

MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
Building A Large Conference Room
101 Mounts Bay Road, Williamsburg, VA 23185
February 23, 2017
4:00 PM

A. CALL TO ORDER

Mr. Rich Krapf called the meeting to order at approximately 4 p.m.

B. ROLL CALL

Present:

Mr. Rich Krapf, Chair
Mr. Heath Richardson
Mr. Danny Schmidt

Absent:

Mr. John Wright

Staff:

Ms. Sue Mellen, Director of Financial & Management Services
Mr. John Carnifax, Director of Parks & Recreation
Ms. Nancy Ellis, Parks Administrator
Ms. Christina Berta, Chief Finance Officer
Mr. Marcellus Snipes, Senior Director for Operations
Mr. Alan Robertson, Facilities Manager Coordinator
Ms. Tammy Rosario, Principal Planner
Ms. Savannah Pietrowski, Senior Planner
Mr. Tom Leininger, Community Development Assistant

C. MINUTES

1. October 13, 2016 Meeting Minutes

Mr. Danny Schmidt made a motion to approve the October 13, 2016, meeting minutes.

The motion passed 3 - 0.

2. October 17, 2016 Meeting Minutes

Mr. Danny Schmidt made a motion to approve the October 17, 2016, meeting minutes.

The motion passed 3 - 0.

3. November 10, 2016 Meeting Minutes

Mr. Danny Schmidt made a motion to approve the November 10, 2016, meeting minutes.

The motion passed 3 - 0.

D. OLD BUSINESS

1. FY 2018-2022 Capital Improvements Program (CIP) Review

Mr. Rich Krapf began the discussion of the Capital Improvements Program (CIP) review with Parks & Recreation. Mr. Krapf asked what the projected revenue of the marina will be with the addition of the brewery and food trucks.

Mr. John Carnifax stated that he can give the revenue for the marina and the rentals associated with the marina. Mr. Carnifax stated that the County leased part of the property to the Economic Development Authority and they have a lease with the micro-brewery. He stated that the revenue from the brewery would go to the County unlike the rentals from the marina. Mr. Carnifax stated that the marina brings in about \$240,000 a year in revenue and requires approximately \$200,000 in operating costs. Mr. Carnifax also provided a summary of the improvements coming to the marina.

Mr. Krapf clarified that the CIP project would upgrade the entire parcel of the marina including stormwater compliance, shoreline restorations and other amenities.

Mr. Carnifax agreed that the entire parcel would receive an upgrade.

Mr. Krapf asked if the changes to the parking lot location has impacted the attendance at the Jamestown Beach Event Park.

Mr. Carnifax stated that last year a new parking fee was implemented for non-residents. Mr. Carnifax stated that it is difficult to determine if any attendance and revenue changes were due to the fee or the parking lot location. He stated the approximate revenue from the parking was \$35,000, which is an increase, despite lower attendance numbers.

Ms. Nancy Ellis stated that they also expanded their concessions to include more rentals and food items which resulted in a higher revenue from the previous year.

Mr. Krapf asked if the D.J. Montague Elementary School redesign was mandated due to a legislative action.

Ms. Christina Berta stated that the redesign was a mandated Americans with Disabilities Act (ADA) upgrade. She stated that it was a compliance issue that needed to be fixed by September.

Mr. Krapf asked for additional information on the Jamestown High School core space and if it was a temporary fix to a greater need for high school expansions overall.

Ms. Berta stated that there is a trigger point that when any school reaches 90% capacity, the Schools begin plans for an expansion to avoid a new school. Ms. Berta stated that Jamestown High School is 139 students above capacity. She stated that the three lunch periods are overcrowded. Ms. Berta stated that the Warhill High School will hit the 90% capacity point in 2022.

Mr. Heath Richardson asked what the course of action was for the next decade for expansion on the current locations.

Mr. Marcellus Snipes stated that Jamestown and Warhill High Schools both have the

ability to expand on-site, however, Lafayette High School does not. Mr. Snipes stated that the consultant's enrollment predictions in the past have been accurate within 1%.

Mr. Alan Robertson stated the schools have been design in a way to allow for future expansions.

Mr. Snipes stated that the Jamestown High School cafeteria holds about 480 students and that it is approaching capacity with only two serving lines for 1,300 students.

Mr. Richardson stated that this information has been very helpful and it is invaluable for the public to know these plans exist.

Mr. Danny Schmidt asked if the addition of eight classes for Jamestown High School was the maximum amount of space that could be expanded.

Mr. Snipes stated that the space was limited on both the north and south side.

Mr. Robertson added that the core spaces are the big restraining areas.

