

AT AN ORGANIZATIONAL MEETING OF THE BOARD OF SUPERVISORS OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON THE 2ND DAY OF JANUARY 2015, AT 4:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

ADOPTED

JAN 27 2015

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

A. CALL TO ORDER

B. ROLL CALL

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

Bryan J. Hill, County Administrator
Adam R. Kinsman, Interim County Attorney

C. ORGANIZATIONAL MEETING

1. Nominations for Chairman and Vice Chairman with Elections to Follow

Ms. Jones nominated Mr. Hipple for the position of Chairman for 2015.

On a roll call vote, the vote was: AYE: Mr. Onizuk, Mr. Hipple, Ms. Jones (3). NAY: Mr. Kennedy, Mr. McGlennon (2).

Mr. Hipple nominated Mr. Onizuk for the position of Vice-Chairman for 2015.

On a roll call vote, the vote was: AYE: Mr. Onizuk, Mr. Hipple, Ms. Jones (3). NAY: Mr. Kennedy, Mr. McGlennon (2).

2. Adoption of New Agenda Format and Speaker Rules

Mr. Hill stated that he has been tasked with putting some efficiency into the tasks of the Board and the County; he is not trying to limit anyone's ability to speak or participate in meetings. He stated that he has only been here for a few months, but while sitting at the dais he has noticed some things that can be improved upon during the meetings. He stated that he has provided the Board with information on how surrounding localities handle their public comment and public hearing portions of their meetings. He stated that whatever the Board decides to do is fine with him; he is just providing a different perspective. He stated that residents have the opportunity to speak and have their views heard at the DRC, the Planning Commission, and the Board of Supervisors. He believes that many residents are missing out on the opportunity to get their opinions heard early and get involved in the details by only speaking at Board of Supervisors' meetings.

Mr. McGlennon stated that in the case of Public Hearings, he believes it is important that representatives of groups still be given fifteen minutes to speak and fully formulate their position. He would propose that the time limit for Public Hearings be left at five minutes for individuals and fifteen minutes for representatives of groups and applicants.

Ms. Jones agreed with the statement by Mr. McGlennon. Ms. Jones stated that she had some concerns with the Caucus proposed. She believes that if the Board is going to discuss issues, especially ones relating to Board items, then it should be done during the meeting or the specific Public Hearing. She stated that she is supportive of maintaining the current agenda format. She believes that it is important for Public Comment to come before the Consent Calendar so that citizens may comment on those items. She is supportive of removing the second Board Requests and Directives section on the agenda.

Mr. Kennedy stated that the five and fifteen minute speaker time limits for Public Hearings is adequate. He believes that a definition needs to be set for groups. He stated that he believes those representing a group should be required to register with County Administration in advance of the meeting. He supports starting the meeting at 6 p.m. He is supportive of starting the Public Hearings at 7 p.m. He stated that he has seen many people, over the last year, leave prior to a particular Public Hearing case being called because it has gotten to be too late. He believes that the first Public Comment section should be speakers that are specifically addressing Agenda items, i.e. the Consent Calendar or Board Considerations. The second Public Comment section can be for citizens to speak about any topic they want. He stated that no one wants to inhibit anyone's ability to speak, but he believes the meetings could be more efficient.

Mr. Onizuk stated that his concern is the Public Hearings where attorneys are being paid a lot of money to sit around and wait for their case to be called. He agreed with needing a definition of a group. He believes that the business portion of the meeting needs to start at a specific time. He would like to maintain two Public Comment sections. He would like to see the meeting starting at 6 p.m., with the business portion beginning at 6:30 or 7 p.m., whichever the Board decides. The first public comment section would be more structured and geared toward comments specifically relating to an agenda item. He hopes to encourage more public input and believes that having a more structured meeting will encourage more involvement.

Mr. Hill stated for clarification, the definition of a group would be one person speaking for five or more people present. He believed that is what he was hearing from the discussion.

Mr. McGlennon stated that he does not agree with having five or more people being present in order for a representative of the group to speak. He stated if we know an organization represents a segment of the community, then there is no need for a bunch of them to be present. He agrees that a group should have to notify County Administration prior to the meeting, perhaps by 4 p.m. the day of the meeting. He stated that groups that are new or not well known in the community should have to provide a description of their organization and perhaps a listing of their membership.

