

Virginia:

At the regular monthly meeting of the Board of Supervisors held at the Charles City County Government Administration Building on **Tuesday, March 22, 2022, at 6:00 pm** in the 226th year of the Commonwealth and 388th year of the County.

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

RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

The Board's Chairman, Mr. William G. Coad 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. Coad asked if any of the Board Members had any changes to the agenda? The response was no. A motion was made by Mr. Gilbert Smith to approve the agenda. The motion was passed unanimously.

RE: CONSENT AGENDA

Ms. Michelle Johnson requested approval of the consent: Board meeting minutes on February 22, 2022, approval of work session meeting minutes on March 2, 2022. Approval of Joint Meeting Minutes School Board & Board of Supervisors, March 9, 2022. Approval of Electoral Board Meeting Minutes, March 10, 2022. CH2M Hill Invoice for services through February 17, 2022, and appropriations for April 2022.

Mr. William G. Coad asked if any of the Board Members had any changes to the consent agenda? The response was no. The motion was made by Mr. Byron M. Adkins Sr; to approve the consent agenda. The motion was passed unanimously.

Charles City County April- June Appropriations		Amended FY22 Budget	Year to Date Appropriation	Year to Date Expenditure as of 3/15/2022	Unexpended Appropriation Balance	April - June Request
<i>General Fund Agencies</i>						
11010	Board of Supervisors	\$ 58,134	\$ 50,316	\$ 36,845	\$ 13,471	\$ 7,818
12100	County Administrator	298,916	236,780	260,415	(23,635)	62,136
12210	Legal Services	97,000	93,000	46,502	46,498	4,000
12230	Non Departmental	107,623	107,623	22,864	84,759	-
12221	Non Departmental-Telecom	169,500	169,500	173,619	(4,119)	-
12240	Audit	46,700	46,700	38,600	8,100	-
12310	Commissioner of Revenue	261,478	210,924	162,021	48,903	50,554
12320	Reassessment	70,114	70,114	85,787	(15,673)	-
12410	Treasurer	187,182	165,888	126,975	38,913	21,294
12420	Finance	173,362	168,111	169,320	(1,209)	5,251
12422	Human Resources	183,293	150,507	118,194	32,313	32,786
12425	Information Technology	502,413	502,413	329,978	172,435	-
12520	Motor Pool	60,712	60,712	60,778	(66)	-
12530	Central Gas	13,188	13,188	23,540	(10,352)	-
12600	Memberships	2,452	2,452	1,473	979	-
13100	Electoral Board	34,269	34,669	27,416	7,253	(400)
13200	Registrar	120,105	86,530	122,166	(35,636)	33,575
21100	Circuit Court	30,285	25,000	17,377	7,623	5,285
21200	Combined GD/JD Court	11,900	11,900	3,912	7,988	-
21300	County Magistrate	600	600	-	600	-
21600	Clerk of Circuit Court	241,618	207,411	192,843	14,568	34,207
21700	Sheriff Judicial	158,719	155,429	141,962	13,467	3,290
21800	Courthouse Security	86,869	90,865	65,418	25,447	(3,996)
21930	Crater Criminal Justice T.C.	14,815	14,815	15,260	(445)	-
22100	Commonwealth Attorney	234,925	218,462	232,989	(14,527)	16,463
31200	Sheriff Law Enforcement	751,414	624,701	601,951	22,750	126,713
31900	Sheriff Support	276,014	235,611	179,192	56,419	40,403
32350	E 911	44,850	44,850	11,404	33,446	-
32400	Wireless E911	29,565	23,750	19,011	4,739	5,815
33150	Correction & Detention	240,224	155,000	103,995	51,005	85,224
33300	VJCCCA	9,400	9,400	9,400	-	-
33310	Col Com Correction jb	12,287	12,287	24,574	(12,287)	-
33320	9th District Court Services	21,370	21,370	7,363	14,007	-
34400	Codes Enforcement	161,439	139,075	111,792	27,283	22,364
35100	Animal Control	167,883	155,637	122,499	33,138	12,246
35300	Medical Examiner	100	100	40	60	-
42400	Landfill Monitoring	310,519	310,519	213,061	97,458	-
43200	General Properties	986,170	844,957	737,395	107,562	141,213
51100	Health Department	117,126	117,126	86,181	30,945	-
52200	MH/ MR Services Board	127,040	127,040	95,280	31,760	-
53600	Contributions	87,312	87,312	67,359	19,953	-
68010	John Tyler Community College	1,229	1,229	1,229	-	-
71100	Parks and Recreation	480,648	445,579	338,697	106,882	35,069
71200	Lewis Park Boat Ramp	17,224	17,224	12,074	5,150	-
73200	Library/Cultural	128,086	128,086	64,043	64,043	-
73210	Center For Local History	36,072	36,072	19,547	16,525	-
81200	Community Development	304,769	267,425	235,385	32,040	37,344
81600	Com Development Cont	41,867	41,367	36,367	5,000	500
82650	Environmental Mgt Cont	25,500	21,300	19,150	2,150	4,200
83300	Cooperative Extension	22,468	22,468	650	21,818	-
91400	General Fund Contingency	523,624	-	-	-	-
95000	Debt Service	367,381	275,492	300,282	(24,790)	91,889
<i>Total General Fund</i>		\$ 8,457,753	\$ 7,058,886	\$ 5,894,172	\$ 1,164,714	\$ 875,243
Fund 131	Fire/EMS Fund	1,400,107	1,121,047	998,086	122,961	279,060
Fund 311	Capital Improvement Plan	579,322	579,322	213,486	365,836	-

RE: PRESENTATIONS



ASHLAND RESIDENCY
MARSHALL WINN
RESIDENCY ADMINISTRATOR

VDOT Call Center (800) 367-ROAD

CHARLES CITY COUNTY
March 2022

MAINTENANCE:

JEFF ALLGOOD

POTHoles

- Rte 600 Charles City Rd
- Rte 631 Cool Hill Rd
- Rte 615 The Glebe Ln
- Rte 613 Sandy Point Rd
- Rte 623 Wilcox Neck Rd
- Rte 602 Lott Cary Rd

ASPHALT PATCHING

- Rte 614 Sturgeon Point Rd
- Rte 600 Charles City Rd

SWEEP ROADS

- Rte 613 Sandy Point Rd

PIPE REPAIR / REPLACE / INSTALL

- Rte 614 Sturgeon Point Rd; Cross-Road pipe replaced
- Rte 155 Courthouse Rd; add RipRap around pipe
- Rte 659 Old Ferry Rd; Driveway Pipe 17x13 30'
- Rte 600 Charles City Rd; Cross-Road pipe replaced

PIPE CLEANING

- Rte 155 Courthouse Rd

EROSION / WASHOUT REPAIR

- Rte 659 Old Ferry Rd

DITCH REPAIR

- Rte 659 Old Ferry Rd; add RipRap
- Rte 659 Old Ferry Rd; Seed and Straw
- Rte 613 Sandy Point Rd; Seed and Straw

DITCH CLEANING w Gradall and R/A Tractor

- Rte 602 Lott Cary Rd; 8840 block
- Rte 155 Courthouse Rd; 150 feet
- Rte 613 Sandy Point Rd; Tail Ditch
- Rte 665 Harrison Lake Dr
- Rte 600 Charles City Rd; 16,720 feet

VDOT MONTHLY REPORT

Mr. Mark Harlow reviewed the March monthly report for VDOT. He stated VDOT crew continued to do road service repairs, pipe replacements, as well as ditch cleaning, shoulder repairs, and litter pick up. This past February there were 109 bags of trash. There were 55 work orders, 51 of those work orders were completed, and there were 2 emergency callouts. Mr. Harlow followed up on the questions from April 2022 board meeting about the mining operation on Barnetts Road. VDOT has connected with its permit office, and they will be repairing the road. After speaking with them they seem to ensure they will be finishing/ completing the mining this summer 2022. They will be patching the ruts in the road within the next couple of weeks. Also, Chambers Road and Route 106 repairs were done where there were potholes and the turning lane on Route 106 is rough. The plan is to return this summer to repave the surface of the turning lane on Route 106. There is some additional work going on, on Charles City Road (Route 600). There are two, 36-

inch pipes that need to be replaced in the upcoming week. Charles City Road (Route 600) will be closed for 3 days on March 28th, 29th, and 30th. Traffic will be detoured to Charles City Road (Route 622) north. Mr. Byron Adkins Sr. thanked Mr. Mark Harlow for following up on the dip at Barnetts Road. Secondly, Mr. Byron Adkins didn't get a chance to talk to Mr. Gerald Stanley on Wilcox neck and Route 5, there are still barrels there and a deep rut when you are turning in. Mr. Byron Adkins asked to continue to monitor the mud from the trucks on Sandy Point Road. VDOT has been on top of it, however, this is a consistent and ongoing situation. Mr. William G. Coad asked Mr. Harlow if Mr. Marshall Winn will be back next month to give a presentation or update on the permit Aggregate Industries has to crossover Barnetts Road and any conditions with that permit. His response was yes. Mr. William G. Coad called in regarding a pothole, and when he returned it was taken care of. Mr. William G. Coad extended a thank you for the quick response. Mr. William G. Coad asked if anyone had any commentary for VDOT representative, Mr. Mark Harlow? Ms. Michelle Johnson asked that those who wish to make comments at this time please come to the podium so that their comments can be captured for the recording.

