

MINUTES
JAMES CITY COUNTY BOARD OF SUPERVISORS
RETREAT
JAMES CITY COUNTY OFFICE OF ELECTIONS
4095 IRONBOUND ROAD
WILLIAMSBURG, VA 23188
February 12, 2026
1:00 PM

A. CALL TO ORDER

Mr. McGlennon called the meeting to order at 1:02 p.m.

ADOPTED

B. ROLL CALL

Tracy L. Wainwright, Powhatan District
Barbara E. Null, Stonehouse District
James O. Icenhour, Jr., Jamestown District
Ruth M. Larson, Vice Chair, Berkeley District
John J. McGlennon, Chair, Roberts District

MAR 24 2026

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

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

C. BOARD DISCUSSIONS / GUIDANCE

1. Innerwill Facilitated Discussion

Mr. Stevens, County Administrator, addressed the Board noting discussion on various topics. He stated that Ms. Britten Parker of InnerWill Leadership Institute, was available to facilitate the discussion.

Ms. Parker introduced herself and thanked the County for its partnership with InnerWill Leadership Institute. Ms. Parker indicated that the discussion would address key considerations for both individual Board members and the Board as a whole. Ms. Parker detailed the outline for the Board's discussion to garner information.

The Board participated in several team-building exercises to foster strong working relationships.

Ms. Parker inquired as to which values each Board member deemed critical for the Board of Supervisors (BOS).

Board members responded with respect, collaboration, and diligence.

Discussion ensued.

Ms. Parker acknowledged that treating others well was central to respect, she encouraged the Board to explore a more comprehensive definition.

Mr. McGlennon emphasized the importance of listening to and accepting differing viewpoints,

noting that agreement on everything was not necessary.

Ms. Null agreed with Mr. McGlennon, highlighting that the Board members maintained mutual respect, friendship, and harmony despite holding differing opinions.

Ms. Wainwright commented on the exceptional personalized welcome she received from the Board upon joining.

Ms. Null indicated that constructive Board engagement directly benefited the community.

Discussion ensued.

Ms. Parker inquired about key polarities involved in serving on the BOS.

Mr. Icenhour highlighted the inherent tension between inevitable future growth and preserving the existing character, emphasizing the need for a balanced decision-making process.

Ms. Larson stated empathy and responsibility.

Ms. Null emphasized that Board members had a duty to act in good faith according to their conscience for the betterment of the County.

Ms. Parker posed a question about what lay on the other end of the pole if growth was on one side.

Mr. McGlennon stated the quality of life.

She underscored the necessity of a tempered strategy, finding the optimal balance between extremes.

Discussion ensued.

After outlining the key takeaways, Ms. Parker thanked the Board for its time and concluded her presentation.

2. FY 2027 Budget Discussion

Mr. Stevens clarified that the discussion was for information-sharing only, with no decisions finalized. He noted the purpose was to update the Board on the current budget status and pending requests. He turned the presentation over to Ms. Sharon McCarthy, Director of Financial and Management Services (FMS).

Ms. McCarthy provided the Board with a high-level overview of the new two-year budget cycle, noting that Fiscal Year (FY) 2027 was the current focus for appropriations. She outlined a year-round development process, beginning with internal and procedural reviews, followed by prioritizing capital projects and personnel. Ms. McCarthy indicated that public engagement and departmental reviews took place between January and April, leading up to the County Administrator's proposed budget release and final adoption in early May. She detailed the FY27 personnel requests, noting that most were not recommended solely due to budget constraints.

Mr. Stevens reviewed outside agency requests and justified the requested amounts.

Discussion ensued.

Due to a high volume of requests, Mr. McGlennon suggested developing a policy for outside agencies. He noted that nonprofit organizations were struggling with reduced resources,

emphasizing that the goal was not to bridge funding gaps, but to ensure the organizations could still operate effectively.

Ms. McCarthy endorsed the development of the policy, highlighting its potential value. She recommended engaging with outside agencies to assist with capital planning and noted that this partnership would strengthen budget oversight, offer strategic guidance, and facilitate the implementation of key initiatives.

Discussion ensued.

Mr. McGlennon informed the Board of new legislation introduced in the Virginia General Assembly that could significantly increase funding for public transportation.

