

Agenda
Board of Supervisors
Isle of Wight County
March 18, 2021

1. Call to Order (5:00 P.M.)
2. Approval of Agenda
3. Closed Meeting
4. Reconvene Open Meeting at 6:00 P.M.
5. Invocation – Vice Chairman Rosie
6. Citizens' Comments
7. Consent Agenda
 - A. V-Stop Grant
Resolution to Appropriate Federal Funds for the DCJS
Violence Against Women's Act Grant (\$23,096 w/ Local Match
of \$7,699)
 - B. School Security Equipment Grant Program
Resolution to Accept and Appropriate 2021 School Security
Equipment Grant Program Funds from the Virginia
Department of Education (\$151,389)
 - C. Hampton Roads Workforce Council
Execution of the Seventh Amended Charter Agreement of
the Hampton Roads Workforce Council
 - D. 2020 Planning Commission Annual Report
2020 Planning Commission Annual Report
 - E. Employment Agreement – County Attorney
Authorization to Execute an Employment Agreement for the

County Attorney

F. Minutes

November 19, 2020 Regular Meeting Minutes

December 10, 2020 Work Session Minutes

December 10, 2020 Regular Meeting Minutes

8. Regional and Inter-Governmental Reports

A. Regional Reports

9. Appointments

A. Appointments List

10. Special Presentations / Appearances

A. 2020 Tourism Annual Report

Staff Presentation - 2020 Tourism Annual Report

11. County Attorney's Report

A. Planning Commission Bylaws

Consideration of Revision of the Bylaws for the Planning Commission

12. Public Hearings

A. Budget Amendment to Appropriate Bond Funding

Resolution to Amend the Budget and Appropriate Bonding Funding for Capital Projects (\$34,733,997)

13. County Administrator's Report

A. COVID-19 Vaccine Update

Staff Update on COVID-19 Vaccine Rollout in Western Tidewater

B. Matters for the Board's Information

14. Unfinished / Old Business

A. Cigarette Tax

Discussion of Implementation of a Local Cigarette Tax

15. New Business

A. Employee Health Insurance

Resolution to Approve the Employee Health Insurance Plan Offerings for Fiscal Year 2021-22

B. Isle of Wight Rescue Squad Request

Resolution to Amend the FY21 Budget and Appropriate Funding to be Received from Isle of Wight Volunteer Rescue Squad for the Purchase of a 2022 Horton Model 603 F Ambulance (\$4,637)

C. Development Activity Report

Resolution to Appropriate Funding to Address Staffing and Equipment Needs in Community Development - Inspections (\$73,375)

16. Adjournment

ISSUE:

Resolution to Appropriate Federal Funds for the DCJS Violence Against Women's Act Grant (\$23,096 w/ Local Match of \$7,699)

BACKGROUND:

The County has been awarded the 2021 Department of Criminal Justice Services (DCJS) Violence Against Women's Act Grant totaling \$30,795 (federal \$23,096; local match \$7,699). The program funds serve to increase the apprehension, prosecution, and adjudication of persons committing violent crimes against women.

BUDGETARY IMPACT:

Increase the Grant Fund Budget both revenues and expenditures by \$23,096 with a local match of \$7,699.

RECOMMENDATION:

Adopt a resolution to amend the Grant Fund budget and appropriate funds for the DCJS Violence Against Women's Act Grant.

ATTACHMENTS:

Description	Type	Upload Date
Resolution	Resolution Letter	2/24/2021
Grant Award Letter	Resolution Letter	2/24/2021

**RESOLUTION TO AMEND THE FY 2020-21 GRANT FUND
BUDGET AND APPROPRIATE FUNDING FOR
THE DCJS VIOLENCE AGAINST WOMEN’S ACT GRANT**

WHEREAS, the Board of Supervisors of the County of Isle of Wight, Virginia desires to accept funding from the Virginia Department of Criminal Justice Services (DCJS) for the Violence Against Women’s Act Grant; and,

WHEREAS, the Board of Supervisors desires to amend the FY 2020-21 Grant Fund Budget in the amount of twenty-three thousand dollar ninety-six dollars (\$23,096) in federal funding with a local match of seven thousand six hundred ninety-nine dollars (\$7,699) for apprehension, prosecution and adjudication of persons committing violent crimes against women; and,

WHEREAS, the Board of Supervisors needs to appropriate twenty-three thousand ninety-six dollars (\$23,096) federal funding with a local match of seven thousand six hundred ninety-nine dollars (\$7,699) to the FY2020-21 Grant Fund Budget of Isle of Wight County, Virginia.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Isle of Wight County, Virginia, that the FY 2020-21 budget is hereby amended and funds appropriated in the amount of twenty-three thousand ninety-six dollars (\$23,096) federal funding with a local match of seven thousand six hundred ninety-nine dollars (\$7,699).

BE IT FURTHER RESOLVED that the County Administrator of Isle of Wight County, Virginia is authorized to make the appropriate accounting adjustments and to do all things necessary to give this resolution effect.

Adopted this 18th day of March, 2021.

Richard L. Grice, Chairman

Carey Mills Storm, Clerk

Approved as to Form:

Robert W. Jones Jr., County Attorney



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Shannon Dion
Director

Megan Peterson
Chief Deputy Director

Washington Building
1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
www.dcjs.virginia.gov

December 7, 2020

Mr. Randy R. Keaton
County Administrator
Isle of Wight County
P. O. Box 80
Isle of Wight, VA 23397-9998

RE: Violence Against Women's Act

Dear Mr. Keaton:

Congratulations on being a recipient of the above referenced grant program! Your DCJS grant award number is **21-Y9425VA20** and was approved for a total award of **\$30,795**, funded in part through Federal Grant **2020-WF-AX-0011**. The project period is **01/01/2021** through **12/31/2021**.

Included with this letter is a Statement of Grant Award/Acceptance (SOGA). Please note hard copies of the General Special Conditions, as well as the Reporting Requirements and Projected Due Dates, are no longer included as part of the Grant Award Package. Instead, these documents have been combined and are now referred to as **Conditions and Requirements** and are posted online at <https://www.dcjs.virginia.gov/grants/grant-requirements>.

In addition to the General Special Conditions, there may be Specific Special Conditions related to your Grant Award. At this time, you are required to view these conditions online via the Grants Management Information System (GMIS) at <https://grants.dcjs.virginia.gov/> under menu item View Status -> Special Conditions. If you have not previously done so, you must obtain a user name and password set up by your Finance Officer in order to use this web-based system.

Please be advised we are in the final stages of finalizing the new and improved grants management system to replace GMIS. Beginning early next year, DCJS will transition to OGMS (On-line Grant Management System) to provide our subrecipients with a more comprehensive and user-friendly experience. DCJS is committed to keeping all constituents informed to ensure a smooth transition for everyone. Additional resources and training opportunities for the new system will be available soon.

Mr. Keaton
December 7, 2020
Page Two

We will be happy to assist you in any way we can to assure your project's success. To indicate your acceptance of the award and conditions, please sign the included SOGA and return it electronically within the next 60 days to grantsmgmt@dcjs.virginia.gov. If you have questions, contact Dione Bassett at (804) 371-2419 or via email at Dione.Bassett@dcjs.virginia.gov.

Sincerely,



Shannon Dion

STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

Violence Against Women's Act		
Subgrantee: Isle of Wight DUNS Number: 010066769 DCJS Grant Number: 21-Y9425VA20 Grant Start Date: 01/01/2021 Grant End Date: 12/31/2021		
Federal Grant Number:	2020-WF-AX-0011	
Federal Awardee:	VAWO	
Federal Catalog Number:	16.588	
Project Description:	To increase the apprehension, prosecution, and adjudication of persons committing violent crimes against women.	
Federal Start Date:	7/1/2020	
Federal Funds:	\$23,096	
State General Funds:	\$	
State Special Funds:	\$	
Agency Match:	\$7,699	
Total Budget:	\$30,795	
Project Director	Project Administrator	Finance Officer
Mrs. Nell J. Cyr V-STOP Coordinator Isle of Wight County P. O. Box 80 Isle Of Wight, VA 23397-9998 (757) 357-3526 nell.cyr@isleofwightus.net	Mr. Randy R. Keaton County Administrator Isle of Wight County P. O. Box 80 Isle of Wight, VA 23397-9998 (757) 365-6204 rkeaton@isleofwightus.net	Ms. Stephanie Humphries Finance Officer Isle of Wight County P. O. Box 80 Isle Of Wight, VA 23397-9998 (757) 357-5949 shumphries@isleofwightus.net

***Please indicate your ICR in the space provided, if applicable.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and Special Conditions, hereby accepts this grant and agree to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.

Signature: _____

Authorized Official (Project Administrator)

Title: _____

Date: _____

ISSUE:

Resolution to Accept and Appropriate 2021 School Security Equipment Grant Program Funds from the Virginia Department of Education (\$151,389)

BACKGROUND:

The Virginia Department of Education has approved 2021 School Security Equipment Grant Program funding for Isle of Wight County Schools to purchase and install security equipment for Smithfield High School, Smithfield Middle School, and Windsor High School. The funding, in the amount of \$151,389, will be used to install automated door locks throughout each of the school buildings.

The Board may wish to adopt a resolution to appropriate the grant program funds to the Schools.

BUDGETARY IMPACT:

Adoption of an appropriate resolution will increase the Schools FY2020-21 budget (Technology Category) by the amount of grant funds received.

RECOMMENDATION:

Adopt a resolution to amend the FY 2020-21A budget and appropriate 2021 School Security Equipment Grant Program Funds from the Virginia Department of Education.

ATTACHMENTS:

Description	Type	Upload Date
Resolution	Resolution Letter	3/16/2021
Correspondence from Schools	Backup Material	3/16/2021

**RESOLUTION TO AMEND THE FY 2020-21 BUDGET AND
APPROPRIATE FUNDING FROM VIRGINIA DEPARTMENT OF
EDUCATION FOR SCHOOL SECURITY GRANT**

WHEREAS, the Virginia Department of Education has approved 2021 School Security Equipment Grant Program funding for Isle of Wight County Schools to purchase and install security equipment for Smithfield High School, Smithfield Middle School, and Windsor High School; and,

WHEREAS, the School Security Equipment Grant funding will be used to install automated door locks throughout each of the school buildings; and,

WHEREAS, the Board of Supervisors needs to appropriate the grant funding in the amount of one hundred one thousand three hundred eighty nine dollars (\$151,389) to the Technology Category of the FY 2020-21 Schools Budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Isle of Wight County, Virginia, that the FY 2020-21 budget is hereby amended and funds appropriated in the amount of one hundred one thousand three hundred eighty nine dollars (\$151,389) to the Technology Category of the FY 2020-21 Schools Budget to purchase and install security equipment for Smithfield High School, Smithfield Middle School, and Windsor High School.

BE IT FURTHER RESOLVED that the County Administrator of Isle of Wight County, Virginia is authorized to make the appropriate accounting adjustments and to do all things necessary to give this resolution effect.

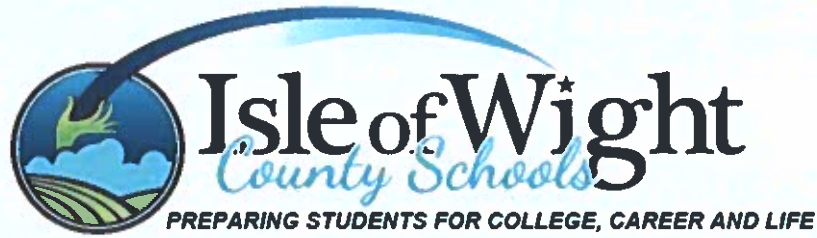
Adopted this 18th day of March, 2021.

Richard L. Grice, Chairman

Carey Mills Storm, Clerk

Approved as to Form:

Robert W. Jones Jr., County Attorney



March 15, 2021

Mr. Randy Keaton
County Administrator
Isle of Wight County
Isle of Wight, Virginia

Dear Mr. Keaton:

The School Board voted at the March 11, 2021 board meeting to request an additional appropriation in the Technology category in the amount of \$151,389. The Isle of Wight County School division is a recipient of the 2021 School Security Equipment Grant Program. These funds are approved by the Virginia Department of Education for the purchase and installation of security equipment for Smithfield High School, Smithfield Middle School and Windsor High School. The equipment will be automated door locks throughout the buildings.

This request requires action by the Board of Supervisors. Please let me know if you need any additional information.

Sincerely,

Michael Lombardo
Division Assistant Superintendent

enclosure

Office of the Superintendent – Dr. James Thornton

820 W. Main Street | Smithfield, VA 23430 | www.iwcs.k12.va.us

For Immediate Release: December 4, 2020

Contact: [Charles B. Pyle](#), Director of Media Relations (804) 640-2117

VDOE Announces \$12 Million in School Security Equipment Grants

Statewide Investment in Safe Schools Doubles With 2020 Awards

RICHMOND — The Virginia Department of Education today announced \$12 million in state School Security Equipment Grants to protect students, faculty and visitors in 489 schools in 102 school divisions. The grants will pay for video monitoring systems, voice and video internal communications systems, school bus interior cameras, mass notification systems, visitor-identification systems, access control systems, two-way radios, security vestibules and other security upgrades.

"This year, we have doubled the amount of assistance available to help Virginia school divisions protect our students and the educators, administrators, and staff dedicated to preparing them for success," Governor Ralph Northam said. "We remain focused on supporting students and their families in navigating the pandemic and preparing for in-person learning to resume, which includes ensuring that our schools have all the necessary technology, equipment, and systems to keep everyone safe and to respond to emergencies."

The 2019 Appropriation Act approved by General Assembly doubled the total annual appropriation for the grant program — effective this year — from \$6 million, to \$12 million. The 2019 General Assembly also approved the governor's proposal to increase the maximum award per school division — effective last year—from \$100,000, to \$250,000.

"Virginia is a national leader in school security and the grants announced today support our proactive approach to creating and maintaining safe learning environments," Superintendent of Public Instruction James Lane said. "In many cases, the equipment and systems divisions will purchase with these funds address vulnerabilities identified through the commonwealth's pioneering school security audit program."

The criteria for making the awards — developed by VDOE and the Virginia Department of Criminal Justice Services — give priority to schools most in need of modern security equipment, schools with relatively high numbers of offenses, schools with equipment needs identified by a school security audit, and schools in divisions least able to afford security upgrades. The program expanded this year to include funding for security equipment for school buses. The divisions awarded grants are as follows:

- **Isle of Wight County — \$151,389 for Smithfield High, Smithfield Middle and Windsor High**

A local match of 25 percent is required of most divisions. Three school divisions with composite indices of local-ability-to-pay of less than 0.2 — Buena Vista, Lee County and Scott County — are exempt from the local-match requirement.



APPROVED BY SCHOOL BOARD

Date

3/11/2021

Tracy Routh, Clerk
(Signature)**Agenda Item Details**

Meeting	Mar 11, 2021 - Regular School Board Meeting
Category	15. Support Services
Subject	15.5 Security Equipment Grant Award
Access	Public
Type	Action, Information
Recommended Action	Motion to approve the acceptance of the Security Equipment Grant in the amount of \$151,389.

Public Content

Mr Coopridier will inform the Board on the Security Equipment Grant Award received by Isle of Wight County Schools by the Virginia Department of Education.

[Allocation & Grant Notice \(1\).pdf \(477 KB\)](#)**Administrative Content****Executive Content****Motion & Voting**

Motion to approve the acceptance of the Security Equipment Grant in the amount of \$151,389.

Motion by Victoria Hulick, second by Denise N Tynes.

Final Resolution: Motion Carries

Yea: Jacqueline W Carr, Victoria Hulick, Julia Perkins, Alvin W Wilson, Denise N Tynes

ISSUE:

Execution of the Seventh Amended Charter Agreement of the Hampton Roads Workforce Council

BACKGROUND:

The Hampton Roads region currently has two separate workforce councils - one representing the Cities of Chesapeake, Franklin, Norfolk, Portsmouth, Suffolk, and Virginia Beach and the Counties of Isle of Wight and Southampton and the other workforce council representing the Cities of Hampton, Newport News, Poquoson, and Williamsburg and the Counties of Gloucester, James City, and York.

Effective July 1, 2021, the two entities will combine to form the Hampton Roads Workforce Council that will be the sole regional organization responsible for the provision of workforce development services in accordance with the provisions of the Workforce Innovation and Opportunity Act of 2014.

BUDGETARY IMPACT:

None.

RECOMMENDATION:

Authorize execution of the Seventh Amended Charter Agreement of the Hampton Roads Workforce Council.

ATTACHMENTS:

Description	Type	Upload Date
Charter Amendment for Hampton Roads Workforce Council	Backup Material	3/10/2021
Correspondence from Hampton Roads Workforce Council	Backup Material	3/11/2021

**SEVENTH AMENDED CHARTER AGREEMENT
OF THE HAMPTON ROADS WORKFORCE COUNCIL**

THIS SEVENTH AMENDED CHARTER AGREEMENT ("Agreement") is made this first day of July, 2021, by and between the Cities of Chesapeake, Hampton, Franklin, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach and Williamsburg, and the Counties of Gloucester, James City, Isle of Wight, Southampton, and York, pursuant to the authority granted by Section 15.2-1300 of the Code of Virginia, 1950, as amended.

Whereas, effective July 1, 1974, the Cities of Chesapeake, Franklin, Norfolk, Portsmouth, Suffolk and Virginia Beach, and the Counties of Isle of Wight and Southampton joined together to create the Southeastern Tidewater Area Manpower Authority, now known as the Hampton Roads Workforce Council, as a joint venture; and

Whereas, effective October 1, 1983, January 1, 1985, January 1, 2000, July 1, 2001, July 2015, and January 2019 the participating jurisdictions amended the Charter of the Hampton Roads Workforce Council in certain respects; and

Whereas, the participating jurisdictions desire to amend the Charter of the Hampton Roads Workforce Council a seventh time consistent with applicable provisions of the Workforce Innovation and Opportunity Act of 2014 ("WIOA"), as may be amended from time to time, and to reaffirm the Charter in all other respects.

NOW, THEREFORE, it is mutually agreed by the parties hereto as follows:

1. The consortium chartered the 1st day of July, 1974, by the Cities of Chesapeake, Franklin, Norfolk, Portsmouth, Suffolk and Virginia Beach and the Counties of Isle of Wight and Southampton the Hampton Roads Workforce Council shall, effective, July 1, 2021, incorporate the Cities of Hampton, Newport News, Poquoson, and Williamsburg and the Counties of Gloucester, James City and York into the consortium known as the Hampton Roads Workforce Council.

2. The Hampton Roads Workforce Council shall exist indefinitely, subject to dissolution by agreement of the governing bodies of the participating jurisdictions.

3. The Hampton Roads Workforce Council shall have for its purpose the provision of workforce development services in accordance with the provisions of the WIOA as may be amended from time to time, or any future legislation of similar import and applicability, and shall serve as the grant subrecipient.

4. The Hampton Roads Workforce Council shall be governed by a Workforce Development Board duly appointed in accordance with the WIOA, as may be amended from time to time, and by the collective direction of the Chief Local Elected Officials ("CLEO") of each participating jurisdiction.

5. The Hampton Roads Workforce Council is hereby authorized and empowered:

- (a) To adopt policies and procedures for the regulation of its affairs and the conduct of its business;
- (b) To maintain an office at such place or places as it may designate;
- (c) To sue and be sued;
- (d) To accept grants and gifts from the participating jurisdictions, the Commonwealth of Virginia, the Federal government or any other governmental body or political subdivision, and from any individual, corporation, partnership, association or other entity;
- (e) To enter into contracts with the Federal government, the Commonwealth of Virginia, any political subdivision, or any agency or instrumentality thereof, or with any individual, corporation, workforce investment board, partnership, association or other entity providing for or relating to the furnishing of workforce development or related services;
- (f) To employ such staff and to retain such legal or professional representation as may be deemed necessary, and to prescribe their powers and duties and fix their compensation, within the approved budget;
- (g) To make and enter into all contracts and agreements necessary or incidental to or desirable for the performance of its duties and the execution of its powers hereunder; provided, however, that contracts or agreements for the borrowing of money shall be subject to obtaining the express written consent of each participating jurisdiction;

- (h) To do all acts and things necessary or convenient to carry out its purposes, consistent with the provisions of WIOA, as may be amended from time to time, or any future legislation of similar import and applicability.

6. The Hampton Roads Workforce Council shall be funded by governmental grants and private contributions as set forth in section 5(d) above and shall conduct a financial and compliance audit annually in accord with all applicable rules and regulations.

7. The fiduciary liability for funds shall be vested in the participating jurisdictions on a percentage basis determined by comparing the amount of actual utilization of workforce development services by a participating jurisdiction to the total utilization of such services by all participating jurisdictions during the fiscal year pertaining to any such liability, subject to appropriation. The percentage shall be determined by using, as the numerator, the number of participants served during such fiscal year from a particular participating jurisdiction, and, as the denominator, the total participants served during such fiscal year from all participating jurisdictions.

8. Any participating jurisdiction may withdraw from this Agreement as of the last day of June in any year, provided it gives written notice thereof to all of the other CLEOs prior to the first day of March preceding the date of withdrawal.

9. All real and personal property to be used for the purposes set forth above shall be acquired and held in the name of the Hampton Roads Workforce Council. Upon the dissolution of the Hampton Roads Workforce Council, all of its assets and property, both real and personal, tangible and intangible, shall be disposed of by the participating CLEOs in accordance with applicable law, as well as those rules and regulations as may have been properly promulgated by such Officials.

IN WITNESS WHEREOF, the parties hereunto have set their signatures and seals as of the day and year first written above.

Signatures Appear on the Following Pages.

ATTEST:

CITY OF CHESAPEAKE

City Clerk

Mayor

Date

ATTEST:

CITY OF HAMPTON

City Clerk

Mayor

Date

ATTEST:

CITY OF FRANKLIN

City Clerk

Mayor

Date

ATTEST:

GLOUCESTER COUNTY

County Clerk

Chair

Date

ATTEST:

ISLE OF WIGHT COUNTY

County Clerk

Chair

Date

ATTEST:

JAMES CITY COUNTY

County Clerk

Chair

Date

ATTEST:

CITY OF NEWPORT NEWS

City Clerk

Mayor

Date

ATTEST:

CITY OF NORFOLK

City Clerk

Mayor

Date

CITY OF POQUOSON

ATTEST:

City Clerk

Mayor

Date

CITY OF PORTSMOUTH

ATTEST:

City Clerk

Mayor

Date

SOUTHAMPTON COUNTY

ATTEST:

County Clerk

Chair

Date

CITY OF SUFFOLK

ATTEST:

City Clerk

Mayor

Date

CITY OF VIRGINIA BEACH

ATTEST:

City Clerk

Mayor

Date

2-5-21

CITY OF WILLIAMSBURG

ATTEST:

City Clerk

Mayor

Date

YORK COUNTY

ATTEST:

County Clerk

Chair

Date



HAMPTONROADS WORKFORCECOUNCIL

February 18, 2021

Mr. Randy Keaton
County Administrator
Isle of Wight County
County Administrator's Office
P. O. Box 80
Isle of Wight, VA 23397

Subject: Charter Agreement of the Hampton Roads Workforce Council

Dear Mr. Keaton:

This correspondence is being submitted on behalf of the Board of Directors of the Hampton Roads Workforce Council to request that your locality execute and sign the **Seventh Amended Charter Agreement of the Hampton Roads Workforce Council**. This request is one of the final steps in the merger of the two existing regional Workforce Development Boards (Hampton Roads and Greater Peninsula) that started last year into a new single organization to provide such services within the fifteen localities that comprise the southeastern corner of the state, commonly known as Hampton Roads. These localities include the cities of Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Williamsburg and Virginia Beach and the counties of Gloucester, Isle of Wight, James City, Southampton and York.

Accordingly, please find attached the revised **Seventh Amended Charter Agreement of the Hampton Roads Workforce Council**, executed by the City of Virginia Beach officials, which currently serves as the grant recipient for the Workforce Council. We are requesting that each of the fifteen (15) participating localities that we will represent to execute and sign the Agreement. The only changes in this Agreement from the prior version is the incorporation of the seven (7) Peninsula localities (Hampton, Newport News, Poquoson, Williamsburg and the counties of Gloucester, James City, and York). Past versions of the Charter Agreement can be found on our website at: <https://www.vcwhamptonroads.org/charter-agreements>.

Once you have signed the agreement, please return to:

Hampton Roads Workforce Council
999 Waterside Drive, Suite 1314
Norfolk, VA 23510



999 Waterside Drive, Suite 1314
Norfolk, Virginia 23510
757.314.2370
vcwhamptonroads.org

Mr. Randy Keaton
Page 2
February 18, 2021

Once all (15) jurisdictions have returned their signed copy of the Seventh Amended Charter Agreement, staff will assemble and provide a fully executed copy to each locality for your records. The official edition will also be kept on file at the offices of the Hampton Roads Workforce Council.

As always, I am more than happy to make a presentation to your Council if you believe it would help the process.

Questions regarding the Charter Agreement, or the process for amending it, may be directed to my attention at either savery@vcwhamptonroads.org or 757-314-2370.

Thank you for your timely attention to this matter. We look forward to representing the region and providing valuable workforce development services to tens of thousands of local area Hampton Roads residents and businesses.

Sincerely,



Shawn Avery
President and CEO

SMA/lee
Attachment

Copy:

Mark Johnson, Board Chair, Hampton Roads Workforce Council
John Olson, Ed.D., Board Chair, Greater Peninsula Workforce Board
Elected Official Representative: The Honorable Joel Acree

ISSUE:

2020 Planning Commission Annual Report

BACKGROUND:

The Planning Commission develops an annual report in conformance with Section 15.1-2221 of the Code of Virginia. This Section states that local planning commissions shall make recommendations and an annual report to the governing body concerning the operation of the commission and the status of planning within its jurisdiction.

The Planning Commission submits its 2020 Annual Report for the Board's information. A copy of the report is attached.

RECOMMENDATION:

The report is provided for the Board's information. No action is required.

ATTACHMENTS:

Description	Type	Upload Date
2020 Planning Commission Annual Report	Backup Material	2/17/2021



PLANNING COMMISSION 2020 ANNUAL REPORT

ADOPTED BY THE
ISLE OF WIGHT COUNTY PLANNING COMMISSION
FEBRUARY 23, 2021



CHAIRMAN'S MESSAGE

To our Board of Supervisors,

The year 2020 presented a unique set of economic and social challenges never before experienced by Isle of Wight County along with the rest of our Country and the world. The year started off with much promise as the Board of Supervisors adopted the County's new Comprehensive Plan, *Envisioning the Isle*, at their regular meeting on January 16, 2020. The County's economy continued to improve based on an increase in the number of permits, sales tax and real estate tax revenues over the last several years. According to the Weldon Cooper Center, the County's population continued its modest increase between July 2019 and July 2020 by an estimated 296 people. This is 2,675 more than the 2010 US census, or 7.6% over the past ten years.

After a promising start to 2020, the COVID pandemic presented a global public health crisis beginning in the second quarter causing severe economic impacts as local schools, businesses, and governments faced temporary and permanent closures due to mandatory restrictions on operations.

Despite COVID restrictions on the size of gatherings, required facial masks, and the need to socially distance, the Planning Commission remained devoted to providing continuity of the public review process for rezoning applications, conditional use permits, exception requests, ordinance amendments, and proposed comprehensive plan amendments as documented in this report.

In addition to continuing to hold public meetings, the Planning Commission held a joint annual retreat with the Board of Supervisors at Smithfield High School on

Friday, October 23, 2020, to discuss the growing short term rental trend and receive presentations on current development activity, improvements to the development review process, parliamentary procedure, and the Chesapeake Bay Preservation Area regulations.

Despite recent operational hurdles, we will continue to make progress towards the implementation of the new comprehensive plan with projects such as the Study on Aging and Rushmere Village Area Plan set to start in the spring of 2021. The Commission and staff will strive to provide convenient and meaningful ways to collect vital community feedback which forms the basis of our studies and plans.

