

MINUTES
Board of Supervisors
County of Prince George, Virginia

October 23, 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 7:00 p.m. on Tuesday, October 23, 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	Present
Donald R. Hunter, Vice-Chairman	Present
Floyd M. Brown, Jr.	Present
Marlene J. Waymack	Present
T. J. Webb	Absent

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

Invocation. 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 7:04 p.m. There being no one to speak, Chairman Carmichael closed the public comment period.

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

On roll call the vote was:
In favor: (4) Brown, Waymack, Carmichael, Hunter
Opposed: (0)
Absent: (1) Webb

ORDER OF CONSENSUS. Mr. Brown made a motion, seconded by Mrs. Waymack, that the consensus agenda be approved as presented. Roll was called on the motion.

C-1. Draft Minutes – October 9, 2018 Regular Meeting minutes were approved as presented.

R-18-125

C-2.

RESOLUTION; APPROPRIATION (\$178,969.97 SCHOOL DODEA GRANT INCREASES)

WHEREAS, on October 8, 2018 The Prince George County School Board approved an increase in FY2019 appropriation for three (3) Department of Defense grants totaling \$178,969.97 and have requested an increase in appropriation from the Board of Supervisors.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 23rd day of October, 2018, does hereby authorize and appropriate the following transfer of funds within the 2018-2019 Budget, such line items modified 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>
<u>School Grant Fund (0510) - Revenues</u>	
Increase:	
0510-30-000-0000-846-333846 DoDEA SSiR Grant	\$32,014.00
0510-30-000-0000-847-333847 DoDEA SCLaSS Grant	\$8,390.23
0510-30-000-0000-846-333846 DoDEA SCLaSS 2 Grant	\$138,565.74
TOTAL	\$178,969.97
 <u>School Grant Fund (0510) - Expenditures</u>	
Increase:	
0510-XX-XXX-XXXX-XXXXX Various School Grant Expenditures	\$178,969.97

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Webb

REPORTS

Quarterly Financial Report - Ms. Betsy Drewry gave the quarterly financial report for the first quarter of Fiscal Year 2019. Collections for General Fund Revenue are on target and 4.2% collected. Total General Fund Expenditures are 25% spent. The Operating Utility Fund is \$496,468 year to date while the Non-Operating Fund is \$182,868 year to date. Ms. Drewry went over several CIP Projects, including body worn cameras, Parks & Rec parking lots, courthouse renovations, Harrison and South Schools windows, the burn building, Route 10 fire station, public safety radio consultant, Central Wellness Center renovations, Southpointe Utility study, software replacement, school track, school security improvements, and field house renovations. The Tourism and Economic Development Funds are on target in revenues.

Expenditures are slightly elevated due to a vehicle purchase. There was no activity in the Proffer fund thus far. The Board has the option to use proffer balances for upcoming projects in lieu of issuing debt as long as the project is in accordance with the proffer agreement. RedFlex Program FY18 collections so far this year are \$1,555.67. The Health Insurance Fund balance is just under \$2 million. The premiums exceeded the claims paid. The final audit is scheduled for October 29 through November 2. The CAFR preparation is targeted for completion by November 30, 2018.

2018 Election – Mr. Allan Richeson, County Registrar, stated that there are 23,000 registered voters, 649 absentee ballots have been sent out, and there are 190 currently on the machine. They will be open the next two Saturdays before the election from 9 to 5 and they are open Monday through Friday 8:50 to 5. All of the polling locations will be same. They will be back at NB Clement Jr High this time instead of the church. All polling locations will be open 6:00 am to 7:00 pm. The candidates will be for the U.S. House, U.S. Senate, and two members for the State. They are expecting a big turnout and they are prepared.

SUPERVISORS' COMMENTS

Mrs. Waymack encouraged everyone to get a flu shot. She also stated that everyone should practice good health habits. If you are 65 or older, make sure you are up to date with your pneumococcal vaccine.

Mr. Hunter stated that brothers James Hargrave Williams and Jesse Williams passed away within a week of each other. He asked that everyone keep their family in their prayers.

Chairman Carmichael stated that we have lost a lot of good people in this County. He asked that people should visit people and make time for others while they can.

