

Virginia:

At the regular monthly meeting of the Board of Supervisors held at the Charles City County Government Administration Building on **Tuesday, October 25, 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. County Administrator, Ms. Michelle Johnson welcomed everyone to the Board meeting. The Pledge of Allegiance was said in unison by the Board of Supervisors

RE: ADOPTION OF THE AGENDA

County Administrator, Ms. Michelle Johnson asked for the adoption of the agenda. Mr. William G. Coad asked for a motion to adopt the agenda. A motion was made by Board Member, Mr. Gilbert Smith to approve the agenda. The motion was passed unanimously.

RE: CONSENT AGENDA

Ms. Michelle Johnson requested approval of the consent agenda. Approval of Board of Supervisors Meeting Minutes, September 27, 2022, Jacobs Invoice for services through October 17, 2022, and appropriations for November 2022. Vice-Chairman, Mr. Byron M. Adkins, Sr. motioned to approve the consent agenda. The motion was passed unanimously.

	Charles City County Oct-Dec Appropriations	<i>Amended FY23 Budget</i>	<i>Year to Date Appropriation</i>	<i>Oct- Dec Request</i>	<i>County Administrator Recommends</i>
	<i>General Fund Agencies</i>				
11010	Board of Supervisors	\$ 60,344	\$ 15,086	\$ 28,086	\$ 28,086
12100	County Administrator	295,625	73,906	89,988	89,988
12210	Legal Services	115,000	28,750	39,500	39,500
12220	Non Departmental	51,571	12,893	22,500	22,500

12221	Non Departmental-Telecom	232,369	58,092	75,500	75,500
12240	Audit	48,700	48,700	-	-
12310	Commissioner of Revenue	275,232	68,808	88,500	88,500
12410	Treasurer	195,407	48,852	55,000	55,000
12420	Finance	248,778	62,195	79,500	79,500
12422	Human Resources	181,076	45,269	42,657	42,657
12425	Information Technology	795,186	198,797	209,800	209,800
12520	Motor Pool	67,471	16,868	25,868	25,868
12530	Central Gas	19,058	4,765	14,293	14,293
12600	Memberships	2,452	2,452	-	-
13100	Electoral Board	34,669	8,667	15,667	15,667
13200	Registrar	219,976	54,994	74,994	74,994
21100	Circuit Court	29,685	7,421	9,421	9,421
21200	Combined GD/JD Court	11,500	11,500	-	-
21300	County Magistrate	300	300	-	-
21600	Clerk of Circuit Court	293,356	73,339	93,339	93,339
21700	Sheriff Judicial	166,935	41,734	71,734	71,734
21800	Courthouse Security	89,354	22,339	25,339	25,339
21930	Crater Criminal Justice T.C.	15,260	15,260	-	-
22100	Commonwealth Attorney	364,171	91,043	98,043	98,043
31200	Sheriff Law Enforcement	793,540	198,385	298,500	298,500
31900	Sheriff Support	272,155	68,039	78,039	78,039
31920	School Resource Officer	63,265	15,816	25,816	25,816
32350	E 911	44,850	11,213	15,000	15,000
32400	Wireless E911	29,565	7,391	7,891	7,891
33150	Correction & Detention	240,224	60,056	60,056	60,056
33300	VJCCCA	9,400	9,400	-	-
33310	Col Com Correction jb	12,287	12,287	-	-
33320	9th District Court Services	21,370	21,370	-	-
34400	Codes Enforcement	166,396	41,599	49,600	49,600
35100	Animal Control	171,407	42,852	48,852	48,852
35300	Medical Examiner	100	100	-	-
42400	Landfill Monitoring	331,035	82,759	229,921	229,921
43200	General Properties	1,020,407	255,102	355,902	355,902
51100	Health Department	158,404	39,601	79,202	79,202
52200	MH/MR Services Board	130,851	32,713	65,426	65,426
53600	Contributions	84,091	21,023	42,046	42,046
68010	John Tyler Community College	1,229	1,229	-	-
71100	Parks and Recreation	509,223	127,306	227,621	227,621
71200	Lewis Park Boat Ramp	17,224	17,224	-	-
73200	Library/Cultural	144,942	36,236	72,472	72,472
73210	Center For Local History	36,072	36,072	-	-
81200	Community Development	328,882	82,221	108,365	108,365
81600	Com Development Cont	42,617	42,617	-	-

82650	Environmental Mgt Cont	18,950	18,950	-	-
83300	Cooperative Extension	22,468	5,617	16,851	16,851
91400	General Fund Contingency	446,218	-	-	-
95000	Debt Service	696,117	174,029	298,300	298,300
	<i>Total General Fund</i>	\$ 9,626,764	\$ 2,473,237	\$ 3,239,589	\$ 3,239,589
Fund 131	Fire/EMS Fund	1,482,311	337,035	437,035	437,035
Fund 311	Capital Improvement Plan	1,093,450	273,363	373,363	373,363

Fund 511	Public Utility Fund	566,456	115,375	215,975	215,975
	<i>Total Board of Supervisors</i>	\$ 12,768,981	\$ 3,199,010	\$ 4,265,962	\$ 4,265,962

CCPS	School Operating + CIP	12,688,517	3,806,555	4,549,074	4,549,074
	<i>School Fund Total</i>	\$ 12,688,517	\$ 3,806,555	\$ 4,549,074	\$ 4,549,074
	ALL FUNDS				
	BOARD OF SUPERVISORS	12,768,981	3,199,010	4,265,962	4,265,962
	SCHOOL OPERATING	12,688,517	3,806,555	4,549,074	4,549,074
	SOCIAL SERVICES	1,616,135	404,034	404,034	404,034
	SPECIAL WELFARE	6,872	6,872	-	-
	GRAND TOTAL ALL FUNDS	\$ 27,080,505	\$ 7,416,471	\$ 9,219,070	\$ 9,219,070

RE: PRESENTATIONS



ASHLAND RESIDENCY
MARSHALL WINN
RESIDENCY ADMINISTRATOR

CHARLES CITY COUNTY

October 2022

**MAINTENANCE:
ALLGOOD**

JEFF

Pothole Repair

- 639 The New Rd

Ender (Contractor) Pothole Repair

- 5 John Tyler Memorial Hwy west of 623 Wilcox Neck Rd
- 625 West Run Rd
- 641 Little Elam Rd
- 639 The New Rd; 8800 block

Asphalt Repair

- 607 Church Ln

Rural Rustic

- 651 Legion Rd

Erosion Repair

- 618 Adkins Rd

Shoulder Repair

- 615 The Glebe Ln

Ditch Repair

- 615 The Glebe Ln

Ditch Cleaning

- 602 Lott Cary Rd

- 155 Courthouse Rd

Pipe Cleaning (Contractor Vac-Truck)

