

**Virginia:**

At the regular monthly meeting of the Board of Supervisors held at the Charles City County Government Administration Building on **Tuesday, April 26, 2022, at 6:00 pm** in the 226<sup>th</sup> year of the Commonwealth and 388<sup>th</sup> year of the County.

PRESENT: William G. Coada, Chairman  
Byron M. Adkins, Sr, Vice Chairman  
Gilbert Smith, Member

Chairman, Mr. William G. Coada requested a motion to return to Open Session. Board Member, Mr. Gilbert Smith motioned to return to Open Session. The motion was passed unanimously.

RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

The Board's Chairman, Mr. William G. Coada called to order the regular monthly Board of Supervisors meeting. The Pledge of Allegiance was said in unison by the Board of Supervisors.

RE: ADOPTION OF THE AGENDA

Mr. William G. Coada asked for a motion to adopt the agenda. A motion was made by Vice-Chairman, Mr. Byron M. Adkins, Sr to approve the agenda. The motion was passed unanimously.

RE: CONSENT AGENDA

County Administrator, Ms. Michelle Johnson requested approval of the consent: Approval of Community Meeting Minutes, March 17, 2022, Approval of Board of Supervisors Meeting Minutes, March 22, 2022, Approval of Community Meeting Minutes Vision 2040, April 11, 2022, Approval of Community Meeting Minutes Flood Zone Ordinance, April 12, 2022. CH2M Hill Invoice for services through March 17, 2022, and appropriations for May 2022. Ms. Michelle Johnson stated that the Board of Supervisors Meeting Minutes for March 22, 2022, have some amendments that have been made. Mr. Byron M. Adkins, Sr motioned to approve the consent agenda with the noted amendments. The motion was passed unanimously.

Charles City County  
May Appropriation

Amended Budget	FY21	Year to Date Appropriation	Year to Date Expenditure as of 4/15/2022	Unexpended Appropriation Balance	May Request	County Administrator Recommends
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FY22- School Operating  
Categorical  
Appropriations

6110			3,609,68			
1	Instruction	5,709,992	4,758,330	0	1,148,650	475,833
6211	Admin, Attendance & Health Serv.	948,541	790,450	762,566	762,566	79,045
6310	Pupil Transportation					
9		1,117,294	931,080	749,157	181,923	93,108
6420	Operations & Maintenance					
9		1,351,091	1,125,910	1,068,168	57,742	112,591
6700	Transfer to Food Service					
0		5,658	4,720	-	4,720	472
6810	Instructional Technology					
9		495,512	495,512	353,196	142,316	-
213	Self-Sustaining Fund					
		2,837,354	816,111	652,162	163,949	-
214	Textbook Fund					
		60,064	60,064	23,405	36,659	-
215	Food Service Fund					
		428,866	357,390	293,985	63,405	35,739
216	Capital Fund					
		130,356	130,356	-	130,356	-

\$	\$	\$	\$	\$	\$
13,084,728	9,469,923	7,512,320	2,692,285	796,788	796,788

School Fund



**ASHLAND RESIDENCY**

**MARSHALL WINN**

**RESIDENCY ADMINISTRATOR**

# CHARLES CITY COUNTY

April 2022

## MAINTENANCE: JEFF ALLGOOD

### POTHoles (53 holes)

- 623 Wilcox Neck Rd
- 615 The Glebe Ln
- 600 Charles City Rd
- 618 Adkins Rd
- 614 Sturgeon Point Rd
- 5 John Tyler Memorial Hwy at 106 Roxbury Rd
- 632 Tyler Mills Rd
- 106 Roxbury Rd
- 666 Waymacks Rd
- 602 Lott Cary Rd
- 619 Weyanoke Rd
- 603 Old Union Rd
- 609 Barnett's Rd

### HOT-MIX POTHOLE REPAIR (13 holes)

- 600 Charles City Rd
- 106 Roxbury Rd

### ASPHALT REPAIR

- 600 Charles City Rd; over 17x13" pipe replacement
- 600 Charles City Rd; over 80x36" pipe replacement

### PIPE REPLACE

- 600 Charles City Rd; 15" pipe
- 600 Charles City Rd; 24" pipe
- 600 Charles City Rd; 2 Bands of 80x36" Metal pipe
- 600 Charles City Rd; 35 feet of 17x13"

### PIPE INSTALL

- 614 Sturgeon Point Rd
- 618 Adkins Rd
- 620 Lewis Tyler Ln

- 626 Old Elam Cemetery Rd
- 612 Ruthville Rd
- 609 Barnetts Rd
- 650 Cattail Rd

#### **PIPE CLEANING**

- 600 Charles City Rd; 15" pipe

#### **EROSION / WASHOUT REPAIR**

- 5 John Tyler Memorial Hwy east of 609 Barnett's Rd; near Bike Trail and Ruffin Farm

#### **SEED & STRAW**

- 600 Charles City Rd; around pipe replacements

#### **HYDRO SEED**

- 600 Charles City Rd
- 661 The Loop Rd

#### **DITCH REPAIR-DAMAGED BY VEHICLES; 400 FT**

- 623 Wilcox neck Rd
- 614 Sturgeon Point Rd
- 615 The Glebe Ln

#### **DITCH CLEANING w Gradall; 1,000 FT**

- 661 The loop Rd; at 3351

#### **DITCH CLEANING w R/A Tractor; 8,800 FT**

- 600 Charles City Rd

#### **DITCH CLEANING**

- 661 The Loop Rd
- 604 Warriner Rd

#### **SHOULDER REPAIR**

- 600 Charles City Rd; pull shoulders w/ Tractor blade
- 600 Charles City Rd; RipRap around pipe