Ms. McCarthy introduced the real estate assessments segment, turning the presentation over to Mr. Dayle Gallagher, Director of the Real Estate Assessments Division.

Mr. Gallagher defined several key terms regarding fair market value. He explained that the County utilized mass appraisals to analyze sales data and identify market trends. Furthermore, he noted that property assessments occurred biennially, with a two-year review of sales records to verify data accuracy and establish fair market values for local neighborhoods. Mr. Gallagher stated that written notices, containing FY27 assessment updates, comparative data from FY25-26, and public hearing information, would be distributed to the affected property owners. He advised that residents had until March 30, 2026, to inquire with the Real Estate Assessments Division, which would verify records through database records or on-site evaluations of property condition and features. Mr. Gallagher noted that if disputes remained after the review, the homeowner could file a formal appeal with the Board of Equalization.

Discussion ensued.

Mr. Icenhour encouraged homeowners to take action if they disagreed with their property reassessments. Sharing his own experience, he explained that the Real Estate Assessments Division conducted an on-site evaluation, resulting in a valuation adjustment. He noted that proximity to other homes or a specific neighborhood did not guarantee direct comparability, as individual circumstances could cause valuation variations.

Ms. McCarthy highlighted the abundance of available information, noting that the County developed its FAQs based on phone calls received for a podcast last year. She emphasized that this initiative served as a mutual learning opportunity.

Discussion ensued.

Ms. McCarthy detailed the anticipated revenue and expenditures for the proposed budget.

Mr. Stevens outlined the Board's options for revenue authority and potential adjustments.

Discussion ensued.

Ms. McCarthy introduced Mr. Greg Snow of USI Insurance Services to brief the Board on current local and national trends in the health and dental sectors.

Mr. Snow reported projected cost increases of 9% for healthcare and 2.5% for dental, noting that negotiations had successfully reduced the original 14% projection. He attributed these rising costs to several factors, including technology, pharmacy expenses, specialty and GLP-1 drugs, administrative overhead, and tariff-related expenses. Mr. Snow highlighted the negative impact of significant Medicaid and Medicare cuts on healthcare. He reported a 40% increase in large claims (\$100,000-\$200,000) over the past two years. Mr. Snow added that this surge in

high-cost claims had driven up overall premiums. He highlighted a significant rise in behavioral health needs following the COVID-19 pandemic, noting that this trend had persisted. Mr. Snow outlined the various negotiations and the resulting cost savings.

Discussion ensued.

Mr. Stevens advised that Ms. Cheryl Holland, Assistant Director of FMS, would discuss the FY2027-2031 Capital Improvement Program (CIP) requests.

Ms. Holland emphasized that the discussion focused on project requests, noting that all CIP requests had already been reviewed during January's Business Meeting. She added that all Department Directors were present to answer questions. Ms. Holland outlined the five-year County CIP, noting that FY27 was the first year of the appropriation, while the remaining years served as a future planning guide. She reported the CIP consisted of 28 Capital Projects and 84 Capital Maintenance requests, with some projects potentially requiring alternative, more cost-effective solutions. Ms. Holland discussed changes to certain CIP requests. Ms. Holland presented several CIP requests, highlighting a continued need for projects deferred from previous years. Administration Department: focused on the new Consolidated Government Center; Parks & Recreation Department: submitted various location-specific requests, including some previously deferred items; Public Works Department (formerly General Services): requested a new Headquarters Building and stormwater infrastructure projects; Fire Department: proposed replacing Fire Station 3 and initiating Fire Station 6; and the Police Department: requested a Law Enforcement Center (LEC) expansion, a prefabricated Range classroom, vehicle covered parking, and a Drone First Responder launch site.

Mr. Stevens noted that the LEC expansion request was for informational purposes only, not immediate action.

Ms. Holland reviewed the Williamsburg-James City County School Division CIP requests, noting that costs now reflected the new joint contract. Under this agreement, James City County (JCC) was responsible for 100% of capital project costs for schools located within the County, while shared-use facilities were funded proportionally based on student enrollment. She stated that the first two school bus canopy projects in JCC were funded at 100% cost, while the last two were at 90.03%.

Discussion ensued.

