

**APPROVED MINUTES
KING WILLIAM COUNTY BOARD OF SUPERVISORS
BUDGET WORK SESSION MEETING OF FEBRUARY 6, 2023**

A budget work session meeting of the Board of Supervisors of King William County, Virginia, was held on the 6th day of February, 2023 beginning at 7:00 p.m. in the Board Meeting Room of the County Administration Building and via Zoom.

Agenda Item 1. CALL TO ORDER

Vice Chair Garber called the meeting to order.

Agenda Item 2. APPROVAL OF ELECTRONIC PARTICIPATION BY A BOARD MEMBER

Supervisor Moren made a motion to approve electronic participation by Supervisor Greenwood due to a personal matter (out of town), and by Chairman Hodges due to a temporary medical condition. Supervisor Moskalski seconded. The Vice Chair called for any discussion. The members were polled:

Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Absent
Supervisor, 4th District: C. Stewart Garber, Jr. – Vice Chair	Aye
Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 1st District: William L. Hodges – Chair	

AGENDA ITEM 3. ROLL CALL

The members of the Board of Supervisors were polled:

Supervisor, 3rd District: Stephen K. Greenwood	Absent
Supervisor, 4th District: C. Stewart Garber, Jr. – Vice Chair	Aye
Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 1st District: William L. Hodges – Chair	Aye (Zoom)

Agenda Item 4. REVIEW AND ADOPTION OF AMENDED MEETING AGENDA

Supervisor Moskalski made a motion to adopt the amended meeting agenda as presented. Supervisor Moren seconded. The Vice Chair called for any discussion. The members were polled:

Supervisor, 4th District: C. Stewart Garber, Jr. – Vice Chair	Aye
Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Absent
Supervisor, 1st District: William L. Hodges – Chair	Aye (Zoom)

Agenda Item 5. BUDGET WORK SESSION MATTERS

5.a. Update on Recreational Plan – Greg Webster, Hill Studio

Mr. Webster presented an updated recreational plan which included switching the tennis courts to pickleball courts and making part of the parking loop one-way. (Attachment A)

Chairman Hodges said the list of water trails didn't include the two existing in West Point. Mr. Webster said he would add them.

Mr. Webster went over the Probably Costs and said the most critical need is parking. Hill Studio will help with information for grants listed on the Funding Strategies page.

Supervisor Moskalski said it's an ambitious plan and we have to be creative with identifying funding.

Vice Chair Garber said the Recreation Commission is very excited about the plan.

Chairman Hodges said a lot of foul balls would go into other fields with the way the baseball field are laid out. Mr. Webster said they didn't change the current layout of the fields and fencing could be used if necessary.

Supervisor Moren asked if there are many claims made for broken windshields. Chairman Hodges and Vice Chair Garber said that is on the car owner.

5.b. Department Budget Presentations - Natasha Brown, Director of Financial Services

Ms. Brown provided an overview of departmental budget requests for FY '24.

5.b.i. Regional Animal Shelter

Vice Chair Garber asked if the amounts on the Justifications for Changes page were for both counties. Ms. Betts, RAS Manager, said yes, these are for both King William and King & Queen counties.

Chairman Hodges asked if RAS staff are King William employees. Ms. Betts said yes, King & Queen pays half of the wages, but they are on King William's payroll and plans.

Vice Chair Garber asked if both counties share the capital improvement amounts. Ms. Betts said yes.

Chairman Hodges asked if there's a fine for not having a sick room. Ms. Betts said state law requires an isolation room. She said the cages are not far enough apart and are not suitable for cats. The area also shares the HVAC system with the rest of the shelter.

Chairman Hodges asked if animals adopted from RAS have to be kept in the house. Ms. Betts said they are considered household pets and do not have to stay indoors 24 hours/day, including cats.

Supervisor Moskalski said this was good information and answers all the questions. He appreciated the level of detail. Vice Chair Garber said so far, everyone's done a good job.

