

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

August 14, 2018

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 5:00 p.m. on Tuesday, August 14, 2018 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by Alan R. Carmichael, Vice-Chairman.

**ATTENDANCE.** The following members responded to Roll Call:

Alan R. Carmichael, Chairman	Absent
Donald R. Hunter, Vice-Chairman	Present
Floyd M. Brown, Jr.	Present
Marlene J. Waymack	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 and compensation of specific County employees pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; (2) discussion of the performance and disciplinary action of a specific county employee pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; and (3) discussion of prospective candidates for Board appointments to various committees pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended.** Mrs. Waymack made a motion, seconded by Mr. Brown, that the Board convene closed session for : (1) discussion of the evaluation of the performance and compensation of specific County employees pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; (2) discussion of the performance and disciplinary action of a specific county employee pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; and (3) discussion of prospective candidates for Board appointments to various committees pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended.

R-18-089

E-1.

RESOLUTION; CLOSED SESSION FOR: (1) DISCUSSION OF THE EVALUATION OF THE PERFORMANCE AND COMPENSATION OF SPECIFIC COUNTY EMPLOYEES PURSUANT TO § 2.2-3711, (A)(1), CODE OF VIRGINIA, 1950, AS AMENDED; (2) DISCUSSION OF THE PERFORMANCE AND DISCIPLINARY ACTION OF A SPECIFIC COUNTY EMPLOYEE PURSUANT TO § 2.2-3711, (A)(1), CODE OF VIRGINIA, 1950, AS AMENDED; AND (3) DISCUSSION OF PROSPECTIVE CANDIDATES FOR BOARD APPOINTMENTS TO VARIOUS COMMITTEES PURSUANT TO § 2.2-3711, (A)(1), CODE OF VIRGINIA, 1950, AS AMENDED

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 14<sup>th</sup> day of August, 2018, does hereby vote to enter closed session for : (1) discussion of the evaluation of the performance and compensation of specific County employees pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; (2) discussion of the performance and disciplinary action of a specific county employee pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; and (3) discussion of prospective candidates for Board appointments to various committees pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended.

On roll call the vote was:

In favor: (4) Hunter, Brown, Waymack, Webb

Opposed: (0)

Absent: (0) Carmichael

Chairman Carmichael arrived at 5:04 p.m.

**E-2. Resolution; Certification of Closed Session.** At 6:20 p.m., Mr. Brown made a motion, seconded by Mr. Webb, 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.

R-18-089A

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 14<sup>th</sup> day of August, 2018 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) Brown, Waymack, Webb, Carmichael, Hunter

Opposed: (0)

Absent: (0)

### **WORK SESSION**

Mr. Frank Haltom, County Engineer, presented the proposed changes to the Utility Ordinance.

Mr. Robert Canfield, KLOVE Field Engineer, presented the Middle Road tree removal proposal to clear a dish alignment for signal clarity.

**Invocation.** Following a moment of silence for Pastor Robert Livesay, III and H.F. Scott, Mr. Brown gave an invocation.

**Pledge of Allegiance to U.S. Flag.** Mrs. Waymack led the Pledge of Allegiance to the U.S. Flag.

**PUBLIC COMMENTS.** Chairman Carmichael 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 7:05 p.m.

Mr. Herbert Patrick (3460 Union Branch Road). Mr. Patrick complimented the Board, previous members of the Board, and Mr. Jeff Stoke for the fence that was replaced at the convenience station. He stated that it looked really good and he and the members of the church really appreciate it.

Ms. Nancy Loving (2511 Liverman Drive). Ms. Loving talked about the emergency management criteria and training that needs to be met for volunteer Fire and EMS personnel, which is a very extensive and expensive investment into each of these dedicated firefighters and EMTs. She stated that the County has a responsibility to provide the safest possible building to house these very valuable people and equipment. Jefferson Park Volunteer Fire Station has needed to be replaced for many years. The County continues to push the replacement of Jefferson Park Fire Station into the background. She stated that it is past the point of preservation and needs to be relocated now.

Mr. Joseph Waymack (7110 Laurel Spring Road). Mr. Waymack talked about fiscal responsibility. He stated that the County has made some mistakes in the past by lacking a long-term vision or a long-term plan. Many years ago our neighbors to the east,

west, southeast, and northeast moved to consolidate the locations of their schools to increase flexibility in programs, reduced transportation costs and logistics, and save lots of money in the long run. He stated that Prince George County chose not to follow that path. When new schools were built, the County continued to cling to the old buildings creating financial pits for its residents. For instance, Old J EJ Moore would have made a great commercial development site and could be making money for the County. Instead, the County has had to dump millions in it to renovate it and upkeep it. The same goes for Old North Elementary. It is nice to have the services that are currently provided at these locations, but the County must consider the price tag that comes with using some of these antiquated buildings that are too unsafe to be used as schools. Additionally, the County needs to look at the proper role of government in providing certain services by not putting private businesses out of business with its socialized services. He stated that we cannot let an ever creeping increase in liabilities to destroy what makes this County a desirable place to live; great schools, low crime, and low taxes. With each new thing, each old building clung to, and each new piece of real estate acquired by the County, more and more tax burden is placed on the residents and less land is available for the private tax rolls. He stated that as we look to the long-term issue with school replacements, we are faced with critical long-term decisions. If it needs to be replaced and sits on prime property, then it is an opportunity for Mr. Stoke to bring business there. He stated that it has cost \$4.5 million to bring water and sewer to the old Yancey tract to bring water and sewer there, which was a completely irresponsible fiscal proposition when it is available at other sites. School locations should not be used as a cover to expand water and sewer for other development purposes when developers should pay for that when they want to build subdivisions themselves. There is no need to raise taxes, but just make better decisions with the taxes that have already been collected. The County owns two prime pieces of property; Middle Road and the Buren tract. Water and sewer is already there and Middle Road is only designated for a school. There is more than enough land and more than enough old buildings. We just need to get the best price and save the taxpayers money.

There being no one else to speak, Chairman Carmichael closed the public comment period at 7:14 p.m.

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

On roll call the vote was:

In favor: (5) Brown, Waymack, Webb, Carmichael, Hunter

Opposed: (0)

Absent: (0)

**ORDER OF CONSENSUS.** Mr. Hunter made a motion, seconded by Mr. Brown, that the consensus agenda be approved as amended. Roll was called on the motion.

C-1. Draft Minutes – July 10, 2018 Regular Meeting minutes were approved as presented.

C-2.

RESOLUTION; ABANDONMENT OF SECTIONS OF ROUTES 630 and 634 –  
PROJECT 0630-074-713, M-501 IN THE VIRGINIA DEPARTMENT OF  
TRANSPORTATION/ SECONDARY SYSTEM OF ROADS MAINTENANCE

WHEREAS, the Virginia Department of Transportation has completed project  
0630-074-713, M501, and

WHEREAS, the project sketch and VDOT Form(s) AM4.3, attached and  
incorporated herein as part of this resolution, define adjustments required in the  
secondary system of state highways as a result of construction, and

WHEREAS, certain segments identified on the incorporated Form AM4.3 appear  
to no longer serve public convenience and should be abandoned as a part of the  
secondary system of state highways, and

WHEREAS, certain segments identified on the incorporated Form AM4.3 are  
ready to be accepted into the secondary system of state highways, and

NOW THEREFORE, BE IT RESOLVED, this board hereby requests the Virginia  
Department of Transportation to take the necessary action to abandon those segments  
identified on the attached Form AM4.3 and project sketch as a part of the secondary  
system of state highways, pursuant to §33.2-912, *Code of Virginia*, and

BE IT FURTHER RESOLVED, this board hereby requests the Virginia  
Department of Transportation to add the segments identified on the incorporated Form  
AM4.3 and project sketch to the secondary system of state highways, pursuant to, §33.2-  
705, *Code of Virginia*, and

BE IT FINALLY RESOLVED, that a certified copy of this resolution be  
forwarded to the Virginia Department of Transportation.