On behalf of the Isle of Wight County Planning Commission, I would like to present our 2020 Annual Report. We hope it provides the Board and the community useful information on the activities and plans of the County Planning Commission.

We look forward to working together with you all in the new year to continue to make Isle of Wight County a successful and safe community.

J. Brian Carroll
Chairman



2020 ISLE OF WIGHT PLANNING COMMISSION

Brian Carroll, Chair
Bobby Bowser, Vice-Chair
Cynthia Taylor, AICP
Thomas Duerig
Jennifer Boykin
James Ford
Thomas Distefano
Edward Hulick
Roberta Varner
George Rawls

Carrsville District
Hardy District
Smithfield District
Smithfield District
Carrsville District
Hardy District
Newport District
Newport District
Windsor District
Windsor District



ISLE OF WIGHT COUNTY PLANNING AND ZONING STAFF

Amy M. Ring, AICP
Claire Jones, AICP
Joshua A. Bateman, AICP
Shaunee A. Beussink
Sandy Robinson
Trenton Blowe
Rachel Bass
Melinda Goodwyn
Amanda Landrus

Director
Assistant Director
Principal Planner
Environmental Planner
Zoning Coordinator
Planner
Codes Enforcement Officer
Planning Services Coordinator
Planning Services Coordinator

OVERVIEW

The role of the Planning Commission outlined in Section 15.2-2200 of the Code of Virginia (1950, as amended) is to improve the public health, safety, convenience and welfare of the County's citizens through the development and implementation of long-range plans to ensure for adequate transportation, utility, health, housing, educational, economic development, and recreational facilities and to ensure future growth be consonant with the efficient and economical use of public funds. The Planning Commission utilizes the County's Comprehensive Plan as a guide to review current and long-range planning applications to ensure future development proceeds in an orderly and efficient manner.

In furtherance of this effort, the Planning Commission conducted a total of eight regular meetings, one worksession, and one special called annual retreat meeting during the 2020 calendar year. The Commission took action on a total of 19 land use applications and various other items to include:

- 5 Rezoning requests;
- 5 Conditional use permit requests;
- 5 Zoning Ordinance waiver requests;
- 1 Chesapeake Bay Preservation Area Ordinance exception request;
- 2 Zoning ordinance amendments;
- 1 Subdivision Ordinance amendment; and
- 2019 Planning Commission Annual Report.

The total number of 20 total items considered by Planning Commission in 2020 increased by one over the 19 items considered in 2019. The highest number of applications by type this past year consisted of exception and waiver requests. Five included requests for waivers to zoning ordinance requirements and one was an exception request to the Chesapeake Bay Preservation Area Ordinance. The next highest number of application types included both rezoning and conditional use permit requests. All of the rezoning applications this past year consisted of requests for new residential development. The conditional use permit requests included two for accessory apartments, one for a commercial use, one for a utility scale solar energy facility, and one for a regional pump station.

The Planning Commission recommended approval for all but three of the applications. Of the items considered by the Board of Supervisors as of December 31, 2020, the Board voted consistently with the Planning Commission recommendations 77% of the time.

A series of summary tables are included with this report, including a list of the Commission members' districts, appointment date, and attendance record as well as a record of the Commission's decisions by application type and a comparison table of the number of applications by year.

MEMBERSHIP UPDATE

The Commission continues to reflect a balanced representation of the citizenry of Isle of Wight County with specific interests in rural, agricultural, and historic preservation; environmental protection; community values, quality of life; economic development; and overall land use planning standards that promote balanced growth, community character and enhanced design. The Planning Commission membership is made up of two members appointed by the Board of Supervisors from each of the County's five election districts.

The longest serving members on the Commission are James Ford (Hardy), appointed in October 2009, Cynthia Taylor (Smithfield), appointed in March 2014, and Brian Carroll (Carrsville), appointed in March 2014. Mr. Carroll served as Chairman in 2020 while Bobby Bowser of the Hardy District served as Vice-Chairman.

BY-LAW AMENDMENTS AND PROCEDURAL CHANGES

The Planning Commission By-Laws remained unchanged in 2020, however, due to the COVID-19 pandemic, the Planning Commission held their regular meetings at the Smithfield Center beginning in August 2020 to allow for social distancing.

LONG RANGE PLANNING PROJECTS

The Board of Supervisors held a public hearing on the County's new Comprehensive Plan, *Envisioning the Isle*, at their January 16, 2020, regular meeting. Following the hearing, the Board adopted the new Plan. Long-range planning projects planned for 2021 include a Study on Aging, the Rushmere Village Area Plan, and an update to the County's 2008 Workforce Housing Study that will help to implement several of the policies in the new Plan.

DEVELOPMENT ACTIVITY

Several large, public and private projects either started or completed construction in the County in 2020. Major projects include:

- Construction is underway for 162 townhome-style apartment units in the master planned Brewer's Station community approved in 2014.
- Construction began on road, drainage, water and sewer improvements needed to support 210 condominium units at the Crossings development originally approved in 2002.
- The County continued construction of the Nike Park Multipurpose Trail that will extend between Nike Park and the Town of Smithfield.
- The Hampton Roads Sanitation District received site plan approval to construct a new sewer force main between the Town of Surry and the Town of Smithfield along Route 10.
- Riverside Pest Control completed a new facility in the Isle of Wight Industrial Park.
- Engineering and design continued for the new Nike Park Road extension that will provide an alternative route between the Town of Smithfield and the Route 17 corridor.

GOALS FOR 2021

It is the goal of the Planning Commission in 2021 to initiate several projects to begin the implementation of *Envisioning the Isle* as well as continue its review of applicable ordinances for opportunities to add clarity and flexibility. The Commission plans to hold an educational retreat in the fall of 2021 for its members to review its mission, future goals, new planning techniques, and community outreach activities. The Commission also renews its commitment in 2021 to provide comprehensive, objective and thorough reviews on plans, ordinances, and applications prior to making a recommendation to the Board of Supervisors.

Adopted this _____ day of _____ 2021.

Chairman, Isle of Wight County
Planning Commission

Attest: _____
Melinda Goodwyn, Secretary

2020 Planning Commission Actions Summary Tables

ZONING DISTRICTS LEGEND

RAC-Rural Agricultural Conservation

RR-Rural Residential

VC-Village Center

NC-Neighborhood Conservation

SE-Suburban Estate

SR-Suburban Residential

UR-Urban Residential

LC-Limited Commercial

GC-General Commercial

LI-Limited Industrial

GI-General Industrial

GIC-General Industrial Conservation

PD-R-Planned Development Residential

PD-MH-Planned Development Manufactured Home Park

PD-CP-Planned Development Commercial Park

PD-MX-Planned Development Mixed-Use

PD-IP-Planned Development Industrial Park

HCO-Highway Corridor Overlay

NDSO-Newport Development Service Overlay

HO-Historic Overlay

FPMO-Flood Plain Management Overlay

REZONINGS (5)

Tax PIN Application Number	Election District/ Location	Owner/Applicant	Acreage	Application Description	Recommendation/Action/Vote/Date	
					PC	BOS
58-01-064 ZA-1-20	Carrsville/ South side of Lawrence Drive (Rte. 630)	Carole L. Harrell Connie A. Glover/ Presson Construction, LLC	1.2	From RAC to RR 1 Single-family residential lot	Approval (10-0) February 25, 2020	Approved (5-0) March 19, 2020
58-01-064A ZA-2-20	Carrsville/ North side of Lawrence Drive (Rte. 630)	Carole L. Harrell Connie A. Glover/ Presson Construction, LLC	1.0	From RAC to RR 1 Single-family residential lot	Approval (10-0) February 25, 2020	Approved (5-0) March 19, 2020
19-01-009 ZA-5-20	Hardy/ Comet Road (Rte. 652) and Raynor Road (Rte. 681)	Jeffrey A. Seward	4.38	From RAC to RR 2 Single-family residential lots	Approval (10-0) July 28, 2020	Approved (5-0) August 20, 2020
39-01-056 ZA-6-20	Windsor/ East side of Bob White Road (Rte. 652)	R. Shawn Darden	5	From RAC to RR 1 Single-family residential lot	Approval (10-0) October 27, 2020	Approved (5-0) November 19, 2020
34B-01-014, 015, 016, 017 & 018 ZA-7-20	Carrollton Boulevard (Rte. 17)	Elliot Cohen Ronald Dashiell	2.38	Amend C-UR zoning to replace the existing proffered conditions to allow single family detached residential homes on five lots	Denial (6-4) October 27, 2020	Approved (5-0) November 19, 2020

CONDITIONAL USE PERMITS (5)

Tax PIN Application Number	Election District/ Location	Owner/Applicant	Acreage	Application Description	Recommendation/Action/Vote/Date	
					PC	BOS
43A-06-025 CUP-4-19	Newport/ 214 Shivers Mill Lane	Jeremy and Lucy Kooiman	1.92	Accessory apartment	Approval (7-2) January 28, 2020	Denied (5-0) April 16, 2020
13B-02-A009 CUP-3-20	Hardy/ Blount's Corner Road (Rte. 674)	Isle of Wight County/ Hampton Roads Sanitation District	1.5	Major utility service consisting of regional pump station and one million gallon storage tank	Approval (8-0) June 23, 2020	Approved (5-0) July 16, 2020
34B-01-002 CUP-1-20	Newport/ 15220 Carrollton Boulevard	Brian H. White/ Tommy Lightfoot, Smithfield Family Automotive	.94	Used motor vehicle dealership	Approval (9-1) August 25, 2020	Approved (5-0) September 17, 2020
23A-01-022 CUP-5-20	Newport/ 21116 Rescue Road	William E. and Patricia M. Rhodes	1.93	Residential accessory apartment	Approval (8-0) November 24, 2020	Approved (5-0) December 10, 2020
53-01-007, 52- 01-046, 52-01- 046E, 53-01-073 and 53-01-074 CUP 4-20	Windsor and Carrsville/ West Blackwater Road, Knoxville Road and Willie Roberts Road	Windsor PV1, LLC	1080 303	Major utility service, specifically a Utility Scale Solar Energy Facility	Approval (7-1) December 22, 2020	Pending

EXEMPTIONS, WAIVERS, EXCEPTIONS, MODIFICATIONS AND APPEALS REQUESTS (6)

Tax PIN Application Number	Election District/Location	Owner/Applicant	Application Description	Recommendation/Action/Vote/Date	
				PC	BOS
34-01-009 MISC-1-20	Newport/ 14214 Carrollton Boulevard	SC Carrollton, LLC/ James Schaubach	An exception to section 6-2009.O.3 of the Newport Development Service Overlay (NDSO) regulations to allow for an exception to the NDSO requirement that areas for delivery area doors, open bays or truck parking are not visible from the abutting street.	Approval (9-0) January 28, 2020	Approved (5-0) February 27, 2020
58-01-064 ZA-1-20	Carrsville/ South side of Lawrence Drive (Rte. 630)	Carole L. Harrell Connie A. Glover/ Presson Construction, LLC	A waiver to Section 4-3004.B.3 of the Isle of Wight County Zoning Ordinance that requires the first two new lots be located on a private shared driveway with no frontage on the public road.	Denial (10-0) February 25, 2020	Approved (5-0) March 19, 2020
58-01-064A ZA-2-20	Carrsville/ North side of Lawrence Drive (Rte. 630)	Carole L. Harrell Connie A. Glover/ Presson Construction, LLC	A waiver to Section 4-3004.B.3 of the Isle of Wight County Zoning Ordinance that requires the first two new lots be located on private shared driveway with no frontage on a public road.	Denial (10-0) February 25, 2020	Approved (5-0) March 19, 2020
23F-03-013 CBPA-1-20	Smithfield/ 104 Mariner's Circle	Robert and Elizabeth Purington	A major Chesapeake Bay Preservation Area Ordinance exception for after-the-fact approval of a patio in the fifty seaward feet of the designated Resource Protection Area buffer.	Approval (9-1) July 28, 2020	Approved (5-0) August 20, 2020
19-01-009 ZA-5-20	Hardy/ Comet Road (Rte. 652) and Raynor Road (Rte. 681)	Jeffrey A. Seward	A waiver to Section 4-3004.B.3 of the Isle of Wight County Zoning Ordinance that requires the first two new lots be located on private shared driveway with no frontage on a public road.	Approval (10-0) July 28, 2020	Approved (5-0) August 20, 2020
39-01-056 ZA-6-20	Windsor/ East side of Bob White Road (Rte. 652)	R. Shawn Darden	A waiver to Section 4-3004.B.3 of the Isle of Wight County Zoning Ordinance that requires the first two new lots be located on private shared driveway with no frontage on a public road.	Approval (10-0) October 27, 2020	Approved (5-0) November 19, 2020

ZONING ORDINANCE AMENDMENTS (2)

Application Description	Recommendation/Action/Vote/Date	
	PC	BOS
An ordinance to amend and reenact the following section of the Isle of Wight County Code, Appendix B, Zoning: Article V, Supplementary Use Regulations, Section 5-5003.M. Utility services, major, for the purposes of including additional regulations for utility scale solar energy facilities, such as solar farms.	Approval (10-0) February 25, 2020	Adopted (5-0) March 19, 2020
An ordinance to amend the following sections of Appendix B, Zoning: Article II (Interpretations and Basic Definitions), Article III (Use Types), Article IV (Zoning Districts and Boundaries), Article V (Supplementary Use Regulations), Article VI (Overlay Districts), Article VIII (Landscaping and Screening Standards), and Article IX (Signs). The purpose of the proposed amendments is to reduce and clarify requirements, make editorial corrections, increase flexibility, and make changes to permitted uses in certain zoning districts.	Approval (10-0) October 27, 2020	Pending

SUBDIVISION ORDINANCE AMENDMENTS (1)

Application Description	Recommendation/Action/Vote/Date	
	PC	BOS
An ordinance to amend the following sections of Appendix A of the Code of Isle of Wight County, Subdivisions: Article 2 (Definitions), Article 3.2 (Review and Approval Procedures), and add new Section 3.3.1 (Performance Agreements). The purpose of the proposed amendments is to clarify requirements, processes and timelines for required performance and maintenance agreements.	Approval (10-0) August 25, 2020	Adopted (5-0) September 17, 2020

PLANNING COMMISSION ANNUAL REPORT

Application Description	Recommendation/Action/Vote/Date	
	PC	BOS
2019 Planning Commission Annual Report	Adopted (10-0) February 25, 2020	Informational / No Action Required

2020 ISLE OF WIGHT COUNTY PLANNING COMMISSIONERS

NAME	DISTRICT	APPOINTED	TERM EXPIRES
Brian Carroll, Chair	Carrsville	March 20, 2014	February 2022
Bobby Bowser, Vice-Chair	Hardy	April 20, 2017	February 2021
Cynthia Taylor	Smithfield	March 20, 2014	February 2023
Thomas Duerig	Smithfield	February 18, 2016	February 2024
Jennifer Boykin	Carrsville	February 15, 2018	February 2023
James Ford	Hardy	October 15, 2009	February 2024
Thomas Distefano	Newport	February 21, 2019	February 2023
Edward Hulick	Newport	February 16, 2017	February 2021
Roberta Varner	Windsor	August 16, 2018	February 2024
George Rawls	Windsor	August 16, 2018	February 2023

2020 MEETING STATISTICS

Regular Meetings	Members Absent	Attendance Percentage	
January 28 th	Varner	Brian Carroll	100%
February 25 th	-----	Bobby Bowser	70%
June 23 rd	Bowser, Varner	Cynthia Taylor	80%
July 28 th	-----	Thomas Duerig	100%
August 25 th	-----	Jennifer Boykin	90%
October 27 th	-----	James Ford	100%
November 24 th	Varner, Hulick	Thomas Distefano	100%
December 22 nd	Boykin, Varner	Edward Hulick	70%
		Roberta Varner	60%
		George Rawls	100%
WORK SESSIONS/SPECIAL MEETINGS			
September 8 th	Bowser, Taylor, Hulick		
October 23 rd PC/BOS Retreat	Bowser, Taylor, Hulick		

**PLANNING COMMISSION REVIEW
FIVE (5) YEAR PROJECTS COMPARISON CHART**

APPLICATIONS/PROJECTS	2020	2019	2018	2017	2016
Rezoning	5	6	5	5	6
Conditional Use Permits	5	4	7	8	3
Special Use Permits	0	0	1	0	3
Site Plans	0	0	0	1	0
Subdivision Plats	0	0	0	0	0
Comp Plan Update/Master Plans	0	1	0	0	0
Comp Plan Amendments/Land Use	0	2	1	1	1
Zoning Ordinance Amendments	2	2	2	3	9
Subdivision Ordinance Amendments	1	1	0	0	1
CBPA Ordinance Amendments	0	0	0	0	0
Agricultural/Forestal Districts	0	0	2	1	1
Waivers, Exceptions, Appeals	4	2	1	4	2
Miscellaneous	1	0	0	0	0
HCOD/Newport District Waivers	0	0	1	0	0
CBPA Ordinance Exceptions/WQIA	1	1	1	1	3
Historic Overlay Districts	0	0	0	0	0
TOTAL NUMBER OF APPLICATIONS/PROJECTS	19	19	21	24	29

ISSUE:

Authorization to Execute an Employment Agreement for the County Attorney

BACKGROUND:

The employment agreement for the County Attorney needs to be approved and executed by the Board.

BUDGETARY IMPACT:

None.

RECOMMENDATION:

Authorize execution of an employment agreement for the County Attorney.

ATTACHMENTS:

Description	Type	Upload Date
Employment Agreement	Backup Material	3/15/2021

EMPLOYMENT AGREEMENT

This Agreement is made and entered into this 18th day of March 2021 between the Board of Supervisors of Isle of Wight County, Virginia (the "Board") and Robert W. Jones, Jr. (the "County Attorney") and sets forth the terms and conditions of his employment by the Board as County Attorney for the County of Isle of Wight, Virginia (the "County").

WITNESSETH

WHEREAS, the Board desires to employ the services of Robert W. Jones, Jr. as County Attorney of the County; and

WHEREAS, it is the desire of the Board to (1) secure and retain the services of the County Attorney and to provide inducement for him to remain in such employment and (2) to provide a just means for termination of the County Attorney's services at such time as he may be unable fully to discharge his duties or when the Board may desire to otherwise terminate his employ; and

WHEREAS, Robert W. Jones, Jr. desires to accept employment as the County Attorney for the County; and

WHEREAS, the parties wish to enter into an agreement setting forth the terms of such employment during such period; and

NOW THEREFORE, in consideration of the mutual covenants herein contained, the Board and the County Attorney agree to the following terms and conditions of employment:

Section 1. Employment of and Duties of County Attorney

a. The Board hereby agrees to appoint Robert W. Jones, Jr. as County Attorney to serve as the Attorney for the County as authorized pursuant to Section 15.2-1542 of the Code of Virginia (1950, as amended). Such appointment shall be deemed, for purposes of this agreement, his employment with Isle of Wight County, Virginia.

b. The County Attorney shall perform the functions and duties prescribed by Section 15.2-1542 of the Code of Virginia (1950, as amended). The County Attorney shall devote all necessary time, skill, labor, and attention to such duties as the attorney for the County.

Section 2. Commencement of Employment

The County Attorney shall commence his services in that position on January 1, 2019.

Section 3. Salary

The annual base salary of the County Attorney shall be One Hundred Forty-Eight Thousand Two Hundred Fifty Seven Dollars (\$148,257), to be paid in accordance with the standard policy of the Board governing payment of County employees. The Board shall hold an annual performance review no later than January 15th each year. In addition, beginning January 15,

2021, and for each full year thereafter he is employed as County Attorney, the Board agrees to contribute 5% of his salary each year in the form of deferred compensation, which amount shall be paid into his selected deferred compensation in a lump sum amount no later than January 15th of each calendar year the County Attorney remains employed with Isle of Wight County. The Board agrees to award the County Attorney a salary increase, if any, in the same amount as awarded to County employees generally.

Section 4. Termination and Severance Pay

a. The County Attorney shall serve at the pleasure of the Board as an at will employee. The Board may terminate the County Attorney's employment at any time.

b. In the event the Board terminates the employment of the County Attorney for any reason other than as listed in paragraph (c) hereof, the County agrees to pay the County Attorney severance pay in the amount of six (6) months' salary at his then current rate of pay. Such payment shall be made in one payment within 30 days of the termination, subject to normal deductions. This shall be in addition to any accrued annual leave that he would be eligible to receive in accordance with County policy at the time of termination.

c. In the event the Board terminates the employment of the County Attorney for a breach of this agreement, conviction of a felony, crime of moral turpitude or dishonesty or malfeasance in office, the County Attorney shall not be entitled to the severance payments set forth under subparagraph (b) above.

Section 5. Resignation

The County Attorney may resign by giving written notice at least two (2) months prior to the effective date of said resignation to the Board. The County Attorney shall be entitled to receive all compensation payable under this Agreement to and including the effective date of said resignation and leave accruals. The Board may, in its sole discretion, waive any or all of the two (2) month notice requirement.

Section 6. Hours of Work

The County Attorney is expected to observe office hours similar to those of other administration employees. It is recognized that the County Attorney will frequently be required to work beyond normal office hours for night or week-end meetings and related duties. In recognition of the fact that the County Attorney is expected to devote a significant amount of time outside of normal office hours to the business of the County, the County Attorney may, to the extent that his duties permit, take reasonable discretion in varying observance of office hours.

Section 7. Dues, Subscriptions and Professional Development

a. Dues and Subscriptions - The Board agrees to pay a reasonable amount for the professional dues and subscriptions of the County Attorney necessary for his continued and full participation in such associations and/or organizations as are necessary and desirable for his continued professional participation, growth, and advancement following approval by the Board of any estimated expenses the County Attorney proposes under this Section.

b. Professional Development - The Board also agrees to pay the travel and related expenses of the County Attorney for his professional development, professional training and education, and attendance at official and other functions for the Board and meetings of such other national, regional, state, and local groups, or committees thereof, on which the County Attorney serves as a member, following approval by the Board of any estimate of expenses the County Attorney proposes under this Section, such expenses to include registration fees, travel and subsistence expenses in accordance with Isle of Wight County travel policies.

c. The total available for the expenses set forth in this Section 7 shall be set annually by the Board in the operating budget based on and in consideration of the recommendation of the County Attorney and the expenses for dues and subscriptions and professional development in this Section are limited to such annual budgeted amount.

Section 8. Residency;

The County Attorney shall be required to maintain permanent residency in the County during his employment. For purposes of this Section, "permanent residency" shall have the same meaning as "domicile" as set forth in Section 58.1-302 of the Code of Virginia (1950, as amended).

Section 9. Outside Employment or Activities.

The County Attorney may, with prior approval of the Board, undertake consultative work, speaking engagements, writing, lecturing, or other professional activities for compensation so long as such activities do not interfere with the duties required under this Agreement.

Section 10. Leave; Insurance Coverage.

Effective as of January 1, 2021, the County Attorney shall be entitled to an annual leave to accrue at the rate of twenty (20) hours per month. The County Attorney shall be entitled to all other leave and insurance coverage as set forth in the Isle of Wight County Policy Manual. County Attorney may take annual leave prior to its accrual.

Section 11. General Provisions.

a. The Board agrees to provide insurance or self-insurance coverage in matters relating to the County Attorney's official duties within the scope of employment, and legal counsel for the County Attorney as is provided to all employees generally in accordance with the Code of Virginia.

b. This Agreement is expressly subject to the laws of the Commonwealth of Virginia.

c. This Agreement constitutes the entire agreement between the Board and the County Attorney and may be amended only by written agreement executed by them. If any provision of this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of the Agreement shall be severable and shall remain in full force and effect.

d. Unless otherwise contained herein, all other Board and/or County policies shall apply to the County Attorney.

IN WITNESS, WHEREOF, the Isle of Wight County Board of Supervisors has caused this Agreement to be executed on its behalf by its chair in accordance with action authorizing such execution and the County Attorney has executed this Agreement, both in duplicate this date.

Executed this 18th day of March, 2021.

ISLE OF WIGHT COUNTY BOARD
OF SUPERVISORS

ATTEST:

Clerk,

By: _____
Richard L. Grice, Chairman

Robert W. Jones, Jr.
County Attorney

Approved as to form:

County Attorney

ISSUE:

November 19, 2020 Regular Meeting Minutes
December 10, 2020 Work Session Minutes
December 10, 2020 Regular Meeting Minutes

BACKGROUND:

The above-noted minutes are offered for review and adoption by the Board.

BUDGETARY IMPACT:

None

RECOMMENDATION:

Adopt the November 19, 2020 Regular Meeting Minutes; the December 10, 2020 Work Session Minutes; and, the December 10, 2020 Regular Meeting Minutes.

ATTACHMENTS:

Description	Type	Upload Date
November 19, 2020 Regular Meeting Minutes	Cover Memo	3/5/2021
December 10, 2020 Work Session Minutes	Cover Memo	3/5/2021
December 10, 2020 Regular Meeting Minutes	Cover Memo	3/10/2021

REGULAR MEETING OF THE ISLE OF WIGHT COUNTY BOARD OF SUPERVISORS
HELD IN THE ROBERT C. CLAUD, SR. BOARD ROOM OF THE ISLE OF WIGHT
COUNTY COURTHOUSE LOCATED AT 17090 MONUMENT CIRCLE, ISLE OF WIGHT,
VIRGINIA ON THURSDAY, THE NINETEENTH DAY OF NOVEMBER IN THE YEAR TWO
THOUSAND AND TWENTY

PRESENT:

Joel C. Acree, Windsor District, Chairman
Richard L. Grice, Smithfield District, Vice Chairman
Rudolph Jefferson, Hardy District
William M. McCarty, Newport District
Don G. Rosie, II, Carrsville District

ALSO IN ATTENDANCE:

Robert W. Jones, Jr., County Attorney
Randy R. Keaton, County Administrator
Donald T. Robertson, Assistant County Administrator
Carey Mills Storm, Clerk

CALL TO ORDER

Chairman Acree called the regular Board of Supervisors' meeting to order at 5:00 p.m.

APPROVAL OF AGENDA/AMENDMENTS

Upon motion of Supervisor McCarty, the agenda was unanimously adopted (5-0) as presented with Supervisors Acree, Grice, Jefferson, McCarty and Rosie voting in favor of the motion and no Supervisors voting against the motion.

CLOSED MEETING

The following matters were identified for discussion in closed meeting by County Attorney Jones: A discussion regarding the appointment and performance of specific appointees to County boards, committees, or authorities to include the Board of Building Appeals, the Commission on Aging, the Historical Architectural Review Committee and Fire and Rescue Advisory Board, pursuant to subsection 1; a discussion regarding the sale or leasing of publicly held property, namely, tax

map parcels 04B-03-K007, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Board, pursuant to subsection 3; consultation with legal counsel regarding actual litigation regarding International Paper and probable litigation regarding code compliance where such consultation would adversely affect the negotiating or litigation posture of this public body pursuant to subsection 7; and, consultation with legal counsel employed by the Board regarding specific legal matters requiring the provision of legal advice concerning Virginia Code Sec. 2.2-4382 regarding Construction Management pursuant to subsection 8.

Upon motion of Chairman Acree and all voting in favor (5-0), the Board entered the closed meeting for the reasons stated by County Attorney Jones.

Upon motion of Supervisor Jefferson and all voting in favor (5-0), the Board reconvened into open meeting.

County Attorney Jones reminded the Board that in accordance with Section 2-10(G) of the Board's Rules & Procedure, all those who participated in the closed meeting are reminded that all matters discussed in closed meeting are to remain confidential, as provided under the Virginia Freedom of Information Act, and that such matters as were discussed in closed meeting should not be acted upon or discussed in public by any participant unless and until a public, formal action of the Board of Supervisors is taken on that particular subject matter.

