



County of King William, Virginia
Est. 1702

**BOARD OF SUPERVISORS
WORK SESSION MEETING OF MARCH 8, 2021 - 7:00 PM
KING WILLIAM COUNTY ADMINISTRATION BUILDING
KING WILLIAM, VIRGINIA**

AMENDED AGENDA

- 1. Call to Order**
- 2. Roll Call**
- 3. Review and Adoption of Meeting Agenda**
- 4. Work Session Matters:**
 - a. CARES Funding Thank You - *Dr. David White & Staci Longest, KWCPs*
 - b. King William County Public Schools FY 22 Capital Needs - *Staci Longest, KWCPs Director of Finance*
 - c. Public Hearing and Consideration of Ordinance 03-21 to Amend Section 7-45 of the King William County Code and Repeal Ordinances 9-20 and 21-17 - *Steve Hudgins, Interim County Administrator*
 - d. COVID-19 Vaccinations Update - *Stacy Reaves, Chief of Fire and EMS*
 - e. Treasurer's Transfers to KWCPs - *Natasha Joranlien, Director of Financial Services*
 - ~~f. Approval of Resolution 21-11 Location of Central Garage Water Tower - *Sherry Graham, Director of Community Development*~~
 - g. Public Hearings to be held by the Planning Commission - *Sherry Graham, Director of Community Development*
 - h. Supporting the Creation of the Middle Peninsula Economic Development District - *Steve Hudgins, Interim County Administrator*
 - i. **Planning Commission Representation - *Steve Hudgins, Interim County Administrator***
 - j. **Compensation Board Information - *Nita McInteer, Human Resources Manager***

-
- k. Resolution 21-11 - Funding for Buildout of Unfinished Courthouse Wing - *Steve Hudgins, Interim County Administrator*

5. Board of Supervisors' Requests

6. Closed Session

- a. Motion to Convene Closed Meeting - Section 2.2-3711 (A)(1), (A)(5) & (A)(7)
- b. Motion to Reconvene in Open Session
- c. Certification of Closed Meeting
- d. Action on Closed Meeting (if necessary)

7. Adjourn or Recess

AGENDA ITEM 4.a.



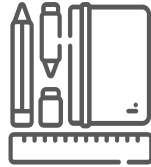
**We CARE about
— our students —**

Check it
out!

THANK YOU!
Board of Supervisors - County
Cares
&
County Finance Staff



New Desks

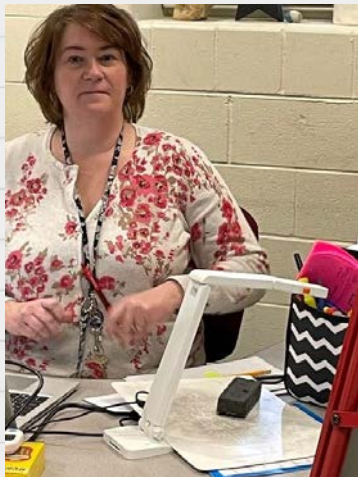


450 New
desks at
Primary and
Elementary
School





New Teacher Laptops & Document Cameras



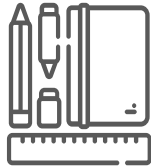
One Book, One School



New Sanitizing Cabinets and Many New Hand Sanitizer Stations!



New Desks



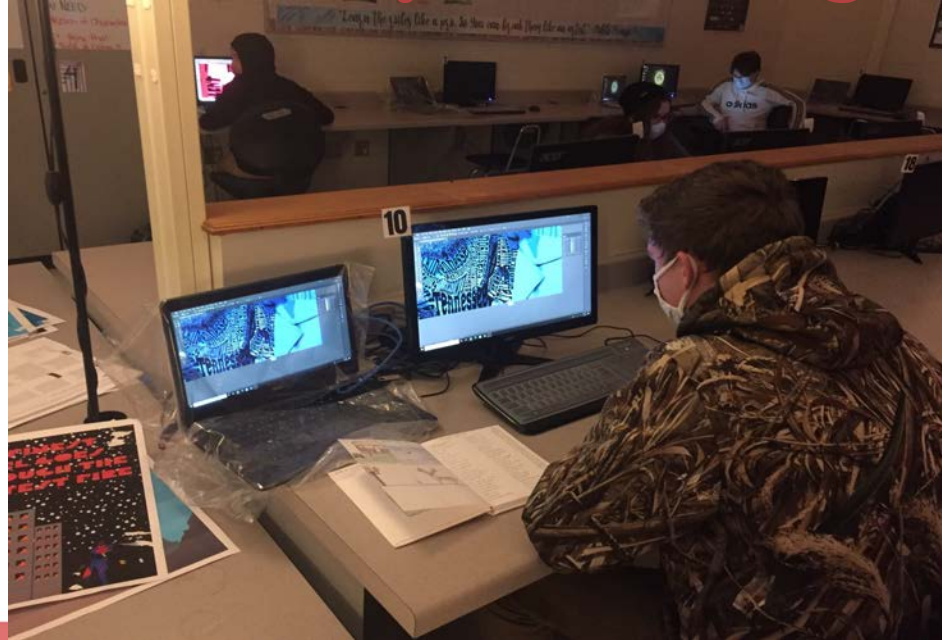
280 new
desks for
Hamilton
Holmes!



New Desktop Computers at HHMS



KWHS-Graphic Design



Welding Equipment



CTE Desktop Computers



A New Bus!



Additional Items not pictured:

Polar Ionization units at all schools

Cleaning supplies

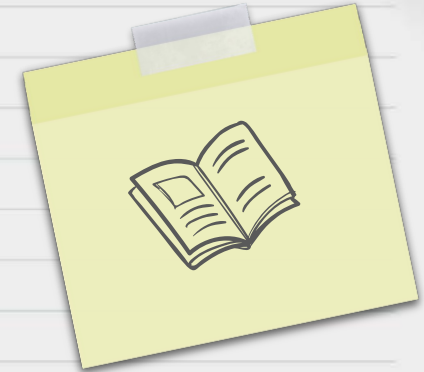
PPE supplies/Nurse Supplies

Isolation Room Coverage

Assistance with Childcare coverage

Substitute Teacher assistance

Additional IT help







King William County Public Schools

**Thank
YOU!**

AGENDA ITEM 4.b.



