

**MINUTES**  
Board of Supervisors  
County of Prince George, Virginia

September 26, 2017

County Administration Bldg. Boardroom, Third Floor  
6602 Courts Drive, Prince George, Virginia

**MEETING CONVENED.** A regular meeting of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 6:00 p.m. on Tuesday, September 26, 2017 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by William A. Robertson, Jr., Chairman.

**ATTENDANCE.** The following members responded to Roll Call:  
William A. Robertson, Jr., Chairman Present  
Donald R. Hunter, Vice-Chairman Present  
Alan R. Carmichael Present  
Hugh G. Mumford Present  
T. J. Webb Present

Also present was: Percy C. Ashcraft, County Administrator; Jeff Stoke, Deputy County Administrator; and Steve Micas, County Attorney.

**CLOSED SESSION**

**E-1. Resolution; Closed Session for (1) discussion of the evaluation of the performance, compensation and terms of employment of a specific Board appointee pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; (2) discussion of prospective candidates for Board appointments to various committees pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; and (3) discussion concerning a prospective business or economic development prospect where no previous announcement has been made of the business' or prospects' interest in locating in Prince George County pursuant to § 2.2-3711 (A)(5), Code of Virginia, 1950, as amended. Mr. Carmichael made a motion, seconded by Mr. Webb, that the Board convene closed session for (1) discussion concerning a prospective business or industry where no previous announcement has been made of the business' interest in locating in Prince George County pursuant to § 2.2-3711 (A)(5), Code of Virginia, 1950, as amended; (2) discussion of prospective candidates for Board appointments to various committees pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; (3) discussion of the appointment of a specific employee pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; and (4) discussion of the evaluation of the performance, compensation and terms of employment of a specific Board appointee pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended.**

E-1.

RESOLUTION; CLOSED SESSION FOR (1) DISCUSSION OF THE EVALUATION OF THE PERFORMANCE, COMPENSATION AND TERMS OF EMPLOYMENT OF A SPECIFIC BOARD APPOINTEE PURSUANT TO § 2.2-3711, (A)(1), CODE OF VIRGINIA, 1950, AS AMENDED; (2) DISCUSSION OF PROSPECTIVE CANDIDATES FOR BOARD APPOINTMENTS TO VARIOUS COMMITTEES PURSUANT TO § 2.2-3711, (A)(1), CODE OF VIRGINIA, 1950, AS AMENDED; AND (3) DISCUSSION CONCERNING A PROSPECTIVE BUSINESS OR ECONOMIC DEVELOPMENT PROSPECT WHERE NO PREVIOUS ANNOUNCEMENT HAS BEEN MADE OF THE BUSINESS' OR PROSPECTS' INTEREST IN LOCATING IN PRINCE GEORGE COUNTY PURSUANT TO § 2.2-3711 (A)(5), CODE OF VIRGINIA, 1950, AS AMENDED

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 26<sup>th</sup> day of September, 2017, does hereby vote to enter closed session for (1) discussion of the evaluation of the performance, compensation and terms of employment of a specific Board appointee pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; (2) discussion of prospective candidates for Board appointments to various committees pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; and (3) discussion concerning a prospective business or economic development prospect where no previous announcement has been made of the business' or prospects' interest in locating in Prince George County pursuant to § 2.2-3711 (A)(5), Code of Virginia, 1950, as amended.

On roll call the vote was:

In favor: (5) Robertson, Hunter, Carmichael, Webb, Mumford

Opposed: (0)

Absent: (0)

**E-2. Resolution; Certification of Closed Session.** At 7:02 p.m., Mr. Webb made a motion, seconded by Mr. Mumford, that the Board adjourn the closed session and enter open session, certifying that to the best of each Board Members' knowledge (1) only public business lawfully exempted from open meeting requirements were discussed and (2) only matters identified in the convening motion were discussed. Chairman Robertson asked if any Board member knew of any matter discussed during the closed session that was not announced in its convening legislation. Hearing no comment from the Board, the Chairman asked that the roll be called on the motion.

E-2.