Ms. Patricia Hawler: Restricted truck traffic on Old Union Rd. The signs, is there a time frame, and if not when zero hours was the time started? Ms. Patricia Howler stated that Mr. Gilbert Smith has been told 60-90 days. Her question is when did that clock start? Ms. Hawler stated it's been longer than 60-90 days. It is now time to resolve this matter.

Mr. Gilbert Smith responded: that he did get Ms. Hawler's email and thanked her for contacting him. He spoke to Mr. Marshall Winn at a regular meeting and Mr. Winn stated it would be 6-9 weeks before the signs would be put up. That is the latest information that was provided.

Cynthia Robinson: A sign on Lewis Tyler Road and Holly Tree Lane. The sign is misplaced. Instead of it being turned towards Lewis Tyler Road, it is turned to Holly Tree Lane. It is getting people confused when they are driving through, and they go down the wrong road.

Mr. William G. Coad remembers when Ms. Robinson brought this to their attention. He also apologized and thought Mr. Ricky Hicks had taken care of it. Mr. William Coad asked if Ms. Cynthia Robinson would give her information to Ms. Michelle Johnson to be contacted.

SCHOOL BOARD BUDGET PRESENTATION

Ms. Joy Harris the Vice-Chairman of Charles City Public Schools and Superintendent Dr. Dalphine Joppy presented the proposed budget for the fiscal year 2023, as adopted by the School Board on March 21, 2022. The budget serves as a plan of what they look forward to accomplishing and is a statement of their values, goals, and properties for the school. The budget also details how they allow the dedicated educators, support staff, and fiscal resources to focus on their structural core and strengthen the relationship with the school division.

Dr. Dalphine Joppy: In the words of Rita Pearson a very renowned educator, "every child deserves a champion, an adult who will never give up on them who understands the power of connection and insists that they become the best that they can possibly be." The FY23 budget was prepared with the main priorities in mind, the resilient scholars, and the very dedicated educators. Through the challenges of the pandemic transitions in the Charles City Public School finance department and their daily adventures with getting acclimated to our accounting system. Charles City Public Schools continue to keep at the forefront, the goal to make sure every student is equipped with the necessary tools to achieve their life's purpose, whatever that might be. Whether it's to go to college, the workforce, or serving in the military. Charles City Public Schools are committed to providing scholars the tools to support their success. Dr. Dalphine Joppy introduced and recognized the Charles City Public School Board Members and asked them to stand. Dr. Dalphine Joppy also recognized the finance team. The two individuals that have been supporting the school division, Mrs. Faiscal Townsend who has been serving as our Interim Finance Director and Mr. Greg Dale are recently hired Director of Finance and Federal Programs.

Ms. Joy Harris: Like no other, Charles City Public Schools have a vision in its mission statement. The vision and mission statement were considered as we prepared the budget. Understand that teaching and learning is work and all we do in our fiscal management should be effective and supportive of the students' progress and success. Charles City County Public Schools will be an exemplar model of rural education where collaboration, critical thinking, communication, and creativity are practiced, developing students who contribute positively to the

global society. Charles City Public Schools' mission is to develop self-sustaining, responsible, and educated adults who can contribute and work to improve their community and the world. We believe that we all win by working together, educating, engaging, and empowering the students. The division's strategic planning and physical management are all the core values and guiding principles in the budget today. The core values are integrity, heritage, learning communication, and respect. Charles City Public Schools also pay attention to equity, collaboration, growth, and innovation. The pillars of the strategic plan were also considered when putting the budget together. Charles City County Public Schools endeavors to educate, engage and empower students, faculty, and staff. Clipping them for the purpose of teaching, learning, and becoming successful participants in the school division, as well as the local and global communities.

Dr. Dalphine Joppy: Charles City Public Schools know that they must continue to help the scholars regain their social-emotional balance, realize that where they may be now and that's where they are academically or emotionally it's not a predictor of where they will be later. Re-adjust while remaining flexible and relying on the whole school community and that's what Charles City Public Schools have been doing. In addition, Charles City Public Schools must continue to give each student what he or she needs to be successful. The proposed fiscal year 2023 budget has three main priorities. They are to invest in the employees, who have continued to work diligently throughout the pandemic. The pandemic has exacerbated substitute challenges, impacted student academic progress, and increased the need for social-emotional support. Charles City Public Schools also want to sustain needed positions and support diverse student needs. The proposed operating budget totals \$10,241,703. This proposed budget would fund the operational costs for the 2022-2023 school year. This includes funding to recruit, retain effective employees, support diverse student needs and provide the necessary resources for the work of teaching and learning. Specifically looking at staffing, retaining the staff members that are current, and not having to decrease by attrition. Support learning loss and other student academic needs and then of course sustain those positions that are available at the time and fill needed positions. Charles City Public Schools also had positions this year that were in the budget and not filled and are looking for vacant positions to be filled. The proposed budget for FY2023 requests \$250,000 in additional funding from the county, which is a 4.2% increase from the adopted FY2022 budget of \$6 million to a requested FY2023 total of \$6.2 million.

Mr. William G. Coad asked Ms. Dalphine Joppy, the last slide show showed 10 days before the month. That is based on what average daily membership (ADM)? Dr. Dalphine Joppy replied they looked at an average daily membership (ADM) of 505, which is what was projected. Mr. William G. Coad proceeded to ask if that was grades K-12? Dr. Dalphine Joppy confirmed yes, that is grades K-12. When will Charles City Public School get the projected average daily membership (ADM) for next year? Dr. Dalphine Joppy said late April or early May. Mr. William G. Coad requested that this be revisited in March 2023 of the following year, therefore it can be talked about in the joint meeting.

Dr. Dalphine Joppy: FY 2023 budget considers an increase in the minimum wage which impacts the budget of several Charles City Public Schools employee groups, but it also impacts contract services such as custodial services. It also reflects an increase in bus drivers' pay, fuel costs, food costs addressing critical shortages and special education and maintaining the existing level of services and support for students and raises for Charles City Public Schools employees. Also includes a snapshot of the number of students who are being supported in Charles City Public School's exceptional learning program. That number is decreasing however, the need is there because of the need for the students with exceptionalities.

The school division has put together a salary comparison even though Charles City Public School doesn't look like many of the localities that are listed. It shows that regarding salary that we do have to continue to invest and our valuable employees, to retain them and keep the effective employees that are so important to have on our staff but also to attract those effective educators to come to the division to serve when Charles City Public Schools has vacancies.

The energy performance contract is something that Charles City Public School must keep an eye on. This shows all the projects that are currently in the Energy Performance Contract and the percent completion. The division is moving right along, this does incur a lease payment that's approximately \$250,926 and that varies monthly, however, that approximates the responsibility of the Energy Performance Contract. Mr. William G. Coad asked if it is a monthly lease payment,

or annually because it will change at the very end? Dr. Dalphine Joppy stated Mr. William G. Coad is correct, and the amount varies.

FY2023 budget provides for a 5% pay increase for all employees in the minimum wage bracket. There will also be an increase in fuel costs, an increase in food costs, and add an elementary paraprofessional, a school bus for exceptional learners that is wheelchair accessible, and a high school special education teacher. Other needs may be supported in grants; however, the division knows the grant funding will not last. Therefore, Charles City Public Schools are diligent in keeping an eye on grant funding positions.

The capital improvement plan for FY2023 Charles City Public Schools is requesting \$130,356 from the county. The state is giving the division \$1.1 million for capital improvement-type projects. This is one-time money for schools. The state has mandated that the money can be spent on capital improvement plan projects only. Additionally, any remaining funds must be reappropriated to the school in FY 2023 or FY 2024 for capital improvement projects.

Dr. Dalphine Joppy reflected on the largest part of our funding source comes from Charles City County. Dr. Dalphine Joppy thanked the Board of Supervisors for their contribution. Charles City Public School also receives state funds, federal funds from federal formula grants, for example, Titles 1, 2, and 4, and most miscellaneous funds. The proposed budget for FY2023 requests \$250,000 in additional funding from the county, which is a 4.2% increase, from the adopted FY2022 budget of \$6 million to a requested FY2023 total of \$6.2 million. The school division has also provided a budget booklet that breaks out expenditures revenues and supports the information provided.

