

**MINUTES**  
**JAMES CITY COUNTY BOARD OF SUPERVISORS**  
**WORK SESSION**  
**County Government Center Board Room**  
**101 Mounts Bay Road, Williamsburg, VA 23185**  
**October 22, 2019**  
**4:00 PM**

---

**A. CALL TO ORDER**

**B. ROLL CALL**

Michael J. Hipple, Vice Chairman, Powhatan District  
Ruth M. Larson, Berkeley District  
P. Sue Sadler, Stonehouse District  
John J. McGlennon, Roberts District  
James O. Icenhour, Jr., Chairman, Jamestown District

Scott A. Stevens, County Administrator  
Adam R. Kinsman, County Attorney

**ADOPTED**

**NOV 12 2019**

Board of Supervisors  
James City County, VA

**C. BOARD DISCUSSIONS**

1. Joint Session with Economic Development Authority

**ROLL CALL - Economic Development Authority (EDA)**

Lynn Meredith  
Thomas G. Tingle, Vice Chair  
Robin B. Bledsoe, Chair  
Carlton Stockton  
William Turner  
Vincent A. Campana

Mr. Stevens recognized Mr. Christopher Johnson as the Director of Economic Development.

Members of both Boards applauded their congratulations.

Mr. Stevens gave an overview of the PowerPoint presentation included in the Agenda Packet. He referenced a State Code that provides a list of the powers of the EDA and noted the following:

- Pursue and comply with the goals and objectives set forth in the Comprehensive Plan;
- To advise the Board of Supervisors through the County Administrator of any application made by an agent or representative of a prospective facility requesting the Authority to issue bonds;
- And to advise the governing body of James City County of the potential location of the facility.

Mr. Stevens reiterated the mission of the Authority was to assist and support James City

County and the Office of Economic Development (OED) in fostering the development and expansion of a diversified and healthy base of primary businesses and industry to balance the tax base, increase job opportunities, enhance the quality of life in James City County, and perform required statutory roles. He noted the Authority had gone beyond some of the initial areas mentioned: such as being a landholder and leaseholder for a number of facilities or properties within the County; EDA members serving as community ambassadors for the County whether ribbon cuttings, community events, serving on other community boards; or being those extra sets of eyes and ears in the community to report back concerns or issues. He recognized overseeing of EDA funds and expenditures; having oversight for monies in terms of budgeting; determining where funds were to be spent for Economic Development activities in the County; and being a sponsor of the Ladies Professional Golf Association, along with the County. He referenced a slide that listed each member's names as well as terms appointed and noted Mr. Jeff Scott had tenured his resignation and efforts for his replacement were ongoing. Mr. Stevens mentioned the Economic Development Director reported to him and staff activities were administered through him. He discussed the slide depicting a list of several duties of the Director. He noted several things happening due to being part of conversations and being known in the community as well as many economic development related partnerships. He stated all the items shown on the slide were significant with four involving a significant amount of time and attention. He briefly discussed the four items: 1) Virginia Economic Development Partnership; 2) Greater Williamsburg Partnership (GWP); 3) Launchpad, the Greater Williamsburg Business Incubator; and 4) Eastern Virginia Regional Industrial Facility Authority (RIFA). He commented there was a lot of excitement around the region with the peninsula entities joining as well as interest from Southside localities to join the RIFA. He noted the point of that particular slide was to show the partnerships as well as where Mr. Johnson and his staff spent a large amount of time in an effort to be known so that James City County was known, and also to make known what was going on in the Economic Development world in the Southside peninsula statewide region.

Mr. Johnson discussed the survey that was conducted earlier in the year at the request of the Board and noted it was intended to be a starting point for conversations for everyone in the room from Administration, Board, and EDA, to staff in Economic Development. He noted this starting point was to help identify needs, challenges, and priorities of Economic Development in an effort to step back and observe where we were individually, as boards, and organizations collectively. He further noted this was not meant to be any sort of right or wrong answer report card, but instead a starting point for discussions here and going forward. He explained that beyond the Board and the EDA, six members of Executive Staff were included in the response with a total of 16 responses. Mr. Johnson reviewed the survey's eight questions and discussed the results of each question as noted in the slideshow presentation included in the Agenda Packet. He referred to Question No. 1 which referenced the ideal economic target and noted that 11 of the 16 responses fell into targeting industrial/manufacturing as the favored choice. He referenced Question No. 2 which regarded a preferred wage rate for businesses to attract to the County and noted 75% above the County's prevailing average wage of approximately \$38,700 was overwhelmingly favored with 11 out of 16 responses. He referenced Question No. 3 which regarded preferred employment size targeted businesses that were more established and had 26-99 full-time employees. He stressed any project that came in to the Economic Development office received personalized attention regardless of its size. He noted "if we had our preference, then the size of the industry we are going after to attract would be in the industrial established companies that pay a significantly higher than our County average wage." He commented Question No. 4 dealt with the greatest challenges going forward. He remarked the largest number of responses to that question fell into the category of "Attracting a Younger Workforce", mostly divided on housing issues; there was a renounced notation for the lack of economic diversity, with many other responses being "protecting natural resources." Mr. Johnson continued on to Question No. 5 which dealt with what the top Economic Development priorities for the County should be over the next 3-5 years. He noted this was where it could be seen on the chart that the responses tended to be a wide cross-