RESOLUTION; CERTIFICATION OF CONTENTS OF  
CLOSED SESSION PURSUANT TO SEC. 2.2-3711, ET SEQ.,  
CODE OF VIRGINIA (1950, AS AMENDED).

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 26<sup>th</sup> day of September, 2017 does hereby certify that, to the best of each Board Member's knowledge, (1) only public business lawfully exempted from open meeting requirements were discussed, and (2) only matters identified in the convening motion were discussed.

On roll call the vote was:

In favor: (5) Robertson, Hunter, Carmichael, Webb, Mumford

Opposed: (0)

Absent: (0)

**Invocation.** Mr. Hunter gave an invocation.

**Pledge of Allegiance to U.S. Flag.** Mr. Carmichael led the Pledge of Allegiance to the United States Flag.

**PUBLIC COMMENTS.** Chairman Robertson announced that anyone wishing to come before the Board may do so at this time. He noted that this was the time for unscheduled general public comments. He opened the public comments at 7:04 p.m.

Mr. Martin Mitchell (10427 Jordan Parkway). Mr. Mitchell brought a water filter with him to show the Board displaying the brown water he is receiving from the County to drink and cook and clean with. He has been in touch with the Utilities Department and was advised to do routine flushing. It does not seem to be helping. In addition, because of the routine flushing, his water bill has increased. He does not think that is fair and is requesting that the Board take this matter into consideration for a resolution.

Mr. Riley Muhammad (10472 Jordan Parkway). Mr. Muhammad also has an issue with the water. In addition, he expressed a concern regarding the response time to an accident on Benjamin Harrison Bridge today. Therefore, he expressed his support for the Route 10 Fire Station.

Mr. Bill Godwin (10439 Jordan Parkway). Mr. Godwin stated that he too is having issues with the brown water in Jordan on the James. He also expressed a concern regarding the emergency response time in that area and he is in support of the Route 10 Fire Station.

There being no one else to speak, Chairman Robertson closed the public hearing at 7:13 p.m.

**APPROVAL OF AGENDA.** Mr. Carmichael made a motion, seconded by Mr. Hunter, to adopt the agenda as presented. Roll was called on the motion.

On roll call the vote was:

In favor: (5) Robertson, Carmichael, Hunter, Webb, Mumford

Opposed: (0)

Absent: (0)

**ORDER OF CONSENSUS.** Mr. Webb made a motion, seconded by Mr. Carmichael, that the consensus agenda be approved as presented. Roll was called on the motion.

C-1. Draft Minutes – September 12, 2017 Regular Meeting was approved as presented.

R-17-104

C-2.

RESOLUTION; PROCLAMATION; FIRE PREVENTION WEEK:  
October 8-14, 2017

WHEREAS, Prince George County is committed to ensuring the safety and security of all those living in and visiting Prince George and

WHEREAS, U.S. fire departments responded to 365,500 home fires in 2015, according to the National Fire Protection Association (NFPA); and

WHEREAS, U.S. home fires resulted in 2,560 civilian deaths in 2015, representing the majority (78 percent) of all U.S. fire deaths; and

WHEREAS, newer homes are built with lightweight materials that burn faster than older home constructions; and

WHEREAS, many of today's products and furnishings produce toxic gases and smoke when burned, making it impossible to see and breathe within moments; and

WHEREAS, these conditions contribute to a much smaller window of time for people to escape a home fire safely, with people having as little as one to two minutes to escape from the time the smoke alarm sounds; and

WHEREAS, a home fire escape plan provides the skill set and know-how to quickly and safely escape a home fire situation; and

WHEREAS, a home fire escape plan includes two exits from every room in the home; a path to the outside from each exit; smoke alarms in all required locations; and a meeting place outside where everyone in the home will meet upon exiting; and

WHEREAS, home fire escape plans should be developed by all members of the household; and

WHEREAS, practicing a home fire escape plan twice a year ensures that everyone in the household knows what to do in a real fire situation;

WHEREAS, Prince George County's first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

WHEREAS, Prince George County's residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

WHEREAS, the 2017 Fire Prevention Week theme, "Every Second Counts: Plan 2 Ways Out!" effectively serves to educate the public about the vital importance of developing a home fire escape plan with all members of the household and practicing it twice a year;

NOW, THEREFORE, BE IT REOLVED, that Prince George County does hereby proclaim October 8-14, 2017, as Fire Prevention Week throughout the County and we urge all the people of Prince George County to develop a home fire escape plan with all members of the household and practice it twice a year, and to participate in the many public safety activities and efforts of the County's fire and emergency services during Fire Prevention Week 2017.