Ms. Holland discussed the Williamsburg Regional Library CIP requests, which highlighted the new library within the Consolidated Government Center and the Grove Library project. She noted that the Community Development Department's CIP requests included ongoing transportation match funding to support transportation initiatives throughout the County. Ms. Holland presented the Board with a list of Capital Maintenance requests for FY27-31.

Mr. Stevens indicated that further details regarding the Capital Maintenance requests could be supplied later, if necessary. He facilitated a project ranking exercise with the Board.

The discussion concluded.

Mr. Stevens noted a swap in the Agenda order: Item Nos. 3 and 4 were swapped.

3. Tree Initiative

Mr. Jason Purse, Assistant County Administrator, informed the Board that the discussion was initiated to support Mr. McGlennon's goal of planting 100,000 trees over 10 years. He expressed confidence in the developed plan to honor this mission and presented it to the Board for review. He noted that the program focused on education, strategic community planting, and

the preservation of existing County trees. Mr. Purse identified several municipal models for the County to emulate. He emphasized several initiatives designed to educate the community and encourage participation in the program.

Discussion ensued.

Mr. Purse sought guidance from the Board on the program's parameters, indicating that further resources and revisions to County Ordinances may be necessary to accommodate the offerings.

Mr. McGlennon noted that the County could begin with a volunteer-focused approach, with the expectation that further resources would be secured as the program gained traction.

Ms. Larson mentioned that improper species selection led to the destruction of various buffer plantings.

Mr. Purse agreed, highlighting that an arborist was better equipped to determine which plants were acceptable.

Mr. McGlennon suggested leveraging existing resources such as tree stewards and the Master Gardeners for that information.

Discussion ensued.

Ms. Wainwright endorsed the volunteer-driven program, highlighting its opportunity for public engagement.

Ms. Larson supported the volunteer approach but believed a part-time arborist would be beneficial.

4. Parks and Recreation Master Plan

Ms. Arlana Fauntleroy, Director of Parks & Recreation, informed the Board that the department launched its Master Plan in July 2025. She noted that while the last comprehensive formal process occurred in 2009, the most recent update was completed in 2017. Ms. Fauntleroy emphasized the necessity of a post-pandemic update to gauge citizen sentiment, providing the County with essential feedback to guide Parks & Recreation services, capital improvements, and organizational restructuring. She highlighted the department's collaboration with BerryDunn, noting that the lead consultant was present to discuss the process and progress to date. Ms. Fauntleroy introduced Mr. James Mickle of BerryDunn and turned the presentation over to Mr. Mickle.

Mr. Mickle outlined a five-phase project structure, beginning with a Discovery phase focused on analyzing documentation, budgets, and demographics to assess local needs. Following a second phase centered on Engagement (to be detailed later), the firm was currently in Phase 3, Analysis, which involved evaluating data regarding operations, facilities, and programming. The process moved to Phase 4, Visioning, which blended quantitative data and key findings with industry best practices to define the project's direction. Mr. Mickle reported on Phase 2: Engagement, noting that a statistical survey with over 405 responses was conducted. With a 96% confidence level and a +/- margin of error, the results indicated that if the survey were repeated 100 times this year, the data would remain consistent. He referenced five key words regarding the Engagement phase which included immersive, customized, convenient, inclusive, and dependable. Mr. Mickle highlighted the firm's commitment to accessible community engagement, ensuring residents could see their own input reflected in the final Master Plan. He cited various County events to foster public engagement and solicit feedback. Mr. Mickle reported excellent engagement from County citizens. He noted that a full assessment of the County's parks, trails, and facilities had been completed. Mr. Mickle stated that the firm was

tasked with developing a phased (short, middle, and long-term) action plan and identifying potential alternative funding opportunities.

Mr. Mickle facilitated a strategic workshop with the Board to identify three key County Parks & Recreation priorities for the next five years.

Mr. McGlennon outlined his top three priorities: expanding access to Parks & Recreation facilities, acquiring land for new recreational opportunities, and improving access to quality childcare for families.

Ms. Larson highlighted her three primary goals: increased usage by residents and visitors, completion of the Grove Park project, and improving the softball fields.

Mr. Icenhour stated his priorities were ensuring the completion of Grove Park, promoting equitable park requests, and establishing a structured, long-term (five-to-15-year) priority framework for facility renovations.

Discussion ensued.

Mr. Mickle continued engagement exercises with the Board.

Discussion ensued.

Mr. Mickle outlined next steps and thanked the Board for its time.

Ms. Larson inquired if the remaining discussion items could be deferred to the Board's next Business Meeting.

While confirming that the Landscape Ordinance discussion could be deferred to the next Business Meeting, Mr. Stevens requested to proceed with a couple of brief items if the Board concurred.

The Board agreed.

5. Landscape Ordinance

The item was deferred to the Board's February 24, 2026, Business Meeting.

6. County Property

Mr. Purse noted that numerous County departments would utilize the new Consolidated Government Center, prompting a discussion to evaluate current County-owned properties and he requested Board feedback. He opened the discussion by highlighting the Human Services Building, which currently housed the County's Social Services Department and the Olde Towne Medical & Dental Center (OTMDC). He noted the facility's age, its ongoing maintenance needs, and the associated CIP requests. Mr. Purse inquired whether Mr. Stevens wished to discuss potential future opportunities regarding the property.

Mr. Stevens confirmed OTMDC's long-term tenancy in the Human Services Building and provided a brief history of the property. He noted that as the Social Services Department vacated, the County intended to sell the building, with OTMDC as the primary buyer. Confirming OTMDC's interest, he requested feedback from the Board.

Mr. Icenhour favored the proposal.

Ms. Null noted that OTMDC had three options regarding the property: acquisition, continued

leasing, or divestment.

Ms. Larson expressed her belief that the County had not yet disclosed a purchase price.

Mr. Stevens reported that the County had not.

Mr. Purse indicated that these discussions were in the preliminary stages.

Mr. Stevens reported that OTMDC was operating on a one-year lease. Mr. Stevens and the Board reviewed the pros and cons of renewing the lease versus selling the property.

The Board came to a consensus.

Mr. Stevens committed to developing a proposal with OTMDC for Board review.

Mr. Purse moved to discuss the Palmer Lane buildings, noting their age but highlighting approximately 15,000 square feet of available office space. He sought Board approval to contact realtors regarding potential buyers.

Mr. McGlennon asked if the state had any desire to purchase the property.

Mr. Stevens stated that the state was not interested in purchasing the property, noting a preference for leasing over buying. He recommended a partial-occupancy sale, asserting that the combination of an active lease and a County lease-back on the remaining buildings presented a better investment opportunity than a fully vacant property. Mr. Stevens stressed that any sale terms must secure the County's tenancy until a full exit, which he noted was anticipated in 2028.

Ms. Wainwright noted a potential rezoning.

Discussion ensued.

Mr. Purse indicated that the discussion regarding the Mounts Bay Road campus was informational rather than action-oriented. He highlighted the total acreage and explored the development potential of the property.

Ms. Larson inquired about the required acreage for school sites (elementary, middle, and high schools).

Mr. Purse projected a need for approximately 25-35+ acres.

Discussion ensued.

Ms. Larson stated that the County should retain the property for future educational use.

Mr. Stevens stated the discussion focused on potential uses for the undeveloped land surrounding the Mounts Bay Road campus and its current conditions.

Mr. McGlennon noted that the property should remain public land and not be subdivided.

Ms. Wainwright requested 25-year school enrollment projections, citing that, based on current population and homeschooling rates, enrollment had plateaued with no expected upward trend.

Discussion ensued.

The discussion concluded. Mr. Stevens advised that Agenda Item Nos. 5 and 7 would be deferred until the Board's February 24, 2026, Business Meeting.

7. Community Land Trust

The item was deferred to the Board's February 24, 2026, Business Meeting.

D. CLOSED SESSION

None.

E. ADJOURNMENT

1. Adjourn until 1 pm on February 24, 2026 for the Business Meeting

A motion to Adjourn was made by Tracy Wainwright the motion result was Passed.

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

Ayes: Icenhour Jr, Larson, McGlennon, Null, Wainwright

At approximately 4:54 p.m., Mr. McGlennon adjourned the Board of Supervisors.

Teresa J. Saeed

Deputy Clerk