- 600 Charles City Rd; #3 Stone
- 600 Charles City Rd; cut high shoulders w/ Gradall (2,760 FT)
- 5 John Tyler Memorial Hwy

#### **DRIVEWAY REPAIR**

- 618 Adkins Rd; #21-A stone
- 604 Warriner Rd; add 2 Concrete Joints to driveway pipe at 3915

#### **TREE REMOVAL / CLEANUP**

- 604 Warriner Rd; tree debris at 3801
- 106 Roxbury Rd; small leaning tree
- 155 Courthouse Rd; dead leaning tree
- 632 Tylers Mill Rd; dead tree

#### **TREE PRUNING / CLEANUP**

- 666 Waymacks Rd
- 603 Old Union Rd

#### **BEAVERDAM REMOVAL**

- 613 Sandy Point Rd
- 620 Lewis Tyler Ln
- 614 Sturgeon Point Rd at 5 John Tyler Memorial Hwy
- 614 Sturgeon Point Rd at Morris Creek Bridge
- 609 Barnett's Rd at Saw Mill
- 612 Ruthville Rd
- 626 Old Elam Cemetery Rd

#### **SIGN REPAIR**

- 641 Little Elam Rd; Stop sign and pole

#### **DEBRIS REMOVAL**

- 5 John Tyler Memorial Hwy; remove Tires at 5400
- 612 Ruthville Rd
- 666 Waymacks Rd; cement on shoulder
- 600 Charles City Rd; ditch debris on shoulder
- 106 Roxbury Rd; debris in roadway

#### **TRASH PICKUP (148 Bags)**

- 602 Lott Cary Rd between 630 Samaria Ln and 609 Barnett's Rd; 11 bags

- 5 John Tyler Memorial Hwy between 609 Barnett's Rd and 636 Shady Ln; 11 bags
- 609 Barnett's Rd near 625 West Run Rd; 3 bags
- 609 Barnett's Rd at Salem Cemetery; 18 bags
- 600 Charles City Rd from Charles City C/L to Conservation entrance; 28 bags
- 614 Sturgeon Point Rd; 32 bags
- 609 Barnett's Rd between 607 Wayside Rd and 607 Church Ln; 17 bags
- 609 Barnett's Rd between 653 Mt Pleasant Rd & 602 Lott Cary Rd; 15 bags
- 653 Mt Pleasant Rd
- 600 Charles City Rd between 603 Old Union Rd & Henrico C/L; 6 bags
- 603 Old Union Rd; 1 bag
- 650 Cattail Rd; 6 bags
- 106 Roxbury Rd

### **COUNTY VOLUNTEER TRASH PICKUP (68 Bags)**

- 613 Sandy Point Rd; Bryan Wade's Group, 40 bags
- 5 John Tyler Memorial Hwy; 14 bags
- 615 The Glebe Ln near Haupts Store; 14 bags

### **BIKE TRAIL**

- Blow Trail
- Clean out drop Inlet
- Throwback limbs
- Cut grass at Herring Creek
- Cut grass east of 619 near Bruce Howard
- Cut grass west of 155 Courthouse Rd
- Cut grass west of 618 Adkins Rd
- Litter pickup; 3 bags
- Pothole repair w/ cold mix at Herring Creek
- Pothole repair w/ cold mix near 665 Harrison Lake Dr

### **MISCELLANEOUS**

- Dead Animal Removal; Primary and Secondary
- Standby / winter weather alert
- Haul debris from yard to landfill
- Preparing tractor mowers & zero turns for grass season
- Maintenance on chain saws
- Training Classes; Work Zone, TIMS, Tractor w/ Attachment
- Mowing equipment dry run
- Unload Metal Pipe; 200 feet of 17 x 13"
- 600 Charles City Rd; detour set up and remove for pipe replacement

### **WORK REQUESTS**

- 62 Received

- 73 Completed

### **EMERGENCY CALLOUT AFTER HOURS (9)**

- 613 Sandy Point Rd; high water
- 156 Roxbury Rd; brush fire
- 609 Barnett's Rd; vehicle accident
- 106 Roxbury Rd; debris in roadway
- 155 Courthouse Rd; overturned Tractor Trailer
- 156 Roxbury Rd; trees in roadway
- 155 Courthouse Rd north of 614 Sturgeon Point Rd; tree in roadway
- 602 Lott Cary Rd; high water
- 641 Little Elam Rd; Stop sign down

### ***NEXT MONTH'S AGENDA***

- Customer Complaints
- Bike Trail Cleanup
- Litter Pickup County-Wide
- Contractor Pipe Cleaning
- Asphalt patching
- Shoulder repair
- Ditching w/ Right Arm Tractor
- Ditching w/ Gradall

VDOT representative, Mr. Marshall Winn reviewed the April monthly report for VDOT. There were sixty-two work orders, seventy-three completed, and nine call-outs. Pulled ditching on ten thousand two hundred feet of the ditch, cleaned high shoulders off at three thousand feet. Two hundred and nineteen bags of trash were picked up. Bush trimming was done. The Superintendent of VDOT, Mr. Stanley, attended the Career Fair for Charles City High School last week. There was a lot of interest among the youth. The mining operation on Barnetts Road and the sand and mud on that road have been looked at. Mr. William G. Coada stated that he had two pictures he wished to show. The first picture showed the sand and dips that have been created in the road due to the trucks going back and forth. Citizens have complained that their tires have been busted due to the road conditions. The second picture indicated where the sand or materials left on the side of the road had turned to mud by the water accumulated by the rain. Mr. Marshall Winn stated that the pavement has been marked to pave the road on last week. Quotes from the contractor will be received within a month. It will be repaired, and signage will go up, then the mining company will walk away. Mr. William G. Coada asked if they will be using this as a crossing in the future? Mr. Marshall Winn stated no. Mr. William G. Coada asked if they were going to pave and does this go through VDOT regarding inspections? Mr. Marshall Winn responded yes, it does and whatever they have for surety will be given back to them. If the mining company does not do the paving, VDOT will do it, and then charge them. Mr. William G. Coada asked that Mr. Marshall Winn let Ms. Michelle Johnson if the mining company does not complete the paving.