Ms. Michelle Johnson asked Dr. Dalphine Joppy if the capital improvement fund of \$130,356 was for one special needs bus? Dr. Dalphine Joppy replied, that's correct, and the school division proposed that it may be impacted by inflation but that was the amount when preparing the budget. Ms. Johnson asked if the amount coming from the state \$1.1 million has a required match or does the division use the bus as the match for that? Dr. Dalphine Joppy confirmed there is no required match. Mr. Gilbert Smith asked Dr. Dalphine Joppy about the enrollment of the students. In the presentation it indicates 541, has that decreased? Dr. Joppy said it has fluctuated. Mrs. Faiscal Townsend responded to Mr. Gilbert Smith's question, stating that 541 was fall enrollment, it has fluctuated since that time, last month it was around 521. Charles City Public school is in the process of doing an actual count of the number of students that the division must do the projected average daily membership (ADM) for March. As stated earlier, it'll be April or May before the Charles City Public schools know what the final count will be.

Mr. Gilbert Smith stated Dr. Dalphine Joppy mentioned a 5% increase for all employees, that's including the teachers. Dr. Dalphine Joppy replied yes sir. Mr. Adkins commented and thanked Dr. Joppy and the School Board for the presentation, all the hard work, and dedication towards a better education for the future of the county, especially for our students.

Mr. William G. Coad commented that Dr. Dalphine Joppy and the School Board used the County's motto, "We all win by working together". Mr. William G. Coad asked if \$130,356 is in addition to \$250,000? Dr. Dalphine Joppy replied that's correct. Mr. William G. Coad asked about the 5% increase for all employees and the SOQ. Dr. Dalphine Joppy explained last year it was 5% over the biennium. Mr. William G. Coad asked how much is the state contributing? Dr. Dalphine Joppy said the compensation is \$98,000 however that is to get the state compensation. Mr. William G. Coad asked if that was included in the extra \$250,000? Dr. Dalphine Joppy stated if the division gives the 5% of provision for an average salary increase of 5% for SOQ instructional positions the proposed FY23 budget includes a compensation supplement of \$98,100 which is contingent upon the division providing the SOQ employees with a salary increase from 5%. Mr. William G. Coad asked Dr. Dalphine Joppy to confirm if the 5% is included in the \$250,000 increase, Dr. Dalphine Joppy confirmed that was correct. Mr. William G. Coad continued to ask what the final percentage or number will be, as well as the final percentage or number that the SOQ will receive, the county 5% plus what? Dr. Dalphine Joppy said she doesn't have the final percentage, but she will be able to get it. Dr. Dalphine Joppy stated it would vary by teacher. Mr. William G. Coad stated the numbers that Charles City Public schools take this March will determine your final state funding for this fiscal year, is that correct. Mr. William G. Coad wanted to ensure that information is correct from the joint School Board meeting. Mrs. Faiscal Townsend stepped in to respond that the March average daily membership (ADM) will determine the final

amount for this year as well as what the budgetary amount will be for next year for the biennium. Mr. William G. Coada restated that as of March 2022 determines what the division is going to receive for the fiscal year that the division is in right now. Mrs. Faiscal Townsend confirmed that is correct. Mr. William G. Coada stated it is unusual that Charles City Public School doesn't find out what their state funding is until the end of the year. Mrs. Faiscal Townsend replied that is the state, it has always been that way for whatever reason. They look at the entire state for the end of the fiscal year and when the division submits the March average daily membership the entire state for all school districts is submitting their average daily membership for the year. It will take time for them to go through the numbers and to determine if it's correct and then there's a period of adjustment. Therefore, the initial submission may be 520, but they'll go through and scrub the numbers and may determine that that's not correct. At that time, they will adjust it up or down depending on other information they may receive. Mr. William G. Coada asked Mrs. Faiscal Townsend, when will Charles City Public Schools receive their last compensation for the current fiscal year? Mrs. Faiscal Townsend responded, probably not until June. It'll be late May in mid-June before Charles City Public schools will know what those numbers are. Mrs. Faiscal Townsend also stated the school division review through March the number of students. Those numbers must be submitted to the state by mid-April around April 20th. On April 20th they will get the information from across the state and then between April and May they will look at the whole state and then the state will determine if they have additional funds that they can use to payout based on the ADM. If for some reason the state does not have sufficient funding, or they feel like they can't make the additional payment the state will adjust the payment down for each school system. Charles City County Public Schools may submit 505 but they'll determine if they don't have sufficient money across the state to increase payments to individual school districts. Therefore, the division must wait and see what they will receive. Mr. William G. Coada explained the reason for asking all the questions is because Charles City Public Schools have requested to do reversion of statement funds, of state money that is not used. In order for the Board of Supervisors at the beginning of the fiscal year to establish the contribution that the Board of Supervisors gives, Charles City Public school has always estimated the state funding, is that correct? Mrs. Faiscal Townsend said yes, we must estimate because the school division doesn't know what it's going to be. Mr. William G. Coada proceeded to ask if Charles City Public School has estimated it in this proposal? Mrs. Faiscal Townsend responded stating it's based on projected numbers because we don't know what it is at this point and time. Mr. William G. Coada asked where are the projected numbers today for the state funding for the next fiscal year? Mrs. Faiscal Townsend restated the 505 ADM that the division used to protect the budget is what is being used. In the fall Charles City Public Schools had 541 students enrolled and then the school division looks at attrition for students throughout the school year. Mrs. Faiscal Townsend used inventory as an example, explaining when you take inventory you have an estimate of how much product you have on hand but once a year you must do a final count to get what that actual number will be. Mr. William G. Coada said he understood but, in years past the Superintendent and School Board have always had projected state shortfalls. It's always been a shortfall since he has been active on the Board of Supervisors and doesn't believe there has ever been a projected state increase. Mrs. Faiscal Townsend confirmed for the last 10 to 15 years it has been a shortfall. Mr. William G. Coada asked Mrs. Faiscal Townsend if Charles City Public Schools' projection of state funding from the current fiscal year to the next fiscal year, which is what this budget proposal is for, correct? Mrs. Faiscal Townsend said yes. Mr. William G. Coada went on to ask are the numbers reflected in where the Board of Supervisors can compare state funding projected for this year versus how the division did it in the past. Mrs. Faiscal Townsend said Charles City Public Schools' budget is based on the governor. The governor makes a proposed budget in December. Then in February the House and the Senate will go back and look at the budget to see if it needs to be amended in any way. Sometimes they will increase the funding that has been projected, sometimes they will decrease the funding projected. Based upon what they've proposed from the state that each school division may receive, Charles City Public Schools uses that along with what the needs may be to come up with the projected budget for next year. Mrs. Faiscal Townsend stated when Mr. William G. Coada is saying Charles City Public Schools are requesting reversion of state funds, it's no reversion. The state has a state code that allows money that is remitted by the state and the end of the fiscal year, The school division may not get it until June 15th. The fiscal year ends on June 30th, so there's not sufficient time for those funds to be spent. The state will allow for a carryover of those funds for next year. Mr. William G. Coada requested to meet with Mrs. Faiscal Townsend, the School Board, and Ms. Michelle Johnson before they vote on the state reversion that is being requested by Charles City Public Schools. Mr. William G. Coada stated what he thought may not be the case. Mr. William G. Coada addressed Dr. Dalphine Joppy with a comment when reading the New Kent/ Charles City Chronicle, Mr. William G. Coada was pleasantly surprised. Charles City Public

Schools have requested \$250,000 more over last year. Mr. William G. Coada commends the School Board. In years past the School Board has requested \$750,000 to \$800,000 more, it wasn't feasible. Mr. William G. Coada always would say to pull that off the Board of Supervisors would have to raise taxes by 14 cents. However, for the first time, you have presented a reasonable request. Mr. William G. Coada stated he will look at the CIP separately. He commends and thanks the School Board.

REDISTRICTING

Ms. Michelle Johnson presented redistricting. She confirmed the County had its first meeting last week to talk about redistricting. Ms. Michelle Johnson wanted to review that again for citizens that are present. There will be another meeting on March 28, 2022, for any citizen to provide any feedback on the proposed maps for our current precinct boundaries. As of today, the current precinct boundaries are as follows.