C-3. Approval of a Revised Law Enforcement Mutual Aid Agreement. The Board agreed by consensus to approved the revised Law Enforcement Mutual Aid Agreement

R-17-104A

C-4.

RESOLUTION; APPROPRIATION (\$36,501 UTILITIES – TRUCK SALE PROCEEDS)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 26<sup>h</sup> day of September, 2017, does hereby authorize the following increase of funds within the 2017-2018 Budget, such line items increased as follows, which monies to be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
<u>Revenue</u>	
0610-10-508-8114-315202 Utilities – Sale of Vehicles	\$36,501.00
<u>Expenditure</u>	
0610-04-104-7002-48105 Utilities – Motor Vehicles Replacement	\$36,501.00

R-17-104B

C-5.

RESOLUTION; APPROPRIATION (\$13,671.50 LIBRARY OF VIRGINIA RECORDS PRESERVATION GRANT)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 26<sup>th</sup> day of September, 2017, does hereby authorize the following increase of funds within the 2017-2018 Budget, such line items increased as follows, which monies to be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
<u>Expenditure:</u>		
0100-02-010-0202-43550	Clerk of Court – Record Preservation Services	\$13,671.50
<u>Revenue:</u>		
0100-20-601-8205-323102	State Record Preservation Grants	\$13,671.50

R-17-104C

C-6.

RESOLUTION; COMMENDATION; PRINCE GEORGE VOLUNTEER FIRE DEPARTMENT, COMPANY 1; CELEBRATING 60 YEARS

WHEREAS, Prince George Volunteer Fire Department was officially established on October 31, 1957; and

WHEREAS, forty-eight community citizens paid \$1 to join the newly formed organization as charter members; and

WHEREAS, for \$200, a 1943 Army surplus fire truck, was obtained and used as the very first piece of firefighting apparatus. The firefighting apparatus was housed at J. W. Sebera's Gas station until renovations to the old jail were completed.

WHEREAS, the old jail served as the first fire station until a new fire station was built in July 1969 at its current location and the dedicated members also obtained 5 black jackets from the Fort Lee Fire Department along with 5 pairs of rubber hip boots and 5 metal helmets that were shared among members until enough funds were available to purchase more; and

WHEREAS, the original alerting method was a series of phone calls by the members' wives and activation of a siren. This phone-tree system continued until the first Plectron Alerting system became available in the 1970's; and

WHEREAS, the Prince George Volunteer Fire Department has raised large sums of financial support for many years to provide fire protection to the community; and

WHEREAS, Prince George Volunteer Fire Department purchased, trained on and deployed the first aerial apparatus (Truck 1) in the County for multi-level fire attack and the first Hazardous Material Response Unit in the County and became part of the Crater Regional Hazardous Material Response Team; and

WHEREAS, Prince George Volunteer Fire Department has conducted thousands upon thousands of hours of community outreach and educational programs to the public; and

WHEREAS, today, Prince George Volunteer Fire Department is activated for more than 800 emergency calls for service each year;

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 26th day of September, 2017 congratulates and sincerely thanks the members of the Prince George Volunteer Fire Department for their positive impacts on the quality of life for the citizens of Prince George County; and

BE IT FURTHER RESOLVED that the Board of Supervisors commends the Volunteers for their selfless service and sacrifices that have benefited all citizens of Prince George County; and

BE IT STILL FURTHER RESOLVED that this Board offers the gratitude of a thankful County to members both past and present of the Prince George Volunteer Fire Department, Company 1 for 60 years of service to Prince George County.

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Robertson, Webb, Mumford

Opposed: (0)

Absent (0)

### **PRESENTATIONS**

**S-1. Resolution; Commendation; Prince George Volunteer Fire Department – Company 1; 60<sup>th</sup> Anniversary.** Chairman Robertson presented the commendation to the members of the Prince George Volunteer Fire Department. He added that the volunteers of this County save the citizens an enormous amount of money. He reminded the public that they should thank the volunteers every time they see them.

### **SUPERVISORS' COMMENTS**

Mr. Hunter stated that we owe a great debt of gratitude to emergency services in this County.

Mr. Mumford echoed Mr. Hunter's comments.

Mr. Carmichael stated that it was a very nice outing at Company One's anniversary celebration and thanked them for everything they do.

Mr. Webb echoed Mr. Carmichael's comments.

Chairman Robertson stated that Scott Davis, former Mayor of Colonial Heights, is taking the position of Assistant Town Manager of Farmville.

### **COUNTY ADMINISTRATOR'S COMMENTS**

Mr. Ashcraft stated that the Drug Court 15<sup>th</sup> Anniversary Celebration will be on September 27 at 5 p.m. at the Beacon Theatre. The Planning Commission will meet on September 28 at 6:30 p.m. in the Board Room. The Prince George Farmers Market will continue on September 30 and October 7 from 8:30 a.m. to 12:00 Noon at Scott Park. The Fort Lee Annual Military Retiree Appreciation Day will be on September 30 at 8:30 a.m. at the Soldier Support Center. The VDOT Richmond District Fall Meeting will be on October 2 at 4 p.m. at the Hilton Garden Inn in Colonial Heights. The Business Roundtable Alumni Dinner will be on October 4 at 6 p.m. at the Petersburg Country Club. Mike Purvis began as Director of General Services on September 18. Deputy County Administrator Jeff Stoke recently achieved 'Credentialed Manager' status. The Public Computer Lab at the Central Wellness Center will open October 2. The Prince George Police are again warning residents to lock their vehicles after rash of weekend break-ins. Construction is busy on all fronts in the County. The Exit 45 Gateway Project has reached substantial completion. An October dedication ceremony is being planned.

### **REPORTS**

**Quarterly Financial Report.** Ms. Betsy Drewry, Financial Director, gave a report on the fourth quarter of Fiscal Year 2017. General Revenue is estimated to be 100% of the budgeted amounts which is very good news. General Fund Expenditures are under budget at 95.6% which is also good news. The estimate fund balance contribution from General Fund is \$2 million. Ms. Drewry gave a summary of capital projects. The Tourism Fund balance is \$180,364. The Economic Development Fund balance is \$169,126. The cash proffers collection in this fiscal year was \$8,544.00. The RedFlex Program collected a total of \$5,227.88. The Health Insurance balance is \$1.4 million. This is slightly less than last year. FY2016 was an unusually good year for claims. There was a meeting held today with Mark III to discuss details and the timeline of an RFP for separate County health insurance offering for FY2019. Looking ahead, the year-end journal entries are still underway. The final FY2017 audit test work is scheduled for October 20 through November 3, 2017. CAFR preparation is targeted for completion by November 30, 2017

**Back to School Fair Wrap-Up** – Ms. Shel Douglas, Director of Social Services, gave a brief summary on the 6<sup>th</sup> Annual Back to School Fair this year. They were able to serve 782 students with school supplies and County resources. There were major contributions from the Titmus Foundation, the Jessica Ann Moore Foundation and the John Randolph Foundation. There was a huge outpouring of support from the business and faith community. The Fair also included a Resource Fair for families again this year with over 62 community partners. The Health Department provided 25 flu shots. Container First Services provided water bottles. Thanks to BBQ Bliss, over 1,300 hot



dogs were cooked. The library offered crafts and reported that 132 parents children and parents visited the library to pick out free books during the fair. A barber shop was providing free haircuts and Destination Church offered games on the field, including bubble soccer. Entertainment was also provided by the Prince George High School Marching Band and the Unity Band. Ms. Douglas provided a very special thank you to a School Board staff member, Mr. Lynn Turner, who puts in many hours before and after the fair. Ms. Douglas thanked all of the members of the planning team, her staff, and the staff of General Services for all of their help setting up. In addition, she thanked the citizens and volunteers for all of their help as well. She asked the Board to mark their calendars for August 23, 2018 for the next event.

### **TABLED ITEMS**

**T-1. Friends of the Lower Appomattox Association – Indefinite Term Beginning Immediately.** Mr. Carmichael made a motion, seconded by Mr. Hunter, to appoint Mr. Keith Rotzoll. Roll was called on the motion.

R-17-105

#### RESOLUTION; APPOINTMENT (INDEFINITE TERM EFFECTIVE IMMEDIATELY) – FRIENDS OF THE LOWER APPOMATTOX ASSOCIATION

WHEREAS, Mr. Jerry Skalsky’s passing has created a vacant seat on the Friends of the Lower Appomattox Association;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 26<sup>th</sup> day of September, 2017 does hereby appoint Keith Rotzoll to the Friends of the Lower Appomattox Association to serve at the pleasure of the Board, beginning immediately.

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Robertson, Webb, Mumford

Opposed: (0)

Absent (0)

### **ORDER OF BUSINESS**

**A-1. Acceptance of the Deed of Gift, Easement and Quitclaim of Land and Easements Adjacent to the Pine Ridge Pump Station Along Prince George Drive.** Mr. Steve Micas, County Attorney, stated that in 1977 the County received a parcel of land to construct a sewer pump station to serve the residents of Bennie’s Mobile Home Park (now known as Pine Ridge Mobile Home Park). The County subsequently constructed a sewer pump station to serve the residents of Pine Ridge Mobile Home Park requiring a larger piece of property. In order for the County to continue to maintain the sewer line and the pump station, the owner has agreed to quit claim the sewer easement, give the County 0.052 acres of additional land, and grant the County an easement for ingress and egress to access the pump station and sewer line. Upon conveyance of the

easement and acceptance of the sewer line and additional 0.052 acres, the County will be financially responsible for maintaining the sewer line, easement and the pump station. In accordance with § 15.2-1803, Code of Virginia, 1950, as amended, the Board must authorize the County Administrator to accept the dedication of the sewer easement, the 0.052 acres of land and the access easement from the current owner. Mr. Hunter made a motion, seconded by Mr. Webb, to accept the Deed of Gift of Easement and Quitclaim. Roll was called on the motion.

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Robertson, Webb, Mumford

Opposed: (0)

Absent (0)

**A-2. Resolution: Appropriation of Grants, Donations and Capital Balances - \$3,105,408.30.** With the end of Fiscal Year 2017 and the beginning of Fiscal Year 2018, there are several funds in the County budget that need to be re-appropriated from FY2017 to FY2018 to ensure proper accounting and meet statutory requirements. These amounts are associated with state and federal grants, donations, designated funds, and capital projects. Mr. Carmichael made a motion, seconded by Mr. Webb, to approve the resolution as presented. Roll was called on the motion.

R-17-106

A-2.

RESOLUTION; APPROPRIATION OF UNEXPENDED FY2016-17 BUDGETS TO FY2017-18 (\$3,105,408.30 GRANTS, DONATIONS AND CAPITAL FUNDS)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 26<sup>th</sup> day of September, 2017, does hereby authorize the following increase of funds within the 2017-2018 Budget, such line items increased as follows, which monies to be expended in accordance with purposes authorized and approved by the Board of Supervisors of the County of Prince George:

*See page 2*

FUND/ORGANIZATION

AMOUNT

<u>Account Code</u>	<u>Description</u>	<u>Amount</u>
0100-03-100-0602-00000-000-000-000-41709 -	DMV SAFETY GRANT - SELECTIVE ENFORCEMENT WAGES	10,680.20
0100-03-100-0602-00000-000-000-000-45540 -	DMV SAFETY GRANT - TRAINING	86.77
0100-03-100-0602-00000-000-000-000-46014 -	DMV SAFETY GRANT - SUPPLIES	879.00
0100-03-100-0602-00000-000-000-000-45790	DONATIONS - FIRST RESPONDER FUNDS	1,623.74
0100-03-100-0602-00000-000-000-000-46013	POLICE DEPT DONATIONS - EDUC / RECREATION SUPPLIES	711.25
0100-03-100-0602-00000-000-000-000-46026	CHILD SAFETY SEAT PROGRAM	6.80
0100-03-100-0602-00000-000-000-000-46029	ANIMAL SHELTER DONATIONS	32,518.42
0100-03-100-0602-00000-000-000-000-46076	POLICE GRANT BRICK PAVER PROJECT	175.00
0100-03-100-0602-00000-000-000-000-48101	HARRISON FOUNDATION MACHINERY EQUIP	8,500.00
0100-02-010-0905-00000-000-000-000-46012	LAW LIBRARY BOOKS & SUBSCRIPTIONS	17,967.51
0100-03-200-0604-00000-000-000-000-48248	FIRE PROGRAM FUNDS - COMPANY 1 (PG)	30,029.04
0100-03-200-0605-00000-000-000-000-48248	FIRE PROGRAM FUNDS - DISPUTANTA VFD	25,265.04
0100-03-200-0606-00000-000-000-000-48248	FIRE PROGRAM FUNDS - CARSON VFD	28,215.39
0100-03-200-0607-00000-000-000-000-48248	FIRE PROGRAM FUNDS - BURROWSVILLE VFD	29,669.55
0100-03-200-0608-00000-000-000-000-48248	FIRE PROGRAM FUNDS - JEFFERSON PARK VFD	37,740.07
0100-03-200-0614-00000-000-000-000-48248	FIRE PROGRAM FUNDS - FIRE/EMS	7,037.86
0100-03-200-0614-00000-000-000-000-45642	FOUR FOR LIFE	61,734.03
0100-03-200-0614-00000-000-000-000-45643-7201	HOMELAND SECURITY GRANT - CERT	5,462.09
0100-03-200-0614-00000-000-000-000-45643-7208	HOMELAND SECURITY GRANT - RESCUE TASK FORCE BALL F	15,033.55
0100-03-200-0614-00000-000-000-000-45643-7213	HOMELAND SECURITY GRANT - JURISDICTIONAL INTEROPE	99.92
0100-03-200-0614-00000-000-000-000-46025	FIRE & EMS DONATIONS	8,429.98
0100-03-200-0614-00000-000-000-000-46038	LEPC DONATIONS	1,155.98
0100-03-200-0614-00000-000-000-000-46080	HOMETOWN HEROES	5,809.35
0100-03-200-0614-00000-000-000-000-46081	PG FIRE MUSEUM FUND (COOKBOOKS)	(132.30)
0100-03-200-0614-00000-000-000-000-46082	GUNS N HOSES	1,608.66
0100-09-401-0918-00000-000-000-000-46042	SPORTS BACKERS DONATION - FARMER'S MARKET	124.47
0211-02-020-0204-00000-000-000-000-46028	COMM ATTY STATE ASSET FORFEITURE	26,404.81
0211-02-020-0204-00000-000-000-000-46072	COMM ATTY LOCAL ASSET FORFEITURE	1,216.78
0211-03-100-0601-00000-000-000-000-46028	POLICE DEPT STATE ASSET FORFEITURE	25,347.42
0211-03-100-0601-00000-000-000-000-46072	POLICE DEPT LOCAL ASSET FORFEITURE	1,363.52
0220-04-104-2122-00000-000-000-000-43101	BIRCHETT ESTATES PROFESSIONAL SERVICES	125,000.00
0220-04-104-2122-00000-000-000-000-48130	BIRCHETT ESTATES IMPROVEMENT TO SITES	875,000.00
0220-04-104-2123-00000-000-000-000-43101	CEDAR CREEK PROFESSIONAL SERVICES	100,000.00
0220-04-104-2123-00000-000-000-000-48130	CEDAR CREEK IMPROVEMENT TO SITES	400,000.00
0220-04-104-2121-00000-000-000-000-48130	STORMWATER IMPR TO SITES	80,456.10
0220-04-104-2121-00000-000-000-000-41100	ADMINISTRATIVE COSTS (CDCC SAL)	80,000.00
0220-04-104-2121-00000-000-000-000-42100	ADMINISTRATIVE COSTS (CDCC SAL)	6,120.00
0620-04-104-7014-00000-000-000-000-48402	SEWER PUMP STATION IMPROVEMENTS (BOND PROCEED	931,744.30
0620-04-104-7016-00000-000-000-000-48406	UTILITY WATER FACILITY IMPROVEMENTS FOOD LION	122,324.00
	<b>TOTAL EXPENDITURES**</b>	<b>3,105,408.30</b>
	<b>REVENUE</b>	
0100-40-900-8208-00000-000-000-000-399999	REVENUE - USE OF FUND BALANCE; GENERAL FUND	330,431.37
0211-00-000-0000-00000-000-000-000-399999	REVENUE - USE OF FUND BALANCE	54,332.53
0220-40-900-8208-00000-000-000-000-399999	REVENUE - USE OF FUND BALANCE; STORM WATER FUND	1,666,576.10
0620-40-900-8208-00000-000-000-000-399999	REVENUE - USE OF FUND BALANCE; UTILITY FUND	1,054,068.30
	<b>TOTAL REVENUES**</b>	<b>3,105,408.30</b>
	**NET OF PURCHASE ORDERS FORWARD ALREADY APPROPRIATED	

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Robertson, Webb, Mumford

Opposed: (0)

Absent: (0)

**A-3. Discussion and Possible Action on Route 10 Fire Station Design.** Mr. Brad Owens, Director of Fire and EMS, stated that the Board authorized County staff to work with HBA Architecture & Interior Design, Inc. on developing a Fire and EMS station that could be built all at once or in phases. The Director of Fire and EMS, Chief of Burrowsville Volunteer Fire Department, and County staff have worked together on two options. Mr. Mike Winner and David Smith of HBA Architecture & Interior Design walked the Board through the schematic design of both options. Option One is for an apparatus bay space only and a small office area. Option Two is for a full Fire and EMS station. Staff is seeking approval of one of the options and funding to move forward with the selected option. The fiscal impact of this project could range from \$1 million to \$2.5 million depending upon the phase that is selected. These figures are estimated on the high side and are subject to come back at a lower amount. However, if the decision is made to build this in phases, there will be additional costs incurred. Mr. Owens and Burrowsville Chief John Nicol addressed the Board and their concerns. Their recommendation is to go with the full station and plan it for the future. Chairman Robertson asked Mr. Ashcraft and Finance Director, Betsy Drewry, how would they go about funding this project since it is \$1.6 million more than was budgeted. Ms. Drewry stated that they could fund it with an additional borrowing this coming spring or the deficit could be appropriated from Fund Balance. Chairman Robertson mentioned that according to the earlier Quarterly Financial Report, there will be \$2 million left over in Fund Balance. Ms. Drewry confirmed that is correct. Chairman Robertson also mentioned that it would be about a \$400,000 savings in the long run if they build the entire station at once. He asked the Board for a consensus on a commitment to fund the project so they can move forward. The Board consented. Mr. Owens reminded the Board that there are about 1,917 homeowners in that area positively affected by this project. The construction of a Fire and EMS station in this location will reduce response times to critical calls for services as well as lower homeowners insurance premiums in the affected area. The ISO rating will drop from Class 10 to a Class 5Y for all buildings within five road miles of the station. Chairman Robertson commended Chief Nicol for the time and effort put into this project. Before the Board takes a vote to move forward, Chairman Robertson asked if anyone in the audience wants to give their opinion on this project. Ms. Tammie Potts from Beechwood Manor, Ms. Lillian Boyd from Moody Road, Ms. Gay Heath from River's Edge, and Mr. Ben Woodford from Jordan on the James, all spoke in support to move forward with the design of a full fire station. Mr. Hunter made a motion, seconded by Mr. Webb, to approve Staff to move forward with an RFP for a full build-out of a Fire and EMS Station with \$1.6 million to come from Fund Balance. Roll was called on the motion. The name of the Fire Station will be discussed at a later date.

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Robertson, Webb, Mumford

Opposed: (0)

Absent: (0)

**A-4. Budget Transfer for Central Wellness Center Expansion and Award of Contract for Central Wellness Center Split Units.** Ms. Betsy Drewry stated that as part of the fiscal year 2018 adopted budget and CIP Plan, a project was included to replace the boiler at the Central Wellness Center. The original project estimate when submitted was \$310,000. In lieu of boiler replacement at CWC, George Poulson, Director of General Services, recommends split unit installation in the various locations targeted for expansion. These areas include expanded Fitness Center, Training Room, Computer Lab, Shop Area, and Storage Room. Additionally, water heaters will be installed for restrooms and needed electrical work will be performed. Mr. Poulson solicited proposals for split unit installation. The planned funding stream for the boiler replacement was issuance of debt in the Spring of 2018. However, funding is available for the split units and other CWC expansion through savings on the CWC Pipe Repair project. As part of the spring 2017 bond issuance, \$140,000.00 was borrowed for pipe repairs for the Central Wellness Center (based on preliminary worst-case scenario estimate). Additionally, the County received and the board appropriated \$5,157.32 in insurance proceeds toward these repairs. Total proceeds available for this project were \$145,157.32. The CWC Pipe Replacement project is complete and only \$42,730.94 was expended. Staff is recommending the Board award the contract for CWC split unit installation to Sligh Plumbing & Heating Co in the amount of \$43,737.94, authorizing the County Administrator to sign the contract. In addition, Staff is asking the Board to authorize a budget transfer within CIP of \$102,426.38 to cover the cost CWC expansion to include Split Units, Citizens Lounge Furnishings, Equipment and Upgrades, Training Room Furnishings, Equipment and Upgrades, Computer Lab Furnishings, Equipment and Upgrades, and General Building Improvements. Mr. Hunter made a motion, seconded by Mr. Carmichael, to approve the resolution as presented. Roll was called on the motion.

R-17-107

A-4.

RESOLUTION; AWARD OF CONTRACT FOR CWC SPLIT UNIT INSTALLATION (\$43,737.94); AND CIP BUDGET TRANSFER (\$102,426.38) FOR CENTRAL WELLNESS CENTER EXPANSION & SPLIT UNIT INSTALLATION

WHEREAS, George Poulson, Director of General Services, solicited proposals to install split units at Central Wellness Center and received pricing from three vendors. The low response was received from Sligh Plumbing and Heating in the amount of \$43,737.94; and

WHEREAS, \$102,426.38 is available to transfer within the CIP fund with proceeds remaining from CWC Pipe Repair project; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with Sligh Plumbing and Heating in the amount of \$43,737.94 to move forward with the CWC split unit installation; and

WHEREAS, Staff is requesting a budget transfer of \$102,426.38 from CWC Pipe Repair project to CWC Expansion project for split unit installation and other expansion projects to include furnishings, equipment and upgrades for a citizens lounge; a training room and a computer lab.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 26<sup>th</sup> day of September, 2017, hereby awards the contract for CWC split unit installation Sligh Plumbing and Heating in the amount of \$43,737.94; AND BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 26<sup>th</sup> day of September, 2017, does hereby authorize and appropriate the following transfer of funds within the 2017-2018 Budget, such line items increased and decreased as follows, which monies shall be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
<b><u>Capital Improvement Fund (0311)</u></b>		
Expenditures:		
Increase:		
0311-07-211-3168-VARIOUS	CIP – Central Wellness Center Expansion	\$102,426.38
Decrease:		
0311-07-211-3165-48120	CIP – CWC Pipe Repairs	\$102,426.38

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Mumford, Robertson, Webb

Opposed: (0)

Absent: (0)

**ADJOURNMENT.** Mr. Carmichael moved, seconded by Mr. Hunter, that the meeting be adjourned. Roll was called on the motion.

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Robertson, Webb, Mumford

Opposed: (0)

Absent: (0)

The meeting adjourned at 9:01 p.m.

[Draft Minutes prepared October 4, 2017, for consideration on October 10, 2017; adopted by unanimous vote.]

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William A. Robertson, Jr.  
Chairman, Board of Supervisors

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Percy C. Ashcraft  
County Administrator