Ms. Michelle Johnson stated that Breeze-In is seeking a sign in both directions stating that it is a convenience store ahead. Ms. Michelle Johnson asked if Mr. Marshall Winn could email her the process for this? Mr. Marshall Winn's response was yes, he could, they must go through permits. Mr. William G. Coada asked the Board if they had comments, questions, or concerns for VDOT.

Mr. Gilbert Smith requested an update on the Old Union Road restriction. Mr. Marshall Winn stated they were still waiting on the information from trucking engineering. Mr. William G. Coada asked how long does this normally take? Mr. Marshall Winn stated it can take from six to nine months to go through the whole process and the County is closed. It was submitted in October of 2021. Mr. Byron M. Adkins, Sr thanked Gerald for the improvements at Wilcox Neck and Route 5. He advised Mr. Marshall Winn to go to Charles City County High School and contract with the STEM program. Several students placed first place at Virginia State over the weekend with a solar power snowplow invention. One of the students was from district three. Mr. Marshall Winn asked that Mr. Byron M. Adkins, Sr send him the information on this. There are major concerns about improvements on The Glebe Lane and he supports their efforts. Mr. Marshall Winn stated he met with Mrs. Sharon Brown last Friday. Mr. Byron M. Adkins, Sr advised on Barnetts Road near the sawmill in the corner, it is a huge pothole near the right shoulder on the corner near Route Mr. Marshall Winn 106. It is filling up with water.

Mr. William G. Coada asked if anyone in the audience had any comments, questions, or concerns for VDOT. If so, they would need to come to the podium for their comments to be captured for recording purposes.

*Mrs. Sharon Brown: Thanks, extended to Mr. Byron M. Adkins, Sr for meeting with her at the Town Hall at Rivers Rest, and she thanked Mr. Marshall Winn for meeting with her on Friday. Previously came to the board about The Glebe Lane, now Wilcox Neck Road is a major concern. Wilcox Neck Road should be paved. A copy of the petition that was signed by the citizens of District Three was submitted. People travel this road daily and cars are being damaged. Roads are deteriorating due to standing water from rain. The ages of the citizens in District Three are going up and it is already hard enough navigating the road. The building of the campground required a dump truck; twenty-five in total, to travel with gravel and dirt back and forth for three months. There are Air BNBs, boat landings, and Bicyclists all out in this area. Dump trucks, tractor-trailers, and farm equipment all utilize this road. You must pull off into a ditch or in someone's driveway. The road is not big enough. The new fire station is coming to The Glebe and Ruthville. How safe will these roads be for the Fire/EMS vehicles to be on them? Copies of reported accidents from 2017-to 2022 on the Glebe Lane and Wilcox Neck Road were provided to the Board of Supervisors. The VDOT engineering traffic report was also given. There is a month, day and year noted but no time off when the count/ study was done. What time of day is this being done? This morning there were nine vehicles on the road at 5:15 am. My question is why are the citizens of the eastern part of the county neglected when it comes to their roads? The citizens are fed up.*

*Dr. Steve Fuhrman: Dangerous driving has been rapidly increasing. Two warning signs of a "dangerous curve ahead" were damaged. Thank you, Mr. Stanley, with VDOT for getting these repaired promptly.*



*Lloyd Payton: Resident since 1997. Concerned about the closed access to Route 106 Bridge. Sympathize with the property owner who has experienced theft and trash left on their property. That is the last place in the county someone can place a kayak or canoe on the Chickahominy River, in Charles City County. It is disheartening. The next place is Bottoms Bridge or Eagles Nest Landing in New Kent. I have been fishing there for forty-eight years. I don't blame the property owner. People come from Hopewell, Hanover, Prince George, Colonial Heights, and New Kent to fish there. The parking has been taken away. Is there anything that can be done to open backup access? Do we need to go to Gaming Inland Fishery to get public access? On Route 360 on the Pamunkey River, you can park in the middle of the lot and fish. This was done with no input from the citizens of Charles City County. It could be made into a memorial park for Deputy Michael Walizer who was killed in the line of duty.*

Mr. Marshall Winn responded to Mrs. Sharon Brown that he understood her concerns. The Glebe Lane cannot be widened not with the funding VDOT has. It would have to be a project that required a lot of changes, and a lot of money. This would include buying the right of way and moving utilities. A smart scale project though the county may help. The Glebe Lane is on next year's schedule to be paved, and the other two sections have a surface treatment. Mr. William G. Coada asked if this information could be sent to the board. Mr. Marshall Winn addressed the Route 106 access road. Mr. Marshall Winn started working on this project in November with information on the right-of-way, and conservation recreation. This is not a registered public access point. In February the board was asked to help with this situation and the response was yes. Mr. William G. Coada stated he was under the impression that the area of concern was across from the parking lot. Mr. Byron M. Adkins, Sr, and Ms. Michelle Johnson thought the same thing. Mr. Gilbert Smith knew the specific area you were speaking of. Mr. William G. Coada asked if there were access points in Richmond? If so, how many? Mr. Marshall Winn responded he would have to research that information. The gentleman that owns the property next to this area was in attendance. He came to the podium to speak. Mr. William G. Coada asked the gentleman if we would be willing to look at any options regarding the access point? The gentleman responded, no, he would not. Mr. William G. Coada asked Mr. Marshall Winn if VDOT owned the land? Mr. Marshall Winn responded, yes, they do. Mr. William G. Coada asked Mr. Marshall Winn if they were open to making it an access point now? Mr. Marshall Winn's response was no.