District 1: Population 2,376 Deviation 102 Deviation 4%

District 2: Population 2,508 Deviation 234 Deviation 10%

District 3: Population 1,940 Deviation -334 Deviation -15%

Ms. Michelle Johnson stated it is a disparity between each district. Redistricting is based on the 2020 census. The County must have a plus or minus 5% within the districts to make sure that it's equitable. There are two proposed maps that the County would like to have feedback from citizens, and they can give feedback tonight, or in the future by emailing the link that's on the Charles City County website. In scenario one the population affected is 283.

District 1: Population 2,376 Deviation 102 Deviation 4%

District 2: Population 2,225 Deviation -49 Deviation -2%

District 3: Population 2,223 Deviation -51 Deviation -2%

Ms. Michelle Johnson stated it could be plus or minus 5%. As shown on the previous slide it was a negative 15% for District 3. With a population of 1,940, this scenario will take District 3 up to 2, 223 in the population. The maps that are shown and proposed maps are based on the census blocks that came from the US Department of Census.

Scenario two loops around a little at the top of District 3 on Green Oak Rd, Deerfield Rd, and Adkins Rd. The population affected is 282.

District 1: Population 2,376 Deviation 102 Deviation 4%

District 2: Population 2,226 Deviation -48 Deviation -2%

District 3: Population 2,222 Deviation -52 Deviation -2%

A small difference however is just the mapping portrayed for this option. Overall, there will need to be a public hearing at the April Board of Supervisor meeting on each map, to ensure the citizens the opportunity to review and weigh their choices for District 2 and District 3.

Congressional District, Congressman Donald McEachin will remain our representative for District 4. The Senate District Charles City County is still under District 9 with Senator Jennifer McClellan as our representative. However, the County will be moving to Senate District 13. That area will include Henrico, Charles City, Prince George, Sussex, and Surry. Currently, Charles City County is in District 70 for the House of Delegates. The representative is Delegate Delores McQuinn. Charles City County will be moving to District 81. That area will be Henrico and Charles City County. It has not been announced who the representatives will be for the new districts.

Mr. William G. Coada asked Ms. Michelle Johnson if the Board of Supervisors will be voting on redistricting at the April 26th meeting. Ms. Johnson confirmed yes, and the County has requested an extension from the State Board of Elections. This was supposed to be completed by March 22nd. The State Board of Election granted an extension this gives enough time to get another round of feedback by March 28th. After that, a public hearing will be advised for the April 2022 Board of Supervisors meeting. Mr. William G. Coada asked on March 28th if citizens will have

another chance to question and make comments? Ms. Michelle Johnson answered that is correct. Mr. William G Coad asked Ms. Johnson if the Flood Plain can be included in that? Ms. Johnson said no, that will be held in the morning at 10 am. Mr. Coad stated March 28, 2022, at 10 am will be the next redistricting meeting. The Board of Supervisors will be voting on which scenario to accept at the April 2022 Board of Supervisors meeting.

FLOOD ZONE ORDINANCE

Ms. Michelle Johnson presented the Flood Zone Ordinance, stating Charles City County is under a flood risk review. This is conducted by FEMA by looking at the County's flood risk map. When looking at the code section § 15.2-2200 which encourages localities to improve the public health, safety, convenience, and welfare of their citizens. Flood ordinances shall be designed to provide for safety from floods, facilitate the provision of flood protection, and protect against loss of life, health, or property from floods. The purpose of these provisions is to prevent the loss of life, health, or property, the creation of health and safety hazards, the disruption of commerce and governmental services, the extraordinary and unnecessary expenditure of public funds for flood protection and relief, and the impairment of the tax base. Regulating uses, activities, and development, alone, or in combination with other existing or future uses, activities, and development, will cause unacceptable increases in flood heights, velocities, and frequencies. Restricting or prohibiting certain uses, activities, and development from located within districts subject to flooding. Requiring all those uses, activities, and developments that do occur in flood-prone districts to be protected and/or floodproofed against flooding and flood damage; and protecting individuals from buying land and structures which are unsuited for intended purposes because of flood hazards. These provisions shall apply to all privately and publicly owned lands within the jurisdiction of Charles City County and shown on the Flood Insurance Rate Map (FIRM) or included in the Flood Insurance Study (FIS) that is provided to the Charles City County, by FEMA. One percent of the population is in the draft flood high hazard area. Mr. William G. Coad asked Ms. Michelle Johnson, prior to this, what percentage was it before? Ms. Michelle Johnson didn't know what percentage. Mr. William G. Coad assumed that the map area has grown and is curious about what it was before. Mr. William G. Coad asked if Ms. Michelle Johnson could have the percentage by the next meeting on the Flood Zone Ordinance. Ms. Michelle Johnson responded yes and proceeded to continue with the presentation. There are 4,740 estimated structures in the community. With the new revision, it will be 80 estimated structures in the draft flood high hazard area. Estimated structures newly mapped are 15, and estimated structures newly mapped out are negative six. Fifteen homes were added six homes were taken away, however, there were some homes that came out of the high hazard area. Charles City County has 22 flood insurance policies in force. Two policies are in the effective flood high hazard area, and 100% are for single-family residential structures today. Mr. William G. Coad asked if the representative was present? Ms. Michelle said yes. Ms. Michelle Johnson introduced Ms. Angela Davis from the Virginia Department of Conversation and Recreation. Ms. Michelle Johnson continues to present, with one of the questions that came up was all about manufactured homes. Ms. Johnson stated there was a miscommunication in the community where the citizens were informed that it would be prohibited to have any manufactured homes in Charles City County. Mr. William G. Coad interjected saying the first presentation said manufactured and modular homes would not be allowed within the floodplain mapping area. Gary Mitchell assured Mr. William G. Coad was correct. However, the second presentation said the opposite. Mr. William G. Coad informed everyone that the Board of Supervisors would not be voting on the issue tonight. Gary Mitchell stated the first presentation wasn't clear. The only change is if you have a manufactured home and it's in a flood zone, citizens will need to have a stronger foundation or more enhanced strap-down method like a stick-built house. If you're already there it's nothing you must do until you need to replace the house. However, if you're putting a new one in you must abide by these stricter foundation standards. Mr. William G. Coad answered okay and restated that if an existing manufactured home burned down, which is now in the newly mapped out flood zone, you can replace it with a manufactured home. They would have to meet the new strapping-down requirements. Gary Mitchell assured him that

is correct. Mr. William G. Coad addressed Angela Davis asking if she could stay for the first public comment period to answer any question that will be asked by the public. Mr. William G. Coad added an item to the agenda under the Public Comment Period entitled 5A.

Mr. William G. Coad asked Ms. Michelle Johnson if she would find out about the percentage before versus the 1% now? Ms. Johnson stated Angela Davis would have that information if not tonight, at a later date. Ms. Angela Davis responded she doesn't have the exact percentages, only the numbers that were already in the presentation. Mr. William G. Coad asked Angela Davis if it's possible to get those numbers as to what percent of the population was within the current flood insurance rate map (FIRM) partials? If the Board of Supervisors approves this, then that is saying only 1% of the population is in the revised flood insurance rate map (FIRM) panel. Angela Davis assured Mr. William G. Coad she can get those numbers to the Board of Supervisors; however, they may have to talk about some administrative processes along the line due to the ordinance update having to be adopted before the statutory limit. They are already towards the end of that process. Mr. William G. Coad informed Angela Davis that Charles City County will be having a special meeting just for the Flood Zone Ordinance between now and when April 20, 2022. On that evening the Board of Supervisors will vote on the Flood Zone Ordinance. Ms. Michelle Johnson continued with the presentation explaining how to ensure the citizens have clear information. Looking at the definition of a manufactured home...

A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes the term "manufactured home" also includes park trailers, travel trailers, and other similar vehicles placed on a site for greater than 180 consecutive days.

When looking at the manufactured units the question came up if you have a manufactured home and it is destroyed, are you able to build it in the same location. Ms. Michelle Johnson confirmed the answer is yes, however, if it is in a flood plain zone there needs to be tighter requirements. Those requirements are manufactured units that must satisfy the same base floor elevation requirements as stick-built structures. The recent flood study and map revisions result in an estimated 2% of structures countywide designated in flood-prone areas.

