

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, June 23, 2015 at 7:30 p.m.** in the 239th year of the Commonwealth and the 381st year of the County.

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

RE: ADOPTION OF AGENDA

Motion made by Floyd Miles to adopt the Agenda as presented. The motion passed unanimously.

RE: CONSENT AGENDA

Zach Trogdon, County Administrator, stated at the May 26, 2015 Board of Supervisors Regular meeting, the Board approved the Department of Health Annual Agreement correcting the beginning date of the agreement to July 1, 2015. Zach Trogdon stated he had contacted the Health Department and the agreement had the correct date of July 1, 2014. Bill Coad motioned to approve the Consent Agenda with the correction of the date to the Department of Health Annual Agreement as presented. Motion passed unanimously.

- a. Approval of Minutes:
 - May 26, 2015 Recessed and Regular Meeting Minutes
 - May 28, 2015 Joint Public Hearings Planning Commission
 - June 3, 2015 Work Session - Joint meeting BOS and School Board minutes
 - June 11, 2015 Public Hearing - Sale of Real Property minutes
- b. CH2M Hill Invoice for Services through May 15, 2015
- c. CH2M Hill Monitoring Proposal

RE: PRESENTATIONS

VIRGINIA DEPARTMENT OF TRANSPORTATION

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

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

<p>Maintenance</p> <p>Asphalt Patching :</p> <ul style="list-style-type: none">• Route 623, Willcox Neck Road• Route 602, Lott Cary Road <p>Break Beaver Dams</p> <ul style="list-style-type: none">• Route 5, John Tyler Memorial Highway• Route 623, Willcox Neck Road <p>Litter & Trash Bag Pickup</p> <ul style="list-style-type: none">• Route 609, Barnetts Road• Route 607, Wayside Road• Route 5, John Tyler Memorial Highway• Route 600, Charles City Road• Route 606, Carter’s Mill Road• Route 602, Lott Cary Road <p>Fallen & Dead Tree Removal</p> <ul style="list-style-type: none">• Route 613, Sandy Point Road• Route 624, Horseshoe Road	<p>David Christoph</p>
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<p>Grass Cutting</p> <ul style="list-style-type: none"> • Route 106, Roxbury Road • Route 618, Adkins Road • Route 609, Barnetts Road • Route 602, Lott Cary Road • Route 620, Lewis Tyler Lane • Route 685, Chambers Road • Route 647, Indian Road • Route 649, Woodbourne Road • Route 5, John Tyler Memorial Highway • Route 616, Adams Bridge Road • Route 633, Herring Creek Road • Route 640, Herring Creek Road • Route 665, Harrison Lake Drive • Route 659, Old Ferry Road • Route 156, Roxbury Road • Route 690, Harrison Point Drive • Route 691, Harrison Point Drive • Route 637, Wyatt's Lane • Route 608, Shirley Plantation Road • Route 606, Carters Mill Road <p>Site Distance-Intersection</p> <ul style="list-style-type: none"> • Route 5, John Tyler Memorial Highway and Route 618 Adkins Road <p>Sign Repair</p> <ul style="list-style-type: none"> • Route 5, John Tyler Memorial Highway • Route 658, Kimages Road • Route 155, Courthouse Road at Route 5, John Tyler Memorial Highway. <p>Bike Trail Cleanup</p> <ul style="list-style-type: none"> • Grass Cutting • Blowing Trail • Spraying Weeds and Edges • Remove dead animals <p>Sweep Intersection</p> <ul style="list-style-type: none"> • Route 603, Old Union Road at Route 609, Barnetts Road <p>Stone at Mailboxes</p> <ul style="list-style-type: none"> • Route 155, Courthouse Road <p>Repair Mailbox</p> <ul style="list-style-type: none"> • Route 609, Barnetts Road <p>Next Month's Agenda</p> <ul style="list-style-type: none"> • Grass Cutting / Primary & Secondary • Ditching & Pipe Replacement/Secondary • Litter Control / Secondary • Bike Trail Cleanup / Sign Maintenance. • Beaver Control • Pavement Repair / Secondary 	
CONSTRUCTION (No updates rec'd)	Keith Rider, P.E.
<ul style="list-style-type: none"> • Started placing surface treatment on various routes. Will surface treat Routes 640 and 658 next week. • Surface Treatment 2015: Completed patching routes that will be surface treated. Contractor will begin surface treatment on various routes after they complete the 2014 Contract. Completed patching Routes 607, 612, 623, 624 and 645. Contractor is anticipating starting the surface treatment in two to three weeks. The starting routes are unknown at this time. • Rt. 618 Bike Trail: Contractor is almost finished grading and placing stone throughout 	