Upon motion of Supervisor Jefferson and all voting in favor (5-0), the following Resolution was adopted:

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Board of Supervisors has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and,

WHEREAS, Section 2.2-3712(D) of the Code of Virginia requires a certification by this Board of Supervisors that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors hereby certifies

that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors.

VOTE

AYES: Acree, Grice, Jefferson, McCarty. Rosie

NAYS: 0

ABSENT DURING VOTE: 0

ABSENT DURING MEETING: 0

INVOCATION/PLEDGE OF ALLEGIANCE

Assistant County Administrator Robertson delivered the invocation and led the Pledge of Allegiance to the American flag.

CITIZENS' COMMENTS

Leo Keneally requested that he be provided a copy of the Norfolk Water Agreement and be referred to where the information is pertaining to taxes being increased last year.

County Attorney Jones advised that the County last underwent a reassessment in 2019 and he offered to provide Mr. Keneally with the tax information and ordinance adopted last year, as well as the Norfolk Water Agreement.

Herb DeGroft attempted to speak on the subject of the Monument Task Force and was requested by Chairman Acree to refrain from speaking on that subject as no action by the Board has been taken.

Derek Boone of the Newport District spoke on the importance of children having access to recreational activities in the County.

Richard Gillerlain of the Newport District commented on the Pitt-Lippe Conditional Rezoning Amendment to be discussed under New Business.

Volpe Boykin of the Carrsville District spoke in favor of children having recreational opportunities so that they are not idle.

Chairman Acree remarked that he had attended the Veterans Memorial Ceremony on November 11, 2020.

CONSENT AGENDA

Upon motion of Supervisor McCarty, the following Consent Agenda was unanimously adopted (5-0) as presented with Supervisors Acree, Grice, Jefferson, McCarty and Rosie voting in favor of the motion and no Supervisors voting against the motion:

- A. RESOLUTION TO AMEND THE FY2020-2021 OPERATING BUDGET AND APPROPRIATE FUNDING FOR VIRGINIA TOURISM CORPORATION MARKETING LEVERAGE PPROGRAM FIELD TRIP GRANT (\$5,000)
- B. RESOLUTION TO AMEND THE FY 2020-2021 GENERAL FUND OPERATING BUDGET & APPROPRIATE FUNDING FOR REPAIRS FOR COUNTY VEHICLES FROM INSURANCE PROCEEDS (\$17,221)
- C. RESOLUTION TO AMEND THE FY 2020-21 OPERATING BUDGET BY INCREASING THE VIRGINIA FIRE FUND-AID TO LOCALITIES BUDGET (\$9,579)
- D. RESOLUTION TO AMEND THE FY 2020-21 OPERATING BUDGET BY INCREASING THE VIRGINIA FIRE FUND-AID TO LOCALITIES BUDGET (\$5,433)
- E. RESOLUTION TO ACCEPT DONATED MASS CASUALTY/EVACUATION TRANSPORT UNIT FROM HAMPTON ROADS PLANNING DISTRICT COMMISSION

- F. RESOLUTION TO AMEND THE FY2020-21 GRANT FUND BUDGET AND APPROPRIATE FUNDING RECEIVED FROM THE VIRGINIA DEPARTMENT OF MOTOR VEHICLES (\$1,140)
- G. RESOLUTION TO AMEND THE FY 2020-2021 OPERATING BUDGET AND APPROPRIATE FUNDING FOR SEWER INFRASTRUCTURE PARTICIPATION AGREEMENT (\$49,565.67)

REGIONAL AND INTER-GOVERNMENTAL REPORTS

County Administrator Keaton reported on the announcement at the most recent meeting of the Hampton Roads Transportation Accountability Commission that ground had been broken on the Hampton Roads Bridge Tunnel expansion project.

County Administrator Keaton reported on the adoption of a resolution pertaining to tolls on the river crossing at the most recent meeting of the Hampton Roads Transportation Planning Organization/Hampton Roads Planning District Commission. He offered to provide the Board with a copy of the report contained in the Hampton Roads Transportation Planning Organization's agenda regarding the effect of bike trails on housing values and he advised the Board that it should anticipate receiving a briefing on that report at its December 10, 2020 work session.

APPOINTMENTS

Supervisor McCarty moved to appoint Chris Edwards to serve out the term of Nick Savage on the Fire & Rescue Advisory Board representing the Smithfield Volunteer Fire Department. The motion was unanimously (5-0) adopted with Supervisors Acree, Grice, Jefferson, McCarty and Rosie voting in favor of the motion and no Supervisor voting against the motion.

Supervisor McCarty moved to appoint the Fire & Rescue Advisory Board effective April of 2021. The motion was unanimously (5-0) adopted with Supervisors Acree, Grice, Jefferson, McCarty and Rosie voting in favor of the motion and no Supervisor voting against the motion.

Vice-Chairman Grice moved to appoint James Collins to fill the unexpired term of Ron Pack on the Economic Development Authority effective January 1, 2021. The motion was unanimously (5-0) adopted with Supervisors Acree, Grice, Jefferson, McCarty and Rosie voting in favor of the motion and no Supervisor voting against the motion.

SPECIAL PRESENTATIONS

Lauren Lombard, Branch Manager of the Windsor Branch, briefed the Board on COVID-19 adjustments at the various branches of the Blackwater Regional Library.

Assistant County Administrator Robertson reported on the direction; timelines; relocation options; and, contextualization options under consideration by the Monument Task Force. He read a letter signed by all the Task Force members advising that the Task Force discussed the objectives set by the Board and all members of the Task Force unanimously agreed that the Windsor Town Cemetery be listed as an option for the relocation of the Confederate Monument.

Supervisor Jefferson moved that staff be authorized to contact the Windsor Town Council to determine if they wish to accept the monument and to investigate the requirements for locating the monument on the Walters site. The motion was unanimously (5-0) adopted with Supervisors Acree, Grice, Jefferson, McCarty and Rosie voting in favor of the motion and no Supervisor voting against the motion.

Reverend Lilton Marks informed the Board that the consensus of the Task Force was that the monument not be destroyed, but that it was not in the right location on government-owned property.

Herb DeGroft stated the Board must make a decision whether the monument will be moved.

Maggie Richards stated for the record that the email Volpe sent out dated November 6th stating that on Tuesday, November 10th at 7:00 p.m., he would be providing a short presentation to the Windsor Town Council giving consideration to locating the monument in the Windsor Town Cemetery was sent to everyone and no one was left out of the distribution list intentionally.

Volpe Boykin of the Carrsville District advised that he has resolved all of the problems of the Windsor Town Council that were relayed to him by a Windsor official regarding the moving of the monument to the cemetery. He stated that to many County residents, the monument represents a memorial to their dead ancestors and not just a statute. He stated this issue will not go away if it is not handled properly and he believes that the monument should remain in the County.

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Following a break, Chairman Acree called for the County Attorney's report.

County Attorney Jones requested the Board to provide him with any suggested revisions to its By-laws and Rules of Procedure for consideration and final adoption at the Board's January 7, 2021 organizational meeting.

PUBLIC HEARINGS

- A. Application of Elliot Cohen and Ronald Dashiell, property owners, for an amendment to Conditional Urban Residential Zoning of approximately 2.38 acres located on Carrollton Boulevard to replace the existing proffered conditions to allow Single Family Residential.

Amy Ring, Director of Community Development, provided background information on the application to amend conditions to remove proffer for 34 condominiums and replace with five single-family residences. She advised that the Planning Commission recommends denial of the application by a vote of 6-4, but based on the strengths of the application, staff recommends approval of the application.

Chairman Acree opened the public hearing and called for persons to speak in favor of or in opposition to the application.

Elliot Cohen, applicant, provided an explanation for his request and asked the Board to favorably consider it.

Chairman Acree closed the public hearing and called for Board comments.

Upon motion of Supervisor Rosie, the application was approved unanimously (5-0) with Supervisors Acree, Grice, Jefferson, McCarty and Rosie voting in favor of the motion and no Supervisor voting against the motion.

- B. Application of R. Shawn Darden, property owner, for a change in zoning classification from Rural Agricultural Conservation to Rural Residential for the purpose of creating one new residential lot and requesting a waiver to Section 4-3004.B.3 which requires that the first two lots created be located on a shared private driveway with no frontage on the public road.

Sandy Robinson, Planner, presented background information on the application. She advised that the Planning Commission recommended approval of the rezoning application and the waiver to the Zoning Ordinance by a vote of 10-0 and staff recommends approval of the rezoning application but recommends denial of the waiver request due to the ability to share ingress/egress easement in the future and meet ordinance requirements.

County Attorney Jones advised that the following public hearing on proposed revisions to the Isle of Wight County Zoning Ordinance, if adopted, would address the waiver issue in that the amendment requires a waiver of the Board for properties being rezoned on a major highway and not a secondary roadway such as Bob White Road.

Chairman Acree opened the public hearing and called for persons to speak in favor of or in opposition to the application.

William Riddick, Attorney representing the applicant, stated the proposed lot is located in the back of the woods so as not to interfere with the agricultural property. He stated he believes the request is reasonable and similar to those approved in the past.

Chairman Acree closed the public hearing and called for Board comments.

Vice-Chairman Grice moved to approve the rezoning application as submitted and grant the waiver for the shared driveway. The motion was unanimously (5-0) adopted with Supervisors Acree, Grice, Jefferson, McCarty and Rosie voting in favor of the motion and no Supervisor voting against the motion.

C. Proposed Revisions to the Isle of Wight County Zoning Ordinance

Amy Ring, Director of Community Development, provided an overview of the proposed Zoning Ordinance changes.

Chairman Acree opened the public hearing and called for persons to speak in favor of or in opposition to the proposed revisions.

No one appeared and spoke.

Chairman Acree closed the public hearing and called for Board comments.

Supervisor McCarty suggested that under Article II, Interpretations, Basic Definitions, under Recreational Vehicles, drop that down and have (A) Recreational Vehicles and (B) Watercraft and work to define watercraft. He further suggested that in the reference to junk, provide more definition to what old might entail.

Supervisor McCarty moved that the matter be tabled to the December 10, 2020 regular meeting and that staff bring back the definition of junk. The motion was unanimously (5-0) adopted with Supervisors Acree, Grice, Jefferson, McCarty and Rosie voting in favor of the motion and no Supervisor voting against the motion.

D. Resolution to Amend the FY2020-21 Operating Budget and Appropriate Funding for Isle of Wight Public Schools in the amount of \$981,120.00

County Administrator Keaton explained that because the amount exceeds 1% of the County's budget, it is necessary to conduct a public hearing.

Chairman Acree opened the public hearing and called for persons to speak in favor of or in opposition to the application.

No one appeared and spoke.

Chairman Acree closed the public hearing and called for Board comments.

Supervisor Grice moved that the following Resolution be adopted:

RESOLUTION TO AMEND THE FY 2020-2021 OPERATING BUDGET AND
APPROPRIATE FUNDING FOR
ISLE OF WIGHT PUBLIC SCHOOLS BUDGET AMENDMENT

WHEREAS, at the request of the Isle of Wight County School Board, the Isle of Wight County Schools Operating may be amended from time to time in accordance with applicable law by the Isle of Wight County Board of Supervisors; and,

WHEREAS, a request was approved by the Isle of Wight County School Board on October 21, 2020 and submitted for consideration by the Isle of Wight County Board of Supervisors to amend the FY 2020-2021 Public School budget in the amount of nine hundred eighty-one thousand one hundred twenty dollars (\$981,120) for CARES Act funding received to respond to and mitigate the effects of the COVID-19 pandemic; and,

WHEREAS, a public hearing was properly advertised and held to approve the budget amendment that exceeds 1% of the approved Public-School budget; and,

WHEREAS, the Board of Supervisors of the County of Isle of Wight, Virginia desires to amend the FY 2020-2021 Public School budget to be funded by CARES Act funding in the amount of nine hundred eighty-one thousand one hundred twenty dollars (\$981,120) in the following Categories;

Educational Category	2020-2021
Instructional Services	\$ 270,090.75
Administration, Attendance and Health	439,239.22
Pupil Transportation	18,544.58
Operation and Maintenance	228,529.50
Technology	24,715.95
Total Funds Budget	\$ 981,120.00

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Isle of Wight County, Virginia, that the FY 2020-2021 Public School budget is hereby amended

and funds appropriated in the total amount of nine hundred eighty-one thousand one hundred twenty dollars (\$981,120) for the education categories listed above.

BE IT FURTHER RESOLVED that the County Administrator of Isle of Wight County, Virginia is authorized to make the appropriate accounting adjustments and to do all things necessary to give this resolution effect.

The motion was unanimously (5-0) adopted with Supervisors Acree, Grice, Jefferson, McCarty and Rosie voting in favor of the motion and no Supervisor voting against the motion.

E. Emergency Ordinance to Effectuate Temporary Changes in Certain Deadlines and to Modify Public Meeting and Public Hearing Practices and Procedures to Address Continuity of Operations Associated with Pandemic Disaster

County Attorney Jones advised that the Ordinance has been amended to state that on anything that requires a public hearing, the means of communication will be advertised in the ad and that instead of having a six-month ending, it will remain in effect until such time as the end of the declaration of local emergency versus that any meeting closed to public participation or where access was restricted, the public hearing would remain open until 11:59 to receive comments.

Chairman Acree opened the public hearing and called for persons to speak in favor of or in opposition to the application.

No one appeared and spoke.

Chairman Acree closed the public hearing and called for Board comments.

Supervisor McCarty moved that the following Ordinance be adopted:

EMERGENCY ORDINANCE TO EFFECTUATE TEMPORARY CHANGES IN CERTAIN DEADLINES AND TO MODIFY PUBLIC MEETING AND PUBLIC HEARING PRACTICES AND PROCEDURES TO ADDRESS CONTINUITY OF OPERATIONS ASSOCIATED WITH PANDEMIC DISASTER

WHEREAS, on March 12, 2020, Governor Ralph S. Northam issued Executive Order Fifty-One declaring a state of emergency for the Commonwealth of Virginia arising from the novel Coronavirus (COVID-19) pandemic; and,

WHEREAS, Executive Order Fifty-One acknowledged the existence of a public health emergency which constitutes a disaster as defined by Virginia Code § 44-146.16 arising from the public health threat presented by a communicable disease anticipated to spread; and,

WHEREAS, Executive Order Fifty-One ordered implementation of the Commonwealth of Virginia Emergency Operations Plan, activation of the Virginia Emergency Operations Center to provide assistance to local governments, and authorization for executive branch agencies to waive “any state requirement or regulation” as appropriate; and,

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency, beginning March 1, 2020, in response to the spread of COVID-19; and,

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic; and,

WHEREAS, on March 19, 2020, the Isle of Wight County Board of Supervisors (the “Board”) confirmed the declaration of local emergency made by the local director of emergency management on March 13, 2020; and,

WHEREAS, the Board finds that COVID-19 constitutes a real and substantial threat to public health and safety and constitutes a “disaster” as defined by Virginia Code §44-146.16 being a “communicable disease of public health threat;” and,

WHEREAS, Virginia Code § 15.2-1413 provides that, notwithstanding any contrary provision of law, a locality may, by ordinance, provide a method to

assure continuity of government in the event of a disaster for a period not to exceed six months; and,

WHEREAS, Virginia Code § 44-146.21(C) further provides that a local director of emergency management or any member of a governing body in his absence may upon the declaration of a local emergency “proceed without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to performance of public work;” and,

WHEREAS, Virginia Code § 2.2-3708.2(A)(3) allows, under certain procedural requirements including public notice and access, that members of Board may convene solely by electronic means “to address the emergency;” and,

WHEREAS, the open public meeting requirements of the Virginia Freedom of Information Act (“FOIA”) are limited only by a properly claimed exemption provided under that Act or “any other statute”; and,

WHEREAS, the Governor and Health Commissioner of the Commonwealth of Virginia and the President of the United States have recommended suspension of public gatherings of more than ten attendees; and,

WHEREAS, the Attorney General of Virginia issued an opinion dated March 20, 2020 stating that localities have the authority during disasters to adopt ordinances to ensure the continuity of government; and,

WHEREAS, the Board adopted an emergency continuity ordinance on April 2, 2020, and readopted the ordinance on May 28, 2020; and,

WHEREAS, the readopted ordinance provided that it would remain in effect until the earlier of its repeal or six months from the declaration of the local emergency; and,

WHEREAS, since that time County boards and commissions have adopted procedures to permit increased public participation in their meetings as some

of the restrictions that were in place on May 28, 2020, have been relaxed; and,

WHEREAS, outbreaks of the virus have occurred in different areas of the United States, and health experts warn of the possibility of a second wave of the pandemic during the fall and the winter; and,

WHEREAS, health officials at the federal, state, and local level continue to advise that large gatherings of people can spread the illness and prolong the disaster caused by the COVID-19 pandemic; and,

WHEREAS, the Board of Supervisors wishes to ensure the continuity of County government during the remainder of the COVID-19 pandemic; and,

WHEREAS, the Board of Supervisors determines that the continuity of County government and provision of critical local services require adoption of this ordinance; and,

WHEREAS, this emergency ordinance in response to the disaster caused by the COVID-19 pandemic promotes public health, safety and welfare and is consistent with the law of the Commonwealth of Virginia, the Constitution of Virginia and the Constitution of the United States of America.

NOW, THEREFORE, BE IT ORDAINED by the Board of Supervisors of Isle of Wight County, Virginia:

1. That the COVID-19 pandemic may make it unsafe to assemble in one location a quorum for public bodies including the Board, the Planning Commission, Board of Zoning Appeals, and all local and regional boards, commissions, committees and authorities created by the Board or to which the Board appoints all or a portion of its members (collectively “Public Entities” and individually “Public Entity”), or for such Public Entities to conduct meetings in accordance with normal practices and procedures.
2. That in accordance with Virginia Code § 15.2-1413, and notwithstanding any contrary provision of law, general or special, the following emergency

procedures are adopted to ensure the continuity of government during this emergency and disaster:

- a. Any meeting or activities which require the physical presence of members of the Public Entities may be held through real time electronic means without a quorum physically present in one location; and,
- b. Prior to holding any such electronic meeting, the Public Entity shall provide public notice of at least 3 days in advance of the electronic meeting identifying how the public may participate or otherwise offer comment; and,
- c. Any such electronic meeting of Public Entities shall state on its agenda and at the beginning of such meeting that it is being held pursuant to and in compliance with this Ordinance; identify Public Entity members physically and/or electronically present; identify the persons responsible for receiving public comment; and identify notice of the opportunities for the public to access and participate in such electronic meeting; and,
- d. Any such electronic meeting of the Public Entities shall be open to electronic participation by the public and closed to in-person participation by the public; and,
- e. For any electronic meeting of the Public Entities and/or any meeting closed to in-person public participation, which requires a public hearing, the public hearing may be conducted using a procedure described in the notice provided in advance of the meeting or by any other method specified by the Public Entity at the meeting. The method of receiving public comment should be reasonable under the circumstances of the meeting, the items to be considered, and the state of the emergency in the County. Examples of methods could include comments received by e-mail, by telephone, by web conferencing or virtual meeting applications, or in person (so long as recommendations of public health officials are observed), if possible and practical. All such public comments will be provided to members of the Public Entity prior to the vote on such matter and made part of the record for such meeting; and,
- f. The minutes of all electronic meeting shall conform to the requirements of law, identify how the meeting was conducted, members participating, and specify what actions were taken at the meeting. The

Public Entities may approve minutes of an electronic meeting at a subsequent electronic meeting and shall later approve all such minutes at a regular or special meeting after the emergency and disaster has ended.

IT IS FURTHER ORDAINED that notwithstanding any provision of law, regulation or policy to the contrary, any deadlines requiring action by a Public Entity, its officers and employees of its organization shall be suspended during this emergency and disaster, however, the Public Entities, officers and employees thereof are encouraged to take such action as is practical and appropriate to meet those deadlines. Failure to meet any such deadlines shall not constitute a default, violation, approval, recommendation or otherwise.

IT IS FURTHER ORDAINED, that non-emergency public hearings and action items of Public Entities may be postponed to a date certain provided that public notice is given so that the public are aware of how and when to present their views.

IT IS FURTHER ORDAINED, that for any electronic meeting and/or meeting closed to in person participation from the public, the citizen comment portion of the agenda, specified in Sec. 4-1, Order of Business, of the Isle of Wight County Board of Supervisors By-Laws and Rules of Procedure is hereby suspended. Citizens are encouraged to submit comments to the Board in writing or via e-mail.

IT IS FURTHER ORDAINED, that this ordinance will be in full force and effect on and after its passage as provided by law and will remain in effect until the earlier of its repeal or the end of the Declaration of Local Emergency by resolution of the Board of Supervisors. Upon repeal or expiration of this ordinance, the Public Bodies will resume operation in accordance with standard operating practices and procedures.

Nothing in this Emergency Ordinance shall prohibit Public Entities from holding in-person public meetings provided that public health and safety

measures as well as social distancing are taken into consideration, which may include closing the meeting site to in-person participation by the public.

An emergency is deemed to exist, and this ordinance shall be effective upon its adoption.

The motion was unanimously (5-0) adopted with Supervisors Acree, Grice, Jefferson, McCarty and Rosie voting in favor of the motion and no Supervisor voting against the motion.

COUNTY ADMINISTRATOR'S REPORT

The Board received an update from Mr. Morello regarding implementation of the gift card program to incentivize the support of local small businesses.

Jessica Healey, President of the Chamber of Commerce, provided an overview of how the gift program was run.

Judy Winslow, Director of Tourism, addressed the Board on the possibility of a second round of the gift card program.

Supervisor McCarty moved to approve \$200,000 for the next round of the gift card program. The motion was adopted unanimously (5-0).

UNFINISHED/OLD BUSINESS

Supervisor McCarty moved that the following Resolution be adopted:

RESOLUTION ESTABLISHING ISLE OF WIGHT COUNTY'S LEGISLATIVE PRIORITIES FOR THE 2021 SESSION OF THE GENERAL ASSEMBLY

WHEREAS, the General Assembly considers numerous issues that affect local governments both directly and indirectly; and,

WHEREAS, the County of Isle of Wight, Virginia has specific interest in matters dealing generally with local governments, as well as matters directly impacting the County of Isle of Wight; and,

WHEREAS, such interest should be shared with Isle of Wight County's General Assembly Delegation so that it may know of the County's position on these important issues.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED that the Board of Supervisors of the County of Isle of Wight, Virginia endorses the attached legislative proposals for the 2021 General Assembly Session and directs that both this resolution and the legislative priorities be forwarded to Isle of Wight County's General Assembly Delegation and that staff work with and assist the Delegation as appropriate.

The motion was unanimously (5-0) adopted with Supervisors Acree, Grice, Jefferson, McCarty and Rosie voting in favor of the motion and no Supervisor voting against the motion.

NEW BUSINESS

Joshua Bateman, Principal Planner, provided background information on the Pitt-Lippe Conditional Rezoning Amendment.

Chairman Acree expressed concern with the appearance that a bridge is being deleted.

Vice-Chairman Grice moved that the requirement for the public hearing be waived. The motion was unanimously (5-0) adopted with Supervisors Acree, Grice, Jefferson, McCarty and Rosie voting in favor of the motion and no Supervisor voting against the motion.

Vice-Chairman Grice moved that the proffered amendments submitted by the applicant be approved which was adopted by a vote of (4-1) with Grice, Rosie, McCarty and Jefferson voting in favor of the motion and Supervisor Acree voting against the motion.

ADJOURNMENT

At 9:50 p.m., Chairman Acree declared the meeting adjourned.

Richard L. Grice, Chairman

Carey Mills Storm, Clerk

WORK SESSION OF THE ISLE OF WIGHT COUNTY BOARD OF SUPERVISORS HELD IN THE ROBERT C. CLAUD, SR. BOARD ROOM OF THE ISLE OF WIGHT COUNTY COURTHOUSE LOCATED AT 17090 MONUMENT CIRCLE, ISLE OF WIGHT, VIRGINIA ON THURSDAY, THE TENTH DAY OF DECEMBER IN THE YEAR TWO THOUSAND AND TWENTY

PRESENT:

Joel C. Acree, Windsor District, Chairman
Richard L. Grice, Smithfield District, Vice-Chairman
Don G. Rosie, II, Carrsville District
Rudolph Jefferson, Hardy District
William M. McCarty, Newport District

ALSO IN ATTENDANCE:

Robert W. Jones, Jr., County Attorney
Randy R. Keaton, County Administrator
Donald T. Robertson, Assistant County Administrator
Carey Mills Storm, Clerk

CALL TO ORDER

The work session of the Board of Supervisors was called to order at 3:00 p.m.

APPROVAL OF AGENDA

Supervisor Jefferson moved to approve the agenda as presented. The motion was adopted unanimously (5-0) with Supervisors Acree, Grice, Jefferson, McCarty and Acree voting in favor of the motion and no Supervisor voting against the motion.

COUNTY ADMINISTRATOR'S REPORT

Steve Zollos, Senior Services of Southeastern Virginia, addressed the Board on the following future steps of development:

- 1) Awareness
- 2) accessibility
- 3) strengthening of programs
- 4.) expansion of services
- 5.) connectivity over the next five years to address the needs of the growing senior citizen population in the County. He presented a recommendation of three new program locations over the next five years and the relocation from

Nike Park to the Windsor Town Center this year with offices in Zuni and Carrollton in the future. Under the Awareness category, \$50,000 is being requested. Under Accessibility, \$135,000 is being requested and, \$56,000 being requested for current services, for a grand total of \$241,000.

Tabitha Smith, Senior Services of Southeastern Virginia, emphasized the need to provide public transportation and recommended the expansion of fleet and on-demand services. Funding in the amount of \$130,000 was requested for the purchase of two new vehicles (vans) and \$5,000 for associated maintenance and gas costs.

Lanelle Johnson, Vice-Chairperson, Commission on Aging, recommended that a link be created on the County's website listing all of the organizations that work with seniors.

Herb DeGroft recommended that a booklet be created listing services available by organizations and churches.

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Jamie Oliver, Transportation Planner, provided updates on the following Route 17 projects:

- . Bartlett Intersection – Construction Advertisement (November 4, 2020); Bid opening (December 16, 2020); Construction Start (February 2021); Construction Completion (May 2022); and, a construction budget of approximately \$4 million.
- , Nike Park Road Extension – Right-of-way acquisition (January 2022); Utility relocation (July 2022 – July 2023); Construction Advertisement (June 2023); Construction (November 2023 – November 2024); and, a construction budget of \$8,254,147.

Other Route 17 Corridor initiatives include a pedestrian crossing at Route 17 and Eagle Harbor Parkway (completed); VDOT STARS study from James River Bridge to Bartlett (80% complete); VDOT Arterial Preservation Plan from Bartlett to Route 664 (30% complete); and, Isle of Wight Round 4 SmartScale Application for Smiths Neck Road Turn Lane Extension.

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Stephanie Humphries, Director of Budget & Finance, reported on the County's financial results for fiscal Year end June 30, 2020 as follows:

Net cost of services (\$76,688,051)

- . Education at 39%
- . Health and Welfare at 6%
- . Public Works at 8%
- . Public Safety at 20%
- . Judicial Administration at 2%
- . General Government at 9%
- . Debt Interest at 6%
- . Community Development at 5%
- . Parks and Recreation at 5%

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Supervisor McCarty moved that the Board's work session be extended to 5:30 p.m. with its regular meeting being rescheduled to begin at that time. The motion was unanimously (5-0) adopted.

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Following a report from County Administrator Keaton on trends in the County's revenues and expenditures for FY2021, the discussion turned to the potential for a cost of living adjustment for County employees.

Reported by County Administrator Keaton:

- . Neighboring localities surveyed in Hampton roads revealed COLAs range from 0 to 3%
- . some localities did lump sum payments from \$250 to \$2,500
- . schools are proposing a 2% increase effective January 1, 2021.
- . a 1.5% increase for employees effective January 1, 2021 is being proposed.