Ms. Michelle Johnson presented to the Board of Supervisors the Budget Presentation for FY23. We looked at the (1) highlights, (2) fund balance, (3) FY23 revenue forecast, and (4) FY23 Budget by the fund which includes: 111 General Fund, 131 Fire & EMS Fund, 204 CVTA Local Fund, (4251 Social Services Fund, 311 Capital Improvements Fund, 511 Public Utilities Fund, and (5) Charles City Public Schools. The highlights spoke to a balanced budget for FY023 with no use of Fund Balance. The revenue forecast equalized Real Estate Tax for FY2023, \$0.01 is worth \$103,826. The budget proposes equalized tax rate, following a 16.5% increase in property values across the County. FY2023 rate \$0.66 vs. \$0.76 in FY 2022. The equalized tax rate proposed will offset the impact on property owners of the increased property valuations, while not reducing essential tax revenue to the County.

FY22 Property Taxes Billed	\$6,775,424
FY23 Property Tax Revenue @ 0.76 FY22 Tax Rate	\$7,890,796
FY23 Property Tax Revenue @0.66 Equalized Rate	\$6,852,533
Increase in Tax Revenue to County	\$77, 110

The FY2023 Projected Revenue is \$20, 915, 573. Here is the breakdown:

53%	Property Taxes
19%	Permits, Fees, Licenses
10%	From the State of Virginia
8%	COVID-19 Relief Funding
7%	Local Sales + Use Taxes
2%	Miscellaneous
2%	Other Local Taxes

Mr. William G. Coady asked if there were specific items for relief funding? Ms. Michelle Johnson stated the county is looking into later this year into spending the \$1.3 million. Received \$675,000 already and will receive the next \$675,000 in FY23. This is ARPA funding, which is post-COVID money. Those funds are included in the budget presented this evening due to projects that will be presented to the board soon.

FY23 Projected Revenue Reasons for Increase in Projected Revenue:

Increase in Real Estate tax revenue

Increase in Local Sales tax revenue

Additional COVID-19 relief funding (ARPA carryover from FY2022)

Landfill host fee revenue is projected at 2, 150 tons per day.

There are some upgrades with Dominion Energy as well as some local retail entities have superseded their sales tax projections by 300%. This fiscal year we have projected we will receive \$1.3 million in local sales tax; that is the amount budgeted. After talking to the IRS, we will come out at about \$1.5 million. Breeze-In, the new Dollar General, and some additional projects. Mr. William G. Coady asked if Rivers Rest was figured into this? Ms. Michelle Johnson stated no she did not due to some tax issues needing to be worked out.

Your tax dollars at work: General Government 42%, School system 29%, Public safety 16%, CIP 4%, Recreation 3%, Social Services 2.1%, Utilities 2.3%, CSA 1.5%

Projected revenue General Fund CVTA Fund is \$20,915,573 this is a change from FY22 of \$2,617,428.

<b>111</b>	<b>131</b>	<b>204</b>	<b>220</b>	<b>251</b>	<b>311</b>	<b>311</b>	<b>212-216</b>	<b>511</b>
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General Fund	Fire/EMS Fund	CVTA Fund	CSA Fund	Social Services Fund	CIP Fund-County	CIP-Fund School	Schools	Utilities Fund
10,988,326	1,359,141	660,000	300,583	435,122	691,904	130,356	5,888,641	461,499
53%	6%	3%	1%	2%	3%	1%	28%	2%
9,812,742	1,259,637	372,000	202,000	418,822	579,322	130,356	5,888,641	359,236
1,175,584	99,504	288,000	98,583	16,300	112,582	-	-	102,263

## 111: General Fund

- Agency Contributions: Increased contributions to local agencies {significant increase to Health Department)
- E-911: Budgeted separately for FY23 {previously grouped within another department category)
- Office of Elections: Addition of additional FTE to the General Registrar's Department in FY22
- Information Technology: Increases in software, security, and network reconstruction
- Telecommunications: Increased hardware required to ensure that all staff can work remotely. Additional mobile units are necessary for public safety employees.
- Debt Service: Payments programmed for a new fire station (construction and related utilities)
- COVID-19 Expenses: Increase due to programming to spend additional ARPA funds received.
- New FTEs for County Departments: Addition of three (3) new full-time positions
- Performance-Based Raises for County Employees: Proposed maximum of 5% increase

Mr. William G. Coad asked if this will be a performance-based raise? Ms. Michelle Johnson stated, yes, it would be. Mr. William G. Coad asked what was the percentage of employees that received raises? He believes that it was around 2.5%. Ms. Michelle Johnson responded that was correct, and even though the county proposes 5%, every employee will not receive the maximum amount. The budget was done as if every employee would receive a 5% raise.