- 618 Adkins Rd
- 609 Barnetts Rd

Break Beaver Dam

- 606 Carters Mill Rd

Site Distance Cutting

- 106 Roxbury Rd at 609 Barnetts Rd
- 5 John Tyler Memorial Hwy at 106 Roxbury Rd
- 156 Roxbury Rd at 5 John Tyler Memorial Hwy

Tree Limbing / Cleanup

- 630 Samaria Ln

Brush Cutting / Cleanup

- 609 Barnetts Rd near the Saw Mill

Tree Debris Cleanup

- 604 Warriner Rd
- 623 Wilcox Neck Rd
- 630 Samaria Ln
- 155 Courthouse Rd
- 5 John Tyler Memorial Hwy
- 613 Sandy Point Rd
- 631 Cool Hill Rd
- 658 Kimages Rd
- 614 Sturgeon Point Rd
- 609 Barnetts Rd
- 603 Old Union Rd
- 630 Samaria Ln
- 602 Lott Cary Rd

Sign Repair

- 623 Wilcox Neck Rd at 5 John Tyler Memorial Hwy
- 618 Wilcox Wharf Rd at 5 John Tyler Memorial Hwy; Stop sign
- 641 Little Elam Rd at 607 Church Ln; Stop sign
- 625 West Run Rd at 609 Barnetts Rd; Stop sign

Debris

- 5 John Tyler Memorial Hwy
- 613 Sandy Point Rd

Litter / Trash Bag Pickup

- 602 Lott Cary Rd
- 619 Weyanoke Rd
- 638 Mapisco Rd
- 609 Barnetts Rd
- 614 Sturgeon Point rd
- 615 The Glebe Ln

Bike Trail

- Blow Trail & Bridges
- Cut tree off trail
- Clean Drop Inlets
- Clean storm debris on Trail
- Trim back limbs and bushes near MM-25
- Replace and tighten boards on Wooden Bridges
- Pick up trash (32 bags)

Miscellaneous

- Dead animal removal; Primary & Secondary
- Locate Cross-Pipes County Wide
- Prep equipment for Snow Removal Dry Run
- Night Crew on Hurricane watch
- Haul debris to Landfill
- School Parade message board setup
- 631 Cool Hill Rd; High water
- 5 John Tyler Memorial Hwy; Tractor Trailer accident
- 106 Roxbury Rd at 617 Monguy Rd; Vehicle accident involving tree

Work Requests

- 131 Received
- 54 Completed

Emergency Callout after Hours (0)

Next Month's Agenda

- Customer Complaints
- Bike Trail Cleanup
- Litter Pickup County-Wide
- Ditching on Secondary roads
- Pipe Replacement
- Pothole Patching
- Sign Maintenance on Primary/Secondary roads

The VDOT representative, Mr. Marshall Winn reviewed the October monthly report for VDOT. There were sixty-four work orders and completed fifty-four. The second cycle of mowing was completed. The fourth cycle of primary mowing will start next week. Maintenance repair has been pothole repair, ditching, pipe cleaning, sign repair, and litter clean-up. The snow removal dry run was completed last week. All snow and contract equipment are in good condition. There are no other reports at this time. Mr. Marshall Winn stated the county is ready for inclement weather.

Mr. William G. Coad asked the Board if they had any questions or concerns for the VDOT representative, Mr. Marshall Winn. Mr. Byron M. Adkins, Sr stated he noticed on Route 5, heading to Williamsburg there are rumble strips right before you get to the flashing lights. Is there any way rumble strips can be placed on Wayside Road where you cross Route 106? It is located in the area where Dollar General is located. Mr. Byron M. Adkins, Sr asked if consideration can be made to place the rumble strips at Route 106, and Route 5. Last week a truck was spotted coming from the Benjamin Harris Bridge and it had to be going at least 75 mph coming to the intersection and never stopped. Mr. Marshall Winn stated he can get a crew and see about installing the rumble strips. Mr. Gilbert Smith stated that on Route 625, West Run Road if the potholes can be looked at.

Mr. William G. Coad asked if anyone had any comments or questions for VDOT to please come to the podium to capture their comments.

Mr. Lloyd Carter: On October 17, 2022, I was going down Wayside Road, and a pine tree fell across the road. Mr. Carter and another citizen removed it and pushed it off to the side of the road. The non-emergency number was called and advised to contact VDOT about the matter. The tree is still laying on the side of the road. There are two of them now. It is located on Wayside going towards Route 106. Also, at Harrison Park at the entrance, there is a slit dip.

Ms. Elenora Robinson: The dead trees that are falling are still an issue. Mr. Marshall Winn responded that over fifty trees have been marked and contractors will begin to cut them short. Ms. Elenora Robinson advised near Sherwood Forest there are a lot in that area, and this is dangerous.

The Director of Finance, Mrs. Abbey Pemberton, presented her departmental highlights. She started by introducing her team which includes herself and Ms. Julie Spires who is the Accounts Payable Specialist. Ms. Julie Spires has been with the County for over thirty years. She is a big asset to the finance department and Charles City County. Abbey encouraged individuals to stop by the finance department via the website or come by the finance department. The kickoff of budget FY24 Budget Planning will be held next month. The following is the timeline for budget planning

- November 2022: Departments and outside agencies will prepare and submit preliminary funding requests.
- January 2023: The Board of Supervisors will hold one-on-one meeting sessions with all County departments and agencies.
- February 2023: Charles City Public School Superintendent will present the FY24 budget proposal.
- March 2023: The County Administrator will present the County's FY24 budget proposal.
- April/May 2023: The FY24 budget will be adopted by the Board of Supervisors.

The Finance Department has been actively involved in the annual audit process of FY22. The audit team from RFC has been on-site and the fieldwork will conclude in November. The final audit report will be presented to the Board of Supervisors in late December. Mrs. Pemberton stated they are working to finalize current projects and a list of proposed projects that will bring the most community-wide benefits. A formal proposal will be made once the review process is complete. In total, the County has received \$1,352,482 through the American Rescue Plan Act (APRA).

Looking back at last year Ms. Pemberton shared some of the progress the team has made toward goals that were set at the beginning of the year, such as Streamlining operations, enhancement services offered, and networking and development.

- Streamlining Operations
 - Partnership with VML/ VACo for accounting services to maximize the efficiency of development staff and use of resources.
 - Transition to the Bank of America P-Card program to increase operational efficiency in purchasing, across all county departments (small purchases only). The monthly reconciliation process is streamlined and simplified. Also, the annual rebate is generated back to County at the end of the year.
 - In collaboration with the County's Recreation and Information Technology departments, Civic-Rec incoming program revenues can now be seamlessly collected and recorded in County's financial system.
 - In the exploration of a replacement accounting system, staff has conducted a thorough market search for a suitable replacement accounting system. A wide range of programs have

been explored and thoroughly evaluated, across multiple vendors. Staff will be submitting a formal recommendation by December.

