

THE BOARD OF SUPERVISORS HELD A WORK SESSION ON THE 28<sup>th</sup> DAY OF APRIL, IN THE YEAR TWO THOUSAND THREE OF OUR LORD IN THE COURTROOM OF THE OLD COURTHOUSE IN NEW KENT, VIRGINIA, AT 6:31 P.M.

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IN RE: ROLL CALL

Rebecca M. Ringley	Present
James H. Burrell	Present
Dean E. Raynes	Present
W. R. "Ray" Davis, Jr.	Present
Julian T. Lipscomb, Sr.	Present

Chairman Lipscomb opened the meeting.

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IN RE: AGENDA CHANGE

Mr. Christie requested changes to the Agenda, which include an address by Debbie Downs, Vice Chairman of the Historic Commission; authorization to grant an easement to Dominion Virginia Power in front of the new fire station, and moving the update on the Courthouse renovations to an earlier spot on the Agenda in order to accommodate staff from Wiley & Wilson Architects. The Board consented to these agenda changes.

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IN RE: HISTORIC RESOURCES INVENTORY

Debbie Downs, Vice Chair of the Historic Commission, explained to the Board that the archeological survey (below ground) is close to being completed; however, the survey does not show the 500+ buildings or other architectural sites that currently exist in the County. She believes that it is necessary to accurately, specifically and appropriately denote the locations of those structures on the map. Those services, if requested at this time, would cost another \$5,000.

Planning Director George Homewood explained that these mapped locations would be a part of the inventory for the Comprehensive Plan but would not be freely available to the public in order to protect the sites.

Mrs. Ringley expressed her concern that these services are duplicating those of the Richmond Regional Planning District Commission. Mr. Homewood explained that this would enable New Kent to give the RRPDC better information for their study and will have more in depth information than that provided by the Planning District Commission.

Following discussion, Mr. Davis moved to spend \$5,000 to map the above-ground architectural sites. The members were polled:

Rebecca M. Ringley	Nay
James H. Burrell	Aye
Dean E. Raynes	Aye
W. R. "Ray" Davis, Jr.	Aye

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Julian T. Lipscomb, Sr.

Aye

The motion carried.

IN RE: BOOKING FEES

Sheriff F. W. Howard, Jr. explained to the Board that localities, as of May 1, 2003, will be permitted to impose a \$25.00 booking fee. The revenues from this fee would be used by his office to offset booking costs, which now include Buccal swabs required for collection of DNA material from each inmate. The Clerk cannot begin collecting this fee until it approved by Ordinance. The Sheriff reported that 105 inmates were booked during the month of March, and the County would have realized \$2,625 in revenues had this booking fee been in effect.

Following discussion, the Board requested that the County Attorney prepare a proposed Ordinance and that the matter be advertised for Public Hearing as quickly as possible.

Sheriff Howard also reported to the Board regarding the possibility of using inmate labor to help clean out the clogged drainage ditches in the County. He reported that this was attempted seven or eight years ago; however, Henrico would not sign the contract required by VDOT. Inmates are being currently used to clean up the areas around the refuse sites and the wastewater treatment plants. He is in the process of trying to reach the VDOT Resident Engineer and will keep the Board informed.

IN RE: DOMINION VIRGINIA POWER EASEMENT AT THE FIRE STATION

County Administrator Gary Christie explained that Dominion Virginia Power has requested that the County grant an easement in which to run power lines at the new Fire Station. Following discussion, Mrs. Ringley moved for approval of the easement as requested. The members were polled:

James H. Burrell	Aye
Dean E. Raynes	Aye
W. R. "Ray" Davis, Jr.	Aye
Rebecca M. Ringley	Aye
Julian T. Lipscomb, Sr.	Aye

The motion carried

IN RE: ARCHITECTURAL SERVICES FOR COURTHOUSE RENOVATIONS

County Administrator Gary Christie and Chairman Lipscomb explained that ten responses were received in response to the Request for Proposals for architectural and HVAC services in connection with renovations at the Courthouse. Four companies were interviewed and the interview committee which consisted of Mr. Christie, Mr. Lipscomb and Judge Smith, have recommended the firm of Wiley & Wilson. This firm has strong credentials in courthouse and

HVAC work throughout the State. Fred Armstrong and Randy Vaughan from Wiley & Wilson were present to answer questions and review their proposal.

Randy Vaughan, Project Manager, reviewed the six phases of the work and the proposed fee of \$105,000 and expenses of \$4,000. Services would include meeting with the proposed users to verify space requirements; verifying the existing building, to include examining the original design drawings, as well as evaluation of the HVAC, electrical services and the structural condition of the building; determining final layout as well as construction cost estimate; preparation of detailed drawings for the bid package; conducting a pre-bid meeting; assisting in evaluation of the bids and preparation of a contract; technical support during construction, including 4 trips to the job site. They could be ready to start at the end of this month and anticipate that a final design would be ready by mid-August, bids out in August, and construction could start October 1. He feels that construction costs would be in the neighborhood of \$1,000,000, which include replacing and/or repairing the HVAC system and moving dispatch.

Mr. Vaughan reported that he is just completing a renovation project in Madison County, and is currently involved in a courthouse project in King William and Charles City Counties. Projects have recently been completed in Gloucester and Fluvanna.

There was discussion regarding the HVAC system and the need to move dispatch. Mr. Raynes and Mrs. Ringley do not feel that the County is in a position to spend this amount of money for office space on the second floor of the Courthouse at the present time. Mr. Burrell would like more time to consider the project. Mr. Vaughan was asked to provide a breakdown of the cost of construction, which he provided as follows: 40% for the architectural and structural work; 40% for the HVAC; and 20% for moving dispatch.

