

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

Budget Work Session  
April 3, 2019  
6:00 p.m.  
County Administration Bldg. Boardroom, Third Floor  
6602 Courts Drive, Prince George, Virginia

**MEETING CONVENED.** A budget work session of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 6:00 p.m. on Thursday, April 3, 2019 in the Boardroom, County Administration Building, Third Floor, 6602 Courts Drive, Prince George, Virginia by Chairman Donald R. Hunter for a work session to discuss the budget.

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

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

County Staff present was: Percy C. Ashcraft, County Administrator; Steve Micas, County Attorney; Betsy Drewry, Finance Director; and Teresa Knott, Clerk.

**Invocation.** Mr. Brown gave the Board's invocation.

**Pledge of Allegiance to U.S. Flag.** Mr. Webb led the Pledge of Allegiance to the U.S. Flag.

**APPROVAL OF AGENDA.** Mr. Brown 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: (4) Brown, Waymack, Hunter, Webb

Opposed: (0)

Absent: (1) Carmichael

**WORK SESSION**

Mr. Keith Rotzoll, Director of Parks and Recreation, requested a new position entitled Senior Grounds Maintenance Worker. The annual salary of this position would be \$55,823 with benefits. Parks and Recreation currently have two full-time Senior Grounds Maintenance workers and two part-time workers who are responsible for cutting/maintaining the grounds at Scott Park, Temple Park, Moore Athletic Complex, Appomattox River Regional Park, six Neighborhood Parks, Parks and Recreation Office,

Central Wellness Center, and both the Burrowsville and Disputanta Community Centers. Scott Park has been expanded (30 new cleared/grassed acres), adding five rectangular multi-use fields, four currently in use, and one more to be actively used this Fall. A major section of the park grass is newly planted and has not required maintenance to this point. The position is needed to maintain the added acreage along with existing responsibilities. Mr. Rotzoll explained for Mrs. Waymack what it entails to make a new field ready for use. He clarified for Mr. Brown that the full-time position would replace one of the part-time positions. Mr. Webb asked for the salary with benefits and what the difference would be versus what is being spent now.

Ms. Betsy Drewry, Finance Director, gave an update on the Social Services position request. There are approved General Assembly revenue updates. Without the position revenue, the revenue is \$1,445,623 resulting in a net budget gain of \$81,871. With the new position, the revenue is \$1,458,621, resulting in a net gain of \$44,032. Salaries and benefits for this position are estimated at \$50,837.

In addition, Ms. Drewry gave a recap of other requested positions/re-grades. The Sheriff and Commonwealth's Attorney have made requests to the State Compensation Board for the positions included in the budget. If the Compensation Board does not approve these positions, there will be approximately \$103,834 in revenue loss and the County will have to evaluate affordability of keeping those positions. The following position requests were not included in the proposed budget: Social Services Administrative Support Specialist II, two Fire/EMS Lieutenants, re-grade for Communications Officers, four Patrol Police Officers, an IT Network System Engineer, and a Parks and Recreation Senior Grounds Maintenance Worker. Ms. Drewry went over each of these and their costs. The total impact of these positions, if an EMS rate increase is approved to offset the cost of two Fire/EMS Lieutenants, would be \$398,288.

Ms. Drewry presented the Board with an EMS rate comparison. Prince George County is currently lower than Dinwiddie, Goochland, Louisa, Powhatan, and Chesterfield. Estimated collections for billable transports, **at current rates**, is \$707,207.32. By increasing the EMS rates to recommended rates, the total collections for billable transports would be \$863,198. This increase would cover both of the requested Lieutenant positions.

Ms. Drewry stated that the School Board adopted its budget on March 22. There was a growth in their budget of \$306,414. This is all in State revenues with no County revenue impact. Their budget is \$4,201,991 over FY2019. Ms. Drewry clarified for Mr. Brown that if the School Board were to fall short in expected revenues, they could certainly come to the County and request additional funding.

Ms. Drewry gave the Board an update on the Health Insurance. Claims through February 28, 2019 evaluated and there was a slight improvement. The proposed budget had an 11.7% renewal increase. There is an updated 9.35% increase creating a General Fund savings of \$37,718 (All Funds savings \$45,099). Ms. Drewry talked about several health insurance options, including sharing the renewal increase with the employee, moving all

pre-65 active employees and retirees to a high deductible health plan with an HSA all County absorbed, and moving all pre-65 active employees and retirees to a high deductible health plan with an HSA sharing the expense with the employee. Migrating all employees under 65 and pre-65 retirees to a high deductible health plan will have a large out-of-pocket impact to some, particularly those employees with high cost medications. Staff is recommending they keep the same plans with the County absorbing the increase for a General Fund savings of \$39,718.

Ms. Drewry talked about other Expenditure changes, including a LOSAP contribution of \$141,000 (a \$6,000 increase), Judge's office expense creating a \$2,500 increase, the Volunteer accident and sickness plan increasing the payout timeframe for an added \$744, Career Development increases for some Constitutional Officers, and a rebate change to Service Center Metals.

Ms. Drewry talked about other Expenditure items, including a District 2 Convenience Station, with a capital estimate of \$171,200-\$328,000, video recording of meetings for a one-time cost of \$47,784 and an annual cost of \$11,940, and County Welcome signs with a total cost of \$38,720. Mr. Brown asked if they had the option to add the Convenience Station to the CIP process. Ms. Drewry stated certainly. Mr. Webb and Mr. Hunter agreed that it needed to be on the CIP. The Board agreed that they were okay with putting the welcome signs out for a competitive procurement and paying for the signs out of the Tourism Fund. There was some discussion regarding the design of the signs and the possibility of solar lighting.