Ms. Jones stated that she would prefer to keep the meeting at 7 p.m. to work with parents who have children and after-school activities.

Mr. Onizuk stated that he agrees with Mr. Kennedy that the County has a significant retired population who do not like to be on the roads late in the evening. That is why he suggested the earlier start time. He believes it would serve a broader section of the community.

Mr. McGlennon stated that Work Sessions begin at 4 p.m. and run until 6 p.m., and having a 30-minute break to switch rooms and shift the mind from one meeting to the next is important.

Mr. Hill stated that Work Sessions could begin at 3:30 p.m.

Mr. McGlennon and Mr. Kennedy agreed with that.

Mr. Hipple stated that it does not seem that anyone wants to really change much of the Agenda format except removing one of the Board Requests and Directives.

Mr. McGlennon stated that if the first Public Comment section is going to be focused on Agenda items, he is not sure that starting at 6 p.m. and having a whole hour for those comments is really necessary. He believes half an hour is sufficient.

Mr. Onizuk stated that if the meeting starts at 6:30 p.m. and the business portion of the meeting begin at 7 p.m., which would give 30 minutes for that initial Public Comment section.

Mr. Hill stated the agenda could be structured so that the Public Hearings come before the Consent Calendar, so that the Board could come back to additional Public Comment speakers if necessary. He stated that he tried to take into consideration those citizens that do not like to be here late at night and driving on the roads late.

Mr. Hipple proposed letting citizens speak for five minutes once during a meeting. He stated that citizens could continue to speak twice, at each Public Comment section, for three minutes each time, or speak one time for five minutes.

Mr. Onizuk stated that he agreed with the idea proposed by Mr. Hipple.

Mr. Kennedy stated that it used to be five minutes and one Public Comment section. The second Public Comment session was added because citizens were saying that they could not always make it to the beginning of the meeting. He stated that by having two, citizens still have the opportunity to speak even if they cannot make it in time for the first section. Plus, citizens also have the ability to speak to each of the Public Hearing cases.

Ms. Jones stated that the Board has received a lot of communication from citizens about maintaining the current time limits and the Public Comment sections. She stated that she would not be supportive of eliminating the second Public Comment section.

Mr. Onizuk believes that having a little more structure to the meetings will encourage more involvement from citizens. He agreed with the suggestion from Mr. Hipple about doing a five minute Public Comment speaking limit and then citizens can speak at one or the other.

Mr. Kennedy stated that the Board also needs to make sure that comments during Public Hearings are germane to the case matter. Comments during Public Comment need to be germane to the work of the Board. Comments about State and Federal issues should be referred to the proper representative or spokesperson for those concerns. He stated if it is a School Board issue, then those comments need to be addressed to the School Board. He stated that the Board needs to take control of this portion of the meeting as well.

Mr. Onizuk agreed with Mr. Kennedy.

Mr. Hill clarified that it is the will of the Board to have the Public Comment time limit set at five minutes and then citizens can speak at only one of the Public Comment sections.

Most of the Board voiced its agreement.

Mr. Onizuk clarified that if Work Sessions are from 4-6 p.m., then the Regular meeting would start at 6:30 p.m. with the business portion of the meeting beginning promptly at 7 p.m.

The Board voiced its agreement.

Mr. Hill stated that he placed the second Public Comment section after the Reports of the County Administrator so that citizens could address actions of the Board and his actions as well.

Mr. McGlennon asked that Board Considerations be separated from the Board Requests and Directives and for it to be placed on the Agenda just after Public Hearings. He stated that citizens that wished to speak to a Board Consideration would have spoken during the first Public Comment section and would not have to stay for the second Public Comment section.

Mr. Hipple stated that if this new format does not appear to be working, the Board can always reevaluate the Agenda format and change it.

Mr. Hill clarified that the business portion of the meeting will begin promptly at 7 p.m.

The Board voiced its agreement.

Mr. Hill stated that the new format would be drawn up and brought back down for final approval shortly.

Mr. Hipple stated that the Board would return to the discussion and adoption of the new agenda format and speaker rules.

Mr. Hill distributed to the Board the final draft of the new agenda format for approval. The meeting will begin at 6:30 p.m., and the business portion of the meeting will begin promptly at 7 p.m.

