Adkins Rd.
- Rt. 607, Church Lane
- Rt. 607, Wayside Rd.
- Rt. 620, Lewis Tyler Lane
- Rt. 658, Kimage Rd.
- Rt. 624, Horse Shoe Rd.
- Rt. 627, Old Neck Rd.
- Rt. 5, John Tyler Mem. Hwy.
- Rt. 155, Courthouse Rd.
- Rt. 659, Old Ferry Rd.
- Rt. 615, The Glebe Lane Rt. 623, Willcox Neck Rd.
- Rt. 614, Sturgeon Point Rd.
- Rt. 649, Woodbourne Rd.
- Rt. 647, Indian Rd.
- Rt. 642, Stagg Run Rd.
- Rt. 625, West Run Rd.
- Rt. 623, Willcox Neck Rd.

Throw Back Limbs

- Rt. 600, Charles City Rd.
- Rt. 631, Cool Hill Rd.
- Rt. 5, John Tyler Mem. Hwy.
- Rt. Rt. 155, Courthouse Rd.
- Rt. 106, Roxbury Rd.
- Rt. 613, Sandy Point Rd.
- Rt. 619, Weyanoke Rd.
- Rt. 608, Shirley Plantation Rd.

|   |                            |
|---|----------------------------|
| <ul style="list-style-type: none"> <li>• Rt. 623, Willcox Neck Rd.</li> </ul> <p>Repair Driveways w/Stone</p> <ul style="list-style-type: none"> <li>• Rt. 602, Lott Cary Rd.</li> <li>• Rt. 619-5, Weyanoke Rd. at John Tyler Mem. Hwy.</li> </ul> <p>Shoulder Repair / w Stone/Gradall</p> <ul style="list-style-type: none"> <li>• Rt. 602, Lott Cary Rd. at Rt. 630, Samaria Lane</li> <li>• Rt. 607, Church Lane at Rt. 641, Little Elam Rd.</li> </ul> <p>Sweep Off Roadway</p> <ul style="list-style-type: none"> <li>• Rt. 633, Herring Creek Rd.</li> <li>• 21-A Stone At / Mailboxes</li> <li>• Rt. 642, Stagg Run Rd.</li> <li>• Rt. 623, Willcox Neck Rd.</li> <li>• Rt. 615, The Glebe Lane</li> <li>• Rt. 614, Sturgeon Point Rd.</li> <li>• Rt. 626, Old Elam Cemetery Rd.</li> <li>• Rt. 607, Church Lane</li> <li>• Rt. 607, Wayside Rd.</li> </ul> <p>Clean Ditch /w/GradallRt. 642, Stagg Run Rd.</p> <ul style="list-style-type: none"> <li>• Rt. 106, Roxbury Rd.</li> </ul> <p>Work Storm / High Winds / Trees</p> <ul style="list-style-type: none"> <li>• Rt. 5, John Tyler Mem. Hwy</li> <li>• Rt. 650, Cattail Rd.</li> <li>• Snow Removal Cleanup</li> <li>• 1st Aid / CPR Class</li> </ul> <p><b>Next Month's Agenda</b></p> <ul style="list-style-type: none"> <li>• Shoulder Repair / Primary</li> <li>• Shoulder Repair/ Secondary</li> <li>• Pavement Repair / Secondary</li> <li>• Litter Control / Secondary</li> <li>• Bike Trail Cleanup</li> <li>• Beaver Control</li> <li>• Storm Clean up / Tree Debris</li> </ul> |                            |
|   |                            |
| <b>CONSTRUCTION</b>   | <b>Keith Rider, P.E.</b>   |
| <ul style="list-style-type: none"> <li>• For the Route 5 status: Phase 1 demolition is complete. Dependent on weather they will begin forming the backwall and pier caps next. In the next two to three weeks they hope to have the beams delivered.</li> </ul>   |                            |
| <b>TRAFFIC STUDIES/SPECIAL REQUESTS</b>   | <b>Jeff Kuttesch, P.E.</b> |
| <ul style="list-style-type: none"> <li>• Nothing to report this session.</li> </ul>   |                            |
| <p><b>Residency Report from David Christoph:</b><br/> Mr. Miles brought to our attention that on Route 660 (Munford Road) that there was a logging operation ongoing that was tracking mud on the pavement. Stated Forces met on the roadway</p>  |                            |

with the logger and informed him that he was to keep the roadway clean and not track the mud onto it. The logger has brought in some equipment to help in keeping the road clean.