COUNTY ADMINISTRATOR'S COMMENTS

Mr. Ashcraft stated that the Business Roundtable Alumni Dinner will be on October 24 at 6 p.m. at the Petersburg Country Club. The 2018 Best of the Best will be on October 25 at 6:30 p.m. at the Beacon Theatre. There will be a closure of the Benjamin Harrison Bridge on October 28-29, 8 p.m. to 6 a.m. The Hopewell-Prince George Chamber Annual Fall Mixer will be on October 30, 5 to 7 p.m. at the Barns of Kanak. Trick or Treating in Prince George County will be on October 31 from 5 to 9 p.m. in all neighborhoods. There will be a United States Army Women's Museum Ribbon Cutting on November 2 at 2 p.m. on Fort Lee. There will be a Holiday Open House on November 3 from 9 a.m. to 4 p.m. at Absolutely Southern Designs. The 'Concert of Light' Benefiting Wounded Service Men will be on November 3 at 6:30 p.m. at The Beacon Theatre. Government Offices will be closed on Veteran's Day, November 12. Container First Services (CFS) reports that 82 residents took advantage of free storm debris disposal after Hurricane Michael. Medicaid expansion enrollment begins November 1. Jackie Bradley, Jr. playing in first World Series with Red Sox. Prince George Police sponsoring 'No Shave November.'

PUBLIC HEARINGS

P-1. Public Hearing; Resolution; Abandonment of Route 730, Chudoba Parkway in the Virginia Department of Transportation/Secondary System of Roads Maintenance. Mr. Jeff

Stoke, Deputy County Administrator, stated that Tom Wortham, Hollingsworth Companies, is requesting the partial abandonment of Chudoba Parkway between I-295 and 8025 Quality Drive (former Reinhart FoodService and owned by Hollingsworth Company in Southpoint Business Park. The future plan is to have a private driveway from the subject intersection to the loading dock of Service Center Metals. We believe the underlying fee simple property is owned by the Commonwealth of Virginia. If approved for abandonment by the Board, Hollingsworth would work with VDOT on purchasing the subject property. Staff has no objection to this request. Mr. Wortham stated that that they have been in Prince George County for 25 years. They are glad to be able to buy back the property from Reinhart and fix it up. He stated that he appreciates the Board's support. Chairman Carmichael opened the public hearing at 7:33 p.m. There was no one to speak and the public hearing was closed. Mr. Brown made a motion, seconded by Mrs. Waymack, to approve the resolution as presented. Roll was called on the motion.

R-18-126

P-1.

RESOLUTION; ABANDONMENT OF ROUTE 730, CHUDOBA PARKWAY IN THE VIRGINIA DEPARTMENT OF TRANSPORTATION/ SECONDARY SYSTEM OF ROADS MAINTENANCE

WHEREAS, a public notice was posted as prescribed under §33.2-909, Code of Virginia, announcing a public hearing to receive comments concerning abandoning the section of road described below and in the VDOT Form AM-4.3 from the secondary system of state highways, and

WHEREAS, the Commissioner of the Virginia Department of Transportation was provided the prescribed notice of this Board's intent to abandon the subject section of road, and

WHEREAS, after considering all evidence available, this Board is satisfied that no public necessity exists for the continuance of the section of Secondary Route 730 from the intersection of Rte. 730, Chudoba Parkway and Rte. 731, Quality Drive to the cul-de-sac of Rte. 730, Chudoba Parkway, a distance of 0.11 miles, and hereby deems that section of road is no longer necessary as a part of the Secondary System of State Highways.

NOW, THEREFORE, BE IT RESOLVED, this Board abandons the above described section of road and removes it from the secondary system of state highways, pursuant to §33.2-909, Code of Virginia.

