

**AGENDA**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**September 22, 2015**  
**6:30 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. MOMENT OF SILENCE**

**D. PLEDGE OF ALLEGIANCE**

1. Pledge Leader - Sannaa Atwood, a 4th grade student at James River Elementary and resident of the Roberts District

**E. PRESENTATIONS**

1. Clean County Commission FY15 Presentation
2. 2015 Historic Preservation Awards
3. Manufacturing Day Proclamation - October 2, 2015

**F. PUBLIC COMMENT - Until 7 p.m.**

**G. CONSENT CALENDAR**

1. Minutes Adoption - September 8, 2015 Regular Meeting
2. Authorization to Increase Building Inspector Position from Part-Time Regular to Full-Time Regular
3. Fire Station #1 Fuel Island

**H. PUBLIC HEARING(S)**

1. Authorization to Lease an Approximately 10-Acre Portion of the James City County Marina to the James City County Economic Development Authority

**I. BOARD CONSIDERATION(S),**

**J. BOARD REQUESTS AND DIRECTIVES**

**K. REPORTS OF THE COUNTY ADMINISTRATOR**

1. County Administrator's Report

**L. PUBLIC COMMENT**

**M. CLOSED SESSION**

**N. ADJOURNMENT**

1. Adjourn until 6:30 p.m. on October 13, 2015 for the Regular Meeting



**ITEM SUMMARY**

DATE: 9/22/2015

TO: The Board of Supervisors

FROM: Teresa J. Fellows, Administrative Coordinator

SUBJECT: Pledge Leader - Sannaa Atwood, a 4th grade student at James River Elementary and resident of the Roberts District

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	9/10/2015 - 7:08 AM

**ITEM SUMMARY**

DATE: 9/22/2015  
TO: Board of Supervisors  
FROM: Dawn Oleksy, Environmental Coordinator  
SUBJECT: Clean County Commission FY15 Presentation

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**ATTACHMENTS:**

	Description	Type
▣	Report	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Solid Waste & Recycling	Fellows, Teresa	Approved	9/15/2015 - 2:36 PM

- I. Commissioners: Co-Chairs – Will Barnes and Peg Boarman; Commissioners – Charles Loudermon, Ashley Goodroe, Robert Marin, Marc Meiring, Betty Peterson, and Kensett Teller
  
- II. Good Neighbor Environment Grant:
  1. Braemar Creek planted native shade trees along their two main streets
  2. Deer Run HOA extended the existing walking path and resurfaced the entire path
  3. Governor’s Land renovated two of their neighborhood entryways
  4. Greensprings Plantation HOA planted sustainable landscaping along Centerville Road
  5. Holly Ridge HOA improved a common area with native plants, walkways, and benches
  6. Lake Powell Forest HOA improved its walking trail
  7. Villages of Westminster HOA renovated its median islands
  8. Villas at Five Forks HOA installed a French drain and corrected erosion problems
  9. The Williamsburg Village at Norge HOA remedied barren common areas
  
- III. First Annual Litter and Recycling Expo:
  1. Government Presentations
    - i. Bryan Hill and Kevin Onizuk – Welcome and JCC Initiatives
    - ii. Peg Boarman – Clean County Commission
    - iii. Brad Rinehimer – Law Enforcement
    - iv. Suzanne Dyba – Stormwater
    - v. David Magnant – VPPSA
    - vi. Will Shoup – Virginia Department of Forestry
  
  2. Business Track
    - i. Ashley Goodroe – Anheuser-Busch
    - ii. Michael Gordon – Kingsmill Resort
  
  3. Schools Track
    - i. Elaine Whitely – WJCC Central Office
    - ii. Dawn Oleksy – James River Recycle Rangers
    - iii. Chris Becke – Warhill High School
    - iv. Laurie Hudson – Stonehouse ES
  
  4. Community Organizations
    - i. Jennifer and Ramon Rodriguez – Cub Scout Pack 103
    - ii. Christiana Tambone – James River Association
  
  5. Exhibitors
    - i. Leave No Trace
    - ii. Relay Foods
    - iii. America Recycles Day
    - iv. Busch Gardens
    - v. Virginia Department of Transportation
    - vi. James City County Civic Engagement
    - vii. JCC Parks & Recreation

IV. Community Education and Outreach Events:

1. Williamsburg Farmers Market
2. WJCC Elementary Schools
3. Anheuser-Busch Environmental Health Day
4. JCC Ruritans
5. askHRgreen.org events
6. Hampton Roads Sustainability Expo in VA Beach at Kellam HS
7. America Recycles Day – York County Sports Complex
8. VRA Conference
9. James RiverFest
10. Earth Day Community Panel Discussion: The Science of Sea Level Rise

V. Quarterly Clean Business Forum:

1. 2014 3rd Quarter – Riverside Doctor’s Hospital (joint with City of Williamsburg)
2. 2014 4th Quarter – Williamsburg Autogroup
3. 2015 1st Quarter – Anheuser-Busch Brewery
4. 2015 2nd Quarter – Carter Machinery / Caterpillar

VI. Adopt A Spot Program:

1. JCC Ruritans on Centerville Road
2. Anheuser-Busch at the Capital Trail
3. Ball Metal on Endeavor Drive in Grove
4. Williamsburg Plantation on Longhill Road
5. BSA Pack 414 at Stonehouse Elementary School
6. Franciscan Order OFS at Mid-County Park

VII. County-Wide Spring Cleanup:

1. 22 Cleanup Sites
2. 300 Volunteers
3. 75 Tons of Debris
4. 381 Tires

VIII. DEQ Litter Grant Reporting:

1. 2406 Volunteer Hours = \$58,923 In-Kind Services
2. Six Group Presentations / 750 Total Attendance
3. Nine Staffed Displays / 2500 Total Attendance
4. Five Unstaffed Displays
5. Materials Distributed: Coloring Books, Litterbags, Pencils, Stickers, Pocket Ashtrays, Pens, Snack Clips, Letter Openers, Recycling Tattoos
6. Communication: Brochures, Emails, Facebook Postings, Newsletters, Newspapers, PSA Radio/TV, Twitter, Website
7. 24 Total Cleanup Events / 561 Volunteers / 657 Cubic Yards of Litter
8. 260 Cubic Yards Collected from Jolly Pond Road by Probationers

IX. Cigarette Litter Prevention Program at Croaker Road Commuter Parking Lot

**ITEM SUMMARY**

DATE: 9/22/2015  
TO: The Board of Supervisors  
FROM: Leanne Pollock, Liaison to the Historical Commission  
SUBJECT: 2015 Historic Preservation Awards

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Presentation of the 2015 Historic Preservation Awards to the Jamestown Rediscovery Staff and the Norge Depot Association.