Mr. Coada still had concerns with the Herring Creek detour that runs along Route 650 (Cattail Road). As stated in the last BOS meeting, the most recent speed study on that roadway indicated insufficient justification for reducing the speed limit. Route 650 is on the Restricted Width detour width for Route 5 as part of the Herring Creek project. So, there may be more trucks using the route. Given this and the potential for unfamiliar motorists using the route, we are temporarily posting the statutory limit along with the trucks 45. The Speed Limit 55/Trucks 45 signs were installed on 2/12/15 which will be posted until the completion of the Herring Creek project.

Bill Coada stated in reference to the detour on Cattail Road he received three additional calls this week on the speed limit. It is still an ongoing problem. Mr. Christoph will ask the District Traffic Engineer to come out and look at it. A speed study was done on Cattail Road in 2012.

Floyd Miles stated the bridge at Herring Creek, on Route 5, has pot holes that need to be patched. David Christoph stated he will get with the Construction Manager.

#### Charles City County School Budget Presentation FY2016

Helen Payne-Jones, Chairman of Charles City County School Board, gave a brief highlight of some of the changes that are incorporated in the FY2016 Budget. She stated some of the changes are in efficiency and effective use of our public funds, multiple opportunities for public input, redesign to offer a clearer picture of our school division finances, developed with input from cost center managers, priorities for schools, boards, and stakeholders that tie to our school's six-year division strategic plan, discussion of monthly meetings with County administration, and unanimous approval by our School Board. She also stated the school is looking at increasing instructional days for students to 180 day and adding a second preschool class. Helen Payne-Jones stated these changes are needed to move our schools forward in the right direction.

Dr. David Gaston, School Superintendent, reviewed the FY2016 budget challenges which include reduction in students, locality transfer expenditure reduced because of recession, awaiting of state figures to confirm their funding for public education, continuous search for efficiency in school budget to proportion money for better use, an eye towards employee compensation and benefits to retain and attract talent, and attention on how to enhance programs that were lost due to budget reduction. Dr. Gaston also stated the School Board Office has restructured due to being out of alignment and not matching the mission of the Strategic Plan.

Sheila Minor, Interim Finance Director, reviewed the FY2016 budget figures for Charles City Schools. A copy of the presentation is available from the Clerk.

Floyd Miles asked what the projected enrollment for the new school year is. Sheila Minor stated they are projecting enrollment to go down. Floyd Miles asked are we doing anything to encourage more students to come into the school system. Dr. David Gaston stated

even though enrollment is projected to go down they are looking at ways to market and remain competitive by restoring some programs and expanding technology capacity. One initiative is to give a laptop to every child in grades 3 through 12 to assist in receiving personalized individual learning. On-line classes are also available for students who are placed on long term suspension. The school is looking at getting back out in the community by using their website, parent night, community night, and word-of-mouth. The school has also partnered with home-school families, where they can opt to take on-line courses for their curriculum. The student then counts as a part or full time student in terms of average daily membership in the Charles City County School Division depending on how many courses they are taking. Dr. Gaston stated the school wants everyone to know that in Charles City County every student counts, every student can learn and we are going to make that happen.

Mr. Miles asked if the 2% salary increase in the budget is inclusive of state or local funds. Sheila Minor stated because the state has not completed their process, the 2% does not include what the state will provide for salaries. When the state sends the school budget it is reduced by local deposit index, it is not dollar-for-dollar.