Mr. Brad Owens, Director of Fire and EMS, discussed options for the Self Contained Breathing Apparatus. Although the recommendation from Fire and EMS is to do a total replacement, there are options if the Board wants to pursue a certain dollar amount. Seventy-five to one hundred bottles will need to be replaced in the next three years with a cost of \$100,000 to \$125,000. Typically they are addressed in the Operating Budget, however Chiefs have the ability to use the Fire Programs money. Mr. Webb stated that he does not think wholesale is good business, but if they were to try to phase some in, would it be at low pressure. Mr. Owens stated no that they would go to high pressure because you only get about 15 minutes of work time out of a low pressure bottle. Mr. Brown asked if this could be paid out of the Apparatus Fund. Mr. Owens stated that it could not as the ordinance is currently written.

Ms. Drewry then went over a spreadsheet of the aforementioned budget items to get a consensus from the Board on each item. The Board agreed by consensus to approve the two Fire and EMS Lieutenants in conjunction with a Fire and EMS rate increase. The Board agreed to the Staff recommendation of keeping the same Health Insurance plans with the County absorbing the increase for a General Fund savings of \$39,718. The Board approved a two grade increase by consensus for the Communications Officers at a cost of \$42,670. Also approved by consensus were the LOSAP contribution (\$6,000 increase), the Judge's office expense (\$2,500 increase), and the Volunteer insurance duration (\$744 increase). The Board took no action on the career development for the Constitutional Officers, the video recordings of Board meetings, and the Self-Contained

Breathing Apparatus. The Board agreed to submit a District 2 Convenience Center as a CIP Project. The Board agreed to wait on the two positions for a Deputy Sheriff and an Assistant Commonwealth's Attorney for an update on the finalization of Comp Board revenues on or about May 1.

In other matters, Mr. Webb stated that he would like to see the roundabout at Courthouse and Bull Hill and the roundabout at Allin and Courthouse named after two Prince George County fallen soldiers, Sgt. Phillip Myers and PFC Michael Carey, respectively. Mr. Webb made a motion, seconded by Mrs. Waymack, to move forward and make this recommendation to the Commonwealth Transportation Board. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

Mr. Steve Micas, County Attorney, stated that in the past, Prince George has typically required that all delinquent taxes be paid prior to issuance of a business license. In accordance with State law, if the Board wants to continue that practice the Board must adopt an ordinance requiring the payment of all taxes or an applicant entering into a payment plan as a condition to receiving a business license. The last sentence of the proposed ordinance sets out the process for revocation if an applicant fails to follow a payment plan. If the Board adopts the attached ordinance on an emergency basis on May 14, the Board has 60 days to advertise and hold a public hearing in order to make the ordinance permanent. If the Board adopts the ordinance on April 9, staff will advertise a public hearing for the May 14, 2019 meeting.

**ADJOURNMENT.** Mr. Webb made a motion, seconded by Mr. Brown, to adjourn the meeting at 7:30 p.m.

[Draft Minutes prepared April 15, 2019 for consideration on April 23, 2019; adopted by unanimous vote.]

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Donald R. Hunter, Chairman  
Chairman, Board of Supervisors

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Percy C. Ashcraft  
County Administrator

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

April 9, 2019

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, April 9, 2019 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by Donald R. Hunter, Chairman.

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

Donald R. Hunter, Chairman	Present
Floyd M. Brown, Jr., Vice-Chairman	Present
Alan R. Carmichael	Absent
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 acquisition of real property for the public purpose of public education where discussions in an open meeting would adversely affect the bargaining position or negotiating strategy of the County pursuant to Section 2.2-3711(A)(3), Code of Virginia, 1950, as amended.** Mrs. Waymack made a motion, seconded by Mr. Webb, that the Board convene closed session for: (1) discussion of the acquisition of real property for the public purpose of public education where discussions in an open meeting would adversely affect the bargaining position or negotiating strategy of the County pursuant to Section 2.2-3711(A)(3), Code of Virginia, 1950, as amended.

R-19-045

E-1.

RESOLUTION; CLOSED SESSION FOR (1) DISCUSSION OF THE ACQUISITION OF REAL PROPERTY FOR THE PUBLIC PURPOSE OF PUBLIC EDUCATION WHERE DISCUSSIONS IN AN OPEN MEETING WOULD ADVERSELY AFFECT THE BARGAINING POSITION OR NEGOTIATING STRATEGY OF THE COUNTY PURSUANT TO SECTION 2.2-3711(A)(3), CODE OF VIRGINIA, 1950, AS AMENDED

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9<sup>th</sup> day of April, 2019, does hereby vote to enter closed session for (1) discussion of the

acquisition of real property for the public purpose of public education where discussions in an open meeting would adversely affect the bargaining position or negotiating strategy of the County pursuant to Section 2.2-3711(A)(3), Code of Virginia, 1950, as amended.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

**E-2. Resolution; Certification of Closed Session.** At 6:00 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 Hunter 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-19-045A

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 9<sup>th</sup> day of April, 2019 does hereby certify that, to the best of each Board Member's knowledge, (1) only public business lawfully exempted from open meeting requirements where discussed, and (2) only matters identified in the convening motion were discussed.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

**WORK SESSION**

Ms. Julie Walton, Director of Community Development, gave a presentation on the status of the Marl Bank Drive Stormwater project. Consensus of the Board of Supervisors was to move forward with the project. They are still awaiting wetland delineation determination from Army Corps of Engineers. Ms. Walton and VDOT will move forward and bring back final costs and documents to the Board for review.