Ms. Betts pointed out the survey responses on what citizens ranked as the most important services the shelter provides and what's most important to them as far as future improvements.

Vice Chair Garber said he's heard good feedback from citizens who adopted a dog from RAS.

Chairman Hodges asked if the budget's been presented to King & Queen. Ms. Betts said yes. She will keep the Board updated as to their response.

5.b.ii. Financial Services

Ms. Brown said Finance is requesting level funding except for merit and COLA increases and a 15% increase placeholder for health insurance.

Chairman Hodges asked how much the 15% represented in dollars. Ms. Brown said she will find out. [Ms. Brown later said roughly \$175,000.]

5.b.ii. Human Resources/Payroll

Ms. McInteer said there are increases for salary and professional services for a compensation survey. She said the biggest part is for the compensation survey - \$30,000. The rest is in insurance and post-employment benefits.

Supervisor Moskalski asked when the last compensation survey was done. Ms. McInteer said possibly 2016, it was before she joined the County.

Vice Chair Garber asked if it's required. Ms. McInteer said no, she regularly checks with other localities and uses NeoGov.

Supervisor Moskalski said to keep an open discussion on a survey. Ms. McInteer said she has talked with three companies.

5.b.iii. IT

Ms. Brown said they will start breaking out cybersecurity in the budget.

Mr. Wolfe said he would like to make the current part-time IT Specialist a full-time position.

Vice Chair Garber asked about the \$28,000 telecom fee. Mr. Wolfe said that is the cost the county pays for the telephone system. It used to be divided and listed under each individual department.

Chairman Hodges asked how many hours the part-time person currently works. Mr. Wolfe said the maximum allowed for part-time. He is currently spending about 15 hours per week on the help desk.

Supervisor Moren asked about cybersecurity training. Mr. Wolfe said the current person is working on being certified.

Supervisor Moren asked about the Services line and what is currently being subscribed to. Mr. Wolfe said mainly Qualys.

Chairman Hodges asked if the insurance placeholder includes increasing the current IT part-time position to a full-time position. Ms. Brown said yes, based on a single plan. Chairman Hodges said he thinks there's a need.

Supervisor Moren asked if the IT budget reflects a secondary broadband service. Mr. Wolfe said no, they do not have any information yet, but it is part of the plan. He said All Points may be the primary and the current provider would become secondary.

Supervisor Moren asked the current amount of downtime experienced. Mr. Wolfe said there have been no outages outside of when lines have been cut by workmen. He said there are two lines, one to the Administration building and one to the Courthouse.

5.b.iv. Building

Vice Chair Garber asked why the increase is \$100,000. Mr. Hudgins said they moved one salary from General Properties to the Building Dept.

Supervisor Moren asked if Mr. Melton was a single point of failure. Mr. Melton said yes.

Supervisor Moskalski said \$75,000 was moved from General Properties to Building.

Chairman Hodges asked how the project just approved will affect them. Mr. Melton said it wouldn't happen immediately and he hoped they could stay as-is for another year. He said another Building Inspector would have to be hired when things get busier.

Mr. Melton said right now the software system, Edmunds, is bogging them down. It was not designed for this. There is no customer portal yet so people can't schedule inspections online. He said it takes more time to enter and print information than it takes to do the inspection.

Vice Chair Garber asked if Edmunds was still working on it. Mr. Melton said he hadn't heard from them in three weeks.

5.b.v. Planning & Zoning

Ms. Graham said the budget included costs for tablets for Planning Commission members and an additional staff person – Planner. She also said Ms. Trimmer is more than a secretary and is currently doing training.

Vice Chair Garber asked how much is currently being paid in consultant fees. Ms. Graham said about \$50,000. The consultant does ENS and utility reviews. Mr. Lewis is currently working on certification for ENS reviews.

Vice Chair Garber asked if a wage increase for current staff working on certifications is in this request. Ms. Graham said no but she hopes to be able to give an increase once the certifications are earned.