<p>the project. The Contractor is anticipating beginning paving next week.</p> <ul style="list-style-type: none"> • Contractor began placing the surface treatment on 5/18. Should finish this contract in about 2 weeks. • On-call Paving: Contractor will be paving a segment of Rte. 614 Sturgeon Point Rd just north of Rte. 5. This will be done about early June. • Rte. 5 over Herring Creek: Project is behind schedule. Original completion date was 7/31/15. A schedule analysis has not yet been done, but we'll hope to finish by Labor Day. 	
TRAFFIC STUDIES/SPECIAL REQUESTS	Jeff Kuttesch, P.E.
Nothing to report this month	
<p>Residency Report from David Christoph:</p> <ul style="list-style-type: none"> • Mr. Coado mentioned that a citizen asked about placing some School Bus Stop Ahead signs on Cool Hill Road. I advised that by the time we had ordered the signs and received them that the school year would in all likelihood be completed. However, we will check the sight distance at the address and install signs as appropriate. • Mr. Miles had inquired about cutting some brush on Route 612 during our mowing operation. We still need to line up our boom axe to help cut back the roadsides along Route 612. • Mr. Lloyd Carter asked about the closing of Route 607 (Wayside Road). It could have been when our state force crew was in there shooting tar and gravel along the centerline filling in the depression. Due to the operation, there was no way traffic could pass so the road was temporarily blocked. 	

David Christoph stated Bill Coado had asked if VDOT could put up a School Bus Stop Ahead sign on Cool Hill Road; he has gotten with Zach Trogdon who has spoken with Dr. David Gaston, School Superintendent, to ask that a letter be written to VDOT to request this sign. If the request is granted the sign will be put up; VDOT will have a file to look at every year and know when to pull up signs that are no longer being used.

Floyd Miles stated VDOT did some pavement on Route 612. This pavement work was the worst he has ever seen; he has gotten over a 5 gallon bucket of rocks from under his vehicles. Rocks and tar are still stuck under his vehicles.

Gilbert Smith stated he has received a telephone call from a citizen in his district; they live at 8740 Kimages Road, stating that looking south coming out of their driveway the grass has over-grown, they cannot see oncoming traffic. He asked Mr. Christoph to see who own the right away to cut the grass, does it belong to VDOT or the owner.

Mrs. Elnora Robinson, 17511 John Tyler Memorial Highway, Charles City, VA., stated that once you crossed the bridge leaving Williamsburg into Charles City County, there was a sign stating how many miles to Charles City High School. She wanted to know what happened to the sign.

RE: PUBLIC COMMENT PERIOD

Michael Barter, New Kent, VA., stated he is representing Richmond Multi-Sports and he would like to invite everyone to come out to Shirley Plantation on July 4th as they will be hosting a 17.76K race, from 5:00 a.m. until 10:00 a.m. The route will be Route 5, Wayside Road and Roxbury Roads. He thanked the County for their partnership, and invited everyone to come out as this is going to be a great event.

RE: PUBLIC HEARING

Zach Trogdon stated a public hearing has been scheduled due to an application from the County to be designated as an Enterprise Zone. Matt Rowe gave a brief overview and details of what is required for this program. He stated the County is looking at two areas to be designated as an Enterprise Zone, Roxbury Area, Route 106 to Chambers Road, east on Chambers Road to the landfill and Lott Cary Road South, Route 155 to intersection of Route 5 and the immediate Courthouse area.

Gilbert Smith opened the public hearing for public comments.

Byron Cox, 1501 Shady Lane, Charles City, VA., stated he want to make a comment on the Enterprise Zone Village Project. A lot of people say yes the Village Project will work, can we add something to it that will bring in immediate money.

There was no other comments made; Gilbert Smith closed the public hearing.

Bill Coada motioned to approve the application for Enterprise Zone Designation as presented. Motion carried as follows:

Floyd Miles Aye
Bill Coada Aye
Gilbert Smith Aye

RE: APPOINTMENTS

Floyd Miles asked staff to contact the individuals on the Health Council to see if they are interested in continuing to serving on the board before they are reappointed (Mrs. MacKenize, Ms. Blount and Dr. Whitehurst-Cook).