Mr. Krapf asked where the best management practice (BMP) would be located at the Matthew Whaley Elementary School.

Mr. Robertson stated that he did not know where the BMP would be located. Mr. Robertson stated that this is the smallest parking lot and that 40-50 spaces are in the gravel portions. He stated that the gravel lot is a part of the current BMP and if it is paved a BMP will be needed. Mr. Robertson stated that they did not know where or how large until they begin the final design.

Mr. Schmidt asked what the depth of the BMP would be.

Mr. Snipes stated that there would not be much depth to the BMP.

Mr. Krapf asked if pervious cover was looked into when considering paving the parking lot.

Mr. Robertson stated that they have used it for parking spaces, but not for an entire lot.

Mr. Krapf asked if the Berkeley Middle School well removal was a safety hazard.

Mr. Robertson stated that there is a path adjacent to the old utility structure containing the well. He stated there was a concern that pedestrians walking by could enter the structure and the well is located within. Mr. Robertson mentioned that it is a safety concern, but not a very high concern as there is a locked door.

Mr. Snipes provided a photograph of the facility and stated that the facility needs to be demolished.

Mr. Krapf inquired if the committee had any additional items for discussion.

Mr. Richardson stated that he would like to echo Mr. Krapf's earlier compliments to WJCC Schools on their CIP submissions.

Mr. Krapf inquired if the rank order had changed at all during the Feb. 9 meeting.

Ms. Rosario replied that there were no changes to the order at that meeting, but that could be a part of today's discussion.

Mr. Schmidt noted that the members' rankings were all very similar.

Mr. Krapf asked if staff could forward the ranking to the committee following the meeting.

Ms. Savannah Pietrowski confirmed.

Mr. Krapf inquired where the D.J. Montague application fell in the ranking.

Ms. Pietrowski stated that it was fourth overall and first out of the WJCC Schools applications.

Mr. Krapf stated that fourth overall for the Montague Elementary School parking lot was a good spot for the project.

Ms. Sue Mellen mentioned that the marina is not up for funding in this upcoming year so the parking lot expansion is technically third.

Ms. Tammy Rosario stated that the schools typically receive capital funds as part of their funding arrangement with the Board.

Ms. Mellen stated that there is money to address a majority of the needs.

Mr. Krapf asked the committee members if they wanted to make any changes to their grading sheet.

Mr. Richardson stated he felt comfortable with the grading.

Mr. Krapf stated that Mr. John Wright was also comfortable with his grading of the projects.

Mr. Richardson motioned to move the CIP to the March 12 Planning Commission meeting.

The motion passed 3 - 0.

Mr. Krapf suggested cancelling the March 2 Policy Committee meeting, but keeping the March 9 meeting for a potential discussion of group homes.

Ms. Rosario confirmed that group homes would be discussed March 9 or this meeting would be cancelled and group homes would be discussed April 13. Ms. Rosario inquired if there were any notes the Policy Committee would like added to staff's CIP materials to the Planning Commission.

Mr. Krapf stated he would like information on the ADA issue at D.J. Montague School.

Mr. Schmidt stated that the photos provided by WJCC Schools would be helpful.

Mr. Krapf inquired how staff will present the materials to the Planning Commission.

Ms. Rosario stated that staff typically provides an overview. However, either staff or the Policy Committee members could highlight any desired information.

Mr. Richardson stated that it would be helpful for the Planning Commission and the public to hear some of the items the Policy Committee had special considerations on.

Ms. Mellen noted that it is an opportunity for the Planning Commission to see projects that may be coming in the future.

Mr. Krapf stated that the other Planning Commission members may have the same questions asked by the Policy Committee and stated that he will coordinate with Ms. Rosario on how to best present their discussions to the Planning Commission.

Mr. Krapf noted that the CIP will be presented to the Planning Commission on March 20, which will also be the Planning Commission's organizational meeting.

E. NEW BUSINESS

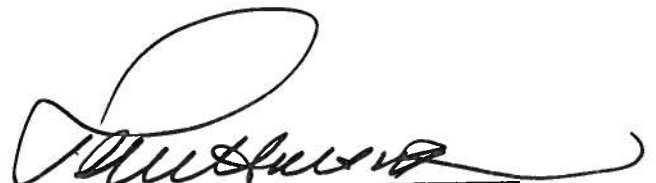
There was no new business.

F. ADJOURNMENT

Mr. Schmidt made a motion to adjourn.

Mr. Krapf adjourned the meeting at approximately 4:40 p.m.


Mr. Rich Krapf, Chair


Mr. Paul Holt, Secretary