- Enhancement of Services

The team set out to enhance the County's FOIA request process. The designation of a FOIA officer will be served by Ms. Julie Spires to uphold county FOIA policies and procedures strengthened.

- Networking and Development

The staff has been actively involved with local finance industry groups and leadership development programs such as Virginia Government Finance Officers Association (VGFOA), Virginia Women in Finance, and VCU Grace E. Harris Leadership Institute.

Mr. Byron Adkins commended the Finance Department on the work that is accomplished upon the number of staff that is in the department and always tries to visit at least once a week.

Mr. William G. Coadá asked Ms. Johnson, for a report of the finishing budget for each department. Where they finished above or below and what they requested. He also asked Ms. Johnson when it will be available. Ms. Johnson replied they will be closing out FY2022 this week and waiting on some transactions from the school system, however, looking to be completed by Friday and have them available next week.

Mr. William G. Coadá asked Ms. Pemberton how much third-party help and consultants' dollar-wise, are we spending. Ms. Pemberton stated that isn't yet finalized but we can get you a final number. Ms. Johnson interjected stating that VACO just started the year-end closeout, and there will not be final numbers as of yet. Mr. William G. Coadá said he wants to see them whenever they are available.

Mr. William G. Coadá moved on to talk about credit card statements and backup. When the Chairman signs checks they are not seeing backup on the credit card statements, the statement is available but not the backup. Ms. Pemberton added, since the conversation with Ms. Julie Spires has thoroughly compiled and has those records available for you. Mr. William G. Coadá stated the automatic withdrawal checks don't make it to the Chairman and he would like a list of those checks for the Board. Ms. Johnson made it clear that it is for large lease payments, not for operational.

Mr. William G. Coadá continued about the Fund Balance line item for infrastructure on Route 106. He stated that was discussed because the Board of Supervisors voted unanimously to designate all that revenue from the solar farm for personal property. He asked what the Board needed to do. A fund balance line item needs to be established so that it can be tracked. Ms. Johnson replied they would need to create a reserve section from the fund balance, and staff would have to come back before the Board for approval with proper account information next month.

Commenting on accounting system replacement software, Mr. William G. Coadá confirmed with Ms. Johnson the agreement of the admins. Ms. Johnson replied yes, but after reviewing their updates it was not compatible, so they had to go back to the market to ensure all of them are still in the same price range. The county is dealing with the old accounting system and merging old data into a new system with Edmonds you would have to start from scratch. Now we are evaluating what's best between Information Technology, the Commissioner of the Revenue,

and Finance. Mr. William G. Coad confirmed that's something that needs to come back to the Board of Supervisors before making the decision. Ms. Johnson responded that decision cannot be made without the proper votes.

Mr. William G. Coad asked if the FOIA Officer will be a new position or an existing position. Ms. Johnson answered that it is not a new position, and Ms. Julie Spires assumed that responsibility.

The Director of Information Technology, Mrs. Wendy Payne, introduced the new Helpdesk Technician, Mr. Ishan Chaudhary. She started by saying Ishan also known as Sean, is coming from John Tyler Community College where he studied Information Technician and obtained his associate degree, and this Winter will be receiving his bachelor's degree in cyber security. Sean stated he would like to thank the Board of Supervisors, Ms. Johnson, and the Director of Information Technology for allowing him to be a part of the team. Every day he is learning a lot of new technology and overcoming new challenges and it has been very exciting. Sean also commented on the great team that he is a part of and the amount of information that he is obtaining about the Charles City area.

RE: PUBLIC COMMENT PERIOD

Mr. William G. Coad 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. No one signed up for the public comment period.

Mr. William G. Coad closed the comment period.

RE: BOARD OF SUPERVISORS APPOINTMENTS

Mr. Gilbert Smith, District I Board Representative had no appointments at this time.

Mr. William G. Coad, District II Board Representative re-appointed Dominique White to the Economic Development Authority for a four-year term. Mr. William G. Coad motioned that Dominique White will be re-appointed to the Board of Economic Development Authority. The motion was passed unanimously.

Mr. Byron M. Adkins, Sr. District III Board Representative re-appointed Donald Charity to the Economic Development Authority for a full term. Byron M. Adkins, Sr. motioned that Donald Charity will be re-appointed to the Board of Economic Development Authority. The motion was passed unanimously.

RE: COUNTY ADMINISTRATOR'S REPORT

The Director of Finance, Mrs. Abbey Pemberton, presented the Virginia Department of Emergency Management (VDEM) Performance Grant Program. For another consecutive year, the

County has been awarded \$14,034 in grant funding through the VDEM Local Emergency Management. Performance Grant Program (funded by the U.S. Department of Homeland Security and FEMA):

Grant Name: Local Emergency Management. Performance Grant

Award: \$14,034 (Reimbursement basis)

Required Match: \$14,034

The grant terms require the County to make a matching contribution of \$14,034. This requirement will be covered from within the current FY23 adopted budget, by allocating a portion of existing salary expense for an internal Emergency Manager role. No additional contribution is needed. Local Emergency Management Performance Grant funding is intended to strengthen a community's emergency management program. In Charles City, these dollars will continue to be used for the existing emergency notification system, and for enhancing the Emergency Operations Center (EOC). It is recommended that the funds be accepted and applied to supplement the FY23 budget as adopted.

Mr. William G. Coad asked Ms. Johnson to explain an internal Emergency Management role. Ms. Johnson stated the County Administrator also carried the title of the Emergency Manager so in any emergency in the county, the County Administrator will take charge and a percentage of that salary is put into that budget to cover this expense. Essentially a portion of \$14,034 can be used of the County Administrators' salary as the match for this grant. Mr. William G. Coad asked Ms. Johnson if that means she will be getting \$14,000 less pay this year. Ms. Johnson replied that would be inaccurate. Ms. Johnson also stated we use the money to buy equipment or supplies for emergencies but can also take the salary portion that we have budgeted as the match. Mr. William G. Coad restated that none of the County Administrators' salary is coming from the internal Emergency Management role. Ms. Johnson replied that is correct. Mr. William G. Coad asked why was it added. Ms. Johnson then stated that it must be added to match the grant. Unless the Board of Supervisors would allow it to be added with the additional funding with the fund balance. Mr. William G. Coad said no, that is what he is afraid of. William G. Coad stated he will revisit this issue tomorrow because it sounds suspicious. Ms. Johnson stated it just means she wears two hats, and you get two for one. Mr. William G. Coad requested a breakdown of the County Administrator's salary. Mr. Byron M. Adkins, Sr. commented stating this is an ongoing process that has been here for years. Mr. William G. Coad responded he just wants to ensure we are not spending the same money twice. Mr. Byron M. Adkins, Sr. motioned to approve the \$14,034 to be accepted and applied to supplement the FY23 budget. The motion was passed unanimously.