Bill Coada stated the Extension Office sent out a report stating there is over 40% of kids in Charles City that do not attend Charles City County Schools. He asked if the school has the actual figure of the percentage of kids that do not attend our schools. Dr. Gaston stated he will get back with him on that number. Bill Coada asked if the 6 buses budgeted for are in the budget or Capital Improvement Plan (CIP) budget. Dr. Gaston stated the buses are in the CIP budget. Bill Coada asked Dr. Gaston to send the Board of Supervisors information on the Maintenance of Effort and a copy of the organizational chart displayed during the presentation with individual names listed. Dr. Gaston stated the organizational charts are not finalized as some positions are up for hire, he will send a copy of the organizational chart to the Board once it is finalized. Bill Coada asked Dr. Gaston about his 100-day plan. Dr. Gaston stated it is going well; he is still gathering data and is continually getting feed-back.

#### PUBLIC COMMENT PERIOD

David Ledbetter, 16530 The Glebe Lane, Charles City, VA., stated he has provided and have copies for the public if they would like on data collected by his wife, Judy Ledbetter. It presents data taken from the 2014 Virginia Auditor of Public Accounts Preliminary Comparative Spending Report. She provided to the Board last year similar statistics. The breakdown of the numbers is for the 10 smallest counties in the Commonwealth of Virginia; Charles City ranks among the largest of those but it is among the smallest. It breaks down by category of expenditures in each of those counties, how much was spent in absolute dollars; and per capita spending of certain categories of expenditures. He stated he thinks this information is very important to the Board and to the public in studying priorities. In 2014, Charles City was among the ten smallest counties in the Commonwealth ranked tenth among per capita expenditures for education. Mr. Ledbetter stated he believes very strongly you don't get what you don't pay for. He stated he believes this county is in as good or better position to get what we pay for in education at any time in the 28 years he has lived in the County. He stated that last year we were 6<sup>th</sup> among these counties not 10<sup>th</sup> in expenditures on public education. If we want to see results, if we want to see students come to our schools, stay in our schools, and quality teachers come to and stay in our schools, we have got to improve this statistic. It has to improve and he is delighted to hear the Board believe the School Board and the new superintendent deserve support

and encouragement. Mr. Ledbetter stated agrees that as you set your budget, please do all you can to improve this statistic. If possible, give them more money than what they ask for, but please don't give them less than what they ask for. Mr. Ledbetter mentioned a couple of other statistics on Government and Administration. We are the 2<sup>nd</sup> highest among the 10 smallest counties in the Commonwealth the Constitutional Officers and are consistently the 8<sup>th</sup> highest in per capita expenditure. We are not overspending in those categories by any measure if you compare us to other counties. We are 3<sup>rd</sup> highest per capita in Parks and Recreation and we are third highest in Public Works. Mr. Ledbetter noted in Parks and Recreation when compared to libraries we are 8<sup>th</sup> lowest in libraries. We are actually spending more than two other jurisdictions even though we don't have but a small library.

**PUBLIC HEARING:**

*Joint Public Hearing – BOS and Planning Commission - Subdivision Ordinance:*

Zach Trogdon gave a brief overview of the purpose of the public hearing on the County Subdivision Ordinance. He stated the amendments presented are to reorganize the ordinance, remove cluster sub-division provisions and streamline the review and approval process. Chairman Smith opened the public hearing.

Matt Rowe, Director of Planning, stated this ordinance is not changing as far as property rights of land owners. This is only to reorganize the ordinance to streamline the process and make easier to explain.

Becky Stewart, Assistant Subdivision Administrator, stated the previous ordinance is difficult to explain when a citizen comes in and seeks to subdivide their property. If these amendments are approved, it will make the process clearer.

No one had any questions or comments. Public hearing was closed.

Ed Baber, Chairman of the Planning Commission, stated reading through the ordinance there are some small issues of understanding that need to be addressed (example: how many times you can divide property). Randy Boyd stated if the wording changed but the intent does not, you do not have to have another hearing. Floyd Miles stated he has not had a chance to review the document; he would like to defer the action until next month. Alton Washington motioned to defer action on the Subdivision Ordinance until next month. Motion passed unanimously.