When looking at Charles City County everything on the shoreline would be part of this floodplain zone. Ms. Michelle Johnson listed all the creeks that are in Charles City County. Ms. Michelle Johnson also showed a map with pending changes since the last flood insurance. Mr. William G. Coad asked if the maps would be accessible to the public? Ms. Michelle Johnson stated citizens are seeing it live tonight and it will be posted on the Charles City County Web page. Angela Davis also explained that the maps are publicly accessible through the FEMA flood map service center website. Mr. William G. Coad stated he did find that out from Ms. Alice Ortman for providing that information after the last Board of Supervisors meeting. Ms. Michelle Johnson continued with the presentation explaining the areas highlighted in green are where Charles City County was when they last adopted the ordinance. The areas highlighted in purple are how the maps have changed or the flood extent has increased. As you can see the water from the shoreline could be projected to come inland more within the county boundaries. Everything in green is where Charles City County was before, and everything in green is now added. Mr. William G. Coad asked if the green technology is still purple, we didn't lose the green? Ms. Johnson replied yes, that's just the old color. Mr. William G. Coad asked if we are including all the green and the purple to make it current? Ms. Michelle Johnson answered that was correct. Ms. Michelle Johnson continued to say one of the things Charles City County must do to comply is to adopt the ordinance by April 20, 2022, to make sure we are following the flood insurance rate map and the flood insurance study. If not, the communities that fail to enact the necessary floodplain management regulations will be suspended from participation in the National Flood Insurance Program (NFIP). If we don't adopt the ordinance, then Charles City County will be suspended, and Angela Davis can elaborate more as we move forward.

Ms. Michelle Johnson and Angela Davis discussed early the consequences of not adopting by April 20th and how would it affect the community, citizens, and state. Mr. William G. Coad asked Gary Mitchell if there was a current ordinance that was adopted in 2015 on this? Gary Mitchell answered yes. Angela Davis stated she has a copy of that. Mr. William proceeded to ask about the consequences of not adopting by April 20th. Angela Davis commented that there are severe ramifications to being suspended from the National Flood Insurance Program. Not adopting a compliant ordinance prior to the effective date is the one way of getting automatically suspended from the National Flood Insurance Program, there's not really room for negotiation. The Charles City County community is already on the federal registrar pending suspension because the ordinance has not been sent to the FEMA headquarters. At this point if the community is suspended then those individuals that do have flood insurance will not be able to renew their flood insurance policy and a surcharge will be added to the policies that are in effect. The community also will not be eligible for any new policies, nor will the community be eligible for disaster aid. This goes beyond flood insurance so if there is a flood that happens in the community and needs public assistance or any kind of Small Business Administration loans, those things will be unavailable to the community. Also, federally backed mortgages will not be available to the community, and certain portions of the community have been identified as high risk for flooding. Those individuals that do have mortgages in those areas, their mortgages will be impacted as well. Angela Davis stated the current ordinance is mostly compliant, there are very minimal suggestions that are inserted to make it compliant with the current standards. There aren't really any significant changes just some minimal language tweaking and adding a few things. Charles City County is in a relatively good position but needs to act sooner than later. Mr. William G. Coad thanked Angela Davis for being there. Before Angela Davis made her exit, Ms. Michelle Johnson provided the Board of Supervisors with a list of dates for the Community Meeting. Where the community members and the Board of Supervisors can revisit the Flood Zone Ordinance topic to ensure the county meets the deadline. Mr. William G. Coad asked whatever date is decided, will it be voted on that night? Ms. Michelle Johnson's response was yes.

April 5, 2022, at 6:00 pm
April 11, 2022, at 6:00 pm
April 13, 2022, at 6:00 pm
April 20, 2022, at 6:00 pm

April 20, 2022, was chosen, and Angela Davis stated she will provide any information, answer any questions, and do whatever it takes to get there. Mr. Coad asked Angela Davis to hang around until after the first public comment period. Also, reminded the public if citizens do make comments on this subject or ask questions during the Public Comment period, the Board of Supervisors will not establish any dialogue. Your comments and questions will be addressed by Angela Davis afterward, there will not be a back-and-forth dialogue.

SPECIAL PRESENTATION

Ms. Michelle Johnson stated tonight we have two special presentations. The first presentation is to celebrate Women's History Month. Ms. Michelle Johnson apologized to the individual that is recognized, and she will understand why. However, Charles City County wants to recognize someone who has dedicated their entire career to Charles County. Every time the county adopts a budget, every time that the county does anything it is because her office drives our revenue stream. Charles City County wants to recognize and celebrate our Commissioner of Revenue Ms. Denise Smith. Ms. Michelle Johnson asked if Denise Smith's family would come to support her as she is recognized this evening. Ms. Michelle Johnson also stated for those who don't know Denise Smith is the longest-standing Commissioner of The Revenue in the Commonwealth of Virginia. Denise Smith was recognized by the Board of Supervisors, County Administrator, and the Charles City County community. Ms. Michelle Johnson recognized all the hard work and dedication over the years, and just know that the Board of Supervisors cannot move forward or adopt a budget until the Commissioner of Revenue releases numbers.

SPECIAL PRESENTATION

Ms. Michelle Johnson presented the second special presentation. In 2017 the Board of Supervisors entrusted Ms. Michelle Johnson with becoming the County Administrator in Charles City County. One of the first initiatives for Ms. Michelle Johnson to accomplish was to make sure that the citizens were kept safe, provided a quality of service, and received high-quality response time. In 2018 Charles City County hired James “Jimmy” Johnson as the director of Fire and EMS. The County wants to recognize James “Jimmy” Johnson because when he came to Charles City County, he was eager to get started. However, one of the things Ms. Michelle Johnsons requires from the leaders is important that they all obtain the education to support their leadership. On behalf of the Board of Supervisors, County Administrator, and Charles City County community, thank you to Chief James “Jimmy” Johnson, due to your title change. Ms. Michelle Johnson continued to say James’s “Jimmy” Johnson has acquired his bachelor’s degree in fire administration and also, serves as the president of the regional fire chiefs association. James’s “Jimmy” Johnson has built a very strong Charles City County Fire Department, along, with Captain George Bridges and his lieutenants and staff. Charles City is pleased to announce James “Jimmy” Johnson is the first Charles City County Fire Chief of our career department. As a County we have reduced response times in, 2021 answered over 800 Fire and EMS calls, added apparatus, and is in the process of breaking ground on a new fire station. There will be a formal ceremony to recognize Chief James “Jimmy” Johnson. Mr. William G. Coada commented when the Board of Supervisors interviewed for the Fire Director position James “Jimmy” Johnson researched Charles City County and put together a booklet. He presented a booklet that had been professionally bounded and extremally thick on all the research he had done on the County. That confirmed the decision of Mr. William G. Coada. Congratulation and thank you Chief James “Jimmy” Johnson, Mr. William G. Coada concluded.

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.

Ms. Martha Harris- To the board, Thank you for the clarification on the presentation about the manufactured homes. The miscommunication was not a result of anything that went on within the community, it went on within the Board meeting. There were conflicting definitions and information. As far as redistricting, looking at the maps for option two looks like Courthouse Road will be split, which will be confusing. This will be confusing for people who are voting and as well as signage. Scenario one would be preferred in reference to redistricting.

Mr. Anthony Carr- What is the status of the illegally parked campers on Harrison Lake Dr? Mr. William G. Coada stated he would address Mr. Boyd during the Board Directives and Comments.

Mr. Lloyd Carter- The County had received land on Courthouse Creek. Will the Flood Ordinance and insurance affect how the land will be developed?

Dr. Yvonne Smith-Jones- Ordinance number 01-2022 and the article. In the document, the words “manufactured homes” were used but in the presentations that were given by Community Development, use lay terms such as the word structure. It is itemized and has listed some of the manufactured homes in the document. However, citizens are hearing words like a strong foundation, strapping, those types of terms. It would have been easier if the word manufactured homes clarified. I should have stated if you were in that zone, they would have to have the same requirements as a stick-built home. In the future when given presentations it’s how you give it and the clarity of what is given. Also, stick to the wording that’s in the document since this is adopted. Make sure that we think about 1% and we think about the 22 streams, creeks, and tributaries that are listed on your chart that was shown at the last Board of Supervisors meeting. Thinking about the number of people that live around that 1% that’s impacted. That’s why there was room to be concerned if you wanted to get a manufactured home and you’re in that area you would have to change your structure. Thank you for considering this for putting time towards the flood plain

where the word manufactured home came from and everybody else defined it as single wide, double wide, mobile home, and trailers. That's how that articulation probably started. Thank you for the mapping to look at projections. Hopefully, at the March 28th meeting, the road names will be available.

Mr. William G. Coad closed the comment period.

QUESTION AND ANSWERS FOR ANGELA DAVIS

Ms. Angela Davis commented about development. Permitting and the flood plain applies to all development that occurs within the identified special flood hazard area. Whether it's a structure used for businesses or residential purposes. Angela Davis was asked if she could define a list of single wide, or double-wide using those terms? She answered, that manufactured homes are defined by the code of federal regulations in 44 CFR 59.1 and it's specifically outlined and defined in the glossary section of the ordinance. It's compliant as written in the ordinance now. The information you have seen in the presentation is current. The structures that are there can stay there and don't have to have any changes applied to them. Unless something happens and they are destroyed, if you want to rebuild there you will have to rebuild in a manner that's more resilient to flooding. It's not that you can't be there you just have to come back stronger so you're not putting the position of repeated flooding damage and rebuilding.