Responsive to Chairman Grice's recommendation of a one-time bonus versus a percentage increase, the following points were noted for further consideration before action is taken:

- . A percentage increase is important as the 1.5% stays with you with your longevity with the County and your retirement will be based on that.
- . A one-time bonus will not go against your retirement or go towards recruitment.
- . We want to take care of the employees we have and keep the county marketable and be able to recruit and retain good employees. Also important is to look at other recruitment and retention tools in terms of health care following retirement and banking of leave.

The consensus of the Board was that additional discussion is needed in the following areas:

- . how compensation works in the County
- . retention
- . occupations that are currently underpaid/other divisions with unique circumstances and skillsets and difficulties with recruitment and retention,

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Information on the study on aging contained in the agenda was recommended for review by the Board.

ADJOURNMENT

At 5:30 p.m., Chairman Acree declared the meeting adjourned.

Joel C. Acree, Chairman

Carey Mills Storm, Clerk

REGULAR MEETING OF THE ISLE OF WIGHT COUNTY BOARD OF SUPERVISORS
HELD IN THE ROBERT C. CLAUD, SR. BOARD ROOM OF THE ISLE OF WIGHT
COUNTY COURTHOUSE LOCATED AT 17090 MONUMENT CIRCLE, ISLE OF WIGHT,
VIRGINIA ON THURSDAY, THE TENTH DAY OF DECEMBER IN THE YEAR TWO
THOUSAND AND TWENTY

PRESENT:

Joel C. Acree, Windsor District, Chairman
Richard L. Grice, Smithfield District, Vice-Chairman
Don G. Rosie, II, Carrsville District
Rudolph Jefferson, Hardy District
William M. McCarty, Newport District

ALSO IN ATTENDANCE:

Robert W. Jones, Jr., County Attorney
Randy R. Keaton, County Administrator
Donald T. Robertson, Assistant County Administrator
Carey Mills Storm, Clerk

CALL TO ORDER

Chairman Acree called the regular meeting to order at 5:00 p.m.

APPROVAL OF AGENDA

Supervisor McCarty motioned that the agenda be approved as amended with the addition of a matter under New Business concerning lighting at the Jones Creek Convenience Center. The motion was adopted unanimously (5-0) with Supervisors Acree, Grice, Jefferson, McCarty and Acree voting in favor of the motion and no Supervisor voting against the motion.

CLOSED MEETING

Pursuant to Section 2.2-3711(A) of the Code of Virginia, Supervisor McCarty motioned to move to closed session for the limited purpose of:

1. A discussion regarding the appointment of specific appointees to County boards, committee or authorities pursuant to subsection 1, to

include the Commission on Aging, Fair Committee, Historical Architectural Review Committee, 5th Judicial Circuit Community Corrections Board, Western Tidewater Community Services Board and Wetlands Board; and

2. A discussion regarding the performance of a specific County employee, namely the County Attorney, pursuant to subsection 1

The motion was adopted unanimously (5-0) with Supervisors Acree, Grice, Jefferson, McCarty and Acree voting in favor of the motion and no Supervisor voting against the motion.

Supervisor McCarty motioned that the Board reconvene into open meeting which was adopted unanimously (5-0) with Supervisors Acree, Grice, Jefferson, McCarty and Acree voting in favor of the motion and no Supervisor voting against the motion.

County Attorney Jones reminded the Board that in accordance with Section 2-10(G) of the Board's Rules & Procedure, all those who participated in the closed meeting are reminded that all matters discussed in closed meeting are to remain confidential, as provided under the Virginia Freedom of Information Act, and that such matters as were discussed in closed meeting should not be acted upon or discussed in public by any participant unless and until a public, formal action of the Board of Supervisors is taken on that particular subject matter.

Upon motion of Supervisor Jefferson, the following Resolution was adopted unanimously (5-0):

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Board of Supervisors has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and,

WHEREAS, Section 2.2-3712(D) of the Code of Virginia requires a certification by this Board of Supervisors that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors.

VOTE

AYES: Acree, Grice, Jefferson, McCarty. Rosie

NAYS: 0

ABSENT DURING VOTE: 0

ABSENT DURING MEETING: 0

INVOCATION

Retired Admiral Dale Baugh delivered the invocation and led the Pledge of Allegiance to the American flag.

CITIZEN'S COMMENTS

Antonia Viudez requested ample room be provided to accommodate attendance by the public to allow for open communications between citizens and the Board.

Richard Gillerlain of the Newport District requested that his name be removed from those contributing to the Comprehensive Plan revision.

CONSENT AGENDA

On motion of Supervisor McCarty, the following Consent Agenda was unanimously adopted (5-0) as presented with Supervisors Acree, Grice, Jefferson, McCarty and Acree voting in favor of the motion and no Supervisor voting against the motion

A. Replacement of EMS Lifepak Monitors (\$213,000)

- B. Resolution to Amend the FY2020-21 Operating Budget and Appropriate Funding for a Virginia Department of Environmental Quality Litter Prevention & Recycling Grant (\$8,777)
- C. Memorandum of Agreement with the Clerk of Circuit Court to have employees of that office qualify for and abide by the current Isle of Wight County Pay Plan
- D. Minutes
 - . April 2, 2020 Work Session Minutes
 - . August 20, 2020 Regular Meeting Minutes
 - . September 3, 2020 Special Meeting Minutes
 - . September 9, 2020 Special Joint Meeting with School Board Minutes
 - . September 10, 2020 Special Bond Meeting Minutes

A status report on the potential relocation of the Confederate monument from the Courthouse complex to the Town of Windsor cemetery was provided by County Administrator Keaton who advised that the Windsor Town Council will be considering the request to relocate the monument at its January 2021 meeting.

REGIONAL REPORTS

Supervisor McCarty reported on matters discussed at the most recent meeting of the Hampton Roads Transportation Accountability Commission related to Covid-19 impacts to the region.

Supervisor Rosie reported on matters discussed at the most recent meeting of the Hampton Roads Military & Federal Facilities Alliance related to stimulus packages.

Supervisor Rosie reported on matters discussed at the most recent meeting of the Board's Broadband Taskforce related to hot spots in the southern end of the County and a survey currently underway by James Henderson.

APPOINTMENTS

Supervisor McCarty moved that Christie Ek be appointed to serve on the Fifth Judicial District Community Corrections Board. The motion was adopted unanimously (5-0) with Supervisors Acree, Grice, Jefferson, McCarty and Acree voting in favor of the motion and no Supervisor voting against the motion.

Supervisor Jefferson moved that Toni Brown be reappointed to serve on the Western Tidewater Mental Health Community Services Board. The motion was adopted unanimously (5-0) with Supervisors Acree, Grice, Jefferson, McCarty and Acree voting in favor of the motion and no Supervisor voting against the motion.

Supervisor Jefferson moved that Denise Tynes be reappointed to serve on the Western Tidewater Mental Health Community Services Board. The motion was adopted unanimously (5-0) with Supervisors Acree, Grice, Jefferson, McCarty and Acree voting in favor of the motion and no Supervisor voting against the motion.

Chairman Acree moved that Maggie Richards be appointed to serve on the Commission on Aging representing the Windsor District. The motion was adopted unanimously (5-0) with Supervisors Acree, Grice, Jefferson, McCarty and Acree voting in favor of the motion and no Supervisor voting against the motion.

SPECIAL PRESENTATIONS

Ron H. Pack was presented a resolution recognizing and commending him for his service on the Economic Development Authority Board.

Upon motion of Supervisor McCarty, the following Resolution was unanimously (5-0) adopted with Supervisors Acree, Grice, Jefferson, McCarty and Acree voting in favor of the motion and no Supervisor voting against the motion:

RESOLUTION TO RECOGNIZE AND COMMEND RONALD H. PACK

WHEREAS, Ronald H. Pack was appointed to serve on the Isle of Wight County Economic Development Authority Board of Directors (EDA Board) in 1986, and was reappointed to serve eight (8) consecutive four-year terms; and,

WHEREAS, Ronald H. Pack served with distinction, commitment and generosity through December 2020 as a Board member, with many of those years, including his final year, as Chairman of the EDA Board; and,

WHEREAS, Ronald H. Pack, in his role on the EDA Board, was instrumental to the successful development of Shirley T. Holland Intermodal Park, which is home to three internationally recognized companies employing over 700 people; and,

WHEREAS, Ronald H. Pack has provided guidance and support for citizens and business owners as a member of the EDA Board and as a distinguished business and community leader; and,

WHEREAS, Ronald H. Pack is the owner of a family-operated, award-winning restaurant, hotel, marina and conference center in the Town of Smithfield; and,

WHEREAS, Ronald H. Pack has, over several decades, demonstrated his commitment to serve the community as a founding member of many important organizations, including the current County Chamber of Commerce, the County's Tourism Advisory Board and the Hampton Roads Sports Authority; and,

WHEREAS, it is the desire and the intent of the Isle of Wight County Board of Supervisors to honor and recognize Ronald H. Pack for his contributions to the Economic Development Authority and to the businesses and citizens of the County of Isle of Wight.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Supervisors of Isle of Wight County, Virginia does hereby recognize and commend Ronald H. Pack for his selfless and tireless service as a member of the Isle of Wight County Economic Development Authority.

BE IT FURTHER RESOLVED that the Isle of Wight County Board of Supervisors extends to Ronald H. Pack its best wishes for his future

endeavors and orders that a copy of this Resolution be spread upon the minutes of this Board meeting this 10th day of December 2020.

//

John B. Edwards was presented a resolution recognizing and commending him for his many years of outstanding achievements and faithful service to the County.

Upon motion of Chairman Acree, the following Resolution was unanimously (5-0) adopted with Supervisors Acree, Grice, Jefferson, McCarty and Acree voting in favor of the motion and no Supervisor voting against the motion:

**RESOLUTION TO RECOGNIZE AND COMMEND
JOHN B. EDWARDS**

WHEREAS, the Board of Supervisors desires to recognize and commend John B. Edwards for his many years of outstanding achievements and faithful service to Isle of Wight County; and,

WHEREAS, John B. Edwards became a reporter for the Smithfield Times in 1972 and he and his wife Anne acquired the newspaper in 1986; and,

WHEREAS, John B. Edwards has served as a reporter and subsequently as owner/operator of the Smithfield Times for nearly 50 years and has received many journalism awards during his tenure with the newspaper; and,

WHEREAS, in addition to keeping Isle of Wight County residents informed via the pages of the Smithfield Times, John B. Edwards has also served the community as a volunteer with the Smithfield Volunteer Fire Department, a member of Smithfield 2020, and served as the Chair of the Main Street Beautification Project in the Town of Smithfield; and,

WHEREAS, John B. Edwards has been a leader in bringing people of all ages, races, and backgrounds together by founding and hosting the Friday Night Concert Series on the front lawn of the Smithfield Times and by featuring local and regional musical talent representing various genres of music; and,

WHEREAS, John B. Edwards, even in retirement, continues to actively serve the community and continues to write his “In the Short Rows” column for the Smithfield Times.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Isle of Wight, Virginia does hereby recognize and commend John B. Edwards for his many contributions as a journalist, business owner, and volunteer who has improved the quality of life for all residents of Isle of Wight County.

BE IT FURTHER RESOLVED that the Isle of Wight County Board of Supervisors extends to John B. Edwards its best wishes for his future endeavors and orders that a copy of this Resolution be spread upon the minutes of this Board meeting this 10th day of December 2020.

//

Betsy Hedrick, P.B. Mares, reported an Unmodified and Clean Opinion on the County’s comprehensive annual financial report for fiscal year ended June 30, 2020.

Andrea Nichols, P. B. Mares, thanked staff for its assistance in preparation of the audit.

COUNTY ATTORNEY’S REPORT

County Attorney Jones apprised the Board that Supervisor McCarty has provided him with suggested changes to the Board’s bylaws which he is requesting time to draft prior to sharing with the Board at its organizational meeting.

PUBLIC HEARING

Application of William E. and Patricia M. Rhodes, Property Owners, for a Conditional Use Permit to Establish a Residential Accessory Apartment on Property Located at 21116 Rescue Road.

Trent Blowe, Planner, provided an overview of the application noting that no weaknesses have been identified. He advised that the Planning Commission recommended approval of the application and that staff recommends approval as submitted.

Chairman Acree opened the public hearing and called for persons to speak in favor of or in opposition to the proposed application.

William E. Rhodes, applicant, requested approval of his application to build a mother-in-law suite for his in-laws.

Chairman Acree closed the public hearing and called for comments from the Board.

Supervisor McCarty moved that the application of William E. and Patricia M. Rhodes be approved which was unanimously (5-0) adopted with Supervisors Acree, Grice, Jefferson, McCarty and Acree voting in favor of the motion and no Supervisor voting against the motion.

COUNTY ADMINISTRATOR'S REPORT

The Board received background information on the cigarette tax which has been approved by the General Assembly from Gerald H. Gwaltney, Commissioner of Revenue and the matter was deferred to a future work session.

//

David Smith, Director of Parks and Recreation, updated the Board on the following projects:

- . Tyler's Beach Marina
 - . Phase I, Restoration FY19 was completed in early 2020
 - . Phase II, Objectives
 - . Phase III, Objective
- . Bradby Park
 - . Phase I Objectives and timeline

//

The Board took a break and upon returning to open session, Judy Winslow, Director of Tourism, shared the following related to the second round of the Gift Card Program in support of local businesses:

- . 109 business participated
- . 3,375 transactions
- . 15,128 gift certificates purchased
- . total cash expended was \$302,560

It was noted that the County and the Towns of Smithfield and Windsor contributed \$302,560; however, the money received by local businesses equvalated to \$605,120. Coupled with Round 1, those businesses received a total of \$800,000.

Chris Morello, Director of Economic Development, noted that in addition to the \$800,000 noted above and inclusive of the Obici Foundation contribution, a grand total of \$2.3 million has been pumped into the local economy.

//

Matters for the Board's information were highlighted by County Administrator Keaton with emphasis on a State Utility Relief Program in the amount of \$58,658.

//

County Administrator Keaton reported on the County's declaration of crop disasters due to drought and rainy conditions in 2020.

UNFINISHED/OLD BUSINESS

County Attorney Jones advised that he has developed a new proposed definition of the term "junk" in the Zoning Ordinance as follows: "Junk" shall mean any worn, cast off, or discarded article or material which is ready for destruction and has been collected or stored for salvage or conversion to some use.

Supervisor McCarty commented that he remains unclear in the areas of "watercraft" and "junk" and he was requested by County Attorney Jones to forward his questions to him for clarification.

The consensus of the Board was that this matter be moved to a work session for additional discussion.

NEW BUSINESS

Supervisor McCarty notified the Board of a need for additional lighting at the area near the boat ramp at the Jones Creek Convenience Center.

Vice-Chairman Grice commented on the need to grade the road leading into the Jones Creek Convenience Center and recommended a back-up power system be installed to run the compactors in the event of a loss of power.

ADJOURNMENT

At 9:30 p.m., Chairman Acree declared the meeting adjourned.

Joel C. Acree, Chairman

Carey Mills Storm, Clerk

BACKGROUND:

The Board of Supervisors has previously directed that an opportunity be provided for monthly status briefings from Board members who serve as representatives on various regional committees and authorities on behalf of the County.

BUDGETARY IMPACT:

None

RECOMMENDATION:

Receive the report.

ATTACHMENTS:

Description	Type	Upload Date
Regional Reports	Cover Memo	1/24/2020

2020 BOARD MEMBER REGIONAL REPRESENTATIVE		
(Appointed by Board Vote)		
Organization	Member	Term Expires
Hampton Roads Military Federal Facilities Alliance	Rosie	No Set Term
Hampton Roads Planning District Commission	McCarty	No Set Term
	Keaton	No Set Term
Hampton Roads Transportation Accountability Commission	McCarty	No Set Term
Hampton Roads Transportation Planning Organization	McCarty	No Set Term
	Keaton	No Set Term
Southeastern Public Service Authority	Keaton	December 2021
	Etheridge/Alternate	December 2021
Western Tidewater Regional Jail Authority	Jefferson	No Set Term
	McCarty	No Set Term
	Keaton	No Set Term
Western Tidewater Water Authority	Grice	June 2022
	Acree	June 2022
	Jones/Alternate	June 2022

Regional Reports
Updated/January 2020

BACKGROUND:

Board members will consider and make appointments of individuals to various local and region organizations as noted on the Appointments Page.

BUDGETARY IMPACT:

None

RECOMMENDATION:

Appoint individuals to various local and region organizations as noted on the Appointments Page.

ATTACHMENTS:

Description	Type	Upload Date
Appointments Page	Cover Memo	3/5/2021
EDA Reappointments	Cover Memo	3/9/2021

BOARDS/COMMISSIONS/COMMITTEES

Boards/Commissions/Committees	Appointees	Contact	District	Expiration	
Blackwater Regional Library	Conway Henderson	238-9890	Windsor	April	2021
Economic Development Authority	James Collins	613-1815	Smithfield	April	2021
Economic Development Authority	Tim Hillegass	420-6221	Town of Smfld	April	2021
Historical Architectural Review Committee	Durwood Scott	242-6528	Windsor	September	2020
Southeastern Tidewater Opportunity Project	Hazel Edwards	357-2761		March	2021
Tidewater Emergency Medical Services County, Inc.	Pat Humphries	357-8218		March	2021
Wetlands	James Wesley Brown	618-6889	Smithfield	December	2020

Carey Mills Storm

From: Gloria B. Spratley
Sent: Tuesday, March 9, 2021 9:21 AM
To: Carey Mills Storm
Subject: EDA Members Reappointments

Good Morning Carey,

This is to advise that James Collins representing the Smithfield District on the EDA Board is willing to serve a full 4-year term. His reappointment is recommended.

This is to advise that Tim Hillegass representing the Town of Smithfield on the EDA Board is willing to serve another 4-year term. His reappointment is recommended.

Sincerely,

Gloria B. Spratley

Administrative Assistant

Economic Development

(757) 356-1962

gspratley@isleofwightus.net

ISSUE:

Staff Presentation - 2020 Tourism Annual Report

BACKGROUND:

Staff will provide a brief presentation relative to the Annual Report for the Smithfield/Isle of Wight Convention and Visitors Bureau for 2020.

BUDGETARY IMPACT:

None

RECOMMENDATION:

For the Board's information.

ATTACHMENTS:

Description	Type	Upload Date
Tourism Annual Report	Backup Material	2/1/2021



HIGHLIGHTS



PHOTO: ELLY CONDIT

- ★ Restaurant Week 2020 - 16 participants
- ★ 2020 Isle of Wight Economic Development Forum significantly featured tourism economic development and uplift.
- ★ Smithfield Employee Training Day 1/9/20: Tourism presented the "Hambassador" Training Program (Readers Digest version) to all town employees.
- ★ BOB Fest 2020 (last Smithfield VA Events festival to be held before COVID)
- ★ Farmer's Market Vendor Training Workshops (two in-person workshops and one online)
- ★ Annual Tourism Year Kick-Off Meeting for Stakeholders 2/3/20: Annual Review of event dates, marketing plans and budgeting.
- ★ Tourism Department Retreat: Review of Annual Report; Marketing and Special Event Plans; networking and brainstorming for future.
- ★ Toured Town Manager Candidates and was able to participate in panel discussions with candidates.
- ★ Mayor's Green Team Formed and organized. (To be continued after COVID.)
- ★ Continued presidency of the Coastal Virginia Tourism Alliance (a group of all of the Tourism Directors from the Eastern Shore to Williamsburg)
- ★ Smithfield Farmer's Market (began as pre-order/pre-paid market only on 5/2/20. 5/16, 5/23 and 5/30. Markets were moved downtown to BSV Bank location with all social distancing and VDACS regulations in place. Market remained open and downtown for the rest of the season. Market closed December 19th. Additional markets were hosted due to other event cancellations opening up weekend options. Carrollton Wednesday Farmer's Market began in July and continued through September.
- ★ Held successful \$1,000/couple Bourbon Dinners to fund Smithfield VA Events.
- ★ VISITOR CENTER REOPENED 5/26/20 (closed 3/18). Slightly abbreviated hours (10-4 Monday through Saturday and noon – 4 on Sunday) with many new protocols in place. Sneeze Guard installed at front desk, new brochure distribution system in place, elimination of touch points for both front desk and restrooms, increased sanitation and hygiene, masks worn by all staff when public in the building, increased public restroom cleaning. Paper towels added to restroom (instead of blower fan).
- ★ Salty Southern Route social media and online marketing continued to be successful with on-going Virginia Tourism Marketing Leverage Grant.
- ★ Grants received in 2020: Virginia Tourism WanderLove COVID Recovery Grant \$10,000; Field Trip Marketing Leverage Grant \$5,000; Farmer's Market Food Access Grant \$3,000; Social Media Co-op Program \$3,250.
- ★ CGI Smithfield Videos for town website
- ★ WanderLove-themed podcasts and videos created and posted on social media and website with great traffic.
- ★ Worked with County Economic Development Department on COVID-19 Relief Grant Program marketing.
- ★ Picker's Markets held 2nd Saturday weather permitting.
- ★ Successful Boutique Autumn Art Show held 10/20.
- ★ 1750 Courthouse Ghost Walk 10/23-24/20. Very successful event. Tourism assisted by selling tickets, writing scripts and serving as SME for the event.
- ★ Smithfield & Isle of Wight County Tourism won the Virginia Association of Destination Marketing Organizations VIRGO award for interactive (new Tourism website!) for 2020.
- ★ New photography taken in the summer of 2020 by local photographer, Elly Condit, funded by Virginia Tourism Marketing Leverage Grant.

HIGHLIGHTS



Smithfield and Isle of Wight Tourism worked jointly with Isle of Wight County Economic Development and the Isle of Wight Chamber of Commerce on the highly successful #IsleShopSmall Gift Certificate Program.

#Isle Shop Small Gift Certificate Program - Round 2:

- ★ Number of businesses who sold: 105
- ★ Range of Checks: \$40.00 to \$52,640.00
- ★ 66% Business awarded checks for \$40 - \$5,000
- ★ 15% of Businesses awarded \$5,001 - \$10,000
- ★ 14% of Businesses awarded \$10,001 - \$20,000
- ★ 1% of Businesses awarded \$20,000 - \$30,000
- ★ 4% of Businesses awarded \$30,000 - \$52,000

#Vouchers Purchased Round 1: 5,147
#Vouchers Purchased Round 2: 15,190

TOTAL VOUCHERS: 20,337

Total Sales Round 1: \$205,880

Total Sales Round 2: \$607,600

TOTAL SALES: \$813,480

Range of checks distributed to
LOCAL SMALL BUSINESSES

\$40 to \$52,640!



HIGHLIGHTS

GRANTS AWARDED

Virginia Tourism Corporation Marketing Leverage Recovery Grant: \$10,000

Theme: WanderLove

Super Targeted digital online ads (Leisure Media): \$2850

Richmond Magazine Travel Section: \$1200

Photography by Elly Condit: \$2050

Facebook/Instagram ads: \$3900

Virginia Tourism Corporation Social Media Co-op Reimbursement Program: \$3,250

Virginia Tourism Corporation Marketing Leverage Grant: \$5,000

Theme: Family Field Trips

RVA Family Magazine and digital ads: \$1250

Super Targeted digital online ads (Leisure Media): \$2850

CoVA Scene email: \$250

"Facebook Feature" on Coastal Virginia Magazine's

Facebook page: \$200

Facebook/Instagram ads: \$450



VIRGO AWARD

2020 Virginia Association of Destination Marketing Organization's (VADMO) VIRGO AWARD for Interactive Marketing for the mobile-responsive Smithfield Tourism's "GenuineSmithfieldVA.com" website.

SAVOR MAGAZINE

"Best Of" Reader's Choice Awards:

Best Beer Festival:

Smithfield Wine and Brew Festival, Platinum

Best Spirits Festival (Platinum):

Smithfield Bacon, Bourbon & Beach Music Festival

Best Farmer's Market:

Smithfield Farmer's Market, Platinum

Best Virginia Getaway Weekend Spot (Silver):

Smithfield

Best Wine Festival: Smithfield Wine and Brew, Silver

Best Bottle Artwork (Bronze): SummerWind Winery

Best Brewery for Ale (Silver):

Wharf Hill Brewing Company

Best Brewery for IPA (Bronze):

Wharf Hill Brewing Company

Best Brewery for Stout (Bronze):

Wharf Hill Brewing Company

Best Brewery Restaurant (Gold):

Wharf Hill Brewing Company

Best Distiller (Silver):

Mark Rangos, Blue Sky Distillery

Best Distillery for Tours (Gold): Blue Sky Distillery

Best Distillery for Vodka (Gold): Blue Sky Distillery

Best Distillery Overall (Silver): Blue Sky Distillery

Best Wine & Beer Shop (Gold):

Bon Vivant Wine & Brew



MARKETING

PRINT PUBLICATIONS

Williamsburg Magazine 1/2 and full page ads
(11 months, Jan/Feb combined issue)
Richmond Magazine: 1/4 page ad
to accompany feature story on Isle of Wight County
Slice ad for Town featuring Farmers and Pickers Markets
Slice ad for Isle of Wight County
Town Newsletter ads
Coastal Virginia Magazine: full page ad



COLLATERAL/SIGNAGE

Revised 12 "Can't Miss Things To Do" rack card
Revised "7-Day Merchants" Brochure
Revised Walking Tour brochure
Revised Military discount brochure
Revised Rack Brochure
Distributed to 300+ locations (restaurants, shops, attractions, etc.) in Coastal Virginia, as well as at State Welcome Centers
Revised Downtown Maps at post office and public restroom
Revised Restaurants rack card
Revised "Everything but the Squeal" Rack Card
Revised Group Tour brochure
Revised Newcomer's Guide
Revised Wedding brochure
Revised "Visit the Farms" brochure
Boykin's Tavern self-guided walking tour brochure
Small banners for "Welcome to Isle of Wight County" sign
"Out in the County" brochure
COVID Signage created for merchants: Safety Commitment, Online Shopping, Curbside Pickup, Outdoor Dining
Safety Mask poster for merchants
WanderLove Road Games booklet
Tournament Planners information sheet for Luter Sports Complex
Fort Boykin rack card
Sales Blitz materials for Williamsburg Timeshares
Revised Profile Sheet for AAA Blitz
Four Family Field Trip Field Guides
Holiday Events poster for blitzes
Plus all promotional materials for Special Events

DIGITAL ADS/WEBSITES

Facebook profile images/videos and logos for all events
Facebook ad campaigns for all events
GenuineSmithfieldVA.com: Write copy, update and maintain site
Weekly "Where the Locals Go" e-newsletter
Updated "Visit the Farms" webpage (and brochure)
Salty Southern Route: Update and maintain website
Supertargeted ads (Leisure Media) in August 2020

VIDEOS (Videos perform especially well on Social Media ads)

Smithfield Rocks "Beyond Main" and "Finley's General Store"
Three Restaurant Week promotional videos
15 Restaurant Week videos featuring individual restaurants
Two "We'll Be Waiting" videos
COVID Safety Video
"Just Around the Corner" video
Engaged for the Holidays video
Outfitters Video
Seven WanderLove Videos (and seven podcasts)
Three WanderLove Stroll Videos
15 WanderLove Shopping Challenge Videos
Video for Sidewalk Sale
Eight "Meet the Artists" videos for Autumn Art Show
Autumn Art Show video
Video for Scarecrow Stroll
Video for StoryWalk
Three Holiday Open House Videos
Video for Witches Night Out
Video for #IsleShopSmall
Video for #IsleShopSmall Round 2
Ham-o-Ween events video
Holiday events and Happy Holidays videos



DIGITAL REPORT

Website: GenuineSmithfieldVA.com
January 1, 2020 through December 31, 2020
78K sessions, 60K users, 142,013 page views

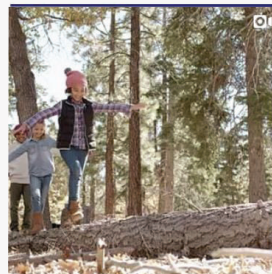
Facebook:
As of January, 2021
Page Likes: 14,128, Followers: 14,215

Twitter:
As of January, 2021
624 Followers

Instagram:
As of January, 2021
1,930 Total Lifetime Posts
2,148 Followers

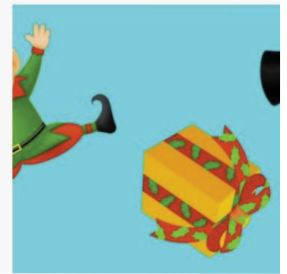
Pinterest:
January 1, 2020 through December 31, 2020
60K Impressions
37.29K Total Audience
2.25K Engagements

Emails:
5,553 active email subscribers



Instagram posts

"Where the Locals Go" Weekly E-Newsletter



GENUINE Smithfield Isle of Wight County, Virginia Where the Locals Go...