*BOS Public Hearing: Telecommunications-based Community Development Block Grant (CDBG):* Zach Trogdon stated the County was recently awarded a Telecommunications Development Block Grant. As part of the Grant the County is required to hold two public hearings. Tonight is the first hearing to focus on the CDBG Program.

Matt Rowe gave an overview of the program. The CDBG Program is a Federally Funded US Department of Housing and Development Program in Virginia, administered by Virginia DHCD, provide funding eligibility unit of local government to address community development needs to include housing, infrastructure, and economic development, our need is focusing on economic development. The County completed a Telecommunication Plan and received a Planning Grant from Virginia DHCD and was awarded \$25,000.00 with a match of \$10,000.00 from EDA. The CDBG Program required the locality to apply for CDBG implementation funding which we applied for in order to enhance Economic Development. The

County was granted \$600,000.00 and EDA committed a local match of \$55,000.00. Maurice Jones, Secretary of Commerce and Trade of Virginia, came to Charles City County on December 22<sup>nd</sup> to award the County the \$600,000.00 grant. The \$600,000.00 Broadband Telecommunication implementation grant will be used to install fiber optic cable in the Roxbury Industrial Center area. The grant is intended to enhance service to businesses to create and retain jobs and not to provide residential service. There are certain guidelines we have to follow to receive the funding. The goal is to have the project completed by mid-August depending on weather.

Public Hearing was opened by Gilbert Smith.

Ed Baber, 5326 Adkins Road, Providence Forge, VA., stated he thinks this is wonderful and we should go for it and do even more.

Preston Adkins, 841 Lott Cary Road, Charles City, Va., communication is not one of his expertise, he's just curious in the Roxbury area how far out reaching will the citizens be able to utilize this service. Matt Rowe stated it is going to depend on what type of equipment placed on the tower, maybe somewhere in the range of 3 to 4 miles. This grant is focused on business retention, job retention and creation we cannot hook up residents for this funding.

Lloyd Carter, 3720 Wayside Road, Charles City, VA., asked if the County knows who the contractor is going to be. Zach Trogdon stated as of right now we do not, this will be dependent competition.

Public Hearing was closed.

#### APPOINTMENTS

Bill Coada motioned to reappoint Russell Wormley, 7431 S. Lott Cary Road, Providence Forge, VA., District II representative, to the Recreation Advisory Commission with said term to expire on January 31, 2019. Motion passed unanimously.

Floyd Miles motioned to reappoint Jackie Stewart, 19000 The Glebe Lane, Charles City, VA., District III representative, to the Charles City Health Council with said term to expire February 28, 2017. Motion passed unanimously.

#### COUNTY ADMINISTRATOR'S REPORT

Michelle Johnson stated the Department of Development submitted an application for the 2014 Chesapeake by Preservation Act Implementation Grant (CBPA) to assist citizens with pumping of individual septic tanks. The County was awarded the 2014 grant in the amount of \$8,000.00. As part of the grant process there is \$8,000.00 that will be provided directly from the grantor (CBPA) and a \$2,025 local in-kind match in which the County has been allowed to use staff salaries to cover the match. The grant will allow approximately 30 homes to have their septic tanks pumped at no cost to the citizen. There will not be any additional funds need from the general fund to cover any other expenses. The application and implementation process will commence on March 1, 2015 through July 30, 2014. Michelle Johnson requested the Board of Supervisors accept the grant in the amount of \$8,000.00 and provide the local match of \$2,025

with staff salaries. Floyd Miles motioned to accept the CBPA Grant as presented. Motion passed unanimously.

Michelle Johnson stated the Charles City County Tourism Task Force led by the Department of Development submitted an application for the Virginia Tourism Corporation Marketing Leverage Program and on February 19, 2015, Governor McAuliffe announced that \$773,000 will be awarded to various agencies and Charles City County will receive \$30,250.00 from the program. The purpose of this grant is to assist in marketing Charles City County and provide tools for tourism such as maps, tourism motto, logo and interactive webpage that can be accessed from a tablet or cellular phone. There is a match for this grant in the amount of \$60,500.00 which will be provided by three private-sector tourism partners, Berkeley Plantation, Shirley Plantation and River's Rest Marina and Restaurant. There will not be any funds used from the County's general fund to fund this project. Michelle Johnson requested the Board of Supervisors accept the grant in the amount of \$30,250.00 for tourism. Bill Coada motioned to accept the Virginia Tourism Corporation Marketing Leverage Program Grant as presented. Motion passed unanimously.