Mr. William G. Coad thanked Angela Davis for being here and available to answer questions.

RE: PUBLIC HEARING

SUP-01-2022- Application for special use and RZ-01-2022- Application to rezone
General Business is being done as one application for the public hearing. Ms. Michelle Johnson read the public notice hearing notice and it read as such:

Notice is hereby given that the **Charles City County Board of Supervisors will hold a public hearing on March 22, 2022, at 6:00 P.M.** or as soon thereafter as possible, in the Government Administration Building, located at 10900 Courthouse Road, Charles City, VA 23030 to receive public comment on and consider the following:

RZ-01-2022 Application by R. Marshburn to rezone to General Business -1 (B-1) with proffers, for the operation of a contractor's office with over 20,000 sq. ft. of outdoor storage as permitted by Division II, District Regulations, Section 8-3 General Business (B-1) Uses with Special Use Permit. The property is zoned as Agricultural (A-1) and consists of approximately 40.49± acres. The property will house a contractor's office building and approximately 15± acres of outside storage of landscaping materials. The comprehensive plan designates this property as agricultural/forestry with no specified density and is located within the Ruthville Neighborhood Service Area. The property is located approximately 572± feet south of The Glebe Lane (SR 615), served by a private drive also used by Ruthville Gun and Rod Inc., hunt club. The tax map number of the property is 41-73. **SUP-01-2022**: reads the same as RZ-01-2022. Mr. Gary Mitchell presented the public hearing for both. The RZ-01-2022 is a supply business located in the Ruthville area. If the rezoning is not passed, then the SUP- 01-2022 goes away. The Planning Commission recommended a denial based on no other BOU profiting. Across from the hunt club is where this is located. The Planning Commission felt that this type of business is too intense for the Ruthville Community. The proffers cannot be amended per County Attorney, Mr. Randolph Boyd. Generally, you can submit new proffers if they do not change the application, and the proffers submitted will significantly change this application. It is in the best interest to not allow them to be used. Mr. William G. Coad asked if this was legal, morally, and ethically to have these proffers read at the meeting? Mr. Randolph Boyd stated that you can submit them even if it will create a change even at the public hearing. It is not a timing problem, it is a change that will change the application "materially", the second issue is that the county code requires specific language regarding a proffer and that was not included. There was a unanimous vote from the planning commission to deny based on too intense business for the Ruthville Community. Mr. William G. Coad asked if they are issuing one vote for this? or issuing a vote for each one? Mr. Randolph Boyd stated the board could handle it any way they wanted. If they deny the rezoning, then the SUP is out automatically.

Mr. William G. Coada opened the public comment period for RZ-01-2022 as presented by Mr. Gary Mitchell.

Mrs. Bernice Adkins: Spoke about her property that borders the property of Ronald Marshburn who is applying for his residence to be zoned as a business property. The Ruthville Community consists of the post office, Little Elam church which is one of the oldest African American churches in the United States, and the Hunt Club which was established over eighty years ago. There is the Ruthville Complex, which was the Ruthville elementary and high school now the Social Center and Parks and Recreation center. Some of these buildings are over one hundred years old. Ruthville itself is named a free town in Charles City County according to the database of the Charles City County Historical Society. Ruthville was a town populated by people of color, free blacks. It was a thriving town from 1709-to 1808. This area that we are speaking of is history to us. Communication has been received from other business owners and constituents expressing their concerns and the impact of approving this re-zoning will be. Safety is the main concern here for the community. The speed limit is 55 mph, and the property of interest is less than 250 feet from my property. The school bus that loads and unloads is less than 250 feet from the entrance of this property. The additional truck and traffic due to this business will be hazardous not just to the school buses, but to the boaters, cyclists, and cars that travel The Glebe Lane. The Ruthville Complex houses Parks and Recreation, the post office, Little Elam Church, the future Food Pantry, and The Emergency Fire Station garage. The extra traffic and trucks will cause treacherous conditions for entering and exiting these venues. The noise level from the machinery will be intrusive to landowners and residents. The traffic will not only affect Glebe Lane, but also the Parks and Recreation center located on Ruthville Road. You will have trucks turning from Courthouse Road to Ruthville Road, and onto the Glebe Lane constantly. The suggestion is that the beauty of this property is produced into something conducive to the wholesome quiet area such as a housing community or farming which has been used for over one hundred years. This application for agriculture to business will lose some of our Charles City history from 1709 to 1808. It will decrease property value. It will curtail any increase in property value for landowners and any new property being built.

Dr. Yvonne Smith-Jones: Support the information that was given by Mrs. Bernice Adkins. It speaks to why the citizens should be in the process of not allowing this Planning Commission recommendation.

Ms. Michelle Johnson put two comments into the record. One was from Ms. Jean Messer and the other was from Mr. Byron M. Adkins, Jr. Both statements are in opposition to the re-zoning.

Mr. William G. Coada closed the public comment period.

He asked the board if they had any comments or concerns. Mr. Gilbert Smith has some concerns and the motion that was made at the Planning Commission. The motion was to recommend denial for the re-zoning based on a too intense for a neighborhood center. Mr. Byron M. Adkins, Sr. recused himself from this process. Mr. William G. Coada stated the board had a previous re-zoning ordinance that was passed, and he thought it was spot zoning and he thinks that it is still spot zoning with this ordinance. It gets out of hand. Based on the evidence and what was passed before Mr. William G. Coada stated he had to support this. Mr. Gilbert Smith advised that if the applicant had been specific about what he was placing there then he possibly could support it. The applicant is saying that can place anything there. He asks that the planning commission vote be read into the minutes.

It reads as such:

The Planning Commission Recommendation is denial.

- The application is a “blanket” rezoning and has failed to proffer out other B-1 uses.
- The property is currently in violation of the County Code and Zoning Ordinance.
- The operation is too intense for a neighborhood center

The Zoning Plan is not proffered.

Mr. Gilbert Smith made a motion with staff recommendation and denial that the board denies this re-zoning ordinance. Mr. William G. Coada vote was nay. He asked Mr. Randolph

Boyd for legal advice. There is a recusal, a nay to not deny it, and an aye to deny it. Mr. Randolph Boyd advised that the motion to deny has failed. The matter is still pending. If someone makes a motion to approve and you have a split then the same thing occurs, then that is the end of it. Mr. William G. Coada motioned to approve the denial. Mr. Gilbert Smith's motion was nay, and the matter is over. **SUP-01-2022** will not be heard due to the matter of **RZ-01-2022** being over with.

RZ- 02-2022- Application to rezone General Business: **RZ-02-2022** – Application by R. Marshburn to rezone to General Business-1 (B-1) with proffers for the operation of a retail garage business as permitted by Division II, District regulations, Section 8-2 General Business (B-1) Permitted Uses. The property is zoning as Agricultural (A-1) and consists of approximately 13.6± acres, of which approximately 2.0± acres will be subject to this rezoning request. The remaining portion of the property shall retain the Agricultural (A-1) zoning designation. The comprehensive plan designates this property as agricultural/forestry with no specified density and is located within the Ruthville Neighborhood Service Area. The property is located approximately 630± feet south of the terminus of Ruthville Road (SR 612). The address is 9561 Ruthville Road, and the tax map number is 41-3-A. The case information can be reviewed during regular business hours, Monday to Friday, 8:00 a.m. to 4:30 p.m. in the Department of Community Development located at the address above. Questions concerning the application may be directed to the Charles City County Community Development Staff at 804-652-4707. All written comments are encouraged to be submitted to the Charles City County Community Development Department, P.O. Box 66, Charles City, VA 23030, by fax to (804) 829-5819.

Mr. Gary Mitchell presented the public hearing for Mr. R. Marshburn's parcel 41.3A which is about thirteen acres. The request is to rezone two acres for the operation of a Garage Repair Business. The business is located at the terminus of Ruthville Road. Accessed by a privately owned easement. The property is currently in violation of being an illegal junkyard operation. They violate the county code for having five inoperable vehicles or they cover over 700 ft of ground. This is in the county code Chapter 23. The agricultural district does not have a junkyard allowed for usage. By default, he becomes a junkyard because he meets the criteria. Mr. William G. Coada asked how many vehicles were there now? Mr. Gary Mitchell responded a month ago when he was on the property there were about fourteen cars. Mr. William G. Coada asked Mr. Gary Mitchell would he consider the fourteen cars to be junk? According to the Virginia State law if a vehicle does not have up-to-date tags, valid state inspection, or is disassembled it is considered a junk vehicle by the Code of Charles City County. Mr. William G. Coada asked Mr. Gary Mitchell how many of the fourteen cars did not have valid registration or inspections? His response was all fourteen of them. Many of the vehicles are rather old.