Chairman Hodges asked about the printer replacement. Ms. Graham said the current one is old and on its last legs. He asked if they looked at leasing. Ms. Graham said no.

Supervisor Moren said iPads are too small and don't cut it and suggested looking at something else for Planning Commission members.

5.b.vi. General Properties

Mr. Reed said two positions are being transferred out of general properties – one to Parks & Rec and one to Building.

Supervisor Moskalski asked why the hospitalization was so high. Ms. Brown said people are on the family plan.

Supervisor Moren asked how much doing in-house work saves the county. Mr. Reed said it's hard to tell but he'd estimate at least \$100,000.

Supervisor Moskalski said they do great work and he appreciates it.

Supervisor Moren asked if Mr. Reed had a wish list that would enable them to do more. Mr. Reed said a shop building, more tools, and a storage building for equipment. He said they are currently working on the area behind the Admin Building which is shared with the Sheriff's Office. They hope to turn it into a garage for equipment.

5.b.vii. Parks & Recreation

Supervisor Moren asked if they keep a log of who uses their services. Ms. Huffman said yes.

Supervisor Moren asked if they were seeing a return to normal. Ms. Huffman said absolutely, if not more.

Vice Chair Garber asked if the programs create revenue. Ms. Huffman said yes. The county covers the senior programs, which are free to citizens.

Supervisor Moren asked Ms. Huffman for her wish list. Ms. Huffman said another park complex with rectangular fields for soccer and football.

5.b.viii. Utilities

Ms. Brown said the revenues from water and sewer are a separate account and are not on the general fund.

Vice Chair Garber asked about the \$125,000 professional services line item. Mr. Sluder said this covers yearly contracts for maintenance and plan review, backflow inspections, and tank inspections.

Chairman Hodges asked about the \$5,000 increase in travel. Mr. Sluder said this is for two people to receive backflow training.

Supervisor Moskalski noted everything is funded by the system.

5.b.ix. Fire & EMS

Ms. Brown said salary increases are requested to stay competitive. She noted the FY '23 funding for six firefighters was from ARPA and will now be coming from the General Fund (\$478,000).

5.c. Salary Discussion - Stacy Reaves, Fire Chief

Chief Reaves said salary increases are required due to the increase in calls and to remain competitive. He said of the 2,668 calls received, 1,510 were responded to by Station One.

He said he did a non-professional study of surrounding localities and King William is about \$6,000 under others. He said they currently have a 20% reduction in the work force and calls are increasing. He said the County is losing all the education they have put into staff when they leave for higher salaries.

Chairman Hodges asked how much of an increase Chief Reaves was proposing. Chief Reaves said \$5,000. Starting salary is now \$42,500 and they are proposing going up to \$47,500.

Chairman Hodges asked if sending two pieces of equipment counts as two calls on the reports. Chief Reaves said no, these are call numbers.

Vice Chair Garber asked if it's normal to send two. Chief Reaves said it depends on the call.

Supervisor Moskalski asked if certification incentive pay was included in the budget. Chief Reaves said yes. He's been including it since he's come here.

Chairman Hodges said Sheriff and Fire should be at the same salary level.

Supervisor Moren asked if there were any incentives Chief Reaves could think of to keep people. Chief Reaves said they are doing a lot already.

Supervisor Moren asked if training was done during work hours. Chief Reaves said, due to the shifts they work, it is usually on days off, but the department works with them to accommodate the training schedule.

5.c.i. Intent to File an Application for AFG Grant - Stacy Reaves, Fire Chief

Chief Reaves said the department has applied for the AFG grant twice and been denied. The first time, it was because of call volume. The second time, they received good feedback on the grant but failed to secure it due to the volume of applications.

Chief Reaves said the brush truck is in bad shape and may not pass inspection.

Chairman Hodges asked how much is set aside now. Chief Reaves said \$30,000.