Ms. Corrie Hurt, Human Resources Director, presented a proposed position control chart change in the Commissioner of Revenue's Office. A lower salary and change of text in the job description is proposed. Staff is suggesting to the Board a re-grade from 315 to 314.

Ms. Martha Burton of the Crater Planning District Commission gave an End of Session Report on the 2019 General Assembly. She touched on several bills passed in the 2019 General Assembly that may affect the County. She also talked about the State Budget highlighting the establishing the Commonwealth Center for Advanced Manufacturing (CCAM) Incentive Fund, school counselors, school literary fund, and Central State Hospital replacement.

Chairman Hunter called a recess at 6:40 p.m. The meeting reconvened at 7:00 p.m.

**Invocation.** Mr. Brown gave the Board's invocation.

**Pledge of Allegiance to U.S. Flag.** Chairman Hunter led the Pledge of Allegiance to the U.S. Flag.

**PUBLIC COMMENTS.** Chairman Hunter 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 7:02 p.m.

Mr. Aaron Story (13610 Pumphouse Road). Mr. Story is trying to get a distance ordinance for the use of tannerite. His neighbor is exploding tannerite 300 feet from his home. He has things falling off his walls, china breaking, and dogs barking. His neighbor spends 6 to 7 hours a day blowing up vehicles and other things. Mr. Story would like a distance of 500 feet. He has approached his neighbor and his neighbor told him he is not going to stop. He has been to the Police and the State Senate.

There being no one else to speak, Chairman Hunter closed the public comment period at 7:06pm.

**APPROVAL OF AGENDA.** Mr. Brown 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: (4) Brown, Waymack, Hunter, Webb

Opposed: (0)

Absent: (1) Carmichael

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

C-1. Draft Minutes – March 18, 2019 Budget Work Session and March 26, 2019 Regular Meeting minutes were approved as presented.

R-19-046

C-2.

RESOLUTION; COMMENDATION; OFFICER CHRISTOPHER “CHRIS” HELMER;  
SERVICE TO PRINCE GEORGE COUNTY

WHEREAS, Officer Christopher “Chris” Helmer was hired by Chief Edward  
Frankenstein on February 16, 2001, as a Police Officer; and

WHEREAS, during his career, Officer Helmer performed duties as a Patrol Officer,  
Detective and Acting Sergeant; and

WHEREAS, Officer Helmer, having confronted life and death situations, putting his own  
safety at risk while serving others, is commended for his bravery; and

WHEREAS, Officer Helmer is noted by his co-workers for being a mentor and leader;  
and

WHEREAS, throughout his remarkable career in Law Enforcement, Officer Helmer has  
served citizens of the County and the Commonwealth to the utmost of his ability, demonstrating  
patriotism, integrity, and devotion to Law Enforcement and Public Safety in a manner  
bespeaking the dedication of a true public servant;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County  
of Prince George this 9th day of April, 2019, does hereby commend Officer Christopher “Chris”  
Helmer for completion of eighteen years of dedicated service to the County and its citizens; and

BE IT FURTHER RESOLVED That this Board wishes to extend to Officer Helmer  
much happiness and continued success as he enters the next phase of his life.

R019046A

C-3.

RESOLUTION; COMMENDATION;  
UTILITY BILLING /COLLECTION SPECIALIST III KIMBERLY H. RIGGS;  
SERVICE TO PRINCE GEORGE COUNTY

WHEREAS, Kimberly H. Riggs was hired on October 27, 1997, as a Utilities Office  
Assistant II; and

WHEREAS, Mrs. Riggs was promoted to the position of Utility Billing Clerk on  
February 1, 2004; and

WHEREAS, Mrs. Riggs was promoted to the position of Customer Service Agent II  
On July 1, 2014; and on July 1, 2018, her position was reclassified as Utility Billing/Collection  
Specialist II; and

WHEREAS, Mrs. Riggs was promoted to the position of Utility Billing/Collection  
Specialist III on February 16, 2019; and



WHEREAS, Mrs. Riggs was instrumental in the selection process of the County's last financial system; and

WHEREAS, Mrs. Riggs maintained the Utility records, name changes, and creation of new Utility accounts, as the Utility service area expanded; and

WHEREAS, Mrs. Riggs witnessed the County Utility service area expand with a customer database that grew from approximately 2,000 Utility customers to over 4,000 from 1997 to 2019; and

WHEREAS, Mrs. Riggs was instrumental in developing, implementing and maintaining the Munis Utility Billing System, dedicating two years to training from 2013 to 2015 to implement and insure the Munis System was functional and accurately recording customer's billings and;

WHEREAS Mrs. Riggs advanced her expertise to attending numerous seminars and educational classes; and

WHEREAS, Mrs. Riggs performed an invaluable service to the County citizens by accurately processing and maintaining the utility databases; and

WHEREAS, Mrs. Riggs demonstrated integrity throughout her career, continuously devoting her actions to the betterment of Prince George, and

WHEREAS, Mrs. Riggs mentored numerous staff members that have continued to be successful in their public service careers in Prince George County and throughout the Commonwealth; and

WHEREAS, Mrs. Riggs has always put the needs of her co-workers, the Department, the County, and the citizens above all else; and

WHEREAS, throughout her remarkable career in Public Service, spanning more than 21 years, Kimberly H. Riggs has served the citizens of the County to the utmost of her ability, demonstrating commitment, integrity and devotions in a manner bespeaking the dedication of a true public servant and has received numerous letters and comments of appreciation for her exemplary interaction with citizens. Mrs. Rigg's institutional knowledge and utility billing expertise is irreplaceable and will be sorely missed by the Utility Office, the County and its citizens;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9<sup>th</sup> day of April, 2019, does hereby commend Utility Billing /Collection Specialist III, Kimberly H. Riggs for completion of more than 21 years of dedicated service to the County and its citizens; and

BE IT FURTHER RESOLVED that this Board wishes to extend to Mrs. Riggs much happiness and continued success as she enters the next phase of her life.