June 25, 2020

Roller Skates: Live
at 12:05
June 25 at 12:05
p.m.



Presented by the Isle of Wight County Museum. Director Jennifer England shows off some roller skates in the collection and shares a bit of history about roller skates as well. This will perhaps inspire you to roll down your street with some wheels of your own.

Kayak & Paddle Board Rentals
Kayak Lane, Smithfield
Weekends, 9:00 a.m. to 5:00 p.m.



Windsor Castle Kayak Rentals are open June 13 through September 6 and offers single kayaks, tandem kayaks and paddle boards at a state of the art kayak launch. Explore waterways and view wildlife! Single Kayaks and Paddle Boards \$10 per hour and Tandem Kayaks are \$20 per hour. Rental includes life jacket and paddle. **For more information** call 757.542.3109.



Visit Smithfield & Isle of Wight County...
We're Just Around The Corner. Check out our newest video below.

https://www.youtube.com/watch?v=Yu9WP_dE8-0

BBQ, Produce and Meat Tent Sale
Finley's General Store and Southern Boutique, 23305 Sugar Hill Road, Carrollton
Thursday, June 25 from 10:00 a.m. - 2:00 p.m.



Big Daddy's BBQ and Burroughs Land Farms will be in the Finley's parking lot off of Route 17 with fresh vegetables and meat for sale. **For more information** call 757.745.7207.

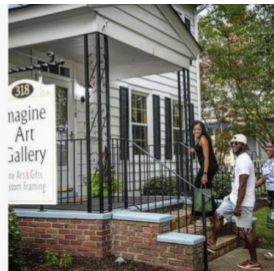
Painting Perfection Workshop
June 27, 2020 or July 18, 2020
Saturday from 10:00 a.m. - 12:00 noon
Instructor Barbara Lively Mastaglio

Have you been painting alone during quarantine but nothing is complete? Take your unfinished paintings from dull and uninspired to finished and fabulous! Bring a painting you've started or a finished painting for a critique by award winning artist Barbara Mastaglio. She will help you work thru it and teach the skills you need to complete your painting to perfection! Enroll for one or both sessions. Ages 16+, space is limited to 5 participants each session. Cost is **\$65 for members, \$75 for non-members**. To reserve your space, **register by June 25** for the June Class and by **July 16** for the July session. (Please wear your face mask to class) **For more information or to register**, call the Arts Center @319 at 757-357-7707 or send e-mail to info@smithfieldarts.org. You may also enroll through the website www.SmithfieldArts.org



Downtown Farmers Market
Saturdays, from 9:00 a.m. to 12 noon
BSV lot, Main Street, downtown Smithfield

Vendor focus is on produce and meats. The market will be following CDC Guidelines. **For more information** call 757.357.2214 or email tfrantz@isleofwightus.net



SALES



- Sales blitzes to over 15 Williamsburg area timeshares
All materials created in-house
Sales blitzes in January and August through December (due to COVID, no sales blitzes February through July)
- Sales blitz to Pennsylvania AAA Offices in November, sponsored by Virginia Association of Destination Marketing Organizations (VADMO)



DESIGN SERVICES

for other town and county departments

- **Isle of Wight County Administration:**
Created covers for budgetary and legislative documents, Newcomer's Guide updated, Board of Supervisors Display
- **Town of Smithfield & Isle of Wight County Museum:**
Interpretive panels for Windsor Castle Park Outbuilding displays
- **Isle of Wight Emergency Services:**
Images for their webpage, COVID testing flyer
- **Isle of Wight and Town Green Team Initiative:**
Poster, Facebook cover image, postcard

- **Isle of Wight County Museum:**
Events posters updated quarterly, Designed Theater Exhibit, Sandbox signage, Steamboat Exhibit, Colonial Isle of Wight and Milk bottles Display signage, Children's Exhibit area, "Behind these Walls" logo, panel for English Phone Booth, Indian Display signage, LOVE postcard
- **Isle of Wight Economic Development:**
"Reopen and Rebound" materials, Small Business Grant materials, #IsleShopSmall Gift Card Program materials (Rounds 1 and 2)

HistoricIsleOfWight.com | @IsleOfWightCountyMuseum | @WorldsOldestHam 103 Main Street, Smithfield, VA 23566

SPECIAL EVENTS

Events coordinated and/or supported by Tourism

Much of 2020 was spent dealing with the effects of Covid-19 on tourism stakeholders, and events.



January's BOB Fest was one of the few events not cancelled due to COVID.

Smithfield Farmer's Market (See Farmers Market Report)

Picker's Markets:

June, July, August, September, October, November (averaged 8 vendors per market, with about 250 attendees per market)

January:

BOB FEST (Sold Out, 2500 attendees)

January/February:

Restaurant Week (16 participants)

March:

St. Patrick's Parade cancelled

April:

Smithfield Wine & Brew Fest cancelled

May:

Vintage Market cancelled

Smithfield Arts Festival cancelled

National Tourism Month Breakfast cancelled

August:

Story Walk-in conjunction with the Smithfield Library
(422 children participated/Prize: ice cream)

Boardwalk Art Show cancelled

September:

Isle of Wight County Fair cancelled

October:

Vintage Market cancelled

Bacon, Bourbon Music Fest cancelled

Safe Trick or Treat/Ham-o-Ween cancelled

Hog Jog, Souper Saturday, Court Day cancelled

Autumn Art Show HELD! Along Hayden's Lane and at the Smithfield Times Gazebo. 15 Artists – 300 (low attendance due to severe weather issues)

Story Walk-in conjunction with the Smithfield Library
(287 children participated/Prize: candy)

Scarecrow Stroll: A Tourism/business event/collaboration contest
15 business/attractions participated by decorating a scarecrow in front of their establishment.

Tourism organized a contest among the entries and invited folks to cast a vote for their favorite at the Visitors Center. A random entry of the 218 votes cast was the recipient of dinner at the Inn (provided by Tourism) and an overnight stay (donated by the Smithfield Inn).



The Scarecrow Stroll was a popular event along Main Street.

November:

Holiday Open House Weekend HELD! Very successful! (2,000)

December:

Light Up Main cancelled

Christmas in Smithfield cancelled

Christmas Mistletoe Market cancelled

Smithfield Christmas Parade cancelled

Photo Station & Santa's Mailbox (at the Times Square Gazebo)

"Illuminate the Lane" on Hayden's Lane: HELD.

Provided by the Horticulture Society of Smithfield

Story Walk-in conjunction with the Smithfield Library

(128 children participated/Prize: Beanie Baby adoption)

Genuine Merchants of Downtown Smithfield (GMOD's)

Supported Events:

Galentine Night Out

Takeout Tuesday

Sidewalk Sale

Three WanderLove

Facebook Live Strolls

14 WanderLove

Facebook Live

Shopping Challenges

(November -

December 2020)

Scarecrow Stroll

Witches Night Out

Elves Night Out



Witches Night Out featured shops open late and "Paddling on the Pagan."

"WHERE THE LOCALS GO"

Tourism's weekly e-blast newsletter to 5,500 subscribers continued in 2020 listing boutique events, Farmer's Market and the many virtual events done by Tourism and the Isle of Wight County Museum: monthly guided tours, programs and lectures, "27 Stories in Stone" (special online programs designed during Pandemic), "Behind These Walls" (9 special online programs featuring local historic structures) and weekly "Live at 12:05."

PUBLIC RELATIONS

ARTICLES, BLOG FEATURES, etc.

- PostandCourier.com feature on “World’s Oldest Ham,” November
- Updated blog on Virginia.org, “22 Virginia Small Towns You’re Going To LOVE,” November
- Blogs on Virginia.org, “But Did You Know...The History of Virginia Peanuts?” November, “WanderLove Road Trip from Williamsburg to Norfolk,” October, “Fine Dining on a Budget: Restaurant Weeks around Virginia,” November
- Hotels4Teams.com feature on “Roadside Attractions in all 50 States” (oldest ham)
- Insider.com feature on “Iconic Food in Every State,” July
- Listing on Virginia.org blog “Virginia’s Farmers Markets: How to Get Fresh Produce, Meats, & More While Social Distancing,” April
- ClubAlliance/AAA.com “Extra Mile Blog” for AAA World, feature on “25 Quirky Museums,” October
- Editor and Marketing Director for Coastal Virginia Magazine visited and wrote a blog post: “Ham it up in Smithfield” for CoastalVAMag.com, November

PUBLIC RELATIONS & NEWS RELEASES

- Update and maintain 50+ listings on Virginia.org
- Update and maintain wedding listings on Virginia.org
- Update and maintain listings on SaltySouthernRoute.com
- Updated 2020 VA Travel Guide listings
- WanderLove Video displayed at Norfolk International Airport’s Visitor Welcome Center
- News Release on 2020 Special Events
- News Release on National Tourism Week
- News Release on Marketing Leverage Recovery Grant from Virginia Tourism Corporation WanderLove Grant Award
- News Release on Town of Smithfield Mask Giveaway
- News Release on News Release: VTC Economic Impact Numbers
- News Release on two #IsleShopSmall Gift Card Match Programs
- News Release on Marketing Leverage Grant from Virginia Tourism Corporation received and on the theme of Family Field Trips
- New photography sent to Virginia Tourism Corporation for use on statewide promotions



WanderLove: A Road Trip From Williamsburg to Norfolk

COASTAL VIRGINIA - HAMPTON ROADS, FALL IN VIRGINIA, HISTORY, OUTDOORS, SOUTHERN VIRGINIA, TRAVEL IDEAS

Wanderlust is defined as a strong desire to travel, but here in Virginia, we call that feeling ...

[CONTINUE READING](#)



But Did You Know...The History of Virginia Peanuts

COASTAL VIRGINIA - HAMPTON ROADS, FOOD, HISTORY, SOUTHERN VIRGINIA, TRAVEL IDEAS

Virginia has become well-known for its gourmet peanuts, with farmers in the southeastern portion of ...

[CONTINUE READING](#)



Fine Dining on a Budget: Restaurant Weeks around Virginia

CULINARY, DEALS & DISCOUNTS, FOOD, TRAVEL IDEAS

The beginning of restaurant week season is here, and we can't wait to try all the gourmet goodies ...

[CONTINUE READING](#)



Virginia's Farmers Markets: How to Get Fresh Produce, Meats, & More While Social Distancing

FOOD

If you're like us, you probably look forward to spring and the reopening of Virginia farmers markets ...

[CONTINUE READING](#)

Blogs featuring Smithfield and Isle of Wight on Virginia.org

FARMERS MARKET



	SMITHFIELD FARMERS MARKET	CARROLLTON FARMERS MARKET	OVERALL TOTALS <i>both markets</i>
REPORTED GENERATED SALES BY ALL VENDORS	\$346,852	\$10,869	\$357,721
REPORTED VENDOR SALES FEES BY ALL VENDORS	\$17,801	\$612	\$18,413

Note: Based on last year's numbers & this year's trend, if we had been able to market and charge fees in March, April and May, market overall sales and sales fees would have been higher than for the 2019 Season.

- Maintained Community Interaction and Vendor and Sponsor recognition through the Annual Vendor Appreciation Event in January for market vendors and sponsors. The event was highlighted on Social media
- Provided four Training and Educational Sessions for market vendors in coordination with other area farmers market managers, the Virginia Tech Extension Office, Virginia Department of Agriculture and Consumer Services and tourism staff
January: Social Media, Merchandising, Customer Service & Pricing
February: Safety at the Market
March: How to Connect in the Community with Partnerships
April: Virtual Website Workshop via Zoom
- Visited over 12 vendors January through April and in late fall. Created videos and images for use on social media and on the Farmers Market website
- Market season was delayed due to the COVID-19 Coronavirus
- Market started back with restricted Drive-thru market in early May in Smithfield Middle School parking lot
- Transferred to downtown walk-thru market in mid-May with market imposed social distancing and vendor required Personal Protective Equipment (PPE), following official COVID-19 guidance maintained through the remaining market season
- Awarded \$3,000 Food Access Grant provided by an anonymous benefactor for the purpose of purchasing fresh produce from local farm vendors and providing the food Christian Outreach Program, the local area food bank. Grant funds covered the hours of the market personnel and costs incurred by the farm vendors.

SMITHFIELD FARMERS MARKET:

Number of Markets:

35 (5 cancelled due to COVID, 2 cancelled due to the weather)

Number of Attendees:

25,000 - 38,000 for the season (800 - 1200 per market)

- 35 - 40 vendors on average per week (COVID restrictions)
- Promoted the market on social media, newspaper articles, community calendars, signage and event scheduling
- Coordination of weekly musicians/bands at each market
- Coordination of sponsor's market appearances and media advertising for sponsors
- Coordination of participating non-profit vendors as a community service

CARROLLTON FARMERS MARKET:

Number of Markets:

10 (2 rained out/cancelled)

Number of Attendees:

800 - 1,000 for the season (80 - 100 per market)

- 8 - 10 vendors on average per week (COVID restrictions)
- Promoting the market on social media, newspaper articles, community calendars, signage and event scheduling
- The Carrollton Midday Christmas Market, originally scheduled for November 28th was cancelled due to COVID-19 restrictions. Another Smithfield Farmer's Market was held instead as a result of Farmer's Markets classification of "essential food source" by the VA Farmer's Market Association and the CDC.

ECONOMIC iMPACT

Source: VATC.org/research/economicimpact/

	2016	2017	2018	2019	PERCENT CHANGE
Employment	399	407	406	430	5.9%
Expenditures	\$39,936,568	\$41,928,500	\$43,244,690	\$45,146,911	4.4%
Local Tax Receipts	\$923,690	\$953,438	\$963,646	\$1,005,455	4.3%
Payroll	\$8,004,312	\$8,422,225	\$8,616,070	\$9,289,318	7.8%
State Tax Receipts	\$1,948,018	\$2,020,498	\$2,054,728	\$2,165,025	5.4%

These summary profiles represent locality-specific travel-related data kept by the Virginia Tourism Corporation for the years 2015-2018. The studies to estimate the domestic travelers' spending estimates were conducted by the Research Department of the U.S. Travel Association (formerly known as TIA). The studies provide estimates of domestic traveler expenditures in Virginia and its 133 counties and independent cities, as well as the employment, payroll income, and state and local tax revenue directly generated by these expenditures. The data represent the direct travel impact estimates for the locality. These five impact estimates exclude indirect, or multiplier impacts.

Expenditures represent the direct spending by domestic travelers including food, accommodations, auto transportation, public transportation, incidental purchases, entertainment/recreation and travel generated tax receipts.

Payroll represents the direct wages, salaries and tips corresponding to the direct travel-related employment.

Employment represents the estimates of direct travel-related employment in the locality.

State Tax Receipts represents the estimates of direct travel-related state taxes generated within the locality. These receipts include corporate income taxes, individual income taxes, sales and gross receipts taxes, and excise taxes.

Local Travel Receipts represents the estimates of direct travel-related local taxes generated within the locality. These include county and city receipts from individual and corporate income taxes, sales, excise and gross receipts taxes, and property taxes.

Percent Change column represents the percentage change in each category over the previous year.

GROUP TOURS

7 Tours presented, 77 participants
NATO Virtual Tours, 55 participants
Nursing Home, 8 participants
259 Hospitality Bags distributed

ViSiTOR COUNTS

- No Sales Blitzes to Williamsburg Timeshares February through July.
- Visitor Center closed March 18 and reopened May 26.

	INDIVIDUALS	# FIRST TIME	TOTAL TOUCHES*
January	606	267	1501
February	605	249	995
March	363	152	515
April	0	0	198
May	100	48	390
June	612	255	822
July	793	389	1435
August	1380	500	2425
September	885	420	2242
October	1291	515	2428
November	1093	334	1966
December	909	284	1962
TOTALS	8637	3413	18,578

*"Total Touches" is the number of brochures distributed at Williamsburg timeshare sales calls, the number of brochures removed from the after-hours kiosk at the Visitor Center, the number of hospitality bags distributed, visitor counts from the Isle of Wight County Museum and their monthly tours, and participants in tourism sponsored group tours.

SAFETY IS OUR COMMITMENT

To You & Our Employees



ORGANIZATIONS



ELLY CONDIT

Smithfield 2020:

- Smithfield Historic District Economic Development and Revitalization Projects (*ongoing*)

Virginia Association of Destination Marketing Organizations:

- Director is Past President for 2010/2011
- Director currently serves as Chair of Conventions

Virginia Tourism Corporation:

- Serve as VA Film Office Liaison
- Conduit for travel writers to our area
- Blitz opportunities at state welcome centers
- Utilization of VTC research
- Customer Service Training
- Grant opportunities
- Participation in website, Co-op marketing opportunities, trade shows, Travel Guide

VRLTA-Virginia Restaurant Lodging Travel Association

- Director is new Board Member
- Member

Coastal Virginia Tourism Alliance:

- Director is 2019/2020 President for CVTA
- Member
- Support regional CVB/DMO Tourism efforts
 - National Tourism Week
 - Regional Website
 - Professional Development
 - Regional Marketing efforts
 - Advocacy

Isle of Wight County Fair Committee:

- Staff Support for all Fair marketing
- Special Event Coordinator to serve on Committee

Isle of Wight-Smithfield-Windsor Chamber of Commerce

- Director serves as the Facilitator for the Chamber Youth Leadership Program 2019/2020.

Member of...

Regional Visitor Center Manager's Group

Virginia Motor Coach Association

Pennsylvania Bus Association

Isle of Wight County Wellness Committee

Blackwater River Advisory Board

Horticulture Society of Smithfield

GMOD's (Genuine Merchants of Downtown Smithfield)

Smithfield Special Event Committee

Smithfield Green Team Initiative

Virginia Association of Farmers Markets

BOARD OF DIRECTORS:

Virginia Association of Destination Marketing Organizations:

Director is Past President for 2011/2012

Director currently serves as Chair of Conventions

Director was Chair of 2017, 2018, 2019 State Symposium

Director is Chair of 2020 State Symposium (online)

Coastal Virginia Tourism Alliance

Director has served as President in 2018, 2019 and 2020 Smithfield 2020

Director serves on Executive Committee in charge of promotions

Smithfield VA Events

Historic Saint Luke's Church

Director serves on Executive Committee

Historic Smithfield

Smithfield Farmers Market

Isle of Wight Commission on Aging

Ivy Hill Cemetery

Isle of Wight Arts League

Isle of Wight County Fair

Smithfield Little Theatre

Virginia Restaurant, Lodging and Travel Association

MEETINGS & TRAINING

SPEAKING ENGAGEMENTS:

North Suffolk Rotary Speaking engagement, June 26
Smithfield Rotary Club, October 8
Town of Smithfield Training Day
Chamber of Commerce Student Leadership Institute

MEETINGS & CONVENTIONS:

"What's New" Media Event at Virginia Tourism Corp., February
Monthly online meeting with Louder Agency on Search Engine Optimization of website
Weekly partner check-in Zoom meeting with Virginia Tourism Corp.
Zoom meeting on Governor's new guidelines with Virginia Restaurant, Lodging and Travel Association
Industry group call with America Tour Association, "Virginia Sharing Session," June
Zoom meeting on Virginia Tourism Corp. WanderLOVE Grant
Zoom call with Virginia Tourism Corp. on Drive 2.0 Project

TRAINING & WORKSHOPS

Virginia Farmers Market Association's Market Manager Course completed & certification attained, January - April
"Assessing Your Town: How We Perform a Destination Assessment," webinar, January
"The Five Most Important Tourism Amenities," webinar, February
County Website Editor Training and Content Management System Training, January
Destination Development Association Webinar "Dealing with the Corona Virus in Hospitality and Tourism," March
"Double your Instagram Following" webinar, March
"How to Hit Publish and Build Profits with Content Marketing," webinar, March
"Putting Your Action Plan to Work," webinar, April
Destination Development Association Webinar "Keeping the Dream Alive- Some inexpensive ideas to attract visitors once we're through the pandemic," April
Two TripAdvisor Webinars, April
Cares Act Webinar, April
Venue Insights Webinar, April
"Market Ready: Farm to eCommerce" Webinar, April
Facebook Webinar, April
Main Street Webinar, April
UStavel Webinar: "Marketing Advice to Combat an Economic Downturn" April
"COVID-19: Resources for Our Communities" Webinar, May
"SCORE" Webinar, May
Destination Development Association Webinar "Rebooting After the Pandemic," May



"How Can Main Street Thrive after COVID-19" Webinar, May
"Leading by Example: Lessons in Race and Racism," Webinar, June
Destination Development Association Webinar "Top 5 Marketing Priorities Right NOW," June
GoToWebinar "The Ugly, The Bad and The Good: Using Data to Determine Travelers' Next Steps," June
"The Shared Responsibility of Traveler Health and Safety" Webinar, June
"Lessons in Race and Racism: A Continued Discussion," Zoom Meeting, June
"Coronavirus: Cleaning and Disinfecting Your Workplace" Webinar, July
"CDC Guidelines for Making & Using Cloth Face Coverings" Webinar, July
Cardiopulmonary Resuscitation Training, July
Training for Town of Smithfield new Website, July
Destination Development Association Webinar "Working Together as One Incredible Team," July
"Planning for Recovery Amid Rising Cases and Shifting Consumer Sentiment," July
County Diversity Training and COVID Training completed by all staff, August
Destination Development Association Webinar "How to Effectively Communicate with Local Businesses," August
Virginia Green Initiative Webinar, August
Virginia Restaurant, Lodging and Travel Association, Member Webinar: "How to comply with the new COVID-19 Emergency Temporary Standards," September
Virginia Restaurant, Lodging and Travel Association Zoom Webinar: Drive Tourism 2.0, September
"Creative Ideas to Pull Customers into Shops and Eateries on a Minuscule Budget," September
"Rebuild Virginia" Grant Webinar, September
"The new Facebook, October
Virginia Tourism Corporation Webinar "The African-American Traveler Experience," October
"Demographics, Data, & Diversity: Understanding Your Community," Webinar, October
"Diversity in Destination and Events," November
Destination Development Association Webinar "Marketing in Uncertain Times - What to Do?/What to Avoid?," November
Virginia Tourism Corporation Webinar
"Drive Tourism 2.0," December
"Preparing for the Recovery with Adam Sachs," Webinar, December
"Shift Happens," Webinar, December
"What a Year! Finding the good in 2020 and Looking forward to 2021," Webinar, December

2021 iNiTiATiVES



- ★ Golf Cart Initiative to allow golf carts from Moonfield, Red Point Heights and beyond into the Historic District for shopping, dining and economic uplift.
- ★ Continued TV, Video and movie production.
- ★ Create, highlight and promote boutique events until Covid-19 safe.
- ★ Drive 2.0 Grant from Virginia Tourism Corporation
- ★ Continue succession planning for department.
- ★ Continue to work with Virginia Tourism Corporation and Virginia Tech Extension toward more agritourism opportunities to expand tourism to more of County.
- ★ Continue to work with the "Isle Cares" team for information dissemination and transparency, customer service and staff rewards.
- ★ Work with the Blackwater River Tract Advisory Board to advance more opportunities for recreation and tourism.
- ★ Launch the Smithfield Arts Festival, a new Spring/Summer Event, as a celebration of visual arts, performing arts, culinary arts and the art of fashion. *(If possible in 2021 due to Covid)*
- ★ Post Covid: Continue to assist Smithfield VA Events to maintain and promote three large annual events: Smithfield Wine & Brew Fest in April, the Genuine Smithfield Bacon, Bourbon and Music Fest in September and BOB Fest (Oyster Fest) in January.
- ★ Continue to saturate the Williamsburg, Coastal Virginia and Richmond markets, especially through sales calls to timeshares and social media.
- ★ Continue to explore inexpensive ways to market regionally in the larger Mid-Atlantic region, including the D.C. area, Richmond, Pennsylvania and parts of North Carolina.
- ★ Continue to position Smithfield and Isle of Wight as a popular Destination Wedding location.
- ★ Organize a Zoom Meeting for local wedding vendors to brainstorm promotional ideas and ways to collaborate efforts.
- ★ Work to increase visitation by travel writers and bloggers and work with Social Media "Influencers."
- ★ Continue to find editorial opportunities for our destination's attractions and events.
- ★ Focus on tours, group business and expanding Smithfield and Isle of Wight County as an overnight destination
- ★ Continue "Community Ambassador" Program to work with community leaders to bring groups that they belong to (either business, government, fraternal or social) to Smithfield and Isle of Wight County to support the hotels and meeting destinations.
- ★ Continue to promote recreational trails (by land and sea!) walking, running, bikes and canoes and kayaks especially during and post Covid.
- ★ Work with Genuine Merchants of Downtown Smithfield group to plan and implement special promotions throughout the year
- ★ Bring back Rack Brochure and Visitor Center kiosk programs
- ★ Continue Search Engine Optimization on new website
- ★ Tourism Season Kickoff event in February
- ★ Continue to grow successful Smithfield & Isle of Wight County Restaurant Week Program. Consider expanding to twice a year.
- ★ Continue to manage and support Smithfield Farmer's Market, the Evening Mistletoe Market and the Smithfield Vintage Market Events. The Spring Vintage Market (a weekend event in May) will continue to grow at the Isle of Wight County Fairgrounds and the Downtown Autumn Vintage Market (September) will continue as a boutique-style show and will remain downtown .
- ★ Initiating recycling efforts for the Smithfield Farmers Market to include introducing reusable produce bags via a program that rewards shoppers via a punch card system. Pursuing the feasibility and cost associated with additional recycling bins being available at the market, and possibly solar-powered compactable trash bins.

ISSUE:

Consideration of Revision of the Bylaws for the Planning Commission

BACKGROUND:

The Planning Commission is requesting an amendment to Article IVI of its bylaws relative to participation by electronic means.

Currently, the Bylaws the bylaws do not contain the statutorily required language to allow for remote participation Commission members who are unable to appear in person due to personal or medical reasons. The proposed amendment contains the statutorily required language and mirrors the language contained in the Board of Supervisors' bylaws.

BUDGETARY IMPACT:

None.

RECOMMENDATION:

Adopt the revisions to the bylaws for the Planning Commission.

ATTACHMENTS:

Description	Type	Upload Date
Proposed 2021 By-laws	Backup Material	2/25/2021



ISLE OF WIGHT COUNTY PLANNING COMMISSION BY-LAWS

ADOPTED FEBRUARY 23, 2021

ARTICLE I

Section I-1. Creation.

The Isle of Wight County Planning Commission was created by the Board of Supervisors of Isle of Wight County on February 3, 1966 pursuant to Title 15.2, Chapter 22, Section 15.2-2210 of the Code of Virginia (1950, as amended).

Section I-2. Name.

The official name of the Commission is the Isle of Wight County Planning Commission herein referred to in these By-Laws as the Planning Commission.

Section I-3. Objective.

The objectives of the Planning Commission, as stated in Title 15.2, Chapter 22, Article I, Section 15.2-2200 of the Code of Virginia (1950, as amended), are to encourage local governments to improve the public health, safety, convenience and welfare of its citizens and to plan for the future development of communities to the end that transportation systems be carefully planned; that new community centers be developed with adequate highway, utility, health, educational and recreational facilities; that the needs of agriculture, industry and business be recognized in future growth; that residential areas be provided with healthy surroundings for family life; that agricultural and forestal land be preserved; and that the growth of the community be consonant with the efficient and economical use of public funds.