Mr. Onizuk clarified that public comment time limit would be five minutes per speaker and each speaker would have one opportunity to speak.

Mr. McGlennon stated that preference will be given to those speaking to an agenda item in the first Public Comment section. He also stated that representatives of a group will have to notify the Board Secretary by 4 p.m. the day of the meeting if they wish to speak.

Mr. McGlennon moved the adoption of the new agenda format and the clarified speaker's rules.

On a roll call vote, the vote was: AYE: Mr. Kennedy, Mr. Hipple, Mr. McGlennon, Mr. Onizuk (4). NAY: Ms. Jones (1).

3. Establishment of Meeting Dates, Places, and Times

Mr. Hipple questioned if there are any requested amendments to the Board Calendar for 2015.

Mr. McGlennon asked about time for the Budget Work Sessions.

Mr. Hipple asked if there is a preference.

Ms. Jones stated that she would prefer they be at 4 p.m. like regular Work Sessions.

Mr. McGlennon questioned the start time of the Budget Retreat.

Mr. Hill stated 8:30 a.m., if that works for everyone.

Ms. Jones made a motion to adopt the Board Calendar.

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

4. Commission/Committee Appointments

Ms. Jones clarified that Hampton Roads Transportation Planning Organization (HRTPO) and Hampton Roads Planning District Commission (HRPDC) are not required to be the Board Chair, but Hampton Roads Transportation Accountability Committee (HRTAC) does. She stated that she would be happy to continue serving on HRTPO and HRPDC.

Mr. Hipple stated that he would take over the seat on HRTAC.

Mr. Onizuk stated that he would take over Williamsburg Area Destination Marketing Committee for Mr. Hipple.

Mr. Kennedy questioned the School Liaison Committee and its continued function.

Mr. Hill stated that he has been in touch with Dr. Constantino and the School Liaison Committee will be moving forward in some format. He believes it is important to improve communication between the Board and the School Board.

Mr. Hipple stated that Hampton Roads Economic Development Alliance representative slot will be open. Mr. Seymour attends these meetings as a staff representative.

Ms. Jones will continue to serve on Hampton Roads Military and Federal Facilities Alliance, HRPDC, and HRTPO.

Mr. Onizuk and Mr. Hipple will serve on the School Liaison Committee.

Mr. Kennedy will continue to serve on the Historic Triangle Collaborative, Agricultural and Forestal District Advisory Committee, and the Farmers Advisory Committee.

Mr. McGlennon will take over as the Board Liaison to the Economic Development Authority.

Mr. Onizuk will continue to serve on the Greater Peninsula Workforce Development Consortium, the Peninsula Council for Workforce Development, the Williamsburg Land Conservancy, and the Greater Williamsburg Area Chamber and Tourism Alliance.

Mr. McGlennon will continue to serve on the Virginia Peninsula Regional Jail Authority, the High Growth Coalition, and Williamsburg Area Medical Assistance Corporation.

The Regional Issues Committee representative slot will be open. The Board will consider it at a later date.

The Board voiced its agreement.

5. Seating Assignments

The Board drew numbers for seating assignments for the year. The Chair is always at seat one.

Mr. Kennedy is at seat two, Mr. Onizuk is at seat three, Mr. McGlennon is at seat four, and Ms. Jones is at seat five.

6. Adoption of Rules of Order

Mr. Kinsman reviewed the resolution to Adopt the Rules of Order and noted that the start time of the meeting would be changed to 6:30 p.m.

Mr. McGlennon made a motion to approve the resolution with the time amendment that was stated.

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

RESOLUTION

ORGANIZATIONAL MEETING OF THE BOARD OF SUPERVISORS

WHEREAS, the Board of Supervisors of James City County, Virginia, is required by State law to organize at the first meeting in January.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of James City County, Virginia, that the following rules shall apply for the year 2015:

1. Regular meetings of the Board shall be held as shown on the attached 2015 calendar, in the Board Room of the James City County Government Center. The meeting time shall be 6:30 p.m.

Work session meetings of the Board shall be held at 4:00 p.m., Tuesday before the second regular meeting in the Board Room of the James City County Government Center.