King William County Public Schools

P.O. Box 185
18548 King William Road
King William, Virginia 23086



Phone
(804) 769-3434
(804) 644-4803 – Richmond

Fax
(804) 769-3312

TO: King William County Board of Supervisors
Steve Hudgins, Interim County Administrator

FROM: Dr. White, Superintendent
Staci Longest, Director of Finance

SUBJECT: Carry over to School Reserve & Capital Needs

DATE: February 26, 2021

Based on Board of Supervisor resolution 19-28, King William County Public Schools are requesting carry over funds from fiscal year 2020 be moved to School reserve fund for future use. The carry-over from fiscal year 2020, totals \$1,397,649. This carry over is much needed to address many purchases and deferred maintenance needs that have been put off for years.

We would like to request the following funds be used immediately to commit to needs we have put off for years:

- KWHS- Fire Panel replacement \$48,959.36 (required now)
- KWHS- Grease Interceptor \$11,295 (required now)
- Purchase of one regular bus; not to exceed \$96,000 (like to order to receive prior to school year)
- Purchase of one Special Education bus; not to exceed \$110,000 (like to order to receive prior to school year)
- Acquinton Elementary School roof repair; not to exceed \$90,000 (Summer project)
- Tractor with attachments; not to exceed \$67,000 (needed prior to July 2021)
- Scissor Lift; not to exceed \$10,000
- Flooring at KWHS and CSPS central office; about \$16,500 (Summer project)
- Maintenance cart; not to exceed \$3,500
- ADA Compliance item at athletic restrooms; not to exceed \$10,000

Total \$ 463,254.36

AGENDA ITEM 4.c.

**KING WILLIAM COUNTY, VIRGINIA
NOTICE OF INTENT TO ADOPT AND PUBLIC HEARING**

**An Ordinance to Update the Schedule for the General Reassessment
of Real Estate in King William County to a four-year period
starting on January 1, 2023**

The Board of Supervisors of King William County, Virginia, will hold a Public Hearing on March 8, 2021 at 7:00 p.m., or as soon thereafter as the matter may be heard, in the Board Meeting Room of the County Administration Building, 180 Horse Landing Road, King William, Virginia, via Zoom to receive public comment and to consider the ordinance included below:

Sec. 70-45. - Four-year assessment and equalization cycle.

There shall be a general reassessment and equalization of assessments of all real property in the county on a four-year cycle, with the next such general reassessment being effective on January 1, 2023, and with subsequent general reassessments being effective every fourth year thereafter.

* * * * *

Ordinance 9-20, effective on January 1, 2023, is hereby repealed and of no legal effect.

* * * * *

Ordinance 21-17, effective on January 1, 2021, is hereby repealed and of no legal effect.

* * * * *

All interested persons may appear and present their views at the above time and place. Attendance at this meeting is limited pursuant to the Governor's Executive Orders on COVID-19. If a member of the public cannot attend, comments may be submitted by mail to 180 Horse Landing Road #4, King William, VA 23086; by fax to (804) 769-4964, or by email to countyadmin@kingwilliamcounty.us. Comments received by 12:00 noon on the day of the hearing will be distributed to Board members and made a part of the public record. A complete copy of the proposed ordinance may be viewed in the Office of the County Administrator at 180 Horse Landing Road, King William, VA, during regular business hours, Monday thru Friday from 8:30 a.m. to 4:30 p.m. or at www.kingwilliamcounty.us. Anyone needing assistance or accommodation under the provisions of the Americans with Disabilities Act should contact the County Administrator's Office at (804) 769-4927 or countyadmin@kingwilliamcounty.us.

Join Zoom Meeting

<https://us02web.zoom.us/j/83619777962?pwd=QXcrbmRIRVVucXNGN3ByUjRYa1dUZz09>

Meeting ID: 836 1977 7962
Passcode: 105440

Dial by your location
+1 929 205 6099

By the authority of
Steve G. Hudgins
Interim County Administrator
Clerk to the Board

ORDINANCE 02-21

**AN ORDINANCE TO AMEND SECTION 7-45 OF THE KING WILLIAM COUNTY CODE
AND REPEAL ORDINANCES 9-20 AND 21-17**

WHEREAS, Section 70-44 of the King William Ordinances provides that the County shall undertake a real property assessment every four years beginning January 1, 2015; and

WHEREAS, the Board of Supervisors of King William County (the "Board") extended the four-year general reassessment cycle to six years in October of 2017; and

WHEREAS, in October of 2020, the Board passed Ordinance 9-20, which required general reassessments every two years starting January 1, 2023; and

WHEREAS, the Board believes it is appropriate to revert back to its 2015 assessment due to implementation issues with the 2021 general reassessment; and

WHEREAS, the Board finds that it is reasonable and realistic to cancel the reassessment effective January 1, 2021 and establish January 1, 2023 as the effective date of the next reassessment in order to resolve the implementation issues and allow for thorough research, deliberation, and implementation of the next general reassessment; and

WHEREAS, the Board is motivated to build community confidence and trust in the next reassessment; and

WHEREAS, accordingly, the Board wishes to rescind Ordinance 9-20, passed on October 26, 2020; and

WHEREAS, accordingly, the Board also wishes to rescind Ordinance 21-17, passed on October 23, 2017.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED, that the Board of Supervisors of King William County, Virginia, does this March 8, 2021, establish January 1, 2023 as the effective date of the next general reassessment for King William County in the place of the January 1, 2015 general reassessment and schedule established by Section 70-45 of the King William County Code by amending the King William Ordinance Sec. 70-45 as follows:

Sec. 70-45. - Four-year assessment and equalization cycle.

There shall be a general reassessment and equalization of assessments of all real property in the county on a four-year cycle, with the next such general reassessment being effective on January 1, 2023, and with subsequent general reassessments being effective every fourth year thereafter.

Ordinance 9-20, effective on January 1, 2023, is hereby repealed and of no legal effect.

Ordinance 21-17, effective on January 1, 2021, is hereby repealed and of no legal effect.

AGENDA ITEM 4.d.
COVID-19
Vaccinations
No Attachment

AGENDA ITEM 4.e.