Zach Trogdon stated in conjunction with the Community Development Block Grant (CDBG) for Broadband, there is some documentation that needs to be adopted as part of the grant. The documents are Business and Employment Plan, Non-Discrimination Policy, Residential Anti-Displacement and Relocation Plan, Residential Anti-Displacement and Relocation Certification and Fair Housing Certification. Zach Trogdon requested the Board adopt the documents presented as this is a requirement by HUD to receive the grant. Floyd Miles motioned for approval of the documents presented for the CDBG. Motion passed unanimously.

Matt Rowe gave an overview on the End of Year Annual Report for 2014 for the Planning Commission and Planning Department. Matt highlighted this fiscal year alone the Department brought in three quarters of a million dollars in grant money to the County. He thanked the Board for their support as well as support from the administration. Bill Coada stated there was a 30% increase in new commercial structures in 2014. Bill Coada commended Matt Rowe in becoming dual certified as a dual Combined Administrator for Storm Water and Erosion and Sedimentation Control.

Zach Trogdon stated from the Decide Smart study there is a service that can be shared with the School Board, Custodial Services. A County staff member will start performing custodial services in School Board Administration side of the building. This will be the first service coming from the Decide Smart study. Zach Trogdon requested the Board of Supervisors approve the Custodial Services Shared Services Agreement between the Administration and School Board Office. Bill Coada stated the Board of Supervisors had received some criticism from the Decide Smart Study because it looks like nothing has been done with the study, it has taken time but this is the beginning of working together. Bill Coada motioned to approve and accept agreement as presented. Motion passed unanimously. The agreement must still be approved by the School Board. A copy of the agreement is on file with the Clerk.

Zach Trogdon stated there a new Victims Right Advocate in the County that works with the Charles City and New Kent Commonwealth Attorney Offices, Karen Mortensen, she has requested the Board of Supervisors adopt a National Crime Victim's Rights Week Proclamation for the week of April 19 through April 25, 2015.

## **National Crime Victim's Rights Week Proclamation**

**Whereas**, Americans are the victims of more than 26 million crimes each year, and crime can touch the lives of anyone regardless of age, national origin, race, creed, religion, gender, sexual orientation, immigration, or economic status;

**Whereas**, Many victims face challenges in finding appropriate services, including victims with disabilities, young victims of color, Deaf and hard of hearing victims, LGBTQ victims, tribal victims, elder victims, victims with mental illness, immigrant victims, teen victims, victims with limited English proficiency, and others;

**Whereas**, The entire community has a role to play;

**Whereas**, Involving survivors helps victim service providers and criminal justice professionals understand the culture, values, and expectations of under- and unserved victims who seek assistance and justice;

**Whereas**, Engaging victims' communities and learning from leaders about their unique needs helps service providers foster a supportive and culturally relevant atmosphere in which victims seek help and healing;

**Whereas**, Incorporating communities' existing experts and trusted sources of support into efforts to fully serve survivors will develop a criminal justice system response that is truly accessible and appropriate for all victims of crime;

**Whereas**, Victims know best how to direct and manage their own lives, and true recovery from crime will incorporate a victim's cultural, religious, economic, social, and personal interests;

**Whereas**, With the full weight of their community and victim service providers behind them, survivors will feel empowered to face their grief, loss, fear, anger, and shame, without fear of judgment and will feel understood and worthy of support;

**Whereas**, National Crime Victims' Rights Week, April 19-25, 2015, is an opportune time to commit to ensuring that all victims of crime—even those who are challenging to reach or serve—are offered culturally and linguistically accessible and appropriate services in the aftermath of crime; and

**Whereas**, Charles City County is hereby dedicated to building partnerships with trusted sources of support, including community leaders, religious groups, schools, and other agencies to better reach and serve all victims of crime, no matter their community;

**Now**, therefore, the Board of Supervisors of Charles City County, do hereby proclaim the week of April 19-25, 2015, as

### **Crime Victims' Rights Week**

And reaffirm this County commitment to creating a victim service and criminal justice response that assists all victims of crime during Crime Victims' Rights Week and throughout the year; and to

Express our sincere gratitude and appreciation for those community members, victim service providers, and criminal justice professionals who are committed to improving our response to all victims of crime so that they may find relevant assistance, support, justice, and peace.