**ATTACHMENTS:**

	Description	Type
▣	Staff memorandum	Cover Memo
▣	Attach1 NDA resolution	Resolution
▣	Attach2 Rediscovery Project resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning	Holt, Paul	Approved	8/21/2015 - 4:04 PM
Development Management	Kinsman, Adam	Approved	8/24/2015 - 1:38 PM
Publication Management	Burcham, Nan	Approved	8/24/2015 - 1:55 PM
Legal Review	Gowdy, Michelle	Approved	8/24/2015 - 4:13 PM
Board Secretary	Fellows, Teresa	Approved	8/24/2015 - 4:14 PM
Board Secretary	Kinsman, Adam	Approved	8/24/2015 - 4:18 PM
Board Secretary	Fellows, Teresa	Approved	8/24/2015 - 4:39 PM

## MEMORANDUM

DATE: September 22, 2015  
TO: The Board of Supervisors  
FROM: Leanne Pollock, Staff Liaison to the Historical Commission  
SUBJECT: 2015 Historic Preservation Awards

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The Historical Commission was established to preserve, protect, and promote the historical heritage of James City County. In accomplishing this effort, the Historical Commission presents Historic Preservation Awards to individuals, groups, or organizations that have made a significant contribution to the preservation of historic resources in the County.

After soliciting nominations on a rolling basis throughout the year, the Historical Commission selected two recipients for the 2015 Historic Preservation Awards at its May 7, 2015 Commission meeting. The award recipients are as follows:

- Jamestown Rediscovery Staff
- The Norge Depot Association

Their accomplishments are outlined in the attached resolutions. The Commission is proud to honor their invaluable contributions to the County's historic legacy.

Mr. Frank Abbott, Chairman of the Historical Commission, will present the awards.

LP/gb  
2015HisAwd-mem

Attachments:

1. Resolution for the Norge Depot Association
2. Resolution for the Jamestown Rediscovery Project Staff





2015 HISTORICAL PRESERVATION AWARD -  
THE NORGE DEPOT ASSOCIATION

WHEREAS, the Norge Depot Association, an all-volunteer organization, has worked diligently to preserve and protect the local history of James City County by its work on and continued support for the Norge Train Depot; and

WHEREAS, the Norge Depot Association has been active in fundraising, soliciting donations, and locating authentic train memorabilia for the museum and the reconstructed station agent's office; and

WHEREAS, using these resources, the Norge Depot Association developed a museum inside the Depot that is dedicated to its history and the history of Norge; and

WHEREAS, the Norge Depot Association is in the process of collaborating with the Ford's Colony Model Railroad Club to fund, design, and build a model train that includes a replica of the Depot and aspects of the village of Norge; and

WHEREAS, members of the Norge Depot Association staff the museum so that it can be open to the public for four hours each week with no admission fee; and

WHEREAS, the Norge Depot Association has secured the donation of a 1945-era Georgia Railroad caboose located in New Kent County and is in the process of preparing the caboose for transport to the museum; and

WHEREAS, the official opening of the Norge Train Depot on May 10, 2013 and its continued operation as a public museum and meeting room would not be possible without the contributions and dedicated volunteer efforts of the members of the Norge Depot Association.

NOW, THEREFORE, BE IT RESOLVED by the Historical Commission of James City County that the Commission presents to the Norge Depot Association the:

**2015 Historical Preservation Award**

BE IT FURTHER RESOLVED that this resolution be recorded in the minutes of the Historical Commission to be preserved in perpetuity and that a copy of this resolution be presented to the Norge Depot Association.

\_\_\_\_\_  
Frank Abbott  
Chairman, Historical Commission

ATTEST:

\_\_\_\_\_  
Leanne Pollock  
Liaison to the Historical Commission

Adopted by the Historical Commission of James City County, Virginia, this 22<sup>nd</sup> day of September 2015.



2015 HISTORICAL PRESERVATION AWARD –  
JAMESTOWN REDISCOVERY PROJECT STAFF

- WHEREAS, the Jamestown Rediscovery Project has been working to uncover new information about the early settlement at Historic Jamestowne for more than 20 years; and
- WHEREAS, Rediscovery Project Staff has mapped thousands of archaeological features such as post holes, ditches, wells, foundations, graves, and pits and recovered more than two million artifacts that are curated and conserved on-site; and
- WHEREAS, multiple discoveries have significantly altered the public’s and scholars’ understanding of the life of the early settlers and how they interacted with Virginia Indian peoples; and
- WHEREAS, James Fort of 1607 was originally believed by many to have been submerged in the James River, but Rediscovery Project Staff uncovered evidence to prove that the remains of James Fort exist on dry land, including the palisade, several wells, major buildings, several burial sites, and the 1608 church - the first successful Protestant church in the New World and where Pocahontas was married to John Rolfe in 1614; and
- WHEREAS, Rediscovery Project Staff found the remains of “Jane,” whose bones bear the first forensic evidence of survival cannibalism in the James Fort colony during the Starving Time winter of 1609-10; and
- WHEREAS, in 2015 Rediscovery Project Staff announced the discovery of the graves of four men believed to have been Rev. Robert Hunt, Capt. Gabriel Archer, Sir Ferdinando Wainman, and Capt. William West in the chancel of the 1608 church, all of whom were key players in the first years of English settlement on Jamestown Island; and
- WHEREAS, thanks to the dedication and tireless efforts by staff since the start of the Jamestown Rediscovery Project in 1994, the project continues to add new data to discourse about the foundations of America and provides educational resources to visitors from around the world.
- NOW, THEREFORE, BE IT RESOLVED by the Historical Commission of James City County that the Commission presents to the Jamestown Rediscovery Project Staff the:

**2015**  
**Historical Preservation Award**

BE IT FURTHER RESOLVED that this resolution be recorded in the minutes of the Historical Commission to be preserved in perpetuity and that a copy of this resolution be presented to the Jamestown Rediscovery Project Staff.