KING WILLIAM COUNTY

SCHOOLS FUNDING

FY 2021

TREASURERS TRANSFERS TO SCHOOLS

2/26/2021

TR02

Debit	Credit
<i>Sona Checking</i>	<i>County Checking</i>
<i>Due to Schools 100-000200-0006</i>	<i>County Cash 100-000100-1005</i>
<i>Schools Cash 205-000100-1005</i>	<i>Due from County 205-000100-1014</i>

Transferred by Treasurer

JULY	500,000.00
AUGUST	750,000.00
SEPT	900,630.00
OCT	1,250,000.00
NOV	1,250,000.00
DEC	1,300,000.00
JANUARY	1,000,000.00
FEBRUARY	700,000.00

TR09

Debit	Credit
<i>County Checking</i>	<i>Sona Checking</i>
<i>County Cash 100-000100-1005</i>	<i>Due to Schools 100-000200-0006</i>
<i>Due from County 205-000100-1014</i>	<i>Schools Cash 205-000100-1005</i>

School Deposits into**C&F Ckng**

(9,948.93)
(24,193.00)
(45,893.55)
(17,716.02)
(10,534.15)
(98,566.46)
(11,858.54)
(14,925.00)

7,650,630.00	(233,635.65)
100-000200-00006	
NET	7,884,265.65
	<i>TRANSFERRED</i>

TOTAL LOCAL APPROPRIATION TO SCHOOLS LESS DEBT SERVICE

9,549,802.17

BUDGET SCHOOLS SHARE OF SALES TAX

2,472,013.00

TRANSFERRED

(7,884,265.65)

Remaining for Local Appropriations & Sales Tax

4,137,549.52

KING WILLIAM COUNTY

SCHOOLS FUNDING

FY 2021

COUNTY REVENUES RECEIVED FOR SCHOOL FUNDING

Report as of 1/31/2021

COUNTY AP INFORMATION

VENDOR 1316 KING WILLIAM COUNTY SCHOOLS

	<u>Debit</u>	<u>Credit</u>		<u>Debit</u>	<u>Credit</u>
processed by County	LOCAL APPR EXP 100-093100-0205		processed by County	SCHOOLS SALES TX 734-093100-0205	
		DUE TO SCHOOLS 100-000200-0006			DUE TO SCHOOLS 734-000200-0006

LOCAL APPROPRIATION FUNDING

<u>TAXES EXCEPT SALES TAX</u>	POSTED	<u>SALES TAX DUE TO SCHOOLS</u>	<u>TAX PAY</u>	<u>POSTING PERIOD</u>	POSTED
(\$159,814.99) JULY	JE8597 & 8598	(199,816.24) JULY		SEPT	JE 8595
(\$215,684.46) AUG	JE8611 & 8612	(207,604.15) AUG		OCT	JE 8632 (407,420.39)
(\$362,860.92) SEPT	JE8613 & 8614	(313,818.35) SEPT		NOV	County AP 734 exp/CM Due to School
(\$1,280,268.01) OCT	JE8633 & 8634 (\$2,018,628.38)	(224,411.95) OCT		DEC	County AP 734 exp/CM Due to School
(\$2,160,161.16) NOV	County AP 100 exp/CM due To School	(217,846.45) NOV		JAN	County AP 734 exp/CM Due to School
(\$2,826,651.97) DEC	County AP 100 exp/CM due To School				
(\$351,361.25) JAN	County AP 100 exp/CM due To School				
(\$7,356,802.75)		(1,163,497.14)			
100-000200-0006		734-000200-0006			
		(8,520,299.89)			
		ACTUAL TAXES RECEIVED BY COUNTY			

AGENDA ITEM 4.f.
Item Struck

AGENDA ITEM 4.g.



King William
County
Est. 1702

Board of Supervisors

Office of
Community Development

William L. Hodges, First District
Travis J. Moskalski, Second District
Stephen K. Greenwood, Third District
C. Stewart Garber, Jr., Fourth District
Edwin H. Moren, Jr., Fifth District

MEMORANDUM

TO: Board of Supervisors

FROM: Sherry Graham, Interim Director of Planning and Zoning

SUBJECT: Items of Discussion – Upcoming Public Hearings

DATE: March 8, 2021

SUMMARY

The Planning Commission will hold Public Hearings on April 6, 2021, to hear the following cases:

King William Sand and Gravel Company has applied for a modification to CUP 01-07 in order to add approximately 100.35 acres of contiguous property and propose to excavate approximately 78.87 acres of the site.

James and Kimberly Chester have applied for a Conditional Use Permit in order to construct an accessory dwelling for a family member on their property located at 3806 Custis Millpond Road.

ACTION REQUIRED

None currently at this time.

ATTACHMENT

None

AGENDA ITEM 4.h.



COMMISSIONERS

Essex County
Hon. Edwin E. Smith, Jr.
Hon. John C. Magruder
Vacant
Mr. Michael A. Lombardo

Town of Tappahannock
Hon. Roy M. Gladding

Gloucester County
Hon. Ashley C. Chriscoe
(Vice-Chairman)
Hon. Michael R.
Winebarger
Dr. William G. Reay
Mr. J. Brent Fedors

King and Queen County
Hon. Sherrin C. Alsop
Hon. R. F. Bailey
Mr. Thomas J.
Swartzwelder
(Chairman)

King William County
Hon. Ed Moren, Jr.
Hon. Travis J. Moskalski
(Treasurer)
Mr. Otto O. Williams

Town of West Point
Hon. James Pruett
Mr. John Edwards

Mathews County
Hon. Michael C. Rowe
Hon. Melissa Mason
Mr. Thornton Hill

Middlesex County
Hon. Wayne H. Jessie, Sr.
Hon. Reggie Williams, Sr.
Mr. Gordon E. White

Town of Urbanna
Vacant

Secretary/Director
Mr. Lewis L. Lawrence

MEMORANDUM

TO: MPPDC Member Jurisdictions

FROM: Curtis Smith, Deputy Director

DATE: January 29, 2021

RE: MPPDC Economic Development District Application

During its January 27 meeting, the MPPDC voted unanimously to submit an application to the US Economic Development Administration (USEDA) to have the Middle Peninsula designated as an Economic Development District (EDD).

The USED A utilizes the EDD designation process to identify and work with economically distressed regions who are in need of funding and assistance to meet their economic development goals. The MPPDC is the only entity in the region eligible to apply for and oversee this designation and if approved, the EDD designation would make the MPPDC eligible for a suite of USED A grant and financial assistance programs that are currently not available to the region. The MPPDC would be able to use these funds to assist with the advancement of regional and local economic development priorities and initiatives.

USED A programs support a variety of rural economic development initiatives that the MPPDC currently is working on or historically been involved in. These funds generally support many of the economic development needs that another primary funding program, the USDA Rural Development programs will not support.

Additionally, at least a majority of PDC member jurisdictions will need to submit either a letter or resolution of support to meet the application requirements. Staff have developed the attached templates for either option to help facilitate the process for the localities. No additional support, financial or otherwise, is necessary beyond the requested letter or resolution of support.