ARTICLE II

Section II-1. Appointment.

The Planning Commission shall consist of ten (10) members appointed by the Board of Supervisors of Isle of Wight County with two (2) members from each election district.

Section II-2. Terms.

The terms of the members of the Planning Commission shall be four (4) years commencing with the date of the first regular Planning Commission meeting following the appointment by the Board of Supervisors.

Section II-3. Removal.

Notwithstanding Section II-2 above, a Planning Commission member shall serve at the pleasure of the Board of Supervisors, in accordance with Section 15.2-1411 of the Code of Virginia (1950, as amended), and may be removed from office at any time and for any reason as deemed necessary and/or appropriate by the Board of Supervisors.

ARTICLE III

Section III-1. Election of Officers.

Annually, at the regular meeting of the Planning Commission held in the month of January of each year, the Planning Commission shall elect a Chairman and a Vice-Chairman and shall appoint a Secretary, who may or may not be an appointed member of the Planning Commission. The officers may succeed themselves. The terms of the office of each officer shall begin with the February meeting. Nominations of officers shall be made from the floor and a candidate receiving a majority vote of the membership of the Planning Commission in attendance and voting at said meeting shall be declared elected and serve for one (1) year or until his successor shall take office. Vacancies in office shall be filled immediately by regular election procedures.

Section III-2. Duties of Chairman.

The Chairman shall preside at all meetings of the Planning Commission and at other meetings and Public Hearings called by the Planning Commission. He shall call special meetings of the Planning Commission when required; make appointments to all standing and special committees, except as noted hereafter; transmit reports, plans and recommendations of the Planning Commission to the appropriate governing authority; and, in general, shall act as spokesman for the Planning Commission. The Chairman is specifically authorized to cast a vote on all motions made and duly seconded. (1-27-09)

Section III-3. Duties of Vice-Chairman.

The Vice-Chairman shall serve as Chairman in the absence or the disability of the Chairman. In the event of the death or resignation of the Chairman, the Vice-Chairman shall perform the latter's duties until such time as the Commission shall elect a new Chairman.

Section III-4. Duties of Secretary.

The Secretary shall assist the Chairman in the preparation of the agenda for Planning Commission meetings, shall prepare and send out notices for regular and special meetings, shall prepare and distribute minutes of Commission meetings and shall establish and maintain the Commission's files.

Section III-5. Additional Duties.

The Chairman, Vice-Chairman and Secretary shall perform such other duties and functions as may from time to time be required by the Commission or by these By-Laws.

Section III-6. Parliamentary.

The County Attorney shall serve as the Parliamentarian for the Planning Commission at all of its meetings.

ARTICLE IV

Section IV-1. Regular Meetings.

Regular meetings of the Planning Commission shall be held on the fourth Tuesday of each month at 6:00 p.m. in the Board of Supervisors Room, Isle of Wight Courthouse, Isle of Wight, Virginia, provided that if this should be a legal holiday, the meeting shall be held at the same time and place on the first succeeding day not a holiday. Each member shall be notified of each regular meeting at least five (5) days prior of the meeting by written agenda prepared by the Secretary to the Planning Commission.

Section IV-2. Special Meetings.

Special meetings of the Planning Commission may be called at any time by the Chairman or in the absence or unavailability of the Chairman, by the Vice-Chairman. The Secretary shall mail to all members, at least five (5) days in advance of a special meeting, a written notice, fixing the time and place of the meeting and the purpose thereof. Written notice of special meeting is not required if the time of the special meeting has been fixed at a regular meeting.

Section IV-3. Cancellation.

Whenever there is no business of the Planning Commission, the Chairman may dispense with the regular meeting by giving notice to all members at least two (2) days prior to the time set for the meeting, provided that the Planning Commission shall meet at least every two (2) months. In the event of inclement weather that results in the need to cancel a scheduled meeting for the safety and well-being of Planning Commission members, staff and the public, as may be determined by the Chairman, such meeting shall be rescheduled for the next Tuesday, following the regularly scheduled meeting of the Planning Commission, and all hearings and other matters previously advertised for such meeting shall be conducted at the continued meeting and no further advertisement shall be required in accordance with Section 15.2-2214 of the Code of Virginia (1950, as amended).

Section IV-4. Quorum; Majority Vote.

A majority of the members shall constitute a quorum and no action of the Planning Commission shall be valid unless authorized by a majority vote of those present and voting.

Section IV-5. Order of Business.

The order of business at regular meetings shall be as follows:

- (1) Call to Order and Roll Call
- (2) Determination of a Quorum
- (3) Action on Requests to Withdraw or Table Pending Agenda
Item

- (4) Approval of Agenda
- (5) Consent Agenda
- (6) Citizen Comments
- (7) Public Hearings
- (8) Old Business
- (9) New Business
- (10) Closed Meeting
- (11) Adjournment

IV-6. Meetings and Records Open.

All meetings of the Planning Commission at which official action is taken shall be open to the public and all records of the Planning Commission shall be public records, except as may be excluded pursuant to the Virginia Freedom of Information Act (FOIA). Minutes of the Planning Commission shall be public record when duly adopted by the Planning Commission. All meetings shall be audio taped; provided, however, that closed meetings of the Planning Commission shall not be taped. The Secretary shall retain such audiotapes for one hundred twenty (120) days from the date of the meeting. On or after the one hundred twenty-first (121st) day, the tapes shall be erased or otherwise disposed of.

IV-7. Electronic Meetings

Except as provided for in this Section, the Planning Commission shall not conduct any meeting wherein the public business is discussed or transacted through telephonic, video, electronic or other communication means where the members are not physically assembled.

A. Quorum Physically Assembled – a Planning Commission member may participate in a meeting through electronic communication means from a remote location that is not open to the public if:

1. on or before the day of a meeting, the Planning Commission member notifies the Chair of the Planning Commission that he or she is unable to attend the meeting due to an emergency or personal matter and identifies with specificity the nature of the emergency or personal matter, and the Planning Commission (a) approves the member's participation by a majority vote of the members present at a meeting and (b) the Planning Commission records in its minutes the specific nature of the emergency or personal matter and the remote location from which the member participated. Such participation by a Planning Commission member shall be limited each calendar year to two meetings or twenty-five percent (25%) of the meetings of the Planning Commission, whichever is fewer; or

2. on or before the day of a meeting, the Planning Commission member notifies the Chair of the Planning Commission that he or she is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance, and the Planning Commission (a) approves the member's participation by a majority vote of the members present at a meeting and (b) the Planning Commission records in its

minutes that the member had a a disability or medical issue and the remote location from which the member participated

A Planning Commission member may participate in a meeting by electronic means pursuant to this subsection A only when a quorum of the Planning Commission is physically assembled at the primary or central meeting location and the Planning Commission makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location. In deciding whether or not to approve a member's request to participate from a remote location, the Planning Commission shall not consider the identity of the member making the request or the matters that will be considered or voted on at the meeting.

B. Quorum Not Physically Assembled – the Planning Commission may meet by electronic communication means without a quorum physically assembled at one location when the Governor of the Commonwealth of Virginia has declared a state of emergency in accordance with Section 44-146.17 of the Code of Virginia (1950, as amended), *provided that*:

1. the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location, and
2. the purpose of the meeting is to address the emergency.

If it holds a meeting pursuant to this subsection B, the Planning Commission shall:

1. give public notice using the best available method given the nature of the emergency contemporaneously with the notice provided members of the Planning Commission;
2. make arrangements for public access to the meeting;
3. make available to the public, at the time of the meeting, agenda packets and all materials, unless exempt, that will be distributed to members of the Planning Commission in sufficient time for duplication and forwarding, as best as practicable given the emergency, to all locations at which public access will be provided;
4. record minutes of the meeting; and
5. record in the minutes votes taken by name in roll-call fashion.

The nature of the emergency, the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held shall be stated in the minutes of the meeting.

C. Reporting – if a Planning Commission meeting is held by electronic communication means, the Planning Commission shall:

1. make a written report of the following to the Virginia Freedom of Information Advisory Council and the Joint Commission on Technology and Science by December 1 of each calendar year:

- a. the total number of electronic communication meetings held that year;
- b. the dates and purposes of the meetings;
- c. a copy of the agenda for each meeting;
- d. the number of sites for each meeting;
- e. the types of electronic communication means by which the meetings where held;
- f. the number of participants, including members of the public, at each meeting location;
- g. the identity of the members of the Planning Commission recorded as absent and those recorded as present at each meeting location;
- h. a summary of any public comment received about the electronic communication meetings; and
- i. a summary of the Planning Commission's experience using electronic communication meetings, including its logistical and technical experience.

2. make copies of the public comment form prepared by the Virginia Freedom of Information Advisory Council available to the public.

IV-8. Robert's Rules of Order.

The procedural principles set forth in Robert's Rules of Order shall be followed for the purposes of conducting the business of the Planning Commission. The Chairman shall decide all points of order in accordance with those same procedural principles.

ARTICLE V

Section V-1. Advice.

The planning staff, including counsel, are encouraged to provide advice, upon request, to all members regarding the technical aspects of matters before the Planning Commission. The Chairman may request the planning staff, including counsel, to prepare and present special reports as the need arises.

ARTICLE VI

Section VI-1. Attendance.

Planning Commission members are encouraged to attend all meetings, regular and special, including work sessions, and to notify the Secretary or the Chairman if they will be unable to attend a meeting.

Section VI-2. Objectivity.

Planning Commission members shall make every attempt to remain neutral and uncommitted on issues coming before the Commission until said issues have been presented to the Commission and the proponents and opponents concerning same have been heard. Additionally, Planning Commission members shall not represent any applicant before the Planning Commission.

Section VI-3. Citizen Comments Time Limit; Restrictions.

The time limit for Citizen Comments is limited to five (5) minutes per person. The Chairman may, in his discretion, waive or adjust this time limitation, if the circumstances necessitate same due to the complexity of the issues. Members of the public may not use the Citizen Comments portion of the agenda to speak on a matter scheduled for Public Hearing at that Commission meeting.

Section VI-4. Speaking.

All Commission members as well as staff and members of the public in attendance shall not be allowed to speak on any matter before the Commission without first gaining recognition from the Chairman.

Section VI-5. Training.

All current and future appointees to the Planning Commission shall be required to participate and successfully complete the Land Use Education Program, as offered in partnership by Virginia Tech's Center of Public Administration and Policy and the Virginia Cooperative Extension. Such participation shall, for current Planning Commissioners, be completed by December 31, 2017, or be completed within one (1) year of appointment for all future appointees to the Planning Commission. Failure to participate in and successfully complete said program shall be grounds for removal from the Planning Commission by the Board of Supervisors.

Section VI-6. Public Hearings.

The Chairman will make a brief statement identifying the matter to be heard and verify with the Secretary that all legal notification requirements have been met.

The Chairman will call upon the Zoning Administrator or his designee to speak to the issue and present the staff report.

The applicant may appear on his own behalf at the Public Hearing, or be represented by counsel or an agent, and speak to the issue. The applicant, his counsel or agents have a combined total of ten (10) minutes to speak.

The Chairman will open the floor for public comment on the issue, if any, after the Zoning Administrator or his designee, and the applicant or his counsel or agent have spoken. Any private citizen may speak for or against the issue. Private citizens are limited to a maximum of five (5)

minutes per speaker. The applicant or his counsel or agent shall be given an opportunity for a final rebuttal, which shall last no more than five (5) minutes. The Chairman may, at his discretion, waive or adjust these time limitations if the circumstances necessitate same due to the complexity of the issues.

At the conclusion of the public hearing, and upon such deliberation as the Commission deems necessary, the Commission shall, in accordance with those applicable provisions of the Code of Virginia (1950, as amended), make a formal recommendation to the Board of Supervisors as to the approval or denial of a matter. Such formal recommendation shall come in the form of a duly adopted resolution setting forth the specific reasons for the Commission's recommendation, along with a proposed ordinance for consideration by the Board of Supervisors.

ARTICLE VII

Section VII-1. Procedure.

These By-Laws may, within the limits set by law, be amended at any regular meeting of the Planning Commission by an affirmative vote of not less than two-thirds majority of the members present and voting; provided, that such amendments shall have first been presented to all members in writing at a meeting of the Planning Commission at least thirty days prior to the meeting at which the vote is taken.

ARTICLE VIII

Section VIII-1. Special Committees.

Special committees shall be created by motion of the Planning Commission duly adopted setting forth the title of the committee, purpose of the committee, number of Commission members to serve on the committee, and the length of time, if necessary, for which the committee is appointed. The members of the committee will be appointed by the Chairman, except as may be noted hereafter.

Adopted by the Planning Commission on this 23rd day of February, 2021.

Chairman
Isle of Wight County
Planning Commission

Attest:

Secretary, Planning Commission

Submitted to the Isle of Wight County Board of Supervisors and approved this 18th day of
March, 2021.

Chairman

Approved as to form:

Robert W. Jones, Jr., County Attorney

ISSUE:

Resolution to Amend the Budget and Appropriate Bonding Funding for Capital Projects (\$34,733,997)

BACKGROUND:

The purpose of the Capital Project Fund is to restrict/assign funds to specific projects which allows funding to be carried over each year until the projects are complete. While transfers within Funds are allowable as provided in the annual Budget Ordinance, any material changes to specific projects are submitted for Board approval through a Capital Project Budget Amendment Resolution.

The board approved the Bond Issue to fund projects in the FY21-30 Capital Improvements Program (CIP). The CIP Budget needs to be updated in light of proposed Bond funding and to clarify the projects in FY21 that were intended to need FY21 funding. CIP Funding Projection has been attached to reflect the requested Bond appropriation and budget amendment.

No changes have been made to the projects. This clarification is only to appropriate full funding to the projects so that they may proceed until completed using the approved Bond funding.

BUDGETARY IMPACT:

Adoption of the attached resolution will have no overall effect on the FY21 Budget other than to appropriate bond revenue and fund balances. Future years' budgets will be affected by the remaining funding carried forward for the projects listed.

RECOMMENDATION:

Adopt the attached resolution to amend the FY21 Capital Project Fund Budget.

ATTACHMENTS:

Description	Type	Upload Date
Resolution	Resolution Letter	3/12/2021

**RESOLUTION TO AMEND THE FY 2020-2021 OPERATING BUDGET
AND APPROPRIATE FUNDING FOR
2020A GENERAL OBLIGATION BOND CAPITAL PROJECTS**

WHEREAS, the Board of Supervisors approved the FY 2021-30 Capital Improvements Program; and,

WHEREAS, the Board of Supervisors approved the issuance of a General Obligation Bond to fund Capital Improvements within the FY 2021-30 Capital Improvements Program; and,

WHEREAS, the Board of Supervisors desires to amend the FY 2020-2021 Capital Fund Budget for the Cost of Issuance, Underwriting and the Capital Projects approved for Bond funding in the FY 2021-30 Capital Improvements Program budget, as amended September 17, 2020, in the amount of \$34,733,997 (thirty-four million seven hundred thirty-three thousand nine hundred ninety-seven); and,

WHEREAS, the Board of Supervisors must appropriate funding for the Capital Project Fund Budget with the intention that this funding be assigned to these projects and carried forward to future Fiscal Years until completion.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Isle of Wight County, Virginia, that the FY 2020-2021 Budget is hereby amended and funds appropriated in the amount of \$34,733,997 (thirty-four million seven hundred thirty-three thousand nine hundred ninety-seven) for the 2020A General Obligation Bond funded Capital Projects.

BE IT FURTHER RESOLVED that the County Administrator of Isle of Wight County, Virginia is authorized to make the appropriate accounting adjustments and to do all things necessary to give this resolution effect.

Adopted this 18th day of March 2021.

Richard L. Grice, Chairman

Carey Mills Storm, Clerk

Approved as to Form:

Robert W. Jones Jr., County Attorney

ISSUE:

Staff Update on COVID-19 Vaccine Rollout in Western Tidewater

BACKGROUND:

The Western Tidewater Health District is administering the COVID-19 vaccine to Isle of Wight County employees and residents. Lack of sufficient quantity of the vaccine on a consistent basis is significantly impacting the ability of health district staff to vaccinate more people sooner.

Staff will provide information regarding current vaccination efforts/challenges.

BUDGETARY IMPACT:

None.

RECOMMENDATION:

For the Board's information.

BACKGROUND:

The matters attached to this Board report are included as a means of providing information to the Board relative to matters of interest. These items do not require any action by the Board.

BUDGETARY IMPACT:

None

RECOMMENDATION:

For the Board's information.

ATTACHMENTS:

Description	Type	Upload Date
Delinquent Tax Collections - February 2021	Backup Material	3/11/2021
Cash Position - January 2021	Backup Material	2/24/2021
Statement of Treasurers Accountability - January 2021	Backup Material	2/24/2021
Incidents by Zone-Data - February 2021	Backup Material	3/11/2021
Station Activity Report - February 2021	Backup Material	3/12/2021
Website Statistics - February 2021	Backup Material	3/11/2021
Museum Report - February 2021	Backup Material	3/1/2021
Excerpt from County Connections re Chairpersons Institute	Backup Material	3/12/2021

COUNTY OF ISLE OF WIGHT

TAX BILLINGS & COLLECTIONS AS OF FEBRUARY 2021

REAL ESTATE

TAX YEAR	TAX LEVY		SUPPLEMENTS	PUBLIC SERVICE	ADJUSTMENTS & ABATEMENTS	TOTAL TAX LEVIES	TAX COLLECTED		TAX OUTSTDG.	% COLLECTED	% UNC.	
Prior 2015						\$ 169,104,337.18	\$ 169,101,027.20	\$	3,309.98	100.00%	0.00%	
2015-2016	\$	36,001,746.53	\$	248,230.50	\$ 1,286,485.55	\$ (708,738.26)	\$ 36,827,724.32	\$ 36,824,186.75	\$	3,537.57	99.99%	0.01%
2016-2017	\$	36,430,832.13	\$	316,107.66	\$ 1,450,155.11	\$ (695,163.51)	\$ 37,501,931.39	\$ 37,495,318.75	\$	6,612.64	99.98%	0.02%
2017-2018	\$	37,210,991.03	\$	217,245.56	\$ 1,499,216.98	\$ (784,371.23)	\$ 38,143,082.34	\$ 38,129,205.96	\$	13,876.38	99.96%	0.04%
2018-2019	\$	37,640,722.98	\$	236,418.34	\$ 1,395,368.74	\$ (903,168.65)	\$ 38,369,341.41	\$ 38,316,298.08	\$	53,043.33	99.86%	0.14%
2019-2020	\$	39,703,728.23	\$	227,301.63	\$ 1,455,114.04	\$ (1,105,337.47)	\$ 40,280,806.43	\$ 40,113,656.91	\$	167,149.52	99.59%	0.41%
2020-2021	\$	20,132,292.88	\$	56,970.03	\$ 1,637,435.57	\$ (1,165,831.90)	\$ 20,660,866.58	\$ 20,318,717.58	\$	342,149.00	98.34%	1.66%
Note	DELINQUENT REAL ESTATE =							\$	589,678.42	99.85%	0.18%	

Billing for June is \$19,644,302.06, with payments \$367,581.92

PERSONAL PROPERTY

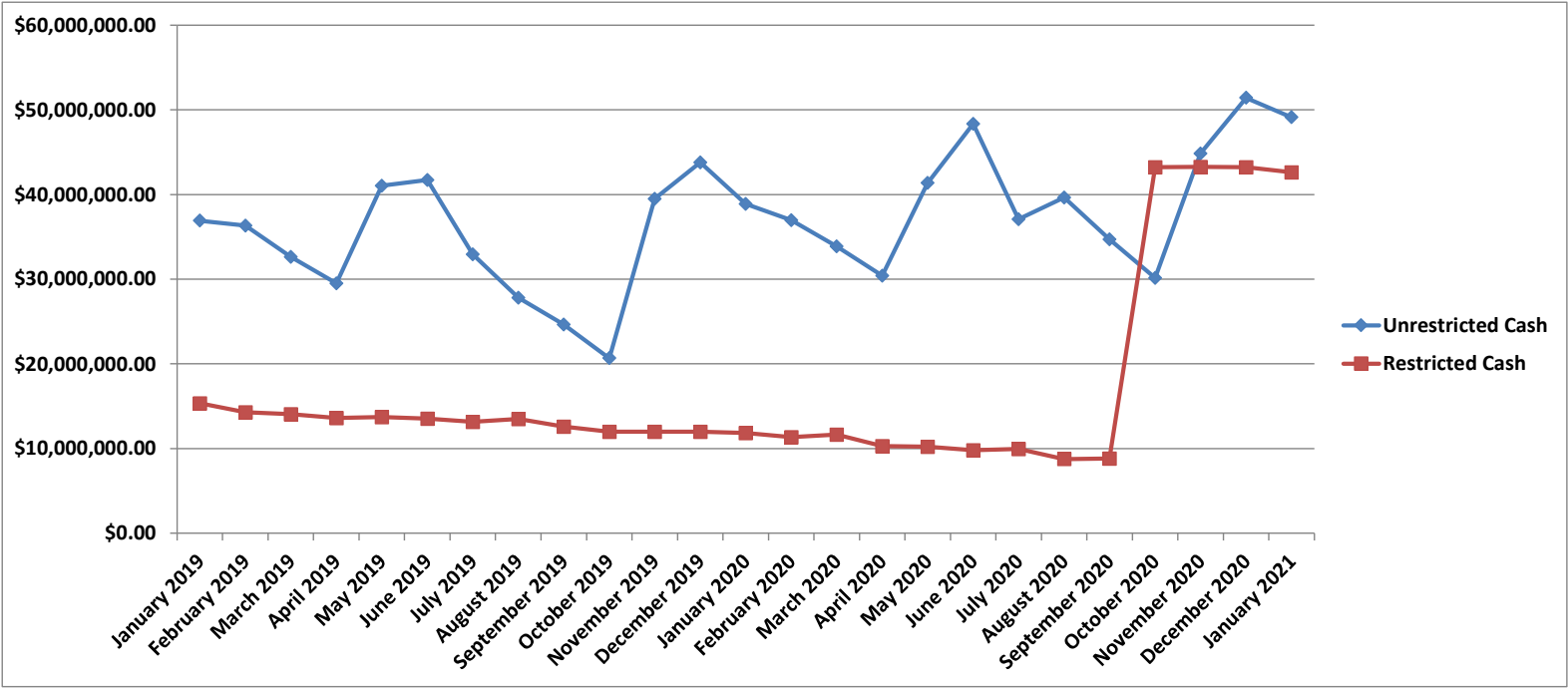
TAX YEAR	TAX LEVY	SUPPLEMENTS	PUBLIC SERVICE	ADJUSTMENTS & ABATEMENTS	TOTAL TAX LEVIES	TAX COLLECTED	TAX OUTSTDG.	% COLLECTED	% UNC.
prior 2013					\$ 120,815,788.72	\$ 120,801,787.04	\$ 14,001.68	99.99%	0.01%
2015	\$ 12,710,875.80	\$ 1,132,840.54	\$ 39,336.13	\$ (2,330,458.92)	\$ 11,552,593.55	\$ 11,515,253.28	\$ 37,340.27	99.68%	0.32%
LIC. FEE	\$ 972,558.00	\$ 156,260.00	\$ -	\$ (102,836.12)	\$ 1,025,981.88	\$ 1,016,481.61	\$ 9,500.27	99.07%	0.93%
2016	\$ 13,507,039.33	\$ 1,380,743.87	\$ 33,805.90	\$ (1,073,716.62)	\$ 13,847,872.48	\$ 13,798,039.16	\$ 49,833.32	99.64%	0.36%
LIC. FEE	\$ 922,063.00	\$ 172,022.00	\$ -	\$ (48,417.00)	\$ 1,045,668.00	\$ 1,035,741.41	\$ 9,926.59	99.05%	0.95%
2017	\$ 20,526,995.84	\$ 1,403,829.87	\$ 30,862.41	\$ (2,388,134.84)	\$ 19,573,553.28	\$ 19,508,470.12	\$ 65,083.16	99.67%	0.33%
LIC. FEE	\$ 953,161.00	\$ 175,816.00	\$ -	\$ (49,968.00)	\$ 1,079,009.00	\$ 1,064,383.08	\$ 14,625.92	98.64%	1.36%
2018	\$ 14,385,655.01	\$ 1,440,240.69	\$ 29,880.46	\$ (1,088,646.12)	\$ 14,767,130.04	\$ 14,669,672.15	\$ 97,457.89	99.34%	0.66%
LIC. FEE	\$ 995,518.00	\$ 172,198.00	\$ -	\$ (88,832.00)	\$ 1,078,884.00	\$ 1,057,760.37	\$ 21,123.63	98.04%	1.96%
2019	\$ 15,920,628.76	\$ 1,449,455.97	\$ 38,859.89	\$ (1,022,104.62)	\$ 16,386,840.00	\$ 16,099,216.40	\$ 287,623.60	98.24%	1.76%
LIC. FEE	\$ 986,732.00	\$ 133,181.00	\$ -	\$ (43,192.00)	\$ 1,076,721.00	\$ 1,029,449.29	\$ 47,271.71	95.61%	4.39%
2020	\$ 16,352,666.74	\$ 1,274,375.35	\$ 38,691.28	\$ (926,037.02)	\$ 16,739,696.35	\$ 15,819,686.89	\$ 920,009.46	94.50%	5.50%
LIC. FEE	\$ 942,740.00	\$ 108,439.00	\$ -	\$ (21,415.00)	\$ 1,029,764.00	\$ 901,568.51	\$ 128,195.49	87.55%	12.45%

Notes:

2021 PP Prepay - \$138,047.95

DELINQUENT PERSONAL PROP. = \$ 1,701,992.99 99.23% 0.77%
TOTAL DELINQUENT= \$ 2,291,671.41 99.62% 0.39%

CASH POSITION



COUNTY OF ISLE OF WIGHT



STATEMENT OF THE TREASURER'S ACCOUNTABILITY

January 2021

<u>Institution</u>	<u>Instrument</u>	<u>Rate</u>	<u>Earnings Credit</u>	<u>Balance</u>	<u>Previous Year Balance</u>
Cash					
	Petty Cash			\$2,050.00	\$2,000.00
SUB TOTAL					
Checking Accounts					
Bank of America	General Fund Checking		0.20%	\$1,561,572.49	\$2,731,702.82
Bank of America	School General Fund Checking		0.20%	\$7,588,225.19	\$4,419,363.92
Bank of America	DSS General Fund Checking		0.20%	\$2,428,859.16	\$2,337,445.69
Bank of America	County Payroll Account		0.20%	\$80,000.00	\$79,000.16
Bank of America	School Payroll Account		0.20%	\$0.00	\$0.00
Bank of America	DSS Payroll Account		0.20%	\$233.34	\$0.00
SUB TOTAL				<u>\$11,658,890.18</u>	<u>\$9,567,512.59</u>
Investments					
Bank of America	Emergency Fund Checking	0.18%		\$2,596.23	\$2,590.94
LGIP	General Fund Investment	0.13%		\$4,150,563.13	\$4,128,118.29
VIP	VIP Long Term	0.14%		\$81,543.23	\$79,480.13
VIP	VIP Short Term	0.14%		\$33,228,164.82	\$25,117,822.68
SUB TOTAL				<u>\$37,462,867.41</u>	<u>\$29,328,012.04</u>
Restricted Funds					
Bank of America	School Escrow Fund	0.18%		\$0.00	\$11,270.43
Bank of America	General Recoupment Funds	0.18%		\$27,653.67	\$18,256.90
Bank of America	Special Welfare Funds	0.18%		\$0.00	\$0.00
Bank of America	Special Welfare Donated Funds	0.18%		\$12,897.09	\$14,427.18
Bank of America	Special Welfare Child Support	0.18%		\$50.73	\$453.35
Bank of America	School's Camp Foundation	0.18%		\$24,855.17	\$24,804.55
Farmers Bank	School Food Service Funds	0.20%		\$669,646.57	\$475,088.26
BNY Mellon	Pace Funds			\$3,093,831.25	\$2,908,808.73
SUB TOTAL				<u>\$3,828,934.48</u>	<u>\$3,453,109.40</u>
Bond Proceeds--Invested in SNAP					
	2010B Bond			\$0.00	\$190,288.18
	2010B Bond Interest	0.15%		\$32.81	\$88,094.07
	2010C Bond			\$0.00	\$49,844.17
	2010C Bond Interest	0.15%		\$35.79	\$46,335.29