R-20-046B

C-4.

RESOLUTION; PROCLAMATION; APRIL 2019 AS NATIONAL ALCOHOL AWARENESS MONTH

WHEREAS, alcohol is a primary factor in the four (4) leading causes of death for young persons ages 10-21; and,

WHEREAS, almost 100,000 persons die each year from alcohol-related causes; drinking and driving crashes, other accidents, falls, fires, alcohol-related homicides and suicides; and,

WHEREAS, approximately 15 million current drinkers in the United States are dependent on alcohol; and,

WHEREAS, adolescents use alcohol more than tobacco or illicit drugs; and,

WHEREAS, young people who begin drinking before age 15 are four times more likely to develop alcohol dependence than those who begin drinking at or after age 21; and,

WHEREAS, alcohol abuse is a major factor in unprotected sex, increasing risk of contracting HIV or other transmitted diseases; and,

WHEREAS, the typical American will see 100,000 beer commercials before he or she turns 18 (that is more than for sneakers, gum and jeans combined); and,

NOW, THEREFORE, for all these reasons, the Coalition Against Alcohol, Nicotine & Drug Under-Age Use (CAAN-DUU) in conjunction with District 19 Community Services Board, are asking the residents of the County of Prince George to join us in recognizing this April as National Alcohol Awareness Month; and

BE IT FURTHER RESOLVED, That the members of the Prince George County Board of Supervisors do hereby proclaim April 2019 as National Alcohol Awareness Month in the County of Prince George and call upon all residents, parents, governmental agencies, public and private institutions, businesses, hospitals, schools and colleges in Prince George to support efforts that will increase community awareness and support for individuals and families coping with alcohol addiction in our community.

R-19-046C

C-5.

RESOLUTION; PROCLAMATION; NATIONAL COUNTY GOVERNMENT MONTH - APRIL 2019 "CONNECTING THE UNCONNECTED"

WHEREAS, the nation's 3,069 counties serving more than 300 million Americans provide essential services to create healthy, safe and vibrant communities; and WHEREAS, counties provide health services, administer justice, keep communities safe, foster economic opportunities and much more; and

WHEREAS, Prince George County and all counties take pride in our responsibility to protect and enhance the health, welfare and safety of our residents in efficient and cost-effective ways; and

WHEREAS, through National Association of Counties President Greg Cox's "Connecting the Unconnected" initiative, NACo is demonstrating how counties deliver "people-centered" services to our residents nationwide; and

WHEREAS, each year since 1991 the National Association of Counties has encouraged counties across the country to elevate awareness of county responsibilities, programs and services.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Supervisors of Prince George County does hereby proclaim April 2019 as National County Government Month and encourage all county officials, employees, schools and residents to participate in County Government celebration activities; and

BE IT FURTHER RESOLVED That the Board proclaims that on Wednesday, April 24, 2019 Prince George County Government offices will hold an Open House throughout the normal hours of operation. Citizens are encouraged to visit all County offices and become more familiar with County personnel and activities associated with the operations of County Government.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

### **PRESENTATIONS**

**S-1. Resolution; Commendation; Officer Christopher Helmer; Service to Prince George County.** Chairman Hunter presented the commendation to Officer Helmer.

### **SUPERVISORS' COMMENTS**

Mrs. Waymack expressed a concern over the latest measles outbreak. She encouraged everyone to have their children immunized.

Mr. Webb announced that at the Board's previous budget work session, the Board unanimously voted to have the roundabouts at Courthouse Road and Bull Hill Road and at Allin Road and Courthouse Road named after Prince George County fallen soldiers, Sgt. Philip Myers and PFC Michael Carey, respectively.

Chairman Hunter commended all of the people involved in the search and rescue of the elderly gentleman with Alzheimer's.

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

Mr. Ashcraft stated that the Special Olympics 'Little Feet Meet' will be on April 10 from 10 a.m. to 2 p.m. at the Prince George High School Track. The Prince George Business Roundtable will be on April 10 at 12:00 Noon at the Commonwealth Center for Advanced Manufacturing (CCAM). Virginia's Gateway Region Annual Meeting will be on April 11 at 5:30 p.m. at the Keystone Truck & Tractor Museum, Colonial Heights. The Southside Virginia Association of Realtors Legislative Affairs & Board of Directors Breakfast will be on April 11 at 8 a.m. at Luca Restaurant. The Parks & Recreation Baseball/Softball Opening Day & Bendall Field Dedication will be on April 13 at 9 a.m. at Field 1 Moore Sports Complex. There will be a Toddler Fair on April 13 from 9 a.m. to 1 p.m. at the Prince George Library & Scott Park. The Prince George IDA Board Meeting will be on April 17 at 12:00 Noon in the Community Room. The James River Soil & Water Conservation District Board of Directors will meet on April 18 at 6 p.m. at the Prince George Library. The 'Reggie Jones Gymnasium' Dedication will be on April 19 at 6 p.m. at the Central Wellness Center. 'Clean Community Day' will be on April 20 from 8 a.m. to 1 p.m. at the Prince George Police Parking Lot. The Parks & Recreation Annual Easter Egg Hunt will be on April 20 at 11:30 a.m. at Temple Park. Huddle House off Exit 45 holds Soft Opening March 27; hiring opportunities available. UVA fans in Prince George County celebrating over NCAA Basketball Championship.