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

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Webb

TABLED ITEMS

T-1. SPECIAL EXCEPTION SE-18-04 Request of Tree Time Adventures Inc., pursuant to § 90-103(22) to permit the use of recreation structures and outdoor recreation uses at 6000 Scott Memorial Park Road and is known as Tax Map 240(0A)011-0 in a R-A, Residential – Agricultural District. The Comprehensive Plan calls for village center uses. Mr. Percy Ashcraft, County Administrator, stated that Staff is recommending the special exception be deferred while they continue to negotiate the lease agreement. That would give time for the public hearing for the lease agreement before the special exception is decided on. Mr. Hunter made a motion, seconded by Mr. Brown, to table this matter to November 14. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Webb

ORDER OF BUSINESS

A-2. Resolution; Authorization to Hold a Public Hearing on November 14, 2018 to Consider a Lease Agreement for Use of County Property at New Scott Park for an Adventure Park. Mr. Jeff Stoke stated that Tree Time Adventures, Inc. is requesting to lease County property at Scott Park for an outdoor adventure park. The lease originally approved by the Board on September 25 has been revised and, as such, requires a new public hearing. Mr. Stoke and Mr. John Bogue, owner of Tree Time Adventures, went over the changes to the lease. One major change is expanding the lease area from 30 acres to 130 acres. Mr. Bogue answered some questions from the Board regarding free activities such as disc golf. Other lease changes addressed term, use, improvements, maintenance, hours of operation, safety standards, compliance with site plan submissions and approval, deadline for completion, rent, insurance, termination, performance bond, notices, and severability. There was discussion regarding raising the buffer and hours of operation. In terms of expanding the lease area, Mr. Ashcraft added that the Planning Commission had the foresight to understand the vision of the project outside the original lease agreement. Mr. Hunter made a motion, seconded by Mrs. Waymack, to adopt the authorization as presented. Roll was called on the motion.

R-18-127

A-2

**AUTHORIZATION TO HOLD A PUBLIC HEARING ON NOVEMBER 14,
2018 TO CONSIDER A LEASE AGREEMENT FOR USE OF COUNTY
PROPERTY AT NEW SCOTT PARK FOR AN ADVENTURE PARK**

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 23rd day of October, 2018, does hereby authorize the advertisement of a public hearing to consider a lease agreement for use of County property at New Scott Park for an Adventure Park.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Webb

A-1. Resolution; Award of Contract; Central Wellness Center Feasibility Study. Ms. Betsy Drewry, Finance Director, stated that the Building / code related upgrades were recommended and approved as a CIP project during the FY2018 budget process. The Board received a presentation on October 9, 2018 that outlined recent building improvements at the Central Wellness Center and recommended scope of a feasibility and adaptive reuse design study. RFP #18-0529-1 “A/E Services – Central Wellness Center Feasibility Study and Adaptive Reuse Design” was issued on May 29 with a June 28 closing date. Seven (7) proposals were received and a staff panel ranked the proposal and interview the top 3 firms. Staff is recommending award of contract to Enteros Design. Enteros provided a pricing proposal, and after negotiation, a proposal totaling \$57,141 is recommended for approval. Funds are already appropriated from the Spring 2018 borrowing for study completion. Chairman Carmichael stated that he would like to see them move forward with the study. Mr. Hunter made a motion, seconded by Mr. Brown, to approve the resolution as presented. Roll was called on the motion.

R-18-128

A-1.

RESOLUTION; AWARD OF CONTRACT (\$57,141 CENTRAL WELLNESS CENTER FEASIBILITY STUDY AND ADAPTIVE REUSE DESIGN)

WHEREAS, On May 29, 2018 a Request for Proposals was advertised by CDCC, General Properties, Parks & Recreation and the Finance Department to obtain proposals for the completion of a feasibility study and adaptive reuse design for the Central Wellness Center (RFP 19-0529-1). The RFP closed on June 28, 2018 with seven responses. The most qualified and highest scoring firm was Enteros Design. Staff and Enteros negotiated a final pricing proposal in the amount of \$57,141; and

WHEREAS, \$57,141 is available in the Capital Improvement Project fund from Series 2018 bonds issued in May of 2018; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with Enteros Design in the amount of \$57,141 to move forward with completion of a feasibility study and adaptive reuse design for the Central Wellness Center.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 23rd day of October, 2018, hereby awards the contract for completion of a feasibility study and adaptive reuse design for the Central Wellness Center bid to Enteros Design in the amount of \$57,141 and authorizes the County Administrator to execute a contract with Enteros Design.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Webb

ADJOURNMENT. Mr. Hunter moved, seconded by Mrs. Waymack, that the meeting adjourn to October 29 at 5:00 p.m. at the Central Wellness Center for a Board Retreat. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Webb

The meeting adjourned at 8:59 p.m.