Supervisor Moskalski made a motion to approve applying for the AFG Grant. Supervisor Moren seconded. The Vice Chair called for any discussion. The members were polled:

Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Absent
Supervisor, 4th District: C. Stewart Garber, Jr. – Vice Chair	Aye
Supervisor, 1st District: William L. Hodges – Chair	Aye (Zoom)

Agenda Item 6. BOARD OF SUPERVISORS' REQUESTS

Supervisor Moren asked if pickleball can be played on a tennis court and vice versa. Ms. Huffman said it's the same court but with different markings. Supervisor Moren thanked everyone for their detailed presentations.

Chairman Hodges said salary and shortages of first responders is a nationwide problem and the economy also plays a part. He thanked everyone for coming.

Supervisor Moskalski asked for a broadband update. Mr. Hudgins said they may come on February 27th. He said the Board doesn't know what revenues are going to be because of equalizing the rate so they may not be able to fulfill all the requests. He thanked the department heads for coming.

Vice Chair Garber said he was glad there was a nice crowd and appreciated the Recreation Commission members for attending.

Agenda Item 7. ADJOURN OR RECESS

Supervisor Moren made a motion to adjourn the meeting; seconded by Supervisor Moskalski. The members were polled:

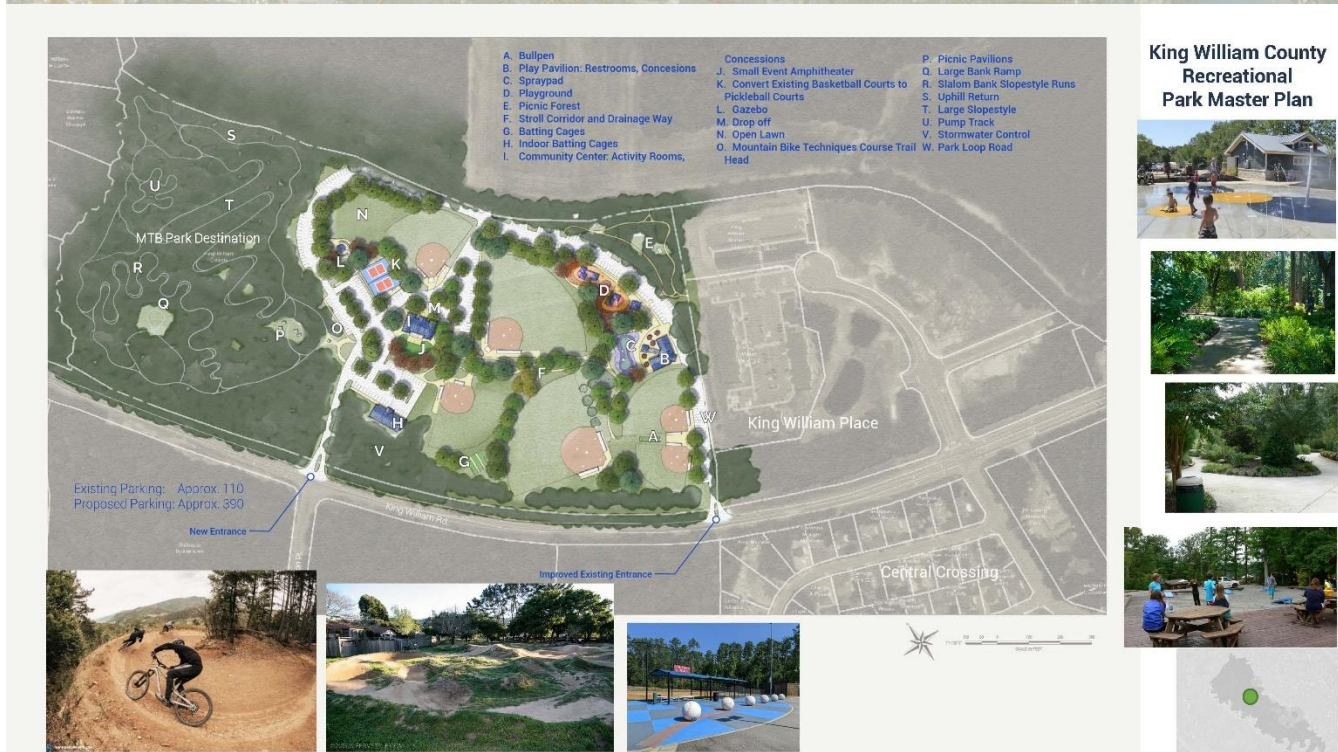
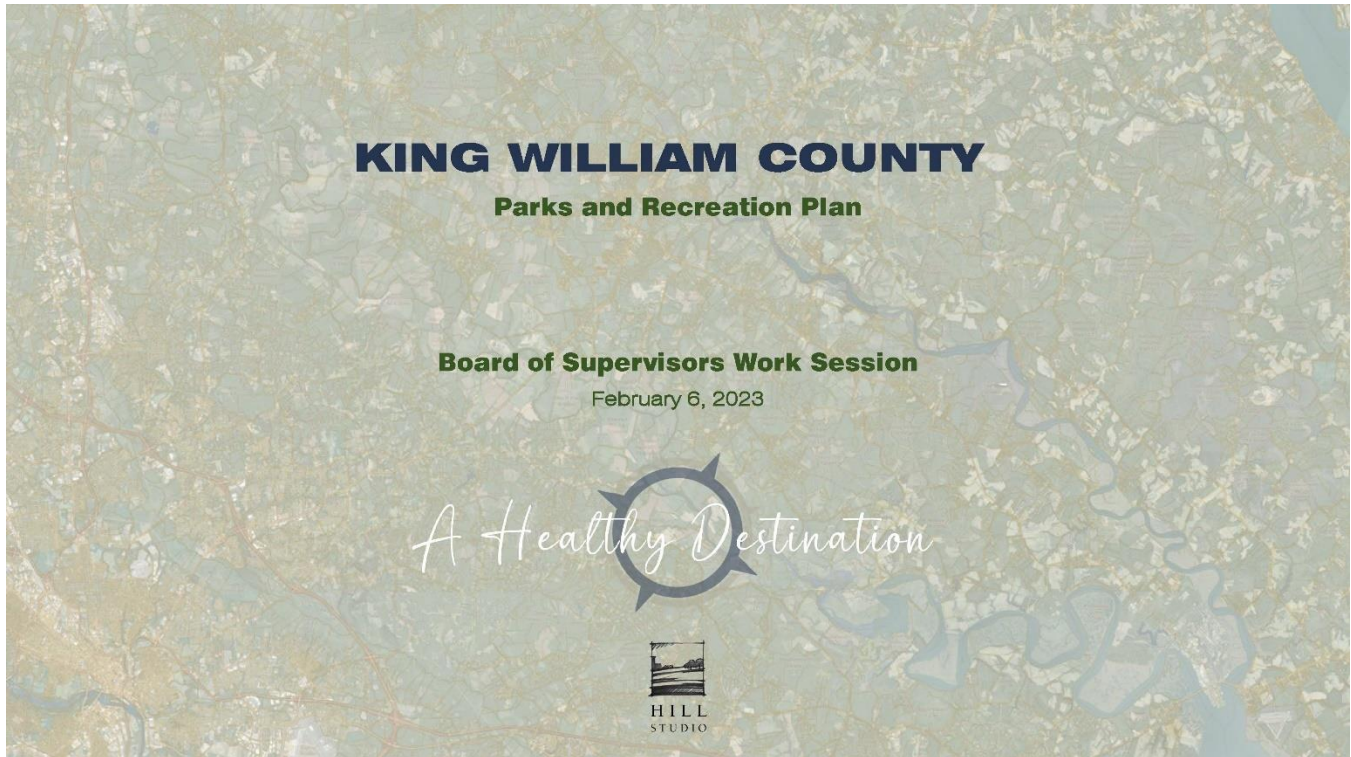
Supervisor, 2nd District: Travis J. Moskalski	Aye
Supervisor, 3rd District: Stephen K. Greenwood	Absent
Supervisor, 4th District: C. Stewart Garber, Jr. – Vice Chair	Aye
Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 1st District: William L. Hodges – Chair	Aye (Zoom)