## 111: General Fund

County Staffing Updates:

**Performance-Based Raises:** 5% salary increases for County employees \$232,115

**Additional FTEs added** to General Registrar's Office in FY22 \$100,272

**New County FTEs:** Addition of three (3) new full-time positions

- 1 Recreation Services position (Recreation) \$ 69, 351
- 1 Compliance/ Training Administrator (Human Resources) \$71,740
- 1 Civil Process Officer position (Sheriff Department) \$61,012

**Agency Contributions:** Increased contributions to local agencies (ex: Health Dept) \$69,684

**E-911:** Budgeted separately for FY23 (previously within another category) \$44,850

**Debt Service:** Payments programmed for a new fire station (construction and related utilities) \$328,736

Mr. William G. Coady stated that he did not think that the county had started interest payment on the fire station yet? Ms. Michelle Johnson replied that yes, they have started a small amount this fiscal year of about \$33,000.

**COVID-19 Expenses:** Increase due to programming to spend additional ARPA funds received \$675,231

### **Updates to Technology**

- Information Technology: Increases for software, security, and network reconstruction \$292,773
- Telecommunications: Increased hardware required to ensure that all staff can work remotely. Additional mobile units are necessary for public safety employees. \$62,869

### **131: Fire/EMS Fund**

- Total Budget: \$1,516,380
- From County: \$1,382,210

FY22 from County: \$1,259,637

Increase of \$99,504

- Addition of four (4) new full-time positions: \$256,375

3 Paramedics

- 1 Paramedics Supervisor

Continued commitment to acquiring necessary Fire/EMS equipment: \$36,613

Annual financing payments for ambulances

This funding is not new money, it will be a wash due to us eliminating third parties.

### **251: Social Services Fund**

The Department of Social Services will continue receiving funding from the VA DSS, which equates to an approximate 80/20 split.

FY22 from County: \$418,822

Increase of \$16,300

Mr. William Coady advised the audience that this is a proposed budget, and nothing has been approved yet. The budget will not be adopted until the May 24, 2022, board meeting. Ms. Michelle Johnson stated that there will be an ad placed in the New Kent Chronicle for two consecutive weeks for the Public Hearing of the FY23 budget.

## **School Division**

- FY23 Proposal Includes:
- CCPS Overall Budget: \$12,438,517 with \$6,018,997 funded by County
- Total FY23 County Funding:
- FY23 Requested increase \$250,000
- FY23 CA Recommended increase: -

FY22 from County:

- Operating: \$5,888,641
- CIP: \$130,356
- Level funding recommended for FY 2023

## **311: County Capital Improvement Plan**

### **PUBLIC WORKS**

- Circuit Court Courtroom \$150,000
- Public Works Equipment - (Mini Excavator+ Bobcat) \$70,000
- Vehicles (2 instead of 4 requested-- \$12,500 /yr. each) \$25,000
- Animal Shelter Roof \$14,000

### **PARKS + RECREATION**

- Social Center/ Harrison Park -Scoreboards {2 New) \$7,000
- Social Center - Banquet Tables {2 sets of 12 --- 72" round) \$6,710
- Social Center -Windscreens {Pool Area+ Tennis Courts) \$3,494
- Social Center/ Harrison Park -Scoreboards {4 Repaired) \$1,600
- Harrison Park - Fence Replacement -

### **INFORMATION TECHNOLOGY/ FINANCE/ ALL-COUNTY DEPTS**

- INevv Accounting System \$133,379

### **SHERIFF DEPARTMENT**

- EMD Software -State-mandated Emergency Communications \$ 71,000
- P251Nice Radio upgrade \$53,000
- ID! Networks CAD { Annual Software are Maint - 4 Yrs.) \$19,800

### **VEHICLES**

- Sheriff - Law Enforcement - 2021 Ford Police Interceptor Utility w/ equipment {3yr@6.35%} \$12,554
- Sheriff - Law Enforcement - 2021 Ford Police Interceptor - Outfitting \$12,831
- Sheriff- Law Enforcement - Continuation of existing 3 yr. lease: 2 Vehicles \$15,000
- Sheriff- Law Enforcement \$24,923

## **FIRE+EMS**

- Ambulance Financing (Annual payment: Continuation of 7 Yr. Financing of \$ 256,289) \$36,613

## **COMMUNITY DEVELOPMENT**

- Consultant Support Comprehensive Plan 2040 \$25,000
- Permanent Food Pantry - Building Furniture \$10,000

## **School Division's Capital Improvement Plan Budget**

Transportation:

- 1 Special Needs Bus \$130,356

Mr. Gilbert Smith inquired about the Judge's request for a new courtroom. Ms. Michelle Johnson stated that the space that was used by the Heritage Public Library is now vacant, and it was renovated for jury space for jury trials during Covid to comply with state mandates for social distancing. Ms. Michelle Johnson met with the Judge a couple of weeks ago and he needs a courtroom dedicated just for Circuit Court. They have a scheduling conflict with General District and Juvenile Court and have had to delay cases due to them sharing one courtroom. Ms. Michelle Johnson asked the Judge what other localities have, and he responded that he had his courtroom. The \$150,000 would include outfitting the courtroom. Mr. Gilbert Smith asked if the Covid funding was restricted to certain items you can use it for? Ms. Michelle Johnson's response was yes, water, wastewater, broadband, keeping people outdoors. There is still time to deliberate and have a public comment from the citizens before approval. Mr. William G. Coad asked how much time is there between the public hearing and the approval of the budget? Ms. Michelle Johnson advised that it would be a two-week time frame. A public hearing will be held on May 19, 2022. This is only a week for discussion.

Mr. William G. Coad asked when the schools asked for a special needs bus the total increase including the special needs bus was \$380,000 correct? He asked for a head nod from Dr. Dalphine Joppy who was seated in the audience. Did this include the CIP or not? Ms. Michelle Johnson stated that it did include the CIP it was \$250,000 operating, and \$130,000 for CIP. The CIP and the special needs bus is the \$130,000. Mr. William G. Coad stated for those who were not in attendance for the school board budget presentation, there was a comment made after the presentation that in all of his tenor he felt that the School Board made a reasonable increase request.