	2011A Bond			\$0.00	\$0.00
	2011A Bond Interest	0.15%		\$41.87	\$112,476.65
	2011B Bond			\$0.00	\$341,385.99
	2011B Bond Interest	0.15%		\$20.77	\$54,960.31
	2012 Bond			\$1,278,913.34	\$1,319,050.26
	2012 Bond Interest	0.15%		\$114,404.79	\$143,518.34
	2012 Public UtilityBond			\$1,948,253.67	\$3,866,983.69
	2012 Public Utility Bond Interest	0.15%		\$331,135.42	\$310,094.77
	2016 Bond			\$365,307.74	\$1,132,111.94
	2016 Bond Interest	0.15%		\$199,729.78	\$194,709.06
	2017 Bond			\$0.00	\$331,036.29
	2017 Bond Interest	0.15%		\$28.35	\$187,826.18
	2020A Bond			\$34,532,327.41	\$0.00
	2020A Bond Interest	0.15%		\$14,114.36	\$0.00
<u>SUB TOTAL</u>				<u>\$38,784,346.10</u>	<u>\$8,368,715.19</u>
TOTAL OF ALL FUNDS				<u>\$91,737,088.17</u>	<u>\$50,719,349.22</u>

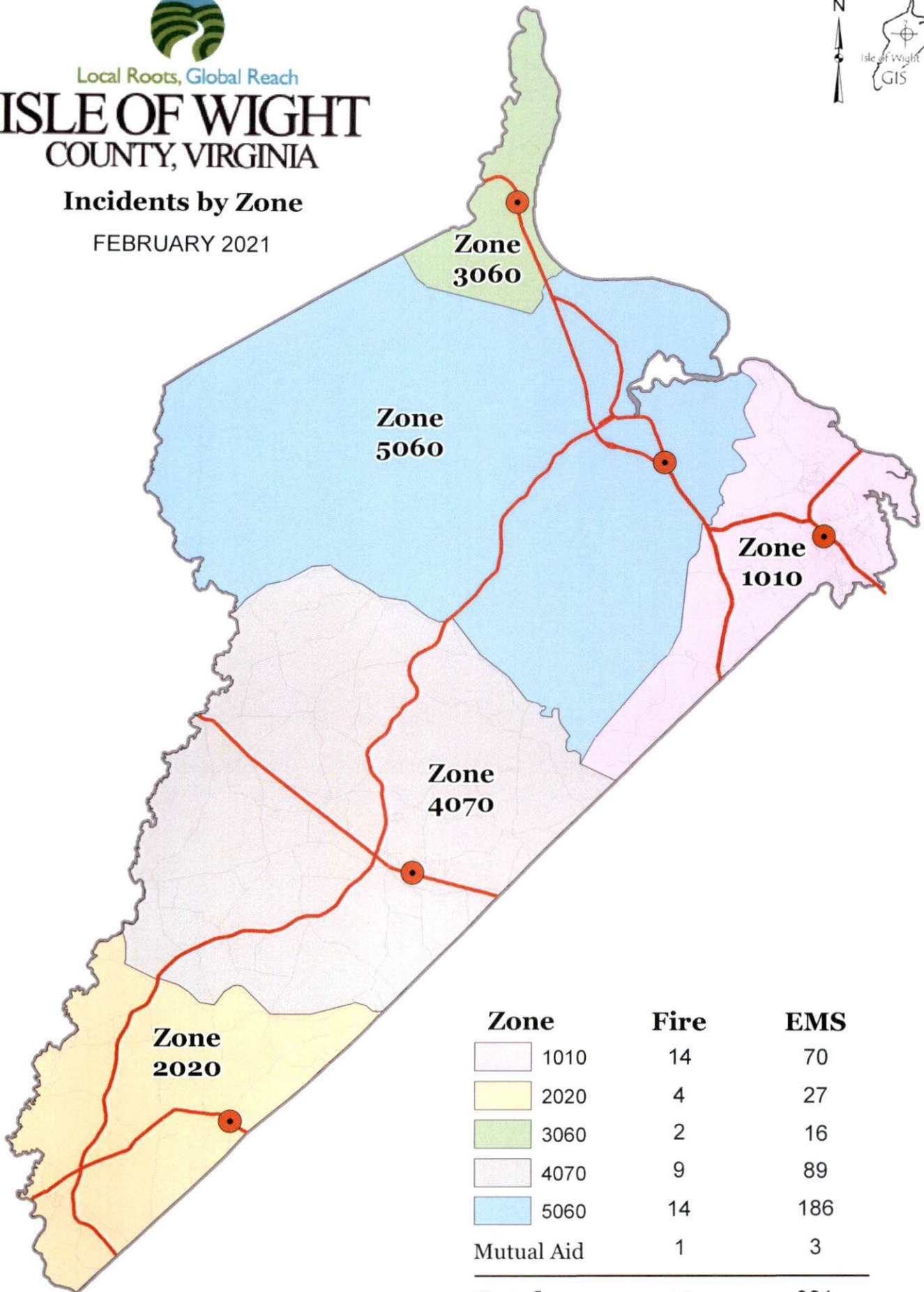


Local Roots, Global Reach

ISLE OF WIGHT COUNTY, VIRGINIA

Incidents by Zone

FEBRUARY 2021



ISLE OF WIGHT

Incidents by Zone

Agency: IWFR, Event date/Time range: 02/01/2021 00:00:00 - 02/28/2021 23:59:59

Station/Beat Code	Nature Code	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	HAZARDOUS MATERIALS INCIDENT	0	1	1	100%	0:00:26	0:10:54	0:07:08	0:18:28	0:18:28
	Subtotals for FIRE	0	1	1	100%	0:00:26	0:10:54	0:07:08	0:18:28	0:18:28
	Totals for	0	1	1	100%	0:00:26	0:10:54	0:07:08	0:18:28	0:18:28
1010	ABRASIONS BRUISES ETC	0	1	1	1%	0:00:11	0:04:35	0:11:28	0:16:14	0:16:14
	ACCIDENT UNKNOWN INJURIES	0	6	6	7%	0:01:55	0:05:47	0:20:01	2:22:58	0:23:50
	ACCIDENT WITH INJURIES	0	2	2	2%	0:01:54	0:07:12	0:58:57	2:16:05	1:08:03
	ALARM - MEDICAL	0	1	1	1%	0:02:34	0:07:31	0:01:07	0:11:12	0:11:12
	ALLERGIC REACTIONS	0	2	2	2%	0:01:48	0:08:02	1:12:43	2:45:06	1:22:33
	BACK PAIN (NON TRAUMATIC)	0	1	1	1%	0:01:17	0:10:33	2:18:51	2:30:41	2:30:41
	BLEEDING/HEMORRHAGING	0	1	1	1%	0:01:11	0:05:09	0:55:46	1:02:06	1:02:06
	BURN INJURIES	0	1	1	1%	0:00:05	0:05:43	1:17:58	1:23:46	1:23:46
	CARDIAC ARREST	0	2	2	2%	0:00:33	0:06:15	1:35:59	3:25:33	1:42:47
	CHEST PAIN	0	5	5	6%	0:01:35	0:08:04	1:05:00	5:03:54	1:00:47
	DIABETIC PROBLEMS	0	1	1	1%	0:02:01	0:05:06	0:22:27	0:29:34	0:29:34
	DIFFICULTY BREATHING	0	11	11	13%	0:01:46	0:07:22	1:03:37	13:20:26	1:12:46
	FALLS AND RELATED INJURIES	0	5	5	6%	0:01:13	0:07:14	0:52:38	5:05:28	1:01:06
	FRACTURES OR BROKEN BONES	0	1	1	1%	0:01:08	0:05:57	1:06:04	1:13:09	1:13:09
	HEAD ACHE	0	1	1	1%	0:02:02	0:07:43	1:05:59	1:15:44	1:15:44
	HEART PROBLEMS	0	1	1	1%	0:00:51	0:06:50	1:40:27	1:48:08	1:48:08
	LIFT ASSIST	0	1	1	1%	0:05:01	0:05:47	0:09:06	0:19:54	0:19:54
	OVERDOSE	0	2	2	2%	0:00:51	0:04:34	0:45:54	1:42:38	0:51:19
	SEIZURE	0	3	3	4%	0:00:59	0:03:52	0:45:33	2:31:10	0:50:23
	SICK / ILL OR RESCUE	1	13	14	17%	0:01:40	0:07:59	1:22:04	21:14:29	1:31:02

Station/Beat Code	Nature Code	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	STROKE	0	5	5	6%	0:01:39	0:07:57	0:58:10	5:38:54	1:07:47
	UNCONSCIOUS OR FAINTING	0	3	3	4%	0:01:05	0:04:51	0:33:11	1:57:22	0:39:07
	Subtotals for EMS	1	69	70	83%	0:01:31	0:06:33	0:56:30	77:54:31	1:03:44
	ARCING WIRES DOWN POWER LINES	0	1	1	1%	0:01:03	0:09:24	0:04:30	0:14:57	0:14:57
	CAR FIRE	0	1	1	1%	0:00:48	0:03:26	0:06:23	0:10:37	0:10:37
	FIRE ALARM	0	10	10	12%	0:01:12	0:10:30	0:07:36	2:27:38	0:14:46
	FIRE DEPT COMMUNITY RELATIONS	2	0	2	2%	0:00:00	0:00:00	0:08:01	0:16:02	0:08:01
	Subtotals for FIRE	2	12	14	17%	0:01:01	0:07:47	0:06:38	3:09:14	0:12:05
	Totals for 1010	3	81	84	100%	0:01:27	0:06:42	0:48:50	81:03:45	0:55:47

2020	ABDOMINAL PAIN	0	1	1	3%	0:03:14	0:09:47	0:32:55	0:45:56	0:45:56
	ACCIDENT WITH INJURIES	0	1	1	3%	0:01:45	0:03:10	0:57:46	1:02:41	1:02:41
	CHEST PAIN	0	3	3	10%	0:01:39	0:09:11	0:50:31	3:04:03	1:01:21
	CHOKING	0	1	1	3%	0:01:10	0:11:01	0:21:32	0:33:43	0:33:43
	DIFFICULTY BREATHING	0	2	2	6%	0:01:28	0:09:09	0:51:57	2:05:07	1:02:34
	FALLS AND RELATED INJURIES	0	4	4	13%	0:01:39	0:12:24	0:58:50	3:45:19	0:56:20
	FRACTURES OR BROKEN BONES	0	1	1	3%	0:02:04	0:09:59	2:51:03	3:03:06	3:03:06
	LIFT ASSIST	0	3	3	10%	0:01:57	0:10:14	0:10:57	1:09:25	0:23:08
	PSYCHIATRIC PROBLEMS	0	1	1	3%	0:00:12	0:09:22	1:31:44	1:41:18	1:41:18
	SEIZURE	0	1	1	3%	0:00:29	0:10:27	0:42:19	0:53:15	0:53:15
	SICK / ILL OR RESCUE	1	7	8	26%	0:01:23	0:12:53	0:45:56	7:48:43	0:58:35
	WELFARE CHECK	0	1	1	3%	0:00:06	0:00:00	0:00:00	0:10:22	0:10:22
	Subtotals for EMS	1	26	27	87%	0:01:26	0:09:47	0:57:46	26:02:58	1:02:42
	CAR FIRE	0	1	1	3%	0:01:31	0:14:22	0:16:03	0:31:56	0:31:56
	FIRE ALARM	0	3	3	10%	0:01:31	0:05:53	0:28:17	1:19:37	0:26:32
	Subtotals for FIRE	0	4	4	13%	0:01:31	0:10:08	0:22:10	1:51:33	0:29:14

Station/Beat Code	Nature Code	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
Totals for 2020		1	30	31	100%	0:01:26	0:09:50	0:52:18	27:54:31	0:57:55
3060	ABDOMINAL PAIN	0	1	1	6%	0:01:20	0:19:22	0:54:58	1:15:40	1:15:40
	ACCIDENT UNKNOWN INJURIES	0	2	2	11%	0:01:07	0:08:07	1:12:52	2:44:11	1:22:06
	ALARM - MEDICAL	0	1	1	6%	0:01:34	0:00:00	0:00:00	0:15:54	0:15:54
	ASSAULT WITH INJURIES	0	1	1	6%	0:00:51	0:10:25	0:08:15	0:19:31	0:19:31
	BLEEDING/HEMORRHAGING	0	1	1	6%	0:01:52	0:12:46	0:25:55	0:40:33	0:40:33
	DIFFICULTY BREATHING	0	2	2	11%	0:01:05	0:15:29	1:11:47	2:56:42	1:28:21
	HEADACHE	0	1	1	6%	0:00:11	0:19:40	0:24:14	0:44:05	0:44:05
	PAIN	0	2	2	11%	0:02:39	0:17:22	1:18:02	3:16:06	1:38:03
	POSSIBLE DOA	0	1	1	6%	0:01:03	0:11:19	0:35:55	0:48:17	0:48:17
	SICK / ILL OR RESCUE	0	3	3	17%	0:02:12	0:17:04	1:04:28	4:11:15	1:23:45
	WELFARE CHECK	0	1	1	6%	0:00:11	0:00:00	0:00:00	0:06:04	0:06:04
	Subtotals for EMS	0	16	16	89%	0:01:17	0:14:37	0:48:30	17:18:18	0:54:45
	FIRE ALARM	0	1	1	6%	0:01:27	0:00:00	0:00:00	0:32:01	0:32:01
	FIRE OTHER NOT LISTED	0	1	1	6%	0:01:10	0:08:13	0:04:21	0:13:44	0:13:44
	Subtotals for FIRE	0	2	2	11%	0:01:18	0:08:13	0:04:21	0:45:45	0:22:52
Totals for 3060		0	18	18	100%	0:01:17	0:13:59	0:44:05	18:04:03	0:49:51
4070	ABDOMINAL PAIN	0	1	1	1%	0:00:55	0:05:32	0:46:58	0:53:25	0:53:25
	ABRASIONS BRUISES ETC	1	2	3	3%	0:00:10	0:05:10	0:14:45	1:00:18	0:20:06
	ACCIDENT UNKNOWN INJURIES	0	3	3	3%	0:01:33	0:06:48	0:15:39	0:57:32	0:19:11
	ACCIDENT WITH INJURIES	0	3	3	3%	0:00:49	0:05:57	0:56:34	3:10:03	1:03:21
	ALARM - MEDICAL	0	1	1	1%	0:01:48	0:08:10	0:06:18	0:16:16	0:16:16
	ALLERGIC REACTIONS	0	1	1	1%	0:02:09	0:15:54	0:00:03	0:18:06	0:18:06
	BACK PAIN (NON TRAUMATIC)	0	1	1	1%	0:01:37	0:05:15	0:50:28	0:57:20	0:57:20

Station/Beat Code	Nature Code	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	BLEEDING/HEMORRHAGING	0	2	2	2%	0:00:47	0:11:08	0:37:26	1:38:42	0:49:21
	CARDIAC ARREST	0	1	1	1%	0:01:40	0:05:16	1:22:28	1:29:24	1:29:24
	CHEST PAIN	0	2	2	2%	0:00:36	0:04:09	1:41:22	3:32:13	1:46:07
	CHILD OR ANIMAL LOCKED IN CAR	0	2	2	2%	0:00:25	0:04:03	0:03:58	0:13:37	0:06:49
	DIABETIC PROBLEMS	0	1	1	1%	0:01:57	0:15:52	1:07:25	1:25:14	1:25:14
	DIFFICULTY BREATHING	0	8	8	8%	0:01:36	0:08:29	1:06:35	10:13:27	1:16:41
	FALLS AND RELATED INJURIES	0	14	14	14%	0:01:26	0:10:59	0:50:44	14:44:03	1:03:09
	HEADACHE	0	1	1	1%	0:00:16	0:05:44	1:04:12	1:10:12	1:10:12
	HEART PROBLEMS	0	1	1	1%	0:01:35	0:32:56	0:11:22	0:45:53	0:45:53
	LIFT ASSIST	0	6	6	6%	0:01:34	0:06:37	0:13:54	2:12:28	0:22:05
	OBSTETRICS	0	1	1	1%	0:01:32	0:09:59	0:42:55	0:54:26	0:54:26
	OVERDOSE	0	2	2	2%	0:00:45	0:08:59	0:50:36	2:00:40	1:00:20
	PAIN	0	2	2	2%	0:01:24	0:06:31	0:52:14	2:19:47	1:09:54
	POSSIBLE DOA	0	1	1	1%	0:00:39	0:03:46	0:11:43	0:16:08	0:16:08
	PSYCHIATRIC PROBLEMS	0	1	1	1%	0:00:04	0:15:31	0:49:56	1:05:31	1:05:31
	SEIZURE	0	1	1	1%	0:03:16	0:16:09	1:17:00	1:36:25	1:36:25
	SICK / ILL OR RESCUE	1	23	24	24%	0:01:53	0:11:45	0:51:17	25:58:20	1:04:56
	STROKE	0	2	2	2%	0:01:00	0:10:59	1:05:52	2:35:40	1:17:50
	UNCONSCIOUS OR FAINTING	0	4	4	4%	0:00:53	0:12:10	0:33:25	1:44:13	0:26:03
	Subtotals for EMS	2	87	89	91%	0:01:15	0:09:46	0:43:16	83:29:23	0:53:37
	FIRE ALARM	0	3	3	3%	0:00:59	0:08:47	0:02:29	0:20:20	0:06:47
	SMELL OF GAS INSIDE/OUTSIDE	0	1	1	1%	0:02:50	0:15:10	0:20:38	0:38:38	0:38:38
	STRUCTURE FIRE	0	4	4	4%	0:01:02	0:04:51	0:40:14	3:04:26	0:46:07
	TRANSFORMER FIRE OR POWER LINE	0	1	1	1%	0:01:46	0:08:59	0:33:59	0:44:44	0:44:44
	Subtotals for FIRE	0	9	9	9%	0:01:39	0:09:27	0:24:20	4:48:08	0:34:04
	Totals for 4070	2	96	98	100%	0:01:18	0:09:43	0:40:45	88:17:31	0:51:01

Station/Beat Code	Nature Code	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
5060	ABDOMINAL PAIN	0	6	6	3%	0:01:33	0:12:01	1:30:18	10:23:14	1:43:52
	ABRASIONS BRUISES ETC	2	1	3	2%	0:00:34	0:10:46	0:36:22	2:23:09	0:47:43
	ACCIDENT UNKNOWN INJURIES	0	8	8	4%	0:02:01	0:05:35	0:44:20	6:55:34	0:51:57
	ACCIDENT WITH INJURIES	1	4	5	3%	0:00:53	0:06:58	0:34:34	3:32:11	0:42:26
	ALARM - MEDICAL	0	1	1	1%	0:01:52	0:09:22	0:05:02	0:16:16	0:16:16
	ALLERGIC REACTIONS	0	2	2	1%	0:01:00	0:05:32	0:21:29	0:56:01	0:28:01
	ASSAULT WITH INJURIES	0	2	2	1%	0:01:20	0:14:00	0:14:06	0:58:51	0:29:26
	BITE	0	1	1	1%	0:01:18	0:08:34	1:30:25	1:40:17	1:40:17
	BLEEDING/HEMORRHAGING	0	9	9	5%	0:01:15	0:09:27	0:58:23	10:21:53	1:09:06
	CARDIAC ARREST	0	5	5	3%	0:01:08	0:07:38	0:54:06	5:14:23	1:02:53
	CHEST PAIN	0	10	10	5%	0:01:24	0:11:21	1:06:20	13:11:00	1:19:06
	DIABETIC PROBLEMS	0	2	2	1%	0:01:18	0:08:02	1:22:43	3:04:06	1:32:03
	DIFFICULTY BREATHING	0	26	26	13%	0:01:24	0:10:03	1:18:19	38:54:05	1:29:46
	FALLS AND RELATED INJURIES	0	14	14	7%	0:01:12	0:10:55	1:08:55	18:54:32	1:21:02
	FRACTURES OR BROKEN BONES	0	2	2	1%	0:01:54	0:11:42	1:30:10	3:27:31	1:43:46
	HEADACHE	0	1	1	1%	0:00:08	0:10:47	0:23:14	0:34:09	0:34:09
	HEART PROBLEMS	0	8	8	4%	0:01:06	0:07:50	1:13:11	10:57:00	1:22:08
	INDUSTRIAL ACCIDENT	0	2	2	1%	0:01:21	0:08:08	2:21:30	5:01:57	2:30:59
	LIFT ASSIST	0	4	4	2%	0:01:47	0:15:07	0:12:47	1:58:48	0:29:42
	OBSTETRICS	0	1	1	1%	0:01:32	0:20:46	1:04:23	1:26:41	1:26:41
	OVERDOSE	0	1	1	1%	0:02:50	0:06:31	0:20:24	0:29:45	0:29:45
	PAIN	0	9	9	5%	0:01:37	0:11:13	1:03:33	10:40:10	1:11:08
	POSSIBLE DOA	0	2	2	1%	0:01:30	0:11:17	0:29:01	1:23:37	0:41:49
	PSYCHIATRIC PROBLEMS	0	2	2	1%	0:00:12	0:08:21	0:37:50	1:32:46	0:46:23
	SEIZURE	0	6	6	3%	0:01:10	0:09:27	0:54:41	6:31:52	1:05:19
	SICK / ILL OR RESCUE	1	36	37	19%	0:01:26	0:11:33	1:08:01	49:46:02	1:20:42
	STROKE	0	10	10	5%	0:01:09	0:08:46	1:22:25	15:23:19	1:32:20
	UNCONSCIOUS OR FAINTING	1	6	7	4%	0:01:14	0:07:13	0:39:23	4:53:37	0:41:57

Station/Beat Code	Nature Code	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
Subtotals for EMS		5	181	186	93%	0:01:20	0:09:58	0:55:13	230:52:46	1:06:06
	ARCING WIRES DOWN POWER LINES	0	2	2	1%	0:02:30	0:13:12	0:10:31	0:37:23	0:18:42
	BACKFILL STATION	1	0	1	1%	0:00:00	0:07:06	2:06:44	2:13:50	2:13:50
	FIRE ALARM	0	4	4	2%	0:01:17	0:04:23	0:07:01	0:42:41	0:10:40
	FIRE DEPT COMMUNITY RELATIONS	1	0	1	1%	0:00:00	0:07:13	0:22:35	0:29:48	0:29:48
	FIRE OTHER NOT LISTED	0	2	2	1%	0:01:13	0:10:45	0:29:20	0:46:12	0:23:06
	SMELL OF GAS INSIDE/OUTSIDE	0	1	1	1%	0:01:23	0:05:04	0:10:40	0:17:07	0:17:07
	SMELL OR ODOR OF SMOKE	0	1	1	1%	0:01:42	0:04:21	0:23:30	0:29:33	0:29:33
	STRUCTURE FIRE	0	2	2	1%	0:01:24	0:07:19	1:51:06	3:59:37	1:59:49
Subtotals for FIRE		2	12	14	7%	0:01:35	0:07:25	0:42:41	9:36:11	0:47:49
Totals for 5060		7	193	200	100%	0:01:22	0:09:24	0:52:26	240:28:57	1:02:02
FRA	FIRE MUTUAL AID	0	1	1	50%	0:01:37	0:19:53	3:19:17	3:40:47	3:40:47
	RESCUE MUTUAL AID	0	1	1	50%	0:03:10	0:17:33	0:29:55	0:50:38	0:50:38
	Subtotals for MUTA	0	2	2	100%	0:02:24	0:18:43	1:54:36	4:31:25	2:15:42
Totals for FRA		0	2	2	100%	0:02:24	0:18:43	1:54:36	4:31:25	2:15:42
SRY	RESCUE MUTUAL AID	0	2	2	100%	0:01:33	0:00:00	0:00:00	0:23:09	0:11:35
	Subtotals for MUTA	0	2	2	100%	0:01:33	0:00:00	0:00:00	0:23:09	0:11:35
	Totals for SRY	0	2	2	100%	0:01:33	0:00:00	0:00:00	0:23:09	0:11:35

ISLE OF WIGHT COUNTY

FIRE-EMS ACTIVITY REPORT 2021

STATION RESPONSES	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YTD
CARROLLTON	127	97											224
CARRSVILLE	49	41											90
RUSHMERE	4	7											11
WINDSOR FIRE	38	30											68
SMITHFIELD FIRE	83	66											149
IOW RESCUE	270	230											500
WINDSOR RESCUE	116	101											217
TOTAL STATION RESPONSES													1259

VOL. ACTIVITY HOURS	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	YTD
CARROLLTON					
CARRSVILLE					
RUSHMERE					
WINDSOR FIRE					
SMITHFIELD FIRE					
IOW RESCUE					
WINDSOR RESCUE					
TOTAL VOL. HOURS REPORTED					0

Note:

1. Station Responses- Data pulled from E911 Computer Aided Dispatch (CAD) system
2. VOL. Activity Hours- Information as reported by Volunteer Agencies

n/r not reported

Isle of Wight Website Stats (1 - 28 February 2021)

Page	Rank	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit
/county-home-page	1	11,836	9,327	0:01:46	8,753	42.34%	42.69%
/government/commissioner_of_the_revenue/real_estate_assessment	2	2,213	1,678	0:02:41	1,187	66.89%	61.09%
/our_services/animal_services/index.php	3	2,110	1,513	0:01:00	1,228	52.85%	47.82%
/alert_detail.php	4	2,086	1,818	0:04:10	1,100	83.36%	74.88%
/departments/information_technology/mapping_and_gis.php	5	1,742	1,320	0:02:44	907	65.93%	60.22%
/government/treasurer/making_a_payment.php	6	1,672	1,253	0:03:32	295	62.03%	51.85%
/i_want_to_pay_for/index.php	7	1,635	1,066	0:00:31	95	50.53%	11.01%
/our_services/permits/index.php	8	1,201	897	0:00:57	226	50.44%	25.65%
/departments/human_resources/index.php	9	1,056	866	0:02:34	300	76.33%	62.69%
/government/commissioner_of_the_revenue/index.php	10	1,002	757	0:00:48	144	47.22%	18.76%
/departments/index.php	11	911	669	0:00:45	222	27.48%	15.59%
/departments/public_utilities/making_payments.php	12	826	683	0:02:48	236	59.75%	50.61%
/government/commissioner_of_the_revenue/real_estate.php	13	777	536	0:00:16	51	60.78%	6.56%
/government/clerk_of_the_circuit_court/index.php	14	687	498	0:01:21	319	54.55%	46.58%
/i_want_to/index.php	15	669	506	0:00:33	31	58.06%	17.04%
/index.php	16	643	512	0:00:45	38	47.37%	21.93%
/government/treasurer/real_estate_tax.php	17	586	450	0:00:55	271	36.16%	30.38%
/our_services/index.php	18	582	457	0:00:41	79	55.70%	26.29%
/departments/parks_and_recreation/index.php	19	538	425	0:00:59	219	35.16%	32.71%
/departments/budget_and_finance/rfps_and_ifbs.php	20	505	439	0:00:58	364	73.90%	60.99%
/departments/planning_and_zoning/index.php	21	497	376	0:01:25	176	53.41%	35.21%
/government/index.php	22	463	343	0:00:29	69	49.28%	14.69%
/government/treasurer/personal_property_tax_information.php	23	406	349	0:01:21	243	45.27%	35.71%
/departments/public_utilities/index.php	24	390	308	0:01:23	194	46.39%	38.46%
/government/commissioner_of_the_revenue/real_estate_tax.php	25	358	261	0:01:06	68	52.94%	25.70%
/departments/solid_waste/refuse_and_recycling_centers.php	26	351	322	0:03:18	299	85.95%	82.05%
/departments/building_inspections/online_inspection_requests_and	27	339	275	0:05:43	145	72.41%	63.42%
/government/county_board_of_supervisors/index.php	28	337	267	0:01:31	131	48.85%	40.36%
/government/county_board_of_supervisors/meeting_live_stream.php	29	330	212	0:02:25	43	72.09%	31.82%
/our_services/animal_services/adoption_info.php	30	329	251	0:00:48	36	83.33%	38.30%



Town of Smithfield

Isle of Wight County Museum



February 2021 Report

J.L. England, Museum Director

Notable

- **COVID-19 PANDEMIC.** The museum was closed from March to July 2020. Now open for visitors, these protocols remain in place:
 - All staff and visitors must wear masks.
 - A hand sanitizer station was installed at the museum's entrance. A service company refills it each month.
 - Most of the museum's high-touch objects – to include our archaeological sandbox – have been removed or restricted.
 - Staff regularly cleans and documents sanitizing of high-touch surfaces.
- Volunteer hours: 61

Museum Stats and Updates

- Visitation: 243
- Special Events
 - All museum events were virtual this month.
- Behind These Walls
 - People, objects and places all tell stories, and it is the history of a community that shows its unique character. This video series allows some of the county's most interesting structures to share their stories. This project launched in October 2020. Highlighted this month were **FINLEY'S GENERAL STORE AND SMOKEHOUSE** and **UZZELL UNITED METHODIST CHURCH**. View all episodes here: www.historicisleofwight.com/behind-these-walls.html
- Livestreaming Events. We continue to connect to visitors, supporters, fans and the community via social media. Our livestreaming tours and programs on Facebook are driving traffic and enhancing interaction on our sites. Events this month, still viewable in the videos section of our Facebook page, include:
 - **Feb. 2. LIVE at 12:05: What's a Groundhog's Favorite Food? Peanuts! Happy Groundhog Day!** Director Jennifer England discusses peanuts, the groundhog's favorite food.
 - **Feb. 4. LIVE at 12:05: Battle of Smithfield.** Curator Mike Holtzclaw discusses the Battle of Smithfield which happened this week in 1864.
 - **Feb. 9. LIVE at 12:05: Marketing, Promotions and Barbecue Kettles.** Director Jennifer England talks about Jimmy Sprigg, the marketing behind his company, premiums, trading stamps and marketing today.
 - **Feb. 11. LIVE at 12:05: Tell Me A Story (Tea).** Learn about tea today. This program, geared for children ages 3 to 5, introduces youngsters to the symbols of Isle of Wight and features books, songs and games. Director Jennifer England hosts this monthly program virtually



and highlights the theme of tea with a craft idea and a reading of *Miss Spider's Tea Party* by David Kirk. When you next visit the museum, look for a brick of tea in our colonial exhibits.