[Draft Minutes prepared November 5, 2018 for consideration on November 14, 2018; adopted by unanimous vote.]

Alan R. Carmichael
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator

MINUTES
Board of Supervisors
County of Prince George, Virginia

Retreat
October 29, 2018
5:00 p.m.

Central Wellness Center
11033 Prince George Drive
Disputanta, VA 23842

MEETING CONVENED. An adjourned meeting of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 5:00 p.m. on Tuesday, October 29, 2018 at Hopewell-Prince George VA Visitor Center, 11033 Prince George Drive, Disputanta, VA 23842, for the purpose of a retreat to discuss school issues, utility planning, and miscellaneous matters.

ATTENDANCE. The following members responded to Roll Call:

Alan R. Carmichael, Chairman	Present
Donald R. Hunter, Vice-Chairman	Present
Floyd M. Brown, Jr.	Present
Marlene J. Waymack	Present
T. J. Webb	Present

County Staff present was: Percy C. Ashcraft, County Administrator; Jeff Stoke, Deputy County Administrator; Steve Micas, County Attorney; Betsy Drewry, Finance Director; and Frank Haltom, County Engineer.

Invocation. Mr. Brown gave an invocation.

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

APPROVAL OF AGENDA. Mr. Brown made a motion, seconded by Mr. Webb, to approve the agenda as presented.

On roll call the vote was:
In favor: (5) Webb, Skalsky, Hunter, Brown, Waymack
Opposed: (0)
Absent: (1) Carmichael

WORK SESSION

A. Discussion of Lease Agreement with Tree Time Adventures

Mr. Jeff Stoke, Deputy County Administrator, went over the revised Lease Agreement between the County of Prince George and Tree Time Adventures, Inc. These changes addressed term, use, improvements, maintenance, hours of operation, safety standards, compliance with site plan submissions and approval, deadline for completion, rent, insurance, termination, performance

bond, notices, and severability. There was discussion regarding raising the buffer and hours of operation. The County Attorney stated that this can be addressed in the November 14 Special Exception.

B. Discussion of Developer Tap Fees

Mr. Frank Haltom, County Engineer, talked about the timeline of payment of developer tap fees. The Board had received concerns from contractors regarding when tap fees had to be paid. Currently the developer pays before receiving their building permit. The Board was looking at options as to how far they can be delayed into the development process. Mr. Haltom does not recommend the current process be changed. Ms. Julie Walton, Director of Community Development, stated that she was unaware of any complaints since they changed from collecting the fees at the time of application and delayed it to the time of permit issuance.

C. Discussion of Parking Signs for Prince George Library

The County Administrator stated that parking signs in the Prince George County Library was suggested to allow available parking for library customers. Mr. Mike Purvis, General Services Director, and Mr. Brian Manning, Director of Appomattox Regional Library System, presented a sign example and 10 available spaces for library customers. The Board agreed to give it a trial period with a specified time limit for library hours.

DINNER

D. Proposed Development Along Jefferson Park Road

Mr. Douglas Miles, Zoning Administrator, gave a brief history on the Jefferson Park Fire Station Relocation. In 2011 the Board approved a conditional rezoning request of 16 acres to allow for the expansion of the Jefferson Center commercial development along Jefferson Park Road. There was a two acre parcel proffered directly behind the fire station with an access road. In 2012, the Board approved an amendment to the 2011 conditional rezoning case and it provided for a better location as a 2.49 acre parcel located over on Brandywine Drive for the new fire station site. In 2012, the Board approved a Special Exception to permit seventy-two townhouse-style apartment units with proffered conditions. There would be a flashing signal at the intersection of Jefferson Park Road and Brandywine Drive for fire trucks to gain access directly to Jefferson Park Road and not need an access road. Mr. Miles stated that he has been in touch with the developer and there is no need to wait on him for the Fire Station. Both projects can work together.