The Director of Finance, Mrs. Abbey Pemberton, presented the Sheriff Department FY23 PSAP Grant Awards. The Sheriff's Department has been awarded a combined total of \$19,000 in grant funding from the Virginia E-911 Services Board: PSAP Program:

FY23 individual PEP Project-Educational Grant:	\$3,000
FY23 Regional PEP Project-Educational Grant:	\$16,000
TOTAL:	\$19,000

The Regional PEP Program is a collaborative effort across the Sheriff's Office of Charles City, Sussex, Petersburg, and Hopewell. Each of these teams has been allotted \$4,000 to fund the supplemental training of Communication Officers. Charles City's Sheriff's Office will be the hosting agency and all funds will be reimbursed. The Sheriff's Department is requesting the Board's approval to accept these funds and amend the County's FY2023 budget to reflect this. It is recommended that the request is approved as submitted.

Mr. William G. Coad asked Mrs. Pemberton if there were any matching funds. Mrs. Pemberton replied no sir. Mr. Byron M. Adkins, Sr. commented he serves on the Crater Planning Board, and this is one of the first collaborator efforts of benefit that was seen from being on their Board surely there have been more benefits, but this is the first one that has been identified. Mr. William G. Coad stated that it is the first one he has heard about in twenty years.

Mr. Byron M. Adkins, Sr. motioned to approve the \$19,000 to be accepted and amend the County's FY2023 budget to reflect this. The motion was passed unanimously.

Ms. Michelle Johnson reminded the Board of Supervisors of the special bike race town hall meeting where citizens came out and expressed concerns with the bike races within Charles City County. After that event staff looked at how we could improve operations and improve different things. One of the first steps that would be considered is requesting we have a public hearing next month to implement a bike race ordinance. Ms. Johnson asked Mr. Jesse Bausch with Sands Anderson, to come forward to answer any questions. Ms. Johnson also stated there will be a full presentation at the public hearing. However, Ms. Johnson requested a public hearing be held at the November 22nd meeting to implement and adopt the new ordinance for bike races.

Mr. Jesse Bausch started by saying the form that has been presented to the Board of Supervisors, James City County has an ordinance very similar. This is a form of an ordinance that governs bike races and other road races, it is a little broader than that as well. If the Board chooses it can be kept as bike races and things of that nature if you chose but what James City County has is something a little broader. Just a permanent procedure for any sort of event like this where roadways are going to be impacted or other stuff that will affect the community or making sure the event is operating safely. There's a whole list of criteria on what folks need to present to get that permit. There's a nominal fee that can be set to whatever suits the County but the way that it's set up currently it is set up that an application is made to the County Administrator. The County Administrator reviews the application looking at the criteria that are outlined in this ordinance. It can be set up separately normally it's maybe a 90-day period that they have to make an application. That's certainly enough time for it to be revised to reflect a public hearing or Board consideration had to be done in connection with anything over a certain size that could fit into this as well.

As stated earlier this is a basic framework, that would be in addition to any kind of race that uses VDOT right-of-way. They would need a VDOT permit as well that VDOT permit is to operate in the right of way. That doesn't supersede anything that the Board of Supervisors chooses to do regarding road races and similar stuff. That would be an additional requirement that they would have to meet. What they're required to do under VDOT regs for that is pretty similar to what this is but it's not 100% the same.

Mr. William G. Coad asked if the Board of Supervisors amending or producing an ordinance. Ms. Johnson answered we would amend the current ordinance. Mr. William G. Coad asked Mr. Bausch, can we lay out certain requirements and specifications within the current ordinance for that particular use? Mr. Bausch replied the County would adopt this as its ordinance. Sands Anderson would also have to investigate how it fits into the other things the County has permits for and maybe limit this to road races and bike races.

Mr. William G. Coad then asked if the Board is amending the current ordinance by doing this. Mr. Bausch responded by confirming yes, you would be however, it depends on what ordinances the county already has on this. Mr. William G. Coad asked Mr. Bausch if the Board amends the current ordinances, then limitations for crowd size etcetera, all fall within the current ordinance, is that correct? Mr. Bausch asked for clarification, and Mr. William G. Coad rephrased the question, if the Board amends the current ordinance to say road race, it doesn't say anything in this road race about the hours or limitations of people. When looking back over the document it says, "anything over 1000 people" and that's defeating the purpose. Mr. Bausch stated this is just the template the Board of Supervisors can set the limits to whatever is better for the County. Mr. William G. Coad stated can we or can we not, establish a specific ordinance for bike races? Mr. Bausch confirmed yes. Mr. William G. Coad asked how much time have we spent on this. Mr. Bausch restated this is based on what James City County has done. Mr. William G. Coad stated this is not what was requested. The Board of Supervisors wants a specific bike race ordinance separate because they can limit the months, they are allowed to have the races to elevate harvest and planting season for the farmers. Also, limit how many total events per year the County has and limit the number of participants if we have a specific bike race ordinance. Mr. William G. Coad said this conversation was had in 2018-2019 and COVID-19 happened, and nothing was done. The Board of Supervisors had a Town Hall meeting, and the County wants action taken. Mr. William G. Coad restated that he wants a separate bike race ordinance to limit how many total events per year the County has, limit the number of participants, limit the months they are allowed to have the races, and times. Mr. William G. Coad stated we need more control; the Board is not trying to eliminate bike races however get more control of the races. The Board of Supervisors requested to return to the drawing board. Mr. Bausch said he can have it to the Board of Supervisors quickly. Mr. William G. Coad requested that Ms. Johnson discuss the total events per year the County has, the number of participants, months they are allowed to have the races, and times so that it can be approved and get it to Mr. Bausch so we can have this in November and move to public hearing in December. Mr. William G. Coad asked if the Board of Supervisors puts this ordinance in place and a group obtains a VDOT permit can they race without our permit? Mr. Bausch stated VDOT permit doesn't supersede any permit requirements. Mr. William G. Coad clarified they cannot go to VDOT to get a permit and have a race.

Ms. Michelle Johnson moved on to discuss the EDA Transfer and stated she has a presentation to share before they discuss the transfer. Ms. Johnson started by stating there is a new Economic Development Project for Charles City County. In a new project here in Charles City, a few years ago the Board of Supervisors adopted the courthouse area plan, as shown on the screen a study area boundary that is in pink and in purple, we established a courthouse village concept for

the courthouse area. The purple was what the Board of Supervisors designated in the courthouse area plan as the courthouse village.