section. He explained there were five responses which totaled over 80% and were anywhere from "Businesses Retention and Expansion" to "Recruitment and Attracting New Businesses" being in the top two responses, with the next three trailing not too far behind with just a single or two responses. He remarked Question No. 6 dealt with industry expansion potential in the County and asked responders to name up to three industries. He further remarked that not all responders included three industries; however, a strong majority fell into advanced manufacturing materials, with sports, tourism, food and beverage, and professional technical services following closely behind. He explained the good news with that result was of the three target sectors, advanced materials and manufacturing, food and beverages, and professional technical services were right in line with the GWP study from a few years back which identified those as target sectors that were a good fit for the County and Williamsburg region in general. Mr. Johnson continued forward with Question No. 7 and stated this question dealt with an overall of perceptions as a strength and weakness. He further stated fortunately no response ranked "Business Tax Rate" as a weakness in the County; the "Timeliness of the Administrative Application Review Process (Conceptual Plans, Site Plans, Subdivisions)" was identified as a weakness by seven responders; the top two weaknesses were perceived as "Availability of Skilled Workforce" and "Availability of Qualified Employees" as well as the top two strengths being "Availability of Office Space" and "Availability of Retail Space." Mr. Johnson concluded with Question No. 8 and stated it dealt with naming the top five initiatives in terms of where staff should be directing its time and resources over the coming years, noting this question had a very wide and diverse number of responses. He stated the top two responses by percentage fell under the "Actively Recruit Appropriate Business Prospects" being the first place category with "Help Retain and Expand Existing Businesses" and "Provide Incentives to Recruit New Businesses" being tied for second place categories. He further stated in summarization it was interesting that one of the perceived priorities of attracting a younger workforce also was identified as one of the principal weaknesses. He noted that was an area that should be a priority going forward whereby additional resources were going to have to be identified and made available. Mr. Johnson concluded his portion of the presentation commenting that overall nothing was a great surprise and asked if there were any questions.

Ms. Bledsoe expressed her thanks to the Board of Supervisors for inviting the EDA to the meeting. She stated the EDA was poised to assist as needed in areas the OED was involved. She continued the slideshow presentation and gave an overview of the EDA portion which housed the following topics: Business Recruitment; Business Retention; and Workforce Development Models. She stated the purpose of the EDA at the meeting was to play a supporting role in the partnership with the OED. She discussed three successes the EDA had due to the facilitation of the partnership with the OED. These successes included: 1) the selling of an EDA asset at the James River Commerce Center; 2) the first EDA workforce summit whereby she acknowledged Ms. Kate Sipes, Assistant Director of Economic Development and Ms. Robin Carson, past Vice Chair of EDA, for their involvement in the project; 3) EDA members were involved in at least 10 different organizations or activities relating to the EDA, such as GO Virginia, RIFA, Workforce Housing Task Force, and the Sports Tourism Board. Ms. Bledsoe referenced Mr. Johnson's previous overview and stated there were several items identified by Mr. Johnson that the OED does on a regular basis. She further stated when those items were combined with the survey, the EDA determined it could provide the most help to the OED in the areas of Business Recruitment, Business Retention, and Workforce Development Models as well as serve the County at the same time. She briefly discussed each of the three topics. In regard to "Business Recruitment" she commented this was identified in the survey several different ways. She felt the EDA could help with business recruitment by continuing with its site readiness at the James River Commerce Center and referenced past allocated funding for the EDA to prepare and move those sites to the highest level possible. She briefly discussed ideas and plans to utilize in preparing parcels to be site ready in an effort for businesses to locate to the County, which would also support business retention in the local area for businesses looking to expand. In regard to "Business Retention" she commented this would be done through the EDA as ambassadors in the community, the eyes and ears with

local businesses as previously mentioned, where members listen and report back to the OED. She noted the business retention aspect of this would be geared toward Mr. Johnson giving the EDA specific direction with a business and asking "do you have time to go visit with this person" in an effort to let the business feel valued by the County. In regard to "Workforce Development Models" she commented "as you heard in the survey, there was concern regarding a fluid pipeline of workers in this area for a number of reasons as we all know, and we think it would be beneficial for the EDA to use some of the expertise that sits around our table every month to look at different EDA models, only models, then research them and present what we find to you, to see if there is something out there that you are interested in and then you can do with that as you wish after that, whether we are still involved in the process or not." She briefly discussed a food and beverage model the EDA currently had in place. She concluded the PowerPoint slideshow commenting "these are three things we think we can be most effective and helpful to the OED. Depending on what you decide today, if you say these are great press on, we will then go to our Retreat in December and develop a strategy on how to address all of this. It is very important to receive your direction so that when we meet in December we know what you need us to do."