Floyd Miles motioned to approve the National Crime Victim's Right Week Proclamation. Motion passed unanimously.

Zach Trogon thanked Lesa Jones for putting together a Proclamation for African American History Month.

A PROCLAMATION IN HONOR OF  
AFRICAN AMERICAN HISTORY MONTH

February 1 – 28, 2015

**WHEREAS**, the Charles City County Board of Supervisors takes pride in joining Americans throughout the country in recognizing February, 2015 as African American History Month; and

**WHEREAS**, African American History Month pays tribute to the contributions that African Americans have made to American history in their struggles for freedom and equality and deepens our understanding of our Nation's history; and

**WHEREAS**, the theme for 2015, "A Century of Black Life, History and Culture," acknowledges the origins of the celebration in 1915 when historian and author Dr. Carter G. Woodson founded the organization now known as the Association for the Study of African American Life and History; and

**WHEREAS**, we commend the many achievements of African Americans in every field from science and the arts to politics and religion; and

**WHEREAS**, we honor the men and women from all walks of life that have enriched our country's culture, traditions and success;

**NOW, THEREFORE, BE IT RESOLVED**, that on this 24<sup>th</sup> day of February 2015, the Charles City County does hereby proclaim February 1st – February 28th, 2015 as African American History Month, and calls on the people of Charles City County to observe this month with appropriate programs, activities, and ceremonies.

Floyd Miles motioned to approve the Proclamation for African American History Month. Motion passed unanimously.

RE: PUBLIC COMMENT PERIOD

No public comments.

RE: DIRECTIVES AND COMMENTS

Floyd Miles stated he wanted to acknowledge the presence of Rev. Burwell Smith as he had attended the Clergy Conference dinner at Samaria Baptist Church and he suggested to the ministers that they show their presence at as many Board of Supervisors meetings as they can.

Floyd Miles stated he would like to see the Board of Supervisors and the School Board have a joint forum together on Wednesday, June 3, 2015, 6:00p.m., which is a scheduled work session meeting. This would be another chance for the Board to work collaborative together, as he think it will very beneficial to the Boards as well as the Community.

Floyd Miles stated it is a privilege and honor to serve the citizens in District III in the last 3+ years. He will be soliciting the community support again to run for another term.

Bill Coada thanked Steve Fuhrmann for serving as the chairman on the Health Council for the last five years. Lindsey Johnson is now the Chairman and he, Bill Coada, is Vice-Chairman.

Bill Coada stated in reference the comparative reports given by Mr. Ledbetter, he has actually passed out this report in the last two budget cycles in the last two years and visited about 40% of surrounding counties including Charles City. There is additional context that goes into the numbers other than just numbers. When you compare us to counties with 2,200 up to 9,000 people it takes a lot more research and in-depth look to see where Charles City County really does truly rank.

Bill Coada stated we had an issue come up where the Board motioned and approved to rename the history center the Richard M. Bowman History Center. There was some discussion and miscommunication brought back to the Board and he has since met with Mr. Richard Bowman's widow and one of his children and they stated the family would be honored to have the history center named after Mr. Bowman. Bill Coada stated based on the conversation he had with the family and if the Board agrees he would like to ask the County Administrator, Zach Trogdon, to move forward with the request, and bring back signage information to the March Board meeting. All agreed.

RE: EXECUTIVE SESSION

There was no need for an Executive Session.

There being no further business the Board **recessed until Wednesday, March 4, 2015, 6:00 p.m.**, scheduled Board of Supervisors Work Session.