

MINUTES
JAMES CITY COUNTY POLICY COMMITTEE
REGULAR MEETING
BUILDING A LARGE CONFERENCE ROOM
101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185
February 22, 2024
3:00 PM

A. CALL TO ORDER

Mr. Jack Haldeman called the meeting to order at 3 p.m.

B. ROLL CALL

Policy Committee Members Present:

Tim O'Connor

Frank Polster

Jack Haldeman, Chair

Planning Commissioners Present:

Jay Everson

Staff Present:

Josh Crump, Principal Planner

Terry Costello, Senior Planner

Cheryl Holland, Financial and Management Specialist

Margo Zechman, Budget and Accounting Analyst, III

C. MINUTES

There were no Minutes to approve

D. OLD BUSINESS

1. Fiscal Year 2025-2029 Capital Improvements Program Review

Ms. Costello stated that staff had responded to the questions submitted by the Committee and that those responses had been sent out to the Committee. Ms. Costello stated that the floor was open for discussion.

Mr. Haldeman inquired if the intent was to rank the applications as stand-alone projects.

Ms. Costello confirmed.

Mr. Haldeman noted that his rankings remained the same after seeing the responses from staff.

Ms. Costello inquired if there were any additional questions.

Mr. Polster inquired about the items currently being stored in the Jamestown Beach Event Park building and why the new building needed to be air-conditioned.

Ms. Costello stated that she would need to ask Parks & Recreation staff for more details.

Mr. Haldeman noted that the existing building is in rough shape.

Mr. Polster inquired about the need to store documents in that building when there were other options available.

Mr. O'Connor stated that the cost for the building averages at \$880 per square foot which seems excessive.

Mr. Polster further noted that he does not understand why it is necessary to fund design and build so quickly when there are other priorities.

Mr. Polster noted that he has concerns about potential safety issues with the classroom at the Police Department Firing Range and the potential for a solar farm on the property as well.

Mr. O'Connor inquired if staff had considered using a trailer for the classroom. Mr. O'Connor noted that this could be a cost-effective alternative that would have the same benefits.

Mr. Polster stated that his preliminary scores for these five projects were fairly low. Mr. Polster noted that previously reviewed but unfunded projects ranked much higher. Mr. Polster commented that he was not certain how this would be reconciled.

Discussion ensued on when and how the project scores should be submitted.

Discussion was also held on the revised Capital Improvements Program (CIP) process. The Committee expressed the desire that staff from the requesting divisions be available for in-person discussion. A recommendation was made to update the timeline to allow more time for questions and answers.

Mr. O'Connor noted that there could be better use of the Committee's time and expertise than checking the box for compliance with State Code.

Ms. Costello confirmed that the additional questions from the Committee were:

1. What is being stored in the proposed warehouse and what is driving the need for air conditioning.
2. What is the benefit of building versus renting in the short term to allow for a feasibility study.
3. What is the reason for the cost per square foot.
4. Is the ranking for the preliminary work, or does it include the construction as well.
5. Could a trailer be used for the classroom at the firing range.
6. How will safety be addressed for the solar farm if constructed adjacent to the firing range.
7. What is the rationale for the recommendation to construct the warehouse in quick succession to the General Services Building.

The Committee discussed the potential Agenda for the next meeting and whether it would be necessary to meet. Discussion ensued on the timeline and process of finalizing the ranking scores.

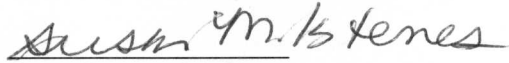
E. NEW BUSINESS

There was no New Business.

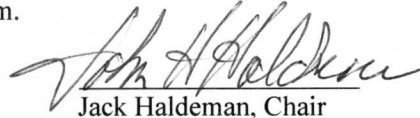
F. ADJOURNMENT

Mr. Polster made a motion to adjourn.

The meeting was adjourned at approximately 3:32 p.m.

A handwritten signature in cursive script, appearing to read "Susan Istenes".

Susan Istenes, Secretary

A handwritten signature in cursive script, appearing to read "Jack Haldeman".

Jack Haldeman, Chair