### **REPORTS**

**VDOT** - Ms. Crystal Smith of the Virginia Department of Transportation stated that the acquisition for the project at Route 460, Bull Hill, and Rives Road is complete and on track for construction. Exit 45 is still under review. She is requesting additional Police reports over the last five years at that exit. There is patching on Middle Road and Laurel Spring Road. Ms. Smith will be working in the Suffolk District for the next 45 days and Ms. Diana Bryant will take her place until then. Mr. Webb stated that he has received comments from several citizens that have witnessed near misses at Exit 45 that will not be captured in a Police report. Chairman Hunter requested some statistics on accidents on County Drive from Prince George to Sussex. Mr. Brown thanked VDOT for the repairs on Route 460 from Wagner Road to Interstate 95.

**Update on Emergency Utilities Repairs** – Mr. Frank Haltom, County Engineer, stated that they had a sewer main failure along Prince George Drive south of the intersection at Laurel Spring Road. To date, they are ahead of schedule and expect to be done by Thursday. There will be traffic impacts until then. This was due to old piping. There are two maintenance projects, one in Beechwood Manor and Jordan on the James, causing a water restriction notice, and the other is Cedarwood.

### **PUBLIC HEARINGS**

**P-1. Public Hearing; Resolution; Lease Agreement; The St. James Lodge #128, a Lodge of Most Worshipful Prince Hall Grand Lodge of Virginia, Incorporated in Virginia and Helena Chapter #110, a Chapter of The Grand Chapter Order of The Eastern Star of Virginia, PHA, Incorporated in Virginia.** Mr. Steve Micas, County Attorney, stated that

representatives of the St. James Masonic Lodge #128 and Helena Chapter #110 have approached the County to request that the County lease a portion of the Central Wellness Center to these organizations to be used for activities that support community service projects in Prince George County. The organizations have made monetary donations to women and children who reside at the James House who have been victims of domestic abuse, have donated book bags and school supplies, afforded opportunities for scholarships and continuing education and provided support for families in need during Thanksgiving and Christmas. The County is not using all of the rooms on the first floor of the Central Wellness Center and the one room (Room 112) to be leased to the organizations is not currently needed for general government activities of the County. The draft lease does not provide for a lease payment to the County. In order to lease real estate owned by the County, the Board must hold a public hearing pursuant to § 15.2-1800 of the Code of Virginia, 1950, as amended. Chairman Hunter opened the public hearing at 7:35 p.m. There was no one to speak and the public hearing was closed. Mr. Webb made a motion, seconded by Mrs. Waymack, to approve the lease as presented. Roll was called on the motion.

R-19-047

P-1.

RESOLUTION; LEASE AGREEMENT; THE ST. JAMES LODGE #128, A LODGE OF MOST WORSHIPFUL PRINCE HALL GRAND LODGE OF VIRGINIA, INCORPORATED IN VIRGINIA AND HELENA CHAPTER #110, A CHAPTER OF THE GRAND CHAPTER ORDER OF THE EASTERN STAR OF VIRGINIA, PHA, INCORPORATED IN VIRGINIA

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 12<sup>th</sup> day of May, 2015 does hereby authorize the County Administrator to execute an Agreement of Lease between Prince George County and The St. James Lodge #128, a Lodge of Most Worshipful Prince Hall Grand Lodge of Virginia, Incorporated in Virginia and Helena Chapter #110, a Chapter of the Grand Chapter Order of The Eastern Star of Virginia, PHA, Incorporated in Virginia.

On roll call the vote was:

In favor: (3) Waymack, Hunter, Webb

Opposed: (0)

Absent: (1) Carmichael

Abstained: (1) Brown

**P-2. Public Hearing; Consideration of Equalization of Tax Rate Based on Assessment.**

Ms. Betsy Drewry, Finance Director, stated that the County Administrator proposed the Fiscal Year 2019-2020 budget at the February 26, 2019 board meeting and recommended no increase in the Real Property Tax Rate or any other established tax rates. The board received information on an increase in assessed real property values at its pre-budget work session on December 19, 2018. The assessed values (excluding new construction and improvements) have grown by more than 1%. The equalization rate would be 83¢ (a 3¢ reduction from the current 86¢ rate). If the assessed value increases by more than 1% (excluding new construction and

improvements), §58.1-3321 Code of Virginia, the County must reduce tax rate so that revenues  $\leq 101\%$  of prior year levies (equalization / “reduced rate”) or the County may increase tax rate after advertising and holding public hearing with notice of the “effective tax rate increase.” There is no recommendation to lower the tax rate to 83¢. The proposed budget included significant increases in our projected payments to Riverside Regional Jail of \$676,886 (50%) and an increase in Comprehensive Services Act (CSA) spending of \$690,000 (54.8%). There is no required board action following this public hearing. Staff is requesting adoption of tax rates following the public hearing on tax rates. The County Administrator’s proposed budget recommended no increase in the Real Property tax rate. The budget proposal included no recommendation to reduce the tax rate to the equalization rate of 83¢. If the tax rate was lowered to the equalization rate the impact to County & Schools would be \$ 750,000. Chairman Hunter opened the public hearing at 7:39 p.m. There was no one to speak and the public hearing was closed. No action was taken.

**P-3. Public Hearing; Resolution; Establishment of 2019 Tax Levies for Real Property, Tangible Personal Property, Mobile Homes, and Machinery and Tools.** Ms. Drewry stated that the public hearing was advertised twice. The County Administrator’s proposed budget included no increase in the Real Property tax rate or any other established tax rate. Overall, the General Fund budget is expected to increase by \$2.27 million or 4.1% and nearly \$1.4 million of that is directly related to the Comprehensive Services Act and Riverside Jail increases. The advertised tax rate was authorized by the Board at \$.86 per \$100 assessed value. Personal Property is \$4.25 per \$100 of assessed value, Machinery and Tools Tax is \$.150 per \$100 assessed value, and Mobile Homes at \$.86 per \$100 of assessed value. This represents no change from the current tax rates. Chairman Hunter opened the public hearing at 7:41 p.m.