Gilbert Smith motioned to reappoint Charles Carter, III to serve on the Wetland Board, representing District I, with said term expiring June 30, 2020. Motion passed unanimously.

Floyd Miles motioned to reappoint John Tabb to serve on the Road Viewers Board, District III representative, with said term expiring June 30, 2016. Motion passed unanimously.

Gilbert Smith motioned the County Fair Committee be reappointed to serve on the committee for one year as presented. Motion passed unanimously.

Fair Committee consists of: Roberts Adams, Sr., Norma Adkins, Wanda Adkins, Valerie Adkins, Sandra Bradby, Karina Bradby, Marian Christian, Barbara Hayes, Julie Jefferson, Ruby Paige, Aundrea Smith, Louise Tabb, Avis Walker, and Alfred Crump.

Bill Coada motioned to reappoint Floyd Miles to serve as the primary representative and Zach Trogdon as the alternate representative on the Richmond Regional Planning District Commission for Charles City County, for FY16 which begins on July 1, 2015. Motion passed unanimously.

RE: COUNTY ADMINISTRATOR'S REPORT

Michelle Johnson stated at the end of each fiscal year an analysis is completed to determine if there are any funds that should be carried over into the new fiscal year. She identified the following items to be carried over in FY2016:

Softball program - \$5,558; Summer Program - \$2,095; Information Technology \$85,207; GSAB Windows - \$50,000; GSAB Paving - \$34,416; Regional Jail Savings - \$27,527: funds will be used for the following (1.) To assist with purchasing new equipment that was not covered in the insurance payout for two vehicles - \$11,527 (if the insurance covers the new equipment this money will be moved into the General Fund.) (2.) Marking of the Animal Control vehicles - \$16,000

This is a total of \$204,803.00 in carryover for FY2016 that is being requested. Floyd Miles motioned to approve carryover request as presented. Motion carried unanimously.

Michelle Johnson requested to amend FY2015 budget for \$27,307.00; this will come from the Regional Jail Savings. \$17,307.00 is to cover anticipated Animal Control expenses that are currently under the County's budget until July 1, 2015; \$10,000.00 is for the repair of the Lawrence Lewis Park fishing pier. Motion was made by Bill Coada to approve carryover as presented. Motion carried unanimously.

Michelle Johnson presented the July 2015 appropriations:

Charles City County July Appropriations		<i>Deputy County Administrator Recommends</i>
<i>General Fund Agencies</i>		
11010	Board of Supervisors	\$ 5,461
12100	County Administrator	12,534
12210	Legal Services	6,000
12220	Non Departmental	5,000
12221	Non Departmental-Telecom	42,452
12240	Audit	5,000
12310	Commissioner of Revenue	34,217
12410	Treasurer	14,832
12420	Management Services	25,000
12425	Information Technology	47,171
12520	Motor Pool	7,003
12530	Central Gas	1,436
12600	Memberships	2,550
13100	Electoral Board	21,856
13200	Registrar	27,213
21100	Circuit Court	2,837
21200	Combined GD/JD Court	7,070
21300	County Magistrate	500
21600	Clerk of Circuit Court	17,689
21700	Sheriff Judicial	14,610
21800	Courthouse Security Fund	1,740
21930	Crater Criminal Justice T.C.	6,447
22100	Commonwealth's Attorney	17,931
31200	Sheriff Law Enforcement	118,513
31900	Sheriff Support	16,498
31920	County-School Resource Officer	814
32200	Fire Protection	30,000
32300	Emergency Medical Response	51,000
32350	E 911	3,500
32400	Wireless E911	3,580
33150	Correction & Detention	30,000
33300	VJCCCA	4,700
33310	Col Com Correction jb	3,154
33320	9th District Court Services	5,000
34400	Codes Enforcement	24,340
35100	Animal Control	23,150
35300	Medical Examiner	300
35500	Emergency Services	1,852
42400	Landfill Monitoring	24,300
43200	General Properties	73,800
51100	Health Department	27,000
52200	MH/MR Services Board	29,000
53600	Contributions	38,500
68010	John Tyler Community College	1,229
71100	Parks and Recreation	98,900
71200	Lewis Park Boat Ramp	7,500
73200	Library/Cultural	23,000
73210	Center for Local History	17,450
81100	Planning Commission	-
81200	Planning Department	19,056
81600	Com Development Cont	19,000