R-18-090A

C-3.

RESOLUTION; AWARD OF CONTRACT AND BUDGET  
AMENDMENT AND APPROPRIATION OF GRANT FUNDS (\$152,000  
PSAP GRANT FUNDS AND AWARD OF CONTRACT TO RADIO  
COMMUNICATIONS OF VIRGINIA \$146,887 FOR E-911  
COMMUNICATIONS EQUIPMENT UPGRADE)

WHEREAS, Prince George County Emergency Communications Center received 2 PSAP grant awards totaling \$152,000 for E-911 equipment replacement (\$150,000) and training (\$2,000); and

WHEREAS, grant proceeds were not included in the adopted FY2019 budget and a supplemental appropriation and budget amendment is required to expend these funds; and

WHEREAS, staff is recommending use of state contract vendor **Radio Communications of Virginia** for the purchase of equipment under state contract #VA-161128-RCV at a cost of \$146,887; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with **Radio Communications of Virginia** in the amount of \$146,887 to move forward with equipment purchases.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 14<sup>th</sup> day of August, 2018, hereby authorizes the County Administrator to execute a contract with **Radio Communications of Virginia** to purchase replacement E-911 equipment in the amount of \$146,887;

AND BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 14<sup>th</sup> day of August, 2018, does hereby authorize and appropriate the following increase of funds within the 2018-2019 Budget, such line items increased 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>General Fund (0100)</u></b>		
Revenues:		
0100-20-600-8200-323103	PSAP Grants	\$152,000
Expenditures:		
0100-03-100-0603-48103	ECC Communications Equip. - Replacement	\$150,000
0100-03-100-0603-45540	ECC Convention & Education	\$2,000

R-18-090B

C-4.

RESOLUTION; MEMORANDUM OF UNDERSTANDING BETWEEN PRINCE GEORGE COUNTY POLICE DEPARTMENT AND PRINCE GEORGE COUNTY SCHOOL DIVISION

NOW, THEREFORE, BE IT RESOLVED, That the Board of Supervisors of the County of Prince George this 14<sup>th</sup> day of August, 2018 does hereby authorize the Chief of

Police to execute Memorandum of Understanding between Prince George County Police Department and the Prince George County School Division.

R-18-090C

C-5.

RESOLUTION; PROPOSED REVISIONS; PRINCE GEORGE COUNTY PERSONNEL POLICY; SECTIONS 8.1 THROUGH 8.87 ENTITLED *INTOXICANTS AND DRUGS*

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the existing policy entitled *Intoxicants and Drugs* be reviewed and considered for modification;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George, this 14<sup>th</sup> day of August, 2018 does hereby amend the Prince George County Personnel Policy by revising the policy entitled *Intoxicants and Drugs* as requested.

On roll call the vote was:

In favor: (5) Waymack, Webb, Carmichael, Hunter, Brown

Opposed: (0)

Absent: (0)

**PRESENTATIONS**

**S-1. Czech-Slovak Festival Resolution.** Delegate Emily Brewer presented this General Assembly resolution to the Board.

**S-2. VACo Achievement Award.** Mr. Gage Harter of the Virginia Association of Counties presented to the Board and the VACo Achievement Award for Rural Fiber Broadband Public/Private Partnership.

**SUPERVISORS' COMMENTS**

Mrs. Waymack stated that she went to the 16<sup>th</sup> Annual Drug Court Commencement Ceremony. She was very impressed and wanted the public to know the good work that is being done there.

Mr. Hunter reflected on the recent loss in the County. In addition to those previously mentioned by Mr. Brown, he added Marion Temple Price and Alma Lee Elder Messer, and Nancy Murphy. He asked everyone to keep their families in their prayers.

Chairman Carmichael concurred with Mr. Hunter and stated that Prince George County is strong and comes together in time of need.

### COUNTY ADMINISTRATOR'S COMMENTS

Mr. Ashcraft stated that 'Mobile McEachin' Visit for the Public will be on August 16 from 12:00 Noon to 2 p.m. in the Boardroom. The James River Soil & Water Farmers' Cookout will be on August 16 at 5:30 p.m. at Scott Park. There will be a Pet Adoption on August 18 from 10 a.m. to 2 p.m. at the Prince George Animal Services & Adoption Center. Saturday Farmers Market will continue on August 18 & 25 from 8 a.m. to 12:00 Noon at Scott Park. The Dedication of the New Burrowsville Playground will be on August 21 at 6:30 p.m. at the Burrowsville Community Center. The Prince George Business Roundtable Meeting will be on August 22 at 12 Noon at the Central Wellness Center. The Virginia Physicians for Women's Center Groundbreaking Ceremony will be on August 27 at 12:30 p.m. on Puddledock Road. Mr. Charles Leonard in the Health Department will be retiring on August 31. Prince George resident Herbert Patrick has been elected as Chairman of the Virginia, Maryland & Delaware Association of Electric Cooperatives (VMDAEC). Colonel Hollie Martin was installed as Garrison Commander at Fort Lee in ceremony August 3. Prince George County unemployment rate spikes to 3.9 percent in June.

### REPORTS

VDOT – Ms. Diana Bryant of the Virginia Department of Transportation stated that they are doing a lot of maintenance work with the County, including tree trimming and mowing. The Route 156 and Route 616 project should be complete before school starts. There has been a lot of site distance cutting and mowing. Numerous potholes have been patched. Mr. Webb inquired about the width at the Route 156 and 616 project. He stated that it seems a bit narrow for truck traffic.

### PUBLIC HEARINGS

**P-1. Public Hearing; PLANNED UNIT DEVELOPMENT PUD-18-01 Request of Worden Enterprises LLC pursuant to §90-1039 Planned Unit Developments to permit recreational vehicle park unit spaces to be rented longer than 30 days in defined areas of the park for transient use by rezoning from R-A, Residential – Agricultural to PUD, Planned Unit Development, with certain PUD exception requests, located at 2809 Courtland Road, and is identified as Tax Map 580(0A)00-038-0.** Mr. Douglas Miles, Zoning Administrator, stated that the property owner of South 40 RV Campground is requesting a rezoning from R-A with an existing Special Exception to permit the use to Planned Unit Development (PUD) in order to extend the length of unit space stays from thirty (30) days or less in portions of the RV Park to ninety (90) days or less as shown on the Townes Zoning Diagram dated May 29, 2018. The applicant will maintain 30 days or less transient unit space stays in the front portion of the park. The remainder of the allotted unit spaces would be considered for 90 days or less under the PUD request that has been reviewed with the County Attorney to move forward with a PUD rezoning case request to allow for extended stays. Recent extended stay RV Park requests by construction personnel, military training personnel, and film crew and entertainment personnel to stay in Prince George County beyond 30 days have been unfortunately turned away by them. Currently these on location actors, directors,