\_\_\_\_\_  
Frank Abbott  
Chairman, Historical Commission

ATTEST:

\_\_\_\_\_  
Leanne Pollock  
Liaison to the Historical Commission

Adopted by the Historical Commission of James City County, Virginia, this 22<sup>nd</sup> day of September 2015.

**ITEM SUMMARY**

DATE: 9/22/2015  
TO: The Board of Supervisors  
FROM: Teresa J. Fellows, Administrative Coordinator  
SUBJECT: Presentation of Manufacturing Day Proclamation

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Economic Development staff will be present for the presentation of the Proclamation for Manufacturing Day on October 2, 2015.

**ATTACHMENTS:**

	Description	Type
▣	Draft of Proclamation	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	9/9/2015 - 3:08 PM

## **PROCLAMATION**

### **MANUFACTURING DAY – OCTOBER 2, 2015**

**WHEREAS,** *manufacturing is key to driving economic growth and creating, solid, middle class jobs, manufacturing compensation is 18% higher than other sectors, and it is estimated that 85% of all new manufacturing jobs will be classified as “skilled;” and*

**WHEREAS,** *the first Friday of October marks Manufacturing Day and is the perfect opportunity to recognize the value manufacturing brings to the James City County economy and to showcase our highly skilled workforce; and*

**WHEREAS,** *Virginia Science, Technology, Engineering, Arts, and Mathematics, also known as STEAM initiatives, are the foundation of an education leading to a rewarding career in manufacturing; and*

**WHEREAS,** *James City County is proud to be the home of Anheuser-Busch, Ball Corporation, Coresix Precision Glass, Printpack, Owens-Brockway Glass, Walmart Import Distribution Center, and many other fine employers in the manufacturing industry; and*

**WHEREAS,** *by partnering with the Williamsburg-James City Schools and our local manufacturers, James City County is highlighting our local employers, introducing opportunities to our youth, and engaging our educators.*

**NOW, THEREFORE, BE IT RESOLVED** *that I, Chairman of the Board of Supervisors of James City County, hereby proclaim the 2nd day of October, 2015 as*

#### **MANUFACTURING DAY**

*in the County of James City, Virginia, and hereby support “National Manufacturing Day” and commend its observance to all County residents.*

**IN WITNESS, WHEREOF,** *I hereunto set my hand and caused the seal of the County of James City, Virginia, to be affixed this 22nd day of September, 2015.*

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*Michael J. Hipple  
Chairman, Board of Supervisors*

**ITEM SUMMARY**

DATE: 9/22/2015  
TO: The Board of Supervisors  
FROM: Teresa J. Fellows, Administrative Coordinator  
SUBJECT: Minutes Adoption - September 8, 2015 Regular Meeting

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**ATTACHMENTS:**

	Description	Type
▣	090815 BOS Mins	Minutes

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	9/15/2015 - 4:14 PM

**MINUTES**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**REGULAR MEETING**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**September 8, 2015**  
**6:30 PM**

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**A. CALL TO ORDER**

**B. ROLL CALL**

Mary K. Jones, Berkeley District  
John J. McGlennon, Roberts District  
Kevin D. Onizuk, Vice-Chairman, Jamestown District  
James G. Kennedy, Stonehouse District  
Michael J. Hipple, Chairman, Powhatan District

Bryan J. Hill, County Administrator  
Adam R. Kinsman, Assistant County Administrator  
Michelle M. Gowdy, County Attorney

**C. MOMENT OF SILENCE**

**D. PLEDGE OF ALLEGIANCE**

1. Pledge Leaders - Hannah, Chance, and Chase Washington, residents of the Stonehouse District led the Board and citizens in the Pledge of Allegiance.

**E. PRESENTATIONS**

The Parks and Recreation Presentation will follow the second Public Comment Section towards the end of the meeting.

**F. PUBLIC COMMENT - Until 7 p.m.**

1. Mr. Ed Oyer, 139 Indian Circle, addressed the Board in regard to the proposed Virginia Dominion Power Transmission Line and Switching Station.
2. Ms. Rosanne Reddin, 4700 President's Circle, addressed the Board in regard to the current Agenda format and the recent discussion during the last Work Session.
3. Mr. Joseph Swanenburg, 3026 The Pointe Drive, addressed the Board in regard to the definition of a progressive and the upcoming campaigns.
4. Mr. Jay Everson, 103 Branscome Blvd., addressed the Board stating that the James City Service Authority should consider allowing residents to pay their water bill on a monthly basis and addressed a rumor about property tax bills being held until after the election.
5. Mr. Chris Henderson, 101 Keystone, addressed the Board in regard to the Fuel Island for Fire Station 1 on the Consent Calendar and raised budgeting questions for Fire Stations 4 and 1.
6. Mr. Karl Muller, 4167 Winthrop Circle, addressed the Board in regard to frequent and persistent gun fire from a property adjacent to the Colonial Heritage neighborhood. He

maintains that the proximity of the discharge of firearms is the determination of legality, not the size of the property owned.

## **G. CONSENT CALENDAR**

A motion to Approve was made by Mr. McGlennon and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Jones, McGlennon, Onizuk, Kennedy, Hipple.

Mr. Kennedy requested that Item No. 5 on the Consent Calendar be pulled for further discussion and a separate vote.

1. Minutes Adoption - August 11, 2015 Regular Meeting
2. Appointment of Animal Control Officer
3. Grant Award - Commonwealth Attorney - Victim's Witness Program
4. Grant Award - Commonwealth Attorney - Virginia Domestic Violence Victim Fund
5. Fuel Island for Fire Station 1- Sole Source Purchase

A motion to Continue was made by Mr. Kennedy and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Jones, McGlennon, Onizuk, Kennedy, Hipple.

Mr. Kennedy requested that Mr. Hill give an overview of item. He questioned if there overruns on the Fire Station 1 project and asked for clarification on the Crawford Property Sale.

Mr. Hill recommended that the item be pulled off the Agenda and postponed until the next meeting, so that he may research and address the questions raised by the citizens this evening.

Mr. Kennedy asked what some of the delays on Station 4 were.

Mr. Hill stated that he will have to go back and do some research as that was before he came to the County.