82650	Environmental Mgt Cont	5,000
83300	Cooperative Extension	14,500
91400	General Fund Contingency	25,000
92100	Ruthville Fitness Center	1,000
95000	Debt Service	36,188
	Total General Fund	\$1,103,373
43400	Public Utility Fund	47,800
Fund 311	Capital Improvement Plant	260,000
	Total Board of Supervisors	\$1,151,173

***FY16- School Operating Categorical
Appropriations***

61101	Instruction	488,355
62119	Admin, Attendance & Health Svcs.	74,721
63109	Pupil Transportation	60,313
64209	Operations & Maintenance	88,964
68109	Instructional Technology	32,914
213	Self-Sustaining Fund	813,254
214	Textbook Fund	64,467
215	Food Service Fund	56,680
	School Fund Total	\$1,069,728

All Funds

BOARD OF SUPERVISORS	1,151,173
SCHOOL OPERATING	1,069,728
SOCIAL SERVICES	135,952
SPECIAL WELFARE	19,000
GRAND TOTAL ALL FUNDS	\$2,375,853

Bill Coada motioned to approve appropriations as presented. Motion carried unanimously.

Zach Trogdon stated the County has been working on two agreements for shared services with the Schools and is requesting approval. The first agreement is for Lawn Care Services, the County will be using personnel to mow the grass at the schools. The second agreement is for Vehicle Maintenance Shared Services, the school garage will be providing service for all County vehicles; the County will be provide funding to the Schools budget for one mechanic, who will be an employee of the Schools, and providing parts for its vehicles. Motion was made by Floyd Miles to approve both agreements, Lawn Care Service and Vehicle Shared Services, as presented. Motion carried unanimously.

Zach Trogdon stated the Workforce Area Investment Board has been renamed to Capital Region Workforce Partnership. The County received a new agreement for the Chief Elected Officials. This agreement will not change the way the County votes, the County will still have one vote. Gilbert Smith stated the County receives benefits from this Board. There is a bus that will take county citizens to Nine Mile Road to receive computer training, help with job seeking, etc. Motion was made by Gilbert Smith to accept the Chief Local Elected Officials Agreement. Motion carried unanimously.

Zach Trogdon presented the Vehicle Use Policy with some amendments. Amendments to the policy are: No take home vehicle unless you live in the County; fuel conservation addressing idling; guidance on accidents which is in our personnel policy but it has been added to Vehicle Use Policy; and what to do if the vehicle is stolen. Bill Coada motion to approve Vehicle Use Policy as presented with an effective date of July 1, 2015. Motion carried unanimously.

Zach Trogdon presented the Fund Balance Policy for approval. The County's auditor recommends the County keep 20% in the fund balance. The Fund Balance Policy states the County keeps 10% in Committed Fund Balance under a Stabilization Fund and 10% in Unassigned Fund Balance which will give a total of 20%. If funds are remaining in the Schools budget, they will convert back to the General Fund, with the preference that they are assigned to capital funds if needed. Floyd Miles motioned to approve Fund Balance Policy as presented. Motion carried unanimously.

Zach Trogdon stated in designating funds for a Fund Balance Resolution, in FY2014 audit the County had 155,139.00 for E911 that was committed for something years ago that is now irrelevant. Zach Trogdon recommended the money be converted back to the General Fund and be used for the purpose of public safety; \$33,157 for Central Gas can be converted back to General Fund and used to upgrade the fuel facility. The County sold timber on Roxbury Road for \$115,000; collected delinquent taxes in the amount of \$140,000.00; spent \$18,000 to do a survey on County Property on Roxbury Road; that leaves a balance of \$237,000. Zach Trogdon recommended the Board commit that amount, \$237,000, to an economic development line, purpose to be stated later. Zach recommended \$1.5million also be committed as a Stabilization Fund; \$700,000.00 in unassigned from settlement agreement and \$800,000 from unassigned fund balance from FY14. Action was deferred until later during the meeting.