Mr. William G. Coada asked about Public Safety being at 16% versus previously at 12%. Ms. Michelle Johnson responded yes.

RE: PUBLIC COMMENT PERIOD

Mr. William G. Coada opened the first comment period of the evening. The disclosure was given that those commenting individually have three minutes, and as a group will have five minutes.

*Mr. Bob Kikkert: Nominated in February for two different boards; The Board of Equalization and The Charles City County Heritage Public Library Board of Trustees. He has not received any letter to welcome him or any information regarding meeting dates and times. The board is asking people to volunteer; do you want people or not?*

*Mr. Preston Adkins: Regarding the access point, there was a request to build a bridge years ago due to them possibly expanding in the future, and it was denied. He drives all over the country and we need to get with legislators to get the ditches cleaned. The trees will go back, and the water will run, and our roads won't be so bad with standing water.*

Mr. William G. Coada closed the comment period.

RE: PUBLIC HEARING

The public hearing for the Revised Election District Boundaries Public Hearing was held. Ms. Michelle Johnson read the public notice hearing notice and it read as such:

Charles City County, Virginia Public Hearing Revised Election District Boundaries A public hearing will be held on the following proposed ordinance by the Board of Supervisors of Charles City County, on **April 26, 2022, at 6:00 PM** or as soon thereafter as may be heard in the Government Administration Building, 10900 Courthouse Road, 23030.

**AN ORDINANCE TO AMEND Chapter 14, Elections, Article III, Electoral Districts, Section, 14-45 Districts Described** OF THE CODE OF THE CHARES CITY COUNTY, VIRGINIA, TO REVISE ELECTION DISTRICT BOUNDARIES FOR ELECTION DISTRICTS ONE, TWO, AND THREE FOR ELECTION OF MEMBERS OF THE BOARD OF SUPERVISORS AND SCHOOL BOARD. As required by the Constitution of Virginia and state law, the Board of Supervisors is required to revise local election district boundaries every ten years as necessary to result, as nearly as is practicable, in equal representation within election districts based on the U.S. Census decennial population data. The proposed ordinance would revise boundaries as described in the ordinance title to achieve the constitutional and state law requirements. Election District 1 will remain the same while approximately 283 residents would be transferred from election district 2 to election District 3.

The full text of the proposed ordinance and maps showing the proposed boundary revisions may be found on the County website (<https://www.co.charles-city.va.us>) and at the County

Administrator's office in the Government Administration Building. Written comments may be directed to the attention of the County Administrator, and all written comments received before 4:30 PM on the day of the public hearing will be provided to the Board. A link for a live-stream video of the meeting will be posted at the time of the meeting on the County website. For individuals requiring physical or sensory accommodations or additional information, please call the County Administrator's Office at (804) 652-4701.

Mr. William G. Coada opened the public comment period for Public Hearing Revised Election District Boundaries as presented by Mr. Gary Mitchell.

*Dr. Steve Fuhrman: I apologize for coming late and understanding how it will impact the districts and myself. This is created by agencies that have no idea how localities run. Look at how it impacts neighborhoods. Mr. William G. Coada asked Dr. Steve Fuhrman what scenario he was in favor of. Dr. Steve Fuhrman responded scenario one was his choice.*

*Ms. Martha Harris: Stated that she agreed with scenario one and the choice to adopt it. She also agrees with Dr. Steve Fuhrman about the impact on the neighborhoods and being split. Many citizens did not do the census due to the pandemic. It should have been waived.*

Mr. Byron M. Adkins, Sr motioned to approve scenario one for the Revised Election District Boundaries. The motion was passed unanimously. Mr. Byron M. Adkins, Sr motioned to adopt the ordinance to amend AMEND Chapter 14, Elections, Article III, Electoral Districts, Section, 14-45 Districts in the code. The motion was passed unanimously.

**RE: BOARD OF SUPERVISORS APPOINTMENTS**

Mr. Gilbert Smith, District I board representative motioned to appoint Ms. Tammi Fox to the Recreation Advisory Board, Ms. Alice Ortman to the Transportation Advisory Committee, and to re-appoint Lilton Crawley to the Housing Task Force. This motion was passed unanimously. District One has one vacancy in the Building Code of Appeals, one vacancy in the Board of Zoning Appeals, one vacancy on the Charles City Fire/EMS Advisory Committee, one vacancy on the Charles City County Transportation Advisory Committee, and one vacancy on the Social Services Board.

Mr. William G. Coada, District II board representative motioned to appoint Ms. Latonya Williams to the Recreation Advisory Board, Mr. Herbert Johnson to the Landfill Advisory Committee, and have Mr. Byron M. Adkins, Sr replace him on the following boards: RRTPO, CVTA, Plan RVA, and Citizens Transportation Authority as the Charles City County board representative. The motion was passed unanimously. District Two has one vacancy on Building Code Appeals, one vacancy on the Board of Real Estate Assessors, and one vacancy on the Charles City Health Coalition.

Mr. Byron M. Adkins, Sr motioned to appoint Stormi Miles to the Recreation Advisory Board. The motion was passed unanimously. There was a motion to develop a District Three Broadband Committee. The motion was passed unanimously. Mr. Byron M. Adkins, Sr



motioned to appoint Mr. Robert Walls to the District Three Broadband Committee. The motion was passed unanimously. District Three has two vacancies on the Board of Zoning Appeals and one vacancy on the Charles City Health Coalition.