Mr. Hipple requested a motion to postpone this item until the September 22, 2015 meeting.

Ms. Jones stated that this is a good example of hearing from the citizens prior to the Consent Calendar adoption.

Mr. Kennedy stated that citizens can always send their questions to the Board via email since the agenda is available a week prior to the meeting. He stated that getting questions prior to a meeting allows the Board and staff to get the answers prepared and reduces delays.

6. Contract Award - Replacement Ambulance - \$248,785
7. Abandonment of a Portion of the existing Right-of-Way of Croaker Road (Route 607)
8. Contract Award – Building F Board Room Video Equipment – \$265,000
9. Contract Award - Development of a Strategic Plan - \$190,000

## **H. PUBLIC HEARING(S)**

### **1. Deed of Exchange - Lexington Drive**

A motion to Approve was made by Mr. Kennedy and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Jones, McGlennon, Onizuk, Kennedy, Hipple.

Mr. Barry Moses, Capital Projects Coordinator, addressed the Board giving an overview of the memorandum included in the Agenda Packet.

As there were no questions for staff, Mr. Hipple opened the Public Hearing.

As there were no registered speakers, Mr. Hipple closed the Public Hearing.

## **I. BOARD CONSIDERATION(S)**

### **1. The Virginia Department of Transportation Revenue Sharing Program: Revision to Cost Estimate for an Active Project in the Williamsburg West Subdivision and Contingency Transfer – Special Project Grants Fund – \$66,500**

A motion to Approve was made by Mr. Onizuk and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Jones, McGlennon, Onizuk, Kennedy, Hipple.

Mr. Paul Holt, Director of Planning Division, addressed the Board giving an overview of the memorandum included in the Agenda Packet.

Mr. Onizuk asked if there is something specific that can be identified that is causing the increased costs.

Mr. Holt stated that the biggest unknown at the time was the topography. There had to be some adjustments in the design of the turnaround and the stormwater management plan. That level of detail was not known at the time.

Mr. Kennedy asked if it is typical to not know those details.

Mr. Holt stated that the initial cost estimate is the best estimate without going through and incurring the cost of doing the survey before you know if you are awarded the funding. So, yes, it is typical to not know those details without the survey.

Mr. Kennedy questioned the matching grants from the Virginia Department of Transportation (VDOT).

Mr. Holt stated that these matching funds from VDOT are becoming the way projects are done with VDOT because it means that localities have “skin in the game” as well.

Ms. Jones stated that all of the “skin” comes from all of the taxpayer, and people need to remember and acknowledge that.

Mr. Onizuk stated that a tax dollar is a tax dollar whether it is State or local taxes. He would encourage VDOT to do everything it can to minimize the impact on localities.

Mr. Kennedy stated that what is happening now is that counties are being obligated to come up with road funds which has not been the case in the past. Counties are being treated like cities, but without the taxing authority that cities have. So if a city wants to impose a cigarette tax to help pay for road repairs, it can do that; as a County, we cannot because we do not have the authority



from the General Assembly. The only thing the County can do is to increase property taxes. So, we are treated differently by the General Assembly, but have the same expectation of payment. He encourages citizens to speak to their State Representatives about what they are going to do about this from a State level.

## 2. Resolution of Support for House Bill 2 Transportation Funding Applications

A motion to Approve was made by Mr. Onizuk and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Jones, McGlennon, Onizuk, Kennedy, Hipple.

Mr. Holt, Director of Planning Division, addressed the Board giving an overview of the memorandum included in the Agenda Packet.

Mr. McGlennon asked what the relative magnitude for our three priority projects that were listed in his presentation.

Mr. Holt stated that Longhill Road, Phase 1 is approximately \$19.8 million if constructed all at one time. If it has be broken down into stages, then there would be additional costs involved. Route 60 Relocated and Skiffes Creek Connector is currently estimated at \$153 million and the Route 60 Multimodal Improvement Project is currently estimated at \$18 million.

At Mr. McGlennon's request, Mr. Holt gave a more detailed outline of how projects will score and rank under this new system created by House Bill 2. Ultimately, the more funding that is brought to the table, the better the project will score.

Mr. Kennedy noted that every year these projects are kept on the books, the cost to complete them continues to go up.

Mr. Onizuk asked who actually does the rankings of the projects, it is VDOT or some other third-party.

Mr. Holt stated that it is a combination of VDOT, Department of Rail and Public Transportation, and third-party technical consultants.

Mr. Hipple stated that at the previous Hampton Roads Transportation Accountability Committee (HRTAC) meeting, it was stated very clearly that if money is not brought to the table then the projects will not be scored highly.

Mr. Hill thanked the City Manager of Newport News for his endorsement of the Route 60 Relocated and Skiffes Creek Connector Project.

Mr. Kennedy asked how big of a reduction has the County seen in dollars coming into the area for projects.

Mr. Holt stated that he does not have an exact number in front of him, but each project is awarded on a competitive basis so he is not sure that there ever was a time that road funds came in on a regular basis. He stated that about two years ago the Secondary Road Funds were cut significantly, but he does not have the exact number in front of him.

Mr. Kennedy continued to discuss how the actions of the General Assembly in Richmond is having a big impact on our locality.

Mr. Onizuk agreed with the comments made by Mr. Kennedy. Infrastructure is critical to the success of the economy of the County and statewide.

Mr. McGlennon echoed the comments made by Mr. Kennedy and Mr. Onizuk, stating that what has traditionally been the responsibility of the State is being pushed back to the locality without the same resources as cities, but our hands seem to be tied at this point.

Ms. Jones praised Mr. Hill for the way he has aggressively advocated for James City County projects in the region. She argued that our hands are not tied, it all depends on who you send to Richmond to represent you and what their priorities are. She discussed the priorities of HRTAC when it was formed, but those priorities have shifted toward megaprojects.

Ms. Jones and Mr. McGlennon debated the actions of those elected officials in Richmond that have put us and the tax payers in the position that we are in now.

Mr. Hipple discussed HRTAC and the disadvantage of changing chairmanship every year, as there is an extensive learning curve and that may be something that this Board may want to look into having changed. He encouraged citizens to get involved on the State level and hold our State representatives accountable.