set designers and site contractors have to leave the County to find suitable short term accommodations by relocating the RVs and associated filming and construction equipment to RV parks in other parks in Central Virginia many miles away from the set locations or construction sites. Once they leave the money leaves with them. The applicant would like to keep these professional artists, directors and workers in the County. The applicant received a Special Exception to operate the facility on July 16, 2013 and they have operated the RV campground without any concerns from the adjoining property owners. There are one hundred fourteen (114) unit spaces with a main building used for registration purposes which also includes a convenience store, laundry facilities and game room. There is a clubhouse on site with restrooms, showers and a kitchen area and additional amenities for RV park travelers include a swimming pool; playground, and a recreational pond with rowboat and paddleboat rentals, and a restaurant for the RV park guests and the surrounding community. The adjacent properties to the south, east and west are zoned R-A, Residential Agricultural and are comprised of vacant parcels. The adjacent property to the north is dual zoned B-1, General Business and R-A, Residential Agricultural and it has a restaurant operated by the applicant. There are existing single family dwellings on the subject property that are occupied by the RV park management staff and other rental tenants who are in search of more permanent housing. The Comprehensive Plan identifies this area for agricultural uses and the existing campground is in compliance with the rural agricultural land uses that do surround the existing park setting. The Commissioner of the Revenue has indicated that the property owner shall maintain lodging records of all guests and the revenue being generated as an extended stay lodging facility and revenue being generated for stays 30 days or less to be reported as a transient occupancy tax. The revenue generated shall be reported to the Commissioner of the Revenue's Office on a monthly basis per the State Code of Virginia Section 58.1-3819 and Prince George County Code Section 74-304 stipulating gross lodging receipts as well as the exempt rental revenue. The Planning Commission and Planning Staff recommend Approval of the Planned Unit Development request provided that the impact upon the surrounding property owners is minimal. The proffers for Worden Enterprises LLC are:

1. All applicable sections of Chapter 50 Article III. Recreational Vehicle Parks in the Prince George County Code, except Section 50-76 Rental Period, shall apply to this property.

In Phase I Unit spaces in this phase shall be rented by the day or week only, and the occupant of a unit space shall not remain in the same recreational vehicle park more than thirty (30) days.

In Phase II Unit spaces in this phase can be rented by the week or month only, and the occupant of a unit space shall not remain in the same recreational vehicle park more than ninety (90) days.

In Phase III Unit spaces in this phase can be rented by the week or month only, and the occupant of a unit space shall not remain in the same recreational vehicle park more than

ninety (90) days. There are permanent dwellings that can be rented and be used provided the occupants are County residents that do not declare residency elsewhere.

2. The use of the property shall be as a campground for 114 camping unit spaces and five (5) cabins. The term campground does not include a permanent mobile home park or allow for permanent residents in transient camping units or cabins.
3. The campground manager shall maintain accurate lodging records that include the identification of the camper units to include make, model, year and license plate and the permanent address of owners and/or operators of the units, their vehicle identification make, model, year and license plate, and most importantly the dates of arrival and departure of each unit and the camping unit space location in the park that determines the maximum length of stay in the park.
4. The property owner shall collect a transient lodging tax and it shall be reported to the Commissioner of the Revenue on a monthly basis as is stated in the Prince George County Code.
5. The property owner shall permit unannounced inspections of the facility during regular business hours by County or State inspectors or law enforcement to ensure compliance with adopted County and State laws to operate the park.

Chairman Carmichael opened the public hearing at 7:48 p.m.

Mr. Bill Worden (Worden Enterprises, LLC). He stated that they appreciate the Board's consideration in this matter. They have been business operators in Prince George County for five years now. They have enjoyed the relationship with Prince George. They want to fill a need in the County by providing a service to people who come here to help build the County infrastructure. These people are earning their money here in the County and after 30 days, they are taking it elsewhere. They understand the Board's concerns about extended stays in a campground setting, but Mr. Worden told them that they hope to expand a business here in the County.

Chairman Carmichael closed the public hearing at 7:53 p.m. Chairman Carmichael stated that they have been down this road several times. It has historically affected the School System and Public Service. Chairman Carmichael expressed his concern that if they grant this PUD, it can extend to the next owner, and what Staff in Prince George County will monitor the problems at this facility. Mr. Brown asked if there was a way to set it up so that any future owners must come before the Planning Department before they are granted a PUD. Mr. Micas, County Attorney, stated that the law states you cannot grant zoning based on the owner and who they are. Therefore, it would also be a Planned Unit Development for any future owners as well. Mr. Hunter also expressed a concern about future owners and asked why this could not be done by Special Exception. Mr. Miles clarified for Mr. Hunter that if this were done by Special Exception, then it would apply countywide because the extended stay ordinance would have to be amended. Mr. Webb stated that he is all about keeping the revenue in the

County and he believes Mr. Worden has a good five year track record. He also stated that he can fully understand why people don't come back after having to pick up and move. He stated that he is in favor of giving Mr. Worden a chance and granting the PUD. Mr. Webb made a motion, seconded by Mr. Brown, to approve the PUD as presented. Roll was called on the motion.

O-18-13

P-1.

PLANNED UNIT DEVELOPMENT PUD-18-01 Request of Worden Enterprises LLC pursuant to §90-1039 Planned Unit Developments to permit recreational vehicle park unit spaces to be rented longer than 30 days in defined areas of the park for transient use by rezoning from R-A, Residential – Agricultural to PUD, Planned Unit Development, with certain PUD exception requests, located at 2809 Courtland Road, and is identified as Tax Map 580(0A)00-038-0.

BE IT ORDAINED by the Board of Supervisors of Prince George County that the Planned Unit Development Application Identified as PUD-18-01 is granted as an amendment to the official zoning map with the following proffered conditions:

Pursuant to Section 15.2-2296 of the Code of Virginia and Article XVII of the Prince George County Zoning Ordinance, Worden Enterprises LLC does hereby voluntarily proffer, as the applicants and which is the subject of this planned unit development request, that the development of the Property shall be in strict accordance with the following conditions set forth in this submission:

We present the following proffers for the Worden Enterprises LLC on Tax Map 580(0A)00-038-0:

1. All applicable sections of Chapter 50 Article III. Recreational Vehicle Parks in the Prince George County Code, except Section 50-76 Rental Period, shall apply to this property.

In Phase I Unit spaces in this phase shall be rented by the day or week only, and the occupant of a unit space shall not remain in the same recreational vehicle park more than thirty (30) days.

In Phase II Unit spaces in this phase can be rented by the week or month only, and the occupant of a unit space shall not remain in the same recreational vehicle park more than ninety (90) days.

In Phase III Unit spaces in this phase can be rented by the week or month only, and the occupant of a unit space shall not remain in the same recreational vehicle park more than

ninety (90) days. There are permanent dwellings that can be rented and be used provided the occupants are County residents that do not declare residency elsewhere.

2. The use of the property shall be as a campground for 114 camping unit spaces and five (5) cabins. The term campground does not include a permanent mobile home park or allow for permanent residents in transient camping units or cabins.
3. The campground manager shall maintain accurate lodging records that include the identification of the camper units to include make, model, year and license plate and the permanent address of owners and/or operators of the units, their vehicle identification make, model, year and license plate, and most importantly the dates of arrival and departure of each unit and the camping unit space location in the park that determines the maximum length of stay in the park.
4. The property owner shall collect a transient lodging tax and it shall be reported to the Commissioner of the Revenue on a monthly basis as is stated in the Prince George County Code.
5. The property owner shall permit unannounced inspections of the facility during regular business hours by County or State inspectors or law enforcement to ensure compliance with adopted County and State laws to operate the park.

On roll call the vote was:

In favor: (5) Waymack, Webb, Carmichael, Hunter, Brown

Opposed: (0)

Absent: (0)

#### **TABLED ITEMS**

**T-1. Discussion of New Elementary School Construction Site.** In lieu of the fact that new information was provided to the Board earlier today, Mr. Hunter made a motion, seconded by Chairman Carmichael, to table this item to September 11, 2018 to allow more time for review. Because Chairman Carmichael seconded by motion, he relinquished the Chairmanship to senior member, Mr. Webb. Mr. Webb called for the roll on the motion.

On roll call the vote was:

In favor: (3) Waymack, Carmichael, Hunter

Opposed: (2) Webb, Brown

Absent: (0)

**T-2. A Resolution Concerning VDOT Access Management Entrance Spacing Requirements for 12200 South Crater Road, South Prince George, VA.** Mr. Jeff Stoke, Deputy County Administrator, stated that this property is owned by Ernest Harrison. At this time, under current Access Management Regulations, only a right-in/right-out is allowed at the subject property. VDOT would consider one full entrance under Access Management Regulation Exception Process. Mr. Harrison would have to

go through that process, which requires a project in which we cannot approve entrances for vacant property. Mr. Harrison's request is for the Board of Supervisors to pass a resolution in support of two full entrances under the VDOT Access Management Regulation Exception Process. Mr. Harrison and his professional team created this resolution under consideration and, if adopted, Mr. Harrison will submit the resolution with his VDOT Exception Process application once a project is developed for consideration for VDOT. Mr. Dean Hawkins, representative of Mr. Harrison, gave the history on this site. He has been working with Mr. Harrison on this site for about 15 years. He stated that they will continue to work with VDOT for a site specific layout to try to preserve the two entrances as they are. If they can work out something in the Access Management layout with their neighbors to the North and the South, then maybe one of the entrances can go away. Chairman Carmichael stated that the folks at VDOT are very good and they have come to a happy medium before with much bigger issues than this. Ms. Diana Bryant of VDOT stated that there have no decisions made at this time. VDOT would look favorably upon a request that would include providing a cross access easement to the adjacent property to the north as this site would also need an exception for a full access interest. She stated also that there needs to be a use of this property before an official access management exception can be requested. Mr. Webb made a motion, seconded by Mrs. Waymack, to table this item to September 11, 2018.

On roll call the vote was:

In favor: (5) Waymack, Webb, Carmichael, Hunter, Brown

Opposed: (0)

Absent: (0)

### **REPORTS (cont'd)**

**Update of Courthouse Basement Buildout Project** – Mr. Mike Purvis and Mr. J.W. Enochs of Enochs Construction gave a brief update on the Courthouse Basement Buildout Project. Mr. Purvis, General Services Director, stated that the revised projected completion date is November 30, 2018. The doors and window for the cells have been delayed due to the sophistication of them. A couple of those frames have been received recently and the bulk of them are expected in the next week to 10 days. After the concrete was poured, a Radon Report was conducted and no problems were found. In addition, an environmental report was done on the basement and that too found no corrective measures needed. Mr. Purvis clarified for Mrs. Waymack that no mold was found.

Chairman Carmichael stated that the Fire and EMS Strategic Plan and the Back to School Fair reports will be heard at a later date.

### **ORDER OF BUSINESS**

**A-1. Resolution; to Submit a Request of the Virginia Department of Transportation to Begin the Process of a Through Truck Restriction on the Portion of Templeton Road Located Between Courtland Road and the Prince George County Line, Pursuant to § 46.2-809, Code of Virginia (1950, as amended).** Mr. Horace Wade of the Planning Department stated that this is a request for the Virginia Department of

Transportation (VDOT) to start the process for a No Through Truck Restriction along Templeton Road between Courtland Road and the Prince George County Line; Chairman Carmichael requested a review of Templeton Road by VDOT for a truck restriction from Courtland Road to the County line. Based on VDOT preliminary review and discussions, VDOT officials believe the route would qualify for a truck restriction. VDOT officials also state that in order to properly restrict Templeton Road, Lansing Road would also need to be restricted. VDOT requires a resolution from the Board of Supervisors to proceed with the process for a No Through truck restriction. This step is the first of many. If the Board passes a resolution for VDOT to proceed, a public hearing will be required. The process takes four to six months to completion. VDOT has informed that in order to restrict this road, it will be required to restrict a portion of Lansing as well, which is Item A-2 this evening. Supervisor Webb asked what the current issue is because he does not recall hearing about this before. Chairman Carmichael stated that this has been a requested dating several years back by citizens. Supervisor Webb stated that this is not a narrow road. He can understand citizens having concerns, but in the past it was mentioned to the Board before it was brought forward for action. This is the first he has heard of this. He stated that trucks are the lifeline of everything that is being distributed in the country. How will you distinguish a truck making a deliver from one just taking a short cut. Supervisor Webb stated that he would like to wait and allow the Board to talk to Ms. Smith of VDOT first. Mr. Brown concurred.

**A-2. Resolution; to Submit a Request of the Virginia Department of Transportation to Begin the Process of a Through Truck Restriction on the Portion of Lansing Road Located Between Templeton Road and Lampe Lane, Pursuant to § 46.2-809, Code of Virginia (1950, as Amended).**

Mr. Webb made a motion, seconded by Mr. Brown, to table Item A-1 and Item A-2 to September 11, 2018. Roll was called on the motion.

On roll call the vote was:

In favor: (5) Waymack, Webb, Carmichael, Hunter, Brown

Opposed: (0)

Absent: (0)

**A-3. Resolution; Approving a Change in Street Name from “Timber Road” Between the Prince George County Line and Ending North of Interstate 295 to “Hummingbird Way.”** Mr. Horace Webb stated that Timber Road is segmented north of Interstate 295 and south of 295. Because of the different segments, it is difficult issue with respect to Fire and EMS calls for service. Due to the two segments of Timber Road, there have been delays in response time. This year there have been two calls for service that were delayed as crews tried to figure out which portion of Timber Road to respond. The proposed name change of Timber Road to Hummingbird Way was submitted to the Crater Planning District Commission, which found no conflict with the name. On June 5, 2018, the City of Petersburg renamed Timber Road to Hummingbird Way from Rives Road to the Prince George County line. Staff recommends renaming the segment of Timber Road north of Interstate 295 to Hummingbird Way. Supervisor Webb asked what

happens to the postal service. Mr. Webb stated that process goes into effect after the road name is changed. He also clarified for Mr. Brown that the sign is paid for by the petitioner. Mr. Brown expressed a concern about the GPS system. Mr. Brad Owens, Director of Fire and EMS, stated that there is a delay in the GPS system but once the system goes live, they are notified immediately. Mr. Hunter made a motion, seconded by Mr. Brown, to approve the resolution as presented. Roll was called on the motion.

R-18-091

A-3.

RESOLUTION; APPROVING A CHANGE IN STREET NAME FROM “TIMBER ROAD” BETWEEN THE PRINCE GEORGE COUNTY LINE AND ENDING NORTH OF INTERSTATE 295 TO “HUMMINGBIRD WAY.”

WHEREAS, pursuant to § 63-74 of the Prince George County Code , the Board of Supervisors desires to rename Timber Road to Hummingbird Way from the County Line and ending north of Interstate 295; and

WHEREAS, delays for calls for service along Timber Road occur due to duplicated segments of Timber Road in the County; and

Whereas, the City of Petersburg has renamed the portion of Timber Road to Hummingbird Way located in the City of Petersburg; and

WHEREAS, to avoid duplication, the proposed name change was submitted to the Crater Planning District Commission, which found no conflict; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Prince George County this 14<sup>th</sup> day of August, 2018 that “Timber Road” between the City of Petersburg/Prince George County Line and ending north of Interstate 295 is hereby renamed to “Hummingbird Way”.

On roll call the vote was:

In favor: (5) Waymack, Webb, Carmichael, Hunter, Brown

Opposed: (0)

Absent: (0)

**A-4. Resolution; Award of Contract and Budget Amendment and Appropriation (\$247,629 Assessor Vision Appraisal CAMA Software).** Mr. Rod Compton, Real Estate Assessor, stated that the replacement of Proval software in Assessor’s Office was a Capital Improvement Project (CIP) targeted for completion during FY2019 through our FY2019 CIP and budget process. New software will replace Proval which has been in place for over 10 years. Currently Proval is not meeting all of the needs of the Assessor’s Office and is not being developed and enhanced as needed. The Assessor and IT Director researched options including Tyler Technologies (our current ERP system) and Appraisal Vision CAMA software in neighboring localities. After careful evaluation, Appraisal Vision CAMA software was determined to be more cost effective

and better able to meet the needs in the Assessor's Office. Appraisal Vision CAMA software can be purchased through cooperative contract pricing with the City of Portsmouth. The total estimated budget for software and needed equipment, licensing and a provision for additional training is \$247,629 [Vision Contract - \$223,779 other licensing, equipment and training \$23,850]. The total cost does make provisions for additional training as needed. The recommended source of funding is borrowing / bond issuance in the Spring / Summer of 2019. Staff is requesting the board to authorize the County Administrator to sign a contract with Vision Government Solutions; appropriate funds through bond issuance in the Spring/Summer of 2019, and a reimbursement resolution for future debt issuance. Mr. Brown made a motion, seconded by Mr. Hunter, to approve the appropriation as presented. Roll was called on the motion.

R-18-092

A-4.

**RESOLUTION; AWARD OF CONTRACT AND BUDGET AMENDMENT AND APPROPRIATION (\$247,629 ASSESSOR VISION APPRAISAL CAMA SOFTWARE)**

WHEREAS, the Assessor and the Information Technology Department reviewed options for replacing the existing Proval software and determined that the purchase of Vision Appraisal CAMA system was the best option with a proposed price of \$223,779 (Base software price and additional licensing and services); and

WHEREAS, cooperative procurement and pricing is available through the City of Portsmouth contract with Vision; and

WHEREAS, The total estimated cost for Assessor software replacement and related equipment, licensing, and training is \$247,629 (Software \$223,779; related and equipment, licensing and training \$23,850); and

WHEREAS, The amount of \$247,629 will be available with the spring 2019 bond issuance for Assessor Software replacement and related costs; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with Vision in the amount of \$223,779 to move forward with the software purchase and to expend another \$23,850 for related equipment, licensing and training.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 14<sup>th</sup> day of August, 2018, hereby authorizes the County Administrator to execute a contract with Vision to purchase Vision Appraisal CAMA software for the Assessor in the amount of \$223,779;



AND BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 14<sup>th</sup> day of August, 2018, does hereby authorize and appropriate the following increase of funds within the 2018-2019 Budget, such line items increased 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>		
Revenues:		
0311-40-900-8115-341401	Debt Proceeds	\$247,629
Expenditures:		
0311-01-002-3182-48204	CIP – Assessor Software Replacement	\$247,629

On roll call the vote was:

In favor: (5) Waymack, Webb, Carmichael, Hunter, Brown

Opposed: (0)

Absent: (0)

Mr. Webb made a motion, seconded by Mr. Hunter, to approve the reimbursement resolution as presented. Roll was called on the motion.

R-18-092A

**RESOLUTION OF OFFICIAL INTENT TO REIMBURSE  
EXPENDITURES WITH PROCEEDS OF BONDS  
OR OTHER INDEBTEDNESS**

**WHEREAS**, the Board of Supervisors (the "Board") of the County of Prince George, Virginia (the "County") has determined to undertake a capital improvement project to replace software for the Assessor (the "Purchase");

**WHEREAS**, the Board currently expects that the cost of the Purchase, excluding the costs of the financing thereof, will be approximately \$247,629;

**WHEREAS**, the Board currently expects to incur long-term indebtedness in an amount now estimated at \$247,629 to pay a portion of the costs of the Purchase, which indebtedness may take the form of tax-exempt bonds or other types of debt; the proceeds of such indebtedness may be used either for paying costs of the Purchase directly or for repaying other indebtedness previously incurred for the Purchase or for a combination of such purposes; and

**WHEREAS**, the County may also advance its own funds to pay expenditures relating to the Purchase (collectively, the "Expenditures") prior to receiving reimbursement for such Expenditures from the proceeds of tax-exempt bonds or taxable debt, or both;

**THEREFORE, BE IT RESOLVED**, by the Board of Supervisors of the County as follows:

1. The County intends to utilize the proceeds of tax-exempt bonds or notes (the “Bonds”) or to incur other debt to pay Purchase costs in an amount not currently expected to exceed \$247,629.

2. The County intends that the proceeds of the Bonds be used to pay or reimburse the County for the payment of Expenditures made after the date of this Resolution or made within 60 days prior to the date of this Resolution or Expenditures which are incurred for certain preliminary costs such as architectural, engineering, surveying, soil testing, bond issuance expenses and the like. The County reasonably expects on the date hereof that it will pay or reimburse the Expenditures with the proceeds of the Bonds or other debt.

3. Each Expenditure will be, unless otherwise approved by bond counsel, either (a) of a type properly chargeable to a capital account under general federal income tax principles (determined in each case as of the date of the Expenditure), (b) a cost of issuance with respect to the Bonds, or (c) a nonrecurring item that is not customarily payable from current revenues.

4. The County intends to make a reimbursement allocation, which is a written allocation by the County that evidences the County’s use of proceeds of the Bonds to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Purchase is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The County recognizes that exceptions are available for certain “preliminary expenditures,” costs of issuance, and certain de minimis amounts.

5. The Board intends that the adoption of this Resolution confirms the “official intent” of the County within the meaning of Treasury Regulations Section 1.150-2 promulgated under the Internal Revenue Code of 1986, as amended.

6. The County Administrator and other officers of the County are hereby authorized and directed to take such actions, in consultation with the County’s counsel, as may be necessary or desirable to implement the planning and structuring of the Bonds, including but not limited to negotiations with lenders or investment bankers for the Bonds, the selection of bond counsel to supervise the issuance of such Bonds and the engagement of such other professionals as may be necessary or desirable to assist the County in this process, but such officers shall not obligate the County on such Bonds without further approval by the Board.

7. This Resolution shall take effect immediately upon its passage.

On roll call the vote was:

In favor: (5) Waymack, Webb, Carmichael, Hunter, Brown  
Opposed: (0)  
Absent: (0)

**A-5. Resolution; Appropriation (\$400,000 Police Vehicle Purchase).** Ms. Betsy Drewry, Finance Director stated that as part of the fiscal year 2019 adopted budget, the County included \$400,000 of debt issuance for the purchase of Police vehicles. Vehicle replacement purchases have been recommended at a rate of 10 vehicles each year over the course of the next two years (years 1 through 3 complete FY2016, FY2017 and FY2018). This will refresh the entire fleet over the course of five years and if repeated every year thereafter, will continuously keep the fleet in a five year replacement cycle. The purchase of the 10 Police vehicles is estimated to cost just under \$400,000. The vehicles will be purchased from the state contract. The recommended source of funding is borrowing / bond issuance in the Spring / Summer of 2019. Staff is requesting the board to authorize an appropriation of funds through bond issuance in the Spring/Summer of 2019 and a reimbursement resolution for future debt issuance. Two resolutions are included in the board packet for consideration. One resolution approves the appropriation, the other is a reimbursement resolution which expresses the intent of the County to purchase vehicles now and reimburse themselves with bond proceeds issued in the spring of 2019. Chief Early clarified for Mr. Brown that they do repurpose the equipment that can be repurposed. Mr. Hunter made a motion, seconded by Mr. Webb to approve the appropriation as presented. Roll was called on the motion.

R-18-093

A-5.

**RESOLUTION; APPROPRIATION (\$400,000 POLICE VEHICLE PURCHASE)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 14<sup>th</sup> day of August, 2018, does hereby authorize the following increase of funds within the 2018-2019 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>		
0311-03-100-3103-48105-3103	Police Vehicle Replacement	\$400,000
<u>Revenue:</u>		
0311-40-900-8115-341401	Debt Proceeds	\$400,000

On roll call the vote was:

In favor: (5) Webb, Carmichael, Hunter, Brown, Waymack  
Opposed: (0)  
Absent: (0)

Mr. Brown made a motion, seconded by Mr. Hunter, to approve the reimbursement resolution as presented. Roll was called on the motion.

R-18-093A

**RESOLUTION OF OFFICIAL INTENT TO REIMBURSE  
EXPENDITURES WITH PROCEEDS OF BONDS  
OR OTHER INDEBTEDNESS**

**WHEREAS**, the Board of Supervisors (the "Board") of the County of Prince George, Virginia (the "County") has previously determined to undertake the Purchase of 10 Public Safety (Police) Vehicles (the "Purchase");

**WHEREAS**, the Board currently expects that the cost of the Purchase, excluding the costs of the financing thereof, will be approximately \$400,000;

**WHEREAS**, the Board currently expects to incur long-term indebtedness in an amount now estimated at \$400,000 to pay a portion of the costs of the Purchase, which indebtedness may take the form of tax-exempt bonds or other types of debt; the proceeds of such indebtedness may be used either for paying costs of the Purchase directly or for repaying other indebtedness previously incurred for the Purchase or for a combination of such purposes; and

**WHEREAS**, the County may also advance its own funds to pay expenditures relating to the Purchase (collectively, the "Expenditures") prior to receiving reimbursement for such Expenditures from the proceeds of tax-exempt bonds or taxable debt, or both;

**THEREFORE, BE IT RESOLVED**, by the Board of Supervisors of the County as follows:

1. The County intends to utilize the proceeds of tax-exempt bonds or notes (the "Bonds") or to incur other debt to pay Purchase costs in an amount not currently expected to exceed \$400,000.

2. The County intends that the proceeds of the Bonds be used to pay or reimburse the County for the payment of Expenditures made after the date of this Resolution or made within 60 days prior to the date of this Resolution or Expenditures which are incurred for certain preliminary costs such as architectural, engineering, surveying, soil testing, bond issuance expenses and the like. The County reasonably expects on the date hereof that it will pay or reimburse the Expenditures with the proceeds of the Bonds or other debt.

3. Each Expenditure will be, unless otherwise approved by bond counsel, either (a) of a type properly chargeable to a capital account under general federal income tax principles (determined in each case as of the date of the Expenditure), (b) a cost of

issuance with respect to the Bonds, or (c) a nonrecurring item that is not customarily payable from current revenues.

4. The County intends to make a reimbursement allocation, which is a written allocation by the County that evidences the County's use of proceeds of the Bonds to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Purchase is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The County recognizes that exceptions are available for certain "preliminary expenditures," costs of issuance, and certain de minimis amounts.

5. The Board intends that the adoption of this Resolution confirms the "official intent" of the County within the meaning of Treasury Regulations Section 1.150-2 promulgated under the Internal Revenue Code of 1986, as amended.

6. The County Administrator and other officers of the County are hereby authorized and directed to take such actions, in consultation with the County's counsel, as may be necessary or desirable to implement the planning and structuring of the Bonds, including but not limited to negotiations with lenders or investment bankers for the Bonds, the selection of bond counsel to supervise the issuance of such Bonds and the engagement of such other professionals as may be necessary or desirable to assist the County in this process, but such officers shall not obligate the County on such Bonds without further approval by the Board.

7. This Resolution shall take effect immediately upon its passage.

On roll call the vote was:

In favor: (5) Waymack, Webb, Carmichael, Hunter, Brown

Opposed: (0)

Absent: (0)

**A-6. Resolution: Re-appropriation (\$548,899.78 Outstanding June 30, 2018 Encumbrances / Purchase Orders).** Ms. Drewry stated that with the end of fiscal year 2017-2018 and the beginning of fiscal year 2018-2019, there are several open obligated purchase orders from the FY2017-18 budget that need to be re-appropriated from FY2017-18 to FY2018-19 to insure proper accounting and honor outstanding obligations. There are several encumbrances / purchase orders that were outstanding as of June 30, 2018. Open year-end purchase orders typically result from vendors performing project work over multiple months, projects that span two (or more) fiscal years, or lengthy delivery times for ordered items. A listing of FY2018 outstanding purchase orders have been provided to the Board. Staff is requesting that the Board approve a re-appropriation of Fund Balance to FY2018-19 for purchase order obligations outstanding at June 30, 2018. The total re-appropriation is \$548,899.78. The General Fund portion is \$97,275.07. Mr. Brown made a motion, seconded by Mr. Webb, to approve the resolution as presented. Roll was called on the

motion.

R-18-094

A-6.

**RESOLUTION; RE-APPROPRIATION (\$548,899.78 OUSTANDING  
JUNE 30, 2018 ENCUMBRANCES / PURCHASE ORDERS)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 14<sup>th</sup> day of August, 2018, does hereby authorize the following increase of funds within the 2018-2019 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:

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
<b>EXPENDITURES:</b>		
<b>CODE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
0100-01-002-0405-00000-000-000-000-43320 -	INFO TECHNOLOGY MAINT SERVICE CONTRACTS	139.00
0100-01-002-0405-00000-000-000-000-48107 -	INFO TECHNOLOGY EQUIPMENT REPLACEMENT	9,246.64
0100-03-100-0601-00000-000-000-000-46011 -	POLICE UNIFORM/APPAREL	19,486.43
0100-03-100-0601-00000-000-000-000-48104 -	POLICE SOFTWARE	10,540.00
0100-03-100-0603-00000-000-000-000-43320 -	ECC MAINTENANCE SERVICE CONTRACTS	1,776.00
0100-03-200-0610-00000-000-000-000-43101 -	FIRE/EMS PROFESSIONAL SERVICES	5,250.00
0100-04-103-0504-00000-000-000-000-43310 -	GENERAL SERVICES - REPAIRS & MAINT	45,482.00
0100-05-113-0701-00000-000-000-000-48107 -	SOCIAL SERVICES INFO TECH EQUIPMENT	5,355.00
0215-08-301-2151-00000-000-000-000-43101 -	ECONOMIC DEVELOPMENT PROFESSIONAL SVCS	4,441.52
0220-04-104-2122-00000-000-000-000-43101 -	STORMWATER - BIRCHETT PROF SERVICES	4,906.05
0220-04-104-2123-00000-000-000-000-43101 -	STORMWATER - CEDAR CREEK PROF SERVICES	3,133.95
0311-02-010-3140-00000-000-000-000-48130 -	CIP - COURTHOUSE BASEMENT RENOVATIONS	55,956.66
0311-03-400-3173-00000-000-000-000-48204 -	CIP - CDCC SOFTWARE REPLACEMENT	72,902.28
0311-07-211-3171-00000-000-000-000-48120 -	CIP - CWC BLEACHERS & GYM IMPR	5,855.00
0311-08-301-3172-00000-000-000-000-43140 -	CIP - SOUTHPOINT UTILITY STUDY	78,010.00
0600-04-104-7006-00000-000-000-000-43311 -	UTILITY - SEWER PETERSB CONTRAC FEES/ADMIN	7,120.00
0620-04-104-7003-00000-000-000-000-43101 -	UTILITY CAPITAL - PROFESSIONAL SERVICES	5,000.00
0620-04-104-7014-00000-000-000-000-48401 -	UTILITY CAPITAL - SEWER REHAB / RPLC PETERSBURG	22,720.00
0620-04-104-7014-00000-000-000-000-48402 -	UTILITY CAPITAL - SEWER PUMP STATION IMPROVEMENTS	184,294.65
0620-04-104-7016-00000-000-000-000-48403 -	UTILITY CAPITAL - WATER METER REPLACEMENT	7,284.60
		<b>548,899.78</b>
<b>REVENUES:</b>		
0100-40-900-8208-00000-000-000-000-399999	GENERAL FUND BALANCE	97,275.07
0215-90-901-8207-00000-000-000-000-399999	ECONOMIC DEVELOPMENT FUND BALANCE	4,441.52
0220-40-900-8208-00000-000-000-000-399999	STORMWATER FUND BALANCE	8,040.00
0311-40-900-8208-00000-000-000-000-399999	CIP FUND BALANCE	212,723.94
0600-40-900-8208-00000-000-000-000-399999	UTILITIES FUND BALANCE	7,120.00
0620-40-900-8208-00000-000-000-000-399999	UTILITIES CAPITAL FUND BALANCE	219,299.25
		<b>548,899.78</b>

On roll call the vote was:

In favor: (5) Waymack, Webb, Carmichael, Hunter, Brown

Opposed: (0)

Absent: (0)

**A-7. Resolution; Award of Contract (\$63,443.32 Furniture Prince George Courthouse Lower Level \$63,443.32).** Ms. Drewry stated that renovations are currently underway in the lower level of the Prince George County Courthouse. The board approved and appropriated a total project budget of \$1,803,325 at its February 27, 2018 meeting. Part of the approved budget for this project included \$126,761 for furniture and other miscellaneous items. Universal Design Associates (UDA), working with HVC Chenault, Project Architect, met with the judges and other personnel to determine furniture needs for the lower level area. Furniture specifications were developed by UDA and an Invitation for Bids was prepared for the majority of the furniture needs. IFB #18-0621-1 was issued on June 21, 2018 with a bid submission deadline of July 19, 2018. Six (6) responses were received, and five (5) were determined to be responsive. The lowest responsive bid received was from JMJ Corporation at \$62,084.66. One correction / specification adjustment with a cost impact was noted when reviewing the bid submissions. The laminate color option for HPFi line was not available in "Morris Oak" as specified in IFB, and "Driftwood" was substituted by the 2 lowest responsive bidders. A more acceptable color substitution "Skyline Walnut" (which is considered custom with an upcharge) was provided to the lowest responsive bidder to determine a pricing impact. The adjusted bid and recommendation for contract award is \$63,443.32. Staff is requesting the board to authorize the County Administrator to enter into a contract with JMJ Corporation for \$63,443.32. Mr. Webb made a motion, seconded by Mr. Brown to approve the resolution as presented. Roll was called on the motion.

R-18-095

A-7.

**RESOLUTION; AWARD OF CONTRACT (\$63,443.32 FURNITURE COURTHOUSE LOWER LEVEL)**

WHEREAS, On June 21, 2018 an Invitation for Bids was advertised by the Finance Department to obtain pricing for furniture for the lower level of the Prince George County Courthouse. The bid closed on July 19, 2018 with six responses, five of which were determined to be responsive. The lowest responsive bid was received from **JMJ Corporation** in the amount of \$62,084.66. A revision was required when a laminate color in our specifications was not available from the manufacturer, and revised pricing of **\$63,443.32** was submitted by JMJ Corporation; and

WHEREAS, \$63,443.32 is available in the appropriated Courthouse basement renovation budget approved on February 27, 2018; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with JMJ Corporation in the amount of \$63,443.32 to move forward with the furniture purchase for the Courthouse basement.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 14<sup>th</sup> day of August, 2018, hereby awards the bid for the furniture in the lower level of the Prince George County Courthouse to JMJ Corporation in the amount of \$63,443.32 and authorizes the County Administrator to execute a contract with JMJ Corporation.

On roll call the vote was:

In favor: (5) Waymack, Webb, Carmichael, Hunter, Brown

Opposed: (0)

Absent: (0)

**A-8. Resolution; Budget Amendment and Appropriation (\$300,000 from Utilities Fund Balance to Perform the Analysis Required for Permit Applications for Water and Wastewater Treatment Plants).** Mr. Frank Haltom, County Engineer, stated that the Southpoint Business Park Utility Evaluation has demonstrated a need for additional water and wastewater resources to meet the current and future water and sewer demands to of the park. The Board has authorized staff to proceed with the permitting and analysis of potential water and wastewater treatment plants. The location of water treatment plant will be analyzed on the Appomattox Park property. The location of the wastewater treatment plant will be analyzed along the Blackwater Swamp east of Prince George Drive. The water treatment plant will allow the County to withdrawal up to 8 million gallons per day (MGD) from the Appomattox River thus meeting the future water demands of the Southpoint Business Park. The wastewater treatment plant will allow County to treat the wastewater generated by the Southpoint Business Park and surrounding properties to for up to 8 MGD and discharge the effluent to the Blackwater Swamp. Mr. Webb asked for clarification that there is \$1.3 million earmarked for buying additional water. Mr. Webb made a motion, seconded by Mr. Hunter, to approve the resolution as presented. Roll was called on the motion.

R-18-096

A-8.