Mr. William G. Coada opened the public comment period for RZ- 02-2022

*Ms. Elenora Robinson needed some clarification on the **RZ-01-2022** Application by R. Marshburn to rezone to General Business and the **SUP-01-2022**. If Mr. Byron M. Adkins recused himself, and Mr. William G. Coada said yes, and then Mr. Gilbert Smith said no; there should be some way to correct it. Ms. Michelle Johnson stated that it was corrected. It was a no, and not a yes to the ordinance.*

Mr. William G. Coada closed the public comment period.

Mr. William G. Coada asked if the board had any comments or concerns. Mr. Byron M. Adkins, Sr. recused himself from the process. Mr. Gilbert Smith stated the Planning Commission recommended denial of this ordinance based on the current violation of the county code, regarding inoperable county vehicles. The proposed use is too intense and not compatible with the neighborhood's surrounding land use. Mr. Gilbert Smith's motion is for denial. Mr. William G. Coada's vote is nay. He motioned for approval. Mr. Gilbert Smith's vote is no, and Mr. William Coada voted aye. It is denial.

RE: **BOARD OF SUPERVISORS APPOINTMENTS**

Mr. Gilbert Smith, District I board representative had no appointments at this time. 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, and one vacancy on the Charles City County Transportation Advisory Committee.

Mr. William G. Coad, District II board representative had no appointments at this time. District Two has one vacancy on Building Code Appeals, and one vacancy on the Charles City Health Coalition.

Mr. Byron M. Adkins, Sr District III board representative had no appointments at this time. District Three has two vacancies on the Board of Zoning Appeals and one vacancy on the Charles City Health Coalition.

RE: COUNTY ADMINISTRATOR'S REPORT

Ms. Michelle Johnson presented on the Older Americans Month 2022 Proclamation request. The Board of Supervisors of Charles City proclaimed May 2022 to be Older Americans Month. The Board of Supervisors urges every resident to recognize the contributions of our older citizens, help to create an inclusive society, and join efforts to support older Americans' choices about how they age in their communities.

Ms. Michelle Johnson presented the Vision 2040. In 2010 the Department of Social Services developed the 2020 strategic plan for Charles City County. Years later the plan was updated and reconstructed to Vision 2030. Many projects and strategies were completed that were outlined in the plan. The proposed framework for Vision 2040 was discussed and several meetings with the staff were conducted to develop a new team that will develop the plan and mobilized the project in the community in April. The timeline has been developed for the board's review. The goal will be to have the Board of Supervisors adopt the new plan in the fourth quarter of 2022. We want to make sure that the community is heavily involved in this process and provide as much feedback as possible. The request was made for authorization to move forward with the timeline and outline as presented.

Put together a Facilitation Guide (*Angela*)

- The guide will be put together and distributed before the next meeting on March 23rd
- Have a practice session to walk through how to facilitate each meeting
- Content

1. Environment

- Make sure each session has the same look throughout each meeting.
Is your space free of distractions? Noise, lighting, and surrounding views.

2. Structure

- Follow the story ark
- Establish a baseline
- Sharing the goal
- Having someone to work through/control the Q&A (Help motivate the group of people and drive change.
- Talk about the next steps- the same type of participants engagement.
Support team members will be responsible for notes/takeaways for each goal.

KICK-OFF MEETING WITH COMMUNITY- April 11th at 6:00 pm

Leading: Michelle Johnson

Talking points:

- Introduction of Goals
- Each leader of the Goal and support member
- Meeting dates for in-person and virtual sessions
- Everyone will get a packet
- Taking ideas for the 2040 plan
- Level set on the previous 2030 plan and preview of what has been accomplished

Goal 1- Public Safety

April 25th - Goal 1, in-person

April 27th - Goal 1, virtual

Lead: Major Leslie Comer

Support: Director James “Jimmy” Johnson

Goal 2- Economic Development and Infrastructure

May 9th - Goal 2, in-person

May 11th - Goal 2, virtual

Lead: County Administrator, Michelle Johnson

Support: Director, Abbey Pemberton

Goal 3 – Social Determinants of Health

May 23rd - Goal 3, in-person

May 25th - Goal 3, virtual

Lead: Director, Elizabeth Holt & Superintendent Dr. Dalphine Joppy

Support: Director, Kimberly Barrow

Goal 4- Community Outreach

June 6th - Goal 4, in-person

June 8th - Goal 4, virtual

Lead: Director, Kimberly Barrow

Support: Director, Wendy Payne

Goal 5- Emergency Operations

June 20th, - Goal 5, in-person

June 22nd - Goal 5, virtual

Lead: Director, Ricky Hicks

Support: Major Leslie Comer & Director James “Jimmy” Johnson

Goal 6- Community Development

July 11th - Goal 6, in-person

July 13th - Goal 6, virtual

Lead: Assistant County Administrator, Dr. Rhonda Russel

Goal 7 – Tourism

July 25th - Goal 7, in-person

July 27th - Goal 7, virtual

Lead: Clerk, Victoria Cox-Washington & Treasurer Mindy Bradby

Support: Director, Wendy Payne (Website Development)

Goal 8- Transportation

August 8th - Goal 8, in-person

August 10th - Goal 8, virtual

Lead: Assistant County Administrator, Dr. Rhonda Russel

Final Comments will be made on August 26, 2022

Additional notes:

- March 22nd propose this document to the BOS and intro of the document- (focus on 2 goals per month)
- Establish report outs for the Board of Supervisors every three months
- September we all will come back together to present to the BOS in October and Adopt by November
- Page 5- Angela will revise a new statement to be placed under “VISION 2040”
- Wendy-Create a tab on the website - “vision2040@co.” for the final document to be posted
- Each team will need to come up with some type of takeaways that individuals can walk away with. (Something small)

Ms. Michelle Johnson presented the FY23 School Budget Lump Sum. At the joint meeting on March 9, 2022, the Board of Supervisors, and the Charles City School Board, discussed various topics. During the discussions, the Charles City School Board requested that the Board of Supervisors consider providing funding to CCPS in a lump sum on an annual basis. Ms. Michelle Johnson recommends that the county provides the funding for CCPS in a lump sum beginning July 1, 2022. She also recommends that the Finance Directors from the county and the schools work together to develop a policy that will be presented during the FY23 budget presentation in April. Also, a recommendation is that the county does not provide all the funding in one lump sum but provides the funding in four appropriated installments. Mr. William G. Coady motioned for the FY23 School Budget Lump Sum to begin on July 1, 2022. The motion was carried unanimously.

Director of Finance, Mrs. Abbey Pemberton presented to the board the CARES Act Spending Update. As of November 2021, the County has fully expended all COVID-19 relief funding received through the CARES Act, totaling \$ 1,214,990. Therefore, the County will not be

returning any unspent dollars. Several projects were completed with the COVID-19 funding relief fund for K-12 Public Schools, Disinfection and Sanitation, Part-time salaries, PPE, Public Safety Equipment, Public Safety Employees, Safe Access to Government, IT equipment for telework, Recreation, Security Cameras, and Operation of Government. The American Rescue Plan (ARPA) gave Charles City County \$1,352,482 and we have received half of that totaling \$676,000. Mr. William G. Coad asked if this money could be used to invest in water, sewer, and Broadband? Ms. Michelle Johnson stated that yes, the county could use it under one of the categories. \$549,000 was going to be used as a match for the VATI grant if we had received it. Mr. William G. Coad asked if Mr. William G. Coad asked if the CARES presentation could be put on the county webpage? Ms. Michelle Johnson responded that Mrs. Abbey Pemberton would put it on the county webpage tomorrow. Mr. William G. Coad asked Mrs. Abbey Pemberton if she could give an ARPA update every three months.

Ms. Michelle Johnson presented the Reassessment 2022. Every four years the county conducts a countywide reassessment of all properties within the community. Pearson's Appraisal has completed the reassessment, notices have been sent to citizens, and is wrapping up appeal appointments. The county experienced anywhere from 20-45% increase on some properties. So far, Pearson's Appraisal has conducted 75 appointments. The next step would be for any individuals to continue to the board of equalization for the second appeal if they do not agree with the Reassessors decision. The board of equalization will conduct meetings forty-five days after March 18, 2022. The citizens appointed by the board of supervisors will be trained by the Internal Revenue Service and will continue through the process of conducting meetings in May.

With the increased assessment rate, staff will recommend an equalized tax rate of \$.66 for FY23. The equalization will give us an additional \$100,000

Ms. Michelle Johnson presented on Retail Strategies for Charles City County. They utilize mobile tracking services to track data collected from mobile phone users who have agreed within their apps and phone settings to enable location information. This tool allows us to see where customers are coming from to shop in our market using actual data. Each retailer has a specific set of site selection criteria they use to determine if they will have a profitable store. A customized trade area is a next step to analyzing a market. A trade area defines a core customer base of consumers likely to shop and eat in the market at least once a month. After discovering the community's data and interpreting it into zones for recruitment we need to focus on which retailers and retail categories have the highest odds of success. Your top categories for recruitment are Restaurants, Hardware and Garden, Grocery, and Misc. Retail.

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

The Dancing Royals will begin on March 22, 2022- June 7, 2022. The early registration fee is \$40 per dancer. It is held at Ruthville Complex, 13100 The Glebe Lane, Tuesdays from 6:30 p.m.-8:00 p.m. ages 2 to 18.

Monday Movie Matinee, March 28, 2022, at 1:00 p.m. Concessions are available for purchase. The movie shown is based on the story of the legendary Queen of Soul Aretha Franklin. It will be shown at the Community Center, 8320 Ruthville Road, Providence Forge, VA. 23140.

Free Car Bingo Thursday, April 7, 2022, at 5:00 p.m. Location will be at Hillside Park, 10600 Courthouse Road. Open to all ages. For more information call (804) 652-1601.

Easter Egg Hunt at the Recreation Department located at 8320 Ruthville Road, Providence Forge, VA. 23140. The cost is \$5 for residents and \$8 for non-residents. The registration deadline is April 8, 2022.

Teen flashlight night Easter Egg Hunt Thursday, April 14, 2022, ages 12-17. The hunt starts at 7:00 p.m. Items needed are a bag and a flashlight. The location will be at the social center grounds, 8320 Ruthville Road, Providence Forge, VA. 23140. Contact (804) 652-1601 for more information.

Easter Egg Hunt Saturday, April 16, 2022, at 10:30 a.m. for crafts and fun. Hunt begins for toddlers – 4 years old at 10:45 a.m. at 5-8 years old at 11:00 a.m. and 9-12 years old at 11:15 a.m. Social Center Grounds, 8320 Ruthville Road, Providence Forge, VA. 23140.

Adult Softball League. The cost is \$450 per team. There is a mandatory coach meeting Sunday, April 17, 2022, at 2:00 p.m. The league begins on May 1, 2022. The league location is Social Center Grounds, 8320 Ruthville Road, Providence Forge, VA. 23140. You can register at www.tinyurl.com/ccc-adult-softball-22. There will be open play cornhole on May 1, 2022, at 4:00 p.m. For more information please contact (804) 652-1601.

Youth Art Classes begin in April. The young artist club ages 5-10 has a minimum of three and a maximum of eight. The cost is \$40 per artist.

Charles City Artist ages 11-17 has a minimum of three and a maximum of eight. The cost is \$50 per artist. Items needed: Art attire and face-covering program supplies included in registration. The location will be Ruthville Complex Art Room, 13100 The Glebe Lane, Charles City, VA. 23030. For more information please contact (804) 652-1601.

Tennis lessons classes start back in April. The cost per player is \$25. Classes will be held at the social center grounds at the tennis courts, 8320 Ruthville Road, Providence Forge, VA. 23140. Items needed are a Tennis racquet and athletic attire. There is a limited supply of racquets available for use. For more information please contact (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. This is located at 13100 The Glebe Lane, Charles City, VA. 23030.

RE: PUBLIC COMMENT PERIOD

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

Mr. Preston Adkins: At the last board of supervisors meeting, you mentioned purchasing a fire truck in cash. The truck was four doors and a 1,000-gallon tank in a rural area with no fire hydrants. Next time possibly get a two-door truck with a bigger gallon tank to hold more water. It is more feasible for the county. You are constantly asking for people to volunteer, and I was told to speak to someone, and I haven't heard anything yet. Do you want people or not? Lastly, regarding the split vote, this would be an example of needing five board of supervisors.

Mr. Lloyd Carter: I met with the gentleman who oversaw the reassessment two weeks ago and I have not heard anything from him. The fair market value of where I live was only \$4,000 more than what I was paying on the last assessment. The market value now is \$52,000 more than the market value. The county assessment value was \$72,000 more than the fair market value was \$76,000 more than what was assessed last year. It was a 33% increase. Ten cents is less than the fifteen percent and that is a whole lot to make up. The county needs to come up with more than ten percent, which is nowhere near equal.

Mr. William G. Coada closed the second public comment period.

RE: BOARD DIRECTIVES/COMMENTS

Board member, Mr. Gilbert Smith did not have board directives currently.

Vice-Chairman, Mr. Byron M. Adkins, Sr. spoke about the Townhall Meeting for District Three. Everyone is welcome to come; however, it is for district three. It will be on April 14, 2022, at 6:00 p.m. at Rivers Rest Marina. He appreciates everyone in district three, they are a vocal group and most of the people who attend the meetings are female. March is Women's History Month, and he commends the women of this county and maybe they can give some leadership skills to the men and encourage them to come. Mr. Byron M. Adkins, Sr stated he appreciates your civility and the way that you communicate. It gives him a listening ear to hear your comments and concerns. Often it is hard to decipher what the concern is when it is overshadowed by emotions. He went on to say he heard every citizen at the last town hall meeting. Mr. Byron M. Adkins, Sr thanked the Chairman of the Board, Mr. William G. Coada for allowing him to be Chairman for a moment to accept the funds for Broadband to be extended in district three.

Chairman, Mr. William G. Coada stated Mr. Byron M. Adkins, Sr has been working hard in district three. When the broadband was first received in Charles City County, districts one and two got a lot of coverage. He thanked former Board member, Mr. Lewis Black for his work with this effort. Kudos to Mr. Byron M. Adkins, Sr for getting this done. At the board meeting in February, there was mention of "tent city", where people were living in tents and RVs. He asked

County Attorney, Mr. Randolph Boyd for an update on this matter. Mr. Randolph Boyd stated the Route 155 tent area is clear from the road. The Planning Department is working with the Sheriff's department to go by regularly to see if someone is living there. To date, there has been no evidence that anyone is living there and violating the county code. The case is still pending. When they are in violation, we can address it. Harrison Lake's suit has been filed and the process is out for services. Once it is served, they have twenty-one days to respond. Mr. William G. Coad asked if Mr. Randolph Boyd knew when the suit went out to be served? Mr. Randolph Boyd responded a few weeks ago. Mr. William G. Coad asked who would serve this for us? Mr. Randolph Boyd responded the Sheriff's office would. Mr. William G. Coad asked Ms. Michelle Johnson if she would get an update on this matter and find out if it was served? Mr. William G. Coad asked Mr. Randolph Boyd regarding the matter on Route 106, what did he consider ample proof? Mr. Randolph Boyd stated that the county code stated that you cannot be there for more than fourteen days. You must establish that they have not been there for more than fourteen days. Mr. William G. Coad asked Mr. Gary Mitchell when was the last time this was checked on? Mr. Gary Mitchell replied that he has gone by the several times in the last couple of weeks. He went by at 11:00 a.m. and 1:00 p.m. One time the gate was locked. He does not have a search warrant so he cannot go onto the property if the gate is locked. A week ago, Mr. Gary Mitchell along with the County Building Inspector, Mr. Nathaniel Richardson went by, and no one was on the property. He asked the Sheriff's department and Mr. Nathaniel Richardson to periodically go by and check the property to see if there is any activity. The county must have proof that someone is living there. Someone must testify to the fact there is evidence of this. In the Harrison Lake matter, the paperwork has been drawn up and is at the Sheriff's office. The gentleman that is on the property has admitted to Mr. Gary Mitchell that he lives there. There is a neighbor who has said he would testify to seeing this individual live on the property.

RE: EXECUTIVE SESSION

Mr. William G. Coad asked if an Executive Session was necessary. Ms. Michelle Johnson replied yes, for Legal. Mr. William G. Coad asked if there would be any action taken when they come back from Executive Session? Ms. Michelle Johnson responded, no it would not be any action needed.

Mr. Gilbert Smith made a motion to go into Executive Session for Legal. The motion was passed unanimously. Mr. William G. Coad asked if there would be any action taken when they come back from Executive Session? Ms. Michelle Johnson responded, no it would not be any action needed.

Mr. Byron M. Adkins, Sr made a motion to return to Open Session; the motion was passed unanimously. Mr. Byron M. Adkins, Sr made a motion 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 Sessions. The motion was passed with a unanimous vote. There will be no further action or business; the Board **recessed until Tuesday, April 12, 2022, at 6:00 p.m.**

Prepared by Executive Assistant Miranda Pyne