Request: The MPPDC requests that member jurisdictions provide a signed letter or resolution of support for the MPPDC's application to the USED A to have the Middle Peninsula region designated as an EDD.

RESOLUTION 21-12

**A RESOLUTION OF THE KING WILLIAM COUNTY BOARD OF SUPERVISORS
SUPPORTING THE SUBMISSION OF AN APPLICATION FOR THE CREATION OF THE
MIDDLE PENINSULA ECONOMIC DEVELOPMENT DISTRICT**

WHEREAS, the United States Economic Development Administration (US EDA) was created by Congress pursuant to the Public Works and Economic Development Act of 1965 in part to establish economic development districts to fulfill the mission of US EDA in “fostering entrepreneurship, innovation and productivity through investments in infrastructure development, capacity building and business development in order to attract private capital investments and higher-skill, higher wage jobs to regions experience substantial and persistent economic distress.”; and

WHEREAS, the Middle Peninsula region meets the applicable measures of economic distress as provided in 13 CFR 301.3; and

WHEREAS, the Middle Peninsula Planning District Commission (MPPDC) is qualified to and has supported the economic development planning needs of the region in the past; and

WHEREAS, the MPPDC has taken action supporting the creation of a six-county Economic Development District and directed staff to complete the tasks necessary to establish said District; and

WHEREAS, the US EDA has expressed a willingness to create a six-county Economic Development District (EDD) to serve Essex, Gloucester, King and Queen, King William, Mathews, and Middlesex Counties; and

WHEREAS, there is regional support from both the public and private sectors for the creation of an EDD to serve the needs of the Middle Peninsula region; and

WHEREAS, an EDD program will help communities develop the planning and technical expertise to aid communities and the region in their comprehensive, entrepreneurial, and innovation-based economic development efforts; and

WHEREAS, King William County is desirous of participating in the EDD, in order to collaborate with other local governmental units, municipalities, organizations, and private entities for the mutual advantage and economic development of the communities of the region; and

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the King William County Board of Supervisors, as duly elected and authorized representatives, do here by support the designation by the US EDA of a six-county economic development district to support the regional and local economic development needs of the member localities of the MPPDC.

AGENDA ITEM 4.i.



King William County
Est. 1702

Board of Supervisors

Interim County Administrator
Steve G. Hudgins

William L. Hodges, First District
Travis J. Moskalski, Second District
Stephen K. Greenwood, Third District
C. Stewart Garber, Jr., Fourth District
Edwin H. Moren, Jr., Fifth District

DATE: March 8, 2021
TO: King William County Board of Supervisors
FROM: Steve Hudgins, Interim County Administrator
SUBJECT: Planning Commission Representation of the Fourth District

REQUEST FOR ACTION

No action is required, for information only.

SUMMARY

The current Planning Commission representation stands at 1 member of the Second District, 2 members of the Third District and 2 members of the Fifth District. As stated in its bylaws, the Planning Commission serves in an advisory capacity to the Board of Supervisors.

BACKGROUND

The Planning Commission membership was reduced by the Board of Supervisors from 9 to 7 October 27, 2008. It was then reduced from 7 to 5, September 28, 2009 with the addition of a member of the Board of Supervisors for representation. They Planning Commission meets monthly and members are compensated at \$83.33 each per meeting.

ATTACHMENTS

- Resolution 18-25
- Resolution 18-74
- Resolution 19-40
- Resolution 19-41
- FY21 Planning Commission By-Laws



King William County
Est. 1702

Board of Supervisors

Interim County Administrator
Steve G. Hudgins

William L. Hodges, First District
Travis J. Moskalski, Second District
Stephen K. Greenwood, Third District
C. Stewart Garber, Jr., Fourth District
Edwin H. Moren, Jr., Fifth District

- § 15.2-2210. Creation of local planning commissions.
- § 15.2-2212. Qualifications, appointment, removal, terms and compensation of members of local planning commissions.

**KING WILLIAM COUNTY, VIRGINIA
PLANNING COMMISSION**

2021 BYLAWS

ARTICLE 1 - AUTHORIZATION

- 1-1. This Planning Commission is established in conformance with the resolution adopted by the Board of Supervisors of King William County (hereinafter referred to as the "Board") in 1968, and in accord with the provisions of §15.2-2210 & §15.2-2212, of the Code of Virginia (1950) as amended.
- 1-2. The official title of this Commission shall be the "King William County Planning Commission."

ARTICLE 2 - PURPOSE

- 2-1. The purpose of the King William County Planning Commission (the "Commission") is to promote the orderly development of King William County in accord with 15.2-2210. In accomplishing the objectives of 15.2-2200 the Commission is to serve in an advisory capacity to the Board by preparing plans, ordinances and other documents to the Board and to carry out all activities as designated by the Board. The Commission also approves, amends and approves, or disapproves the Comprehensive Plan in accord with the provisions of 15.2-2225.

ARTICLE 3 - MEMBERSHIP

- 3.1. The Commission shall be composed of members in the number and for the term of office as designated by the Board. The Board shall appoint successors, and the Board shall fill all vacancies.
- 3-2. Members of the Commission shall be appointed for terms of four years as established by the Board.
- 3-3. Vacancies shall be filled by appointment made by the Board and shall be for an unexpired term only.
- 3-4. Members of the Commission shall be eligible for reappointment.
- 3-5. Members of the Commission may be removed by the Board for malfeasance in office, or poor attendance. A Commissioner may be dismissed without limitation in the event that the Commission member is absent from any three consecutive

meetings of the Commission or is absent from any four meetings of the Commission within any twelve-month period.

- 3-6. The Board may provide for the payment of expenses incurred by Commission Members in the performance of their official duties and for compensation for services.

ARTICLE 4 - OFFICERS AND THEIR SELECTION

- 4-1. The officers of the Commission shall consist of a Chair, a Vice-Chair, and a Secretary. The Chair and Vice-Chair shall be elected by the membership. The Secretary shall serve at the request of the Commission and may be a member of the Commission, an employee of King William County, or a citizen volunteer.
- 4-2. Nomination of officers shall be made from the floor at the organizational meeting each year. For this purpose, the organizational meeting shall be considered to be the first regularly scheduled meeting held each year, normally in January. A candidate for the offices receiving a majority vote of the entire membership of the Commission shall be declared elected.
- 4-3. Should the Chair and Vice-Chair be absent at any meeting, the Commission shall elect a temporary Chair to serve at the meeting.
- 4-4. Terms of office shall be for one year or until a successor takes office. The Chair and Vice-Chair can succeed themselves, however, only two successive yearly terms are allowed. Officers shall take office at the next regularly scheduled or special called meeting immediately following the organizational meeting.
- 4-5. Vacancies of the offices of Chair, Vice-Chair and/or Secretary shall be filled by a majority vote of the Commission.