2. The Board of Supervisors agrees to follow Robert's Rules of Order, Newly Revised 10th Edition, October 2000, and more specifically, the provisions which pertain to the "Conduct of Business in Boards," at page 469 et. seq., in particular, the "Procedure in Small Boards" as follows:

- a. Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
- b. Motions need not be seconded.
- c. There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.
- d. Informal discussion of a subject is permitted while no motion is pending.
- e. The Chairman can speak in discussion without rising or leaving the chair and can make motions and votes on all questions.

3. In addition, the Board agrees to the following:

- a. A motion to rescind shall not be in order in a land use decision involving a rezoning or a special use permit. A motion to reconsider such a decision must be made at the

- a. same meeting the original decision is made by the Board.
- b. Should it be necessary to cancel an advertised Board of Supervisors meeting due to weather or other conditions, the meeting shall be continued forty-eight hours to the same time and place.

7. Tentative Work Session Agenda

Mr. Hipple stated that no action is necessary, just for the Board’s information.

D. BOARD CONSIDERATIONS

1. Bank Resolution Amendment

Mr. McGlennon made a motion to adopt the resolution.

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

RESOLUTION

BANK RESOLUTION AMENDMENT

WHEREAS, James City County (JCC) has multiple financial institutions designated as depositories for the JCC funds and that funds so deposited may be withdrawn upon a check, draft, note, or order of the Board of Supervisors.

BE IT RESOLVED that all checks, drafts, notes, or orders drawn against said accounts be signed by two of the following:

Jennifer D. Tomes	Interim Treasurer
	OR

Bryan J. Hill	County Administrator
	OR

Adam R. Kinsman	Assistant County Administrator
	OR

Barbara S. Miller	Senior Accountant
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whose signatures shall be duly certified to these financial institutions and that no checks, drafts, notes, or orders drawn against these financial institutions shall be valid unless so signed.

BE IT FURTHER RESOLVED, that these financial institutions are hereby authorized and directed to honor and pay any checks, drafts, notes or orders so drawn, whether such checks, drafts, notes, or orders be payable to the order of any such persons signing and/or countersigning said checks, drafts, notes or orders, or any of such persons in their individual capacities or not and whether such checks, drafts, notes, or orders are deposited to the individual credit of the person so signing and/or countersigning said checks, drafts, notes, or orders, or the individual credit of any of the other officers or not. For cash investment purposes, the institution is also authorized and

directed to honor requests for the transfer of money from savings to checking, checking to savings, and transfers from checking or savings to purchase Certificates of Deposit, repurchase agreements or to make other lawful investments when requested by Jennifer D. Tomes, Interim Treasurer, or Barbara S. Miller, Senior Accountant. This resolution shall continue in force and these financial institutions may consider the facts concerning the holders of said offices, respectively, and their signatures to be and continue as set forth in the Certificate of the Secretary, accompanying a copy of this resolution when delivered to these financial institutions or in any similar subsequent certificate, until written notice to the contrary is duly served on these financial institutions.

E. CLOSED SESSION

F. BOARD REQUESTS AND DIRECTIVES

Mr. McGlennon stated that he wanted to notify the Board of a discussion going on in Kingsmill regarding the KSA. Apparently there will be a shift in that organization to a resident majority, but as part of the shift there is language that the Board must approve future rezonings. He stated that he wanted the residents of Kingsmill, and other organizations too, to understand that the Board of Supervisors cannot be bound by such actions of private organizations. He stated that this type of change is concerning and inadvisable.

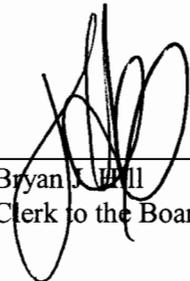
Mr. Hipple stated that he is looking forward to working with the Administration and staff as the Chairman this year. He thanked Ms. Jones for all her hard work the previous year. He requested that each Board make a list of five items that they would like to see move forward. He stated that then the Board can work together to see some of those items moved forward. He stated that the Board members may use the Law Library in Building D for any meetings with groups or individually. He stated that it can be scheduled through the Board Secretary. He stated that he would like to meet with each Board member on Monday, January 5, one-on-one to discuss ideas and begin working together.

Ms. Jones stated that she looks forward to the leadership of Mr. Hipple and thanked him for all of his hard work in the community.

G. ADJOURNMENT

Mr. McGlennon made a motion to adjourn until 6:30 p.m. on January 13, 2015, for the Regular Meeting.

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



Bryan J. Hill
Clerk to the Board