Zach Trogdon stated the Board will have to approve a referendum resolution to include a question on the ballot for the November election of this year, to address if the County should borrow funds for a Library History Center. Once approved this referendum resolution will be forwarded to the Circuit Court Clerk who does an order to have it put on the ballot. After much discussion between the County Attorney, Randy Boyd, and the Board of Supervisors the following is the language to be used in the resolution:

RESOLUTION REQUESTING A REFERENDUM ON THE QUESTION OF WHETHER CHARLES CITY COUNTY SHALL BE AUTHORIZED TO BORROW FUNDS FOR CONSTRUCTION OF A NEW LIBRARY/HISTORY CENTER

WHEREAS, the Charles City County Board of Supervisors is authorized by Article VII, Section 10 of the Constitution of Virginia and enabled by the Virginia Public Finance Act of 1991, Code of Virginia 15.2-2600 et seq., to borrow money, issue general obligation bonds, and contract debt; and,

WHEREAS, Article VII, Section 10 of the Constitution of Virginia requires that provision be made for submission to the qualified voters of the county for approval or rejection by a majority vote of the qualified voters voting in an election on question of contracting such debt; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Charles City County that the question be put to the qualified voters of Charles City County at the General Election to be held on November 3, 2015 as follows:

“Shall Charles City County incur debt in the amount of \$2,500,000 by issuing general obligation bonds to pay for the construction of a new library history center in conjunction with the Charles City Library Campaign?”

BE IT FURTHER RESOLVED that the Board of Supervisors requests that this Resolution, upon its adoption, be prepared for filing with the Circuit Court of Charles City County in order that a referendum election on the question of issuing general obligation debt be held at the 2015 General Election on November 3, 2015.

Bill Coada motioned to approve Referendum Resolution for the November ballot with changes discussed. Motion carried as follows:

Bill Coada Aye
Floyd Miles Aye
Gilbert Smith Aye

Zach Trogdon referred back to the Fund Balance Resolution. Assigned fund balance does not take a formal action, the money can be in the budget or appropriated. Floyd Miles motioned to accept Fund Balance Resolution as presented. Motion carried as follows:

Bill Coada Aye
Floyd Miles Aye
Gilbert Smith Aye

Zach Trogdon stated staff was asked and has looked into changing the tax year in order to avoid taxes being paid before the applicable fiscal year starts. The Code of Virginia does allow the County to change the tax year to match the fiscal year. There will be a short calendar year for the first six months in 2016 and a land book will be done for that short calendar year. An ordinance has to be adopted to make this change. Floyd Miles stated this will solve the concern that has been expressed to him in paying taxes that are not then applied to the County's fiscal year in the manner that is expected.

Zach Trogdon stated VACO is looking for submission of County tree ornaments to go on the tree at the Executive Mansion. The County is asking citizens to submit an ornament to the County to be judged, if chosen the ornament will be submitted to the Mansion. Ornaments need to be submitted around September. Instructions will be on the County website or you can contact Lesa Jones for more detailed information.

RE: PUBLIC COMMENT PERIOD

David Ledbetter, 16530 The Glebe Lane, Charles City, VA., stated in his experience of working with the Board of Equalization the State Statute states to reassess property no less frequently than every four years. If the tax due date is changed the assessment will have to be 3½ years. David Ledbetter also stated why not make the County tree ornament judging for the Executive Mansion part of the judging at the County Fair.

James Tyler, 11400 Goose Pond Lane, Charles City, VA., stated the Board needs to reconsider the wording of the resolution. History Center vs. Richard M. Bowman Center for Local History adds to confusion. He asked why the Board is reluctant to put Mr. Bowman's name on the resolution.

RE: DIRECTIVES AND COMMENTS

Floyd Miles stated he would encourage citizens when they call a Board member to leave their contact information as a message so you can get a call back; leave a phone number, your name and short message. He has tried calling people back and do not have the correct phone number.

Floyd Miles also asked where we are in doing random drug testing. If volunteers are needed he will be the first to volunteer. If we have it in place we need to utilize it.

Bill Coada stated in response to Mr. Tyler's comment, there seems to be a lot of confusion in the County about the Charles City County Library. It has been said by some in the community that the County does not have a library. It is not the size or magnitude we would like to have, but the County does have a library. Putting it out there as a library takes out all the confusion.

RE: EXECUTIVE SESSION

Motion was made by Bill Coada to go into Executive Session to discuss award of public contract under Section 2.2-3711(A)(29) of the 1950 Code of Virginia. Motion passed unanimously.

Motion was made by Floyd Miles to return to open session. Motion passed unanimously. Motion was made by Floyd Miles 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 **adjourned until Tuesday, July 28, 2015, 7:30 p.m.**