ARTICLE 5 - DUTIES OF OFFICERS

- 5-1. The Chair shall:
- 5-1-1. Be a member of the Commission.
- 5-1-2. Preside at all meetings.
- 5-1-3. Appoint committees, special and/or standing.
- 5-1-4. Rule on all procedural questions (subject to a reversal by a two-thirds (2/3) majority vote by the members present).

- 5-1-5 Be informed immediately of any official communication and report same at the next regular meeting.
- 5-1-6 Carry out other duties as assigned by the Commission.
- 5-2. The Vice Chair shall:
 - 5-2-1. Be a member of the Commission.
 - 5-2-2 . Assume the full powers of the Chair in the absence or inability of the Chair.
- 5-3. The Secretary shall:
 - 5-3-1. Record attendance at all meetings.
- 532 Keep a set of minutes of the Commission meetings, which, after approval by the Commission, shall be retained in the Office of the Director of Community Development.
- 533 Notify all members of all meetings.
- 534 Maintain a file of all Commission records and reports.
- 535 Certify all maps, records and reports of the Commission.
- 536 Give notice and be responsible for publishing public notices of all Commission public hearings and public meetings.
- 537 Attend to the correspondence of the Commission.
- 538 Make recommendations and an annual report to the Board of Supervisors concerning the operation of the commission and the status of planning within King William County.

ARTICLE 6 - STANDING AND SPECIAL COMMITTEES

- 6-1. Committees may be appointed by the Chair to serve as needed.
- 6-2. The Chair shall be an ex officio member of every committee.

ARTICLE 7 - MEETINGS

- 7-1. Regular meetings of the Commission shall be held on the first Tuesday of each month at 7:00P.M. When a meeting date falls on a legal holiday, the meeting shall be held the following week unless otherwise designated by the Commission.

If the Chair, or the Vice Chair if the Chair is unable to act, finds and declares that weather or other conditions are such that it is hazardous for commission members to attend a regularly scheduled meeting, the meeting shall be continued to the following Tuesday at 7:00P.M. Such finding shall be communicated to the members of the Commission and the press and posted on the County's website as promptly as possible. All hearing and other matters previously advertised shall be conducted at the continued meeting, and no further advertisement is required. Any regular meeting may be dispensed if there is no new business; this shall be at the discretion of the Chair. The Secretary shall notify the members of the Commission of the canceled meeting. At no time, however, shall more than two consecutive meetings be canceled.

- 7-2. Special meetings shall be called at the request of the Chairman or at the request of a quorum of the membership.
- 7-3. All regular meetings, work sessions, hearings, records, and accounts shall be open to the public except those meetings subject to the rules of executive session as set forth in the Code of Virginia. There shall be a Public Comment Period at each of the regular Planning Commission meetings. The Public Comment Period will allow a member of the Public three (3) minutes to speak or five (5) minutes if representing a group, about any planning matter, except agenda items scheduled for a Public Hearing.
- 7-4. A majority of the members shall constitute a quorum and no action of the Commission shall be valid unless authorized by a majority vote of those present and voting in accord with 15.2-2215.
- 7-5. Meetings should be held in the Board Room of the King William County Administration Building unless circumstances dictate some or all members meet electronically, as the law permits.

ARTICLE 8- ORDER OF BUSINESS

- 8-1. The order of business for a regular meeting shall be:
 - 8-1-1. Call to order by Chair.
 - 8-1-2. Roll call.
 - 8-1-3. Review and Adopt Meeting Agenda
 - 8-1-4. Consideration of minutes.
 - 8-1-5. Public Comment Period

- 8-1-6. Public Hearings.
- 8-1-7. Other Unfinished Business.
- 8-1-8. New Business.
- 8-1-9. Special Reports from Staff or Special Committees.
- 8-1-10. Adjournment.
- 8-2. Parliamentary procedure in Commission meetings shall be governed by a modified version of Robert's Rules of Order (Revised). Any Commission member may, at any time, table a matter that has not been tabled previously without a second to the motion. A motion to table a matter upon a single members' motion may be overruled by a motion of another member, which is properly seconded and passed by a majority vote of the Commission.
- 8-3. The Planning Commission shall keep a set of minutes of all meetings, and these minutes shall become a public record.
- 8-3-1. The secretary shall sign all minutes, and at the end of the year shall certify that the minutes of the preceding year are true and correct.
- 8-3-2. Retain audio-visual recordings of the meetings until after the Minutes have been approved and three months after the end of the calendar year, whichever is longer. Document destruction in accordance with the Virginia Public Records Act.

ARTICLE 9 - HEARINGS

- 9-1. In addition to those required by law, the Commission, at its discretion, may hold public hearings when it deems that a hearing is in the public interest.
- 9-2. Notice of a hearing shall be published in a newspaper having general circulation in the area once a week for two (2) successive weeks specifying the time and place of hearing at which persons affected may appear and present their views, not less than five (5) days nor more than twenty-one (21) days after final publication, or as otherwise set forth in the Code of Virginia. Non legal matters, or informational meetings not covered by the Code of Virginia, but called by the Commission, may be advertised once in a/any paper deemed appropriate by the Commission for the meeting purpose.
- 9-3. The case before the Commission shall be summarized by the Chair or by the Secretary or other members delegated by the Chair. Interested parties shall have the privilege of the floor. The Chair, prior to the public hearing, may set time limits as to the length of time that the applicant, individuals and persons

representing groups may speak. Records or statements shall be recorded or sworn to, as evidence or any court of law, only after notice is given to the interested parties.

- 9-4. A record shall be kept of those speaking before the hearing.

ARTICLE 10 - CORRESPONDENCE AND APPLICATION INFORMATION

- 10-1. It shall be the duty of the Secretary to draft and sign all correspondence necessary for the execution of the duties and function of the Planning Commission.
- 10-2. It shall be the duty of the Secretary to communicate by telephone or other means when necessary to make communications that cannot be carried out as rapidly as required through direct correspondence.
- 10-3. All information from the applicant for a given activity, whether it is for consideration of a rezoning, subdivision or site plan, shall be submitted to the Secretary by the first business day of the month preceding the meeting. The Commission may rule that if information is received after the aforementioned date the information shall not be utilized and the application may be denied or tabled as appropriate.
- 10-4. All official papers and plans involving the authority of the Commission shall bear the signature of the Secretary.