**RESOLUTION; BUDGET AMENDMENT AND APPROPRIATION  
(\$300,000 FROM UTILITIES FUND BALANCE TO PERFORM THE  
ANALYSIS REQUIRED FOR PERMIT APPLICATIONS FOR WATER  
AND WASTEWATER TREATMENT PLANTS)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 14<sup>th</sup> day of August, 2018, does hereby authorize and appropriate the following increase of funds within the **2018-2019** 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:

**FY 2018-2019**



<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
<u>Expenditure:</u>	
Increase	
0620-04-104-7016-4XXXX Water Treatment Plant Analysis	\$150,000
0620-04-104-7016-4XXXX Wastewater Treatment Plant Analysis	\$150,000
<u>Revenue:</u>	
0620-40-900-8208-399999 Utilities Fund Balance	\$300,000

On roll call the vote was:

In favor: (5) Waymack, Webb, Carmichael, Hunter, Brown

Opposed: (0)

Absent: (0)

**A-9. Resolution; Revision to FY2018-2019 Position Control Chart for Social Services Department.** Ms. Shel Douglas, Social Services Director, stated that currently the department is organized with three supervisors reporting to the director and supervising three units: benefits programs (7.5 FTE- includes one new position in FY19), service programs (9.5 FTE), and administration (5 FTE + 2 substitutes). There is only one senior worker to assist the supervisor (services) and little opportunity for promotion. Mandatory on-call supervision is performed by the service supervisor with back up by the Director to ensure that there is a supervisor available 24/7 for CPS. Additional funding provided by the state for FY18-19 allows the agency to look at reorganization to improve customer service, case management, and employee relations. It is also our hope that this will prepare us to better address the influx of service demands we are seeing from Child Protective Services complaints and the influx we anticipate from Medicaid expansion. Under the proposed reorganization, no new positions will be added. The agency will split the service unit with a designated Manager V (CPS/Prevention). One supervisory position will be elevated to the Deputy Director position to manage the administrative staff and the foster care / Adult service staff. The Manager V (CPS/Prevention), Deputy Director, and Director positions will be three positions able to provide the mandatory CPS On-Call supervision (verses the current 2). Four additional senior worker positions will be added, providing promotional opportunities and meeting the internal auditing requirements for program areas (2 BPS IV; 1 Manager IV ; 1 Office Manager). Mr. Hunter made a motion, seconded by Mrs. Waymack, to approve the resolution as presented. Roll was called on the motion.

R-18-097

A-9.

RESOLUTION; FY2018-2019 POSITION CONTROL CHART

NOW, THEREFORE, BE IT RESOLVED that this Board of Supervisors of the County of Prince George this 14<sup>th</sup> day of August, 2018 hereby approves the requested changes to the 2018-2019 Position Control Chart and that no changes be made to the chart without Board approval regardless of what other County policies may state.

On roll call the vote was:

In favor: (5) Waymack, Webb, Carmichael, Hunter, Brown

Opposed: (0)

Absent: (0)

**A-10. Resolution; Authorize the Police Department to Complete and Submit a Grant Application to DCJS for Three New/Additional School Resource Officers (Walton, South, and Beazley Elementary Schools).** Chief Early stated that they are requesting permission to apply for a Department of Criminal Justice Services school resource officer grant. The proposed grant would be for funding three (3) SRO positions at Walton Elementary, South Elementary and Beazley Elementary Schools. Grant funds are to be used to pay only salary and benefits up to \$70,000 per position, per year, including the required local cash matching funds. If awarded all three positions, we could expect the grantor to pay \$159,789 with a local match of \$50,211. The grant would be for a period of twelve months. Grant continuations may be considered as state funds are available. Local, per year, the County match would be \$16,737 per position (x 3 maximum total \$50,211). The Equipment Costs would be \$9,746 per position (x 3 maximum total \$29,238). The total costs would be \$26,483 per position (x 3 maximum grand total \$79,450). Mr. Hunter made a motion, seconded by Mr. Waymack, to approve the resolution as presented. Roll was called on the motion.

R-18-098

A-10.

AUTHORIZE THE POLICE DEPARTMENT TO COMPLETE AND SUBMIT A GRANT APPLICATION TO DCJS FOR THREE NEW/ADDITIONAL SCHOOL RESOURCE OFFICERS (WALTON, SOUTH, AND BEAZLEY ELEMENTARY SCHOOLS).

WHEREAS, the Police Department is requesting approval of the Prince George County Board of Supervisors to apply for grants of \$159,789 through The Virginia Department of Criminal Justice Services, due August 24, 2018; and

WHEREAS, the total award of \$159,789 and local match of \$50,211 will be utilized for payment of salary and benefits for an additional / new School Resource Officers at William A. Walton Elementary School, L. L. Beazley Elementary School, and South Elementary School; and

WHEREAS, the grant requires a local match of \$50,211, which will result in an increased general fund appropriation upon award (from contingency).

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 14th day of August, 2018, does hereby authorize the submission of a grant application to DCJS for \$159,789, which requires a local match of \$50,211 that will require an additional general fund appropriation upon award, for salary and benefits for additional School Resource Officers at William A. Walton Elementary School, L. L. Beazley Elementary School, and South Elementary School.

BE IT FURTHER RESOLVED, That a copy of this Resolution shall be retained as support authorizing the grant application to The Virginia Department of Criminal Justice Services.

On roll call the vote was:

In favor: (5) Waymack, Webb, Carmichael, Hunter, Brown

Opposed: (0)

Absent: (0)

**A-11. Consideration of Appointments – Board, Commissions, Committees, Authorities: Resolution of Appointment(s):**

**A. Resolution; Appointment (One Member) Appomattox Regional Library Board.** Mr. Brown made a motion, seconded by Mr. Hunter, to appoint Ms. Juanita Thorne. Roll was called on the motion.

R-18-099

A-11A

**RESOLUTION; APPOINTMENT (FOUR-YEAR TERM) -  
APPOMATTOX REGIONAL LIBRARY BOARD OF TRUSTEES.**

WHEREAS, The Board of Supervisors of the County of Prince George did at its regular meeting on the 16th day of February, 1974, consider and approve a contract which establishes the Appomattox Regional Library; and

WHEREAS, Section One of such contract provides for a Board of Trustees of eleven members to govern the Appomattox Regional Library, three of whom shall be appointed by the Prince George County Board of Supervisors; and

WHEREAS, The term of Ms. Bertha Judge expired on June 30, 2018.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 14<sup>th</sup> day of August, 2018 does hereby appoint Ms. Juanita Thorne to the Appomattox Regional Library Board of Trustees to serve a four-year term, beginning July 1, 2018 and ending on June 30, 2022.

On roll call the vote was:

In favor: (5) Waymack, Webb, Carmichael, Hunter, Brown

Opposed: (0)  
Absent: (0)

**B. Resolution; Appointment (One Member); Social Services Advisory Board.** Mr. Webb made a motion, seconded by Mr. Brown, to appoint Ms. Jean Grim. Roll was called on the motion.

R-18-099A

A-11B

RESOLUTION; APPOINTMENT SOCIAL SERVICES ADVISORY BOARD;  
ONE APPOINTMENT

WHEREAS, Ms. Helen Louise Jones' term expires on August 13, 2018;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 14<sup>th</sup> day of August, 2018 does hereby appoint Ms. Jean Grim to the Social Services Advisory Board for a term beginning August 14, 2018 and ending on August 13, 2022.

On roll call the vote was:

In favor: (5) Waymack, Webb, Carmichael, Hunter, Brown  
Opposed: (0)  
Absent: (0)

**ADJOURNMENT.** Mr. Waymack moved, seconded by Mr. Hunter, that the meeting adjourn. Roll was called on the motion.

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Brown, Waymack, Webb  
Opposed: (0)  
Absent: (0)

The meeting adjourned at 9:34 p.m.

[Draft Minutes prepared August 31, 2018, for consideration on September 11, 2018; adopted by unanimous vote.]

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Alan R. Carmichael  
Chairman, Board of Supervisors

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Percy C. Ashcraft  
County Administrator