- **Feb. 16. LIVE at 12:05: 36th United States Colored Troops.** The 36th U.S. Colored Infantry was organized February 8, 1864, from the 2nd North Carolina Colored Infantry for three-year service under the command of Colonel Alonzo G. Draper. Serving in this regiment were nine soldiers from Isle of Wight County.
- **Feb. 18. LIVE at 12:05: Spinning, Spinning Bees, Colonial America and Flax.** Director Jennifer England takes viewers downstairs into our storage area to take a look at a flax wheel in the collection while discussing spinning, spinning bees and colonial America.
- **Feb. 23. LIVE at 12:05: Smithfield Terminal Railway.** Docent Dee Campbell discusses with Smithfield Terminal Railway and its connections across the James River.
- **Feb. 25. LIVE at 12:05: Anthony Johnson.** Join Assistant County Administrator for Isle of Wight County Don Robertson as he discusses Anthony Johnson. Johnson, 1600-1670, was a black Angolan known for achieving wealth in Virginia. He first arrived in present-day Isle of Wight County in 1621 and survived the 1622 Indian Attack at Bennett's Welcome.
- Groups/Tours/Programs
 - Feb. 12. Preschool group, Smithfield. 12 students.
- Gift Shop
 - Cow and pig rubber ducks were restocked.
- Exhibit/Project Update
 - **Magnolia.** Our porcine statue who normally sits in front of the museum is back with us - with a new wrap and a more



structurally sound spine. She will be installed in her usual location (to the joy of all the guests who ask about her) as soon as Smithfield Public Works makes repairs to the brickwork in her display space.

- **English Telephone Box.** The phone box in front of the Bank of Southside Virginia belongs to the Isle of Wight County Museum. It is in need of repairs, media blasting and paint. Dishman Fabrications LLC of Yorktown has taken delivery of the phone box to their shop for the work. Anticipated replacement is early 2021.
- **Civil War Trails.** Three new signs for Main Street, Fort Boykin and Fort Huger have been submitted. Awaiting approval, design and installation.
- **Steamboats & Life on the Water.** In progress.
- **Theatre.** Awaiting the installation of the curtain.
- **Unusual Objects.** New exhibit under development.
- **Mercantilism and Country Store.** Updates are in production for these exhibits.
- **Online Exhibits Under Development:** Vietnam War Veterans in Isle of Wight County, Unsung Heroes of Isle of Wight County.
- Artifacts
 - Several 1900s quilts were added to the museum's collection.
- Staff Training
 - Feb. 17. Webinar: Employee Mental Health. Hosted by Virginia Risk Sharing Association.
 - Feb. 24. Webinar: Supervisor Training: Managing Employee Performance In-House and Remote. Hosted by Virginia Risk Sharing Association.

Financials

• Gift Shop Sales (including tax):	\$ 734.31
• Donations:	\$ 100.00
• Admission:	\$ 296.00
• Program/Lecture Fees:	\$
Total Monthly Deposit:	\$ 1,130.31

The department's annual financial narrative and budget preparations were submitted to the Town's and County's Budget & Finance Department.

Social Media/Online Presence

- Visit our website at www.historicisleofwight or www.hamcamva.com.



- **LIVE at 12:05.** Each Tuesday and Thursday, we host pop-up broadcasts on our Ham Cam. Our segments highlight events at the museum, announcements or artifacts from our collection. Tune in each Tuesday and Thursday at 12:05 p.m. to see what we're doing: www.hamcamva.com. **If you miss these broadcasts, they are available for viewing on our Facebook page.**

- **Facebook:** Isle of Wight County Museum: 2,521 likes and 2,727 followers. Daily posts.
- **Facebook:** World's Oldest Ham: 176 likes and 181 followers. Semi-weekly posts.
- **Twitter.** @WorldsOldestHam. The world's oldest ham has his own account. 1,041 followers.
- **Instagram.** @Isleofwightcountymuseum. 666 followers.
- **Google Reviews.** 4.6/5 overall rating.
- **TripAdvisor.** 4.5/5 star overall rating.
- **Yelp.** 4.5/5 star overall rating.
- **Foursquare/Swarm.** 7.3/10 rating.
- The museum's 2021 calendar was published, and all the museum's websites were updated.

Media Coverage/Promotion/Advertising/Lobbying

- Various pieces in area publications to include calendars and events.

Outreach Lectures & Events

- Feb. 6. Daughters of the American Revolution, Colonel William Allen Chapter. Virtual presentation. 20 guests.
- Feb. 11. Museum Principles. Lecture to ANTH370 Visualizing and Exhibiting Anthropology, School of World Studies, Virginia Commonwealth University, Richmond, Va. Virtual lecture. 15 students.
- Feb. 17. African Americans in Isle of Wight County. Lecture to grades 4 to 12, Isle of Wight County Schools. 25 students and teachers.
- Feb. 25. African Americans in Isle of Wight County. Lecture to grades 4 to 12, Isle of Wight County Schools. 25 students and teachers.

Windsor Castle

- Windsor Castle's outbuilding exhibits - smokehouse, farm manager's office, kitchen, laundry and enslaved quarters - are in progress. The smokehouse exhibit is complete.



- Feb. 2. Windsor Castle's c. 1884 Henry F. Miller Square Grand Piano was officially moved into the museum's collection. Sometimes referred to as a box grand, the square grand piano is an earlier form of piano built in a rectangular-shaped cabinet on four legs with its strings running from left to right. This artifact is currently crated and in storage.
- Feb. 7. Walking Tour of Windsor Castle. 2 p.m. From the site's pre-colonial existence to the present day, Windsor Castle tells the fascinating history of the development of Smithfield. Join us for this free walking tour through history as we tour the house and several of the outbuildings. 4 guests.
- Feb. 27. Walking tour for travel writers. 4 guests.

Fort Boykin

- No updates.

Fort Huger

- No updates.

Nike Park

- On Feb. 16, Isle of Wight County Parks and Recreation Director David Smith and the Museum Director met a contractor to discuss needed repairs and restoration to the Nike-Ajax missile based on the museum's February 2020 document: ***Nike-Ajax Missile, Booster & Launcher Restoration and Repair Assessment.***

Boykin's Tavern

- Visitors: 0

Meetings

- Feb. 3. Peninsula Museums Forum.
- Feb. 3, 10, 17 and 24. Town of Smithfield staff meetings.
- Feb. 11. Tidewater Civil War Partnership.
- Feb. 16. VistaGrowth of Atlanta, Georgia, regarding the development of the Pierceville/Little's Supermarket site at the intersection of Main Street and Route 10.
- Feb. 19. Virginia History Day. Training for judges for this annual statewide contest.

Safety

- Feb. 10. Town of Smithfield Safety Committee meeting.

Selections from Our Website and Social Media



February 2

Will Punxsutawney Phil see his shadow this morning?
Museum staff and the World's Oldest Ham await his prediction!



February 14

All these sweet couples had the perfect #ValentinesDay2021.
They visited a museum...and the World's Oldest Ham!



February 18

Find the World's Oldest Peanut hidden in a collage of the World's Oldest Ham.

It's Where's Waldo - but with museum artifacts.

(When you find it, leave us a "Found A Peanut" comment!)



World's Oldest Ham
@Worldsoldestham

...

Did you see all the pictures from [#YardiGras](#) yesterday?

Awesome.

I'm a day late, but any excuse to [#ReleaseTheKraken!](#)

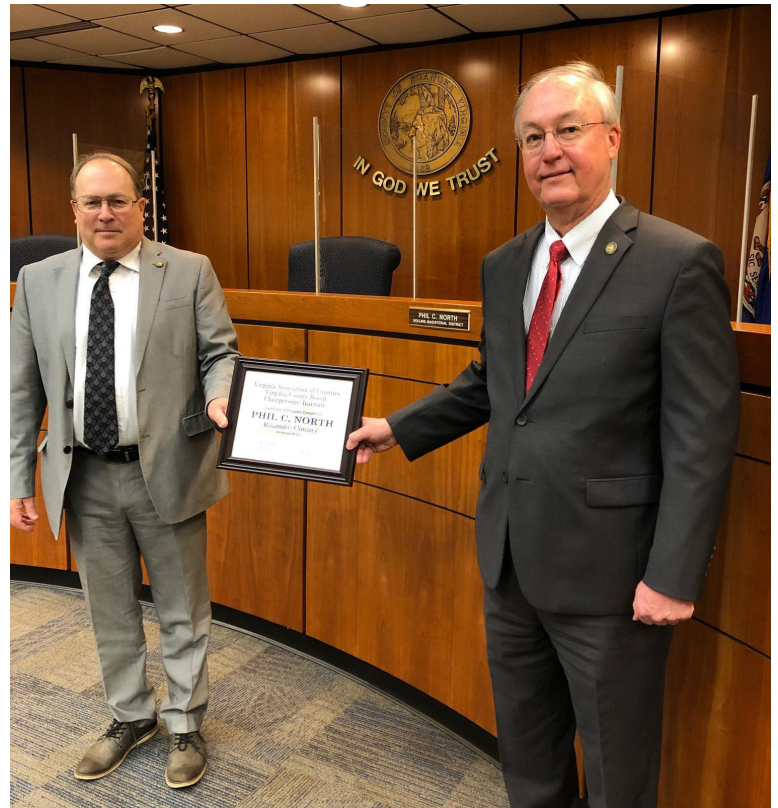
3:26 PM · Feb 17, 2021 · Twitter Web App

Celebrating the Chairpersons' Institute

Congratulations to several graduates of the VACo Chairpersons' Institute!

Isle of Wight Vice Chairman **Don Rosie**
Mathews County Vice Chair **Melissa Mason**

Roanoke County Supervisor **Phil North**
Bland County Chairman **Stephen Kelley**



ISSUE:

Discussion of Implementation of a Local Cigarette Tax

BACKGROUND:

During the 2020 General Assembly Session legislation was adopted to authorize counties to levy a tax on cigarettes up to 40 cents per pack sold in the County (outside of the Towns).

During the 2021 General Assembly Session legislators considered several amendments to the authorization of counties to levy a tax on cigarettes including a provision that would have mandated participation in a regional cigarette tax board; however, the adopted legislation only recommends participation in regional cigarette tax boards.

The Commission of the Revenue will brief the Board on the options, steps, and impacts of implementing a local cigarette tax.

BUDGETARY IMPACT:

None.

RECOMMENDATION:

For the Board's information and discussion.

ISSUE:

Resolution to Approve the Employee Health Insurance Plan Offerings for Fiscal Year 2021-22

BACKGROUND:

Each year the County's employee health insurance plan offerings are adjusted based on benefit offerings, claims history, etc. to reflect updated benefits and County/employee contribution rates. The health insurance rates are projected to remain flat for FY 2021-22.

BUDGETARY IMPACT:

The County's contribution will be included in the recommended operating budget for FY2021-22.

RECOMMENDATION:

Adopt a resolution to approve the employee health insurance offerings and rates for FY2021-22.

ATTACHMENTS:

Description	Type	Upload Date
Resolution	Resolution Letter	3/9/2021

**RESOLUTION TO APPROVE THE EMPLOYEE HEALTH
INSURANCE PLAN OFFERINGS FOR FISCAL YEAR 2021-2022**

WHEREAS, the next Employee Health Insurance Plan Year takes effect July 1, 2021; and,

WHEREAS, the County participates in The Local Choice Health Insurance Program through Anthem and offers three plans; and,

WHEREAS, The Local Choice Anthem Key Advantage 250 Plan, Key Advantage 500 Plan, and High Deductible Health Plan (with Health Savings Account) are recommended to the Board of Supervisors as the three plan offerings available for the plan year beginning July 1, 2021.

NOW, THEREFORE, BE IT RESOLVED that the Health Insurance Plan offerings of The Local Choice Anthem Key Advantage 250 Plan, Key Advantage 500 Plan, and High Deductible Health Plan (with Health Savings Account) are available for employees with employer and employee contribution rates effective July 1, 2021 as referenced in the attached exhibit.

BE IT FURTHER RESOLVED that eligibility for participation in the Health Insurance Plan offerings is as follows: All regular full-time employees of the County, to include Appointees and Registrar, as well as elected officials to include Constitutional Officers and Board of Supervisors members, as well as local state-supported employees of the Isle of Wight Department of Social Services.

Adopted this 18th day of March, 2021.

Richard L. Grice, Chairman

Carey Mills Storm, Clerk

Approved as to Form:

Robert W. Jones, Jr., County Attorney

ISSUE:

Resolution to Amend the FY21 Budget and Appropriate Funding to be Received from Isle of Wight Volunteer Rescue Squad for the Purchase of a 2022 Horton Model 603 F Ambulance (\$4,637)

BACKGROUND:

Isle of Wight County provides Capital Improvement Project (CIP) funds to purchase ambulances in the county. Isle of Wight County is providing \$235,000 toward the purchase of the ambulance and Isle of Wight Volunteer Rescue Squad is contributing \$4,637.00 for the balance of the purchase. The Ambulance will be used to respond to 911 calls for service and transport patients to area hospitals.

BUDGETARY IMPACT:

Adoption of the attached resolution will increase the FY 2020-21 Capital Project Fund budget by \$4,637.

RECOMMENDATION:

Adopt a resolution to amend the budget.

ATTACHMENTS:

Description	Type	Upload Date
Resolution	Resolution Letter	3/12/2021

**RESOLUTION TO AMEND THE FY 2020-2021 BUDGET AND APPROPRIATE
FUNDING FOR ADDITIONAL COST OF AMBULANCE PURCHASE
ISLE OF WIGHT VOLUNTEER RESCUE**

WHEREAS, the Board of Supervisors has approved funding for the purchase of an ambulance for the Isle of Wight Volunteer Rescue Squad in the amount of two hundred thirty-five thousand dollars (\$235,000); and,

WHEREAS, the selected, equipped vehicle exceeds the budgeted appropriation by four thousand six hundred thirty-seven dollars (\$4,637); and,

WHEREAS, the Isle of Wight Volunteer Rescue Squad has agreed to issue a check to Isle of Wight County for the additional cost of the purchase; and,

WHEREAS, the Board of Supervisors desires to amend the FY 2020-2021 Capital Project Fund Budget in the amount of four thousand six hundred thirty-seven dollars (\$4,637) from the Isle of Wight Volunteer Rescue Squad for the purchase of the ambulance; and,

WHEREAS, the Board of Supervisors needs to appropriate four thousand six hundred thirty-seven dollars (\$4,637) for the purchase of the ambulance.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Isle of Wight, Virginia that the FY 2020-2021 budget is hereby amended, and funds appropriated in the amount of four thousand six hundred thirty-seven dollars (\$4,637) or so much as shall be received from the Isle of Wight Volunteer Rescue for the additional cost of the ambulance purchase.

BE IT FURTHER RESOLVED that the County Administrator of Isle of Wight County, Virginia is authorized to make the appropriate accounting adjustments and to do all things necessary to give this resolution effect.

Adopted this 18th day of March 2021.

Richard L. Grice, Chairman

Carey Mills Storm, Clerk

Approved as to form:

Robert W. Jones, Jr., County Attorney

ISSUE:

Resolution to Appropriate Funding to Address Staffing and Equipment Needs in Community Development - Inspections (\$73,375)

BACKGROUND:

The Department of Community Development - Inspections Division provides plan review, construction inspections and permitting services to the citizens and building community of Isle of Wight County.

Over the last five years, there has been a 46% increase in inspections performed between 2016 and 2020. This represents approximately 9% average annual growth in inspections. Plans submitted for review have increased 77% over the same time period, representing an average annual growth of approximately 15%. In addition, the number of permits and fees processed by Central Permitting has grown 170% over the last five years, representing an average growth rate of 34%.

The Community Development Department requests two new positions and associated equipment in order to increase the customer service, plan review and inspections capacity of the inspections division to meet the development review needs of the County's growing population.

BUDGETARY IMPACT:

Adoption of an appropriate resolution will increase the expenditures of the FY 2021 Inspections Division Budget by \$148,164. The total amount represents the increases necessary in the salaries and wages, FICA, health insurance and deferred compensation line items for both positions for a total increase of \$148,164.

RECOMMENDATION:

Adopt a resolution to appropriate the funding to the appropriate line items in the Inspections Division budget.

ATTACHMENTS:

Description	Type	Upload Date
Resolution	Resolution Letter	3/12/2021
5 Year Activity Report	Backup Material	3/10/2021

**RESOLUTION TO AMEND THE FY 2020-2021 OPERATING
BUDGET AND APPROPRIATE FUNDING TO
GENERAL FUND AND STORMWATER OPERATING BUDGETS
FOR NEW PERMITTING AND INSPECTIONS POSITIONS**

WHEREAS, the Board of Supervisors has authorized the creation of a new Permit Technician and a new Codes Compliance Inspector II/Plans Examiner positions in order to address the increased permitting, plan review, and inspections needs of the County's growing population; and,

WHEREAS, the annual personnel costs (\$148,164) and supplies, equipment, and vehicle costs (\$36,336) will be funded by the increase in permitting revenue, and stormwater fees in current and future budget years; and,

WHEREAS, funding in the amount of seventy-three thousand three hundred seventy-five dollars (\$73,375) needs to be budgeted and appropriated for personnel and equipment expenses and increased permitting revenues to the FY 2020-2021 General Fund and Stormwater Operating Budgets.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Board of Supervisors of Isle of Wight County, Virginia, that the FY 2020-2021 budget is hereby amended and funds appropriated in the amount of seventy-three thousand three hundred seventy-five dollars (\$73,375) to the appropriate line item(s) in the FY 2020-2021 Budget of Isle of Wight County.

BE IT FURTHER RESOLVED that the County Administrator of Isle of Wight County is authorized to make the appropriate accounting adjustments and to do all things necessary to give this resolution effect.

Adopted this 18th day of March 2021.

Richard L. Grice, Chairman

Carey Mills Storm, Clerk

Approved as to Form:

Robert W. Jones Jr., County Attorney



March 9, 2021

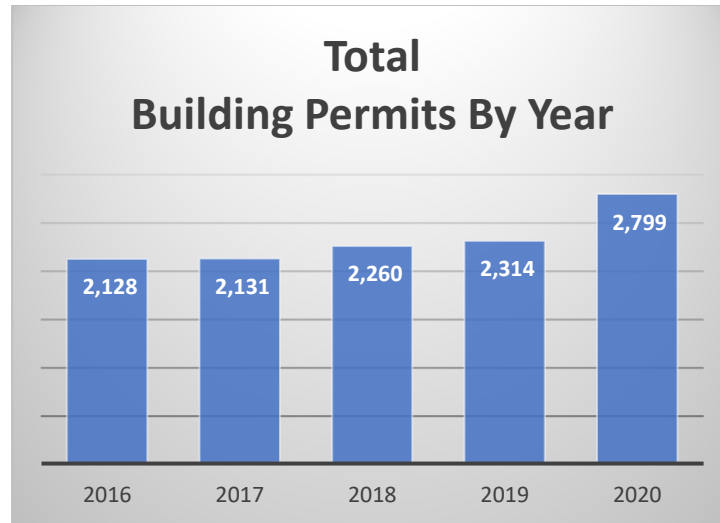
TO: Isle of Wight County Board of Supervisors
FROM: Amy M. Ring, Community Development Director
SUBJECT: 2016-2020 Community Development Activity Comparison

The following overview provides a snapshot of activity levels over the five year period from 2016 through 2020 in the County's Community Development Department. Trends indicate a general pattern of growth in the number of permits issued, fees collected, inspections conducted, and plans reviewed which is consistent with the County's continued population growth. According to the Weldon Cooper Center, the County's population continued its modest increase between July 2019 and July 2020 by adding an estimated 296 people. The 2020 population estimate is 2,675 more than the 2010 US census, or a 7.6% increase over the past ten years.

Building Permit Activity

The number of building permits increased by 32% between 2016 and 2020. This represents an average growth of 6% per year. However, there was a 23% increase in total permits issued between 2019 and 2020.

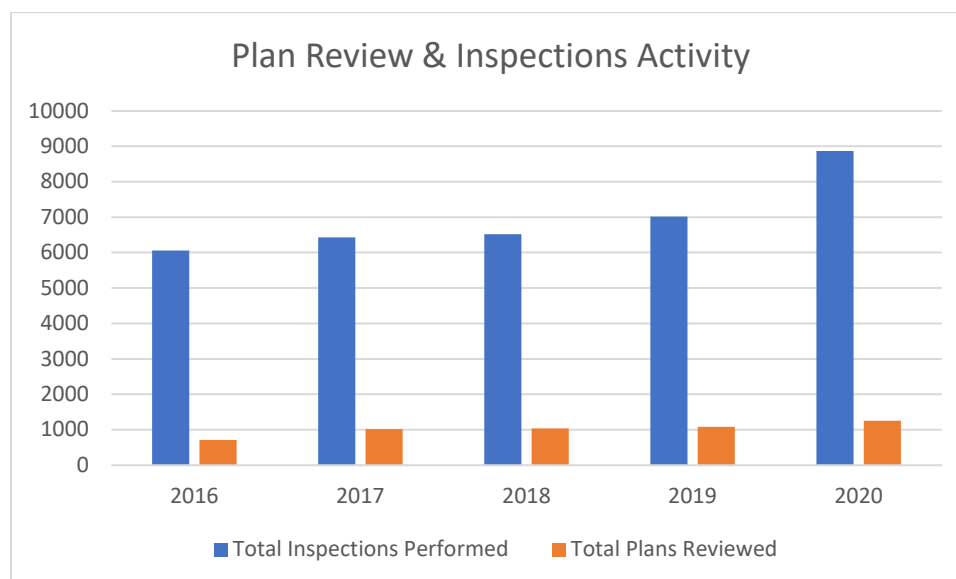
CALENDAR YEAR	BUILDING PERMIT ACTIVITY	
	Total Number of Permits	Total New Residences
2016	2,128	171
2017	2,131	172
2018	2,260	158
2019	2,314	203
2020	2,799	265



Inspections and Plan Reviews

There has been 46% increase in inspections performed between 2016 and 2020. This represents approximately 9% average annual growth in inspections. Plans submitted for review have increased 77% over the same time period, representing an average annual growth of approximately 15%.

INSPECTIONS / PLAN REVIEWS BY CALENDAR YEAR	2016	2017	2018	2019	2020
Total Inspections Performed	6060	6431	6522	7013	8866
Total Plans Reviewed	709	1017	1040	1078	1254

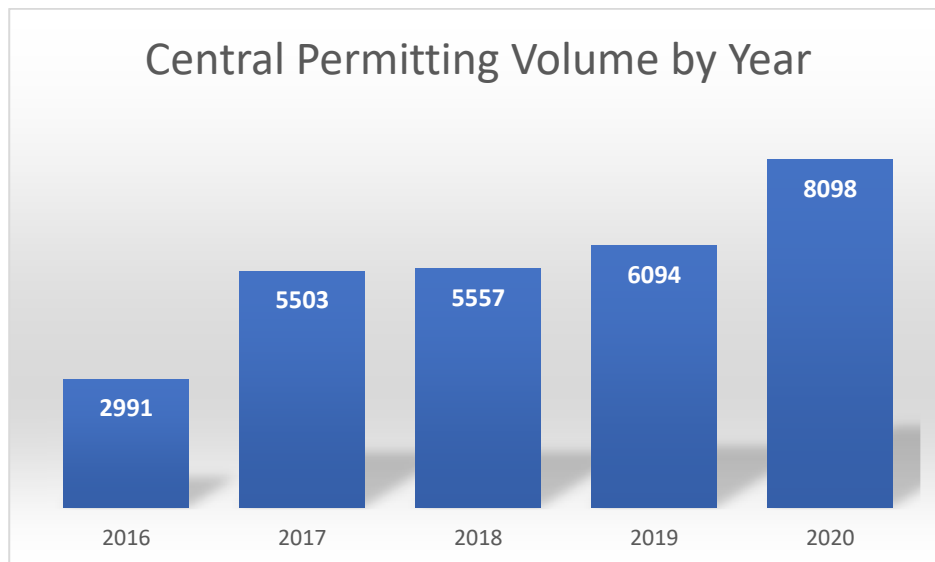


Central Permitting

The number of permits and fees processed by Central Permitting has grown 170% over the last five years, representing an average growth rate of 34%.

All Applications, Fees and Permits

Year*	All Applications, Fees, and Permits
2016	2991
2017	5503
2018	5557
2019	6094
2020	8098



Planning and Zoning

The Planning and Zoning Department saw an average annual increase of 7% increase between 2016 and 2020 with a 15% increase over this past year.

Planning and Zoning Development Applications

(Zoning Permits, Site Plans, Subdivisions, etc.)

Year*	All Applications Types (Z004-Z975)
2016	863
2017	727
2018	735
2019	798
2020	921

**Calendar year*



If you have any questions or need additional information in regard to this report, please do not hesitate to contact me at 365-6210 or by email at aring@iwus.net.

cc: Randy Keaton, County Administrator
Donald T. Robertson, Assistant County Administrator