Mr. Raynes feels that the immediate need is repair or replacement of the HVAC system and Mrs. Ringley inquired as to whether the architectural services could be performed in phases.

Following further discussion, Mr. Davis made a motion to proceed with the services identified in phases one, two and the part of three that addresses the HVAC system. Following further discussion, the Board reached consensus to have Mr. Vaughan come back to the Board at the next meeting with a revised estimate of work in phases 1, 2 and the part of 3 that addresses the HVAC system. Mr. Davis withdrew his motion.

Before leaving this subject, Chairman Lipscomb wanted to confirm for everyone that, despite what has been printed recently in the newspapers, the County does own the Courthouse.

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RE: SEWER UPDATE - NEW KENT VILLAGE

John Crump and Tollar Nolley were present to give a status of the sewer work in the Courthouse area. They are awaiting bids for final engineering services and hope to award a contract on May 7. Timmons Group has completed their field work from Route 33 to the Courthouse. It is necessary to determine the best location for the pump station and it appears that would be on County property, which is the lowest point.

Regarding the water system, it is also necessary to determine the best location for the water tank, either on property owned by the developer or by the County, as well as to consider upgrading one or more of the existing water systems at the school. Regardless of the location, Mr. Crump and Mr. Nolley requested that the County work together with their engineers in order to prevent duplication of services and to save money.

Public Works Director Charles Loving explained regulations regarding the number of wells, gallons produced, etc.

Mrs. Ringley stated that she does not have enough information, and asked that staff prepare a report for the Board's consideration. Mr. Christie has agreed to coordinate.

Regarding the project itself, Mr. Crump reported that the main commercial building has been designed, and that the United Indians of Virginia are looking at property across the road from their project upon which to build a museum.

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IN RE: VOLUNTEER RECOGNITION DINNER

There was discussion regarding the possibility of holding the event at the fire station after it is completed in the fall, as well as holding two separate events, one for the firefighter/EMT volunteers and one for the other volunteers. Mr. Raynes suggested having the event again this year at the high school, and plan for something different for next year. Mrs. Ringley suggested having it at the middle school. Mr. Lipscomb suggested having an outside event at either Royal New Kent or Brickshire. Staff will look into these possibilities. May is Volunteer Appreciation Month, but Mr. Christie does not think that staff has enough time to plan an event to be held in May.

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IN RE: MUNICIPAL CODE CORPORATION

County Administrator Gary Christie brought the Board up to date regarding negotiations with Municipal Code Corporation and the errors that resulted after recodification. MCC executives flew up from Florida to meet with Mr. Christie, Ms. Katz and former County Attorney James Cornwell. As a result of that meeting, MCC has agreed to correct the errors made by their staff at no cost to the County. Regarding payment of the \$9,000 legal bill for a line by line review of the Code, MCC has tendered a check for one-third of those fees, suggesting that MCC, Sands Anderson, and the County split the cost equally. Ms. Katz reported that Sands Anderson is willing to reduce their bill by one-third.

There was discussion regarding whether County staff or the former County Attorney was responsible for the review prior to recodification. Ms. Katz suggested that the County and her firm both review past billings to determine whether Mr. Cornwell had charged for those services. Mrs. Ringley suggested that the Board wait for that information before making any decision whether to be responsible for one-third of the legal fees.

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IN RE: PLANNING DEPARTMENT REORGANIZATION

Planning Director George Homewood provided a proposed re-organization chart of the Department of Planning and Community Development for Board review and comment. The position of Economic Analyst was discussed, and Mr. Homewood explained what tasks Lamont Myers had been assigned and had accomplished since he was hired as a temporary part-time employee. Mr. Homewood also reviewed the proposed tasks he would assign to Mr. Myers during FY03-04 if the position is continued.

There was discussion concerning work priorities and management, whether or not the County should hire a full-time employee for this position, whether some of the tasks performed by Mr. Myers are duplicative or unnecessary, and the need to keep the Board updated as to his work.

Mr. Burrell moved to hire Lamont Myers as proposed for the period from July 1, 2003 through June 30, 2004. The members were polled:

Dean E. Raynes	Aye
W. R. "Ray" Davis, Jr.	Aye
Rebecca M. Ringley	Nay
James H. Burrell	Aye
Julian T. Lipscomb, Sr.	Aye

The motion carried.

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IN RE: RADIO SYSTEM

Public Safety Director Larry Gallaher reported that a group which included Chairman Lipscomb, had recently traveled to Middlesex County which has a simulcast system similar to the one which Radio Communications proposes to install in New Kent County. In their most recent correspondence, Radio Communications has asked that the County pay the remainder due on the previous contract, and proposes to install the simulcast system for another \$217,000. Mr. Gallaher estimates that the new system could be installed and working by the end of the summer, but that will depend on how quickly the FCC can issue the new licenses which will be required. Mr. Gallaher recommends that the County proceed.

Following discussion regarding transmitters, guarantees, performance bonds and payment bonds, Mrs. Ringley moved to accept the proposals made by Radio Communications, to include a requirement for a performance guarantee and bond. The members were polled:

W. R. "Ray" Davis, Jr.	Aye
Rebecca M. Ringley	Aye
James H. Burrell	Aye
Dean E. Raynes	Aye
Julian T. Lipscomb, Sr.	Aye

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The motion carried.

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RE:                   ADJOURNMENT

Due to the late hour, the remaining of the agenda items were deferred for later consideration.  
Mr. Davis moved that the meeting be adjourned. The members were polled:

Rebecca M. Ringley	Aye
James H. Burrell	Aye
Dean E. Raynes	Aye
W. R. "Ray" Davis, Jr.	Aye
Julian T. Lipscomb, Sr.	Aye

The meeting was adjourned at 9:47 p.m.

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