ARTICLE 11 - AMENDMENTS

- 11-1. These bylaws may be changed by a recorded two-thirds (2/3) vote of the entire membership after thirty (30) days prior notice to membership. Such notice shall include the proposed language for the amendment.

Code of Virginia
Title 15.2. Counties, Cities and Towns
Subtitle II. Powers of Local Government
Chapter 22. Planning, Subdivision of Land and Zoning
Article 2. Local Planning Commissions

§ 15.2-2210. Creation of local planning commissions; participation in planning district commissions or joint local commissions

Every locality shall by resolution or ordinance create a local planning commission in order to promote the orderly development of the locality and its environs. In accomplishing the objectives of § 15.2-2200 the local planning commissions shall serve primarily in an advisory capacity to the governing bodies.

Any locality may participate in a planning district commission in accordance with Chapter 42 (§ 15.2-4200 et seq.) of this title or a joint local commission in accordance with § 15.2-2219.

1975, c. 641, § 15.1-427.1; 1997, c. 587.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

§ 15.2-2212. Qualifications, appointment, removal, terms and compensation of members of local planning commissions

A local planning commission shall consist of not less than five nor more than fifteen members, appointed by the governing body, all of whom shall be residents of the locality, qualified by knowledge and experience to make decisions on questions of community growth and development; provided, that at least one-half of the members so appointed shall be owners of real property. The local governing body may require each member of the commission to take an oath of office.

One member of the commission may be a member of the governing body of the locality, and one member may be a member of the administrative branch of government of the locality. The term of each of these two members shall be coextensive with the term of office to which he has been elected or appointed, unless the governing body, at the first regular meeting each year, appoints others to serve as their representatives. The remaining members of the commission first appointed shall serve respectively for terms of one year, two years, three years, and four years, divided equally or as nearly equal as possible between the membership. Subsequent appointments shall be for terms of four years each. The local governing bodies may establish different terms of office for initial and subsequent appointments including terms of office that are concurrent with those of the appointing governing body. Vacancies shall be filled by appointment for the unexpired term only.

Members may be removed for malfeasance in office. Notwithstanding the foregoing provision, a member of a local planning commission may be removed from office by the local governing body without limitation in the event that the commission member is absent from any three consecutive meetings of the commission, or is absent from any four meetings of the commission within any 12-month period. In either such event, a successor shall be appointed by the governing body for the unexpired portion of the term of the member who has been removed.

The local governing body may provide for compensation to commission members for their services, reimbursement for actual expenses incurred, or both.

Code 1950, §§ 15-901, 15-916, 15-963; 1956, cc. 282, 497; 1960, c. 309; 1962, c. 407, § 15.1-437; 1973, c. 160; 1974, c. 521; 1986, c. 208; 1988, c. 256; 1997, c. 587; 2006, c. [687](#).

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.



County of King William, Virginia
Est. 1702

Board of Supervisors

RESOLUTION 18-74

APPOINTMENT/REAPPOINTMENT TO THE PLANNING COMMISSION

WHEREAS, Dr. Tara Roane on the Planning Commission has resigned as of October 23, 2018, and

WHEREAS, the Board of Supervisors now desires to make an appointment or reappointment to this position;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of King William, Virginia that Janie Rhoads be appointed or reappointed to the aforementioned organization for a term ending June 30, 2021.

DONE this the 17th day of December, 2018.

The vote on the foregoing was as follows:

Supervisor, Fourth District: David E. Hansen	Aye
Supervisor, Fifth District: Robert W. Ehrhart II – Vice Chair	Aye
Supervisor, Second District: Travis J. Moskalski	Aye
Supervisor, Third District: Stephen K. Greenwood	Aye
Supervisor, First District: William L. Hodges –Chairman	Aye


William L. Hodges, Chairman
King William County Board of Supervisors

ATTEST:


Olivia L. Schools
Deputy Clerk of the Board of Supervisors



County of King William, Virginia

Board of Supervisors

RESOLUTION 18-25

APPOINTMENT/REAPPOINTMENT TO PLANNING COMMISSION

WHEREAS, the term of John Breeden on the Planning Commission expires as of June 30, 2018, and

WHEREAS, the Board of Supervisors now desires to make an appointment or reappointment to this position;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of King William, Virginia that John Breeden be appointed or reappointed to the aforementioned organization for a term ending June 30, 2022.

DONE this the 21st day of May, 2018.

The vote on the foregoing was as follows:

Supervisor, Third District: Stephen K. Greenwood	Aye
Supervisor, Fourth District: David E. Hansen	Aye
Supervisor, Fifth District: Robert W. Ehrhart II – Vice Chairman	Aye
Supervisor, Second District: Travis J. Moskalski	Aye
Supervisor, First District: William L. Hodges – Chairman	Aye

ATTEST:

William L. Hodges, Chairman
King William County Board of Supervisors

Olivia L. Schools
Deputy Clerk of the Board of Supervisors



County of King William, Virginia
Est. 1702

Board of Supervisors

RESOLUTION 19-40

APPOINTMENT/REAPPOINTMENT TO PLANNING COMMISSION

WHEREAS, the term of Bonnie Hite on the Planning Commission expires as of June 30, 2019, and

WHEREAS, the Board of Supervisors now desires to make an appointment or reappointment to this position;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of King William, Virginia that Bonnie Hite be appointed or reappointed to the aforementioned organization for a term ending June 30, 2023.

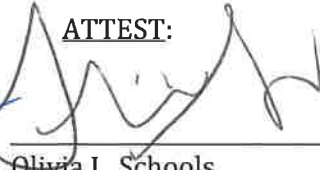
DONE this the 24th day of June, 2019.

The vote on the foregoing was as follows:

Robert W. Ehrhart, II	Aye
Travis J. Moskalski	Aye
Stephen K. Greenwood – Vice Chair	Aye
David E. Hansen	Aye
William L. Hodges – Chairman	Aye

ATTEST:


William L. Hodges, Chairman
King William County Board of Supervisors


Olivia L. Schools
Deputy Clerk of the Board of Supervisors



County of King William, Virginia
Est. 1702

Board of Supervisors

RESOLUTION 19-41

APPOINTMENT/REAPPOINTMENT TO PLANNING COMMISSION

WHEREAS, the term of Donald Wagner on the Planning Commission expires as of June 30, 2019, and

WHEREAS, the Board of Supervisors now desires to make an appointment or reappointment to this position;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of King William, Virginia that Donald Wagner be appointed or reappointed to the aforementioned organization for a term ending June 30, 2023.