## **J. BOARD REQUESTS AND DIRECTIVES**

Mr. Kennedy questioned if there is a will of the Board to change the County's ordinances regarding discharge of firearms. He also discussed the funding cuts from Richmond that have impacted our schools, libraries, and jails. He agreed with Ms. Jones that yes, the money is being appropriated elsewhere, but the localities are still at funding levels that were seen in 2008.

Mr. McGlennon noted the passing of Ms. Viky Pedigo, a teacher and librarian at Rawls Byrd Elementary School for 50 years. He expressed his condolences to her family and his appreciation for her years of dedication to our students.

Mr. Onizuk reminded citizens that school is back in session now and to be careful. Also, he reminded everyone of the importance of our schools to the County. When people are looking to move here, the first thing they look at is schools. He encouraged citizens to attend school board meetings as well. He reported that he has heard some very positive feedback from some of our tourism partners regarding this season. He mentioned the launch of the new arts website, the upcoming Fireball Run, and other upcoming events that promote our destination.

Ms. Jones expressed her appreciation for our first responders and let them know how much we appreciate them. It is unfortunate and concerning that they have become targets across the nation. Just wanted to thank our officers and let them know that they have our support.

## **K. REPORTS OF THE COUNTY ADMINISTRATOR**

### **1. County Administrator's Report**

Mr. Hill stated that he would address the rumor of the property tax bills being delayed with the Treasurer and report back. He discussed the current events surrounding the County's current water withdrawal permit and the on-going discussions with the Department of Environmental Quality.

## **L. PUBLIC COMMENT**

1. Ms. Juliet Wright, 805 North Henry Street, addressed the Board in regard to the 25th Anniversary of the American with Disabilities Act.

As no one else was registered to speak, Mr. Hipple closed the Public Comment Section.

1. Presentation - Parks and Recreation

Mr. John Carnifax, Director of Parks and Recreation, addressed the Board giving a presentation on the programs and services offered by Parks and Recreation. He highlighted park improvements and new programs and events. He presented the Board with a Commendation Award from the National Association of Counties for the RECn' It Out! Neighborhood Outreach Program.

Mr. Kennedy and Mr. Carnifax discussed the attendance numbers, user fees, and customer satisfaction numbers.

Mr. Hipple praised the staff for their professionalism and commitment to customer service.

Mr. McGlennon praised the high quality of programs for children that are offered throughout the summer and the school year.

Mr. Onizuk stated that he believes that Parks and Recreation is an investment in our community, our property values, and our quality of life. He praised Mr. Carnifax for his leadership within his department and the staff for their commitment to providing quality parks and amenities for the community.

Ms. Jones thanked Mr. Carnifax for all of his efforts.

**M. CLOSED SESSION**

A motion to Enter a Closed Session was made by James Kennedy and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Jones, McGlennon, Onizuk, Kennedy, Hipple.

The Board entered Closed Session at 8:34 p.m.

The Board re-entered Open Session at 9:12 p.m.

1. Consultation with Legal Counsel on a Specific Matter Requiring the Provision of Legal Advice, Concerning Whisper Ridge and Dominion Virginia Power, Pursuant to Section 2.2-3711 (A)(7) of the Code of Virginia
2. Consideration of a Personnel Matter, the Appointment of Individuals to County Boards and/or Commissions, for the Social Services Advisory Board and the Peninsula Agency on Aging, Pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia

A motion to Appoint Individuals to Boards and Commissions was made by Mr. McGlennon and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Jones, McGlennon, Onizuk, Kennedy, Hipple.

Mr. McGlennon made a motion to reappoint Ms. Nancy Shackleford to the Social Services Advisory Board to a new term that would expire on September 13, 2018; appoint Ms. Karla Sprouse to a new term on the Social Services Advisory Board that would expire on September 13, 2018; and to reappoint Mr. Ted Juraschek to a new term on the Peninsula Agency on Aging Board of Directors that would expire on September 30, 2018.

3. Consideration of the Acquisition/Disposition of a Parcel/Parcels of Property for Public Use, at the Marina, Pursuant to Section 2.2-3711 (A)(3) of the Code of Virginia

4. Certifications of Closed Session

A motion to certify the Close Session was made by Mr. McGlennon and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Jones, McGlennon, Onizuk, Kennedy, Hipple.

**N. ADJOURNMENT**

1. Adjourn until 4 p.m. on September 22, 2015 for the Joint Work Session with the EDA

A motion to Adjourn was made by Mr. McGlennon and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0

Ayes: Jones, McGlennon, Onizuk, Kennedy, Hipple.

At 9:16 p.m., Mr. Hipple adjourned the Board.

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Bryan J. Hill  
Clerk to the Board

**ITEM SUMMARY**

DATE: 9/22/2015

TO: The Board of Supervisors

FROM: Adam R. Kinsman, Assistant County Administrator

SUBJECT: Authorization to Increase Building Inspector Position from Part-Time Regular to Full-Time Regular

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**ATTACHMENTS:**

	Description	Type
▣	memo	Cover Memo
▣	Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	9/10/2015 - 7:04 AM
Board Secretary	Kinsman, Adam	Approved	9/14/2015 - 8:39 AM
Board Secretary	Fellows, Teresa	Approved	9/14/2015 - 8:46 AM
Publication Management	Burcham, Nan	Approved	9/14/2015 - 9:03 AM
Legal Review	Gowdy, Michelle	Approved	9/14/2015 - 9:44 AM
Board Secretary	Fellows, Teresa	Approved	9/14/2015 - 1:27 PM
Board Secretary	Kinsman, Adam	Approved	9/14/2015 - 9:08 PM
Board Secretary	Fellows, Teresa	Approved	9/14/2015 - 9:24 PM

## MEMORANDUM

DATE: September 22, 2015

TO: The Board of Supervisors

FROM: Adam R. Kinsman, Assistant County Administrator

SUBJECT: Authorization to Increase Building Inspector Position from Part-Time Regular to Full-Time Regular

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The Development Management department requests that the vacant part-time (1,040 hours) Building Inspector position be converted to a 40 hour per week full-time, benefited, Building Inspector position. The vacant part-time position has proven difficult to fill and would be eliminated.