COPY TESTE:

C. Stewart Garber, Jr., Vice Chair
Board of Supervisors

Christine H. Branch
Clerk to the Board of Supervisors

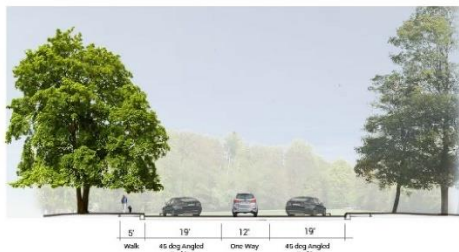
ATTACHMENT A



ATTACHMENT A

APPROVED Minutes of the King William County Board of Supervisors
Budget Work Session Meeting of February 6, 2023

**King William County
Recreational
Park Master Plan**



At unconstrained areas

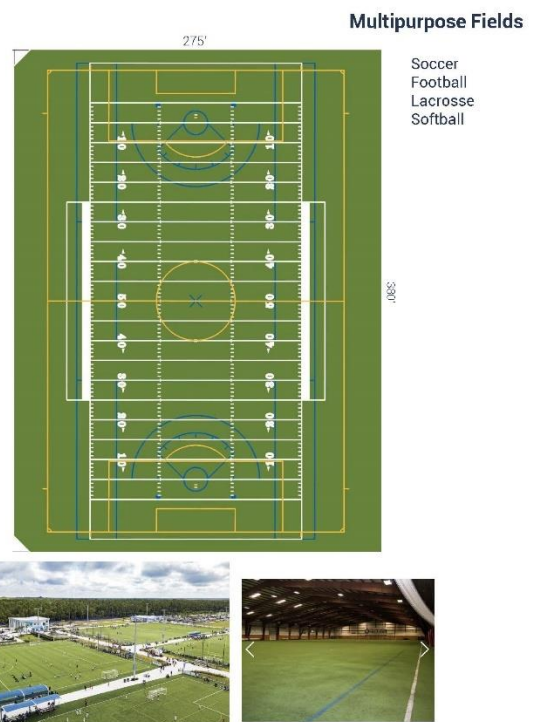


At constrained areas

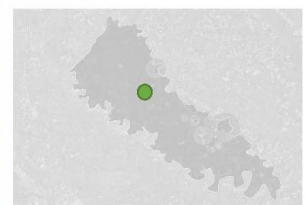


**One Way Park Loop
Road with Parking**

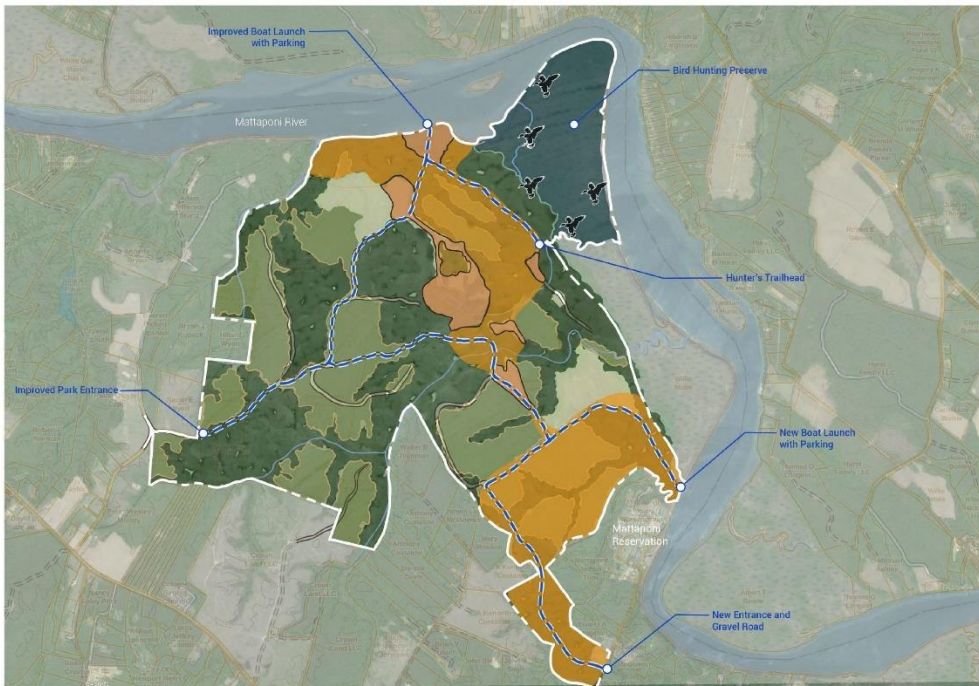




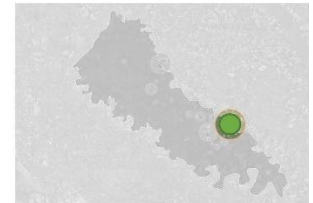
The Wedge Neighborhood Park Plan



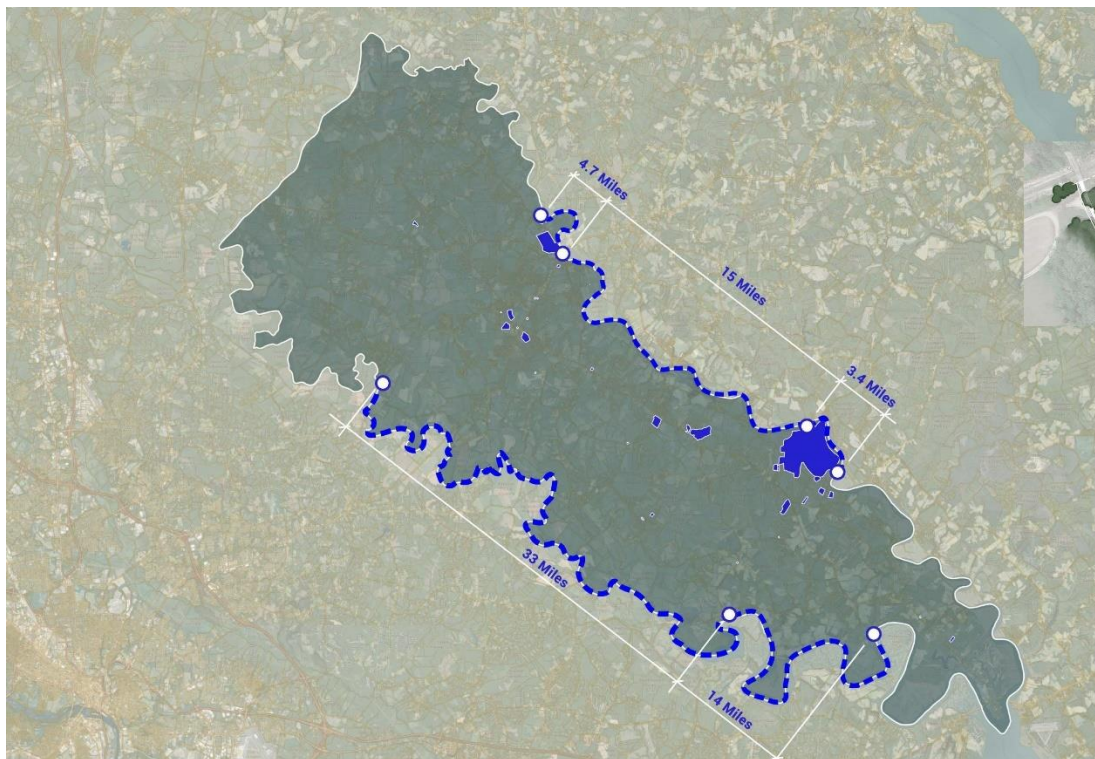
Sandy Point Master Plan



Creating Destinations for
Better Public Use

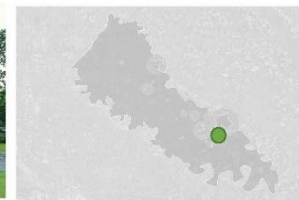


Creation and Promotion of Water Trails



Water Access

Proposed Site Plan



Shooting Facility

Probable Costs

Area	Implementation					Total
	YEAR 1	YEAR 1-5	YEAR 5-10	YEAR 10-20	YEAR 20+	
King William County Recreation Park	Irrigation, Batting Cages, Field Upgrades, Convert tennis courts to Pickleball	Loop Road Improvements, new pavilion, furnishings, playground and sprayground, pedestrian