Mr. Gilbert Smith asked if anything is going on with the Fire/EMS committee? Fire Chief Mr. Jimmy Johnson stated no, they have not met in over two years. Mr. Gilbert Smith made a motion to remove the Fire/EMS committee. The motion was passed unanimously.

RE: COUNTY ADMINISTRATOR'S REPORT

Ms. Michelle Johnson presented to the board the County Attorney RFP. The advertisement to request for proposal for a County Attorney was done and four proposals from firms were received. There were two firms selected for an interview: Sands Anderson and Deal Leacheny. The action was taken to appoint a new County Attorney. Mr. Byron M. Adkins, Sr motioned to appoint Sands Anderson to represent the county. The motion was passed unanimously.

Ms. Michelle Johnson presented to the board the request for an Economic Development Authority Transfer. The staff has been working with the EDA for several months on a new Economic Development project that supports the Courthouse Area Plan. This will bring retail, a restaurant, concession facilities, a stage for entertainment, and open space for families, tourists, and riders of the Virginia Trail to stop and enjoy. The request was made to the Board of Supervisors to authorize a budget transfer from the fund balance for \$1,300,000 to cover expenses for the project. The cost will cover the project design, earthworks, construction, branding for PR & marketing as well as advertising. The recommendation was to pull from the county fund balance to cover the expenses. Mr. Gilbert Smith motioned to approve the transfer of \$1,300,000 from the county fund balance to cover the expense for the Economic Development Authority.

Mrs. Thalia Bowen, Human Resource Director, presented to the Board of Supervisors the Compensation Study request. The board provided \$20,000 for Human Resources to conduct an organizational-wide compensation study. The RFP was placed on the EVA platform soliciting bids for professional services. JER HR Group submitted a bid that falls under the \$20,000. The request was made to accept the JER JR Group proposal and award them the opportunity to conduct a Compensation Study for Charles City County. The cost was \$16,875.00 and we budgeted for \$20,000. If this is not completed in this fiscal year, we will roll over the funds. Mr. William G. Coda stated that the last time this was done was in 2015. Mr. Byron M. Adkins, Sr motioned to accept the JER JR Group proposal and award them the opportunity to conduct a Compensation Study for Charles City County. The motion was passed unanimously.

Ms. Michelle Johnson gave an update on all upcoming events:

*Prescription Drug Takeback Day is Saturday, April 30, 2022, from 10:00 am- 2:00 pm. Charles City County Sheriff's Office, 10780 Courthouse Road, Charles City, VA. 23030.*

*Charles City Elementary School PTO Presents Spring Bazaar at the Charles City Elementary School, Saturday, April 30, 2022, from 10:00 am-3:00 pm.*

*Child Abuse Prevention Month- #isyourchildnext Pop-up event. Join us as we enjoy dessert and fun family activities to heighten awareness about sexual and physical abuse. Saturday, April 30, 2022, at the Charles City County Elementary School from 12:00 pm- 2:00 pm. This event is sponsored by Charles City County, Thrive Virginia, Charles City County Public Schools, Virginia Department of Social Services, Henrico Prevention, Charles City Parks & Recreation, Virginia Department of Public Health, and Brodeur Partners.*

*2022 Men's Softball Opening Day is Sunday, May 1, 2022, at the Charles City County Social Center, 8320 Ruthville Road, Providence Forge, Virginia 23140. Opening Ceremony 1:30 pm, the game starts at 2:00 pm. For more information contact (804) 652-1601. A coach's meeting will be held Sunday, April 24, 2022, at 5:00 pm.*

*Duck, Duck, Vader Scavenger Hunt Wednesday, May 4, 2022, at 6:00 pm at the Charles City County Social Center, 8320 Ruthville Road, Providence Forge, Virginia 23140. We have hidden 100 rubber ducks in the park, and it is up to you to find them all! Star Wars Trivia Kahoot game to follow scavenger hunt. Dinner/ drinks provided. For more information call: (804) 652-1601.*

*Coffee and Conversation with the County Administrator on May 6, 2022, at the Heritage Public Library Charles City Branch, 10790 Courthouse Road, Charles City, Virginia 23030 from 10:00 am-11:00 pm.*

*Charles City County Fire and EMS Department are hosting a CPR Training and Certification Program for hands-only CPR using compressions to provide critical lifesaving, support for adults and children experiencing sudden cardiac arrest. It will be held at the Charles City County Recreation Department, 8320 Ruthville Road, Providence Forge, 23140. You can register in person or online at: [www.tinyurl.com/CCC-HandsOnlyCPR](http://www.tinyurl.com/CCC-HandsOnlyCPR). The cost is \$10 per participant. Limited to 15 people. For more information call Rachel Greenhow at (804) 652-4511 or Marla Bradby at (804) 652-1601.*

*Community Resource Fair connecting families and communities together. This event will be Saturday, May 21, 2022, from 10:00 am- 2:00 pm. Farmers & Artisan Market from 9:00 am-noon. Door prizes, resources, free food, vendors, and games. This event will be held at the Government Administration Building, 10900 Courthouse Road, Charles City, Virginia 23030, brought to you by the Charles City Social Services Department and Recreation & Parks Department.*

*Farmers and Artisans Market sponsored by Dominion Energy, May 21, 2022, June 18, 2022, July 16, 2022, and August 20, 2022, from 9:00 am-noon, 10900 Courthouse Road, Charles City, Virginia, 23030.*

*Monday Movie Matinee, May 23, 2022, at 1:00 pm. Concessions are available for purchase. The movie shown will be TBA. It will be held at the Community Center, 8320 Ruthville Road, Providence Forge, Virginia 23140.*