DONE this the 24th day of June, 2019.

The vote on the foregoing was as follows:

Travis J. Moskalski	Aye
Stephen K. Greenwood – Vice Chair	Aye
David E. Hansen	Nay
Robert W. Ehrhart, II	Aye
William L. Hodges – Chairman	Aye

ATTEST:

William L. Hodges, Chairman
King William County Board of Supervisors

Olivia L. Schools
Deputy Clerk of the Board of Supervisors

AGENDA ITEM 4.j.



Compensation Board

The mission of the Compensation Board is to determine a reasonable budget for the participation of the Commonwealth toward the total cost of office operations for Constitutional Officers, and to assist those officers and their staff through automation, training and other means, to improve efficiencies and to enhance the level of services provided to the citizens of Virginia.



Compensation Board

The Board consists of three members

Auditor of Public Accounts

State Tax Commissioner

Chairman: Appointed by the Governor



Compensation Board

State funding is tied directly to the Appropriations Act passed in the General Assembly (GA).

The GA determines the total amount of funds and positions available to each Constitutional Officer in the state; localities may supplement.

The GA sets minimum salaries for Constitutional Officers; localities may supplement.

Officers may complete an accreditation or certification program for a higher minimum salary.



Compensation Board

Positions must be allocated by the GA. The Comp Board can't allocate additional positions to Constitutional Officers, even if staffing standards show their office is due additional positions.

The funds are allocated based on need, priority, and Constitutional Officer requests.

Currently Officers across the state are approx. 1700 positions short.



Compensation Board

The GA creates the budget in their Jan/Feb session and provided no changes occur in their April veto session; the Comp Board is provided the total budget.

In February, each Constitutional Officer submits their budget request to the Comp Board.

The Comp Board compares the requests to the budget provided by the GA and makes allocations to each Officer and their locality by May 1.

Officers may appeal to the Compensation Board if they disagree with their allocation.



Compensation Board

If the Comp Board upholds their decision, the Officer may then appeal to a 3 judge panel.

Any budget appeal filed by a Constitutional Officer to the Court must also file the appeal against the local government.



Compensation Board

The Compensation Board operates on a reimbursement basis.

The State's share of the salaries are sent to local governments after expenditures are incurred and submitted for reimbursement, on a monthly basis.



Compensation Board

The Treasurer's salary is reimbursed \$9,134 less the required Comp Board salary.

The Commissioner's salary is reimbursed \$6,634 less the required Comp Board salary.

Treasurer's and Commissioner's deputies are reimbursed at 50% of the required Comp Board salary.

All Constitutional officer's and their covered positions are reimbursed at 100% of the Comp Board salary.



Compensation Board

The County currently supplements the Constitutional Officers and their positions covered by the Comp Board the following amounts annually:

- Commissioner of the Revenue - \$64,441
- Commonwealth's Attorney - \$27,371
- Treasurer - \$65,869
- Circuit Court Clerk - \$22,655
- Sheriff - \$196,379



Compensation Board

IN SUMMARY

The Comp Board never plays the role of a formal mediator between Constitutional Officers and local government bodies.

The Compensation Board does not lobby the GA on behalf of Constitutional Officers.

The GA is the “pie baker”.

The Comp Board is the “pie cutter”.

AGENDA ITEM 4.k.



King William County
Est. 1702

Board of Supervisors

Interim County Administrator
Steve G. Hudgins

William L. Hodges, First District
Travis J. Moskalski, Second District
Stephen K. Greenwood, Third District
C. Stewart Garber, Jr., Fourth District
Edwin H. Moren, Jr., Fifth District

DATE: March 8, 2021

TO: King William County Board of Supervisors

FROM: Steve Hudgins, Interim County Administrator

SUBJECT: Resolution 21-11: Funding for Buildout of Unfinished Courthouse Wing

REQUEST FOR ACTION

Consider for approval Resolution 21-11 to fund Courthouse Wing Buildout.

SUMMARY

The area required for potential jurors in the Courthouse building is greater than current finished space allows. Upcoming jury trials on March 29, 2021 and again at the end of May, 2021 must be considered. Finishing the unfinished wing of the Courthouse building by March 29 will address these needs before further costs and conflicts associated with working around the Court's schedule are generated. The cost of this project is not expected to exceed \$91,533.50.

It is further anticipated that the Courts will require another courtroom in future years due to growing population needs. Work completed at this time should offset future costs if space becomes a future courtroom as anticipated.

BACKGROUND

Judge B. Elliot Bondurant, has recommended the unfinished wing of the Courthouse building be used to hold potential jurors. On February 3, 2021, the Director of Operations met with Judge Bondurant to discuss and provide scope to the project.



King William County
Est. 1702

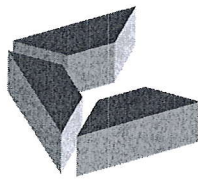
Board of Supervisors

Interim County Administrator
Steve G. Hudgins

William L. Hodges, First District
Travis J. Moskalski, Second District
Stephen K. Greenwood, Third District
C. Stewart Garber, Jr., Fourth District
Edwin H. Moren, Jr., Fifth District

ATTACHMENTS

- Attachment A: Capital Interior Contractors, Inc. Quote



CAPITAL

Interior Contractors, Inc

Proposal

Date: 3/02/2021

Reference: KW County Jury Room

To: Cindy Hixenbaugh

From: Carter Baldwin

We propose the following price for the above-named proposal

Total (See attached breakdown)

\$ 84,986.50

Add to complete by March 29th

\$ 6,547.00

91533.50

Qualifications:

1. All clean up to our dumpster
3. Includes permits, excludes drawings applications only
4. Schedule to be agreeable to both owner and Contractor
5. Heating by others
6. Priced assuming panel in jury room can be used if necessary
7. Priced assuming restroom facilities could be used in courthouse
8. Work performed during normal hours in base bid
9. Price good for 10 days

Includes;