corridor, utilities, planting, signage	Parking lots, Community Center Expansion and renovation, Utilities, Gazebo, Planting, Furnishings, Signage	Indoor batting cage facility	Mountain Bike Park	
	\$160,900.00	\$2,906,500.00	\$2,080,000.00	\$900,000.00	\$500,000.00	\$6,547,400
The Wedge Neighborhood Park		Trail construction, signage, furnishings				
		\$86,000				\$86,000
Multipurpose Sports Park			Entire Facility			
			\$13,990,000			\$13,990,000
Typical Watercraft Landing	Paved entrance, parking, ramp, dock, walkway, kiosk, signage, misc.	Paved entrance, parking, ramp, dock, walkway, kiosk, signage, misc.	Paved entrance, parking, ramp, dock, walkway, kiosk, signage, misc.	Paved entrance, parking, ramp, dock, walkway, kiosk, signage, misc.		
	\$201,500.00	\$182,000.00	\$182,000.00	\$182,000.00		\$747,500
Sport Shooting Facility			Entire Facility			
				\$2,293,500		\$2,293,500
Construction Costs, Assuming Inflation Escalation @3% per year	\$362,400	\$3,460,205	\$19,664,920	\$4,894,475	\$850,000	\$29,232,000
Contingency (@10%)	\$36,240	\$346,021	\$1,966,492	\$489,448	\$85,000	\$2,923,200
Design A/E Fees (@10%)	\$36,240	\$346,021	\$1,966,492	\$489,448	\$85,000	\$2,923,200
						\$35,078,400

Funding Strategies

