

MINUTES
Board of Supervisors
County of Prince George, Virginia

December 8, 2020

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 8, 2020 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
Alan R. Carmichael, Vice-Chairman	Present
Floyd M. Brown, Jr.	Present
Marlene J. Waymack	Present
T. J. Webb	Present

Also present was: Percy C. Ashcraft, County Administrator; Julie Walton, 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) Prince George Planning Commission, (b) Virginia Gateway Region, (c) Board of Equalization of Assessments, (d) Riverside Criminal Justice Agency, and (e) Treasurer’s office; and (ii) Section 2.2-3711.A.7 – Consultation with legal counsel pertaining to actual or possible litigation; I further move that such discussion shall be limited to a former County employee. 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) Prince George Planning Commission, (b) Virginia Gateway Region, (c) Board of Equalization of Assessments, (d) Riverside Criminal Justice Agency, and (e) Treasurer’s office; and (ii) Section 2.2-3711.A.7 – Consultation with legal counsel pertaining to actual or possible litigation; I further move that such discussion shall be limited to a former County employee.

R-20-183

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) PRINCE GEORGE PLANNING COMMISSION, (B) VIRGINIA GATEWAY REGION, (C) BOARD OF EQUALIZATION OF ASSESSMENTS, (D) RIVERSIDE CRIMINAL JUSTICE AGENCY, AND (E) TREASURER’S OFFICE; AND (II) SECTION 2.2-3711.A.7 – CONSULTATION WITH LEGAL COUNSEL PERTAINING TO ACTUAL OR POSSIBLE LITIGATION; I FURTHER MOVE THAT SUCH DISCUSSION SHALL BE LIMITED TO A FORMER COUNTY EMPLOYEE.

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8th day of December, 2020, 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) Prince George Planning Commission, (b) Virginia Gateway Region, (c) Board of Equalization of Assessments, (d) Riverside Criminal Justice Agency, and (e) Treasurer’s office; and (ii) Section 2.2-3711.A.7 – Consultation with legal counsel pertaining to actual or possible litigation; I further move that such discussion shall be limited to a former County employee.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

E-2. Resolution; Certification of Closed Session. At 6:03 p.m., Mr. Carmichael made a motion, seconded by Mr. Brown, 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-20-183A

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 8th day of December, 2020 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: (5) Brown, Waymack, Webb, Hunter, Carmichael

Opposed: (0)

Absent: (0)

WORK SESSION

Mr. Tim Graves, of the Planning Department, gave a status update on the Comprehensive Plan. He talked about the history of the Prince George County Comprehensive Plan, its goals and progress of the current update, and the next steps for the current update. A Comprehensive Plan is a community's official statement about how it hopes to grow or change over the next 20 to 30 years, providing valuable guidance to the public and private sector decision makers. The plan is reviewed at least once every five years and it addresses a range of topics of communitywide concern. It covers the full geographic area of the jurisdiction and present goals and policies to be implemented over time. It summarizes existing conditions, establishes a vision for the future provides the legal foundation for development regulations and informs and involves citizens and the business community. The plan offers guidance for decision-making, provides a level of certainty and predictability for land use, aids in the prioritization of funding for capital improvements, and aids in obtaining outside funding. The first Comprehensive Plan for the County was in 1978 with major updates in 1986, 1999, and 2007. In 2012, the County shifted to target updates, concentrating on demographics in 2012, an implementation matrix in 2013, joint land use in 2014, a DEQ review in 2018, and began current revisions in 2019. Since then the Planning Division has made a proposal to the Planning Commission housing, land use, and transportation sections. They have coordinated County departments to update the language and they have worked with GIS for updated tables and maps. In 2021, they plan to finalize Staff revisions, have a Planning Commission review and hold a public hearing for adoption. Mr. Brown stated that in the future when the Planning Commission makes a recommendation because it fits the Comprehensive Plan, it would be good to know how it fits the plan. Mr. Webb asked how close is the plan near the infrastructure for utilities. Mr. Graves stated that they will be touching on that in the next presentations. There will be a major update in 2022-2024. They plan to incorporate extensive public input to update Community vision, goals and objectives, and a future land use map. They want to clarify polices and action steps to aid decision making and implementation. They also want to consider updates to service areas and other development regulations.

Mr. Horace Wade, of the Planning Department, discussed utility connections in the Prince George Planning Area. The Prince George Planning area is the County's designated growth area. It requires all new development to be connected to public utility services. Waiver can be authorized by the Board. In the Planning Area, the developer bears the financial cost of extending services to the development site. Part of the Comprehensive Plan has a utility and environmental policy to ensure new development does not risk septic or well failure and it limits the risk that the County will need to make unplanned line extensions with failing private facilities. The Rural Conservation Area is designed to achieve conservation and preservation objective. There is no dense development and individual on-site well and septic systems will

satisfy most limited residential development. Mr. Wade talked about perceived and potential challenges including property owners being unable to develop properties for one or two lots in the Planning Area unless providing hookup for public utilities, smaller parcels at out-lying areas of the Planning Area considered undevelopable, the County is unable to build-out utilities in growth areas at this time, and that it leads to more development occurring in the Rural Conservation Area because there are no utility infrastructure costs for lots. Possible solutions to these challenges are to maintain current policy and ordinance requirements, and create an area within the Prince George Planning Area, and outside a plan utility service area where minor subdivisions are permissible without the requirement to connect to utilities until they become available. In addition, all other areas within the Prince George Planning Area and all major subdivisions would still require connection to utilities. In order to make these changes, the Board of Supervisors will need to make an amendment of policy in the Comprehensive Plan, develop a Utility Area within the Prince George Planning Area, and follow-up with ordinance amendments to put these in place. Mr. Frank Haltom, County Engineer, clarified for the Board that they do not require existing homes to connect when they expand. However, the idea would be that if the County is going to allow a future subdivision, he would recommend that they require them to connect. This is all subject to future discussions once a policy is in place. Mr. Brown asked what if someone wanted to split family property within the Planning Area. He would prefer that they stop waivers and revise the policy to address all situations, including someone with five lots or less. Mr. Webb stated that it was his understanding that if you are a certain number of feet off of the road, you are exempt from connecting. Mr. Haltom stated that is true for single family homes. However, if you are subdividing that property, you are then considered a development and required to extend to utilities. Mr. Haltom stated that Utilities are losing customers and the ability to recoup from the cost of construction when they are not requiring subdivided property to connect. Mr. Webb stated that the County needs to do something about that. Mr. Brown agreed.

Ms. Julie Walton, Deputy County Administrator and Director of Community Development, gave a presentation on residential growth areas and trends within the County. In a two year total permit period, they had 219 single family dwellings. In a five year total permit period, they had 454 single family dwellings, with 277 in the Planning Area and 177 in the Rural Conservation Area. The goal is to encourage and develop growth in the Planning Area in order to efficiently manage and provide services, infrastructure and businesses. The Rural Conservation Area is designed to preserve green space and encourage preservation of land and resources. The two year and five year totals show a slight majority of single family dwelling growth in the Planning Area for the past two years with a 60/40 split for the past five years. There has been a disproportionate amount of growth in the Rural Conservation Area versus the Planning Area in the last two years. Currently, a five acre minimum lot size is required in the R-A and A-1 districts. One to three acre lot sizes are allowed in the R-E districts, without utility connections. Rezoning from R-A or A-1 to R-E is an option if smaller lots without utilities is desired by a developer. Rezonings typically have conditions imposed. Family divisions allow lots starting at one acre. Ms. Walton presented some options for consideration for residential development in the Rural Conservation Area. These options included revising the Comprehensive Plan to define residential densities in the future land use map, to support R-E rezonings in areas that are suited for smaller lots outside of the Planning Area, to identify desired residential densities in certain areas that would allow managed growth to occur in planned areas, to identify and maintain any

desired rural areas with limited development, and fanning out the densities from a centralized planned growth area with high density to large lot rural areas. Mr. Carmichael stated that it may be time to take another look at all of this. Mr. Brown stated that not everyone can afford to build on five acres and it needs to be affordable for everyone. Ms. Walton stated that when there is a 50/50 split, there is an issue that needs to be addressed. Mr. Webb stated that this also causes a tax to all taxpayers. Mr. Brown stated that they need to go the source, the developers, to find out why they are purchasing property in the Rural Conservation Area in order to come up with a solution. Mr. Webb agreed that if it is cost prohibitive, he doesn't blame them for looking elsewhere and trying to utilize whatever they can use versus figuring out what the fix is. The Board consensus is that it looks like they are chasing development in the Rural Conservation Area because it is more cost effective for them and there needs to be a solution soon. Ms. Walton stated that she will reach out to the developers and bring forward any recommendations in future work sessions.

Chairman Hunter called a recess at 6:56 pm. The meeting reconvened at 7:02 pm.

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

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

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

Mr. Bill Robertson (Fountain Ridge Road). Mr. Robertson thinks the Board may be jumping the gun on moving the voting precinct from the Courthouse to Gregory Memorial Church. In the upcoming 2020 Census, they may need to redistrict the County. This will create a possible change in voting precincts anyway. It may be better to wait and see so that they are not moving the precinct twice.

Lacey Leming and Colin Romanick (Hopewell/Prince George Chamber of Commerce). Ms. Leming and Mr. Romanick came to introduce themselves and to let the Board know that they plan to be more involved and attend future Board meetings for Prince George County and that they look forward to working with the Board and their local businesses.

William Steele (County Line Road). Mr. Steele stated that he is still waiting to hear from the Board on what they plan to cut in the budget to make up for the expenditure. He asked that the Board put the taxpayer first when they look at the upcoming budget. Lastly, Mr. Steele stated that he still believes the proffers in the Arwood Road solar project was a payoff in exchange for their votes. He does not believe it is ethical and is still awaiting all of the documents regarding those proffers.

Mary Jo Tison (15303 Arwood Road). Ms. Tison addressed a concern regarding solar fires. She stated that the Board was negligent and sold them out in exchange for the proffer money. She said they are all watching the Board and she will make sure that money does not go the Central

Wellness Center and that it goes to the Disputanta Volunteer Fire Station to assist them should there be a solar fire.

There was no one else to speak and the public comments period was closed at 7:19 pm.

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

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

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

C-1. Draft Minutes – November 24, 2020 Regular Meeting minutes were approved as presented.

R-20-184

C-2.

RESOLUTION ACCEPTING UTILITY EASEMENT FOR ROUTE 156 WATER LINE EXTENSION

WHEREAS, the Route 156 (Prince George Drive) water line extension project requires the acquisition of a permanent utility easement on parcel 240(16)00-001-0; and

WHEREAS, the permanent utility easement will allow for the installation and continued maintenance of the water line; and

NOW, THEREFORE, BE IT RESOLVED, that the Prince George County Board of Supervisors accepts the dedication of permanent utility easement for parcel 240(16)00-001-0.

R-20-184A

C-3.

RESOLUTION; APPROPRIATION (\$8,165.96 INSURANCE RECOVERIES – POLICE VEHICLE REPAIR)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8th day of December, 2020, does hereby authorize the following increase of funds within the 2020-2021 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>
<u>Expenditure:</u>		
0100-03-100-0601-44200	General Fund: Police Automotive Motor Pool	\$8,165.96
<u>Revenue:</u>		
0100-40-507-8206-341111	General Fund; Insurance Proceeds	\$8,165.96

R-20-184B

C-4.

RESOLUTION; APPROPRIATION STATE LITTER CONTROL GRANT \$8,461.00

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8th day of December, 2020, does hereby authorize and appropriate the following increase of funds within the 2020-2021 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>
General Fund		
Expenditures:		
0100-04-102-0503-43327	Clean Community Day	\$8,461.00
Revenues:		
0100-20-601-8205-326019	State Litter Control Grant	\$8,461.00

R-20-184C

C-5.

RESOLUTION; AUTHORITY TO RETROACTIVELY ADVERTISE A PUBLIC HEARING FOR AN ORDINANCE TO AMEND "THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA, 2005, AS AMENDED," BY AMENDING SECTION 74-432 TO CLARIFY THE CERTIFICATION PROCESS FOR TAX RELIEF FOR A VEHICLE OWNED OR LEASED BY A VOLUNTEER RESCUE SQUAD MEMBER OR VOLUNTEER FIRE DEPARTMENT MEMBER

NOW, THEREFORE, BE IT RESOLVED, that the Board Of Supervisors of the County of Prince George this 8th day of December, 2020, does hereby authorize retroactively the advertisement of a public hearing on December 16, 2020 at 5:00 p.m. for an Ordinance to Amend "The Code of the County of Prince George, Virginia, 2005, as amended," by amending

Section 74-432 to clarify the certification process for tax relief for a vehicle owned or leased by a volunteer rescue squad member or volunteer fire department member.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

PRESENTATIONS

S-1. Resolution; Commendation; Deputy Sheriff Edwin Betts; Service to Prince George County. Mr. Brown presented the commendation to Deputy Sheriff Betts in the presence of his family and employees.

SUPERVISORS' COMMENTS

Mr. Webb wished everyone a safe and Merry Christmas.

Mr. Brown encouraged the public to visit the Board of Supervisors page on the Prince George County website and view the Board's By-Laws for a better understanding of how to address the Board during public comment and why the Board cannot respond.

Mrs. Waymack asked that as citizens reflect on the approaching holiday and the end of 2020, they please think about our many blessings. She stated that we are so fortunate to live in this wonderful country and Prince George County. She stated that if that were not so, immigrants would not be trying to get in this country. It is the greatest country in the world.

Chairman Hunter asked that everyone be respectful of others and wear their masks. Do the right thing and have a Merry Christmas. He also thanked the employees for all that they do.

PUBLIC HEARINGS

P-1. Public Hearing; Resolution; Budget Amendment and Appropriation (\$4,150,000 of Debt Proceeds Toward New Walton Elementary School). Ms. Betsy Drewry, Deputy County Administrator for Finance, stated that planning for a new Walton Elementary School is underway and construction is included as an approved Capital Improvement Project for FY2021 and as part of the Adopted FY2021 budget. To date, \$1,000,000 has been appropriated for the new school project, and incurred costs will soon exceed that amount. A Spring 2021 borrowing is planned to accommodate this project, less fund balance appropriation already made. Cash needs for FY2021 are estimated to total \$5,150,000. The School Division has provided a written request for carryover of FY2020 unexpended carryover funds, and has requested that \$1,000,000 of those re-appropriated carryover funds go toward road and sewer improvements for the new school. The net appropriation of future bond proceeds request for estimated architectural and engineering and construction costs is \$4,150,000. This budget amendment requires a public hearing because the amount exceeds 1% of the adopted FY2021 budget. Chairman Hunter opened the public hearing at 7:34 p.m. There was no one to speak and the public hearing was closed. Mr. Brown made a motion, seconded by Mr. Webb, to adopt the resolution for the appropriation as presented. Roll was called on the motion.

P-1.

RESOLUTION; BUDGET AMENDMENT AND APPROPRIATION (\$4,150,000 OF DEBT PROCEEDS TOWARD NEW WALTON ELEMENTARY SCHOOL)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8th day of December, 2020, does hereby authorize and appropriate the following increase of funds within the 2020-2021 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>
<u>Capital Improvement Fund (0311)</u>		
Revenues:		
0311-40-900-8115-341401	Debt Proceeds	\$4,150,000
Expenditures:		
0311-06-208-3194-48240	CIP – New Walton Elementary School	\$4,150,000

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

Mr. Carmichael made a motion, seconded by Mrs. Waymack, to approve the resolution authorizing the County to reimburse itself for expenditures made when debt is issued in Spring 2021. Roll was called on the motion.

P-1.

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

WHEREAS, the Board of Supervisors (the "Board") of the County of Prince George, Virginia (the "County") has previously determined to undertake the construction of a new Walton Elementary School of which \$4,150,000 is needed in FY2021 toward architectural and engineering services;

WHEREAS, the Board currently expects that the cost of this portion of the Purchase, excluding the costs of the financing thereof, will be approximately \$4,150,000 (excluding non-debt funding sources);

WHEREAS, the Board currently expects to incur long-term indebtedness in an amount now estimated at \$4,150,000 to pay a portion of the costs of the Purchase, which indebtedness may take the form of tax-exempt bonds or other types of debt; the proceeds of such indebtedness may be used either for paying costs of the Purchase directly or for repaying other indebtedness previously incurred for the Purchase or for a combination of such purposes; and

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

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

1. The County intends to utilize the proceeds of tax-exempt bonds or notes (the "Bonds") or to incur other debt to pay Purchase costs in an amount not currently expected to exceed \$4,150,000.
2. The County intends that the proceeds of the Bonds be used to pay or reimburse the County for the payment of Expenditures made after the date of this Resolution or made within 60 days prior to the date of this Resolution or Expenditures which are incurred for certain preliminary costs such as architectural, engineering, surveying, soil testing, bond issuance expenses and the like. The County reasonably expects on the date hereof that it will pay or reimburse the Expenditures with the proceeds of the Bonds or other debt.
3. Each Expenditure will be, unless otherwise approved by bond counsel, either (a) of a type properly chargeable to a capital account under general federal income tax principles (determined in each case as of the date of the Expenditure), (b) a cost of issuance with respect to the Bonds, or (c) a nonrecurring item that is not customarily payable from current revenues.
4. The County intends to make a reimbursement allocation, which is a written allocation by the County that evidences the County's use of proceeds of the Bonds to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Purchase is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The County recognizes that exceptions are available for certain "preliminary expenditures," costs of issuance, and certain de minimis amounts.
5. The Board intends that the adoption of this Resolution confirms the "official intent" of the County within the meaning of Treasury Regulations Section 1.150-2 promulgated under the Internal Revenue Code of 1986, as amended.
6. The County Administrator and other officers of the County are hereby authorized and directed to take such actions, in consultation with the County's counsel, as may be necessary or desirable to implement the planning and structuring of the Bonds, including but not limited to negotiations with lenders or investment bankers for the Bonds, the selection of bond counsel to supervise the issuance of such Bonds and the engagement of such other professionals as may be

necessary or desirable to assist the County in this process, but such officers shall not obligate the County on such Bonds without further approval by the Board.

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

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

P-2. Public Hearing; Lease Agreement for Use of a Portion of Burrowsville School Between Prince George County and Friends of Burrowsville School, Inc. Mr. Dan Whitten, County Attorney stated that Friends of Burrowsville School entered into a lease on July 12, 2005, to lease a portion of Burrowsville School for community activities. On August 17, 2010, by Resolution, the Board of Supervisors renewed the existing lease for Burrowsville School for a five year term with an optional five year renewal term which was exercised on June 5, 2015. Both parties desire to enter into a new lease with a term of five years with an optional five year renewal term. In order to lease real estate owned by the County, the Board must hold a public hearing pursuant to Section 15.2-1800 of the Code of Virginia, 1950, as amended. A draft lease is attached for consideration; a motion approving the County to lease a portion of Burrowsville School to Friends of Burrowsville School is requested. Chairman Hunter opened the public hearing at 7:38 p.m. There was no one to speak and the public hearing was closed. Mr. Webb made a motion, seconded by Mr. Brown, to approve the lease agreement as presented. Roll was called on the motion.

R-20-187

P-2.

PUBLIC HEARING; LEASE AGREEMENT FOR USE OF A PORTION OF BURROWSVILLE SCHOOL BETWEEN PRINCE GEORGE COUNTY AND FRIENDS OF BURROWSVILLE SCHOOL, INC.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 8th day of December, 2020 does hereby authorize the County Administrator to execute an Agreement of Lease between Prince George County and the Friends of Burrowsville School, Inc.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

COUNTY ADMINISTRATOR'S COMMENTS

Mr. Percy Ashcraft, County Administrator, gave a COVID-19 Update stating that the next testing sites in Prince George County are the Central Wellness Center on December 11 and December 30 from 10-11:30 a.m. Testing is for people experiencing symptoms to the coronavirus. Drive-

ups only. Dr. Lisa Pennycuff, Prince George County School Superintendent, announced that they will be having a virtual/in-person Job Fair tomorrow looking for bus drivers, food service staff, and substitute teachers. She suggested that anyone interested contact Human Resources. There will be an Employee Service Appreciation Ceremony on December 10 at 6:00 p.m. in the Boardroom.

REPORTS

VDOT – Ms. Crystal Smith of the Virginia Department of Transportation stated that the Benjamin Harrison Bridge will be closed on December 9 starting at midnight until 4 am and again on Friday, the 11th from midnight until 6 am on Monday. The drainage project on Marl Bank will start next week. The Bull Hill Road project is still on schedule. After completion, the utilities project will take about 12 months and advertisement is expected in 2022.

FY2020 Audit Report – Ms. Betsy Drewry, Deputy County Administrator and Finance Director, introduced Mr. Josh Roller of Robison, Farmer, Cox. Mr. Roller presented the 2020 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. 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.

Update on CARES Funding - Ms. Betsy Drewry, Deputy County Administrator and Finance Director, stated that the County has received \$6,692,302 in CARES Funds. Federal law indicates that those funds can only be spent on necessary expenditures incurred due to COVID-19 or responding to COVID-19, including expenditures not accounted for in the adopted budgets, and expenditures that are incurred in between March 1 and December 30, 2020. Ms. Drewry provided a visual of the broad categories and how they have been utilized. The largest fund is the School System which has received 32%. The next largest is business and non-profit relief which has received 25.5%. Coronavirus prevention, equipment and supplies has received 21.89%. The County has provided citizen relief at 11.46%. The rest went towards compensation at 9.08% and a small contingency of .10%. The School Division received a \$2.1 million allocation and the vast majority of that has been used for virtual learning, a summer lunch program, Rowanty, child care services, and for the purchase of cleaning supplies. To date, Countywide about \$4.2 million has been expended with another \$1.9 million in purchase order obligations. This leaves \$447,258.38 remaining to spend. The recommendation is to move that over to the small business grants. All of the small business grants have been distributed to 67 businesses for a total of \$1.7 million. They will be able to help another eighteen businesses with the remaining CARES funds. Social Services has received 343 applications and 259 families have been assisted with 84 denied. The total amount allocated thus far has been about \$572,000. These families are being assisted with rent/mortgage, food, clothing/personal care, boys hair cuts, girls salon services, electricity, and garbage services. Ms. Drewry stated that the first responders have received their first and second rounds of hazard pay of \$1.70 per hour. It will be paid out retroactive to March 1 at \$1.70 per hour for hours worked in three increments, October 15, December 15, and December 31. To date, \$2.4 million has been spent on community relief initiatives. In addition, other moneys were designated to the local food bank, outreach of mobile home parks, and a pet food distribution effort. There was a \$2.1 million allocation to the School

Division with all but \$1,035.76 expended to date. Technology initiatives were estimated to be at about \$214,000 and \$230,000 has been spent and obligated to date. There was some shifting in funds that were not being used from other categories. There was also a variety of cleaning and protective health measures and employee compensation and benefits. Other monies have been allocated for Courthouse needs in the amount of \$40,396.89, Sheriff needs in the amount of \$67,378.76, General Services/Building needs in the amount of \$50,000, and Public Safety Requests in the amount of \$768,383.78. To date, \$715,413.97 has been spent. Out of contingency to date, \$100 has been spent and obligated. Ms. Drewry stated that they continue to request from the Board the flexibility in management of categories and use of funds and ability to move monies between categories to maximize used of funds as long as the total allocation is not exceeded.

Security Camera Proposal – Mr. Clifton Young, IT Director, stated that at the Board’s request, Staff has done a little more fine tuning and had a vendor look more closely at how they can get these cameras in for the best pricing and to break out the project in specific phases. Staff is recommending that the project be done as a whole project for a cost savings and a total of \$66,813. There are a few extras needed for the project that are not included in this price. Mr. Webb believes they need more time to talk about it. Mr. Brown asked if there is an estimate for the items that are not included. Mr. Young stated that General Services will be able to help with most of that leaving a total of about 10% more with the extras. Mr. Young also clarified for Mr. Brown that this is an executable quote that is only good for about 30 days. He does not believe there would be any major changes if it take a little longer than that. Mr. Webb stated that he is concerned about where the money is coming from. Ms. Drewry did confirm that they have it in contingency. The Board agreed that they would like more time to discuss it.

Entrance Upgrades to Fire and EMS Facilities – Mr. Percy Ashcraft, County Administrator, stated that upgrades to the entrances of the Fire & EMS Facilities were included as part of the County’s adopted FY ’19 Capital Improvements Program. A total of \$75,000 was included in the spring 2019 bond issuance and was deposited with SNAP and remains on deposit. To date, \$12,034.60 has been expended to upgrade the entrances at the Burrowsville Fire Station, but work on other station entrances has not commenced. The Board of Supervisors unanimously approved at its November 10 meeting a cooperative contract with Chesterfield County that would retain Dominion Lock & Security to perform the upgrades to Station 1, 2, 3, 6 and 8 in the remaining amount of \$62,964.86. The action by the BOS was reported to the Fire & EMS Advisory Board at its meeting on December 3. The Chiefs represented at the meeting questioned the need for the project and requested if the contract with Dominion could be broken and the project not continue. Staff inquiries the following day provided information the contract can be broken. Reimbursement of \$5,350 would have to be paid to Dominion for a 15 percent restocking charge if the contract was broken. The Board would have to hold a public learning to repurpose the funds for another use. The purpose of the project is to allow easier access by essential personnel to County Fire and EMS Facilities. Currently, a representative of the respective station on most occasions has to grant permission for entry into the station. This can cause delays and certainly reduce productivity. It could also eliminate the creating, controlling and recovering multiple sets of keys if personnel or volunteer changes are made. Staff recommends the project move forward as approved by the Board of Supervisors on November 10. Mr. Webb stated that there was sound reasoning behind this project when it was originally

approved. These are County facilities. He does understand the ownership of the equipment by each individual department. However, it is more cost effective for essential personnel to have access to these buildings. If there are trust issues with anyone then they do not need to be working for the County. The rest of the Board agreed and it was consensus to move forward with the project.

TABLED ITEMS

T-1. Resolution; Authorization to Hold a Public Hearing on January 26, 2021 to Consider Adoption of an Ordinance to Amend The Code of the County of Prince George, Virginia, 2005, as Amended, to Revise the Location of a Polling Place Within the Courts Building Election District from Main Floor of Courts Building, 6601 Courts Drive to Gregory Memorial Presbyterian Church, 6300 Courthouse Road. Mr. Dan Whitten, County Attorney, stated that there is a desire to relocate the polling location in the Prince George County Courthouse to the Gregory Memorial Presbyterian Church in precinct number 204. Per Code of Virginia 24.2-306, such a move must be approved 60 days prior to the general election. Staff is requesting an authority to advertise the public hearing on the ordinance change for January 26, 2021. The advertisement must be posted per State Code and, if approved, voters would have to be notified by mail in advance of the election. Chairman Hunter stated that he understands the reservation due to a possible district change, but he does support it being moved. Mr. Webb agreed and is concerned that it will cause confusion at this time. The next primary is in June 2021. Mr. Brown stated that they should postpone it until after they get the Census numbers. Mr. Brown made a motion, seconded by Mr. Webb, to postpone this matter to January 26, 2021. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

T-2. Resolution Accepting Land Exchange Agreement Between the County and James R. Jones. Mr. Webb made a motion, seconded by Mr. Carmichael, to postpone this matter to March 9. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ORDER OF BUSINESS

A-1. Authority for Emergency Management (Fire/EMS) to Complete and Submit a Virginia Department of Emergency Management (VDEM) Emergency Management Performance Supplemental Grant and Appropriation of Anticipated Grant Funds if Awarded. Ms. Betsy Drewry, Finance Director, stated that Fire & EMS (Emergency Management) is seeking permission to apply for a Virginia Department of Emergency Management (VDEM) Emergency Management Performance Grant – Supplemental [EMPG-S]. On November 16, 2020, County Administration and Emergency Management was made aware

of an opportunity to apply for a **\$49,804 EMPG-S grant**. The grant has a local match requirement of \$49,804, and VDEM has indicated that CARES Coronavirus Relief Funds can be used to satisfy the local match requirement. The focus of the grant funds are to strengthen COVID preparedness and resilience, particularly in under-resourced communities and disproportionately impacted communities. The Deputy Coordinator for Emergency Management collaborated with the Director of Fire/EMS, Police Chief and Police Community Services Lieutenant to determine the best use of this funding. To meet the intent of the grant award, and serve the community for education, testing and potential vaccination opportunities, the team is requesting that the funds be used for an event trailer and related supplies, and for a second electronic message board. Mr. Webb made a motion, seconded by Mr. Carmichael, to approve the resolution as presented. Roll was called on the motion.

R-20-188

A-1.

AUTHORITY FOR EMERGENCY MANAGEMENT (FIRE/EMS) TO COMPLETE AND SUBMIT A VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT (VDEM) EMERGENCY MANAGEMENT PERFORMANCE SUPPLEMENTAL GRANT AND APPROPRIATION OF ANTICIPATED GRANT FUNDS IF AWARDED

WHEREAS, the Prince George Fire/EMS Department (Emergency Management) is requesting approval of the Prince George County Board of Supervisors to apply for a VDEM Emergency Management Performance Supplemental Grant (EMPG-S) to assist with community COVID-19 response purchase an event trailer and related supplies and an electronic message board; and

WHEREAS, the total award is \$49,804 with a local match of \$49,804 which will be satisfied using purchases made from CARES Coronavirus Relief Funds for like purchases.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8th day of December, 2020, does hereby authorize the submission of a grant application to the Virginia Department of Emergency Management (VDEM) for an Emergency Management Performance Grant - Supplemental of \$49,804, which requires a local match of \$49,804 using CARES Coronavirus Relief Funds.

BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 8th day of December, 2020, *if the grant funds are awarded*, does hereby authorize the

following increase of funds within the 2020-2021 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>
<u>Expenditure:</u>		
0100-03-500-0614-4XXXX	General Fund: Fire/EMS VDEM EMPG-S Grant Purchases	\$49,804.00
<u>Revenue:</u>		
0100-30-601-8305-33XXXX	General Fund: EMPG-S Revenues	\$49,804.00

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-2. Authorization to Sign and Submit Notarized Statement Certifying Presentation of FY2019-2020 Financial Report to Local Governing Body. Ms. Drewry stated that localities are required to submit their audited financial statements to the Auditor of Public Accounts on or before November 30 annually in accordance with Section 15.2-2510 of the Code of Virginia. This deadline was extended to December 15, 2020 for the audit for the fiscal year ended June 30, 2020. The Virginia General Assembly amended Section 15.2-2510 of the Code of Virginia requiring 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. The template designed by the Auditor of Public Accounts (APA) was used to prepare the attached certification. Mr. Brown made a motion, seconded by Mrs. Waymack, to authorize the Board Chairman and the County Administrator to sign the attached certification stating the board has received the audited FY2020 financial statements to comply with Section 15.2-2510 of the Code of Virginia.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-3. Resolution; Authority to Advertise Public Hearing, School Carryover \$1,877,886.32. Ms. Drewry stated that on October 6, 2020, the Prince George County School Superintendent provided a request for carry-forward of unexpended FY2020 school operating funds and an appropriation increase of \$1,877,886.32. This represents the reduction in local school transfer for actual school revenues over actual school expenditures (\$1,924,925.32), less amount already re-appropriated for purchase orders (\$47,039). This appropriation would come from fund balance. The requested appropriation increases are amounts above those included in the adopted FY2021 budget. The total request of \$1,877,886.32 requires a public hearing because the amount exceeds 1% of the adopted FY2021 budget (Adopted FY2021 budget =

\$126,187,775; 1% = \$1,261,878). The Code of Virginia §15.2-2507 requires a public hearing for budget amendments exceeding 1% of the adopted fiscal plan. Mrs. Waymack made a motion, seconded by Mr. Webb, to approve the resolution as presented. Roll was called on the motion.

R-20-189

A-3

RESOLUTION; AUTHORITY TO ADVERTISE A PUBLIC HEARING FOR AN APPROPRIATION OF \$1,877,886.32 FOR FY2020 SCHOOL DIVISION CARRY-OVER FUNDS

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8th day of December, 2020, does hereby authorize the advertisement of a public hearing for an appropriation of \$1,877,886.32 for FY2020 School Division Carry-Over Funds.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

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

A. Resolution; Appointment of Two Members to Prince George Planning Commission (Four-Year Term). Mr. Brown made a motion, seconded by Mr. Webb, to postpone this matter to January 26, 2021. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

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

R-20-190

A-4B.

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 8th day of December, 2020 that it hereby reappoints Mr. J. 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, 2021.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

C. Resolution; Recommendation of Three Appointments – Board of Equalization of Assessments. Mr. Carmichael made a motion, seconded by Mrs. Waymack, to recommend to the Circuit Court to reappoint Mr. Henry Geiz, Jr., Ms. Elizabeth Abernathy, and Mr. Raymond Everett to the Board of Equalization. Roll was called on the motion.

R-20-191

A-4C.

RESOLUTION; RECOMMENDATION OF THREE APPOINTMENTS (THREE-YEAR TERM) – BOARD OF EQUALIZATION OF ASSESSMENTS

WHEREAS, The terms of Henry Geiz, Jr., Elizabeth Abernathy, and Raymond Everett will expire on December 31, 2020;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8th day of December, 2020 does hereby recommend to the Circuit Court Mr. Henry Geiz, Jr., Ms. Elizabeth Abernathy, and Raymond Everett for appointment to the Board of Equalization of Assessment to serve a three-year term, beginning January 1, 2021 and ending on December 31, 2023.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-5. Resolution; Appropriation (\$108,469.39 COVID-19 Municipal Relief Funds). Ms. Drewry stated that on November 24 the Board authorized the Utilities Director to apply for possible COVID-19 Municipal Relief Funds through DHCD. The application was submitted by the required deadline, and on December 7, the Utilities Director received a notice of award in the amount of \$108,469.39 to assist customers with arrearages between March 1 and December 30. The Utilities Department is developing a customer grant program that complies with State and Federal Law to direct relief funds to customers with arrearages who can demonstrate and attest to a COVID-19 economic hardship. This amount will go to directly to Utilities, not to the customer. Mr. Webb made a motion, seconded by Mrs. Waymack, to approve the appropriation as presented. Roll was called on the motion.

A-5.

RESOLUTION; APPROPRIATION (\$108,469.39 COVID-19 MUNICIPAL RELIEF FUNDS)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8th day of December, 2020, does hereby authorize the following increase of funds within the 2020-2021 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>
Special Revenue Fund 0640		
<u>Revenue:</u>		
0640-30-601-8305-330300	COVID-19 Municipal Relief Funds	\$108,469.39
<u>Expenditures:</u>		
0640-04-104-7000-45774	COVID-19 Municipal Relief Assistance	\$108,469.39

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ADJOURNMENT. Mr. Carmichael moved, seconded by Mr. Brown, to adjourn to December 16 at 5:00 pm. 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 8:51 p.m.

[Draft Minutes prepared December 23, 2020 for consideration on January 12, 2021; 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

Adjourned Work Session
December 16, 2020
5:00 p.m.

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

MEETING CONVENED. An adjourned meeting of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 5:00 p.m. on Wednesday, December 16, 2020 in the Boardroom, County Administration Building, Third Floor, 6602 Courts Drive, Prince George, Virginia by Chairman Donald R. Hunter to take up two public hearings originally scheduled for December 8.

ATTENDANCE. The following members responded to Roll Call:

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

County Staff present was: Percy C. Ashcraft, County Administrator; Dan Whitten, County Attorney; and Julie C. Walton, Deputy County Administrator.

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

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

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

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

PUBLIC HEARING

P-1. Public Hearing; ORDINANCE AMENDMENT OA-20-03 Adoption of an Ordinance to amend "The Code of the County of Prince George, Virginia," by amending §90-492 by amending the permitted uses in M-2, General Industrial District to allow M-1, Limited Industrial District permitted uses, and amending §90-542 by amending the permitted uses in M-3, Heavy Industrial District to allow M-2, General Industrial District permitted uses. Mr. Horace Wade of the Planning Department, state that County Staff has received requests from industrial developers to amend the County

Ordinance to allow M-1 uses in the M-2 Zoning District, and to also allow M-1 and M-2 uses in the M-3 zoning district. Consultants for industrial developers and Economic Development staff support the Ordinances being amended to allow what is called “pyramid zoning.” In Prince George County’s version, the Limited Industrial uses would be permitted in the Heavy Industrial District. A good example of this is Service Center Metals. Chairman Hunter opened the public hearing at 5:08 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-20-026

ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA,” BY AMENDING §90-492 BY AMENDING THE PERMITTED USES IN M-2, GENERAL INDUSTRIAL DISTRICT TO ALLOW M-1, LIMITED INDUSTRIAL DISTRICT PERMITTED USES, AND AMENDING §90-542 BY AMENDING THE PERMITTED USES IN M-3, HEAVY INDUSTRIAL DISTRICT TO ALLOW M-2, GENERAL INDUSTRIAL DISTRICT PERMITTED USES.

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

(1) *That §90-492 of The Code Of The County Of Prince George, Virginia, 2005, as amended, is amended and re-codified to read as follows:*

Sec. 90-492. - Permitted uses.

In the M-2 general industrial district, buildings to be erected or land to be used shall be for one or more of the following uses:

- (1) Truck terminals.
- (2) Automobile assembling, painting, upholstering, repairing, rebuilding, reconditioning, body and fender work, truck repairing or overhauling, tire retreading or recapping.
- (3) Blacksmith shops, welding or machine shops.
- (4) Building material sales yards and plumbing supplies storage.
- (5) Contractors' equipment storage yard or plant or rental of equipment commonly used by contractors.
- (6) Petroleum storage.
- (7) Sawmills and planing mills.
- (8) Brick manufacture.
- (9) Boiler shops.
- (10) Meat, poultry and fish processing.
- (11) Public utilities.
- (12) Conservation areas.

- (13) Game preserves.
 - (14) Accessory uses.
 - (15) General advertising signs.
 - (16) Location signs.
 - (17) Concrete products or central mixing and proportioning plants.
 - (18) Agriculture. Notwithstanding any other provision of this article, only accessory structures may be erected for the use of agriculture in an M-2 district; site plan review is not required on land used exclusively for agricultural pursuits.
 - (19) Vehicle impound facility.
 - (20) All M-1 permitted uses.
-

(2) *That §90-542 of The Code Of The County Of Prince George, Virginia, 2005, as amended, is amended and re-codified to read as follows:*

Sec. 90-542. - Permitted uses.

In the M-3 heavy industrial district, buildings to be erected or land to be used shall be for one or more of the following uses:

- (1) Battery manufacture.
- (2) Punch presses exceeding 40-ton rated capacity and drop hammers.
- (3) Sand and gravel operations.
- (4) Crushed stone operations.
- (5) Wood-preserving operations.
- (6) Abattoirs.
- (7) Acid manufacture.
- (8) Cement, lime and gypsum manufacture.
- (9) Fertilizer manufacture.
- (10) Petroleum refining including byproducts.
- (11) Asphalt mixing plants.
- (12) Paper and pulp manufacture.
- (13) Screened junk storage.
- (14) Cogeneration plants.
- (15) Materials recovery facilities, resource recovery/reclamation operations.
- (16) Small solar energy facility.
- (17) Large-scale solar energy facility.

(18) All M-2 permitted uses.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

P-2. Public Hearing; Adoption of an Ordinance to Amend “The Code of the County of Prince George, Virginia,” 2005, as amended, by amending § 74-432 to clarify the certification process for tax relief for a vehicle owned or leased by a volunteer rescue squad member or volunteer fire department member. Mr. Paul Mauger, Interim Director of Fire and EMS, stated that representatives of the Prince George Fire and ESM Advisory Board, the Commissioner of Revenue’s office, and the County Attorney, worked collaboratively on the rewording of this amendment. The changes were made to bring clarity to the requirements that needed to be met in order to qualify for the benefit. This was first presented to the Board of Supervisors on November 24 where the Board requested that categories be defined to address the section regarding the associates or support members of various agencies. Those categories were defined and are included in the current verbiage. Chairman Hunter opened the public hearing at 5:12 p.m. There was no one to speak and the public hearing was closed. Mr. Brown stated that he has received numerous phone calls and letters expressing concern with some of the proposed changes. Therefore, he stated that he personally is not in a position to vote on this. Mr. Brown suggested that they postpone this matter to February 9, 2021. Mr. Webb stated that his only concern is that a lot of time and effort has been put into this. He has seen some of the correspondence, but thinks that it is near impossible to please everyone. Chairman Hunter agreed with Mr. Webb that it is impossible to please everyone and a lot of work has gone into it, but he would be inclined to agree with Mr. Brown and would like to see it postponed as well. Mr. Brown asked the County Attorney if there was a portion of this that cannot wait past this evening. Mr. Dan Whitten, County Attorney, stated that as the ordinance is written now, any volunteer that works directly under the Director and is not a member of a current station, or any member of the volunteer rescue squad, will not qualify to receive the benefit in the upcoming calendar year. However, as the new proposed amended ordinance states, they would need to serve a minimum of 12 months and meet the criteria before being eligible for the benefit anyway. Mr. Brown made a motion, seconded by Mrs. Waymack, to postpone this matter to February 9, 2021. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

REPORTS

Update on New Jefferson Park Fire Station – Mr. Percy Ashcraft, County Administrator, stated that the Board of Supervisors in 2019 voted to construct a new fire station at Jefferson Park, and subsequently approved borrowing in the amount of \$3.2 million also in 2019. The Board of Supervisors voted in August, 2019, to hire the firm of HBA to perform A&E services in the amount of \$227,793. An actual groundbreaking for the project to be located along

Brandywine Road was held October 6, 2019. Since that time, a team consisting of County Staff, volunteer representatives and the architect has spent many hours providing input into the specs for the building. The message given to the team was to design a new station along the same footprint as Station 7, which opened in 2018. An update to the Board of Supervisors was given at the October 13 meeting on the project, and the estimated cost was \$3,947,312.11, a \$747,312.11 increase over the project budget. There were also undefined costs related to stormwater that were not included in the estimate as part of an agreement with developer James Jones. There are also no funds available currently for furnishings and technology. The remaining funds available for the project are \$2,930,499.50. Since the October 13 meeting, Staff has been working with the architect to attempt to reduce costs. This would naturally call for a decrease in the size of the building and its contents. Comments from Interim Director Paul Mauger on the reduced station concept: (1) There is one office of which the Volunteer Chief and on-duty officer will have to share; (2) There is a single bunkroom that accommodates a total of four semi-private beds; (3) There are only two bathrooms for the on-duty career people, which is not nearly enough when you add volunteer personnel; (4) There is no training room; (5) There is no EMS supply room; (6) It would require transporting contaminated turnout gear from one station to the other that is unsafe; and (7) Parking will be reduced. It is obvious the revised cost estimate drastically changes the scope of the project. It would be a facility that would not be built for future needs and would also compromise current needs that you would hope would improve with a new facility. With this information being presented to the Board, Mr. Ashcraft stated that he would like to get further input and propose the following options as they attempt to move forward with the remaining funds. These options are in no priority order:

Option 1 – Proceed with the project at the estimated cost of \$3.9 million, which would require additional funds being appropriated from General Fund Balance or some other source.

Option 2 – Proceed with the modified design with a construction budget of \$2.7 million with a reduced scope.

Option 3 – Renovate the current Jefferson Park Fire Station at an estimate not to exceed \$500,000, which would include roof replacement, HVAC replacement and other improvements. Take the remaining funds and construct a smaller station at Wells Station Road that would serve the Business Park and residents in that area as a station that would be staffed by career personnel and system volunteers. Estimates for site work at Wells Station are being explored, but they are not expected to be as costly as projected for the new Jefferson Park site. This could also be a shared location with a new Fire & EMS Burn Building Training Facility.

Option 4 – Repurpose the funds for another Capital Project. This would require a public hearing before funds could be re-appropriated. Renovations to the County Garage have been put on hold, but the County does have a borrowing capacity in place to cover those expenses if and when the Board wants to move forward. There are also other Fire & EMS facilities that are in need of improvements that have been included in the CIP.

Mr. Ashcraft added that the team currently working on this project includes Paul Mauger, Mike Purvis, Julie Walton, Betsy Drewry and Jeff Stoke. Mr. Webb stated that he cannot begin to say how frustrated he is over this. He championed this project and he believes these estimated

figures are really disheartening. He doesn't believe Option 1 can be pulled off. He believes Option 2 is foolish. Option 3 may be a possibility but he has concerns with estimates. However, it may be helpful for the burn building. He stated that for him to support any of this, they need better numbers, a better timeline, and a clearer scope. Mr. Brown agreed that they need to get better coming up with these estimates. They will still pay a penalty if they try to repurpose the funds for another project. He believes that the County Garage is a high priority and he may take Options 3 and 4 into reconsideration, but they must get better at these numbers. Mr. Webb stated that his opinion would be to repurpose the funds for another project, but to save the borrowing power put on hold for the County Garage for another project. Mrs. Waymack stated that Jefferson Park is very busy and she doesn't know how long they can keep going on as they are. Would a renovation actually make the station more suitable. Mr. Ashcraft stated that it is his understanding that they can extend the life of the current Jefferson Park Fire Station by ten years with the previously mentioned proposed renovations. Mr. Mike Purvis, General Services Director, stated that if the station is not replaced, the previously mentioned renovations are a must. Mr. Webb asked if they take that road, what would be the lead time on it. Mr. Purvis stated that he could have hard numbers in the next couple of weeks. Mr. Paul Mauger recognized Chief Tim Flynn for all of his hard work on this. Chief Flynn stated there is enough space upfront to where they may be able to renovate the station to meet their needs. Mr. Mauger clarified for Mr. Webb that they should be able to continue to work out of that station while renovating. Mr. Brown pointed out that a study was done years ago regarding a station on Wells Road and if they are going to continue to spend money on these studies, they should see the findings through. Mr. Ashcraft stated that it would be significantly smaller and Mr. Mauger added that it would not be what they are accustomed to seeing aesthetically. He added that he could provide the Board with pictures to give them a feel of what they would be considering. Mr. Brown and Mr. Webb added that they are in favor of spending the entire \$500,000 towards renovations if that is the route the Board should take. Mr. Ashcraft stated that they will remove Options 1 and 2 completely off of the table and come back to the Board on January 26 with more information on Options 3 and 4.

Update on Burn Building – Mr. Ashcraft stated that on March 14, 2017, the Board of Supervisors received a presentation regarding Prince George County constructing a Class A Burn Building to be located on property on Wells Station Road. The presentation came after the County was awarded up to a \$480,000 grant from the Virginia Fire Services Board on March 4, 2016. The project budget presented to the BOS on March 14, 2017, estimated the cost of the project would include \$480,000 in building and A&E costs that would be covered by the grant, and an additional \$370,929 in costs related to site work that would not be covered by the grant. From that March 14, 2017 presentation to the present, there were numerous discussions held at the Staff level on how to reconfigure the costs of the project and bring an alternate proposal back to the Board of Supervisors. Painter-Lewis, P.L.C. was hired in August, 2019 to develop a scope of work in the amount of \$49,900. To date, Painter-Lewis has been paid \$34,246.75, leaving \$15,653.25 remaining on their contract. In the meantime, Staff has engaged in discussions with Fort Lee about the possibility of constructing the Burn Building on federal property. These discussions were going well, but have since broken down in what appears to now be a lack of interest on behalf of the Army. The Virginia Fire Services Board has patiently granted two extensions of the grant with the anticipation the project will come to fruition. The new project deadline established by VFSB is tied to a valid building permit by March 3, 2021 and the

completion date in 2022. Officials at VFSB have indicated they are willing to consider a third deadline extension, but they stated in giving Prince George County the grant that it was an anticipated County funds would have to be used to complete the project. The grant can only cover the building cost and \$30,000 toward A&E; site work and additional A&E costs will be County expenditures. With the Fort Lee discussions broken down, General Services Director Mike Purvis and Interim Fire & EMS Director Paul Mauger were directed by Administration to work with the architect and crunch some new numbers to see if the project is still viable. Any change in the project scope would have to be approved by VDFP, because the County has been approved to build a Prototype 2 structure, per an email sent from Paul Mauger on December 8. Staff had explored constructing a 1200-foot cement block building, but that new concept has to be approved by VDFP. A modified budget keeps the construction of the project within the grant amount, but does not cover any other related costs. It is obvious County money is going to have to be put into this project, even if it is shared money with another project such as a new fire station on Wells Station Road. There is likely enough money in the grant for construction, but there are no funds available for site work, stormwater management or utilities, as well as technology and furnishing. A total of \$65,546.75 has been incurred for A&E fees. Should the project stall, the County would lose that investment. There does not appear to be enough time to get approvals on any change of concept by VDFP by a March 3 deadline with new budget projections. With \$65,546.75 already spent on the project, Staff recommends the Board of Supervisors authorize a request for another extension of the grant to the Virginia Department of Fire Programs. This would allow time to finalize all cost estimates and see if there is a partnership with another project at Wells Station Road. It would also give the Board of Supervisors more time to decide if they want to put additional County funds toward the project. Mr. Mauger added that the Virginia Fire Services Board would like to see a burn building in this area, which may be helpful to grant another extension. Mr. Mauger clarified for Mr. Webb that right now they are only approved for a Prototype 2 structure, either in a Conex style or metal clad building with heat tiles in it. Mr. Webb stated that it could be a hefty repair should it start warping. The County would like to change the prototype from the Conex box. Mr. Brown asked if there is any idea of costs in changing the scope of the project. Mr. Purvis stated that they have hard costs from two different sources to build a 1200 square foot centerblock building between \$225,000 and \$250,000. He added that they could save a considerable amount of money if they construct a fire station there with it. Mr. Brown stated that he appreciates Staff getting hard costs instead of estimates. Mr. Webb asked if they change the scope of the project, will it hurt their chances of receiving the grant. Mr. Mauger stated that he does not believe it will. Mr. Mauger also clarified that the grant money can only be used for the building. The County will have to provide the money for lighting, etc. Mr. Webb asked how much money will the County have to rob from the Wells Station Road fire station to make up for that should they go that route. Mr. Webb stated that he is okay getting the extension, but they need to be cautious about what they plan to spend. Mr. Brown agreed. Mr. Mauger stated that they don't need to ask for the extension until February. They will try to get some numbers for them in the meantime.

Part-Time CARES-Funded Positions – Continuation with General Fund Dollars (front-desk, cleaning, warehouse). Mr. Ashcraft stated that as part of the recent funds received from the State for coronavirus relief (CARES), the County hired part-time personnel to assist in cleaning County offices multiple times throughout the day and also filling in other duties related to the pandemic such as assisting with inventory distribution. This response was for the

continued protection of the General Public visiting the buildings and for our employees. CARES funds must be expended by December 30. Part-time employees will not be paid after this date using this source of funds, even though the coronavirus threat continues to be strong. To continue keeping County buildings as clean as possible during this pandemic, it is essential these employees be retained after December 30 if we want to keep County offices open to the public. It is my suggestion we extend their services for 90 days or through March 31, and then review the status of the pandemic at that time to see if additional time should be considered by the Board of Supervisors. Staff recommends that the Board approve funds in the amount of \$39,846.65 to continue the services of part-time personnel hired for the purpose of cleaning and other duties related to responding to the coronavirus pandemic. The recommended funding source for this expenditure is Contingency, which as of December 11 was \$399,272.54. Mr. Brown encouraged Staff for seeking out other funding opportunities from the Federal Government. The Board agreed to the extension and gave a consensus for Staff to move forward. They plan to take action on it in January.

Other Matters

Potential By-Laws Changes – Mr. Dan Whitten, County Attorney, presented to the Board proposed amendments to the Bylaws which the Board will vote on in January. The changes include a policy for participation by electronic means, guidelines for public hearings, and the establishment of a budget committee with general rules for all appointed committees. There was Board discussion regarding when the applicant or applicant representative speaks. The Board agreed they should be outside the public hearing and able to speak before or after should the Board have additional questions or comments for them. Mr. Brown also suggested restrictions in line with Roberts Rules of Order regarding presentations by citizens in regards to what they can or cannot present to the Board. Mr. Brown also suggested the possibility of adding a citizen from District 1 and District 2 to the budget committee. There was additional discussion regarding notice of the budget committee meetings to the public and when to appoint the budget committee members.

Mr. Ashcraft asked the Board to consider a meeting for the first week of January to discuss the pre-budget matters that were originally supposed to be discussed tonight. The Board agreed on January 5 at 5:00 p.m. In addition, Mr. Ashcraft added that the Treasurer's Office, the Commissioner of Revenue's Office, and the Finance Office will be closed to the public through the rest of this week due to a COVID case.

ADJOURNMENT. Mrs. Waymack made a motion, seconded by Mr. Webb, to adjourn to January 5 at 5:00 p.m. for the purpose of a pre-budget work session. Roll was called on the motion. The meeting adjourned at 6:52 p.m.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

[Draft Minutes prepared January 4, 2021 for consideration on January 12, 2021; adopted by unanimous vote.]

Donald R. Hunter, Chairman
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator

DRAFT