- Includes construction of 8'x13' mechanical room. Framed hung, insulated and finished to 12' AFF. Allowing top of wall to act as air return for units. Rm is not rated
- Drywall at perimeter to be repaired at receptacles and pointed up for paint
- ACT ceiling installed to match existing in open room excluding new Mech Rm
- Includes R-19 UF insulation on top of ACT ceiling
- Includes wood trim around windows similar to existing (sill made differ slightly)
- Painting of new Jury room includes walls, doors, and window trim
- Supply and install new frame door and hardware to match existing. Hardware includes lockset with construction core, hinges, closure and stop. Also includes replacement closure for existing door.
- Includes new carpet and base as specified supplied and installed
- Mechanical (refer to attached proposal)
- Electrical (refer to attached proposal)
- Fire Alarm (refer to attached proposal)
- Includes final clean and temporary protection during construction
- Includes permit costs - *TO BE WAIVED*

Excludes;

- Cleaning out room
- Drawings
- Engineering
- Adding drywall to existing walls/Ceiling

Please call if you have any questions

RESOLUTION 21-11
REAPPROPRIATION TO THE KING WILLIAM COUNTY
FISCAL YEAR 2021 CAPITAL FUND – RESTRICTED INFRASTRUCTURE BUDGET

WHEREAS, the King William County Board of Supervisors wishes to amend by reappropriating its Fiscal Year (FY) 2021 Capital Fund – Restricted Infrastructure budget to reflect the use of unexpended project funds in the amount not to exceed \$91,533.50; and

WHEREAS, the King William County Board of Supervisors appropriated the original Capital Fund – Restricted Infrastructure within prior fiscal years’ Capital Improvement Plan for future development and infrastructure of the County; and

WHEREAS, the King William County Board of Supervisors wishes to reappropriate these Capital Funds for the buildout of the unfinished wing of the Courthouse building in response to the needs of the Courts; and

WHEREAS, the appropriated funds will be utilized as specified in *Attachment A* within the fiscal year 2021; and

WHEREAS, the amendment of the FY2021 Budget to reflect the appropriation not to exceed \$91,533.50 requires Board approval.

NOW, THEREFORE, BE IT RESOLVED by the King William County Board of Supervisors that the FY2021 Budget is amended via the reappropriation to reflect an amount not to exceed \$91,533.50 within the Capital Fund – Restricted Infrastructure for capital project identified within *Attachment A*.

AGENDA ITEM 6.
Closed Session

CLOSED MEETING MOTIONS

- ☒ **PERSONNEL** – In accordance with Section 2.2-3711(A)(1) of the code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to consider a personnel matter involving the (choose from list below):

- ☒ 1. appointment of individuals to Boards and Commissions.
☐ 2. interview of a prospective candidate for employment

(or the)

- | | | |
|---|---|---|
| ☒ 3. Employment | ☐ 6. Promotion | ☒ 9. Salary |
| ☐ 4. Assignment | ☐ 7. Performance | ☐ 10. Discipline |
| ☐ 5. Appointment | ☐ 8. Demotion | ☐ 11. Resignation |

of a specific public officer/appointee/employee.

- ☐ **PUBLIC PROPERTY** – In accordance with Section 2.2-3711 (A)(3) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting regarding real property used for a public purpose, specifically pertaining to (choose one of the following):

- ☐ 1. the acquisition of real property for a public purpose.
☐ 2. the disposition of (name publicly held real property involved).

because discussion in an open meeting may adversely the bargaining position or negotiating strategy of the Board.

- ☐ **PROTECTION OF PRIVACY OF INDIVIDUALS** – In accordance with Section 2.2-3711(A)(4) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting regarding a personal matter not related to public business in order to protect the privacy of individuals.

- ☒ **PROSPECTIVE BUSINESS OR INDUSTRY OR EXPANSIONS OF EXISTING BUSINESS OR INDUSTRY** – In accordance with Section 2.2-3711(A)(5) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to discuss a prospective business or industry or expansion of an existing business or industry where no previous announcement has been made.

- ☐ **INVESTING OF PUBLIC FUNDS** – In accordance with Section 2.2-3711(A)(6) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to discuss the investing of public funds where competition or bargaining is involved and where discussion in open session would adversely affect the financial interest of the County.

☒ **LEGAL MATTERS** – In accordance with Section 2.2-3711(A)(7) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to (choose one of the following):

- ☐ 1. consult with legal counsel, consultants, and/or staff on a matter of actual litigation in which the County is involved.
- ☒ 2. consult with legal counsel, consultants, and/or staff on a matter of probable litigation in which the County may become involved.

because discussion in an open meeting may adversely the litigation position or negotiating strategy of the Board.

☐ **LEGAL MATTERS** – In accordance with Section 2.2-3711(A)(8) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to consult with legal counsel on a specific legal matter (identify matter in general terms at a minimum) requiring the provision of legal advice by counsel.

☐ **HAZARDOUS WASTE SITING** – In accordance with Section 2.2-3711(A)(14) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to discuss the terms, conditions, and provisions of a hazardous waste siting agreement after a finding in open meeting that an open meeting will have an adverse effect upon the negotiating position of the Board or the establishment of the terms, conditions and provisions of the siting agreement, or both.

☐ **TERRORIST ACTIVITY** – In accordance with Section 2.2-3711(A)(19) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to:

- ☐ 1. discuss plans to protect public safety relating to terrorist activity or specific cybersecurity threats or vulnerabilities and briefings by staff members, legal counsel, law-enforcement, or emergency service officials concerning actions taken to respond to such activity or a related threat to public safety;
- ☐ 2. discuss reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure.

☐ **PUBLIC CONTRACTS** – In accordance with Section 2.2-3711(A)(29) of the Code of Virginia, because discussion in an open session would adversely affect the bargaining position or negotiating strategy of the Board, I move that the Board of Supervisors convene in Closed Meeting to:

- ☐ 1. discuss the award of a public contract involving the expenditure of public funds;
- ☐ 2. interview bidders or offerors;
- ☐ 3. discuss the terms or scope of a public contract.

BOARD OF SUPERVISORS
COUNTY OF KING WILLIAM
KING WILLIAM, VIRGINIA

Resolution

At a [regular or special] meeting of the King William County Board of Supervisors held in the King William County Administration Building, on the _____ day of _____, 20____:

Present

Vote

William L. Hodges
Travis J. Moskalski
Stephen K. Greenwood
C. Stewart Garber, Jr.
Edwin H. Moren, Jr.

On motion of _____, seconded by _____, which carried _____, the following resolution was adopted:

A RESOLUTION TO CERTIFY COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT REGARDING MEETING IN CLOSED MEETING

WHEREAS, the King William County Board of Supervisors has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 D. of the Code of Virginia requires a certification by the King William County Board of Supervisors that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED by the King William County Board of Supervisors this the _____ day of _____, 20____, hereby certifies that, to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (2) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the King William County Board of Supervisors.