

AT A CONTIUED MEETING OF THE BOARD OF SUPERVISORS OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON THE 27TH DAY OF FEBRUARY 2014, AT 3:00 P.M. IN THE COUNTY GOVERNMENT CENTER WORK SESSION ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. CALL TO ORDER

**ADOPTED**

B. ROLL CALL

APR 08 2014

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

**Board of Supervisors  
James City County, VA**

M. Douglas Powell, Acting County Administrator  
Leo P. Rogers, County Attorney  
James A. Peterson, II, Acting Director of Human Resources

C. BOARD DISCUSSIONS

1. Discussion with Search Firm Consultant – Mr. Thomas Andrews, Senior Vice President, Colin Baezinger & Associates

Mr. Andrews stated that he would be meeting with Board members and compiling a recruiting profile within the next week that would be the basis for advertising the position of County Administrator.

Ms. Jones stated that she would like to see a candidate who is there to serve the citizens. She stated that she also wanted to see someone who would be fiscally responsible as far as maintaining the County's current bond rating.

Mr. McGlennon stated that he feels the citizens are looking for a County Administrator that has the ability to balance growth within the County while still maintaining the services that draws new residents to the County in terms of Parks and Recreation, Schools, Library, and Community Services.

Mr. Onizuk stated that he would like to see a County Administrator who is capable of communicating with citizens and keeping them informed. He stated that citizens are concerned with keeping the historic nature of the area while also having growth at the same time. He stated that this is a major issue for current and future citizens in so much as the balance between being able to have growth and still maintain the historical nature of the County.

Ms. Jones stated that another issue would be growth as far as tax base and attracting businesses to James City County.

Mr. Hipple stated that he would like to see a strong leader as the next County Administrator. He stated that he would like to see someone who could market the diversity of the County to visitors and future residents.

Mr. Onizuk stated that it would be a good to have someone with some level of experience with tourism since a good deal of revenue in the County is driven by tourism.

Mr. Andrews stated that it was coming across that someone with a strong economic development background would be preferred. The Board members agreed with his statement.

Ms. Jones stated that someone who would be able to make sure that the citizens were served in an efficient manner by County staff is important.

Mr. McGlennon stated that someone who could give direction to future business expansion, as much of the business development in the past has been retail based.

Ms. Jones stated that the new County Administrator would also be considering the update to the Comprehensive Plan.

Mr. Onizuk stated that he would like to see a change in the perception that James City County is against business growth and more welcoming to new business and business relocation.

Mr. Andrews asked about residential development in the County.

Ms. Jones stated that knowledge of the areas of the County that are currently experiencing growth and the shifts in housing development would be helpful.

Mr. Hipple stated there have been shifts in the last 20 years in the types and methods of development in the County.

Ms. Jones discussed the demographics of the area with the mix of large number of retirement communities in the area and then a large number of younger families.

Mr. Onizuk stated that someone who can work well with all the Board of Supervisors members as individuals and as a group will be important.

Mr. Andrews asked about infrastructure improvements that would be needed in terms of schools and utilities.

Mr. McGlennon stated that a new middle school is being discussed along with the possibility of a new elementary school by the end of the decade.

Mr. Powell stated that most of the year there is an adequate capacity of water and that there are agreements in place with Newport News Waterworks if that capacity is needed.

Mr. McGlennon stated that he would like to see a candidate who is versed in the dynamics of local government in the Commonwealth of Virginia. He discussed the different regional entities that exist that the County Administrator has interaction with or serves on.

Mr. Hipple stated that the County Administrator is the public face of the County.

Mr. Onizuk stated that he would like to see a County Administrator who is out in the community and working with the other localities to move the County forward while the Assistant County Administrator is actually the one running day-to-day operations of the County.

Mr. McGlennon stated that he feels there needs to be a balance between being out in the public and also running day-to-day operations that are both the responsibility of the County Administrator.

Mr. Andrews asked if there was an existing job description for the County Administrator.

Mr. Peterson responded that there is not.

Mr. Andrews stated that based on what he had heard it sounded that the Board members were looking for someone with 10 to 15 years of experience. He stated that he would work with Mr. Peterson on a salary range.

Mr. Powell stated that he would like Mr. Andrews to have contact with the Executive Leadership Team as well.

Mr. Onizuk asked about the public vetting of the top candidates to the position and asked if that would be a problem.

Mr. Andrews stated that some states do require public vetting and it would not be a problem. He made the suggestion of doing a citizens panel.

**D. ADJOURNMENT** – until 4 p.m. on March 11, 2014, for the Joint Meeting with Williamsburg City Council and the Williamsburg-James City County School Board.

Mr. McGlennon made a motion to adjourn.

On a roll call vote, the vote was: AYE: Mr. Kennedy, Mr. Hipple, Mr. McGlennon, Mr. Onizuk, Ms. Jones (5). NAY: (0).

At 4:32 p.m., Ms. Jones adjourned the Board.



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M. Douglas Powell  
Clerk to the Board