Mr. William Steele (9921 County Line Road). Mr. Steele stated that there is a gross waste in government spending in this County. This Board has an opportunity to lower the tax rate. He stated that even though they are not increasing taxes, his taxes are increasing because his house was assessed at \$40,000 more this year. He stated that the Board has a duty to reduce the tax rate to the equalization rate. He compared tax rates to those of Dinwiddie, Sussex, and Surry. He stated that his government is not giving him anymore services than these other localities. He stated that he has made suggestions in the past to lower taxes and no one has ever responded to him with the exception of Mr. Carmichael. He went on to talk about the conditions of Arwood Road and how dangerous it is wanting to know where his tax money is going. He implored the County to lower the tax rate to the equalization rate.

Mr. Clayton Williams (16400 Prince George Drive). Mr. Williams stated that his family pays \$10,000 in taxes a year for their property and they would like to do something with it such as development. However, he cannot due to lack sewer and water. He stated that this property was left to him so that he can make something of himself and he cannot do anything with it. He too would like to see the Board lower the tax rate to the equalization rate.

There was no one else to speak and the public hearing was closed at 7:48 p.m. Mr. Webb publicly apologized to Mr. Steele if he missed him. He does not recall any calls or emails from him on his log. Mr. Brown stated that he did reply to one of Mr. Steele’s emails. Mr. Brown

made a motion, seconded by Mr. Webb, to adopt the current tax rates as presented. Roll was called on the motion.

R-19-048

P-3.

**RESOLUTION; ESTABLISHMENT OF 2019 TAX  
LEVIES FOR REAL PROPERTY, TANGIBLE  
PERSONAL PROPERTY, MOBILE HOMES, AND  
MACHINERY AND TOOLS**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9<sup>th</sup> day of April, 2019 hereby establishes the following levies for the Real Property Tax for Fiscal Year 2020 beginning July 1, 2019 and ending June 30, 2020 pursuant to Section 58.1-3001 of the Code of Virginia (1950, as amended).

<u>Class of Property</u>	<u>Rate per \$100 of Assessed Valuation</u>
1. Real Property	\$0.86

BE IT FURTHER RESOLVED, That the Board of Supervisors of the County of Prince George this 9<sup>th</sup> April, 2019 hereby establishes the following levies for the Tax Year 2019 beginning January 1, 2019 and ending December 31, 2019 pursuant to Section 58.1-3001 of the Code of Virginia (1950, as amended).

- |   |        |
|---|--------|
| 1. All tangible personal property<br>not identified below (Section 58.1-3500)   | \$4.25 |
| 2. Mobile homes, an industrial building unit<br>constructed on a chassis for towing<br>to the point of use and designed to be used,<br>without a permanent foundation; for a<br>continuous year-round occupancy as a<br>dwelling; of two or more such units separately<br>towable, but designed to be joined together at<br>the point of use to form a single dwelling, and<br>which is designed for removal to, and installation<br>of erection on other sites (Section 58.1-3503.6) | \$0.86 |
| 3. Machinery and tools used in a manufacturing,<br>mining, processing or reprocessing, radio or<br>television broadcasting, or dairy business<br>(Section 58.1-3507)  | \$1.50 |
| 4. Farm machinery and implements, farm tools,<br>farm livestock including all horses, poultry, grains<br>and feed used for the nurture of farm livestock and<br>poultry (Section 58.1-3505)   | -0-    |

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

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

**Farmers Market** – Ms. Kirsten Cherry, IT Director, stated that Farmers Market will begin again on May 4 in conjunction with the Hometown Heroes and Prince George Woman's Club Community Day. They are expecting back vendors from the past as well as some new ones. They accept cash, credit/debit cards, and SNAP EBT cards. The Market will be open until the end of October with the only day closed as August 31 (Labor Day Weekend). They will feature "Special Event Saturdays." Ms. Cherry already talked about May 4. On June 22, there will be a Kid's Day including a bike rodeo and owl pellet lessons. On July 27 there will be a Master Gardner's Tomato Contest and potentially a watermelon festival. All details will be on the Farmers Facebook page. There will be an orientation meeting April 25 at 6:00 p.m. in the Second Floor Kines Break Room. If they can get enough participants, they are hoping for a special Farmers Market Day on July 4.

**Prince George Clean Community Day** – Mr. Mike Purvis, General Services Director, gave a brief overview of the upcoming Clean Community Day on April 20 from 8:00 a.m. to 1:00 p.m. This event is offered to Prince George County residents for the disposal of hazardous waste, tires, white goods, and household materials at no charge. Tires, hazardous materials can be dropped off at the Police Department parking lot along with a shredding service. White goods, yard debris, and household goods can be dropped off at no charge at the Convenience Station. Adopt-A-Highway volunteers will be out on many local roads picking up litter. This event will be conducted rain or shine. Mr. Purvis gave statistics on last year's event. Mr. Ashcraft added that some of these services are provided by a grant.