GRANTS TO BUY AND PRESERVE PARKLAND:

- Land and Water Conservation Fund Administered by Virginia DCR
- Coastal and Estuarine Land Conservation Program
- Clean Water Financing and Assistance - Land Conservation Loan Program
- State Incentive for Local Conservation Funding
- Virginia Clean Water Revolving Loan Fund – Land Conservation Loan Program
- State Tax Funded Conservation
- Outdoor Education in Parks
- Mattaponi and Pamunkey Rivers Association

GRANTS TO DESIGN AND BUILD TRAILS:

- Virginia Recreational Trails Program Administered through Virginia DCR
- Trails Access Grants Administered through Virginia DCR
- Special Purpose Funding
- Get Outdoors

GRANTS TO DESIGN AND BUILD PIERS AND WATER ACCESS:

- Freshwater and Saltwater Access Program Administered through Virginia Marine Resources Commission
- DCR and DGIF Boating Access Grants

LOANS OR GRANTS TO DESIGN AND BUILD RECREATION FACILITIES AND BUILDINGS:

- Rural Development Program Administered through USDA

GRANTS FOR PLAYGROUNDS

- Virginia Outdoors Foundation
- All Inclusive Demonstration Playground
- T-Mobile Hometown Grants
- VRPS, Virginia Recreation and Parks Society

KING WILLIAM COUNTY

Parks and Recreation Plan

Questions and Comments