*Career Choice for ages 14-24 who live in Charles City and looking for a job. Career Choice assists Charles City youth ages 14 to 24 in choosing a career, preparing for the career, and becoming a valuable and self-reliant members of the community. Career Choice tailors its services to meet the needs and goals of each youth and works to create opportunities for their future success. The program offers the following to eligible youth:*

- *Paid and unpaid work experience*
- *Post-secondary Education and Training*
- *Comprehensive Guidance and Training*
- *Job Search Assistance*
- *On-the-Job Training*
- *Resume Preparation*
- *Interview Skills*
- *Leadership Development Activities*
- *Financial Literacy Education*
- *Occupational Skills Training*
- *Diploma, GED, or High School Equivalency Completion*

*Learn more about available youth services by visiting [www.charlescityva.us](http://www.charlescityva.us) or applying below.*

*New Fitness Center Classes will begin the week of May 9, 2022. A fitness center membership is required for all but the Snatched Waist Fit Camp. Snatched Waist Fit Camp is brought to you for FREE through a partnership with the Fitness Warrior Program.*

- *Therapeutic Mat Yoga -Mondays at 9:00 am (Social Center)*
- *Therapeutic Chair Yoga-Mondays at 10:00 am (Social Center)*
- *Train with Dre of Infinite Bodies -Mondays at 6:00 pm (Ruthville Complex)*
- *YMCA Muscle Conditioning -Tuesdays at 9:00 am (Ruthville Complex)*
- *YMCA Gentle Cardio- Tuesdays at 10:00 am (Ruthville Complex)*
- *OWN IT Chair Dance Experience- Tuesdays at 6:30 pm (Social Center)*
- *SNATCHED WAIST FIT CAMP- Wednesdays at 6:30 pm (Ruthville Complex)*
- *Mat Yoga- Thursdays at 6:00 pm*

*For more information visit Charles City Parks & Recreation or call (804) 652-1601.*

*Big Little Library Cart at The Ruthville Complex sponsored by KIP KEPHART FOUNDATION. The cart is full of books and moves for all ages and is accessible for anyone to borrow and return at their leisure. Located at 13100 The Glebe Lane, Charles City, Virginia 23030*

RE: PUBLIC COMMENT PERIOD

Mr. William G. Coad opened the second public comment period.

*Mr. Rob Kikkert: Stated that at the end of 2020 at 9601 Kimages Road had two houses on it, and no one lived in them. A year ago, received a letter from the department that does building permits. There were three options given, board up the windows, tear them down, or remodel them. There was a pre-owned Information Act along with a 5© had put in a notice of communication for homes that were considered nuisances. It costs about \$20,000 to get everything moved. In the letter, it stated that they could bill you on your tax bill. A year later I would like to see from a FOIA standpoint what those metrics were.*

*Mr. Lloyd Carter: Concerned about census reassessment done a couple of years ago. What type of services are we getting for our money?*

*Mr. David Ware: There were questions asked about the closing of the old road at Chickahominy River. It belongs to the state. A lot of people fish there, and it is about fifteen or more floats were out the last time he was there. People fish to eat. You have closed the road for one wealthy owner. This was done so quickly, and we are still waiting for the trucks to get off the roads. When will that happen? Why didn't a public hearing happen to close off the old road?*

*Susan Ware: I commute every year from Bottoms Bridge to go to the Chickahominy River. If it belongs to the state, the road should not be closed off.*

RE: BOARD DIRECTIVES/COMMENTS

Board member, Mr. Gilbert Smith addressed Mr. Rob Kikkert about his email and being on one of the boards and commissions. An email was sent, please check your email, however, another one will be sent tomorrow. Mr. Ware, the VDOT representative spoke earlier about trucks getting off the road. It will be around six to nine months for a resolution. We submitted this information in October.

Vice-Chairman, Mr. Byron M. Adkins, Sr commended staff and county citizens for the planning process for Vision 2040. He encourages everyone to attend. There are two or three projects that have been addressed with Congressman McEachin. The last town hall was great! There is a high sense of civility and respect. I appreciate representatives from District Three. Ms. Michelle Johnson stated that the virtual meeting for Public Safety will be held tomorrow, April 27, 2022, at 6:00 pm with Chief Johnson and Major Comer. Mr. William G. Coada asked if this information was on the website? Ms. Michelle Johnson responded yes, it was, and it is also on the app.

Chairman, Mr. William G. Coada stated it is being said that there is no transparency with Vision 2040 on social media. It is on the website and has been discussed at the Board meetings. He asked Mr. Randy Boyd about the updates on Harrison Lake. Mr. Randy Boyd stated that it was served and if no response by the next day a judgment could be filed. The judge should be responding by the end of the week. Mr. William G. Coada asked that Mr. Randy Boyd update Ms. Michelle Johnson. Mr. William G. Coada advised that the rezoning of Route 106 is his top priority. He wants to get this done. The RFP has been accepted by the Board for a County Attorney. We commend Mr. Randy Boyd for being the County Attorney for forty-five years. We

have been through a lot. Charles City in 2014 sued Waste Management and we won. He thanked Mr. Randy Boyd for his service and dedication to Charles City County. He stated that a FOIA request can be submitted anytime in response to a public comment that was made.

RE: EXECUTIVE SESSION

Mr. William G. Coda asked if an Executive Session was necessary. Ms. Michelle Johnson responded there was no need for an Executive Session. **Mr. William G. Coda recessed the meeting until May 12, 2022, at 6:00 pm.**