The Board of Supervisors purchased parcels 11 acres on Route 5 and the existing hair salon, outlined in blue, and the square on Route 5 and the Virginia Capital Trail. Mr. William G. Coad asked Ms. Johnson to explain where the parcel is due to a quick snapshot doesn't always tell. Ms. Johnson explained if you leave the Government Administration Building headed toward Dollar General, you'll get to the stop sign at Route 5 and 155. Make a right and that parcel is the first parcel you get to that has the hair salon the white building on the right-hand side on Route 5.

As a part of this concept one of the things in developing the village, we thought of a great idea that we are very excited about and talked to stakeholders in Virginia. The chief executive officer for the Virginia Association of Counties and to individuals at the state level, this is the first project of this type in Virginia. Charles City County will be getting ready to make history. This project type is around the nation, but this is the first one of its kind in Virginia. Years ago, when the Virginia Capital Trail was thought of by the time now Senator Kaine, one of the goals was to create economic development on the Virginia Capital Trail and this project will do just that. Not only for trail robbers but also for the community.

Introducing Market 5, a unique project, and excited to launch tonight a shipping container project just for Route 5 and the Virginia Capital Trail. This project will produce six 40-foot retail units which will provide six retail units, a 20-foot kitchen unit, a 20-foot shipping container stage unit, and a 20-foot bar/concession stand that's what the concept is using for this project.

On the slide, you can see what the six units will look like they're about 400 square feet in size, but they will provide six retail spaces for this project area. Viewing the next slide, it will show the inside will be equipped with heating, air, and LED lights a few windows for exterior lighting. Also changed the carpet so that it would have an epoxy floor due to foot traffic and it would be easier to clean.

Moving on to show the kitchen container that is also ADA compliant, the front, side, and back views come equipped and will meet health inspection codes. When looking at the inside it has a refrigerator, freezer, griddle, three-part sink, prep table, and a fryer. Everything is there that will need to have a small kitchen within its unit. All of this will be in shipping containers. The outlay of the particular tank container will have the tankless water heater, a mini-split refrigerator, and hand sinks everything that you need to meet health department compliance.

Next, is a stage that can be utilized for small entertainment at this site for the trail and the general community. When the container is closed, you'll see the mirror that'll pay homage to the Capital Trail but will be used in a dual role we have written a grant to the Virginia Tourism Corporation where tables and umbrellas will be stored inside the container in the evening. Inside it will be completely outfitted with proper electrical to plug up keyboards or whatever a band would need to do entertainment on the property.

The concession stands that have multiple uses such as smoothies, coffee, and ice cream all equipped with all the necessary items needed to form a formal concession stand. If you have an

event, you can come and get drinks, smoothies, or ice cream. The inside of this container has a three-part sink, areas to prepare beverages, and an area to take in the front.

After putting them all together it will show all of the containers that we will be having in Charles City and what we call "Market 5" as a project name. The black container is two 40-foot containers connected to make this space larger. When looking at how to model the containers the model shown in Detroit Michigan, shows the containers as one 40-foot container that has three small stores, and the decision was made to put two of them together to increase the footprint inside.

After talking with this Detroit Michigan Economic Development group, they have over 1000 applications for this season's retail space. This is a temporary space and the great thing about the shipping containers, at any time we can pick them up and move them.

Another area that was modeled after was Tampa Florida and Chairman Mr. William G. Coady drove to this location. The company that is going forward with the container construction was a part of this project as well as many across the nation.

The next slide just shows you an example of outdoor eating events individuals just gathering outdoors. I think this will be a great asset to our Virginia capital trail and to our community to help bring the community out. Mr. William G. Coady stated the slide that was being viewed was actually in downtown Tampa FL. He has visited that site also that's just food trucks and food containers, however, they have a bar, but they have that courtyard, and it was packed the day he visited. Ms. Michelle Johnson advised this is just another example of that area. The slide has a coffee container, and a concession container that could also serve as like a coffee company the next container just shows you another angle of that area. The following pictures show that this is an outdoor area that we're looking to also bring as a part of the project so you have gaming that you can bring family and groups out to just enjoy each other on the capitol trail and have another amenity for our community.

There was another project in Tampa called the KRATE village. An entire mall was resurrected. There was \$1,000,000 spent in just the crate section which is the containers. It turned out to be a mall in the parking lot. The board wanted this project to look polished and be done professionally because it's going to be an asset. Mr. William G. Coady did not know at that time that there wasn't a model like this in Virginia. When he did his research, he found several companies that provided shipping containers. The contract that will be approved shortly is by RoxBox containers. Before the board committed to RoxBox, there was a visit made to Denver Colorado to do a site visit.

The next slide shows what this particular shop did for the Boy Scouts of America. An NDA was requested due to them producing containers for Coca-Cola or Starbucks and some other national brands. The next slide shows the inside of their facility. There were several other container examples that they produce in Denver that were seen while on this visit.

The next slide just shows a ski resort this is the kitchen container at a ski resort that just shows you people going up to get food. Ms. Michelle Johnson stated people weren't skiing because it was not cold enough to ski. This was just the resort in Denver. As we moved to the next slide it

shows a brewery where she had lunch and got to see a kitchen container. This one they're not serving food they're serving snacks, but they also serve beer because it's connected to a brewery. The next picture shows Ms. Michelle Johnson actually on the site the picture is from Ms. Michelle Johnson's cellular device and it shows you the open space. The RoxBox representative advised Ms. Michelle Johnson that on a Thursday night they have about 300 people listening to a band, and they do no less than \$75,000 worth of beer every Thursday night during open season.

As we move through the slides it just gives you some other examples of what the site looked like. You will see the tables, chairs, and umbrellas to enjoy some food and entertainment as well as some amenities that they had. When we look at the opportunity for an economic engine this is the opportunity for not only Charles City county but all of our local businesses because now, we will have retail space that could be rented for hopefully Charles City residents that have home-based businesses that now challenge themselves in a retail space it is on the Virginia Capital Trail.

After looking at the studies from the economic impact report 380,000 cyclists passed this particular location on the Virginia Capital Trail and about 7000 cars according to the VDOT report. We felt like this would be a great opportunity for the community, we know, of course, there are some reservations about the project, and so my request this evening was to transfer the money to the Economic Development Authority (EDA) to take on this project, but after a recommendation from our legal counsel because the county owns the property it's best for the county to develop the property and then turn the project over to the EDA for the leasing opportunities because all of the lands is in the county name. Ms. Michelle Johnson's request is to transfer the \$1.3 million back to the county to move forward with this project. Mr. William G. Coad asked if would this go back to the general fund. Ms. Michelle Johnson responded, yes it would.

Mr. Gilbert Smith motioned to approve the request of transferring the \$1.3 million from the EDA back to the county general fund to continue to move the project forward. The motion was passed unanimously.

Ms. Michelle Johnson moved to the next agenda item, the Bruce Howard Contract. In July there was an RFP put out for earthworks. Mr. William G. Coad asked if he could make comments before Ms. Michell Johnson moved forward with this agenda item. One important factor was left out. Ms. Michelle Johnson had the privilege of riding to Spartanburg, South Carolina, (a six-hour trip) with Mr. William G. Coad to look at a container park. The outcome of this trip was they figured out what they did not want for the county. The desire of the board and Ms. Michelle Johnson for the RoxBox project is for it to be of quality and top-notch. This will be the destination for the Capital Trail. At this current time, you Spoke + with Art on the trail, and Cul's get some business. There are 11 acres, and you will have parking, and some foot traffic. There has been a lot of thought and effort already put into this project. Mr. William G. Coad feels that this will put Charles City County on the map. Mr. William G. Coad stated that he took one of his biggest critics and showed them the project and they were very enthusiastic about it. This project will open up a lot of opportunities for citizens, and the whole county. Ms. Michelle Johnson is requesting to approve the earthworks portion of the contract for Bruce Howard Contracting for \$127,000. There were two companies Bruce Howard and another company to bid on the earthworks contract. The

county extends thanks to the EDA members who served on the subcommittee to conduct interviews for contractors. Bruce Howard Contracting was selected to do the earthworks.

Mr. Byron M. Adkins, Sr. motioned to approve that Bruce Howard Contracting be awarded the earthworks contract at \$127,000. The motion was passed unanimously.

Ms. Michelle Johnson presented the next part of the project, the RoxBox Contract. The contracts for RoxBox will need to be approved. RoxBox is the industry leader in the shipping container industry. As stated previously, they have done projects for national brands such as Coca-Cola, and Boy Scouts of America. We are excited to be partnering with them. There are notes from the EDA members and red-lined remarks from the County Attorney, Sands Anderson. Some negotiations have to be done as far as terms, however, it will not change the dollar amount, there are just some minor adjustments. The request is to approve the RoxBox contract for this project in the amount of \$1,138,797.

Mr. Gilbert Smith motioned to approve that the County enters into a contract with RoxBox. The amount is \$1,138,797. The motion was passed unanimously.

Ms. Michelle Johnson advised the board that there may be a request for additional funding for some other amenities that were requested by the board such as lighting, and a few other things not included in the project such as ascetics. The county will not know what those items will be until they are further along in the project. At the December board meeting, Michelle Johnson stated they will come back with a request for additional funding for cosmetics but not for the containers themselves.

Ms. Michelle Johnson presented to the board the Sheriff Bowman Request she received from the son of Sheriff Jimmy Bowman, Mr. Gary Bowman who requested the naming of a bridge or a road after Sheriff Bowman. Ms. Michelle Johnson's recommendation is for the board to not grant that request. A few months ago, the same request was made by the widow of Sheriff Javier Smith, and that was also denied. The county is doing more research. We would recommend that we use another way of honoring Sheriff Jimmy Bowman and Sheriff Javier Smith on the courthouse grounds. The county is waiting on additional quotes and will come back before the board to review. Mr. William G. Coady stated he read through the information regarding this very carefully and he thinks it is great to recognize people. It would not be right to turn down one family request and honor another one. Mr. William G. Coady advised that he like to see something on the courthouse grounds to honor all Sheriffs. Ms. Michelle Johnson stated on page 86 in the document given that all the names of the Sheriffs have been given to the contractor with a conceptional design and the county is waiting on a quote. The initial quote given was a little pricy.

It was a gentlemen's consensus to not approve this request at this time.

Ms. Michelle Johnson spoke about the Henderson Meeting. At the last board meeting, it was stated that the board wanted to make sure Henderson stayed on task with the construction of the new fire station and that it was in place before December 31, 2023. Members of Henderson staff were watching our board meeting and they wanted to assure the board that everything is moving along promptly. They have requested to meet with the board on Tuesday, November 22,

2022, at 4:00 pm. The request is to recess out of this meeting until 4:00 pm Tuesday, November 22, 2022. Mr. William G. Coad asked would the meeting last two hours. Ms. Michelle Johnson's response was they are going to be detailed in their timeline of the fire station project and dinner most likely will be prepared. Mr. William G. Coad stated that since this is a public meeting that he wants this to be advertised in the Chronicle and on the county website. Ms. Michelle Johnson stated Henderson wants to walk the board through the construction process, and the Gant chart, and allow them to meet the project manager, site manager, and foreman. Mr. William G. Coad asked if the fire station would be completed by December 31, 2023. Ms. Michelle Johnson responded it would be done before then. They are on schedule.

Ms. Michelle Johnson presented the Vision 2040 update. She spoke about the goals and gave an update on the status of Vision 2040. She stated staff has worked hard for the last few months to bring the Vision 2040 information to the community and the board. The draft will be available on the website to view tomorrow. The county will have community feedback for the next sixty days.

Goal 1: Public Safety- Charles City County residents shall live in a safer community after the implementation of public safety strategies to decrease crime, decrease fire and rescue response time, and increase emergency preparedness awareness

(SHERIFF'S OFFICE) OBJECTIVE 1: By 2040, Charles City County will continue to be a safe community as these strategies help reduce crime, workload, preventable death, injury, and property loss.

(FIRE & EMS) OBJECTIVE 1: By 2040, Charles City County will continue to be a safe community as these strategies help reduce crime, workload, preventable death, injury, and property loss.

(FIRE & EMS) OBJECTIVE 2: By 2040, Enhance existing emergency services adding to the current infrastructure with new facilities, new equipment, and more manpower

Goal 2: Economic Development & Infrastructure- Charles City County will be a community that achieves economic stability and increases the standards of living for all citizens

OBJECTIVE 1: By 2040, The county will hire a full-time economic development staff person to handle economic development and tourism.

OBJECTIVE 2: By 2040, The county will create economic development opportunities around the Virginia Capital Trail to increase the local economy.

OBJECTIVE 3: By 2040, Identify areas to implement additional retail in the community and promote Charles City to potential retailers.

OBJECTIVE 4: By 2040, Conduct an economic development study for Charles City County.

Goal 3: Social Determinants of Health- Charles City County residents will live in a county that is well-equipped to meet their diverse health and quality of life needs. Educational programming for children, older youth, and adults will increase by 10% by 2040.

OBJECTIVE 5: By 2040, Ninety-five percent (95%) of residents aged sixty-five and older will have access to resources that will allow them to remain safely in their own homes or transition to an alternative living arrangement

OBJECTIVE 6: By 2040, One hundred percent (100%) of county residents will have access to nutritious, affordable food daily.

OBJECTIVE 7: By 2040, Ninety-five percent (95%) of children and families will have access to services that enhance their overall safety and well-being.

Goal 4: Community Outreach- To increase transparency, consistency, and accuracy of information disseminated to residents and stakeholders within the County.

OBJECTIVE 1 By 2040, to build advocacy by fostering relationships and responsible citizenship among members of the community

OBJECTIVE 2 By 2040, initiate, organize, and implement targeted projects and programs to address problems affecting our County.

OBJECTIVE 3 By 2040, to utilize varied communication mechanisms to promote awareness of events and meetings happening within the County

OBJECTIVE 4: By 2040, to continually update the County calendar with events, meetings, and activities in advance and to review the website and calendars to maintain the accuracy of information.

Goal 5: Emergency Operations- To be prepared to provide seamless execution of emergency operations in the event of a catastrophe.

OBJECTIVE 1: By 2040, Increase capability in support of emergency preparedness

Goal 6: Community Development- Charles City County will be a well-planned, attractive, and sustainable community where citizens enjoy a high quality of life and one where residents, businesses, and visitors appreciate the County's historic, cultural, natural, and recreational resources. Charles City County is a community where citizens guide their growth and development and preserve and enhance amenities that make our community an interesting, pleasant, and safe place to live, work, and play.

OBJECTIVE 1: By 2040, Charles City County will diversify its tax base, improve the appearance of entryway corridors, expand economic development initiatives, and improve the overall quality of life for its citizenry.

Goal 7: Tourism- To become a county where people who live, work, or just drive through will want the opportunity to see what Charles City County all is about.

OBJECTIVE 1: By 2040, To have established a significant increase in tourism by developing a sense of pride in traditional culture and identity.

Goal 8: Transportation- The County will encourage and facilitate transportation that gets people to their jobs, improves safety, alleviates congestion, reduces travel time, supports and encourages economic development, and is environmentally sensitive and pedestrian friendly.

By 2040, Charles City will work with public agencies and private developers to assure that necessary facilities and services are provided to support the development goals and economic health of the County.

Mr. William G. Coada gave kudos and thanked the staff, and also his colleague of District Three Mr. Byron M. Adkins, Sr. He is very thankful for his input and eagerness to get Vision 2040 out to the community.

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

Family Fright Night is a spooky extravaganza like no other at the Charles City Social Center this event will be Friday, October 28, 2022, from 5:30 PM to 8:30 PM. For more information contact (804) 652-1601 or www.charles-city.va.us/Recreation

National Prescription Drug Take Back Day, Saturday, October 29, 2022, from 10:00 AM to 2:00 PM. Charles City Sheriff's Office, 10780 Courthouse Road, Charles City, VA 23030

CCPS PTO and PTSO proudly present their annual Trunk or Treat. Saturday, October 29, 2022, from 6:00 PM to 8:00 PM in the Charles City High School parking lot.

Teen Glow Party, Saturday, October 29, 2022, from 7:00 PM to 9:00 PM. Charles City youth ages 13-17. Charles City Social Center, 8320 Ruthville Road, Providence Forge, VA 23140

Help us celebrate with the Harris Family, the Robinson Family, The Matthews Family, and The Payton Family. The groundbreaking ceremony with Habitat for Humanity will be held on Saturday, November 5, 2022, at 11:00 AM. The Pines at Wilcox Neck. RSVP online at HabitatPGW.org/thepines or by calling (757) 596-5553 ext. 6

Help Charles City Vote! Become a poll worker. The Charles City County Electoral Board is seeking poll workers, Call today at (804) 652-4606 to learn more about participating in this essential civic duty. To qualify, you must :

Be a registered voter in the Commonwealth of Virginia

Attend a poll worker training class

Election Day, Tuesday, November 8, 2022, from 6:00 AM to 7:00 PM. Friday, October 28, 2022. The deadline to apply for a mail-in absentee ballot Must be by 5 PM in-person AND online. Saturday, October 29, 2022, the first Saturday, the Registrar's Office will be open for early in-person voting from 8:00 AM to 5 PM. Saturday, November 5, 2022, last day for early in-person voting from 8:00 AM to 5 PM. For more information call the Charles City Office of Elections at (804) 652-4606.

Bay Transit Hours on Election Day are 6:00 AM to 7:00 PM. Call Bay Transit by 10/28/2022 to reserve your free ride to the polling place on Tuesday, November 8, 2022. Free,

safe rides to the polls are available to all residents of the Middle Peninsula, Northern Neck, Charles City, and New Kent County. Bay Transit buses will operate the same hours as the polls 6:00 AM to 7:00 PM. Call the Ride Line by October 28, 2022, to make your reservation at 1-877-869-6046.

Honoring all who served on Veterans Day. All Government Administration Offices will be closed on November 11, 2022, and will re-open on Monday, November 14, 2022.

Join Charles City County as we honor those who served on Veterans Day, Friday, November 11, 2022, at 11:00 AM at the Government Administration Building for our annual Veterans Day Program.

Thanksgiving Basket Giveaway, Monday, November 21, 2022. First come, first serve! The Pick-up location is to be announced. If you or someone you may know, who is in need and a Charles City resident, and you would like to receive more information, please contact Social Services at (804) 652-1708.

RE: PUBLIC COMMENT PERIOD

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

Llyod Carter: Hopes the County will consider video at more of the meetings, such as the Planning Commission and some of the Town Hall to them available to the public maybe at a later date. Maybe not virtually but if they can be recorded that way it will be less chance of losing information if they are recorded. Also, comment on the market five projects the picture shows the containers are on flat land. In April of this year, before the Board approved the projects for the creeks in the County. It was stated the property would take special preparation for the projects that are going to be there. He wanted to know if you could give the citizens some information and maybe some pictures of projects because the way it was described it would have to be raised and not on flat concrete pads.

Preston Adkins: Wanted to comment on a comment that was made at the last Board of Supervisors meeting last month. A lot of citizens watch the Board meeting, and the comment was made that Mr. William G. Coad wanted something in District II, and Ms. Johnson made the comment that the Chickahominy Tribe. That didn't go over very well with the citizens. The comment was taken as if the Chickahominy Tribe is a business, they are a self-governing sovereign nation. The comment didn't go over very well with the Tribe saying the Board of Supervisors "owns" the Chickahominy Tribe.

Mr. William G. Coad asked Ms. Johnson to refresh his memory about the comment that was made at last month's meeting. Ms. Johnson informed Mr. William G. Coad the statement was made when talking about other projects. Mr. William G. Coad said there is nothing in District II and Ms. Johnson replied to Mr. William G. Coad that he has a great asset in District II, speaking

of the Chickahominy Tribe. Ms. Johnson stated Mr. Preston Adkins's comment is the verbiage was taken out of context and offensive to Chickahominy Tribe members.

Mr. William G. Coadá responded if this is the case the Board of Supervisors apologizes sincerely from the bottom of our hearts! Mr. William G. Coadá stated when he spoke at the Powwow, he spoke about the relationship that the Board of Supervisors and Government have with the Chickahominy Tribe. At the groundbreaking for the Medical Center, the Chief had expressed that most tribes in Virginia had very adversarial relationships with local governments, and that is not the case in Charles City. At the Powwow, Mr. William G. Coadá looked at the Chief and said, "we were very honored to be part of your community."

Preston Adkins: A lot of people watch the Board of Supervisors meetings which is a good thing but just so the public knows that citizens are in all three districts not only in District II.

Bill Walton: Market 5 sounds great but the public didn't see any storage containers made into bathrooms. Also, didn't see any place where there will be getting water and taking waste to. Has that ever been addressed as of yet?

Kevin Sullivan: First, he wants to thank Mr. William G. Coadá who calls him the biggest critic and that's better than getting the bridge named after you. He fully supports the Market 5 concept there's a lot of planning that still needs to be done but he sold on the capitol trail just in front of Cul's Courthouse Grill, with his Alpaca business for about six or seven years. He started before the trail was completed back then a good weekend was \$300 in sales. Now last year he sold \$10,000 worth of alpaca products in front of Cul's Courthouse Grill. The business is there, it needs to be tapped into! The Capital trail could be an economic engine for this County, and we just let people drive through. Now seeing an effort to make them stop because if they stop, they'll spend money. Those bicycles they are riding on probably cost as much as the cars in this County.

Mr. William G. Coadá closed the comment period.

RE: BOARD DIRECTIVES/COMMENTS

Mr. Byron M. Adkins Sr. stated that the comment from Mr. Preston Adkins about the Chickahominy Tribe and their feelings about the comment made at the last board meeting deeply concerned him. He asked Mr. William G. Coadá if he could give the Chief a call first thing in the morning to express our thoughts. Mr. William G. Coadá stated he would call the Chief first thing in the morning. Mr. Byron M. Adkins Sr thanked the county legal counsel Sands Anderson represented by Mr. Jesse Bausch for his correction on the term for the EDA. Comment the staff on a board packet well put together.

Mr. Gilbert Smith echoed Mr. Byron M. Adkins Sr's comments about the staff working hard and keeping up the good work.

Mr. William G. Coadá responded to Lloyd Carter's public comments about land. The land that was spoken of when the library was built the county was surprised about the turnover in that area. The soil is very good in that area. Most of those 11 acres are flat. Where the containers are

going to be located is relatively flat now; however, the board will get you the items you requested. He stated that he has tons of pictures for the container project from his trip to Tampa, Florida. Mr. Bill Walton's public comment about the water and waste in the container project projected area was addressed. The salon will be turned into community water and restrooms to serve this project. Very minimal water is needed. It is only for the two containers. The existing well in the county feels is enough to supply what is needed. Mr. William G. Coadá agreed with Mr. Kevin Sullivan's comment about the capital trail. There is money to be made if we bring people to it. It runs through Charles City, and we are finally going to capitalize on it.

Mr. William G. Coadá stated he has been hearing a lot of negative dialogue about the County registrar's office. He spent last week and some of this week touring the registrar's office and the area over at the courthouse. Mr. William G. Coadá advised the negative comments about the County Registrar's office have no merit. The members of the electoral board were present at the meeting, Mrs. Barbara Hayes, Mr. Kevin Sullivan, and Mr. Gerald Barnes. He asked them to come to the podium. He requested the Registrar to be at the meeting. He introduced the Electoral Board to the community. These individuals are appointed by the democratic and republican parties, and it is approved by a judge. Mr. Kevin Sullivan is a democrat, Mrs. Barbara Hayes is a republican, and Mr. Gerald Barnes is a republican. Mrs. Barbara Hayes has been on the electoral board for twenty-eight years. There is a lot of correspondence that is floating around about the electoral board and the county registrar's office not doing their job. Compliance has been the issue that has been brought up. Mr. William G. Coadá asked if the County Registrar's office complies with the 2022 Voting System Security Plan. The Electoral Board responded that Charles City County complies. Mr. William G. Coadá stated he learned the county will not comply on the first of the year due to storage of the equipment, so the equipment will be stored over at the courthouse to remedy this issue. Mr. William G. Coadá called the County Registrar, Mrs. Denay Harris up to the podium. Mr. William G. Coadá asked Mrs. Denay Harris if the County Registrar's office complied. Mrs. Denay Harris responded across the board that they are compliant. Mr. William G. Coadá stated there have been comments on whether Mrs. Denay Harris was qualified for the job. Mr. William G. Coadá held up paperwork and asked Mrs. Denay Harris if the documents were hers, and she replied yes, they were. They were five certifications that she has completed that were identified. Mr. William G. Coadá asked Mrs. Denay Harris if she was certified to be the County Registrar. Mrs. Denay Harris responded she is certified to be the Director of Elections and General Registrar. Mr. William G. Coadá stated there was speculation about whether the poll workers were properly trained. Mr. William G. Coadá showed a copy of the training calendar. It covers months of training for poll workers. Mr. William G. Coadá stated there was a question on whether the election was properly advertised. He stated that it was in the Chronicle. Mr. William G. Coadá asked if the election has been properly advertised. The electoral board and the county registrar all responded, yes, it has been. Mr. William G. Coadá stated the county has been reported to the Attorney General because the county was not doing things properly. He looked up the Attorney General who is Jason Miyares and his news release about the Election Integrity Unit. The purpose of the unit is to provide advice, support, and resources to ensure that Virginia election law continues to be applied continuously in a uniform manner in our state elections. Mr. William G. Coadá asked Mrs. Barbara Hayes in her twenty-eight years on the electoral board has Charles City County ever had a fraudulent election that you know of? Mrs. Barbara Hayes's response was no,

she has not. After every election, they have been commended by the State Department of Elections on what a great job they have done. That is with three different county registrars.

Mr. William G. Coadá stated he has documentation on why he had this conversation and that he is tired of the negative commentary surrounding County Registrar's office that is untrue that has been spread around the county. Mr. William G. Coadá asked about the deadline calendar that gave to the County Registrar's office. He asked if those items had been taken care of. Mrs. Denay Harris stated yes, and they are prepared for Election Day. The calendar leads up to election day. Mr. William G. Coadá advised the county is working on the equipment storage issue.

RE: EXECUTIVE SESSION

Mr. William G. Coadá asked if an Executive Session was necessary. Ms. Michelle Johnson replied yes, for personnel. Mr. William G. Coadá stated he does not anticipate taking any action after Executive Session. Mr. William G. Coadá stated he needed a motion to go into a closed session under Section 2.2-3711 of the Code of Virginia for the following purposes of personnel which is authorized under the following sections of the Code: Section 2.2-3711(A).

Mr. Gilbert Smith made a motion to go into Executive Session for personnel. The motion was passed unanimously.

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

There being no further business, the Board **recessed until Tuesday, November 22, 2022, at 4:00 pm.**