### **ORDER OF BUSINESS**

**A-1. Resolution; Authority to Advertise a Public Hearing to Consider an Ordinance to Amend "The Code of the County of Prince George, Virginia", 2005, as Amended, by Repealing § 2-292 and Adding § 2-292.1 Relating to Duties of the County Administrator.** Mr. Steve Micas, County Attorney, stated that in October 2018 the Board amended the County Code to provide that a separate Clerk to the Board would be appointed by the Board rather than the County Administrator automatically being the Clerk under the Code. During that amendment process the duties of the Clerk were removed from the list of duties of the County Administrator set out in § 2-292. However, in the first sentence, language referencing the County Administrator as Clerk to the Board should have been removed, but was inadvertently left in § 2-292. The recommended revision will remove the reference to the Clerk for the Board from the Code section setting out the duties of the County Administrator. More importantly, the duties of the County Administrator set out in the Code are archaic and not an accurate reflection of the responsibilities currently exercised by the County Administrator. The proposed revision sets out the actual duties performed by the County Administrator. Mr. Webb made a motion, seconded by Mrs. Waymack to approve the advertisement of a public hearing on May 14. Roll was called on the motion.

R-19-049

A-1.



RESOLUTION; AUTHORITY TO ADVERTISE A PUBLIC HEARING TO CONSIDER AN ORDINANCE TO AMEND "THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA", 2005, AS AMENDED, BY REPEALING § 2-292 AND ADDING § 2-292.1 RELATING TO DUTIES OF THE COUNTY ADMINISTRATOR

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9<sup>th</sup> day of April, 2019, does hereby authorize the advertisement Of A Public Hearing To Consider an Ordinance to Amend "THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA", 2005, as Amended, by Repealing § 2-292 and Adding § 2-292.1 Relating to Duties of the County Administrator.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

**A-2. Discussion and Possible Action on VA ABC License Application Notice from Prince George Farms, Inc. (dba Sheetz #667).** Mr. Jeff Stoke, Deputy County Administrator, stated that on March 25, 2019, Prince George County received notification from the VA ABC of the Prince George Farms Inc. (DBA: Sheetz #667) ABC license application. Per state code, local governing bodies shall submit objections to the granting of a license within 30 days of the filing of the application. The Prince George County Board of Supervisors may recommend to the VA ABC: 1) approval, 2) denial, 3) approval with conditions, or 4) take no action on the notice. The Prince George County Board of Supervisors may submit any comments before April 24, 2019 to the Virginia Alcoholic Beverage Control Authority. VA ABC has final authority on this matter. Mr. Webb and Mr. Brown stated that they have no problem with Sheetz receiving an ABC license. Chairman Hunter agreed. Mr. Brown made a motion, seconded by Mr. Webb, to support the ABC license. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

**A-3. Resolution; Authority to Execute Contract for Administration of Flexible Benefit & Cafeteria 125 Plan.** Ms. Corrie Hurt, Human Resources Director, stated that a request for proposal was written for cafeteria 125 administration. The RFP was publicized for four weeks. The county received five responses and held interviews with the top four. After the first round of interviews, it was narrowed down to the two top choices for final interviews. The administration of the County's Flexible Spending Accounts is provided at no cost to the County as long as the administrator is allowed to offer supplemental insurance products to the County employees. Staff recommends that the County contract with Mark III to provide this service. The county has reviewed the products and prices and feels that the employees would receive the best choice of benefits and pricing from this company. This may result in some level of

disruption with the employees as we are currently using Aflac as the administrator of supplemental insurance products. Employees will be allowed to keep their current Aflac products on payroll deduction even after the transition. The Human Resources department is fully prepared to work with employees during the enrollment period and assist in making this a smooth transition. Ultimately, staff believes that the overall customer service levels will improve by changing to Mark III. There has been a lack of action from AFLA (our current provider) with required non-discrimination testing and there have been few outreaches from them to discuss current offerings and how to improve them. Mark III currently provides the County with health and dental insurance consulting services and that will lend itself to a holistic approach to determine how voluntary products can best be used to supplement any "gaps" in our health insurance. Additionally, Mark III provided more competitive group product pricing in their proposal. There may be some disruption to the employees as we have used Aflac for 14+ years and will be moving to a different administrator for our supplemental insurance products and flexible spending. Employees will NOT be forced to abandon their current plans and they will be able to keep them on payroll deduction. Mr. Webb made a motion, seconded by Mr. Brown, to approve the resolution as presented. Roll was called on the motion.

R-19-050

A-3.

**RESOLUTION; AUTHORITY TO EXECUTE CONTRACT FOR ADMINISTRATION OF FLEXIBLE BENEFIT & CAFETERIA 125 PLAN**

WHEREAS, An RFP was issued for administration of the County's Flexible Benefit and Cafeteria 125 Plan on January 11, 2019 and closed on February 12, 2019 with five responses; and

WHEREAS, Interviews of the top four firms were held on March 13 and 14 and final interviews were held with the top two firms on March 29. The recommended company from the ranking process is Mark III; and

WHEREAS, Mark III will be contracted to administer the County's Flexible Spending and Cafeteria 125 Plan. These services will be provided at no cost to the County and this contract will allow Mark III to offer approved supplemental insurance products to County employees. Employees will be allowed to continue their current supplemental Aflac products through payroll deduction to minimize disruption. This contract will be effective July 1, 2019 through June 30, 2020 with potential to renew for four annual periods.