E. Discussion of Operating Food Trucks

Mr. Miles gave a temporary vendors update for temporary Christmas tree sales and holiday items, prepared food and beverage vendors and Virginia legal fireworks with certain restrictions. Mr. Brown had requested that this ordinance be looked at further because at this time, food vendors are not permitted in B-1 areas where permanent restaurant uses are located and connected to utilities with permanent restroom facilities. However, food trucks are allowed in M-1, M-2 and M-3 Districts at construction sites and at plants located in industrial parks where food is not accessible to employees. Chairman Carmichael agrees with the current ordinance in place so that food vendors cannot take business from business owners that have invested thousands of dollars in their business. Mr. Brown stated that there is nothing wrong with

competition. He stated that he would like Planning to come back with some options. Mr. Webb agreed with him.

F. Fire and EMS Staffing for New Burrowsville Fire Station

Mr. Brad Owens, Director of Fire and EMS, talked about staffing for the new Burrowsville Fire Station. Staff is recommending hiring full time employees to fulfill the majority of the staffing needs for Station 4 beginning January 1, 2019. The department is not seeking additional funds to implement this program. The current part time funds can be shifted to the full time salary line item in order to achieve this along with the position control chart change. Having fulltime employees gives the County additional benefits during time periods in which increased staffing is needed. Additionally, in the spring of 2019, Station 7, the new Fire and EMS station located at the corner of Moody Road and James River Drive will go in service. The department plans to move the current staff from Station 4 to Station 7 to allow for quicker response into the higher call load area of the County while providing quick emergency medical care that the citizens in the Burrowsville community have been enjoying since March of this year. In order to meet the call load and the demands of the community, 24-hour staffing will be needed similarly to Station 5 - Jefferson Park, Station 6 - Carson Sub-Station, and Station 8. Chief Nicol has asked for 24-hour staffing at station 7 when it goes in service. Should the Board of Supervisors authorize this staffing proposal for January, only two (2) additional full time employees will be needed after the station goes in service to honor the 24-hour staffing request. The County Administrator instructed the Finance Director to place this on a future agenda before the end of the year.

G. Finance Issues

1. New Elementary School – Impact & Options

Ms. Betsy Drewry, Finance Director, presented to the Board several School borrowing scenarios for the new elementary school based on the price of the school and discussed the tax increase impacts of each ranging from a 7.37 cents tax increase to 8.14 cents tax increase. The Board made it clear that they are not going above 5 cents. Ms. Drewry then discussed the added cash funding needed in 2021 limiting the tax increase to 5 cents. Based on the price of the school, the total added cash funding ranged from \$294,712 to \$605,702.

2. Debt Capacity – Future Projects

Ms. Drewry discussed in detail debt capacity for future County projects, including Police vehicles, Police boat, fire station renovations, several utility projects, new elementary schools, self-contained breathing apparatus, garage expansion, Scott Park extension project, security and door systems for several County buildings, software replacement, and Human Services Building roof replacement.

H. Discussion of Location of Tri-Cities Train Station

Supervisor Webb explained that he is the new Chairman of the Tri-Cities Area Metropolitan Planning Organization. Supervisor Webb may be voting on the decision of where to locate a new passenger rail facility in the Tri-Cities. This is an opportunity for the Board of Supervisors to give their input so that Supervisor Webb may vote on behalf of the interests of Prince George County. Mr. David Hyder, Crater PDC, prepared information and a map of the proposed sites under consideration for the Board. At a previous meeting, the Board of Supervisors equally ranked the Colonial Heights location and the Collier Yard location for regional consideration.

I. Discussion of Board Procedures and Protocol

The Board discussed several issues, including recognition and commendations, improving communication with the School Board, getting better at how to bring closure to previously discussed items, getting on the same page regarding the future of Prince George County, and how to get more citizen involvement on strategic direction and use the knowledge and skills of individuals in the County that have the experience. In addition, Mr. Brown recommended Tommy Bendall & Reggie Jones to be considered by the Recreation Advisory Committee having athletic facilities named after them.

J. Other Matters. None.

ADJOURNMENT. Mr. Hunter made a motion, seconded by Mrs. Waymack, to adjourn. The meeting adjourned at 9:30 p.m.

[Draft Minutes prepared November 5, 2018 for consideration on November 14, 2018; adopted by unanimous vote.]

Alan R. Carmichael
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator