

MINUTES
Board of Supervisors
County of Prince George, Virginia

December 9, 2019

County Administration Bldg. Boardroom, Third Floor
6450 Administration 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 Monday, December 9, 2019 in the Community Room, Human Services Building, 6450 Administration 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	Present
Marlene J. Waymack	Present
T. J. Webb	Present

Also present was: Percy Ashcraft, County Administrator; and Dan Whitten, County Attorney.

CLOSED SESSION

E-1. Resolution; Closed Session for (i) Section 2.2-3711.A.8 consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel; such legal advice shall be limited to federal and state requirements relating to workplace safety and other legal issues related to human resources management. Mrs. Waymack made a motion, seconded by Mr. Webb, that the Board convene closed session for (i) Section 2.2-3711.A.8 consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel; such legal advice shall be limited to federal and state requirements relating to workplace safety and other legal issues related to human resources management.

R-19-151

E-1.

RESOLUTION; CLOSED SESSION FOR (I) SECTION 2.2-3711.A.8 CONSULTATION WITH LEGAL COUNSEL REGARDING SPECIFIC LEGAL MATTERS REQUIRING THE PROVISION OF LEGAL ADVICE BY SUCH COUNSEL; SUCH LEGAL ADVICE SHALL BE LIMITED TO FEDERAL AND

STATE REQUIREMENTS RELATING TO WORKPLACE SAFETY AND OTHER
LEGAL ISSUES RELATED TO HUMAN RESOURCES MANAGEMENT

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9th day of December, 2019, does hereby vote to enter closed session for (i) Section 2.2-3711.A.8 consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel; such legal advice shall be limited to federal and state requirements relating to workplace safety and other legal issues related to human resources management.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

Chairman Hunter was dismissed at 5:02 p.m.

E-2. Resolution; Certification of Closed Session. At 6:51p.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. Roll was called on the motion.

R-19-151A

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 9th day of July, 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, Carmichael

Opposed: (0)

Absent: (1) Hunter

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

On roll call the vote was:

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

Opposed: (0)
Absent: (1) Hunter

The meeting adjourned at 6:51 p.m.

[Draft Minutes prepared January 2, 2020 for consideration on January 14, 2020; adopted by unanimous vote.]

Donald R. Hunter
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator

MINUTES
Board of Supervisors
County of Prince George, Virginia

December 10, 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, December 10, 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	Present
Marlene J. Waymack	Present
T. J. Webb	Present

Also present was: Percy Ashcraft, County Administrator; Jeff Stoke, Deputy County Administrator; Betsy Drewry, Deputy County Administrator; and Dan Whitten, County Attorney.

CLOSED SESSION

E-1. Resolution; Closed Session for (i) Section 2.2-3711.A.1 – Discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of a specific public officers, appointees or employee of the public body; I further move that such discussion shall be limited to (a) appointment to the Prince George Planning Commission; (b) appointment to the Virginia Gateway Region; (c) appointment to the Crater District Planning Commission; (d) appointment to the US Census Complete Count Committee; (e) an employee of Human Resources, and (f) an employee of Community Development and Code Compliance. Mrs. Waymack made a motion, seconded by Mr. Webb, that the Board convene closed session for (i) Section 2.2-3711.A.1 – Discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of a specific public officers, appointees or employee of the public body; I further move that such discussion shall be limited to (a) appointment to the Prince George Planning Commission; (b) appointment to the Virginia Gateway Region; (c) appointment to the Crater District Planning Commission; (d) appointment to the US Census Complete Count Committee; (e) an employee of Human Resources, and (f) an employee of Community Development and Code Compliance.

R-19-152

E-1.

RESOLUTION; CLOSED SESSION FOR (I) SECTION 2.2-3711.A.1 – DISCUSSION OR CONSIDERATION OF THE ASSIGNMENT, APPOINTMENT, PROMOTION, PERFORMANCE, DEMOTION, SALARIES, DISCIPLINING OR RESIGNATION OF A SPECIFIC PUBLIC OFFICERS, APPOINTEES OR EMPLOYEE OF THE PUBLIC BODY; I FURTHER MOVE THAT SUCH DISCUSSION SHALL BE LIMITED TO (A) APPOINTMENT TO THE PRINCE GEORGE PLANNING COMMISSION; (B) APPOINTMENT TO THE VIRGINIA GATEWAY REGION; (C) APPOINTMENT TO THE CRATER DISTRICT PLANNING COMMISSION; (D) APPOINTMENT TO THE US CENSUS COMPLETE COUNT COMMITTEE; (E) AN EMPLOYEE OF HUMAN RESOURCES, AND (F) AN EMPLOYEE OF COMMUNITY DEVELOPMENT AND CODE COMPLIANCE

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10th day of December, 2019, does hereby vote to enter closed session for (i) Section 2.2-3711.A.1 – Discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of a specific public officers, appointees or employee of the public body; I further move that such discussion shall be limited to (a) appointment to the Prince George Planning Commission; (b) appointment to the Virginia Gateway Region; (c) appointment to the Crater District Planning Commission; (d) appointment to the US Census Complete Count Committee; (e) an employee of Human Resources, and (f) an employee of Community Development and Code Compliance.

On roll call the vote was:

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

Opposed: (0)

Abstained: (0)

E-2. Resolution; Certification of Closed Session. At 5:42 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-19-152A

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 10th day of December, 2019 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)

Chairman Hunter called a recess at 5:43 p.m. The meeting reconvened at 6:00 p.m. for a worksession.

WORK SESSION

Dr. Lisa Penncuff, Prince George County School Superintendent, stated that, as the Board is already aware, they have been experiencing air quality issues at Walton Elementary School. Moseley Architects has conducted an HVAC Study and made their recommendations. Dr. Pennycuff introduced Mr. Tyler Whateley of Moseley Architects to give a report on the findings and recommendations of that study. He stated that they made a site visit on October 22 and created HVAC options to improve the fresh air available to spaces with proper dehumidification. They created Good, Better, Best options to determine appropriate solutions until the New Walton ES is completed. There was one option for DG-5, DG-3 Clinic, the E Conference, and PALS, which was to replace the existing through wall units with new units to provide more outside air and better dehumidification at a cost of \$70,000. For the I Building, the good option is to maintain existing units and install separate dedicated outside air system at an estimated cost of \$510,000. The better option for the I Building would be to replace the existing retrofitted unit ventilators with packaged vertical classroom units such as Bard I-Tec series, to provide an HVAC system to meet current code. This option would cost \$570,000. The best option for the I Building would be to replace the entire building with a high efficiency variable air-volume system at an estimated cost of \$915,000. For the existing packaged units, the good option would be to provide new thermostats, commercial grade dehumidifiers sized appropriately to hand the loads, bi-polar ionization units to improve indoor air quality, and to upgrade exhaust system to provide constant exhaust during occupied hours. This option would cost \$265,000. The better option for the existing packaged units is to replace the existing rooftop units with similar configured united retrofitted into existing ductwork, with dehumidification control at a cost of \$1,100,000. The best option for the existing packaged units is to replace the existing rooftop units with high efficiency rooftop units retrofitted into the existing ductwork at a cost of \$1,500,000. The recommendation would be to use the only option for Rooms DG5, DG3, E Conference and PALS at \$70,000, the better option for the I Building at \$570,000, and the good option for the existing packaged units at \$265,000 for a total of \$905,000. This recommendation represented the best value to provide an acceptable education environment while the "better" option for the I Building provides new units that can be re-purposed in other schools at the completion of the New Walton Elementary. The projects could be performed in two phases starting with the resource rooms, the gymnasium and the existing 39 packaged units for

\$415,000. Phase Two would be the I Building classrooms for \$490,000. Dr. Pennycuff stated that the School Board has a School Carry Forward Appropriation on the agenda later this evening in the amount of \$704,232.13. This represents the reduction in local school transfer for actual school revenues over actual school expenditures, less an amount already re-appropriated for purchase orders. \$164,232.13 of that money is intended for Phase One of the Walton HVAC. The School Board has added transfer funds for field house renovations to Phase One of the Walton HVAC in the amount of \$80,000. Therefore, the School Board is requesting an additional \$170,767.87 for Phase One and \$490,000 for Phase Two. Both Phases can be completed this upcoming summer.

County Attorney Dan Whitten stated that there have been 654 Special Exceptions since 1974. It is unknown how many of those are still active. They expire after two years of non-use. Mr. Whitten is suggesting that if you have an applicant or a new owner of an existing Special Exception, the Planning Department should just bring it before the Board on its Consent Agenda. In that process, the condition would be removed so it would not have to come back before the Board moving forward. The Board agreed by consent that would be the best solution. The only time it would need to go back to the Planning Commission for a public hearing would be if they add additional conditions. Mr. Brown suggested the Planning Department maybe consider a blanket change in all active Special Exceptions if possible. Ms. Julie Walton, Director of Community Development, stated that they would be able to bring these Special Exceptions on a case by case basis. However, the amount of man hours for the Planning Department to track every property owner on all Special Exceptions for one blanket change would be more than the Department can handle.

Chairman Hunter called a recess at 6:28 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.

Motion to Suspend the Rules. Mr. Carmichael made a motion, seconded by Mr. Webb, to suspend the rules of the by-laws.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

Motion to Accelerate the Consent Agenda. Mr. Webb made a motion, seconded by Mr. Brown, to accelerate the consent agenda.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

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

C-1. Draft Minutes – November 26, 2019 Regular Meeting Minutes were approved as presented.

R-19-153

C-2.

RESOLUTION OF PRINCE GEORGE COUNTY BOARD OF SUPERVISORS

WHEREAS, the Second Amendment of the United States Constitution reads: "A well-regulated Militia, being necessary to the security of a free State, the right of the people to keep and bear Arms, shall not be infringed," and,

WHEREAS, Article 1, Section 13, of the Constitution of Virginia provides "that a well-regulated militia, composed of the body of the people, trained to arms, is the proper, natural, and safe defense of a free state, therefore, the right of the people to keep and bear arms shall not be infringed; that standing armies, in time of peace, should be avoided as dangerous to liberty; and that in all cases the military should be under strict subordination to, and governed by, the civil power;" and,

WHEREAS, certain legislation introduced in the 2019 session of the Virginia General Assembly, and certain legislation introduced in the current session of the United States Congress could have the effect of infringing on the rights of law abiding citizens to keep and bear arms, as guaranteed by the Second Amendment of the United States Constitution; and,

WHEREAS, the Prince George County Board of Supervisors is concerned about the passage of any bill containing language which unconstitutionally infringes upon the Second Amendment rights of the citizens of Prince George County, and,

WHEREAS, the Prince George County Board of Supervisors wishes to express its deep commitment to the rights of all citizens of Prince George County to keep and bear Arms; and,

WHEREAS, the Prince George County Board of Supervisors wishes to express opposition to any law that would unconstitutionally restrict the rights under the Second Amendment of the citizens of Prince George County to bear arms; and,

WHEREAS, the Prince George County Board of Supervisors wish to express its intent to stand as a Sanctuary County for Second Amendment rights and to oppose, within the limits of the Constitutions of the United States and the Commonwealth of Virginia, any efforts to unconstitutionally restrict such rights, and to use such legal means at its disposal to protect the constitutional rights of the citizens to keep and bear arms, including through legal action, the power of appropriation of public funds, and the right to petition for redress of grievances.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF PRINCE GEORGE COUNTY, VIRGINIA:

That the Board of Supervisors hereby expresses its intent to uphold the Second Amendment rights of the citizens of Prince George County, Virginia and its intent that public funds of the County not be used to unconstitutionally restrict Second Amendment rights or to aid in the unconstitutional restriction of the rights under the Second Amendment of the citizens of Prince George County, Virginia to bear arms; and

That the Board of Supervisors hereby declares its intent to oppose unconstitutional restrictions on the right to keep and bear arms through such legal means as may be expedient, including without limitation court action; and,

That the Board of Supervisors hereby declares Prince George County, Virginia, as a "Second Amendment Sanctuary."

R-19-153A

C-3.

RESOLUTION; OPERATING AGREEMENT BETWEEN PRINCE GEORGE COUNTY POLICE DEPARTMENT AND THE VIRGINIA PORT AUTHORITY

NOW, THEREFORE, BE IT RESOLVED, That the Board of Supervisors of the County of Prince George this 10th day of December, 2019 does hereby authorize the Chief of Police to execute the Virginia Port Authority Maritime Incident Response Team Operating Agreement between Prince George County Police Department and the Virginia Port Authority.

R-19-153B

C-4.

RESOLUTION; APPROPRIATION (\$47,415.11 SCHOOL STUDENT SUPPORT AND ACADEMIC ENRICHMENT GRANT FUNDS)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10th day of December, 2019, does hereby authorize the following increase of funds within the 2019-2020 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>
SCHOOL GRANT FUND	
<u>Expenditure:</u>	
0510-06-201-6002-61100-100-900-820-43130	
In-Service Training	\$47,415.11
<u>Revenue:</u>	
0510-30-000-0000-00000-000-000-820-333820	
Student Support & Academic Enrichment Grant	\$47,415.11

R-19-153C

C-5.

RESOLUTION; EXECUTION OF THE CRATER REGIONAL WORKFORCE DEVELOPMENT BOARD, LOCAL WORKFORCE AREA 15, CHIEF ELECTED OFFICIALS CONSORTIUM AGREEMENT

WHEREAS, Prince George County, Virginia is a member of the Crater Region, Local Workforce Area 15;

WHEREAS, through federal funding, the Workforce Innovation & Opportunity Act (WIOA) provides workforce training and other services to the Prince George County, Virginia area; and

WHEREAS, the Crater WIOA member jurisdictions wish to jointly perform the responsibilities prescribed under the federal WIOA; and

WHEREAS, the Crater Region Chief Elected Officials Consortium Agreement describes the responsibilities and operational powers of the locality.

NOW, THEREFORE, BE IT RESOLVED that the Prince George County, Virginia Board of Supervisors this 10th of December, 2019, authorize the execution of the Crater Region Chief Elected Official Consortium Agreement.

R-19-153D

C-6.

**REQUEST OF THE DEPARTMENT OF THE ARMY TO ALLOW RESIDENTS TO
USE THE FORT LEE CARDINAL GOLF CLUB, TEN-STRIKE BOWLING CENTER,
HIDEAWAY AND SUSTAINER'S PUB**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10th day of December, 2019, does hereby authorize the request of the Department of the Navy to allow Prince George County residents to use the Fort Lee Cardinal Golf Club, Ten-Strike Bowling Center, Hideaway and Sustainer's Pub in order to build lasting partnerships and promote community relations.

R-19-153E

C-7.

**RESOLUTION: PERFORM A SPEED STUDY AND
MAINTENANCEASSESSMENT OF ARWOOD ROAD**

WHEREAS, Citizens have expressed a concern of the speed of vehicles traveling on Arwood Road in Prince George County; and

WHEREAS, Citizens have also expressed a concern of the steady deterioration of Arwood Road in Prince George County.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10th day of December, 2019, does hereby approve a speed study and maintenance assessment to be conducted on Arwood Road.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

APPROVAL OF AGENDA. Mr. Webb added Item A-6 as an authority to advertise a public hearing on January 14 for the reallocation of funds for the spring borrowing. Mr. Webb made a motion, seconded by Mr. Brown, to adopt the agenda as amended. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

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 7:05 p.m.

Travis Toombs (Carson). Mr. Toombs stated that the right to defend ourselves using any and all tools available is not a right granted to us by any government. It is not a right bestowed upon us by a politician in Washington or Richmond. It is a right that was given to us by “God Almighty” when we took our first breathe on this earth and it cannot be taken away by any government. Because of our natural born right to possess a firearm, a 100-pound female can know defend herself against a 300-pound male attacker. There are many examples in history that prove when citizens are disarmed, tyranny follows. Mr. Toombs quoted Thomas Jefferson and George Washington, stating that “a free not only be armed, but disciplined.” The only way to secure the freedom and safety of the people is not only to allow, but to encourage the citizens to arm themselves. This is why the Second Amendment was written. By declaring Prince George County as a Second Amendment Sanctuary, you are telling the citizens of Prince George and the lawmakers in Richmond that Prince George County will not enforce unjust and unconstitutional laws attempting to disarm us, laws that would send this County down the path of Baltimore or Chicago, places whose law abiding citizens cannot defend themselves from violent attackers or overreaching Government because they have been disarmed.

Delegate Emily Brewer (Smithfield, Virginia). Delegate Brewer thanked the Board for standing up for the citizens of Prince George County. She stated that over 70% of the counties in Virginia have done the same. She thanked them for a clear directive to take back to the General Assembly and stated that she and all of the citizen’s present are very proud.

Dennis O’Connor (4957 Warwick Court). Mr. O’Connor stated that he served on the Board of Directors of the Virginia Citizens Defense League for 17 years and is also a retired Army officer and combat veteran. He stated that the Constitution means something to him and the rights, freedoms, and liberties preserved to us by generations of young soldiers who died face down in the mud are cherished by the citizens of Prince George. He thanked the Board for its courage and patriotism. He did think the Board should commit to having the law enforcement protect the rights of the people.

Todd Jarrett (13700 Moody Road). Mr. Moody is a professional shooter and firearms instructor for decades. He works with local law enforcement. He stated that Virginia has hosted thousands of local State, National, and World Championship titles for decades. These events will soon be banned in Virginia with the current Bills in 2020. This is about disarming American citizens of all guns. A good person with a gun can protect themselves and their family. If legislators pass these insane gun ownership laws, the lives of good people will be at risk. These laws could make good people felons overnight, including National Guardsmen and veterans.

Carolyn Day Pruett (Prince George). Ms. Pruett thanked the Board for passing the Second Amendment Sanctuary. She stated that some people think these resolutions are pointless and unnecessary. She disagrees. Local government serves as both the starting point as the voice for concerned citizens as well as the last defense against control by groups of people whose day to day lives have little in common with those of our own. Ms. Pruett works in Richmond and travels on I-95 for an average of 10 hours a week. As a woman, it is a comfort for her to have the ability to defend herself. Assuming that citizens should not have the right to own assault rifles, is assuming that citizens will commit a crime with assault rifles. In America, we are innocent until proven guilty. These measures assume guilt punishing innocent citizens for crimes they have not committed. Infringing on our God given Second Amendment right is immoral. It is our duty to protect the freedom we inherited.

Leyla Myers (Prince George). Ms. Myers stated that she too works in Richmond. She has had to defend an innocent citizen from another deranged citizen because she had the proper tools. She stated that she lived in the evil empire of the Soviet Union. She spoke of the atrocities she and her family experienced.

Daniel Ashley (3706 Lafayette Street). Mr. Ashley stated that his ancestors started, fought, and died for this country. He fought in Vietnam. He stated that the government wants to turn everyone into felons. We are a republic, not a democracy. We do not want to put law enforcement in harm's way. The right to keep and bear arms is a God given right. Militia is the whole of the people and it is our right to defend the Constitution.

Tammie Miller Jennings (Sandy Ridge Road). Ms. Jennings stated that she supports the Second Amendment. However, she does get concerned with a few points. Because Virginia is a Dillon Rule State, the County only has the power provided to it by the State. The County can be sued for not upholding the law. What is Prince George County going to do if the Bills are passed? Is the County financial prepared to defend this? She thinks this is very premature and is very concerned about what the County plans to do.

There being no one else to speak, the public comments period was closed at 7:31 p.m.

SUPERVISORS COMMENTS

Mr. Brown thanked the citizens, County employees, the County Administrator, and the Board for reaching out to him and his family during a very difficult time. He stated that the County is like a family.

Mrs. Waymack stated that she wished everyone would take as much interest in other matters of business by the Board as they did tonight.

Chairman Hunter echoed Mrs. Waymack's comments.

PUBLIC HEARINGS

P-1. Public Hearing; Lease Agreement for Use of a Portion of the Prince George Central Wellness Center between the County of Prince George, Virginia and the Rotary Club of

Prince George County Virginia. Mr. Percy Ashcraft, County Administrator, stated that the Rotary Club of Prince George have approached the County to request that the County lease a portion of the Central Wellness Center to this organization to be used for activities that support the bringing together of business and professional leaders in order to provide humanitarian service. In order to lease real estate owned by the County, the Board must hold a public hearing. Chairman Hunter opened the public hearing at 7:38 p.m. There was no one to speak and the public hearing was closed. Mr. Carmichael made a motion, seconded by Mr. Webb, to approve the lease as presented. Roll was called on the motion.

R-19-154

P-1.

PUBLIC HEARING; LEASE AGREEMENT FOR USE OF A PORTION OF THE PRINCE GEORGE CENTRAL WELLNESS CENTER BETWEEN THE COUNTY OF PRINCE GEORGE, VIRGINIA AND THE ROTARY CLUB OF PRINCE GEORGE COUNTY VIRGINIA

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 10th day of December, 2019 does hereby authorize the County Administrator to execute an Agreement of Lease between Prince George County and the Rotary Club of Prince George County.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

P-2. Public Hearing; SPECIAL EXCEPTION SE-19-07: Request of Jacqueline Cerny O'Hare Pursuant to Sections 90-53(2), (23) and (40) to Permit a Riding School, Riding Stable, Animal Hospital, Animal Board Place, Veterinary Services, and a Gift Shop within an A-1, General Agricultural District. The request property is located 12620 Johnson Road and is identified as Tax Map 430(0A)00-066-0. The Comprehensive Plan indicates the property is suitable for residential uses. Mr. Tim Graves of the Planning Department stated that the applicant is requesting a special exception to permit a riding school, riding stable, animal hospital, animal boarding place, veterinary service, and a gift shop on the property located west of I-95 at 12620 Johnson Road. The property has previously been approved for a Special Exception for similar uses in 2005, 2010, and 2014, with the kennel building constructed in 2005. Staff and the Planning Commission recommend approval of this request, with the recommended conditions, including unannounced inspections by County Animal Services Officers, a screened buffer, and restricted hours of operation. Chairman Hunter opened the public hearing at 7:46 p.m. There was no one to speak and the public hearing was closed. Mr. Brown made a motion, seconded by Mr. Carmichael, to approve the special exception as amended. Roll was called on the motion.

O-19-22

P-2.

SPECIAL EXCEPTION SE-19-07: Request of Farm Life Pets LLC pursuant to §§ 90-53(2), (23), and (40) to permit a riding school, riding stable, animal hospital, animal boarding place, veterinary services, and a gift shop within an A-1, General Agricultural District. The request property is located at 12620 Johnson Road and is identified as Tax Map 430(0A)00-066-0. The Comprehensive Plan indicates the property is suitable for residential uses.

BE IT ORDAINED by the Board of Supervisors of Prince George County that the Special Exception Application identified as SE-19-07 is granted as an amendment to the official zoning map with the following conditions:

1. This Special Exception request is granted to Farm Life Pets, LLC for riding school, riding stable, animal hospital, animal boarding place, veterinary services, and gift shop on Tax Map 430(0A)00-066-0.
2. All areas used for overnight animal boarding located within 400 feet of a dwelling shall be screened with evergreen vegetative materials to provide a visual and auditory buffer between the animal boarding place and any adjacent residential uses.
3. The applicants shall permit unannounced inspections during regular business hours by County Animal Service Officers to ensure proper treatment of the animals at the facility.
4. All areas used for animal boarding and training activities shall be cleaned and made free of animal waste on a regular basis. In addition, the applicants shall employ a means of eliminating any odor problems and the propagation of insects on the premises.
5. One (1) non-illuminated, freestanding sign, no greater than twenty (20) square feet in area and a height of six (6) feet, may be placed for directional purposes near the main entrance, located outside of the VDOT right-of-way and meeting setback requirements.
6. Hours of operation for the use shall be 6am to 6pm Monday to Friday, 6am to 4pm on Saturdays, and 12pm to 5pm on Sundays, with on-call availability outside of those hours.
7. The applicants shall take appropriate measures to ensure compliance with the County's Noise Ordinance (Section 54-23.1).
8. If the requested use of the premises is abandoned for a period of twenty-four (24) consecutive months, then the Special Exception shall become null and void.
9. This permit may be revoked by the County of Prince George or its designated agent for failure by the applicants to comply with any of the listed conditions or any provision of Federal, State or County regulations.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

P-3. Public Hearing; Ordinance to Amend “The Code of the County of Prince George, Virginia”, 2005, as Amended, by Amending and Re-Enacting § 74-222 Relating to Eligibility for Exemption of Eligible Persons for Real Estate Exemption. Ms. Darlene Rowsey, Commissioner of the Revenue, stated that at the Board’s November 13, 2019 work session, information was presented regarding tax relief for the elderly and disabled. The Board indicated a consensus to move forward with amending the current Ordinance. The amendment states disability income of relatives and non-relatives living with the owner shall not be included. Chairman Hunter opened the public hearing at 7:49 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 ordinance amendment as presented. Roll was called on the motion.

O-19-23

P-3.

ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF
PRINCE GEORGE, VIRGINIA”, 2005, AS AMENDED, BY
AMENDING AND RE-ENACTING § 74-222 RELATING TO
ELIGIBILITY FOR EXEMPTION OF ELIGIBLE PERSONS FOR REAL ESTATE
EXEMPTION

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 § 74-222, as follows:*

Sec. 74-222. - Eligibility for exemption for eligible person.

- (a) Any eligible person not less than 65 years of age as of the last day of the immediately preceding taxable year or any person under 65 years of age who has been determined to be permanently and totally disabled on the last day of the immediately preceding taxable year, who owns or partially owns a dwelling or mobile home as the sole dwelling of that person, shall be eligible for, and may apply for, an exemption of real estate taxes on such dwelling or mobile home and the land, in an amount not to exceed five contiguous acres on which it is situated, provided that:
- (1) The total combined income during the immediately preceding year shall not exceed \$45,000.00. The following scale shall apply: on such combined income amounts of from \$0.00 to \$28,000.00, the exemption shall be 100 percent; and on such combined income amounts of \$28,001.00 to \$45,000.00, the exemption shall be 50 percent.

- (2) The net combined financial worth, as of December 31 of the immediately preceding year, cannot exceed \$120,000.00.
- (b) The total combined income applicable in this section includes the income received during the prior calendar year of:
 - (1) The owners of the dwelling who use it as their principal residence;
 - (2) The owners' relatives who live in the dwelling, except for those relatives living in the dwelling and providing bona fide caregiving services to the owner, whether such relatives are compensated or not; and
 - (3) Non-relatives of the owner who live in the dwelling except for bona fide tenants or bona fide caregivers of the owner, whether compensated or not.
- (c) If an individual described above in subsection (b)(2) or (b)(3) is permanently and totally disabled, any disability income received by such person shall not be included.
- (d) Real property owned and occupied as the sole dwelling of an eligible person or two or more individuals includes real property:
 - (1) Held by the eligible person alone, in conjunction with his spouse, or in conjunction with one or more other people as tenant or tenants for life or joint lives;
 - (2) Held in a revocable inter vivos trust over which an eligible person alone, with his spouse, or with one or more other people hold the power to revocation; or
 - (3) Held in an irrevocable trust under which an eligible person alone, in conjunction with his spouse, or in conjunction with one or more other person possesses a life estate or an estate for joint lives or enjoys a continuing right of use or support.

(Ord. No. O-17-10, § 1, 7-11-2017)

State law reference—Similar provisions, Code of Virginia, § 58.1-3212

- (2) *That this Ordinance shall be effective January 1, 2020.*

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

REPORTS

Auditor's Report – Mr. Josh Roller of Robinson, Farmer, Cox presented the 2019 Auditor's Report. He gave a brief overview of the opinions on the financial statements in the auditor's report. There are three sections within the report, including the basic financial statements, internal controls over financial reporting, and the Federal compliance requirements. Mr. Roller

brought a few things within the report to the Board's attention, focusing mainly on GASB 88. He pointed out the management letter from Robinson, Farmer, Cox which reported no difficulties and no disagreements with management. He stated that this was a very clean audit for the County.

New Scott Park Master Plan – Ms. Tristan Cleveland and Bill Mechnick of Land Planning and Design, architects for the New Scott Park, gave a report on the Master Plan. The New Scott Park is being designed to serve the entire County with a wide diversity of uses. A survey was conducted and the top five survey priorities were soccer fields, playgrounds, walking and hiking trails, baseball fields, and an outdoor water sprayground. A level of service inventory was conducted of the existing County and private facility. The level of service standard was based on public feedback and recreation trends. This level of service standard indicates County recreation needs, some of which can be addressed in Scott Park. The programming themes for the site include sports tourism, education, outdoor adventure, and community amenities. The Master Plan includes soccer field improvements, a baseball diamond complex, community park amenities including a tennis court, pickleball court, splashpad, a dog park, a playground, a skatepark, and picnic pavilions, a fishing pond, a ropes adventure course, and an outdoor classroom and wetlands. In addition, a maintenance yard is provided for the storage of equipment, vehicles, and materials necessary for the upkeep and maintenance of a large park site with many athletic fields. The maintenance yard will be buffered from the surrounding area with a privacy fence and screening planting. In terms of trails and community access, there will be 2.5 miles total of paved multi-use trails, 2 miles total of hiking trails, a .5-mile boardwalk and wetlands interpretive trail, trail access at vehicle access points, and trail connections to elementary school campuses. A recommended implementation of priorities for Phase 1 include the paved trails, baseball fields, nature/hiking trails, restrooms, a picnic shelter, and playground. Planning and grant applications are in place for immediate implementation of 1 mile of trails. The 1st Phase costs are: trails (\$285,000), baseball (\$2.5 - \$3.5 million), playground/picnic shelter (\$350,000 - \$500,000). The entire project master plan cost is estimated at \$12-\$18 million.

TABLED ITEMS

T-1. Naming of the Central Wellness Center Walking Trail. County Administration is looking to name the new public walking trail around the football/soccer field behind the Central Wellness Center. The walking trail is a little over ¼ mile long for all residents to enjoy. The Parks and Recreation Advisory Commission suggested it be called the "CWC Fitness Trail." County Staff has recommended "Turkey Trot Trail." Mr. Webb made a motion, seconded by Mr. Brown, to approve Staff's recommendation of "Turkey Trot Trail." Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ORDER OF BUSINESS

A-1. Authorization to Sign and Submit Notarized Statement Certifying Presentation of FY2018-2019 Financial Report to Local Governing Body. Ms. Betsy Drewry, Finance Director, stated that State Code requires local governing bodies to submit a notarized certification stating that the audited financial report has been presented to the governing body by December 31. The certification is to be signed by the Chief Elected Official and the Chief Administrative Officer. Mr. Carmichael made a motion, seconded by Mrs. Waymack, to authorize the execution of the certification. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-2. Resolution; Budget Amendment and Appropriation (\$704,232.13 for FY19 School Division Carry-Over Funds). Ms. Betsy Drewry, Finance Director, stated that on November 26, 2019, the Prince George County School Superintendent provided an updated request for carry-forward of unexpended FY2019 school operating funds and an appropriation increase of \$704,232.13. This represents the reduction in local school transfer for actual school revenues over actual school expenditures (\$851,921.13), less amount already re-appropriated for purchase orders (\$147,689). This appropriation would come from fund balance. The requested appropriation increases are amounts above those included in the adopted FY2020 budget. The total request does not represent 1% of the adopted FY2020 budget, so no public hearing is required. The School textbook and Food Service funds carry forward automatically. \$450,000 is planned for the trailers, \$90,000 for one bus, and \$164,232.13 for the Walton HVAC. Mr. Webb made a motion, seconded by Mr. Brown, to approve the resolution as presented. Roll was called on the motion.

R-19-155

A-2.

RESOLUTION; BUDGET AMENDMENT AND APPROPRIATION (\$704,232.13 FOR FY19 SCHOOL DIVISION CARRY-OVER FUNDS)

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10th day of December, 2019, does hereby authorize and appropriate the following increase of funds within the 2019-2020 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:

FUND/ORGANIZATION

AMOUNT

General Fund

Revenues:

0100-40-900-8208-399999

Fund Balance

\$704,232.13

Expenditures:

0100-09-401-0917-49172

Transfer to County-Wide CIP School Projects \$704,232.13

County-Wide CIP Fund

Revenues:

0311-90-901-8207-399100	Transfer from General Fund	\$704,232.13
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Expenditures:

0311-06-208-3196-48128	Walton Trailers	\$450,000.00
0311-06-208-3132-48105	School Buses	90,000.00
0311-06-208-XXXX-4XXXX	Walton HVAC	164,232.13

CIP Fund Transfer

Expenditure Increase

0311-06-208-XXXX-4XXXX	Walton HVAC	80,000.00
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Expenditure Decrease

0311-06-208-3176-48120	Field House Renovations	(80,000.00)
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On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-3. Resolution; FY 2019-2020 Budget Amendment *And* Change to FY 2019-2020 Position Chart to Add a Full-Time Deputy Sheriff, a Full-Time Assistant Commonwealth's Attorney, a Full-Time Apparatus Technician and to Reclassify One Mechanic to Apparatus Technician (\$109,828). Ms. Corrie Hurt, Human Resources Director, stated that the Board received information on staff needs at its September 28, 2019 board retreat. The Board agreed by consensus to consider mid-year additions to the position control chart for the Sheriff's Department, the Commonwealth's Attorney and the Garage. Staff is requesting for consideration, three mid-year position additions as follows: (1) Sheriff – an additional full-time Deputy Sheriff (+1 FTE) to assist with increased workload and scheduling challenges posed by the Courthouse lower level expansion and the addition of 3 judges during 2019; (2) Commonwealth's Attorney – an additional Assistant Commonwealth's Attorney (+1FTE); to assist with increased workload related to an increase in felony and misdemeanor charges and the addition of a General District Court Judge in 2019; (3) Garage - an additional Apparatus Technician (+1 FTE) and conversion of one Mechanic position to an Apparatus Technician (0 FTE); to assist with specialized repairs and routine maintenance on Fire apparatus, EMS and emergency vehicles. The addition and reclassification will result in a reduction of days/hours that apparatus and emergency vehicles in need of repairs are out of service, and will better equip the garage to schedule and complete needed routine and preventive maintenance. The Director of General Services and Fleet Manager are requesting an additional position (Apparatus Technician) and the reclassification of one existing position (Mechanic to Apparatus Technician). This will also require modification to the adopted Pay Grade Assignments document. The recommended grade for Apparatus Technician is Grade 311 [pay range \$36,869 - \$57,147]. Staff is requesting that the Board approve modification to the FY2019-2020 Position Control Chart and appropriation from General Fund Contingency and/or Fund Balance. The amount currently available in contingency

is \$35,699, if the board wishes to use available contingency. The remaining \$74,129 will need to be appropriated from fund balance. If the board does not wish to use contingency, it is recommended that the entire \$109,828 come from fund balance. Mr. Brown stated that he has a problem stripping the contingency. Mr. Webb stated that he is concerned that they have not even established a budget yet. Mr. Brown asked if we are going to continue to see if the Compensation Board may help out. Mr. Brown made a motion, seconded by Mr. Webb, to approve the modification and appropriation out of fund balance. Roll was called on the motion.

R-19-156

A-3.

RESOLUTION; FY 2019-2020 BUDGET AMENDMENT *AND* CHANGE TO FY 2019-2020 POSITION CHART TO ADD A FULL-TIME DEPUTY SHERIFF, A FULL-TIME ASSISTANT COMMONWEALTH'S ATTORNEY, A FULL-TIME APPARATUS TECHNICIAN AND TO RECLASSIFY ONE MECHANIC TO APPARATUS TECHNICIAN (\$109,828)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10th day of December, 2019, does hereby authorize the following amendment / transfers among accounts within the 2019-2020 Budget, such line items increased and changed as follows, which monies to be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George;

BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 10th day of December, 2019 hereby approves the requested changes to the FY 2019-2020 Position Chart and that no changes be made to the chart without Board approval regardless of what other County policies may state.

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
Budget Amendment:		
<i>Revenue</i>		
0100-40-900-8208-399999	General Fund, Fund Balance	\$109,828
 <i>Expenditure – Increase:</i>		
Sheriff		
0100-02-010-0203-41100	Sheriff Salaries	\$20,518
0100-02-010-0203-42100	Sheriff FICA SS/Medicare	\$ 1,570
0100-02-010-0203-42210	Sheriff VRS Retirement	\$ 2,985
0100-02-010-0203-42300	Sheriff Health Insurance	\$ 5,250
0100-02-010-0203-42400	Sheriff Group Life Insurance	<u>\$ 269</u>
	SUB-TOTAL	\$30,592
 Commonwealth's Attorney		
0100-02-020-0204-41100	CA Salaries	\$34,922
0100-02-020-0204-42100	CA FICA SS/Medicare	\$ 2,671
0100-02-020-0204-42210	CA VRS Retirement	\$ 5,082

0100-02-020-0204-42300	CA Health Insurance	\$ 5,250
0100-02-020-0204-42400	CA Group Life Insurance	\$ 457
0100-02-020-0204-42500	CA Disability Insurance	\$ 184
	SUB-TOTAL	\$48,566
County Garage		
0100-01-002-0502-41100	Garage Salaries	\$20,493
0100-01-002-0502-42100	Garage FICA SS/Medicare	\$ 1,568
0100-01-002-0502-42210	Garage VRS Retirement	\$ 2,982
0100-01-002-0502-42300	Garage Health Insurance	\$ 5,250
0100-01-002-0502-42400	Garage Group Life Insurance	\$ 269
0100-01-002-0502-42500	Garage Disability Insurance	\$ 108
	SUB-TOTAL	\$30,670
	GRAND TOTAL	\$109,828

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-4. Resolution; Award of Contract (Architectural and Engineering Services Central Wellness Center Code Compliance Phase I Renovations Not to Exceed \$215,377). Mr. Mike Purvis, General Services Director, stated that the Board of Supervisors approved Phase I code compliance renovations to the Central Wellness Center as a FY2020 capital project. The Board authorized a Fall Series 2019 bond issuance on November 13, 2019, and \$1,420,000 was borrowed for the CWC renovations. A total of \$1,850,000 is available for Phase I A&E design services and construction (as \$430,000 was already on hand for this project from a Series 2018 borrowing). RFP #18-0529-1 "A/E Services for the Central Wellness Center - Feasibility Study and Adaptive Reuse Design" was issued on May 29, 2018 and the contract for the study was awarded to Enteros Design. Section 2.3 "Additional Services" of RFP #18-0529-1 allowed for expanded building renovation A&E services to the successful consultant to include schematic design, bid assistance and construction management services. Staff is recommending award of contract to Enteros Design not to exceed \$215,377. Mr. Webb reiterated that this money is coming from a previous bond issuance. Chairman Hunter stated that he appreciates this through emergency management for a situation requiring a shelter. Mr. Carmichael made a motion, seconded by Mr. Webb, to approve the resolution as presented. Roll was called on the motion.

R-19-157

A-4.

RESOLUTION; AWARD OF CONTRACT (ARCHITECTURAL AND ENGINEERING SERVICES CENTRAL WELLNESS CENTER CODE COMPLIANCE PHASE I RENOVATIONS NOT TO EXCEED \$215,377)

WHEREAS, In November of 2018 the County engaged Enteros Design to provide Architectural and Engineering (A&E) services for a Feasibility Study and Adaptive Reuse Design for the Central Wellness Center. These services were solicited with RFP #18-0529-1, which allowed for additional A&E building renovation services including schematic design, bid assistance and construction management. Staff and Enteros Design negotiated Phase I renovation pricing not to exceed \$215,377; and

WHEREAS, \$215,377 is available in the Capital Improvement Project fund from Series 2018 and Fall 2019 bonds; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with Enteros Design for an amount not to exceed \$215,377 to move forward with the design and bidding of Phase I renovations to the Central Wellness Center.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 10th day of December, 2019, hereby awards the contract for Architectural and Engineering Services for Phase I Central Wellness Center renovations to Enteros Design for an amount not to exceed \$215,377 and authorizes the County Administrator to execute a contract with Enteros Design.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-5. Consideration of Appointments – Board, Commissions, Committees, Authorities:
Resolution of Appointment(s):**

A. Resolution; Appointment of One Member to Prince George Planning Commission (Four-Year Term). Mr. Carmichael made a motion, seconded by Mrs. Waymack, to reappoint Mr. Clarence Joyner. Roll was called on the motion.

R-19-158

A-5A.

**RESOLUTION; APPOINTMENT OF ONE MEMBERS TO PRINCE
GEORGE PLANNING COMMISSION (FOUR-YEAR TERM)**

WHEREAS, The term of V. Clarence Joyner, Jr. will expire on December 31, 2019; and

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10th day of December, 2019 does hereby appoint Clarence Joyner to the Planning Commission to serve a four-year term, beginning January 1, 2020 and ending on December 31, 2023.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

B. Resolution; Appointment of One Member to Virginia Gateway Region (One-Year Term). Mr. Brown made a motion, seconded by Mrs. Waymack, to reappoint Mr. Peter Clements. Roll was called on the motion.

R-19-159

A-5B.

**RESOLUTION; APPOINTMENT OF (ONE-YEAR TERM) – CITIZEN
MEMBER TO VIRGINIA GATEWAY REGION BOARD OF DIRECTORS**

WHEREAS, the Articles of Incorporation of the Virginia Gateway Region (formerly “Appomattox Basin Industrial Development Corporation”) provide that participating localities may appoint a representative from the governing body and also a business-affiliated representative to serve on the Virginia Gateway Region Board of Directors for a term of one year;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Prince George this 10th day of December, 2019 that it hereby appoints Mr. Peter Clements as the business-affiliated representative on the Virginia Gateway Region Board of Directors for a one-year term beginning on January 1, 2020 and ending on December 31, 2020.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

C. Resolution; Appointment of One Member to Crater District Planning Commission (Four-Year Term). Mrs. Waymack made a motion, seconded by Mr. Webb, to reappoint Mr. Steve McDonough. Roll was called on the motion.

R-19-160

A-5C.

**RESOLUTION; APPOINTMENT OF MEMBER (FOUR-YEAR
TERM) – CRATER PLANNING DISTRICT COMMISSION**

WHEREAS, The term of Mr. Stephen M. McDonough, a citizen representative on the Crater Planning District Commission will expire on December 31, 2019; and

WHEREAS, Individuals that are appointed to serve on this Commission are appointed to serve a term of four years without compensation;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 10th day of December, 2019 does hereby appoint Mr. Steve McDonough to serve a four-year term on the Crater Planning District Commission beginning January 1, 2019 and ending on December 31, 2022.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

D. Resolution; Appointments to the US Census Count Committee. Mr. Brown made a motion, seconded by Mrs. Waymack, to appoint Ms. Tammie Miller Jennings, Darryl Cheek, Trish Cheek, and Norman Sanford.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-6. Authority to Advertise a Public Hearing for January 14 to Reallocate Spring Borrowing Funds. Mr. Webb requested that this item be added for the purpose of reallocating Spring Borrowing Funds in the Amount of \$170,767.87 for the Walton HVAC shortfall and \$210,000 for three additional School Trailers. Mr. Webb stated that these funds would come from the Scott Park project. Mr. Webb made a motion, seconded by Mr. Brown, to authorize a public hearing. Chairman Hunter stated that he is not in favor of this. That money was originally allocated for specific projects and it has already been voted on. Mr. Carmichael agreed. Roll was called on the motion.

On roll call the vote was:

In favor: (2) Brown, Webb

Opposed: (3) Hunter, Carmichael, Waymack

Absent: (0)

COUNTY ADMINISTRATOR COMMENTS

Mr. Percy Ashcraft reminded the public that there will be a pre-budget worksession in the Boardroom on December 16 at 4:00 p.m.

ADJOURNMENT. Mr. Carmichael moved, seconded by Mrs. Waymack, to adjourn to December 16, 2019 at 4:00 p.m. for a pre-budget worksession in the Boardroom. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

The meeting adjourned at 8:55 p.m.

[Draft Minutes prepared January 2, 2020 for consideration on January 14, 2020; adopted by unanimous vote.]

Donald R. Hunter
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator

MINUTES
Board of Supervisors
County of Prince George, Virginia

Budget Work Session
December 16, 2019
4:00 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 4:00 p.m. on Monday, December 16, 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, Chairman	Absent
Marlene J. Waymack	Absent
T. J. Webb	Present

County Staff present was: Percy C. Ashcraft, County Administrator and Jeff Stoke, Deputy County Administrator; Betsy Drewry, Finance Director; Dan Whitten, County Attorney, Julie Walton, Deputy County Administrator; Brad Owens, Director of Fire and EMS; Rod Compton, Real Estates Assessor; and Darlene Rowsey, Commissioner of the Revenue.

ADOPTION OF AGENDA. Mr. Webb made a motion, seconded by Mr. Brown, to approve the agenda as presented. Roll was called on the motion.

On roll call the vote was:

In favor: (3) Webb, Hunter, Brown

Opposed: (0)

Absent: (2) Carmichael, Waymack

Mrs. Waymack arrived at 4:01 p.m.

WORK SESSION

General Overview

Fund Balance Update

Mr. Percy Ashcraft, County Administrator, stated that the purpose of this meeting is to give the Board a better idea of what some of top issues may be in the upcoming budget. Ms. Drewry provided an update on the FY19 County fund balance of \$23,905,886. A review of the items already reserved within the fund balance was explained. Potential

future fund balance requests were reviewed. The unreserved remaining fund balance is \$20,930,458.02 which is 17.83% of budgeted FY20 expenditures. A PowerPoint presentation accompanied the discussion throughout the agenda items.

Revenue Discussion:

Real Estate Assessment

Mr. Compton provided an overview of the assessment process and reviewed the annual trends of assessment values. Mr. Compton anticipates a 6.4% increase in the County land book value. An estimated equalization rate would set the tax rate at \$0.81.

Personal Property – Assessed Value

Ms. Drewry reviewed the projected assessments under this category. There is an opportunity to increase the budget without a tax increase based on actual collections.

Lodging Tax – General Assembly

Ms. Drewry stated that the Board approved a request to the General Assembly for an increase in the transient occupancy tax from 5% to 7% on October 22, 2019. If this is approved, the Board can hold a public hearing and consider approval of the County's rate increase. The estimated dollar impact of a 2% increase is \$293,000.

BPOL Rates

Ms. Darlene Rowsey, Commissioner of the Revenue, presented business license rate comparisons for business license professional rates, business license retail rate, retail rate increase projection, business license service rates, and service rates. If the Board chooses a BPOL rate increase, Staff recommends \$.12 increase on professional, a \$.01 increase in retail, and \$.10 increase on service for a total added revenue of \$249,234.76.

Building Official Fees

Ms. Julie Walton, Director of Community Development, presented comparison rates for building code fees. The County is supplementing its revenue intake more than historically. The last fee increase was in 2012. Ms. Walton recommends the Board take a look at some potential in some increases in some fee areas. The new fee schedule could take effect when the new budget begins if done during the budget process.

Utility Rates – Study Underway (Results expected March 2020)

Ms. Drewry stated that there is a utility rate study currently underway and those results are likely not going to be received until March 2020. Prior rate studies recommend annual rate increases to keep the pace with inflation, maintain infrastructure, and cover new personnel needs. Additionally, capital needs are under review to determine if an increase in connection fees is needed for capital replacement and capital expansion. A 1% increase impact on revenues would be \$59,650.

Expenditure Discussion:

Personnel

Ms. Drewry reviewed the expenditure assumptions for FY20, including a Phase III Salary Study, a possible health insurance increase, a VRS rate increase, career development

expansion, SAFER grant funded positions, new position requests, EMS-Paramedic certification levels, vehicle replacements, Riverside Regional Jail, CIP projects 2021 and beyond, and a school transfer per MOU.

Salary Study Phase III – Completing Compression Increases

Ms. Drewry stated Phase III recommendations are to complete the pay compression increase and to review a pay grade for Deputy Treasurers at the request of the Treasurer. The Compression continues to impact 81 County employees.

Health Insurance - Update

Ms. Drewry stated that staff would like to renew with Anthem. Requesting to keep current benefit levels and remain combined with schools. Staff recommends staying self-insured.

Virginia Retirement System (VRS Rates)

Ms. Drewry stated that there will be a slight increase to the VRS Rate with a \$52,000 impact for retirement and a \$4,100 impact for Group Life.

Career Development – Departments Remaining

Police, Fire and EMS, Utilities, Animal Services, Emergency Communications Center, Community Development and Code Compliance, Social Services, Community Corrections, Information Technology, Finance, General Services, and Parks and Recreation have all been approved for Career Development Plans. For FY2021, Staff will request the addition of remaining County departments, including Assessor, Human Resources, County Attorney, Planning, Garage, and Economic Development.

SAFER Hiring Grant Positions – Local Impact (Grant ends Mid-Year FY2021)

The SAFER FEMA Staffing Grant will end December 31, 2020. The General Fund will have to absorb the majority of continuing five full-time positions currently funded by SAFER Staffing Grant 00412 in FY2021. The estimated impact is \$185,120.

Potential New Positions

There is an extensive listing of new positions requested by Department Heads. These requests include four Police Officers, a Senior Grounds Maintenance Worker for Parks and Recreation, an Information Technology position, a Senior Real Estate Appraiser, a Fire/EMS Deputy Director, a General Services Deputy Director, a Manager III, Case Management in Social Services, a Utility Engineering Technician, a Senior Utility Worker, a Meter Technician, three Fire Lieutenants, and six Fire Medics. These positions would have a \$1,681,233 impact including salaries and benefits.

Paramedics – Discussion of Certification Levels

Mr. Brad Owens, Director of Fire and EMS, discussed recruiting and retaining the best paramedic employees in a saturated and competitive market. Prince George County currently has a starting salary of \$43,000 with no incentive for ALS. Mr. Owens is recommending they no longer require an ALS certification and offer an EMS certification incentive of 5% for advanced, 10% for intermediate, and 15% for paramedic. The

employee can obtain their certification on their own time and get compensated at a higher rate when they have completed the program. The cost to the County for a two-year program at John Tyler Community College would be \$12,467.00. They are currently working with Grant programs through VCU. The cost to the County for the program at VCU would be \$6,935.00. Mrs. Waymack asked what the consequences would be in doing away with ALS requirements. Mr. Owens stated that they do have Staffing challenges and do not wait on the scene for an ALS provider. They often rendezvous on route. Mr. Brown asked if they have considered a commitment from employees that are receiving their certification. Mr. Owens stated that they have talked about this with the previous County Attorney and there was no way to bind them. He would be happy to discuss this with the new County Attorney. Mr. Webb agreed that they should see if they could contract the employee.

Vehicle Replacements

Finance Staff has worked in cooperation with the Fleet Garage and other departments to provide recommendations for vehicle replacements. The methodology to replace based on years in service is 10 years and 100,000 for regular fleet and six years and 100,000 miles for law enforcement. Apparatus, specialty equipment and volunteer fire station vehicles have been removed from the analysis. Debt issuance for 10 Police/law enforcement vehicle replacements annually has been in effect since FY2016. FY2020 was the fifth year. Mr. Webb asked how that ratio is correlating with the mileage. Ms. Drewry some have more mileage than others but she does not currently have that information. There are nine vehicles, excluding Police, that should have been replaced prior to FY2019 under the replacement methodology and six vehicles, excluding Police, that need to be replaced in FY2020 and FY2021. Staff and Administration will fine-tune the methodology and make recommendations for replacements in the proposed FY2021 budget. Mr. Brown asked how many vehicles were in the Police Department when the debt issuance started. Ms. Drewry stated that she will provide the Board with an analysis.

Riverside Jail – Potential Increase Unknown

An increase is anticipated unless operations are drastically reduced at the Riverside Regional Jail. An initial estimate of per diem increase is \$2 to \$3 with a current per diem of \$43. Staff is awaiting a budget proposal from Riverside Regional Jail. Mr. Ashcraft stated that raising the per diem is not going to solve the problem. Within a couple of years, the Jail may need to downsize. Mr. Webb asked why it will take them two years to decide they need to downsize. Mr. Ashcraft stated that there is not a lot of empty space there now. They may need to change the service agreement to minimize the amount of space that is utilized and the number of people that are employed there. Mr. Brown asked if the per diem will come before the General Assembly. Mr. Ashcraft stated that it has for the past few years. The problem is the inmates sit longer than they are supposed to in Riverside.

Debt Service Schedule

Ms. Drewry reviewed the debt service payment schedule and the fiscal year certain bonds that will be paid in full which reduces the total tax supported debt. Staff recommends keeping the annual debt level at \$7.16 million to pay for future capital improvement

needs. Additionally, as a result of the Fall 2019 borrowing a one-time contribution to debt fund of approximately \$240,000 will need to be made in FY2021.

Capital Improvement Projects (CIP) – 2021 & Beyond

Ms. Drewry reviewed the CIP proposed project list developed by the CIP Committee with New Walton and New Beazley Elementary Schools ranked #1 and #2. The impact of these two schools would be significant for the tax rate and the capacity for future projects without an additional tax increase. Building just one new elementary school with a \$.05 tax increase would still make the County non-compliant of its County debt policy for seven years. Administration will review CIP Committee recommendations including impacts in the upcoming FY2021 proposed budget.

Dixie Softball World Series Purchases and Improvements

In preparation of the 2021 Dixie Softball World Series, Staff has requested quotes for banners for poles, infield covers, a playground, soft toss nets, and a safety net. Total cost of the request per the bids is \$145,648.23. Staff is requesting approval to use Tourism surplus funds to purchase and install the projects. Mr. Brown stated that he would prefer a request such as this come before the Board at a regular business meeting. Mr. Stoke stated that he would bring it back January 14.

School Funding

Ms. Drewry gave a historical overview of the funding supplied to the school division on an annual basis. There was also a review of one-time payments made to the school division. The CSA funds are given in total to the school division and then the \$350,000 CSA payment is given back to the County. That payment will be \$620,000 in FY20. There was discussion regarding the significant increase in CSA.

Discussion of MOU

Ms. Drewry reviewed the MOU revenue streams subject to sharing. The methodology of the MOU formula and proposed carve outs for specific items were explained. Mr. Webb stated that he would prefer this is referred to as School Funding until there is an actual MOU. Mr. Ashcraft stated that Staff is looking for direction as to how to calculate the funding for the Schools for the budget. Without calling it a formal agreement, the Board can use those guidelines. Mr. Webb stated that they have multiple needs at additional schools and the School Board needs to figure out how they are going to take care of those things. Ms. Waymack said that it was her understanding that they would have a preventive maintenance plan. Chairman Hunter stated that they need a guideline from the School Board to know how to fund them to make them successful. Ms. Drewry stated that they would refer to it as a transfer calculation until an MOU is executed by both sides.

Walton HVAC Phase I - \$170,767.87 Shortfall

Ms. Drewry discussed a split unit suggestion made by the County Director of General Services with School Administration and no added appropriation will be needed. Other options for the \$170,767.87 Phase I Walton HVAC shortfall would be to hold a public hearing and utilize \$160,782 of unassigned Spring 2019 bond proceeds for this project,

appropriate from General Fund, fund balance, with condition any FY2020 school excess revenues from other sources or expenditure savings be applied to this initiative before other carryover/appropriation requests are considered, or appropriate from General Fund, fund balance. Mr. Brown stated that he struggles with dumping \$1 million into a building that is going to be vacated. Mr. Webb agreed and stated that is why he suggested the three additional trailers.

Real Estate Tax Rate

Ms. Drewry stated that a real estate tax increase is to be determined for the new Walton School Construction and other CIP requests once priorities are set. The Finance Director will work with the Assessor and Staff to determine the amount to budget for real estate tax revenue based on assessed value provided. Mr. Webb asked what the total amount of debt payment per year would be on \$34 million. Ms. Drewry stated that it would \$2.23 million. Mr. Brown stated that he would like to see everything done possible within the County's means to maintain the budget or carve enough out to offset the debt of a new school without having to raise taxes or at least a modest increase. Mr. Ashcraft stated that the Board has staff's commitment to keep it as low as they can.

ADJOURNMENT. Mr. Brown made a motion, seconded by Mrs. Waymack, to adjourn at 6:21 p.m.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

[Draft Minutes prepared December 27, 2019 for consideration on January 14, 2020; adopted by unanimous vote.]

Donald R. Hunter, Jr.
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator

MINUTES
Board of Supervisors
County of Prince George, Virginia

January 2, 2020
Organizational Meeting
6:00 p.m.
County Administration Bldg. Boardroom, Third Floor
6602 Courts Drive, Prince George, Virginia

MEETING CONVENED. The organization meeting of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 6:00 p.m. on Thursday, January 2, 2020 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by County Attorney, Daniel Whitten.

ATTENDANCE. The following members responded to Roll Call:

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

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

Invocation. Mr. Brown gave an invocation.

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

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

On roll call the vote was:

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

Opposed: (0)

ORGANIZATIONAL MEETING

O-1. Election of Board of Supervisors Officers for 2020.

A. Resolution; Election of Chairman. Mr. Carmichael nominated Mr. Donald Hunter. Mr. Webb nominated Mr. Floyd Brown. Mr. Carmichael made a motion, seconded by Mr. Brown, to close the nominations. All were in favor of closing nominations. Roll was called on the nomination of Mr. Hunter.

O-1.

RESOLUTION; BOARD OF SUPERVISORS CHAIRMAN FOR
2020

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 2nd day of January, 2020, hereby elects Mr. Donald R. Hunter, its Chairman for 2020 beginning immediately and serving until such time as a successor is appointed in 2021.

On roll call the vote was:

In favor: (3) Carmichael, Hunter, Waymack

Opposed: (2) Webb, Brown

Absent: (0)

B. Resolution; Election of Vice-Chairman. Mr. Brown nominated Mr. T. J. Webb. Mrs. Waymack nominated Mr. Alan Carmichael. Mr. Brown made a motion, seconded by Mr. Carmichael, to close the nominations. All were in favor of closing nominations. The roll was called on the nomination of Mr. T. J. Webb.

On roll call the vote was:

In favor: (2) Webb, Brown

Opposed: (3) Hunter, Carmichael, Waymack

Absent: (0)

Roll was called on the nomination of Mr. Alan Carmichael.

O-20-001A

RESOLUTION; BOARD OF SUPERVISORS VICE-CHAIRMAN FOR
2020

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 2nd day of January, 2020, hereby elects Mr. Alan Carmichael, its Vice-Chairman for 2020 beginning immediately and serving until such time as a successor is appointed in 2020.

On roll call the vote was:

In favor: (3) Carmichael, Hunter, Waymack

Opposed: (2) Brown, Webb

Absent: (0)

O-2. Resolution; Adoption of 2020 Board of Supervisors By-Laws and Rules of Procedure. Mr. Webb made a motion, seconded by Mr. Brown, to adopt the By-Laws as presented. Roll was called on the motion.

O-20-002

O-2.

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 2nd day of January, 2020 hereby adopts the attached amended By-Laws of the Board of Supervisors of the County of Prince George.

**2020 BY-LAWS AND RULES OF PROCEDURE OF
THE BOARD OF SUPERVISORS**

BE IT RESOLVED by the Board of Supervisors of the County of Prince George, Virginia, that the following by-laws and rules of procedure shall govern the conduct of meetings of the Board of Supervisors during the 2020 calendar year.

OFFICERS

Sec. 1A The Board at its annual meeting shall elect a chairman and vice-chairman for one-year terms ending upon the election of a new chairman or vice-chairman at the organizational meeting the next January. In election years such terms shall end at midnight on December 31st. The chairman or, in his absence, the vice-chairman, shall act as presiding officer. In the absence of the chairman and vice-chairman, the longest serving Board member, alphabetically, shall serve as chairman.

Sec. 1B The presiding officer shall preserve order and decorum. The chairman may speak, make motions and vote on all questions, and the chairman shall decide questions of order and procedure. The chairman may allow the public to speak to any agenda item. The chairman may set reasonable time limits for speakers and for public hearings.

Sec. 1C All Board members shall communicate only in their individual capacity as an elected official and shall not represent that any communication is on behalf of the

entire Board or the County unless the matter has been discussed by the Board and the Board member has been designated to communicate on behalf of the Board of Supervisors.

Sec. 1D In accordance with § 2.2-3711, Code of Virginia, 1950, as amended, all proposed appointees to Boards, Commissions, Committees, Authorities or similar bodies shall be discussed in closed session prior to being acted upon by the Board.

PARLIMENTARIAN AND SERGEANT-AT-ARMS

Sec. 2A The County Attorney shall act as parliamentarian to the Board and his rulings on parliamentary procedure and the application of the by-laws shall be final.

Sec. 2B The Chief of Police and the Sheriff shall serve as Sergeant at Arms.

MEETINGS

Sec. 3A At the organization meeting in January, the Board shall set the regular meeting times and dates for the following year, provided that the Board shall meet at least once each month. The chairman may cancel any meeting because of inclement weather and shall reschedule any cancelled meeting at the earliest possible date by sending written notice to each member of the Board.

Sec. 3B Special meetings of the Board may be called by two members of the Board or the chairman in accordance with §§ 15.2-1417 and 15.2-1418 of the Code of Virginia. Upon making such request, the clerk shall specify the matters to be considered and shall immediately notify in writing all members of the Board and the County Attorney. The meeting may be held within five days of the request only if waivers are signed by every member of the Board and the County Attorney, or if every member and

the County Attorney attend the special meeting. The order of business at a special meeting shall follow that of a regular meeting to the greatest extent possible. The clerk shall notify the media of the time and place of such meeting and the matters to be considered.

Sec. 3C Closed sessions shall be held in accordance with the provisions of the Virginia Freedom of Information Act, § 2.2-3700 et seq. Code of Virginia. Board members recognize the necessity to maintain confidentiality as to all matters discussed in closed session.

VOTING

Sec. 4A A quorum shall consist of at least three members of the Board. A majority of a quorum shall be sufficient to carry any question except tax issues, the incurring of debt and appropriations in excess of \$500, all of which shall require a majority of the full Board for adoption. No Board member is required to vote on any question, but an abstention, although not a vote in favor of carrying a question, shall be counted as a vote for the purpose of determining a quorum. A tie vote shall defeat the motion, resolution or issue voted on, provided that all zoning cases must be disposed of by a motion approved by a majority of those voting. In the event that a tie vote occurs when a member of the Board is absent, the matter is automatically added to the Board's next meeting agenda, at which time a vote will be taken on the original motion. An abstention is considered a vote for all purposes and defeats a motion requiring a unanimous vote. The Board shall not designate a tiebreaker pursuant to § 15.2-1421 of the Code of Virginia.

Sec. 4B Any vote by a Board member is final once cast. Planning Commission decisions are final once made. No ordinance, resolution or motion previously voted upon

by the Board shall be brought forward for reconsideration during the same meeting of the Board and shall be final unless changed by the Board at a subsequent meeting in accordance with applicable law.

Sec. 4C If the maker of a motion and the member seconding the motion agree, a motion may be amended or withdrawn. Only one substitute motion shall be in order for a main motion. All motions to defer or table shall be to a date certain. Prior to voting on a motion to defer or remand, the Board shall hear public comment on the issue of deferral or remand if the scheduled item requires a public hearing.

AGENDA

Sec. 5A The County Administrator shall prepare an agenda in consultation with the Chairman one week prior to a regular meeting; provided that any item concurred in by two or more members shall be placed on an agenda. The agenda shall be available to Board members no later than five calendar days prior to a regular meeting. The agenda shall be available for public inspection in the County Administrator's office.

Sec. 5B No matter on the scheduled agenda shall be considered after 11:00 p.m. without the unanimous consent of the Board. Any matter not heard shall be automatically continued to the next appropriate scheduled meeting of the Board.

ORDER OF BUSINESS

Sec. 6A The order of business at a regular meeting shall be as follows:

- a. Call to order.

- b. Invocation.
- c. Pledge of Allegiance.
- d. Public comment period.
- e. Adoption of agenda including requests to postpone actions, additions, deletions or changes in the order of presentation for any agenda item.
- f. Order of consensus (“consent agenda”) with the first item being approval of the minutes from the previous meeting. Reading of the minutes shall be automatically dispensed with. The Board may only correct minutes after approval upon a showing that a clerical or administrative mistake was made.
- g. Presentation of Commendations.
- h. Reports.
- i. Supervisors’ comments.
- j. County administrator’s comments.
- k. County business not requiring a public hearing; including appointments. Tabled or deferred items shall be considered first. All appointments shall be made by vote of a majority of the full Board.
- l. Public hearings.
- m. Adjournment.

The County Administrator shall schedule closed sessions as appropriate.

Sec. 6B The consent agenda shall be considered by the Board as a single item requiring one motion and one vote. There shall be no debate regarding individual items on the consent agenda. Any Board member may remove an item from the consent agenda for comment by the Board prior to the vote. Any item removed shall be voted on separately after voting on the consent agenda.

PUBLIC COMMENT

Sec. 7A Those persons wishing to speak at a public hearing will be asked to sign in with the clerk and to limit their remarks to the time limit determined by the chairman. A speaker, when recognized by the chairman, shall stand and state his or her full name, place of residence and group affiliation, if any, before proceeding.

Sec. 7B Written comments submitted to the Clerk of the Board will be included as part of the Board packet, if possible.

Sec. 7C Public comment is for citizens to address the Board about any issue not listed for a public hearing on the agenda for the meeting. It is not intended to be a question and answer period or for interchange between the Board and the speaker. Comments must be germane to the services or practices of the County. The chairman may require speakers to confine their remarks to a set time limit. The chairman may direct appropriate staff to later respond to any questions posed by the speaker.

Sec. 7D Persons speaking before the Board will not be allowed to:

- a. Campaign for public office;
- b. Promote private business ventures;
- c. Use profanity or vulgar language;
- d. Engage in personal attacks or insults; or
- e. Address pending litigation.

ZONING

Sec. 8A All zoning cases, (including all forms of conditional zoning, special exceptions and substantial accord determinations) shall be considered and voted on by the

Board within the time limits prescribed by the Code of Virginia after consideration and recommendation of the Planning Commission.

Sec. 8B Without further action by the Board, all rezoning applications (including all forms of conditional zoning, special exceptions and substantial accord determinations) are automatically referred to the Planning Commission for its recommendation upon completion of a zoning application with the Planning Department.

USE OF AUDIO VISUAL EQUIPMENT AT BOARD MEETINGS

Sec. 9 Audio-visual equipment, cameras and recording devices may be used in a non-disruptive way in the meeting room, provided however, that any placement of such equipment in or around the Board of Supervisors' tables shall be first approved by the Clerk. Such devices shall be turned off or removed during any closed session.

SUSPENSION OR AMENDMENT OF BY-LAWS AND RULES OF PROCEDURE

Sec. 10 These by-laws and rules of procedure may be suspended for an individual agenda item or amended for the remainder of any calendar year by a unanimous vote of the full Board.

Sec. 11 The Board of Supervisors will reference The Ethical GPS Navigating Everyday Dilemmas, VML for guidance on ethical service by elected officials.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

O-3. Resolution; Adoption of Board of Supervisors 2020 Meeting Schedule. Mr. Webb made a motion, seconded by Mr. Carmichael, that the 2020 Meeting Schedule be approved as amended. Roll was called on the motion.

O-3.

**RESOLUTION; ADOPTION OF BOARD OF
SUPERVISORS MEETING SCHEDULE FOR 2020**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 2nd day of January, 2020, hereby adopts the following meeting schedule for the Year 2018 pursuant to Section 15.2-1416 of the Code of Virginia (1950, as amended); and

BE IT FURTHER RESOLVED That the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia is established as the Board's regular meeting location.

**YEAR 2020 REGULAR MEETING SCHEDULE
PRINCE GEORGE COUNTY BOARD OF SUPERVISORS**

<u>Regular Meeting Date</u>	<u>Location</u>	<u>Closed</u>	<u>Meeting Time</u>		<u>Public</u>
			<u>Worksession</u>	<u>Business</u>	<u>Hearings</u>
Tuesday, January 14, 2020	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, January 28, 2020	Boardroom	6:00 p.m.		7:00 p.m.	7:30 p.m.
Tuesday, February 11, 2020	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, February 25, 2020	Boardroom	6:00 p.m.		7:00 p.m.	7:30 p.m.
Thursday, March 5, 2020	Boardroom		6:00 p.m. (Budget Work Session)		
Tuesday, March 10, 2020	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Thursday, March 12, 2020	Boardroom		6:00 p.m. (Budget Work Session)		
Tuesday, March 24, 2020	Boardroom	6:00 p.m.		7:00 p.m.	7:30 p.m.
Monday, March 30, 2020	Boardroom		6:00 p.m. (Budget Work Session)		
Thursday, April 9, 2020	Boardroom		6:00 p.m. (Budget Work Session)		
Tuesday, April 14, 2020	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, April 28, 2020	Boardroom	6:00 p.m.		7:00 p.m.	7:30 p.m.
Tuesday, May 12, 2020	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, May 26, 2020	Boardroom	6:00 p.m.		7:00 p.m.	7:30 p.m.
Tuesday, June 9, 2020	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, July 14, 2020	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, August 11, 2020	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, September 8, 2020	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, September 22, 2020	Boardroom	6:00 p.m.		7:00 p.m.	7:30 p.m.
Tuesday, October 13, 2020	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, October 27, 2020	Boardroom	6:00 p.m.		7:00 p.m.	7:30 p.m.
Thursday, Nov. 12, 2020	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.
Tuesday, November 24, 2020	Boardroom	6:00 p.m.		7:00 p.m.	7:30 p.m.
Tuesday, December 8, 2020	Boardroom	5:00 p.m.	6:00 p.m.	7:00 p.m.	7:30 p.m.

Meeting Time

Regular Meeting

Tuesday, January 12, 2021 Boardroom 5:00 p.m. 6:00 p.m. 7:00 p.m. 7:30 p.m.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**O-4. Consideration of Appointments – Board, Commissions, Committees,
Authorities: Resolution of Appointment(s):**

**A. Resolution; Appointment; Board of Supervisors Member to Local
Emergency Planning Committee.** Mr. Carmichael, made a motion, seconded by Mrs.
Waymack, to reappoint Mr. Floyd Brown, Jr. Roll was called on the motion.

R-20-004

**RESOLUTION; APPOINTMENT; BOARD OF
SUPERVISORS MEMBER TO LOCAL EMERGENCY
PLANNING COMMITTEE.**

WHEREAS, Prince George County established a Local Emergency Planning Committee (LEPC) also known as the Citizen Corps consistent with Federal Public Law 99-499, the Superfund Amendments and Reauthorization Act of 1986, under Title III, section 301. The name of this organization is the Prince George County Local Emergency Planning Committee and Citizen Corps, hereinafter referred to as the PGLEPC; and

WHEREAS, One of the membership requirements of the LEPC is a local elected official.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 2nd day of January, 2020, hereby reappoints Floyd M. Brown, Jr. to serve as the Board of Supervisors representative to the Prince George County Local Emergency Planning Committee and Citizen Corps for a term effective immediately at the pleasure of the Board.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**B. Resolution; Appointment of Board of Supervisors Member to Crater
District Planning Commission (One-Year Term).** Mr. Webb made a motion, seconded
by Mr. Brown, to reappoint Mrs. Marlene Waymack. Roll was called on the motion.

R-20-004A

RESOLUTION; APPOINTMENT OF BOARD OF SUPERVISORS
MEMBER TO CRATER PLANNING DISTRICT COMMISSION (ONE-
YEAR TERM)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 2nd day of January, 2020, hereby reappoints Mrs. Marlene Waymack to serve as the Board of Supervisors representative to the Crater Planning District Commission for a term of one year beginning retroactively on January 1, 2020, and ending on December 31, 2020, or until a successor is appointed by the Board.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

C. Resolution; Appointment of Board of Supervisors Member to Metropolitan Planning Commission (One-Year Term). Mr. Carmichael made a motion, seconded by Mrs. Waymack, to reappoint Mr. T. J. Webb. Roll was called on the motion.

R-20-004B

RESOLUTION; APPOINTMENT OF BOARD MEMBER
(ONE-YEAR TERM) – METROPOLITAN PLANNING
ORGANIZATION COMMITTEE

WHEREAS, The term of Mr. T. J. Webb expired on December 31, 2019.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 2nd day of January, 2020 does hereby reappoint Mr. T.J. Webb to serve a one-year term on the Metropolitan Planning Organization Committee beginning January 1, 2020 and ending on December 31, 2020.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

D. Resolution; Appointment (One-Year Term) – Board of Supervisors Member to Virginia Gateway Region. Mr. Brown made a motion, seconded by Mr. Webb, to reappoint Mr. Donald Hunter. Roll was called on the motion.

R-20-004C

RESOLUTION; APPOINTMENT (ONE-YEAR TERM) – BOARD OF
SUPERVISORS MEMBER TO VIRGINIA GATEWAY REGION

WHEREAS, the Articles of Incorporation of the Virginia Gateway Region (formerly “Appomattox Basin Industrial Development Corporation”) provide that participating

localities may appoint a representative from the governing body for a term of one year;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Prince George this 2nd day of January, 2020 that it hereby reappoints Mr. Donald Hunter as the representative from the governing body; and

BE IT FURTHER RESOLVED That this term shall commence on January 1, 2020 and end on December 31, 2020, or until appointment of a replacement by the Board.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

E. Resolution; Appointment; Recommendation for Appointment (Five-Year Term) – Board of Zoning Appeals. Mr. Brown made a motion, seconded by Mr. Webb, to recommend Ms. Linda McAllister for reappointment. Roll was called on the motion.

R-20-004D

RESOLUTION; RECOMMENDATION FOR
APPOINTMENT (FIVE-YEAR TERM) – BOARD OF
ZONING APPEALS.

WHEREAS, Ms. Linda McAllister's term expired on October 13, 2019; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Prince George this 2nd day of January, 2020 that it hereby recommends Ms. Linda McAllister to the Circuit Court for reappointment to the Prince George County Board of Zoning Appeals for a five-year term effective October 14, 2019 and ending on October 31, 2024.

BE IT FURTHER RESOLVED That upon receiving notice of confirmation of appointment, the Circuit Court Clerk shall administer the Oath of Office to Linda McAllister as required by State law.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

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

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

The meeting adjourned at 6:12 p.m.

[Draft Minutes prepared January 7, 2020 for consideration on January 14, 2020; adopted by unanimous vote.]

Donald R. Hunter

Chairman, Board of Supervisors

Percy C. Ashcraft

County Administrator