Currently, there are seven full-time Inspector positions in the Building Safety & Permits division and one part-time Inspector position which has remained vacant for some time. This staffing level has remained the same since 2010, despite a steady increase in workload. In FY2010, there were 1,759 plans reviewed, 27,122 inspections requested, and 5,911 permits issued. In FY2015, there were 2,083 plans reviewed, 31,868 inspections requested, and 6,921 permits issued. The incumbent inspectors are not just challenged by increasing numbers of requests: new State regulations require more inspections per home (up to 18 compared to 16 in 2009), the codes are more complex (672 pages in the 2006 International Residential Code vs. 903 in the 2012 edition), and inspections are more time-consuming due to lower skill levels of tradesmen.

As a result, there are simply too many inspections for staff to complete in a single day, resulting in an inability to meet customer time requests for inspections. Worse, there is a reduced overall quality of inspections due to Inspectors trying to do too many inspections in a single day: each Inspector handles, on average, 16 per day and the recommended amount is no more than 10.<sup>1</sup> A full-time Inspector will reduce the workload per Inspector to 13 per day, which, while not optimal, will provide noticeable relief to Inspectors and benefit to our customers. Additional improvements in technology are currently under investigation and are likely to provide further benefits in the future.

By converting the Building Inspector position from part-time to full-time we will improve inspection response time and ensure the safety of the citizens and:

- Attract and retain a qualified employee, reducing costs associated with turnover.
- Reduce the increasing number of leftover inspections each day.
- Improve the quality and number of inspections performed.
- Improve customer service by providing additional support to complete necessary tasks.

Funds are available in the FY 16 Building Safety & Permits budget, due to turnover and vacancy, to fund the increase in hours and fringe benefits to convert the Building Inspector position from part-time to full-time.

A resolution authorizing the conversion from this position from part-time to full-time is attached. I recommend adoption of the attached resolution.

ARK/nb  
BldgInsp-PTtoFT-mem

Attachment

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<sup>1</sup> Building Code Effectiveness Grading Schedule published by the Insurance Services Office.

**RESOLUTION**

**AUTHORIZATION TO INCREASE BUILDING INSPECTOR POSITION**

**FROM PART-TIME REGULAR TO FULL-TIME REGULAR**

WHEREAS, the present staffing of seven full-time and one part-time Building Inspectors does not meet the needs of the citizens and customers due to inspection delays; and

WHEREAS, converting the part-time Building Inspector to full-time will enable the Building Safety and Permits division to attract and retain a qualified employee and improve the quality and number of inspections performed, and will ensure the safety of the citizens of the County; and

WHEREAS, funds are available in the FY 16 Building Safety and Permits budget to fund converting this position from part-time to full-time, effective October 1, 2015.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the conversion of the part-time regular Building Inspector position to full-time regular.

\_\_\_\_\_  
Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Bryan J. Hill  
Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
JONES	___	___	___
MCGLENNON	___	___	___
ONIZUK	___	___	___
KENNEDY	___	___	___
HIPPLE	___	___	___

Adopted by the Board of Supervisors of James City County, Virginia, this 22nd day of September, 2015.

BldgInsp-PTtoFt-res





**ITEM SUMMARY**

DATE: 9/10/2015  
TO: Board of Supervisors  
FROM: William Stewart, Fleet Manager  
SUBJECT: Sole Source Purchase- Fire Station #1 Fuel Island

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Memo and Resolution attached for Board consideration and approval of a Sole Source Purchase for a Fuel Island to be located at Fire Station #1

**ATTACHMENTS:**

	Description	Type
▣	memo	Cover Memo
▣	resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Purchasing	Hall, Kitty	Approved	9/10/2015 - 9:57 AM
Financial Management	Mellen, Sue	Approved	9/15/2015 - 8:07 AM
Publication Management	Burcham, Nan	Approved	9/15/2015 - 9:16 AM
Legal Review	Gowdy, Michelle	Approved	9/15/2015 - 9:43 AM
Board Secretary	Fellows, Teresa	Approved	9/15/2015 - 9:44 AM
Board Secretary	Kinsman, Adam	Approved	9/15/2015 - 9:58 AM
Board Secretary	Fellows, Teresa	Approved	9/15/2015 - 9:59 AM

## MEMORANDUM

DATE: September 22, 2015

TO: The Board of Supervisors

FROM: William W. Stewart, Director of Fleet and Equipment

SUBJECT: Contract Award – Fire Station 1 Fuel Island Construction – \$293,258

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Over the past two decades, the Department of Fleet and Equipment has utilized Jones & Frank for maintenance, repair, and construction of County fuel sites, fuel tank monitoring systems, and fuel transaction systems. Currently, the County has five fuel sites utilizing systems and service provided by Jones & Frank. Jones & Frank is the leading provider of these systems on the east coast. This new site at Fire Station 1 will incorporate the same controls and equipment as existing sites. This investment not only includes construction and equipment, but ensures uniformity as it relates to future maintenance and repairs.

Standardization reduces equipment downtime and improves response time and customer service because dispensers, monitoring, and transaction systems will be the same at all facilities, resulting in less time troubleshooting and diagnosing service issues. Finally, standardization promotes safety because staff members can rely on their previous experience and training when servicing the equipment.

The adopted Capital Improvements Program (CIP) includes funding in FY 16 for engineering, construction, and installation of a “turnkey” fuel site. Jones & Frank previously provided a quote using a now expired contract with Newport News. The previous quote was used in the design and construction of the Fire Station 1 site improvements to establish electrical needs and layout of underground utilities as pertaining to a future fuel site. The goal is to provide a convenient and efficient means of obtaining fuel to all users in the area of Fire Station 1 and expand County fuel capacity in the event of an emergency.

Fleet and Equipment, in consultation with the Purchasing Office, determined that Jones & Frank is the only source practicably available to engineer, construct, and install the fuel tanks, fuel island, and equipment. Jones & Frank submitted a proposed cost of \$293,257.98. The proposed rates have been determined to be reasonable through comparison to other county and neighboring county replacements and current construction cost indices.

Because this would be a sole source purchase over \$100,000 the Board of Supervisors approval is necessary.

Staff recommends approval of the attached resolution authorizing the sole source purchase of engineering, construction, and installation services from Jones and Frank in the amount of \$293,258 for the Fire Station 1 Fuel Island.