NOW, THEREFORE BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9<sup>th</sup> day of April, 2018, does hereby authorize the County Administrator to execute a contract with Mark III for Flexible Spending and Cafeteria 125 Plan administration.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

**A-4. Resolution; Authority to Advertise a Public Hearing to Consider Adoption of Virginia Department of Transportation Six-Year Plan for Prince George County Secondary Roads Improvement for Fiscal Years 2020 Through 2025 and Secondary Roads**

**Construction Budget for Fiscal Year 2019/20 for Prince George County.** Mr. Horace Wade, of the Planning Department, stated that he is seeking authorization for the Virginia Department of Transportation and the Board of Supervisors of Prince George County, in accordance with Section 33.2-331 of the Code of Virginia, to conduct a joint public hearing in the regular meeting room of the Prince George County Government Administration Building, 6602 Courts Drive, Prince George, Virginia at 7:30PM on Tuesday, May 14, 2019. The purpose of this public hearing is to receive public comment on the proposed Secondary Six-Year Plan for Fiscal Years 2019/2020 through 2024/2025 in Prince George County, and on the Secondary System Construction Budget for Fiscal Year 2019/20. Copies of the proposed Plan and Budget may be reviewed at the Petersburg Residency of the Virginia Department of Transportation, located at 4608 Boydton Plank Road, Petersburg, VA, 23803, or at the Prince George County Administrator's office located at 6602 Courts Drive, Prince George, VA, 23875. All projects in the Secondary Six-Year Plan that are eligible for federal funds will be included in the Statewide Transportation Improvement Program (STIP), which documents how Virginia will obligate federal transportation funds. Mr. Brown made a motion, seconded by Mr. Webb, to approve the authorization as presented. Roll was called on the motion.

R-19-051

A-4.

RESOLUTION; AUTHORITY TO ADVERTISE A PUBLIC HEARING TO CONSIDER ADOPTION OF VIRGINIA DEPARTMENT OF TRANSPORTATION SIX-YEAR PLAN FOR PRINCE GEORGE COUNTY SECONDARY ROADS IMPROVEMENT FOR FISCAL YEARS 2020 THROUGH 2025 AND SECONDARY ROADS CONSTRUCTION BUDGET FOR FISCAL YEAR 2019/20 FOR PRINCE GEORGE COUNTY

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9<sup>th</sup> day of April, 2019, does hereby authorize the advertisement of a public hearing to consider adoption of a Prince George County six-year secondary road improvement plan.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

**A-5. Adoption of Emergency Ordinance Relating to Business Licenses and Delinquent Taxes.** Mr. Micas stated that in the past, Prince George has typically required that all delinquent taxes be paid prior to issuance of a business license. In accordance with State law, if the Board wants to continue that practice the Board must adopt an ordinance requiring the payment of all taxes or an applicant entering into a payment plan as a condition to receiving a business license. The last sentence of the proposed ordinance sets out the process for revocation if an applicant fails to follow a payment plan. If the Board adopts the attached ordinance on an emergency basis, the Board has 60 days to advertise and hold a public hearing in order to make the ordinance permanent. If the Board adopts the ordinance, staff will advertise a public hearing for the May 14, 2019 meeting. Mr. Micas clarified for the Chairman that this is for new business

licenses. Mr. Webb asked if the notification is sent by Registered Mail. Ms. Lindsay Lane of the Commissioner of Revenue's Office stated that they would due their due diligence and send it out Certified Mail and follow-up with phone calls.

O-19-O8

A-5.

**ORDINANCE TO AMEND "THE CODE OF THE COUNTY OF  
PRINCE GEORGE, VIRGINIA", 2005, AS AMENDED, BY  
AMENDING AND RE-ENACTING § 14-35 RELATING TO  
REQUIREMENTS FOR ISSUANCE OF BUSINESS LICENSES**

BE IT ORDAINED by the Board of Supervisors of Prince George County:

- (1) *That The Code of the County of Prince George, Virginia, 2005, as amended, is amended by amending and re-enacting § 14-35, as follows:*

**Sec. 14-35. Limitations and extensions.**

- (a) Where, before the expiration of the time prescribed for the assessment of any license tax imposed pursuant to this article, both the assessing official and the taxpayer have consented in writing to its assessment after such time, the tax may be assessed at any time prior to the expiration of the period agreed upon. The period so agreed upon may be extended by subsequent agreements in writing made before the expiration of the period previously agreed upon.
- (b) Notwithstanding Code of Virginia, § 58.1-3903, the assessing official shall assess the local license tax omitted because of fraud or failure to apply for a license for the current license year and the six preceding license years.
- (c) The period for collecting any local license tax shall not expire prior to the period specified in Code of Virginia, § 58.1-3940, two years after the date of assessment if the period for assessment has been extended pursuant to this subsection, two years after the final determination of an appeal for which collection has been stayed pursuant to section 14-36(b) or (d), or two years after the final decision in a court application pursuant to Code of Virginia, § 58.1-3984 or a similar law for which collection has been stayed, whichever is later.
- (d) In accordance with § 58.1-3700, of the Code of Virginia, 1950, as amended, no business license shall be issued until the applicant has produced satisfactory evidence that all delinquent business license, personal property, and transient occupancy taxes owed by the business to the county have been paid, or the business has entered into a payment plan for the payment of such delinquent taxes and is not delinquent in making payments under such plan. If a business is issued a business license after it

has entered into a payment plan, and the business defaults under such payment plan, its license shall be revoked and a new business license shall not be issued to such business until all properly assessed delinquent taxes owed by the business to the county have been paid in full. Any such business license where the applicant has violated a payment plan shall be revoked five days after notification is mailed Certified Mail by the Commissioner of Revenue to the last known address.

(Code 1988, § 6.1-5)

**State law reference**—Similar provisions, Code of Virginia, § 58.1-3703.1(A)(4).

*(2) That this Ordinance shall be effective immediately upon adoption.*

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

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

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

The meeting adjourned at 8:22 p.m.

[Draft Minutes prepared April 17, 2019 for consideration on April 23, 2019; adopted by unanimous vote.]

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Donald R. Hunter  
Chairman, Board of Supervisors

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Percy C. Ashcraft  
County Administrator