Mr. Icenhour opened the conversation for discussion.

Ms. Larson expressed her kudos to the Workforce Development and noted she would like more information in an effort to partner with other community partners. She hoped this would be a topic of conversation at the December EDA retreat. She expressed her appreciation for the work with business retention. She discussed that businesses like people to stop in for more than just "when can we cut your ribbon" interests. She noted that if there were "road blocks," Mr. Johnson filled the role with the business piece to try and help with those road blocks. She expressed her appreciation for any ambassador work the EDA performed. She inquired if small retail was something that should be sought and expressed concern when an existing store closed and created vacant retail space. She stated she would like discussion regarding retail and what direction Economic Development felt that was going.

Ms. Meredith stated attrition had happened forever as well as stores coming and going. She commented this provided opportunities for new stores to open as community and customer needs changed. She briefly discussed looking at available opportunities, other communities, and stores overbuilding.

Mr. McGlennon inquired about an average vacancy timespan.

Ms. Meredith replied there was always an opportunity for new stores. She discussed that recently a national tenant was not available due to timing and local tenants had been brought in allowing new local products, and opportunities for entrepreneurs to expand creating an opportunity to test the market.

Discussion ensued regarding this topic.

Ms. Bledsoe suggested transient retail being a topic at the December EDA Retreat.

Ms. Larson confirmed she would like to have that type of information.

Mr. Campana discussed businesses competing with online retailers. He stated they were mainly backfilling retail with service oriented businesses noting "you can't get a haircut online." He further stated trying to retain the small mom and pop shops was difficult.

Mr. Tingle commented "you take a business like Ace Peninsula Hardware, a very successful business that does a great job of competing with large box and even online, and most of us find ourselves at one of their stores on Saturday or Sunday. It is all because they know their

customer. They are service oriented, so they found a niche market that is different than going to a big box retailer or Amazon.”

Discussion ensued.

Ms. Bledsoe inquired if there were any other questions.

Mr. McGlennon stated the idea of going out and actively soliciting opinions and concerns from current businesses was a great idea. He remarked service positions were well established and the County did not do a lot of active recruiting of small retail businesses. He noted “what I see in the community generally is that when somebody comes from outside and works with our staff they generally will let us know that this has been a really easy experience compared to a lot of other communities in which they may operate.” He stated if the EDA and the OED want to be successful it was going to require saying “yes, we are going to try to do everything, but we are really going to emphasize certain aspects of what we are about.” He encouraged contacting the Greater Peninsula Workforce Consortium because it was doing the exact same thing.

General discussion ensued.

Mr. Turner spoke in regard to Thomas Nelson Community College (TNCC) and referenced previously mentioned initiatives in the healthcare industry. He stated the participants in those initiatives included Williamsburg-James City County schools; therefore, part of solving the workforce development problem was not just at the community college level, but the types of course offerings presented in the school system. He noted the school system had been an active participant and felt there would be tremendous results. He commented TNCC wanted to go beyond those initiatives being discussed, such as construction and technical services, and consider either creating a local facility or transporting students to the Peninsula Workforce Development Center located in Hampton. He further stated “I think some of those discussions are underway, there is a recognition that there is an issue, a need, among our business community. I think one of the things that we have to do is find out from the business community exactly what skills they are looking for. That is some of the work that we are going to continue to do and that is part of the whole business retention strategy. In addition to what can the County do to help you, what are the other problems you are facing and how can we address some of those. I come at this from a background of community and economic development mostly taking place in other parts of the country, so seeing successful models I get to see models of how people are doing things elsewhere and hopefully apply some of those here.”

Ms. Larson inquired about the president of TNCC leaving office.

General discussion ensued.

Ms. Sadler expressed her gratitude to the EDA for attending the work session and commented she had seen great strides over the past year(s). She expressed her appreciation to Ms. Bledsoe for gathering everyone in an effort to put ideas together and receive direct input “to you and from you” for clear direction. She expressed her thanks to everyone who put the survey together, as it allowed “something to put our eyes on and get our brains wrapped around what we are looking at and our successes.” She stated it had been very successful in some areas and challenging in others; but, gave a clear idea of what needed to be done to be even more successful. She again expressed her thanks to the EDA and felt everyone was doing a wonderful job representing James City County.

Mr. Hipple stated as a business owner for +30 years in James City County he had noticed many of the things discussed. He further stated it was tough to keep things moving and locate what was needed when a company was just starting out. He briefly discussed his professional

background and inquired where new entrepreneurs in the community find information such as: how to start their own business; how to grow their business; and what did they need to have in place. He spoke about the benefits of businesses sharing knowledge. He asked how do we take the business community and start making more business relationships. He briefly discussed developing entrepreneurial skills and getting to the next level in a business.

Ms. Bledsoe briefly discussed an EDA member visiting a struggling business in the community and the member asked the business owner if they had spoken with the Service Corps of Retired Executives. The response was no; therefore, the member set them up and not only did they figure out where the problem was but the business was currently doing fine. She stated it was not always an OED fix.

Mr. Icenhour expressed his thanks to everyone for participating in the survey. He stated that when he began reviewing the survey a few things struck him right off the bat: 1) there was not any significant difference in responses between the three different groups; the EDA, Board of Supervisors, and Executive Leadership Team. He expressed concern that at first they might have a varying difference of opinions at odds with each other; 2) the survey was remarkably focused. He expressed his appreciation to the detail on the survey. He stated his experience had been that the Board had been a little removed from this and felt the EDA and the Local Economic Development (LED) sometimes operate independently and do not necessarily talk with each other very well. He noted he did not think that was presently the case. He commented one of the things to do as a Board in order to make this work session productive, was to try to provide a little guidance without "getting into the weeds" although the problem was how to provide guidance without "getting into the weeds." He remarked "we want to provide guidance and let staff sort out the details." He stated this survey summary gave an overall plan of where it might be helpful to put some of the emphasis when the opportunity arose. He discussed three approaches if he was to offer guidance: 1) diversify the economic base; 2) make certain the resources and people were adequate for the task; and 3) continue an atmosphere of involvement between the Board, EDA, and staff.

Mr. Hipple stated "don't forget the County, we need good qualified people in the workforce. We are looking at ways to develop a workforce to replace the ones that are retiring and it comes in groups where you hire a bunch and in 30 years that bunch is retiring." He commented the EDA could help in developing a succession plan and promoting County business.

Ms. Larson suggested the EDA speak with Mr. Doug Powell, Manager of James City Service Authority (JCSA). She noted that Mr. Powell and the JCSA could share some of the frustration experienced in the past regarding vacant positions left with no one trained to fill.

Ms. Sadler inquired if the three suggestions previously offered by Mr. Icenhour could be taken as direction.

General discussion ensued.

Ms. Larson referenced the recent merge between the GWP and the Williamsburg Business Council and inquired if Ms. Bledsoe was still going to serve on the GWP.

Ms. Bledsoe replied yes, she currently was a Board member. She noted the role of the GWP had not changed, it had just been housed in a place that made more sense with resources it had access to. She further noted the GWP would continue to gather projects, information, and promote the three localities regionally. She felt it was a perfect landing spot for Launchpad Greater Williamsburg Business Incubator.

Mr. Icenhour briefly discussed the handout provided by the EDA and given out to Board members, which concerned an outline for properties. He inquired about resources and

timeframes.

General discussion ensued regarding this subject.

Mr. Icenhour stated he would like to have an annual joint meeting with the EDA and OED; however, the interim in between those annual meetings, a work session that provided updates would be appreciated. He noted the Board was in consensus with the three points previously mentioned. He asked Mr. Stevens, Mr. Johnson, and fellow Board members if there was anything else to discuss.

There were no further questions.

At approximately 5:00 p.m., the Joint Session with Economic Development Authority concluded.

At approximately 5:01 p.m., the Board of Supervisors took a break.

At approximately 5:07 p.m., the Board of Supervisors reconvened.

2. Contract Award - Benefit Consulting Services - \$98,300

A motion to Approve was made by Ruth Larson, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

*Note: Item No. 2 of the Board Discussions followed Item No. 3*

Mr. Patrick Teague, Human Resources Director, gave an overview of the memorandum and resolution included in the Agenda Packet. He noted contracting a benefit consultant was an important step as staff approached the budget season. He further noted if the Board needed more time to consider this item, staff was prepared to defer to the November meeting.

Ms. Larson inquired when the last time was benefits consulting was done.

Mr. Teague replied approximately five years ago and noted it had been running on one-year extensions since that period of time.

Mr. McGlennon inquired how the contract compared to the expenditures and range of services.

Mr. Teague referenced the range of services and noted this would be going from a regional partner in benefit consulting to a national partner. He stated USI provided benefit consulting services for jurisdictions such as Newport News schools as well as York County. He noted it had a lot of local connections and offered an amazing service not found from many of its competitors. He further elaborated that this service was a five-day-a-week, eight-hour-a-day benefit resource center. He explained if there was a problem with a claim or difficulty understanding a bill, the consultant would research it and return with an answer.

Mr. McGlennon inquired if the individual employee or Human Resources staff would speak with the benefit consulting service.

Mr. Teague replied it could work either way, but the more efficient way to utilize the service would be for Human Resources staff to make that contact in order to be aware if there are any permutations happening.

Mr. McGlennon referenced the \$100,000 and asked what the estimated amount of benefit expenditure was this year.

Mr. Teague replied this would represent less than 5% of the total benefit expenditures in a year.

3. Voter Registrar Space Needs for Fall 2020 Election

*Note: Item No. 3 of the Board Discussions followed Item No. 1*

A Voter Registration Space Needs PowerPoint Presentation, compiled by the Department of General Services, was presented by Ms. Grace Boone, Director of General Services, and Ms. Dianna Moorman, General Registrar, and included in the Agenda Packet. The slideshow consisted of topics such as: Change in Legislation; Challenges with Current Space; New Space Considerations; as well as a chart depicting various sites for consideration.

Ms. Boone concluded the presentation with the recommendation that the Voter Registrar should remain in the current location for the fall 2020 election with use of one of the James City County Recreation Center meeting rooms for the actual seven-day No Excuse Absentee Voting. She stated Ms. Moorman believed the seven-day period would be extended to 21-45 days in the near future. She suggested continuing this discussion in an effort to allow extra time to look more in-depth at the options and ensure not rushing into something too quickly.

Mr. Icenhour asked "as it stands right now, Fall of 2020, seven days, if there were to be any changes instituted by the General Assembly in the January or February timeframe that could go into effect in July."

Ms. Moorman replied "Fall of 2020." She commented she had spoken with the Senator who actually put the bill that passed forward and noted there were two very similar bills that passed through the House and the Senate. She further stated the Senator said he fully intended to change the seven days to 21 or 45 days and have it go into effect for the Presidential Election.

Mr. Icenhour clarified there were at least seven and possibly as many as 45 days.

Ms. Moorman replied correct.

Mr. Icenhour stated that whatever was done now to accommodate Fall 2020 needed to be able to accommodate that range.

Ms. Moorman replied yes.

Mr. Icenhour clarified beyond that would allow the opportunity to evaluate more options for a more permanent solution.

Ms. Moorman replied correct. She stated there would always be the possibility of a special election that standardly could happen in June or November. She further stated the seven days or the Early No Excuse Absentee Voting would go for the Presidential Election and then it would go before every election from that point forward.

Mr. McGlennon remarked "not the Presidential Primaries next year."

Ms. Moorman replied no and explained "we tried for that and were told that would be too soon to get everybody established for all 133 localities and they did take that into



consideration and then we tried to go forward for June and that failed as well, so the compromise was going for the Presidential." She stated she had handouts with information the Board had previously requested and passed them to the Board members. She explained the numbers were true numbers based on what North Carolina had done as well as our numbers based on the 2016 Presidential Election. She noted "if we do 30% turnout, which would be extremely low, we would be looking in the neighborhood of having approximately 15,000 a day come through the office. If it is on the high side of what North Carolina historically is, every election with the 60%, we are looking in the neighborhood of 31,000 coming through the office in an eight-hour timespan." She explained "if you look at the 10-, 20-, 30-day breakdown, I did not include the 45 day, but you can kind of extract that out and see what the numbers would be. They would be diluted a bit, but it would be irresponsible of us to not take the largest number into consideration."

General discussion ensued regarding voting days and times, absentee voting, and voter turnout numbers.

Ms. Moorman stated she was in favor of voters being able to cast their ballots, but would rather it would not have been an unfunded mandate.

Mr. McGlennon commented about the number of people during a concentrated period during those days and inquired what type of parking problems would exist at the Recreation Center.

Ms. Boone replied "we have the piece of property across the street, so something temporary may have to be done with that space."

Mr. Stevens commented he did a daytime drive by the Recreation Center to gauge the availability of parking spaces on an average day. He stated the Recreation Center appeared busy and had approximately 100 spaces on the outer parts of the parking lot that were not being utilized and noted with the voters coming there would be turnover. He noted the possibility of the Recreation Center being closed during that timeframe that commented logistics were still being figured out on that or any other County-owned facility.

Ms. Moorman briefly discussed the current use of the Recreation Center during times of voting as well as the flow of traffic.

Mr. McGlennon inquired about the timespan in line for voters waiting to cast their votes.

Ms. Moorman replied that in her opinion the wait was directly proportional to the amount of voting booths in the County. She noted staff had the power to control the wait and line length with the number of booths in a precinct. She further noted the average locality put between two and five laptops; whereas, in the larger County precincts there were seven and if additional were needed, the Virginia Election Law states there must be one voting booth for every 425 voters. She stated that total calculation was done for each precinct and then an additional five voting booths were added. She further stated in the event of a line getting backed up, more voting booths could immediately be added. Ms. Moorman referenced the Code and remarked there must be one machine per 4,000 voters; therefore, there were plans on having an additional voting machine and noted "we absolutely intend on having two machines in the facility so that they can continue to be processed."

Mr. McGlennon inquired if Ms. Moorman was referring to scanners.

Ms. Moorman replied yes, the optical scanner. She stated there would be spares in the back in the event those should go down as well as four machine technicians on standby.

Mr. McGlennon stated it was great the County provided more opportunities and referenced

the technology used by various other states.

General discussion ensued regarding the reporting of absentee votes and voter privacy.

Ms. Larson stated "I'm not loving this idea just because we're displacing people that use those meeting rooms at the Recreation Center."

Ms. Boone replied staff had reached out already to Parks and Recreation to try and reserve that room.

General discussion ensued regarding different sites for voting, future permanent voter registrar office space year-round utilization, and equipment security.

Mr. Icenhour suggested blocking off parking directly in front of Room A at the Recreation Center which would be designated for voters to park.

Ms. Larson inquired about the cost to the County in regard to increased staff as well as the 7-21-45 timeframe as well as what was worked out with the schools for the Presidential Primary.

Ms. Moorman replied, a two-hour delay in starting school. She stated she was working with the Parent Teacher Association and it was getting volunteers to line the hallways to make sure the voters got to the right places and did not have access to any other parts of the building.

Mr. Stevens stated this was an effort to have a discussion and make the Board aware of some of the challenges. He expressed his appreciation to Ms. Moorman and her fellow Board members, as they had been involved in the process and participated in many discussions. He felt this was the short-term solution and after November would continue looking for what happens as the year's progress and there were more of these early voting situations.

The Board expressed its appreciation to Ms. Moorman and Ms. Boone.

#### 4. Appointment of Animal Control Officer

A motion to Approve was made by Ruth Larson, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

Mr. Kinsman gave an overview of the memorandum and resolution appointing Ms. Shelby Eyer as Animal Control Officer included in the Agenda Packet.

Ms. Larson inquired about the Animal Control staff.

Mr. Kinsman deferred to the County Administrator.

Mr. Stevens replied this brought the full-time staff to two Animal Control Officers (ACO). He stated one position had been vacant for a very long time and now the full-time staff consisted of two officers. He further stated the part-time position beyond that would help substitute. He commented "I think that would get us to where we say we are fully staffed, whether that's adequate is something for the Chief and I to talk about a little more, but at least it gets them much better than they have been."

Ms. Larson suggested perhaps making the part-time position a full-time ACO.

5. 2020 Legislative Agenda

Mr. Kinsman gave the Board members a handout and stated there were two versions, a short version and a long version. He stated he would like to go through the direct legislation on the first page and see if that met the Board's ideas of what it wants to do on the 2020 legislation. The handout listed and explained the following:

**Part I. Legislation Introduced on Behalf of the County**

**1-1 DISTRIBUTION OF ONLINE SALES TAX BY PHYSICAL ADDRESS**

**1-2 AMEND SECTION 9.1-101 OF THE VIRGINIA CODE TO INCLUDE SPECIAL CONSERVATORS OF THE PEACE EMPLOYED BY A LOCALITY IN THE DEFINITION OF "CRIMINAL JUSTICE AGENCY"**

**1-3 AMEND THE VIRGINIA CODE TO ALLOW LOCALITIES TO PROHIBIT E-CIGARETTE STORES FROM LOCATING WITHIN 1,000 FEET OF A PUBLIC SCHOOL**

**1-4 AMEND SECTION 58.13720 ET SEQ. OF THE VIRGINIA CODE TO ALLOW THE IMPOSITION OF LICENSE TAX ON AMUSEMENT MACHINES THAT TAKE PAYMENT IN FORMS OTHER THAN COINS**

**1-5 AMEND THE VIRGINIA CODE TO REQUIRE THAT ABSENTEE VOTES BE REPORTED BY PRECINCT WHEN THERE ARE MORE THAN 25 SUCH VOTES CAST IN THAT PRECINCT**

**Part II. Position/Legislation Supported by the County**

**2-1 AIRPORT ROAD - RICHMOND ROAD INTERSECTION IMPROVEMENTS**

**2-2 IMPACT FEES**

**2-3 PRIMARY DATE**

**2-4 NONPARTISAN REDISTRICTING**

**2-5 LEGISLATIVE PROGRAMS OF VML/VACO/VIRGINIA COALITION OF HIGH GROWTH COMMUNITIES**

**2-6 STATE FUNDING**

Mr. Kinsman briefly discussed Part I, Item 1-1 and stated this topic was mentioned at the January 22, 2019, Board of Supervisors meeting. He commented "I know that there is a good bit of horse trading at the end of the year trying to figure out what money goes to which locality." He moved to Part I, Item 1-2 and stated that currently the Park Rangers in the Parks and Recreation Department are Special Conservators of the Peace. He stated the Park Rangers would like to have access to the Virginia Criminal Information Network in order to call in and obtain the history of someone that they have pulled over. He further stated this is currently not allowed unless the officer is associated with the Police Department. He commented "this would be an opportunity to see if the General Assembly would amend that definition to allow Special Conservators of the Peace to do so."

Mr. Hipple asked if they would still have to have a purpose or reason to run a license plate.

Mr. Kinsman replied yes, there would be the exact same regulations as on the Police Officers. He moved on to Part I, Item 1-3 and briefly discussed its meaning.

Mr. McGlennon inquired if the Board currently had the authority to essentially zone out vaping from the County. He stated "if it is beyond our ability to do then do we have an ability to say 'not within a quarter mile of a school.'"

Mr. Kinsman stated he was not comfortable with saying the Board had the authority to zone them out, but some localities allowed Special Use Permits for these types of stores. He further stated he would feel more comfortable if there was direct legislation that said "yes, we can do that."

General discussion ensued regarding e-cigarettes, cigarettes, and Cannabidiol (CBD) oil.

Mr. Kinsman moved on to Part I, Item 1-4 and commented "some of you may have heard in the news, games of skill, Queen that is now appearing in various bars and whatnot. It is basically a video game variation on Tic-Tac-Toe and it has been found that it involves some skill and is therefore not gambling in Virginia. It is this one machine that has qualified and it is Queen Gaming Systems." He briefly discussed this item. Mr. Kinsman continued and moved on to Part I, Item 1-5.

Mr. McGlennon mentioned the issue of privacy, especially in smaller precincts, and suggested preferred wording regarding absentee voting.

General discussion ensued regarding precincts and absentee voting.

Mr. Kinsman referenced the handout and stated "that's the bulk of your direct legislations and the remainder of the pages are position."

Ms. Larson stated she still would like to see something about the length of time it takes for something to be completed.

Mr. Kinsman replied he would be happy to do that and stated "I think they would point back to the references to residential houses that have taken an inordinate amount of time, in some cases decades, to be finished. I think that one of the legislatures is going to point to that particular section of the Code and say that we can limit something to three years to be completed and have we tried that yet and we are in that process, I am more than happy, this is your agenda, I am happy to put that on there for you."

Ms. Larson stated "so we haven't done our part yet."

Mr. Kinsman replied correct and for that particular one we are planning on filing suit soon.

Ms. Larson was appalled that a particular home in the County had taken +20 years to be completed and commented the next door neighbors had shown a tremendous amount of restraint.

General discussion ensued regarding this item.

Ms. Larson inquired if the Board could regroup the next legislative program season and review this subject.

Mr. Kinsman replied yes and stated we would be speaking from a position of better authority.

Ms. Sadler referenced Stonehouse Elementary School and noted the Virginia Department of

Transportation (VDOT) repeatedly said a stoplight was not warranted. She asked if there was anything legislatively that could be done that says "if you have this XXX situation going on in front of a school, specifically a school, if that can play any kind of role in a VDOT study."

Ms. Larson noted another accident that occurred at Route 5 and Centerville Road; whereas, a vehicle was hit from behind and the road was closed down.

Mr. Kinsman referenced the handout and stated "with nothing further on direct legislation you are left with the couple of pages on positions supported." He referenced Part II, Item 2-1 and noted it was relatively new and came from Mr. Stevens.

Mr. McGlennon commented Airport Road and Richmond Road was a bad intersection and noted its location was on the border of York County and James City County.

Mr. Icenhour stated it was his understanding that York County placed this on its priority list.

Mr. McGlennon inquired if this was legislative agenda or road requests.

Mr. Hipple stated this should be moved through transportation and through the Commonwealth Transportation Board direction. He noted the intersection was James City County and just up from it was York County.

Mr. Icenhour stated the most congestion was the part that ran between the two traffic lights, which was in James City County, although the congestion backed up into York County. He felt this might take some sort of legislative action due to the railroads being involved and the expense.

General discussion ensued regarding traffic flow in this congested area, potential light rail in the future, and possible options.

Mr. Kinsman stated the remainder of the legislation on Part 2 really was carryover from years past. He further stated he had prepared a short form; whereby, he recommended pulling Part II, Items 2-1 through 2-4 which were all from last year, and recommended Item 2-5 and support of the Virginia Municipal League (VML), the Virginia Association of Counties (VACo), and the Virginia Coalition of High Growth.

Mr. Hipple stated "I would look at Part II, Item 2-7 if we are going to support anything as far as transportation, I would rather have I-64 through James City County. I am going to continue to fight that and get that out of here one way or the other, but I would like to keep that in full front as much as possible since we have written letters and gotten the Planning District Commission and the Transportation Planning and Organization position themselves behind this as well."

General discussion ensued on the Position/Legislation Supported by the County items.

Mr. Kinsman stated "for your next meeting which is the one that you will adopt this, I will bring the short form, I'll include what we've changed tonight, plus the 2-7 which is our interstate and VML, VACo, and High Growth Coalition which generally covers the rest of what's on your long form."

Mr. McGlennon stated he would like to add one more thing to the short form. He stated there were several items for emphasis for state funding that were listed as individual items. He suggested highlighting a particular interest for the County in some of those areas as one item, such as restoring education funding, stormwater local assistance funding, and tourism funding for the state. He remarked items that would not necessarily be on every locality's list, but

would reflect some budgetary priorities.

Mr. Kinsman noted he would put the James City County specific funding components together into one item rather than separating them out.

## 6. Building Safety and Security

Mr. Stevens stated Ms. Joanna Ripley, Assistant Director of General Services, led a team of employees looking at different buildings and following up on information from years past. He further stated there would be some safety improvements made and wanted to talk through the process of where we were going forward and provide the Board the opportunity to ask questions.

Ms. Ripley gave an overview of the PowerPoint presentation included in the Agenda Packet. Ms. Ripley introduced Ms. Michelle Toutaint, Firefighter IV, who served as a member on the Committee. The slideshow focused on topics such as: 1) Committee processes; 2) employee preferences and survey results; 3) Committee criteria; 4) review Committee recommended priority buildings; 5) review recommended security enhancements; 6) funding security recommendations; and 7) Police/Fire calls for service data. She referenced the following questions from the survey: 1) in order to enhance safety and security what are some changes you would like to see in your facility; 2) in order to enhance safety and security what are some changes you would like to see in policies, procedures, and protocols; and 3) are there any other thoughts or suggestions you have about safety and security. She commented approximately 20% of the County staff responded to the survey. She noted that to analyze the data comparatively all the employee requests in response to the open-ended questions were put into categories' and the results are that the vast majority of County staff want more training for all types of emergencies. She further noted staff would like additional swipe card access to employee only areas, cameras installed in public areas, separation between front desk staff and the public, windows that open and close for additional egress, and additional parking lot lightening. She moved along to the 14 weighted questions and responses portion of the survey and noted there were many positives to focus on in the County workplace. She further noted questions whose "scaled total responses" were 3.5 or less were areas that needed attention. She stated many of the questions that scored 3.5 or less had been addressed through the Committee developed All Hazards Emergency Action Plan, Active Threat training, and the expansion of training for new hires and refresher courses. She reviewed the Committee recommendations for each of the priority buildings, funding security, and the Calls for Service (Police and Fire).

General discussion ensued regarding the Calls for Service (Police & Fire) portion of the presentation.

Mr. Stevens referenced the Funding Security Recommendations slide and commented "what we didn't want to do was to have you think we weren't moving forward, we have funding that we have identified that we can move forward with that does not necessarily need any Board action. I just didn't want you seeing these projects we're doing that weren't specifically budgeted and not make you aware that we had the funding out there from these other sources to do that." He further commented "If you were to say, that's not quite whatever the total amount is, you're right, if you gave it all today it would still take some time to do it, so there is no value yet of giving us the \$260,000 if that is what we need to do. We wanted to work through what we need and push along as we get to a point of needing more money we would come back, because I also don't want to wait unnecessarily for a budget cycle for something that's security related that might make sense to go ahead and do today." He continued "If you are comfortable with that, we are going to press on with many of these. We've done a few of them and we've had some concerns in areas. We've added some cameras and other things

that were within our budgeted funds. We've done some of those things already, but our intent is to move on and do some of these other improvements. The most extensive will be over here in the HR area, all the soft walls there will need some reconfiguration to make real walls that aren't so easy to hop over or maybe push through."

Mr. Hipple mentioned that various localities were creating bullet proof safety rooms for employees to gather in the event of a tragic event. He discussed creating a bulletproof safety area in the Board meeting room behind the dais for Board members to gather if necessary.

Ms. Larson expressed her appreciation for the presentation and concerns addressed. She inquired if employees felt empowered to call 911 if they did not feel safe.

Ms. Toutaint stated employees were being taught if they felt threatened to call 911 and get help en route. She further stated if they needed to cancel for any reason just to call back and let them know.

Ms. Larson mentioned the issue of security for staff and attendees during events hosted in County buildings. She suggested having a practice in place dealing with those types of situations and inquired about periodic updates regarding building safety and security.

Mr. Stevens replied updates could be provided.

**D. BOARD REQUESTS AND DIRECTIVES**

None

**E. CLOSED SESSION**

None

**F. ADJOURNMENT**

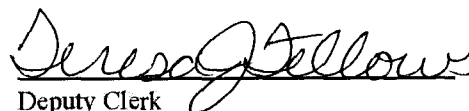
1. Adjourn until 5 p.m. on November 12, 2019, for the Regular Meeting

A motion to Adjourn was made by Sue Sadler, the motion result was Passed.

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

Ayes: Hipple, Icenhour Jr, Larson, McGlennon, Sadler

At approximately 6:37 p.m., Mr. Icenhour adjourned the Board of Supervisors.

  
Deputy Clerk