WWS/nb  
CA-FS1FuelIsland-mem

**RESOLUTION**

**CONTRACT AWARD – FIRE STATION 1 FUEL ISLAND CONSTRUCTION – \$293,258**

WHEREAS, the James City County Department of Fleet and Equipment is to install a convenient and efficient means of obtaining fuel to all users in the area of Station 1 and expand County fuel capacity in the event of an emergency; and

WHEREAS, the Fire Station 1 fuel site construction is within the General Services Capital Improvements Program (CIP) budget; and

WHEREAS, it has been determined by Fleet and Equipment, in consultation with the Purchasing Office, that Jones & Frank is the only source practicably available to engineer and install the fuel site and equipment required; and

WHEREAS, Jones & Frank submitted a proposal to perform the required services, the proposed rates have been determined to be reasonable and adequate funds are available in the Capital Improvements budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, hereby authorizes the contract award in the amount of \$293,258 to Jones & Frank for Fire Station 1 fuel site construction.

\_\_\_\_\_  
Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
Bryan J. Hill  
Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
JONES	_____	_____	_____
MCGLENNON	_____	_____	_____
ONIZUK	_____	_____	_____
KENNEDY	_____	_____	_____
HIPPLE	_____	_____	_____

Adopted by the Board of Supervisors of James City County, Virginia, this 22nd day of September, 2015.

CA-FS1FuelIsland-res



**ITEM SUMMARY**

DATE: 9/22/2015

TO: The Board of Supervisors

FROM: Adam R. Kinsman, Assistant County Administrator

SUBJECT: Authorization to Lease an Approximately 10-Acre Portion of the James City County Marina to the James City County Economic Development Authority

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**ATTACHMENTS:**

	Description	Type
▣	Memorandum	Cover Memo
▣	Resolution	Resolution
▣	Exhibit A	Exhibit

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	9/14/2015 - 1:31 PM
Board Secretary	Kinsman, Adam	Approved	9/14/2015 - 9:09 PM
Board Secretary	Fellows, Teresa	Approved	9/14/2015 - 9:25 PM
Publication Management	Burcham, Nan	Approved	9/15/2015 - 9:04 AM
Legal Review	Gowdy, Michelle	Approved	9/15/2015 - 9:31 AM
Board Secretary	Fellows, Teresa	Approved	9/15/2015 - 9:33 AM
Board Secretary	Kinsman, Adam	Approved	9/15/2015 - 9:58 AM
Board Secretary	Fellows, Teresa	Approved	9/15/2015 - 9:59 AM

## MEMORANDUM

DATE: September 22, 2015

TO: The Board of Supervisors

FROM: Adam R. Kinsman, Assistant County Administrator

SUBJECT: Authorization to Lease an Approximately 10-Acre Portion of the James City County Marina to the James City County Economic Development Authority

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The ultimate use of the James City County Marina has been frequently discussed by the Board of Supervisors, with the general consensus that the County should retain ownership of the Marina for the foreseeable future. Members of the Board did, however, express a desire to see the Marina put to commercial use, including those that are permitted as a part of the existing B-1, General Business, zoning designation.

The County's Office of Economic Development has received a number of inquiries to lease the existing building at the Marina. Some of the potential users include craft breweries and restaurants, among others. Working with private businesses such as these to lease County-owned property is a function that is more appropriate for the James City County Economic Development Authority (the "EDA"). Leasing the existing building and the adjacent property to the EDA would allow the EDA to choose an appropriate user and sublease the property to that user. The EDA would then be able to use any rent money received for economic development projects in the County to bolster efforts to revitalize a specific area.

This concept has been informally presented to the members of the EDA. At that time, the members expressed interest in the idea, but determined that it would need to be more fully vetted if and when the Board of Supervisors agreed to it. Should the EDA desire to enter into the lease, such a decision would be made during a meeting of the EDA.

I recommend adoption of the attached resolution granting the County Administrator the authority to execute a lease of approximately 10 acres of the Marina property to the EDA for a period of time not to exceed 20 years.

ARK/nb  
LeaseJCCMarina-EDA-mem

Attachments

**RESOLUTION**

**AUTHORIZATION TO LEASE AN APPROXIMATELY 10-ACRE PORTION OF THE**

**JAMES CITY COUNTY MARINA TO THE**

**JAMES CITY COUNTY ECONOMIC DEVELOPMENT AUTHORITY**

WHEREAS, James City County currently owns a certain parcel of land located in the County of James City, containing approximately 37 acres located at 2054 Jamestown Road and identified as James City County Real Estate Tax Map No. 4640100012 (the "Property"); and

WHEREAS, the Board has determined that the County should retain ownership of the marina portion of the Property and that an approximately 10-acre portion of the Property should be leased to the James City County Economic Development Authority ("EDA") so that the EDA can sublease that portion of the Property for uses consistent with the B-1, General Business, zoning designation; and

WHEREAS, the Board of Supervisors, following a public hearing, is of the opinion that the County should lease the 10-acre portion of the Property identified in Exhibit A to the EDA for a period of time not to exceed 20 years for \$1 per year, with the EDA retaining any rent received.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, does hereby authorize and direct the County Administrator to execute those documents necessary to lease the Property to the EDA.

\_\_\_\_\_  
Michael J. Hipple  
Chairman, Board of Supervisors

ATTEST:

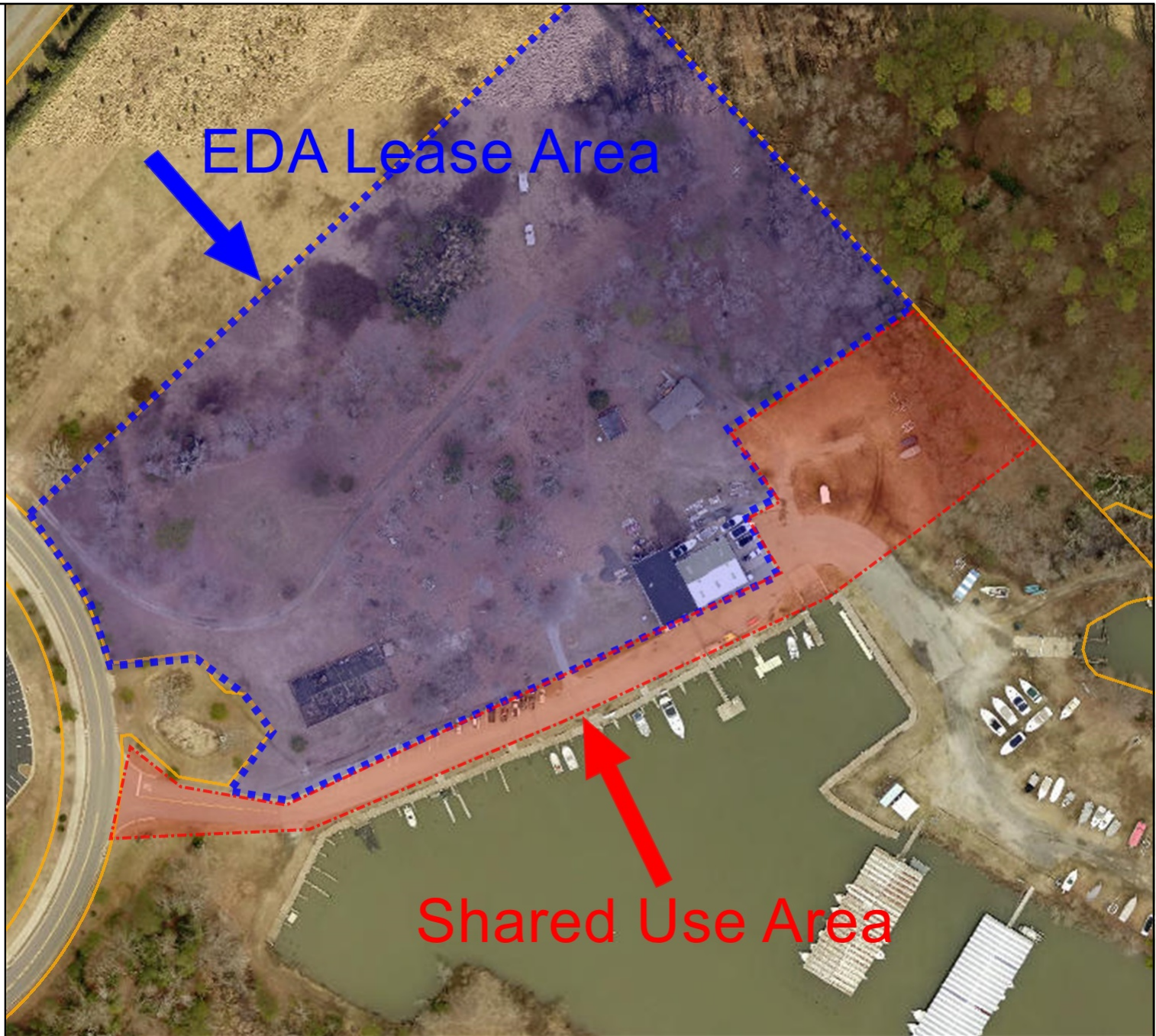
\_\_\_\_\_  
Bryan J. Hill  
Clerk to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
JONES	_____	_____	_____
MCGLENNON	_____	_____	_____
ONIZUK	_____	_____	_____
KENNEDY	_____	_____	_____
HIPPLE	_____	_____	_____

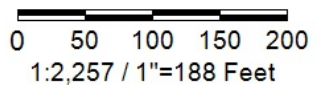
Adopted by the Board of Supervisors of James City County, Virginia, this 22nd day of September, 2015.

**Legend**

□ Parcels



Feet



**Title:**

**Date: 9/14/2015**

*DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and James City County is not responsible for its accuracy or how current it may be.*



**ITEM SUMMARY**

DATE: 9/22/2015  
TO: The Board of Supervisors  
FROM: Bryan J. Hill, County Administrator  
SUBJECT: County Administrator's Report

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**ATTACHMENTS:**

	Description	Type
▣	CARreport	Cover Memo

**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	9/15/2015 - 3:51 PM

## M E M O R A N D U M

DATE: September 22, 2015  
TO: The Board of Supervisors  
FROM: Bryan J. Hill, County Administrator  
SUBJECT: County Administrator's Report

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The following is a summary of activities that took place September 1, 2015 through September 15, 2015:

### September 1, 2015 (Tuesday)

- Attended JCSA Leadership meeting
- Met with Jim Icenhour; Monticello Woods

### September 2, 2015 (Wednesday)

- Met with Leslie Atkinson; Fernbrook
- Met with Jody Puckett, Director of Communications
- Met with Ahmed Hassan; development questions
- Met with Angie Gilliam, Director of Human Resources

### September 8, 2015 (Tuesday)

- Met with John Carnifax, Director of Parks and Recreation
- Board of Supervisors meeting

### September 9, 2015 (Wednesday)

- Attended Williamsburg Harvest Celebration; Greater Williamsburg Chamber & Tourism Alliance
- Met with Diana Hutchens, Director of Community Services
- Met with Ryan Ashe, Interim Fire Chief
- Met with reporters: Austin Bagues, Virginia Gazette, and Dave Ress, WYDaily; Water

### September 10, 2015 (Thursday)

- Met with James Bourey, Newport News City Manager
- Executive Leadership meeting

### September 11, 2015 (Friday)

- Met with Miles Pettengell, Assistant Fire Chief
- Met with group from Newport News; potential County development
- Met with IT staff, James City County website
- Attended 9/11 Remembrance Ceremony, Cub Scout Pack 414 at Fire Station 1

September 12, 2015 (Saturday)

- Attended Shrimp Feast; Kiwanis Club of Williamsburg

September 14, 2015 (Monday)

- Attended Historic Triangle Collaborative special meeting
- Met with Ryan Ashe, Interim Fire Chief, Sue Mellen, Director of Financial and Management Services, Shawn Gordon and Barry Moses, Capital Project Coordinators; Fire Station

September 15, 2015 (Tuesday)

- Met with Jenni Tomes, Treasurer
- Met with Doug Powell, JCSA Manager, and Mike Vergakis, JCSA Chief Civil Engineer

BJH/nb  
CAReport092215-mem



**AGENDA ITEM NO. N.1.**

**ITEM SUMMARY**

DATE: 9/22/2015  
TO: The Board of Supervisors  
FROM: Teresa J. Fellows, Administrative Coordinator  
SUBJECT: Adjourn until 6:30 p.m. on October 13, 2015 for the Regular Meeting

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**REVIEWERS:**

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	9/10/2015 - 7:09 AM