

MINUTES
Board of Supervisors
County of Prince George, Virginia

Pre-Budget Work Session

February 4, 2021

5:00 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 5:00 p.m. on Thursday, February 4, 2021 in the Boardroom, County Administration Building, Third Floor, 6602 Courts Drive, Prince George, Virginia by Chairman Floyd M. Brown, Jr. for a work session to discuss the budget.

ATTENDANCE. The following members responded to Roll Call:

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

County Staff present: Percy C. Ashcraft, County Administrator; Jeff Stoke, Deputy County Administrator, Economic Development; Betsy Drewry, Deputy County Administrator, Finance; Julie Walton, Deputy County Administrator, Community Development and Code Compliance; and Dan Whitten, County Attorney.

Mrs. Waymack joined electronically from 7110 Laurel Spring Road, Prince George, at 5:03 pm due to a medical issue.

PRE-BUDGETWORK SESSION

School Revenue Sharing Agreement/MOU

Ms. Betsy Drewry, Deputy County Administrator and Finance Director, stated that the Memorandum of Understanding as modified by the Board of Supervisors on August 13, 2019 will be used by Administration to prepare the FY2022 budgeted transfer to schools "carve out" provisions exist for School Capital needs and Public Safety increases. There are five revenue streams subject to revenue sharing; real estate revenue, personal property and PPTRA, local sales tax, consumer utility taxes, and motor vehicle licenses. Prior to 2018, a percentage of Special Ed reduces the total transfer for the CSA expenditure. Since FY18 a full funding has been provided to Schools and the Schools transfer CSA with a local match to the County. On an average of the last five years School population and County population determines the percentage transferred. Every \$1 increased to the top five revenues, the School transfer will increase by 0.4248 cents before School Capital and Public Safety "carve outs."

The School Revenue Sharing Calculation as approved by the Board of Supervisors includes several "carve out" provisions, including fire apparatus (two cents real estate tax devoted),

additional resources devoted to School Capital expenditures, additional resources devoted to Public Safety expenditures, and a possible new one cent devoted to Fire and EMS equipment. Ms. Drewry is asking for consensus from the Board for other possible carve outs, including added public safety positions, pay improvements for the Police Department and Fire and EMS, and the FY2022 SAFER Grant losses. The School transfer calculation percentage is adjusted up or down annually, based on a five-year rolling average change of school enrollment to County population. Using the normal methodology percentage transfer to Schools would drop to 41.88% from 42.28% due to the enrollment dropping by 268 students and the County population increased by 283. This would mean a loss of \$235,718 for FY2022 if shared revenues remain at FY2021 levels. Ms. Drewry inquired if it is the Board's desire to keep the percentage at 42.48% hold harmless. Mr. Webb asked how the State hold harmless plays into this. Ms. Drewry stated that it does not play into the County's local calculation. They are providing a State hold harmless funding stream. The School Division receives a lot of State dollars based on their K-12 enrollment and the State has indicated that they are going to support leaving those funding streams level and not reduce based on enrollment. The County's hold harmless would be separate in hopes that it would be a short-term loss. Chairman Brown stated that no decision needs to be made tonight, however he does ask that the other Board members consider keeping it at 42.28%. He thinks it would be the right thing to do.

Riverside Regional Jail – FY2022 Budget

Ms. Drewry stated that Riverside Regional Jail has put forth two options. Option A raises the per diem to \$58 from \$46, which is what the per diem would need to be so that they do not rely on their fund balance reserves. Option B would leave the per diem at \$46 but Riverside would need to rely on the fund balance reserves. For Prince George County, these options could result in an \$181,660 to \$708,700 increase. Both of these options are under evaluation and discussion on the average daily population remain ongoing. There is some possibility that Chesterfield's FY2022 budgeted average daily population will increase. At this point, the impact is unclear. Mr. Webb asked Mr. Ashcraft if there has been any change on the State's part for inmates that are sitting in Riverside that should have been transferred to a State facility. If the State is not paying for it, the County should not be paying for it. Mr. Ashcraft does believe that they have moved it a little bit, but they are still not meeting 100% of the threshold. Mr. Webb stated that he thinks after 30 days, the State should start picking the tab up.

Crater Youth Care Commission – FY2022 Budget

Ms. Drewry stated that the Crater Youth Care Commission's budget was adopted on January 15. The County's contribution is based on a three-year average. There has been a huge drop since 2018 likely based the pandemic. The County's contribution in FY22 will be right at \$339,000 reflecting an increase of \$15,605.

Capital Projects – Countywide CIP

Ms. Drewry went over the status of ongoing capital projects, including the public safety radio system (\$14,578,225) and the radio system project components (\$1,273,800.55). Mr. Ashcraft stated that the project will likely be delayed because they did not get the testing done due to the tower leases. Next, Ms. Drewry went over the Central Wellness Center Code Compliance requirement improvements (\$1,920,000). The project is ongoing and at 40% complete. They have applied for a VDEM shelter grant to assist with the purchase and installation of a generator.

Mr. Hunter clarified for Mr. Webb that once this is complete, it could be used for emergency situations such as the fatal bus accident in Prince George County in addition to a full functioning emergency shelter for its citizens complete with showers. Ms. Drewry went over the fire station entrance upgrades (\$75,000). Station 4 is complete and the others are ongoing. Next, the CDCC software replacement project (\$220,000) is ongoing and nearly complete. Training is scheduled and "go live" is scheduled for March 16-19, 2021. The Assessor software replacement (\$247,629) is ongoing and nearly complete as well. They are working with Assessor's staff for a plan to calibrate and use for FY2022 assessment. The Scott Park restroom and concession stand project (\$450,000) is ongoing. Construction is complete and CO issued sidewalk and stair work is under evaluation within available funding. Ms. Drewry talked about the new Jefferson Park Fire Station (\$3,200,000). Staff and the Board are currently determining costs and impact of repurposing those funds for a renovation instead and a potential new Wells Station Road fire station and use towards a local portion of a burn building. An update will be provided by the Director of General Services on February 9.

Ms. Drewry went over the projects for the Spring 2021 Borrowing. Approved to date, are the New Walton Elementary School, Zoll X Series Monitors/Defibrulators, School technology infrastructure, and Police/County vehicles. Not yet approved are the Prince George High School generator, fleet garage bay expansion, and school buses. There has also been an addition of the self-contained breathing apparatus. The total amount of all of these projects is \$35,530,647 with the total of the self-contained breathing apparatus being an additional \$1,072,505. The debt on that will be repaid with the one cent real estate tax carve out that has been committed. Ms. Drewry clarified for Mr. Webb that the Zoll monitors are complete since they were able to get an additional one with the CARES funding.

Ms. Drewry stated that the Davenport model has been updated to reflect the savings from the recent bond refunding, the moving of Company One renovations to FY022, and the addition of the self-contained breathing apparatus with a portion of the devoted one cent real estate tax. If the County remains stagnant and takes on no new projects, there should be no tax increase through FY2032. Mr. Webb stated that he thought there was a study approved on Company One. Ms. Drewry stated that \$14,000 was approved and it ended up not being enough. Mr. Ashcraft stated that they will need the Board's permission to go back beyond that. Chairman Brown stated that he thinks some of the reason for the delay was the fact that the a few changes were made here and there and the scope was moving. Mr. Webb stated that he believes there was some scope creep with plans changing. Mr. Hunter stated that as the Chief changed, the plans changed. He stated that he does not want to go down the rabbit hole again. They need to come up with a plan for what they need, not what they would like to have, and stick to it. Mr. Mike Purvis, General Services Director, stated that the estimate for the feasibility study for what they wanted was \$60,000. It has not yet been determined if what they want is feasible for that property. He has already been told by one engineer that what they want will not fit there. Mr. Webb stated that they should not spend a dime until everyone sits down and agrees on what they need. You make the needs fit the study and that is it. The County does not have a money tree or a printing press. Chairman Brown agreed that they need to determine what is really needed. This is not about each station being bigger and better than the last. Mr. Carmichael stated that they will still need to spend money to find out if their needs fit the property. Mr. Purvis stated

that there are a lot of answered questions that they need to resolve before they determine what can actually go there.

Ms. Drewry stated that they would like to seek approval on the three projects that are not yet approved. Schools would request permission to move ahead with the bus purchases and to approve a reimbursement resolution modeled as an annual rolling stock similar to the law enforcement vehicles. The Schools would also request permission to move ahead with the Prince George High School generator purchase. The County is requesting approval of a fleet garage expansion, allowing the Director of General Services to request quotes from three contracted architectural and engineering firms for the design phase of the project. They would appropriate funds and reimbursement resolutions throughout the process or take the entire \$2,100,000 up front using debt proceeds as the source. The Board could choose to issue debt in the spring of 2021 for all of the projects, except for the elementary school to be financed through VPSA or the Board could wait until late summer of 2021 when the garage costs are possibly known. She stated that she knows the Board has expressed frustration in the past on borrowing money before the project is underway. Mr. Webb stated that they have gotten bit once from jumping out front. Mr. Carmichael and Mr. Webb raised the question about the School bus replacement plan. Mr. Webb stated that when the Board initiated the County vehicle replacement plan, there were some parameters placed around it meaning when it is not cost-effective to maintain with the intent to replace life to life with the old one auctioned off. Mr. Webb also inquired about the additional COVID equipment on the buses and whether it will be replaced along with the bus or if it can be moved from bus to bus. Dr. Lisa Pennycuff, School Superintendent, explained the plan. She also clarified for Mr. Hunter that the generator can accommodate the whole school and for Mr. Webb that the price is firm turn-key. Chairman Brown stated that he would be in favor of moving forward with the projects on the spring borrowing but to wait until summer for the garage project. Ms. Drewry stated that they would still need to go ahead and pull the trigger on the architectural and engineering for the garage and she is sure the Schools would like to go ahead and be able to order the buses and move forward with the generator. She recommends they do one borrowing in the summer and front the money for the projects other than the new school, which is through the VPSA. She would like to bring the School approvals before the Board on February 23. The garage approval would likely be sometime in March. Mr. Webb asked if they are sure they have what they need on the garage project, not necessarily what they want. It will still need to be maintained and the software is a whole different project. Mr. Purvis stated that a feasibility is complete and they have included everything. He also included for Mr. Webb that it will be able to handle the big trucks.

In conclusion, Ms. Drewry went over the Walton School project estimates. The VPSA application is due February 22. There is the gap of \$936,250, which is still an issue. The School Board will need some direction as to whether they need to lower the amount. Chairman Brown stated that they should allow them to submit the paperwork at \$32,954,151 so not to hold them up. The paperwork can be modified once they know exactly how much they need. Mr. Webb stated that he is fine with absorbing the \$155,000 for the force main and water line relocation but in the end he does not want to borrow more than the \$31,954,151 which is what they committed to. Chairman Brown agreed that they can sit down with the School Board and work something out on that additional \$781,250 for utility and road improvements.

Capital Items Not in CIP

Ms. Drewry went over the capital items not in the CIP, including the fleet management software (\$66,718.72), pavilion improvements (\$12,133), General District Courtroom improvements (\$17,382 architectural and engineering costs – cost of improvements to be determined), electrical issues at the Prince George Crew Building (costs to be determined), County complex security camera project (\$70,813), IT replacement switches for the Administration Building server room (up to \$35,000), fiber connection replacement in the Administration complex (up to \$60,000), and water infiltration issues at the Regional Heritage Center (\$9,294 for feasibility study). Mr. Webb asked Mr. Chris Talmage, Fleet Manager, if the fleet management software is all inclusive. Mr. Talmage confirmed that it is and the functionality of it should meet their needs and can be accessed through a tablet. In addition, it will be able to track how much has been spent on each vehicle and be able to forecast vehicle replacements. Chairman Brown asked if the fiber replacement is for carrying internet. Mr. Young confirmed that it is for connecting the buildings. He confirmed for Mr. Webb that these are underground conduits and may need to be replaced rather than add to it. Staff is recommending to reduce the FY2021 transfer to Debt Fund and transfer to the CIP Fund or General Services budget to move forward with the fleet management software purchase, the pavilion improvements, the architectural and engineering for the General District Court improvements, and the architectural and engineering evaluation for the electrical issues at the Crew Building. The others can be prioritized by the Board as funding allows. These items can be brought forward to the Board for their consideration on February 23. Mr. Webb stated that unless anything is an emergency, we should not be spending money we do not have without knowing how much everything is going to cost. We have to maintain what we currently have and not continue to add things on. If you go ahead and commit to something, you may end up missing something you really need and he is already committed that he is not going above the 86 cents tax rate. The Crew Building could be a big deal and the fiber replacement might end up being a must. The rest of the Board stated that they would like to see these items brought before them on February 23. It does not necessarily mean they need to take action.

Ms. Drewry stated that there will be another pre-budget work session on February 11 and again on February 24. Mr. Ashcraft will present the budget on March 9 with three budget work sessions to follow on March 16, March 31, and April 6. There will be a budget hearing on April 27 and a budget adoption on May 11.

Capital Projects - Utilities

Mr. Frank Haltom, County Engineer, gave a Utilities updated on its existing Capital projects. The Route 460 Waterline Extension received notice to proceed on November 13, 2020 with a substantial completion on May 12, 2021 and a contractual final completion on June 11, 2021. They distributed letters to property owners along the new waterline regarding connections. There are some conflicts with the existing gas and private force main. The location of gas was not properly located by the gas company requiring realignment of the waterline. When excavating for the revised alignment, a private sanitary force main was discovered. The contractor has moved to the opposite end of the project to continue pipe installation. Exploratory digging will take place prior to determining the new alignment. A change order request is expected soon. Additional time and costs will be provided once the new alignment can be determined. There is a savings of \$2,683 for the existing valve located at the connection point eliminating the need to add a new valve. To date, they are about 25.8% complete. It is a

\$838,417.24 project. The Food Lion Booster Station upgrade will be advertised on February 22. Bids are due March 25. The project is projected to be awarded at the April 13 Board of Supervisors meeting with a notice to proceed on May 13 and a substantial completion on March 1, 2022. The Booster Station is to be taken out of service only after the Route 460 waterline extension is complete.

The Route 156 Waterline Extension received notice to proceed on November 30, 2020 with a substantial completion on May 24, 2022 and a contractual final completion on July 23, 2022. They will distribute letters next week to property owners along the new waterline regarding connections. Construction stakeout and clearing activities are underway. Pipe installation is to begin next week. To date, they are about 10.1% complete. It is a \$2,601,513.40 project.

The notice to proceed for Pump Station #7 replacement will be issued on August 3, 2020 with substantial completion on April 30 and contractual final completion on May 28, 2021. The pumps and structure have been ordered and is expected to arrive in two to three weeks. To date, they are 3.9% complete. It is a \$504,825 project.

Next, Mr. Haltom talked about future capital projects, including capital repair/replacement for large repairs or replacement of water and sewer facilities, water tank maintenance, new Water & Sewer Master Plan, and AMI radio read meter program. In addition, he talked about capital expansion for new water or wastewater infrastructure projects to meet future demand of economic growth, or to offset replacement costs of existing, dilapidated systems. The capital repair/replacement projects include Route 301 water facility improvements, Cedarwood Well facility improvements, connection of PG Woods Well facility, nutrient removal upgrade at Southcentral Wastewater Authority, Fountain Ridge sewer rehabilitation, and Cedarwood Rehab, water tank maintenance and repairs, and purchase and installation of radio read meters with a total cost estimate of \$2,835,000. The expansion projects include the SCADA implementation, the Appomattox River Water Treatment Plant permitting effort, the ARWA Supply Central Water Supply Extension to Route 10, the Temple Avenue Tank and Booster Station, the Blackwater Regional Interceptor and Sewer Facilities, the new 2 MGD wastewater treatment plant, and the new water and wastewater master plan with a total cost estimate of \$28,800,000 over the next two years. Davenport will do a Comprehensive Financial Review and Assessment where they will analyze historical and budgeted financial performance with respect to operations, debt/capital related funding activities and reserve levels over the past five years. They will develop a Debt Capacity and Debt Affordability Analysis to determine the range and upper limit of capital funding which the Fund could prudently undertake within the next 5-10 years while strengthening the financial profile of the County and minimizing rate payer impact. They will also look to develop a CIP funding plan. Mr. Webb stated that to get ahead of the curve from a business standpoint, the County needs to start thinking about building a fund for expansion. The County has lost a lot of money in potential businesses because of the water capacity issue. Mr. Jeff Stoke, Deputy County Administrator, confirmed that in the last couple of years the County has lost \$1.5 billion in new economic development prospect leads due to the lack of water and sewer capacity. He stated that the flows just for one business was twice as great as they could supply. Mr. Webb stated that the other piece to that is knowing where we need to run it. There might be four or give different initiatives out there, but at the end of the day, they all need to

come together as one. Mr. Haltom stated that will be taken up under the Comprehensive Plan and the Strategic Plan as they move forward.

Other Matters

Mr. Ashcraft asked the Board if there are any particular items they would like to see on the February 11 pre-budget work session. Mr. Webb asked the rest of the Board if they are ready to prioritize what has been presented to them thus far knowing that it can be shuffled a little bit. We can run those numbers to tell us where we are. Chairman Brown suggested that Ms. Drewry do a spreadsheet like she did last year. There are major things out there, including request for police officers and fire medics and the pay scale request for Police and Fire. Ms. Drewry stated that they need to fine tune revenues and decisions need to be made on the carve outs before they know what they can afford to do. Mr. Webb stated that the fiber optic and switch gears are priority maintenance issues. Chairman Brown stated that the only clear thing on the carve outs thus far is the one cent dedication for the fire equipment. The Board discussed particularly the Police and Fire/EMS pay scale request and the request for Police and Fire Medic positions. Mr. Webb stated that there needs to be more discussion on these carve outs. We need to get our heads around what actually really fits and makes good sense and what does not. Schools do not get full benefit of Police Officers, however they do get full benefit of the Resource Officers just like they get full benefit of a new school. So, if figuring out the carve-outs is the big ticket, then we probably need to start with that to see what is left. Whether we fill them or not, it should be factored in so we are not coming back later trying to make an adjustment on the budget. Chairman Brown asked that Ms. Drewry send that spreadsheet out to the Board to give them time to go over it and get it back to Ms. Drewry before the February 11 work session.

Mr. Ashcraft briefed the Board on the status of COVID vaccinations in Prince George County. Prince George County will be opening a call center to assist Crater Health District in getting people registered for Prince George, Sussex and Surry Counties. The center will be open 9:00 am to 5:00 pm Monday through Friday starting Wednesday, February 10. Information will be posted and advertised on the County website. Vaccination clinics will continue every Saturday at Prince George High School.

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) Human Resources Department and (b) Assessor’s Office; (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 Theodore Joseph Turner v. Prince George County, Virginia; and (iii) Section 2.2-3711.A.8 – Consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel; I further move that such discussion shall be limited to (a) Human Resources Department and (b) Assessor’s Office. Mr. Carmichael made a motion, seconded by Mr. Hunter, 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) Human Resources

Department and (b) Assessor's Office; (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 Theodore Joseph Turner v. Prince George County, Virginia; and (iii) Section 2.2-3711.A.8 – Consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel; I further move that such discussion shall be limited to (a) Human Resources Department and (b) Assessor's Office.

R-21-019

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) HUMAN RESOURCES DEPARTMENT AND (B) ASSESSOR'S OFFICE; (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 THEODORE JOSEPH TURNER V. PRINCE GEORGE COUNTY, VIRGINIA; AND (III) SECTION 2.2-3711.A.8 – CONSULTATION WITH LEGAL COUNSEL REGARDING SPECIFIC LEGAL MATTERS REQUIRING THE PROVISION OF LEGAL ADVICE BY SUCH COUNSEL; I FURTHER MOVE THAT SUCH DISCUSSION SHALL BE LIMITED TO (A) HUMAN RESOURCES DEPARTMENT AND (B) ASSESSOR'S OFFICE

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 4th day of February, 2021, 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) Human Resources Department and (b) Assessor's Office; (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 Theodore Joseph Turner v. Prince George County, Virginia; and (iii) Section 2.2-3711.A.8 – Consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel; I further move that such discussion shall be limited to (a) Human Resources Department and (b) Assessor's Office.

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 8:31 p.m., Mr. Carmichael 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 Brown 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-21-019A

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 21st day of January, 2021 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)

ADJOURNMENT. Mr. Hunter made a motion, seconded by Mr. Webb, to adjourn at 8:32 p.m.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

[Draft Minutes prepared February 11, 2020 for consideration on February 23, 2020; adopted by unanimous vote.]

Floyd M. Brown, Jr.
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator

MINUTES
Board of Supervisors
County of Prince George, Virginia

February 9, 2021

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, February 9, 2021 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by Floyd M. Brown, Jr., Chairman.

ATTENDANCE. The following members responded to Roll Call:

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

Also present was: Percy C. Ashcraft, County Administrator; Jeff Stoke, Deputy County Administrator; Betsy Drewry, Deputy County Administrator; Julie Walton, 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) Commissioner of Revenue’s Office, (b) Parks and Recreation Department, and (c) Planning Commission; (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 Opioid litigation, and; (iii) Section 2.2-3711.A.8 – Consultation with legal counsel regarding legal advice on a Utility fee reimbursement. Mrs. Waymack made a motion, seconded by Mr. Hunter, 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) Commissioner of Revenue’s Office, (b) Parks and Recreation Department, and (c) Planning Commission; (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 Opioid litigation, and; (iii) Section 2.2-3711.A.8 – Consultation with legal counsel regarding legal advice on a Utility fee reimbursement.

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) COMMISSIONER OF REVENUE’S OFFICE, (B) PARKS AND RECREATION DEPARTMENT, AND (C) PLANNING COMMISSION; (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 OPIOID LITIGATION, AND; (III) SECTION 2.2-3711.A.8 – CONSULTATION WITH LEGAL COUNSEL REGARDING LEGAL ADVICE ON A UTILITY FEE REIMBURSEMENT

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9th day of February, 2021, 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) Commissioner of Revenue’s Office, (b) Parks and Recreation Department, and (c) Planning Commission; (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 Opioid litigation, and; (iii) Section 2.2-3711.A.8 – Consultation with legal counsel regarding legal advice on a Utility fee reimbursement.

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 6:00 p.m., Mr. Carmichael 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 Brown 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-21-020A

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 February, 2021 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

Company One Bingo Presentation

Chief Kevin Foster of Prince George Volunteer Fire Station (Company One) gave a department history of fundraising, including carnivals, stews, bingo, raffles, dances, and pork butts. These events allow for discretionary funds outside of the County's operating budget and provides flexibility to purchase needed and wanted items faster. It also provides fellowship among volunteers. Company One is looking at a new option for fundraising in electronic instant bingo gaming machines. These machines are provided by Grover Gaming (NC) and currently in all local VFW's, American Legions, Elks, Moose and other not for profits. This is not the Queen of Hearts skill games found in convenient stores or vape lounges and taxed by the Commonwealth of Virginia. There is no costs to the department to obtain, no maintenance costs, and these are state-of-the-art machines. It would be a true 50%-50% split between Grover and PGVFD. The payout Kiosk will allow players to redeem winnings without the volunteers having to handle money. The machines are connected via internet for reporting purposes. There would be a weekly ACH debit from PGVFD new bank account. A room would be converted to a gaming room with 6-9 machines. They would need 1-2 persons on-site. Parking would be in their lot, upper lot or back lot until renovations are complete. They would develop a safety plan for players and responding volunteers. They would control who comes and goes and decide times of operation and days of the week. In addition, they are still interested in weekly bingo games and are in discussions with Lancaster Bingo for tablet bingo. Henrico Ruritan Club has a used up-to-date console for \$2500 and \$500 delivery. In addition, Sandston Moose Lodge has three LED boards they will donate. Electronic Tablets would provide POS hardware and software to provide for accounting and reporting. It would require 6-8 people weekly and kitchen help (existing teams and auxiliary members). They have plenty of chairs but may need to replace some tables and need to mock setup to see how many people they could have. They would probably need to wait until the pandemic restrictions have been raised because safety standards would need to be adhered to. Company One has accounted for \$575,000 of purchases through past bingo money. They are hoping to provide a quality, safe local interaction to lighten the financial burden of the County. Chief Foster is looking for the Board's consent to proceed with the electronic instant bingo at this time. They can update the Board on traditional sit-down bingo as restrictions are raised. Chief Foster stated that he has passed on the legal documents for the

electronic bingo to the County Administrator. Chairman Brown suggested that they work with the County Administrator to get this on the Board's next business meeting.

Discussion of Assessment Tool for Board of Supervisors

Mr. Percy Ashcraft, County Administrator, stated that Michael Chandler has come up with an assessment tool for governing bodies to give a vision for what that locality may look like. Mr. Ashcraft is asking each Board member to review and give answers to the questions in the assessment and return them to the Clerk. The Clerk will produce a summary of the Board's personal assessment of where this County is going in the next five to ten years.

Discussion of Establishment of Citizen Committees

Chairman Brown stated that he and the County Administrator have been discussing the possibility of the establishment of a Youth Task Force to serve as a focus group for challenges facing the young people living and growing up in the County. This would be a citizen group working with both the County and School side. They would report to the Board but would operate without the Board telling them what to do. Second, he would like to see the establishment of a Senior Citizen's Committee to serve as a focus group on issues facing senior citizens and challenges of growing old in this generation. He would like to see options for senior facilities here in the County so senior citizens will not have to move away. The third committee would be the establishment of a group of area pastors seeking their input on the quality of life issues and needs to protect ourselves from moral decay. This could lead to strengthening daily prayer activities such as a prayer breakfast. The last committee Chairman Brown suggested is an Inclusion Diversity Equality Cabinet to bring the community, administration, and local government together by making sure they represent the community they serve. Chairman Brown asked the Board to keep an open mind and consider these committees in the near future. They can be established by taking applications from interested parties.

COVID Call Center Demonstration

County Administrator Percy Ashcraft gave a COVID update. All County buildings will remain closed to the public until March 1 because of current and anticipated spikes in the coronavirus. Only exceptions are classes and the fitness center at old Stage Road. County employees will continue to report and the public can still conduct business by contacting County offices by telephone or email. The announcement does not include activity related to court proceedings, which will soon have jury trials at the Beacon in Hopewell. The Circuit Clerk's Office in the County Courthouse continues to be open to the public through January, but will limit the number of customers to two at the front counter at one time and three will be allowed in the Record Room at one time. 2,851 confirmed cases of the coronavirus and nine deaths have been reported in Prince George County according to the Crater Health District statistics through February 7; Thirty-two County employees have tested positive. Prince George Food Bank representatives continue to see an increase in visitors since non-essential businesses have closed. Donations are very important to keep up with the increasing demand for services. COVID-19 Vaccines will be distributed by invitation only on Saturday February 13, 20 & 26 at Prince George High School. A Call Center to assist people from Prince George, Sussex, and Surry Counties with registering for the COVID-19 vaccine will be open Wednesday, February 10. Citizens can call (804) 722-8799 or (804) 862-8989 for assistance. It will be staffed by County employees and various volunteers. Ms. Alexis Grochmal of the Prince George County Police Department gave the

Board a presentation demonstrating to the Board on how the citizens will be served in this call center. Ms. Libby Vinch will be managing the call center.

Chairman Brown called a recess at 6:52 p.m. The meeting reconvened at 7:00 p.m.

Invocation. Rev. Dr. Jason Cashing of Gregory Memorial Presbyterian Church, gave the Board's invocation.

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

PUBLIC COMMENTS. Chairman Brown 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. Chairman Brown opened the public comments at 7:04 p.m.

Mr. William Steele (County Line Road). Mr. Steele stated that he has reviewed the policy for public comments and it states that the Chairman may direct appropriate staff to respond to any questions asked by any speaker. He stated that he does not know why this Board does not do that. Mr. Steele asked that in the future instead of ignoring the citizens comments and refusing to answer, that they follow their state of policy. With that said, Mr. Steele stated that he is going to ask for the fifth time, "How did you cover the \$1 million unbudgeted expenditure back in October 2020 and what did you cut to make that expenditure?" He added that the Southside of the County is not properly represented and he asks that the Board slow down until they can get properly represented.

Mr. Brian Baer (7472 Trailing Rock Road). Mr. Baer is a volunteer at Jefferson Park Fire Station and stated that he was very encouraged that he received a response from every Board member regarding his concerns at the Jefferson Park Fire Station. He told the Board that he greatly appreciates their response and the issues at Jefferson Park are still there and he would be happy to help in any way he can.

Mr. Larry Mitchell (16200 Arwood Road). Mr. Mitchell stated that he has been doing research on the stats of the population of the County. He asked the Board to take those stats into consideration when they work on the 2022 budget. He stated that there are too many topics to get to at a four-minute podium. His topics range from the 2022 budget, solar facility on Arwood Road, tax and spend, election processes and operations, safety, police operations, Arwood Road maintenance, and many other topics. Priority topics change by news events, economics, and pain in our pocketbooks. So, every time he figures out a topic to come talk about, the situations change. He wants to talk about communication between the Board and citizens. Communication comes in many methods; bi-weekly meetings, Prince George website, public comments forums, telephone, emails, and word of mouth. Prince George County's website is excellent. It is organized and visually friendly to the citizens. He proceeds to talk about what is easily accessible on the Board of Supervisors page to the citizens. He stated that they do need to improve on interaction.

Ms. Mary Jo Tison (15303 Arwood Road). Ms. Tison stated that she lost hope in this Board to do what is right for its citizens on November 10, 2020. She stated that they do not care. She stated that they are trying to make the County a test tube County by giving up its natural

resources. She stated that more FOIA requests will be made. She also stated that she is hopeful about the possibility of redistricting so that they can get proper representation. She stated that elections are coming and this Board is not for the people. She stated that she has faith in the citizens of this County and it will be great again.

Chairman Brown asked that all speakers should show respect and address the Board only. Please do not personally attack Staff members.

Ginger Terrell (19580 Templeton Road). Ms. Terrell spoke against through truck traffic on Templeton Road. There have been numerous occasions where tractor-trailer trucks are using Templeton Road to avoid the scales on I-95. This is a safety hazard for the community. There was a truck accident on January 6 in the curve on Templeton that caused the road to be backed up for approximately two hours. She recalled several incidences where neighbors have been run off of the road by these trucks. She asked the Board to work with VDOT to get a No Through Truck Restriction.

Lindsey Hawkins (3479 Acorn Lane). Ms. Hawkins also spoke against through truck traffic on Templeton Road. She stated that this has been a problem for several years. She stated that her husband is a Virginia State Trooper and has pulled over several trucks for avoiding the scales. She stated that one of those trucks has been stuck in her yard before. She stated that Templeton is a very narrow road and when you meet a truck on this road, you have to practically pull over. She stated that if something is not done about this, someone will end up getting killed. She too would like to see the Board work with VDOT to get a No Through Truck Restriction.

There was no one else to speak and the public comments period was closed at 7:25 pm.

APPROVAL OF AGENDA. Mr. Hunter requested that Item A-9 be added as a modification to the FY2020-2021 Position Control Chart for Parks and Recreation and Item A-10 be added as an authorization for the advertisement of a public hearing to waive the County Ordinance for a leak adjustment. Mr. Hunter 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, Webb, Brown, Waymack, Carmichael

Opposed: (0)

Absent: (0)

ORDER OF CONSENSUS. Mrs. Waymack 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 – January 5 Organizational Meeting; January 7 Pre-Budget Work Session; January 12, 2021 Regular Meeting and January 21 Pre-Budget Work Session.

C-2.

**RESOLUTION: COMMENDATION; JEAN N. HARGRAVE; SERVICE TO
PRINCE GEORGE COUNTY**

WHEREAS, on July 9, 1984, Jean N. Hargrave began her employment with the County of Prince George as a Secretary in the Planning Office; and

WHEREAS, on September 1, 1995, Ms. Hargrave transferred to the Finance Department as an Accounting Clerk and continued in this capacity until she retired on February 1, 2021; and

WHEREAS, throughout her career for Prince George County, spanning more than 36 years, Jean N. Hargrave has served the citizens of the County to the utmost of her ability, demonstrating commitment, integrity, and devotion in a manner bespeaking the dedication of a true public servant. Ms. Hargrave's institutional knowledge is irreplaceable and will be sorely missed by the Finance Office, the County and its citizens;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors and the County of Prince George this 9th Day of February, 2021, does hereby commend Jean N. Hargrave for a total of 36 years and 6 months of dedicated service to the County; and

BE IT FURTHER RESOLVED That the Board wishes to express their sincere gratitude for her commitment to the County and its citizens and extends to Jean N. Hargrave much happiness as she enters the next phase of her life.

R-21-021A

C-3.

**RESOLUTION; COMMENDATION; RONALD W. SISSON; SERVICE TO PRINCE
GEORGE COUNTY**

WHEREAS, on February 16, 2002, Ronald W. Sisson was hired as a Police Officer and continued in this capacity until he retired on February 1, 2021; and

WHEREAS, during his career, Sisson served in the Field Operations Division, as a Patrol Officer; and

WHEREAS, during his career, Officer Sisson was a General Instructor, Firearms Instructor, Range Master, ASP Instructor; and Field Training Officer; and

WHEREAS, Ronald Sisson, throughout his career, has received numerous letters of commendation from citizens and business owners of Prince George County; and

WHEREAS, Officer Sisson’s fellow co-workers refer to him as being committed and trustworthy; and

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

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9th day of February, 2021 does hereby commend Ronald Sisson for completion of nineteen years of dedicated service to the County and its citizens; and

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

R-21-021B

C-4.

RESOLUTION; APPROPRIATION (\$36,310 DEPARTMENT OF CRIMINAL JUSTICE POLICE RECRUITMENT & RETENTION FUNDS)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9th day of February, 2021, 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>
GENERAL FUND	
<u>Expenditure:</u>	
Police Grants – DCJS Police Recruitment & Retention	
0100-03-100-0602-46095	\$36,310.00
 <u>Revenue:</u>	
DCJS Police Recruitment & Retention Funds	
0100-20-601-8203-324105	\$36,310.00

R-21-021C

C-5.

**RESOLUTION; PROCLAMATION OF FEBRUARY, 2021 AS
"BLACK HISTORY MONTH."**

WHEREAS, African Americans have played a decisive role in the development of the United States from the Colonial Period to modern times; and

WHEREAS, The contributions and roles played by African Americans in our Nation's history have contributed to the versatility and strength of this Country; and

WHEREAS, Traditional accounts of U. S. history have not always described African Americans' participation in the historical evolution of this Nation; and

WHEREAS, Greater understanding of the historical roots of all major ethnic groups that settled in this County is necessary; and

WHEREAS, This year's theme for Black History Month is The Black Family: Representation, Identity, and Diversity.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9th day of February, 2021 hereby proclaims February, 2021 as "Black History Month" in Prince George County; and

BE IT FURTHER RESOLVED By this Board that it requests the County schools to observe "Black History Month" through educational activities and programs that will depict the history of African Americans.

R-21-021D

C-6.

**RESOLUTION; MODIFICATION TO FY2020-2021 POSITION CONTROL CHART FOR
ADDITION OF NEW POSITION ENTITLED DRUG COURT ADMINISTRATOR**

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors of Prince George County this 9th day of February 2021, hereby approves the requested changes to the FY2020-2021 Position Chart and that no changes be made to the chart without Board approval regardless of what other County policies may state.

R-21-021E

C-7.

**RESOLUTION; APPROPRIATION AND BUDGET TRANSFER TO RELOCATE DRUG
COURT TREATMENT PROGRAM FROM RCJA TO THE COURT SYSTEM
(APPROPRIATION OF \$22,860 RCJA FUND BALANCE & BUDGET TRANSFER OF
\$74,484 FROM RJCA TO LOCAL DRUG COURT PROGRAM)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9th day of February, 2021, 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:

FUND/ORGANIZATION

AMOUNT

COMMUNITY CORRECTIONS / RCJA FUND

Expenditures:

0217-03-300-2178-41100 – Local Comm Corrections Salaries	\$15,996
0217-03-300-2178-42100 - Local Comm Corrections FICA	\$ 1,202
0217-03-300-2178-42210 - Local Comm Corrections Retirement	\$ 2,388
0217-03-300-2178-42300 - Local Comm Corrections Health Insurance	\$ 2,974
0217-03-300-2178-42400 - Local Comm Corrections Group Life Insurance	\$ 215
0217-03-300-2178-42400 - Local Comm Corrections Disability Insurance	\$ 85
TOTAL	\$22,860

Revenues:

0217-90-901-8207-399999 – RCJA / CC Fund Balance	\$22,860
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BUDGET TRANSFER

COMMUNITY CORRECTIONS / RJCA FUND TO GENERAL FUND

Expenditures:

Decreases (Community Corrections Fund):

0217-03-300-2176-41100 DRUG COURT SAL & WAGE	(\$29,438)
0217-03-300-2176-41200 DRUG COURT OVERTIME-	(\$14,220)
0217-03-300-2176-42100 DRUG COURT FICA-	(\$ 3,351)
0217-03-300-2176-42210 DRUG COURT RETIREMENT-VRS-	(\$ 7,015)
0217-03-300-2176-42300 DRUG COURT HOSPITAL/MED PLANS-	(\$ 6,654)
0217-03-300-2176-42400 DRUG COURT GROUP LIFE INSUR-	(\$ 693)
0217-03-300-2176-42500 DRUG COURT DISABILITY INSUR-	(\$ 183)
0217-03-300-2176-43101 DRUG COURT PROF SRVC-	(\$ 2,800)
0217-03-300-2176-45230 DRUG COURT TELEPHONE-	(\$ 720)
0217-03-300-2176-45530 DRUG COURT SUBS & LODG-	(\$ 440)
0217-03-300-2176-45540 DRUG COURT CONVENTION & EDUC-	(\$ 1,000)
0217-03-300-2176-46001 DRUG COURT OFFICE SUPPLIES-	(\$ 1,500)
0217-03-300-2176-46002 DRUG COURT FOOD SUPPLIES-	(\$ 425)
0217-03-300-2176-46004 DRUG COURT MEDICAL & LAB SUPP-	(\$ 6,000)
0217-03-300-2176-46014 DRUG COURT OTHER OPERATING SUP-	(\$ 45)
TOTAL	(\$74,484)

Increases (General Fund):

0100-02-010-0920-41100 LOCAL DRUG COURT SAL & WAGES	\$29,438
0100-02-010-0920-41200 LOCAL DRUG COURT OVERTIME	\$14,220
0100-02-010-0920-42100 LOCAL DRUG COURT FICA	\$ 3,351
0100-02-010-0920-42210 LOCAL DRUG COURT RETIREMENT - VRS	\$ 7,015
0100-02-010-0920-42300 LOCAL DRUG COURT HOSPITAL/MED PLANS	\$ 6,654
0100-02-010-0920-42400 LOCAL DRUG COURT GROUP LIFE INSUR	\$ 693
0100-02-010-0920-42500 LOCAL DRUG COURT DISABILITY INSUR	\$ 183
0100-02-010-0920-46014 LOCAL DRUG COURT OTHER OPER SUPPL	\$12,930
TOTAL	\$74,484

Revenues:

Decreases (Community Corrections Fund):

0217-20-601-8203-326212 – RCJA State Drug Court Grant	(\$59,893)
0217-10-508-8114-319210 – RCJA Drug Court Client Fees	(\$14,591)
TOTAL	(\$74,484)

Increases (General Fund):

0100-20-601-8203-326212 – Local State Drug Court Grant	\$59,893
0100-10-508-8114-319210 – Local Drug Court Client Fees	\$14,591
TOTAL	\$74,484

This action is contingent upon state approval of Drug Court Treatment grant amendment, and is based on a March 1, 2021 start date. Amounts will be revised based on hiring / implementation date.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

PRESENTATIONS

S-1. Resolution; Commendation; Police Officer Ronald Sisson; Service to Prince George County. Mr. Hunter presented the commendation to Officer Sisson in the presence of his family and co-workers.

S-2. Resolution; Proclamation; Black History Month; February 2021. Mrs. Waymack presented the proclamation to Reverend Dr. Sylvia Tucker of the Prince George Chapter of the Southern Christian Leadership Conference and Chairman Brown presented the proclamation to Mrs. Mary Ruffin of the NAACP.

REPORTS

VDOT

Ms. Crystal Smith of the Virginia Department of Transportation, gave a roads maintenance report. The drainage project at Marl Bank has been placed on hold due to some unmarked sanitary sewer lines. Koolwood Lane has been received and that project will start in the Spring. VDOT would like to present the Secondary Six-Year Plan next month and advertise in April for a May Board of Supervisors meeting. Ms. Smith stated that there was a study in March of 2019 for a no through truck restriction on Templeton. At the time, there were 52 comments opposing the restriction and only two in support of it. Therefore, the process was stopped at that point in time. Mr. Paul Hinson gave a summary on the Smart Scale applications. There were three Smart Scale applications; Hines Road realignment, roundabout at Middle Road and Jefferson Park; and the roundabout at Middle Road and County Drive. None of these projects were funded. Mr. Carmichael asked Ms. Smith where on Templeton that study in March, 2019 was conducted. She stated that it was from Route 35 to the Sussex County line. She stated that the recommendation was from Route 35 to Rowanty Road and that a lot of those folks that were opposed to it was on Rowanty Road which was the detour. Chairman Brown stated that no car carrier should be on Templeton Road and he is more than willing to have conversations

regarding this in the future with Ms. Smith. Mr. Carmichael agreed that they should do whatever they can do.

PUBLIC HEARINGS

P-1. PUBLIC HEARING; REZONING CASE RZ-20-06 Request of Lampe Management Company, Inc. to conditionally rezone 6.48 acres from R-1, Limited Residential to B-1, General Business. The property is located at the northwestern quadrant of the intersection of South Crater Road and Birdsong Road and is identified as portions of Tax Maps 330(0A)00-003-0 and 330(0A)00-006-0. The Comprehensive Plan indicates the property is suitable for village center uses. Mr. Horace Wade of the Planning Department stated that the requested rezoning for B-1, General Business is sought for a commercial development called Ample Storage. The rezoning of this parcel is to allow for development of commercial uses. The applicant is seeking B-1, General Business zoning and a companion case Special Exception SE-20-02 for warehousing with indoor storage to accommodate the proposed uses. The property included in the rezoning request consists of a 0.78-acre parcel and part of an adjacent parcel located in the Rives District of Prince George County, Virginia, at the northwest quadrant of Birdsong Road and South Crater Road as shown on the conceptual plan dated November 3, 2020. The Tax Map Parcels are 330(0A)00-006-0 and part of 330(0A)00-003-0. The current zoning of the property is R-1, Limited Residential and B-1, General Business and is partially wooded with several existing structures. The request is to rezone the remainder of Tax Map Parcel 330(0A)00-006-0 (0.08 acres) and part of tax map parcel 330(0A)00-003-0 (6.40 acres) to B-1. The applicant submitted a textual statement signed November 3, 2020. The applicant proposes to exclude certain permitted uses and those requiring special exceptions. In addition to excluding several permitted or future special exception uses, the applicant also proffers Site Development and Design requirements. A right-of-way dedication of fifteen (15) feet along Birdsong Road within the area of the proposed B-1 property shall be dedicated to the County of Prince George prior to the final certificate of occupancy being granted. The Comprehensive Plan identifies this area as appropriate for village center uses and/or commercial use. Village Center designates those areas in the Prince George Planning Area that are suitable for a mixture of residential and small-scale commercial uses to meet the needs of community residents. Commercial designates those areas where commercial developments have occurred and where future urban and suburban commercial developments are encouraged. Public water and wastewater facilities are generally available or planned for these areas. Staff finds the proposal of B-1, General Business rezoning compatible with the future land use designation for village center uses or commercial uses. On December 17, 2020, the Planning Commission recommended approval to the Board of Supervisors 6-0 after the public hearing. There were three (3) property owners that provided input in the public hearing. The concerns for the project were the total acreage of the parcels, drainage and the amount of buffering required, view at Birdsong and South Crater, Village Center Land Use designation, and setback requirements from wetlands. The applicant's representative and staff provided responses at the Planning Commission's request. Planning Commission and Staff recommend approval of this B-1, General Business conditional rezoning request subject to the proffers dated November 3, 2020 for the development of the property. The Comprehensive Plan supports the commercial use of the property.

Mr. Derrick Johnson of Timmons Group stated that this is a very good development for this area and all buildings will have a 40-foot setback from both right-of-ways. As far as use, there will be 200 vehicles per day. They have worked with VDOT to get the proper entrance and exits. There is no County water available there. They will only have two small bathrooms and will use the existing well. There are no development plans for the rest of the property. Mrs. Waymack asked how many units will there be. Mr. Johnson stated that it is 167,000 sq. feet in total and the number of units has not been decided yet. Mr. Johnson stated that it will be built in phases. Chairman Brown opened the public hearing at 8:00 p.m. There was no one to speak and the public hearing was closed. Mr. Carmichael stated that years ago the Board was presented with an opportunity to rezone property for a specific business on Puddledock Road. After the property was rezoned, the applicant sold the property and Puddledock Place was built. Chairman Brown asked Mr. Wade if a new purchaser would have to come back to the Board for a Special Exception for a new business. Mr. Wade stated that in this particular rezoning, the applicant has proffered out specific uses. Mr. Webb made a motion, seconded by Mr. Carmichael, to approve the rezoning as requested. Roll was called on the motion.

O-21-01

P-1.

REZONING CASE RZ-20-06: Request of Lampe Management Company, Inc. to conditionally rezone 6.48 acres from R-1, Limited Residential to B-1, General Business. The property is located at the northwestern quadrant of the intersection of South Crater Road and Birdsong Road and is identified as portions of Tax Maps 330(OA)00-003-0 and 330(OA)00-006-0. The Comprehensive Plan indicates the property is suitable for village center or commercial uses.

BE IT ORDAINED by the Board of Supervisors of Prince George County that the Conditional Rezoning Application identified as RZ-20-06 is granted as an amendment to the official zoning map with the following conditions:

Pursuant to Section 15.2-2296 of the Code of Virginia (1950 as amended) and Article XVII of the Prince George County Zoning Ordinance, Lampe Management Company Inc. and B&K Farms, LLC, do hereby voluntarily proffer, as the applicant and owner of record of the property (the "Property") respectively, which is the subject of this rezoning request, that the development of the Property shall be in strict accordance with the following conditions set forth in this submission:

1. The following permitted land uses shall be excluded from the property under Section 90-392:
 13. Funeral Homes
 20. Waterfront business activities
 24. General Advertising Signs
 37. Cemeteries
 38. Circuses, carnivals or similar temporary activities
 39. Noncommercial fairgrounds

45. Mobile home and recreational vehicle sales, service repair

The following land uses shall be excluded from the property under Section 90-393:

6. Outdoor theater, outdoor motion picture theater
19. Commercial amusement park
21. Turkey shoot theater
25. Circuses, carnivals or similar temporary activities when organized or sponsored by commercial enterprise
29. Tree stump landfills
31. Outdoor flea markets

2. Storm water quantity and quality shall be provided for this site through development of on-site best management practices and purchase of off-site nutrient credits.
3. All storm water easements and basins shall be maintained by the property owner.
4. All utilities to serve this development will be provided underground to include, but not limited to, power, telephone, gas and cable television.
5. Compatibility must be achieved through the use of similar building massing, materials, scale, colors and other architectural features.
6. All roof-mounted mechanical equipment must be screened by a parapet wall or other material as may be approved by the Director of Community Development and Code Compliance, or designee, as part of the site plan process.
7. All ground mounted mechanical and electrical equipment must be screened by fences or vegetation and approved by the Director of Community Development and Code Compliance, or designee, as part of the site plan process.
8. All junction and accessory boxes must be integrated in the architectural treatment of the building or view minimized by landscaping.
9. A right of way dedication of fifteen (15) feet along Birdsong Road within the area of the proposed B-1 shall be dedicated to the County of Prince George prior to the final certificate of occupancy being granted.
10. The development of the subject property of this application shall be in strict accordance with the conditions set forth as proffers and as generally depicted on the schematic plan dated November 3, 2020 with respect to access and developable area. These proffers shall run with the land and shall, in the event of transfer of the Property to other parties, be enforceable against such other parties.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

P-2. PUBLIC HEARING; SPECIAL EXCEPTION SE-20-02 Request of Lampe Management Company, Inc. pursuant to Prince George County Zoning Ordinance Section 90-393(15) to permit warehousing with indoor storage on 11.63 acres within a B-1, General Business District, for the purpose of operating a mini-storage facility. The property is located at the northwestern quadrant of the intersection of South Crater Road and Birdsong Road and is identified as portions of Tax Maps 330(0A)00-003-0 and 330(0A)00-006-0. The Comprehensive Plan indicates the property is suitable for village center uses. Mr. Wade stated that the project will consist of two phases of development. The first phase will include developing 71,500 square feet of indoor storage, manager's office, and vehicle parking. The layout of the site is such that the storage buildings form a compound with buildings backing up to the exterior property lines of the site. These buildings are used as the screening for the site as well as security. The second phase of the development will consist of developing 61,250 square feet of indoor storage in two additional buildings. The overall development of the site will be 132,750 square feet of indoor storage. Staff finds the proposal of warehousing with indoor storage compatible with the future land use designation for village center uses or commercial uses. The surrounding Tax Map parcels at the intersection of South Crater Road [US 301] and Birdsong Road are zoned B-1, General Business with compatible uses expected. Setback requirements for the B-1 zoning will require 25 ft. setbacks from South Crater Road and Birdsong Road. There is currently a mobile home community along Birdsong Road. The applicant proposes to remove all existing mobile homes from the property prior to final occupancy for the mini-storage development. Applicant should assist current residents with relocation. The applicant submitted elevation drawings dated March 11, 2019 that should be incorporated into conditions for approval. As indicated in the narrative provided with the rezoning application, the development will be required to connect to the existing gravity sewer located along South Crater Road. On December 17, 2020, the Planning Commission recommended approval to the Board of Supervisors 6-0 after the public hearing. There one (1) property owner that provided input. The request was to see the façade of the building that would locate on the site. Staff provided a depiction of the elevation for the public to see. Planning Commission and Staff recommend approval of the warehouse with indoor storage subject to the conditions as proffered by the applicant in their Proffered statement signed November 3, 2020. Mr. Webb stated that this looks like the one on Route 10 in Chester. Chairman Brown asked if any RVs, vehicles, boats, etc. stored will be seen from the road. Mr. Wade stated that they should not be seen. Mr. Derrick Johnson of Timmons Group stated that they are not proposing any outdoor vehicle storage. The buildings will be brick with metal panels. In addition, Mr. Johnson pointed out to address Mr. Carmichael's concern in the rezoning part of this item that the Special Exception does include a proffer that states that the County has the right to revoke this Special Exception for failure by the applicant to comply with any of the listed conditions. Chairman Brown opened the public hearing at 8:19 p.m.

Mr. Larry Mitchell (16200 Arwood Road). Mr. Mitchell asked how this new business would affect the budget with regard to revenue or expenditures and Fire and EMS Services.

Mr. William Steele (County Line Road). Mr. Steele stated that he agrees with Mr. Carmichael that there should be something in writing that they cannot change the kind of business that goes there. He asked the Board to consider that.

There was no one else to speak and the public hearing was closed at 8:22 p.m. Mr. Johnson added that this business will increase the County's tax base and it should not require a lot of Police or Fire Services. In addition, the applicant has proffered that if they do not do what we say, the County can take the Special Exception away. Mr. Webb made a motion, seconded by Mrs. Waymack, to approve the special exception as presented. Roll was called on the motion.

O-21-02

P-2.

SPECIAL EXCEPTION SE-20-02: Request of Lampe Management Company, Inc. pursuant to Prince George County Zoning Ordinance Section 90-393(15) to permit warehousing with indoor storage on 11.63 acres within a B-1, General Business District, for the purpose of operating a mini-storage facility. The property is located at the northwestern quadrant of the intersection of South Crater Road and Birdsong Road and is identified as portions of Tax Maps 330(0A)00-003-0 and 330(0A)00-006-0. The Comprehensive Plan indicates the property is suitable for village center or commercial uses.

BE IT ORDAINED by the Board of Supervisors of Prince George County that the Special Exception Application identified as SE-20-01 is granted as an amendment to the official zoning map with the following conditions:

1. The development of the property shall substantially conform to the conceptual plan entitled "Ample City Storage", prepared by Derrick Johnson, P.E., dated November 3, 2020 and the elevation plan entitled "Ample Storage" prepared by RND Architects, PA dated March 11, 2019.
2. Siding materials shall be hardiplank, brick, stone, stucco or finished metal panels or material having the appearance of such material. Alternative materials may be permitted if approved by the Department of Community Development and Code Compliance; however, vinyl siding shall not be permitted.
3. Vehicles, RVs, camper trailers and boats shall be permitted provided they are screened from public rights of way or any occupied dwelling and no stored item can exceed the height of the compound fence, screening or buildings to include boat masts, and satellite dishes/antennas.
4. Any freestanding signage to be of monument type and approved by staff during the Site Plan Review process.
5. Portable signs, including flashing arrow signs, shall not be permitted on the premises.

6. The gated entry into the storage area shall have a hydraulic controlled gate operated by automated keyless entry system.
7. The applicant shall be responsible for ensuring appropriate litter control measures are implemented.
8. All existing mobile homes will be removed from Tax Map 330(0A)00-003-0 prior to issuance of a final occupancy permit for the mini-storage development.
9. This special exception may be revoked by the County of Prince George Board of Supervisors or its designated agent for failure by the applicant to comply with any of the listed conditions or any provision of Federal, State, or local regulations.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

P-3. Public Hearing; Resolution; Ordinance Amendment to Establish a Dedicated One Cent Real Estate Tax for Fire Equipment. Mr. Whitten stated that the County's Coordinated Fire/EMS System has asked the Board to commit revenue from \$.01 of the real estate tax revenue to be used exclusively for fire equipment replacement for the coordinated fire/EMS system. In order to make such an allocation permanent in a way that provides long-term predictability for a dedicated funding stream for certain fire equipment replacement, the Board should adopt an ordinance. Such an allocation for fire equipment would not be subject to a deduction for any annual transfer to the school system. The ordinance would bind future Boards of Supervisors. The allocation would not result in a tax rate increase. This Ordinance shall be effective beginning with the 2021-2022 fiscal year. Mr. Webb stated that he has a problem with vehicles being included in the description of equipment. There is already a two cents dedication for Fire Apparatus and there is a County vehicles replacement plan for all other vehicles. Therefore, he believes vehicles should fall under vehicle replacement, not this. We already have a fund established for that. Chairman Brown clarified for the public that this is not a tax increase. Mr. Whitten stated that if the Board wanted to remove vehicles from the description, it would not be a problem. Chairman Brown opened the public hearing at 8:30 p.m.

Mr. Larry Mitchell (16200 Arwood Road). Mr. Mitchell stated that he is in favor of fire equipment. However, he is not in favor of a tax increase. He asked what part of the budget should fire equipment come from.

Mr. Brian Baer (7472 Trailing Rock Road). Mr. Baer stated that this is an awesome idea. Anything fire related has a huge price tag and it will be nice to be prepared for these large expenses. He believes this is being good stewards of the County's money.

Mr. William Steele (County Line Road). He stated that this is giving a license for a tax and spend Board to increase the citizens' taxes in other ways. Mr. Steele stated that the answer is not to create an ordinance that mandates where tax dollars go. The answer is for those who are

elected to do their job by protecting the tax dollars and spend it wisely at the time for the benefit of all of the citizens. If they refuse, the answer is to just get rid of them. To allow this to happen would be advocating your job. You are now saying to the citizens that you are going to mandate this money and not properly budget the money in the future. All this Board is doing is giving yourselves an opportunity to spend money. Sooner or later, the citizens are going to elect fiscal conservatives on this Board. Let us start practicing good fiscal responsibility. We do not need this type of ordinance to manage money.

There was no one else to speak and the public hearing was closed at 8:36 p.m. Mr. Webb stated that he understands it is frustrating when you do not have all of the information. He stated that he has supported this and was one of the ones who helped champion it. He stated that it is not to advocate his responsibility to the Board. It is to insure going forward that the funding is put aside to take care of the equipment the County currently has and the equipment we may need in the future. Sometimes you need to have a line item that says you will do this instead of waiting until it is too late and finding the money to pay for it. The County was blindsided by the self-contained breathing apparatus at \$1,027,000. Mr. Webb stated that he believes this is the right thing to do. This Board did use CARES money to try to get ahead of the curve on some of this equipment. We have to be more responsible long-term on how this County spends its money. Nothing stands still. Everything changes. This is a much bigger plan than people realize. You cannot keep kicking the can down the road. You must have a plan and stick to it. Chairman Brown agreed with Mr. Webb and asked that people give them a little credit. They are not dumb. If you listen to this Board's budget meetings, you will see that they are working within their means. Mr. Webb made a motion, seconded by Mrs. Waymack, to approve the ordinance with the extraction of the vehicles. Roll was called on the motion.

O-21-03

P-3.

**ORDINANCE TO AMEND "THE CODE OF THE COUNTY OF
PRINCE GEORGE, VIRGINIA", 2005, AS AMENDED, BY
ADDING § 74-6 TO ALLOCATE \$.01 OF THE REAL ESTATE
TAX FOR FIRE EQUIPMENT REPLACEMENT FOR THE
COORDINATED FIRE/EMS SYSTEM**

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 adding § 74-6, as follows:*

CHAPTER 74 TAXATION

Article I. In General

SEC. 74-6: Allocation of real estate tax for fire equipment replacement.

The Board of Supervisors shall allocate the revenue from \$.01 of each year's real estate tax revenue to a fire equipment replacement fund for the coordinated fire/EMS system. Such revenue shall be used exclusively for fire equipment replacement and shall not be subject to any deduction related to annual transfers to the school system or deductions

for any other purpose. "Equipment" shall mean any fire protection and lifesaving equipment not considered Fire Apparatus, as defined in §74-4. Examples include Zoll Monitors, self-containing breathing apparatus, stretchers, turnout gear, drones, generators, gas monitors, hoses, thermal imaging cameras, and stair chairs, as defined in §74-4.

(2) That this Ordinance shall be effective beginning July 1, 2021.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

P-4. Public Hearing; Ordinance To Amend "The Code of the County of Prince George, Virginia," as Amended, by Amending §6-146 to Clarify the Language for a Dog Running at Large and to Provide for a Civil Penalty of up to \$100 for Dogs Running in a Pack Which is Defined as the Dog Running at Large in the Company of One or More Dogs that are Also Running at Large. Mr. Dan Whitten, County Attorney, stated that in 2019, the General Assembly amended Section 3.2-6538 of the Code of Virginia to require localities that have a running at large ordinance to add language providing for a civil penalty up to \$100 for dogs running at large in a pack. A dog shall be deemed running at large in a pack if the dog is running at large in the company of one or more dogs that are also running at large. This language does not apply to hunting dogs. Mr. Whitten clarified for the Board that the fee would be up to the Judge. Prince George County has not had any running at large cases in the past couple of years. The Board could repeal the running at large ordinance all together. However, if they keep the ordinance, the fine is a mandate by the State. Chairman Brown opened the public hearing at 8:49 pm.

Mr. Larry Mitchell (16200 Arwood Road). Mr. Mitchell stated that he favors the ordinance and would like to see the fine increased for repeat offenders.

There was no one else to speak and the public hearing was closed at 8:51 pm. Chairman Brown asked if there is anything in the current language regarding repeat offenders. Mr. Whitten stated that the Judge could go up to as much as \$500 and there are options to add language for repeat offenders and it would require an additional hearing. Mr. Hunter stated that he would not be in favor of directing the Judge what to do. Mr. Carmichael made a motion, seconded by Mr. Webb, to approve the ordinance amendment as presented by the General Assembly. Roll was called on the motion.

O-21-04

P-4.

ORDINANCE TO AMEND "THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA", 2005, AS AMENDED, BY AMENDING § 6-146 TO CLARIFY THE LANGUAGE FOR A DOG RUNNING AT LARGE AND TO PROVIDE FOR A CIVIL PENALTY OF UP TO \$100 FOR DOGS RUNNING IN A

PACK WHICH IS DEFINED AS THE DOG RUNNING AT LARGE IN THE COMPANY OF ONE OR MORE DOGS THAT ARE ALSO RUNNING AT LARGE

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 § 6-146, as follows:*

CHAPTER 6 ANIMALS

ARTICLE II. Dogs and Cats Generally

DIVISION 4. Dogs Running at Large

Sec. 6-146. - Running at large prohibited in county.

- (a) It shall be unlawful for the owner of any dog to permit or allow such dog to run or be at large within the county. A dog shall be deemed to be at large when **roaming or running** off the property of its owner or custodian and not under the ~~direct~~ **immediate** control of the owner, custodian or his agent, either by leash, cord or chain. **A dog shall be deemed to be running at large in a pack if the dog is running at large in the company of one or more dogs that are also running at large.**
- (b) This section shall not apply to any person while engaged in a supervised formal obedience training class or show or during field trials training, hunting training, or while engaged in lawful hunting with a dog during open season. It shall be unlawful for the owner of a dog to place such dog in the custody of any other person not physically capable of maintaining effective control of such dog.
- (c) **The owner or custodian of a dog found while running at large in a pack shall be subject to civil penalty in the amount of \$100.00 per dog so found.**

(Code 1988, § 3-86)

State Law reference— Authority of county to prohibit the running at large of dogs, Code of Virginia, **§ 3.2-6538** ~~§ 3.1-796.93.2)~~

- (2) *That the Ordinance shall be effective upon adoption.*

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

Mr. Hunter made a motion, seconded by Mr. Webb, to postpone the following reports to February 23, 2021: Property Maintenance Report, CWC Update, and Procurement for Towing County Vehicles. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

REPORTS (cont'd)

Fire and EMS Capital Projects - Mr. Michael Purvis, General Services Manager, reviewed with the Board a recent structural evaluation that was performed F&R Project Engineer on January 19, 2021 on the Jefferson Park Volunteer Fire Station (Station 5). A total of five crack monitors were observed, three interior and two exterior. Of the three interior monitors, two have been completely painted over; however, they indicate little to no movement since initial set up. The third by the southwest door, the cross hairs are visible and still aligned in the initial set position. A fourth monitor, exterior above the northeast bay door where significant stair-step cracking is evident, the cross hairs are faded from exposure; however, the monitor appears to indicate little to no movement based on current relative positioning of the plates. The final and fifth monitor located on the exterior expands the control joint. Documentation from 2008 and images indicate 2mm movement horizontally and 2mm movement vertically. There is no confirming picture of initial set to verify alignment but assume the cross hairs were centered appropriately. Comparison of the 2008 image and the 2021 image indicates approximately an additional 2mm movement horizontally and an additional 3mm movement vertically. We can deduct that this movement occurred within some unknown timeframe within the past 13 years. Also note that this movement could be exacerbated by natural thermal expansion/contraction. Review of the crack monitors which still exist at Station 5 indicate that additional movements are likely minimal to none. Existing monitors and cracking should be review periodically for any indication of movement or "worsening". Additional monitors could also be installed in new areas to allow for a fresh record of observation and documentation. Based on observations, three to four locations on the interior could be utilized for the set of fresh crack monitors. It is recommended that a site visit be scheduled once a week for a month, to take readings of the newly set monitoring program and then once a quarter thereafter. Scheduling can always be adjusted based on the movement observed. No exterior survey points and measurements by surveying techniques is warranted. Mr. Webb asked Mr. Purvis what the depth of the concrete is in the floor that is supporting the fire trucks. Mr. Purvis stated that it is about six inches thick with steel reinforcement. Mr. Webb asked what the subbase is. Mr. Purvis stated that the subbase is compact dirt. Mr. Webb stated that in some of the pictures it appears that water is seeping up through the cracks of the floor and it was not near a doorway, which leaves him to believe that there is water trapped. He asked if there is any way to get an Engineer to check the study and see if it would be worthwhile to cut sections of the floor up to redo the subsurface and put thicker concrete. Mr. Purvis did confirm for Mr. Webb that the concrete floor in Station 7 is double that. Mr. Purvis suggested that a reasonable approach might be to do some core drilling in the existing slab to determine what is there and what could be done. Mr. Webb stated that he is concerned if the subbase is dirt. Based on the facts, Mr. Webb suggested they do a thorough

study to see what is there and to make certain that changes are made to the floor so that it is designed to hold those trucks. Chairman Brown agreed that they need to move forward with any studies that may be needed to get the work done properly.

POSTPONED 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. Jeff Stoke, Deputy County Administrator, stated that there was 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 that this item be postponed indefinitely in order to align it with the 2020 Census. Mr. Hunter made a motion, seconded by Mr. Webb, to postpone the item indefinitely. 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; Appointment of Two Members to Prince George Planning Commission (Four-Year Term). Mr. Hunter made a motion, seconded by Mrs. Waymack, to reappoint Mr. Willie Bresko, Jr. and Ms. Imogene Elder to the Prince George County Planning Commission. Roll was called on the motion.

R-21-022

T-2.

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

WHEREAS, The terms of Willie Bresko, Jr., and Imogene Elder will expire on December 31, 2020; and

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9th day of February, 2021 does hereby appoint Mr. Willie Bresko, Jr. and Ms. Imogene Elder to the Planning Commission to serve a four-year term, beginning January 1, 2021 and ending on December 31, 2024.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ORDER OF BUSINESS

A-1. Resolution; Proposed Revisions Prince George County Personnel Policy; Section 230.1 Through 230.29, Entitled *Procurement Policy*. Ms. Drewry stated that Staff recognized the need to update and expand existing Administrative Policy 230 entitled Procurement Policy to provide better internal guidance and clarification, and to increase certain procurement thresholds. Approval of the recommended policy changes will provide more specific written guidelines to department heads and employees when making purchases by: defining and updating process to follow for purchasing good / service at specific dollar thresholds; providing guidance on when bonds are required for projects (construction projects of \$100,000 or more); stating insurance requirements for vendors; allowing use of cooperative procurement; providing guidelines for curing contract issues and for formally disbaring a contracted vendors. Mr. Webb asked for clarification if the procurement threshold of \$50,000 or 25% to come to the Board is actually 25% of the total contract. Ms. Drewry confirmed that it was. Mr. Hunter made a motion, seconded by Mrs. Waymack, to approve the resolution as presented. Roll was called on the motion.

R-21-023

A-1.

RESOLUTION; PROPOSED REVISIONS PRINCE GEORGE COUNTY PERSONNEL POLICY; SECTION 230.1 THROUGH 230.29, ENTITLED *PROCUREMENT POLICY*

WHEREAS the Prince George County Personnel policy has been reviewed by staff and it has been determined that the existing policy entitled *Procurement Policy* requires modifications;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Supervisors of the County of Prince George this 9th day of February, 2021, does hereby amend the Prince George County Personnel Policies by revising the policy entitled *Procurement Policy* as requested.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-2. Resolution; Appropriation (\$347,122 School Textbook Fund, Fund Balance). Ms. Drewry stated that on January 11 2021 the Prince George County School Board approved an increase in the FY2021 School Textbook Fund budget. At the end of FY2020, the School Textbook Fund had a fund balance of \$347,122 (audited number). The School division requests the appropriation of FY2020 ending fund balance for use in FY2021. Mr. Webb made a motion, seconded by Mr. Carmichael, to approve the resolution as presented. Roll was called on the motion.

R-21-024

RESOLUTION; APPROPRIATION (\$347,122 SCHOOL TEXTBOOK FUND, FUND BALANCE)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9th day of February, 2021, 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>
SCHOOL TEXTBOOK FUND	
<u>Expenditure:</u>	
Textbooks - New	
0540-06-201-6004-61100-100-900-000-46012	\$347,122.00
<u>Revenue:</u>	
Textbook Fund, Fund Balance	
0540-40-900-8208-00000-000-000-000-399999	\$347,122.00

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-3. Resolution: Award of Contract for Feasibility Study for Water Infiltration Mediation at Regional Heritage Center (\$9,294). Mr. Mike Purvis, General Services Director, stated that water intrusion penetrating several windows and doors in the facility, has caused water damage into the interior wall materials as well as the front entrance door. Moseley Architects have produced a scope of work that also included consultants for this project. Downey & Scott, LLC will provide construction cost estimating services. Six Sides Building Enclosures Consulting will provide water infiltration and remediation services, as well as envelope and roof consulting to Moseley Architects. Aeon Preservation Services, LLC will provide historic preservation services with regard to repair and restoration of the damage historical materials and construction. Contract #21-04-0504 Architectural/Engineering and Project Management Services" was issued on November 12, 2020 and was awarded to Moseley Architects, P. C. Staff is recommending award of contract to Moseley Architects not to exceed \$9,294.00 and is requesting the board to authorize the County Administrator to execute a contract with Moseley Architects, P. C. not to exceed \$9,294.00. Mr. Webb made a motion, seconded by Mr. Hunter, to approve the resolution as presented. Roll was called on the motion.

R-21-025

A-3

RESOLUTION: AWARD OF CONTRACT FOR FEASIBILITY STUDY FOR WATER INFILTRATION MEDIATION AT REGIONAL HERITAGE CENTER (\$9,294)

WHEREAS, Water intrusion is penetrating several windows and doors in the Regional Heritage Center and has caused water damage into the interior wall materials as well as the front entrance door; and

WHEREAS, Moseley Architects, P.C. has provided pricing for the feasibility study for water infiltration and remediation in an amount not to exceed \$9,294.

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 9th day of February, 2021, hereby authorizes the County Administrator to execute a contract with Moseley Architects, P.C. for a feasibility study for water infiltration and remediation in an amount not to exceed \$9,294.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-4. Resolution: Award of Annual Services Contract for Routine and Emergency Utility Repairs. Mr. Frank Haltom, County Engineer, stated that an Invitation for Bid (IFB) for routine and emergency repair annual services contract was issued on December 8, 2020, and closed on January 13, 2021. Work under this contract includes the maintenance, repair, and minor construction of water lines, sewer lines, manholes and associated appurtenances. One response was received, which was from Perkinson Construction, LLC. Perkinson Construction holds the current annual service contract for utility repairs and remains in good standing with the department. The bid was reviewed by staff and is considered a responsive and responsible bid. The term is for a one-year period. This contract may be renewed by the County for four (4) years at successive one-year periods under the terms and conditions of the original contract. Staff recommends an award of the annual services contracts for routine and emergency repairs to Perkinson Construction, LLC in accordance with the terms and conditions provided for in IFB #21-08-0600. Mr. Webb made a motion, seconded by Mr. Carmichael, to approve the resolution as presented. Roll was called on the motion.

R-21-026

A-4.

RESOLUTION: AWARD OF ANNUAL SERVICES CONTRACT FOR ROUTINE AND EMERGENCY UTILITY REPAIRS

WHEREAS, an Invitation for Bid (IFB) for routine and emergency repair annual services contract was issued on December 8, 2020, and closed on January 13, 2021; that work under this contract includes the maintenance, repair, and minor construction of water lines, sewer lines, manholes and associated appurtenances; and

WHEREAS, Perkinson Construction, LLC was the sole responsive and responsible bidder; and

WHEREAS, the contract term is for a one-year period that may be renewed by the County for four (4) years at successive one-year periods under the terms and conditions of the original contract. This contract will be effective on February 1, 2021; and

WHEREAS, an award of the annual services contracts for routine and emergency repairs to Perkinson Construction, LLC is recommended in accordance with the terms and conditions provided for in IFB #21-08-0600.

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 9th day of February, 2021, hereby awards the annual services contract for routine and emergency utility repairs to Perkinson Construction, LLC.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-5. Resolution: Award of Contract for Route Analysis and Route Selection for the Route 10 Waterline Extension. Mr. Haltom stated that after the completion of the preliminary engineering report, the Board authorized the engineering services for 24,000 linear feet of waterline to be extended along Sandy Ridge Road, Ruffin Road, and Route 10 to Jordan on the James (JOJ) and Beechwood Manor (BM) subdivisions. The County has received a proposal from WW Associates to perform the topographic survey and route selection analysis. Field survey will collect features such as property lines, right-of-way lines, streams and creeks, culvert pipes, bridge abutments, underground utilities and other pertinent features necessary for the design of the waterline. This project will be completed utilizing the Annual Engineering Services Contract. Individual awards for specific projects in excess of \$50,000 require Board approval. Staff recommends an award of the contract for route analysis and route selection to WW Associates. Mr. Hunter made a motion, seconded by Mrs. Waymack, to approve the resolution as presented. Roll was called on the motion.

R-21-027

A-5.

RESOLUTION: AWARD OF CONTRACT FOR ROUTE ANALYSIS AND ROUTE SELECTION FOR THE ROUTE 10 WATERLINE EXTENSION

WHEREAS, the Board authorized the engineering services for 24,000 linear feet of waterline to be extended along Sandy Ridge Road, Ruffin Road, and Route 10 to Jordan on the James (JOJ) and Beechwood Manor (BM) subdivisions; and

WHEREAS, the County has received a proposal from WW Associates to perform a field survey and analysis of route selection for \$52,500; and
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WHEREAS, this project will be completed utilizing the Annual Engineering Services Contract. Individual awards for specific projects in excess of \$50,000 require Board approval.

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 9th day of February, 2021, hereby awards the contract for route analysis and route selection for the route 10 waterline extension to WW Associates for \$52,500.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-6. Resolution: Appropriation Economic Development Fund Balance for Return of Commonwealth Opportunity Grant, \$200,000. Mr. Stoke stated that Prince George County received Virginia Economic Development Partnership - Commonwealth's Opportunity Fund (COF) Grant proceeds in the amount of \$200,000 to be used for expansion at Service Center Metals and appropriated those grant proceeds to the FY2020 budget on July 9, 2019. The Board of Supervisors approved execution of a Performance Agreement related to these COF grant funds on December 11, 2018. Section 3 of the Performance Agreement indicated that the grant proceeds were to be retained by the County and disbursed in one payment to the Industrial Development Authority of Prince George County (IDA) when Service Center Metals has met targets of a capital investment of \$16,900,000 and has created and maintained 15 new jobs. The IDA will disburse to Service Center Metals within 30 days of the receipt of the grant funds. Those grant funds remain on hand in Prince George County, are currently accounted for in the Economic Development Fund, Fund Balance. Service Center Metals did not satisfy the requirements of the agreement, and will forego the VIP it was awarded concurrent with the COF. Prince George County awaits a formal request to return the funds to the Virginia Economic Development Partnership. Staff is requesting that the Board approve an appropriation of COF grant from Economic Development Fund, Fund Balance to facilitate return of funds to the Virginia Economic Development Partnership when formal request is received. Mr. Webb made a motion, seconded by Mrs. Waymack, to approve the appropriation as presented. Roll was called on the motion.

R-21-028

A-6.

RESOLUTION; APPROPRIATION RETURN OF COMMONWEALTH OPPORTUNITY FUND GRANT TO THE VIRGINIA ECONOMIC DEVELOPMENT PARTNERSHIP - \$200,000

NOW, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9th day of February, 2021, 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>
Economic Development Fund	
Expenditures:	
0215-08-301-2151-45552	Reimbursement of COF Grant \$200,000

Revenues:

0215-90-901-8207-399999 Economic Development Fund, Fund Balance \$200,000

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-7. Discussion of Melvin L. Davis Oil Company, Inc. ABC License Application. On January 25, 2021, Prince George County received notification from the VA ABC of the Los Arrieros Inc. ABC license application. Per state code, local governing bodies shall submit objections to the granting of a license within 30 days of the filing of the application. The Prince George County Board of Supervisors may recommend to the VA ABC: 1) approval, 2) denial, 3) approval with conditions, or 4) take no action on the notice. Any comments made by Prince George County Board of Supervisors will be submitted to the Virginia Alcoholic Beverage Control Authority. This office has spoken with Chief Early and he has no objections. VA ABC has final authority on this matter. The Board has no objections as well. Therefore, they took no action on the notice.

A-8. Adoption of Resolution Continuing a Three-Year Average of State Land Evaluation and Advisory Council (SLEAC) Agricultural Land Use Rates.. Ms. Cindy Mabe of the Real Estate Assessor's Office proposed the continuation of the three-year average for SLEAC rates. She stated that this year they have sent out a little over 1300 revalidations that were due back in November. They did receive 100% of the revalidations back. Prince George County adopted the three-year average in 2014, which helped the burden on the taxpayer from seeing increases and decreases from year to year. With the three-year average, it does not fluctuate as much. The Assessor's Office continues to recommend the three-year moving average. Mr. Webb agreed that it levels the playing field for everyone and he supports it. Mr. Hunter agreed. Chairman Brown stated that it could flip on everyone if they went the other way. Mr. Hunter made a motion, seconded by Mr. Webb, to authorize the resolution as presented. Roll was called on the motion.

R-21-029

A-8.

**ADOPTION OF RESOLUTION CONTINUING A THREE-YEAR AVERAGE OF
STATE LAND EVALUATION AND ADVISORY COUNCIL (SLEAC)
AGRICULTURAL LAND USE RATES**

WHEREAS, the Real Estate Land Use Program administered by the Real Estate Assessor's Office develops Agricultural Land Use Rates annually by averaging the rates published by the State Land Evaluation and Advisory Council (SLEAC) from the most current three previous years; and

WHEREAS, the Agricultural Land Use Rates published by the SLEAC have experienced a decrease of 22% for TY 2021. The continuation of calculating the Agricultural Land Use Rates annually by averaging the rates published by the SLEAC would result in a decrease in rates of approximately 8%; and

WHEREAS, §58.1-3236, Code of Virginia, 1950, as amended, allows localities the discretion to locally adopt agricultural land use rates; and

NOW THEREFORE, BE IT RESOLVED that the Board of Supervisors hereby directs the Assessor's Office to calculate the Agricultural Land Use Rates annually by averaging the rates published by the State Land Evaluation and Advisory Council (SLEAC) from the most current three previous years.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-9. Resolution; Modification to FY2020-2021 Position Control Chart for Parks & Recreation. Mr. Jeff Stoke, Deputy County Administrator, stated that the part-time Sports Tourism Coordinator position is currently vacant. The position is responsible for planning, coordinating, and promoting sports tourism within Prince George County to maximize the economic impact of events and is funded through the Tourism budget. The Sports Tourism Coordinator position is currently funded for up to \$35,000 (including FICA). Tourism and Parks and Recreation propose that the responsibilities of the part-time Sports Tourism Coordinator be incorporated into three existing full-time Parks and Recreation staff responsibilities, thus removing the part-time position. The three positions would then be reclassified to include the additional responsibilities (included). The positional changes would total \$10,838.88 +FICA +Benefits; Grand Total = \$13,441. The change would provide a \$21,560 savings to the Tourism account and providing better service by incorporating existing staff versed in facility needs and availability. Mr. Webb stated that this is good forward thinking and made a motion, seconded by Mrs. Waymack, to approved position control chart change. Roll was called on the motion.

R-21-030

A-9.

RESOLUTION; A revision to the County's position control chart for Parks & Recreation with the following changes:

- Coordinator V, Athletics will be reclassified to Manager V, Sports & Tourism
- One Senior Grounds Maintenance Worker will be reclassified to Coordinator I, Grounds Maintenance & Tourism
- Administrative Support Specialist II will be reclassified to Administrative Support Specialist III

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-10. Crater Regional Chief Elected Officials Consortium; CEO Designee Certification & Alternate Members. Mr. Haltom stated that the County ordinance allows for one leak adjustment per year. The Love's Travel Center has requested a second water lead adjustment within the 12-month period. The leak occurred over three billing cycles (4-6 months) before it was fully corrected. Utilities helped them locate the leak on site, which was under a concrete pad near the gas pumps. The water from the leak could not be seen since it traveled under the concrete pad to the nearby ditch. Their first adjustment for their February bill was for \$15,036.17. Love's request is to be credited the two remaining bills for April water (\$6,700) and sewer (\$12,750.38) and June (\$4,924.98 for water and \$9,372.33 for sewer). The Utility Department pays ARWA for the water usage caused by the water leak, and therefore, a credit to Love's would be a substantial loss to the utility. However, since the leak has no impact on the Department's sewer cost, the sewer charges can be credited without any loss to the department. It is recommended to credit only the sewer charges for April and June bills, which result in a credit of \$22,122.71, with no adjustment to the water charges. A waiver of the County ordinance requires a public hearing. Staff is seeking authority to advertise a public hearing to waive the County ordinance to allow for a second leak adjustment within a 12-month period. Mrs. Waymack made a motion, seconded by Mr. Hunter to authorize the advertisement of a public hearing for March 9. Roll was called on the motion.

R-21-031

A-10.

RESOLUTION: AUTHORITY TO ADVERTISE A PUBLIC HEARING FOR A ONE-TIME WAIVER OF SECTION 82-233(C) OF THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA.

WHEREAS, County Code Section 82-233(C) defines the frequency allowed for adjustments to customer billing due to water leaks as no more than one adjustment during a 12-month period; and

WHEREAS, The Loves Travel Center, Inc. has requested a second adjustment to its bill within 12 months citing the leak that was adjusted occurred over a 6- month period.

NOW, THEREFORE BE IT RESOLVED: That the Board of Supervisors of the County of Prince George this 9th day of February, 2021, does hereby authorize the advertisement of a public hearing to consider a one-time waiver of Section 82-233(C) of the Code of the County of Prince George.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ADJOURNMENT. Mr. Carmichael moved, seconded by Mrs. Waymack, to adjourn to 6:00 pm on February 11, 2021 for a virtual ZOOM budget work session. 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 9:42 p.m.

[Draft Minutes prepared February 17, 2021 for consideration on March 9, 2021; adopted by unanimous vote.]

Floyd M. Brown, Jr.
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator

MINUTES
Board of Supervisors
County of Prince George, Virginia

Pre-Budget Work Session
February 11, 2021
6:00 p.m.
County Administration Bldg. Boardroom, Third Floor
6602 Courts Drive, Prince George, Virginia

MEETING CONVENED. A budget work session of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 6:00 p.m. on Thursday, February 11, 2021 electronically due to the weather by Chairman Floyd M. Brown, Jr. for a work session to discuss the budget.

ATTENDANCE. The following members responded to Roll Call:

Floyd M. Brown, Jr., Chairman	Present [10682 Lamore Drive, Disputanta]
Marlene J. Waymack, Vice-Chair	Present [7110 Laurel Spring Road, Prince George]
Alan R. Carmichael	Present [11216 Willow Lane, Disputanta]
Donald R. Hunter	Present [6255 Hunters Place, Prince George]
T. J. Webb	Present [8500 Hines Road, Disputanta]

County Staff present: Percy C. Ashcraft, County Administrator; Jeff Stoke, Deputy County Administrator, Economic Development; Betsy Drewry, Deputy County Administrator, Finance; Julie Walton, Deputy County Administrator, Community Development and Code Compliance; and Dan Whitten, County Attorney.

Mrs. Waymack joined electronically from 7110 Laurel Spring Road, Prince George, at 5:03 pm due to a medical issue.

PRE-BUDGETWORK SESSION

Revenue Discussion

Ms. Betsy Drewry, Deputy County Administrator for Finance, went over the initial revenue estimates for FY2022. She started with the revenue streams that are shared with the Schools, including a \$658,000 increase in real estate tax revenue, a \$790,500 increase in personal property tax revenue, a \$962,350 increase in local sales and use tax revenue, a \$31,000 increase in electric and gas utility taxes, and a \$38,500 increase motor vehicle license revenue. In addition, including public service tax revenue (\$292,000), mobile home tax revenue (\$24,640), an increase in administrative costs for delinquent taxes (\$5,000), an increase in taxes on recordation and wills (\$25,000), an increase in General Fund portion of lodging tax (\$35,000), permit fees (\$42,000), plan review and special exception planning fees (\$19,200), Tree Time lease revenue (\$1,500), Court fees (\$2,400), DMV blocks (\$19,000), rental auto tax (\$22,000), Payment in Lieu of Taxes Revenue (PILT) (\$5,000), and transfer from Schools for CSA (\$28,000).

Next, Ms. Drewry talked about tax revenue losses, including a \$125,000 loss in real estate delinquent real estate tax, a \$125,000 loss in personal property delinquent tax, and a \$100,000

loss in penalties. However, there is an opportunity to increase these figures if the Treasurer is given direction by the Board to pursue delinquent 2020 taxes. There will be more discussion later this evening in Closed Session regarding this with the Treasurer. The biggest loss will be in Machinery and Tools Tax in the amount of \$760,000 due to Rolls-Royce. Other decreases in revenue include a \$1,500 tax revenue loss in taxi cab revenue, \$1,000 in jail admission fee revenue, interest revenue (\$250,000), recreation fees (\$52,600), medical transport fees (\$108,000), Police Security recoveries (\$23,000), tax on deeds (\$89,000), and SAFER Grants (\$103,000).

Ms. Drewry discussed with the Board the possibility of a convenience fee for credit card use. Currently, credit card use is free to citizens paying on-line or at the counter with a credit card. A \$2 or \$2.50 credit card fee could increase revenue by \$37,000 to \$46,000. Mr. Webb stated that is a substantial amount of money for the County to absorb for a convenience fee. He asked if there is a fee for a check. Ms. Drewry stated that there is a banking fee based on the number of various transactions, but the Treasurer is able to offset those fees if the County maintains a certain balance. Mr. Webb stated that he is off the opinion that this needs to stop. Anytime you use a credit card anywhere else, you are paying a fee. Mr. Webb stated that if they are not careful, the amount is just going to get larger because more and more people are going to a credit card. Ms. Susan Vargo, Treasurer, stated that there is only one other locality that does not charge a convenience fee. She stated that a percentage fee can be complicated. A convenience fee would work better and will still help them recover costs. Dan Whitten, County Attorney, stated that it would require an Ordinance. However, Code does state that if the County does charge a flat fee, the County cannot charge a larger processing fee on someone's bill than the vendor is charging. This would be a problem with smaller bills. Mr. Hunter stated that he does not have a problem with a fee. He is in favor a flat fee. Mrs. Waymack stated that we should be able to recover costs. She too is in favor of a flat fee. Mr. Webb stated that a percentage fee is the way to go. They can have a table made up to show the citizen the percentages. Mr. Carmichael is in favor of a flat fee. Chairman Brown stated that a percentage fee would be better to prevent violating Code. A flat fee would create additional work because the Treasurer's Office would have to do interrogate every bill to make sure they are not violating Code. Mr. Webb stated that the citizen always has an option. They do not have to use a credit card. They can pay by check. Mr. Hunter stated that he does not have a problem with the percentage. He thought a flat fee would be simpler for the Treasurer's Office. Ms. Drewry stated that it should be consistent throughout the County, not just in the Treasurer's Office. Chairman Brown cautioned that in cases like the Recreation Department when refunds are issued because of canceled events, the County would take the loss in the convenience fee. Ms. Drewry stated that she will work with Ms. Vargo and together they will figure out what they can fairly charge without violating Code. Chairman Brown suggested offering electronic check on-line.

Revisit of Fee Increases for CDCC (Permit Fees) for FY2022 [not incorporated for FY2021]

Ms. Julie Walton, Deputy County Administrator for Community Development and Code Compliance, stated that the inspections fee schedule was last revised in 2012. State statute does allow localities to charge user fees to offset the cost of providing inspection services. The proposed changes to the Prince George Building fee schedule will assist in recovering operating costs and providing professional, high-quality services in a demanding building environment.

The proposed fee schedule included an analysis of surrounding localities with similar demographics as Prince George County. The goal is to align recovery costs with current building trends while enforcing the building codes and regulations. The user fees collected will help to support departmental operations, therefore minimizing the support from the local tax base general fund. The fee increases are designed to offset operating cost increases in the past year and offer new services and programs. Cost recovery of expenses in past years has ranged from a high of 95% to a low of 27%. They are currently recovering approximately 64%. Based on current permit values, the increases in the user fees for inspections will generate approximately \$65,000 to \$100,000 annually. Increases or decreases in permits applied for in the value of the work could change that estimate and total revenues. Staff would like to bring forward the fee schedule revisions for Board consideration as part of the FY22 budget process. Mr. Webb stated that it is time to look at it again because it does look like the economy is starting to upturn. Mr. Webb asked how it would work if they do raise the rates for the developers who already have their building paperwork in. Ms. Walton stated that typically at the plat process, they are about a year away from construction of new homes. She stated that they will send out a notice and they will see a rush. People will come in and start getting permits to beat the deadline of the increase. She stated that they are looking at residential going up one penny on the cost per square foot. It will not be a huge impact. Mrs. Waymack stated that she would be in favor of increasing fees. Mr. Hunter agreed. Chairman Brown stated our taxpayers expect that we are running a business. You cannot run a successful business if you are operating in the red. Community Development wants to be able to cover its costs and it is not fair for those costs to come out of the General Fund and out of the taxpayer's pockets. Therefore, he too would be in favor of a fee increase. Mr. Carmichael agreed. Ms. Drewry stated that she will be put a \$74,000 revenue increase in the budget for permit fees and she will work with Ms. Walton to get the precise number. She will put in a \$50,000 revenue increase in the budget for credit card convenience fees and hopefully that number will go up.

School Revenue Sharing Agreement / MOU

Ms. Drewry stated that the revenue sources shared with the School System have grown by nearly \$2.5 million. The County has taken a hit in other sources and with those losses the overall general growth is less than \$1.4 million. Based on the feedback from the Board on the carve outs, there are only three areas that the Board is comfortable with carving out. Those areas include the one-cent tax dedication for fire equipment and the two SAFER Grants. Nothing else related to public safety would be carved out. The carve out totals just over \$160,000 based on the carve outs being \$382,000. The School transfer will increase by \$642,695 using the 41.88% calculation. That leaves the County with \$774,000 in resources to devote to every initiative it has. That number can change if the County is able to collect delinquent taxes to some degree. Mr. Webb stated that if there is is potentially some lost revenue for Schools, maybe the State hold harmless can make up for that. We must work together as much as we can to find a way to get there.

Expenditure Discussion

Ms. Drewry went over the expenditure estimates for FY2022. She stated that the one-cent dedication for fire equipment, the two-cents dedication for fire apparatus, and the Self-Contained Breathing Apparatus all total \$290,396. With a savings of \$293,703 in the debt refunding, the County can actually net \$3,307. In addition, Mr. Webb added that the when the solar farm

finally goes on line that \$50,000 for five years can also go into that equipment replacement, which will also help build that fund. There is a \$6,145 expenditure increase to the RCJA Program. There is a Riverside Regional Jail contribution increase in the amount of \$49,763. There is a Crater Youth Care Commission increase in the amount of \$17,798. There is an increase of \$45,842 in radio tower leases. There will be a decrease however in the ECC Maintenance Contracts in the amount of \$14,014. There is a health insurance increase in the amount of \$206,002. Mr. Webb stated that he is not all in having the employees absorb some of the costs. However, we somewhat need to operate like a business and the County can only absorb so much. Chairman Brown stated that he will hold his thoughts to see where we end up. There is a CSA local match increase of \$31,995. There is a Fire and EMS Maintenance Service Contract increase in the amount of \$32,545. There is a General Services Maintenance Contract increase in the amount of \$9,179. There is a Parks & Recreation Part-Time Wage increase in the amount of \$15,000. Mr. Webb asked if this was the first phase because his understanding was that the increase in minimum wage was a step process. Ms. Drewry confirmed that it is just the first phase. There will be a \$65,000 increase in credit card convenience fees unless the County decides to start charge a convenience fee to offset. Chairman Brown asked if it is appropriate to time the convenience fee charge around the June tax collection time in order to benefit in the upcoming budget. Mr. Webb expressed concern on the workload in the Treasurer's Office and a shock factor to the citizens with that short of a notice. He would like to see it picked up in December. Chairman Brown stated that it is an option. People could choose to pay by check. Ms. Drewry stated that the County has overspent the budgeted amount in convenience fees in this fiscal year. Ms. Drewry stated that the above expenditures will leave \$282,509 available in Contingency for use.

Outside Organization Requests

Ms. Drewry went over some of the outside organization requests, including Regional Med-Flight Program (\$700), 4-H Camp Counselor (\$3,000), Central Virginia Waste Management Authority (\$17,928), Crater Criminal Justice Academy (\$46,305), Senior Navigator (\$2,500), District 19 Community Services Board (\$117,374), Appomattox Regional Library (\$622,251), Greensville County Circuit Court (\$8,400), Hopewell Circuit Court (\$34,000), James River Soil & Water (\$21,000), South Centre Corridors (\$3,000), Crater Health District (\$222,377), Petersburg Area Regional Tourism (\$38,500), Crater Planning District Commission (\$23,221), Virginia's Gateway Region (\$52,145), Hopewell/PG Chamber of Commerce (\$46,440), Prince George Regional Heritage Center (\$34,000), Longwood University's Small Business Development Group (\$6,300), the James House (\$3,000), John Tyler Community College (\$4,498), Richard Bland (\$20,000), Friends of Lower Appomattox River (\$9,000), Crater Area Agency on Aging (\$10,000), Hopewell PG Healthy Families (\$30,000), Prince George County 4-H (\$10,000), and Swift Creek Theatre (\$1,000). The County has never provided contributions to the last four equaling \$51,000. She will need direction from the Board should they decide to fund them in FY22.

Significant Expenditure Requests / Increases from Departments – Establishing Priority

Salary Improvements

Ms. Drewry went over some significant expenditure requests, including salary improvements for Police and Fire and EMS. The Policy Pay Increase would be an additional cost of \$336,000. With a pay improvement also comes more worker's compensation and overtime bringing that

total to \$354,000. The Fire and EMS Pay Increase would be an additional cost of \$302,453 with worker's compensation and overtime. Chairman Brown asked where that money would come from outside of the \$282,509 available in Contingency. Ms. Drewry stated that it would either have to come from additional revenue or cut spending in other areas. Ms. Drewry gave the Board several scenarios of what it would cost to do one or both with different percentages of a bonus or raise for the rest of the County employees. Mr. Webb asked if the 2% bonus would be with no increase for the employees in health benefits because it does no good to give them a raise if you are increasing their health benefit costs. Ms. Drewry stated that she had already factored in no increase for the employee in health benefits. Mr. Webb stated that the employees would get VRS increase through a raise, rather than a bonus. Ms. Drewry stated that the Board does have options as they could always go back and carve out the Police and Fire and EMS pay increases, but it would result in a decrease in the transfer to the Schools. She stated that she can work up any scenario they would like for her to do. Mr. Webb stated that he is thinking about the compression and across the Board 2% is not going to help compression for everyone. Ms. Drewry stated that is correct. Most of the compression is in the Police Department, but it is also Countywide. Mr. Webb asked if the Police Department benefited in compression in their 2019 pay scale increase. She stated that it helped to an extent in the Police Department, but the County is still behind while its neighbors have outpaced us in Public Safety salaries. She confirmed for Mr. Webb that if they did do the pay scale increase for Public Safety, those employees would not get an additional bonus or raise the Board may approve for all other employees, except for the 10 police officers that will not be affected by the Police Pay Increase. Chairman Brown asked based on the \$282,000 that is available, if Ms. Drewry could tell them what carve outs would need to be readjusted to help get us there. She stated that she could. Chairman Brown stated that he would like to see what it would take for the pay increase for Public Safety plus a 1.5% or 2% raise across the Board for all other employees. Ms. Drewry stated that she learned today that the House and Senate are considering a raise of 3 to 3.5% for State supported employees. Of course, the County has the option to pass on it. Mr. Hunter stated that he remembers hearing that if some new Fire and EMS employees were hired, it would be a wash with a savings of \$38,000 because of the current overtime that is being paid. Mr. Paul Mauger, Interim Fire and EMS Director stated that the purpose of the position requests was to overstaff a shift to offset the overtime. Mr. Webb asked Mr. Mauger if the money requested in the Pay Increase are based on certifications. Mr. Mauger stated that the Pay Increase is based on their position, certification and years of service. Mr. Hunter stated that if the pay increases are not an option, he would like to see the Board consider the proposed new positions at the least to prevent the overtime. Mr. Mauger stated that the overtime budget this year is already at 121% with five months to go. Even if those positions were filled, it would not do away with overtime. Mr. Webb stated that it is not being able to hire people. It is about getting people to want to come to the County with comparable pay. Mr. Mauger agreed. Chairman Brown stated that we need to be very careful moving forward with taking steps that we think at the time will break even.

New Positions

Next, Ms. Drewry talked about new positions and regrades. Police Departments is requesting four additional police officers and a property and evidence technician. Parks and Recreation is requesting a Senior Grounds Maintenance worker. It is requesting a Computer Support or Technical Support Specialist. The Assessor's Office is requesting a Senior Real Estate

Appraiser. Fire and EMS is requesting a Deputy Director, a Logistics Supervisor, and three Fire Medics. General Services is requesting a Deputy Director. Social Services is requesting a reclass of Office Manager. Clerk of Circuit Court is requesting a reclass of Deputy Clerk I to II eliminating a furniture budget to accommodate. The Commissioner of Revenue is requesting an increase for two Deputies eliminating part-time budget to accommodate. Mr. Webb stated that if these regrades end up being more or equal to what all of the other employees get in the way of a bonus or raise, it would not be fair for them to get both. Mr. Hunter and Chairman Brown agreed.

Non-Salary / Overtime / Part-Time

Ms. Drewry reminded the Board that the Fire and EMS LOSAP Committee requested cost information from Hometown Benefits related to expansion of Length of Service Program. They requested an increase in service credit from \$15 to \$20 for future credited service, and a lower entitlement age to 60 or 62 for active participants. Ms. Drewry did the calculations based on age 62 and the cost for this request is \$75,000. Police is requesting \$43,000 in overtime. Fire and EMS is requesting \$103,000 in overtime. The Garage has requested additional part-time temporary positions at \$17,465.14. Fire and EMS has request info tech equipment at \$18,760 and training at \$13,180. In addition, Fire and EMS is requesting \$24,300 for rescue equipment and \$15,010 for Company One requests. Ms. Drewry is asking the Board to consider adding those two to the list for the one-cent equipment dedication. Another request is Garage Software, which Ms. Drewry is suggesting be purchased in FY2021 with FY21 debt refunding savings. Mr. Webb asked if it could be included in the Garage Expansion. Ms. Drewry stated that it could not. They are also asking for \$26,000 for a forklift and tire machine. General Services is requesting \$80,700 for repairs and maintenance. IT is requesting \$35,000 for switch replacement, another suggestion for the debt refunding savings. IT is also asking for \$25,000 for software. Mr. Webb asked where is the fiber optic need that was mentioned at a previous work session. Ms. Drewry stated that she will add it to the list. Mr. Young, Director of IT, stated that he would like to be able to come to the Board with better numbers. He does believe they are good for another year. Mr. Webb asked Ms. Drewry to remove it off the list. Parks and Recreation is requesting \$35,000 for athletic supplies and machinery and equipment. They want to purchase an additional lawn mower. Mr. Webb asked Ms. Drewry to find out if it can be refurbished. All of this including pay, supplies, and positions comes to nearly \$3 million. Mr. Webb added that this does not include any Utilities capital projects above and apart from what is already in the FY21 budget. Mr. Webb stated that he only mentioned that because of the \$1.3 billion potential business the County has lost due to the lack of utilities. That leaves the County trying to make it off of rooftops. Ms. Drewry asked the Board to prioritize and score individually all of the expenditures discussed. Mr. Webb stated that he too would like to see what it would look like with the Public Safety Pay Increases included in the carve out. The Board agreed that they will score these and get them back to Ms. Drewry in time to talk about them at their February 25 Pre-Budget Work Session.

Mr. Carmichael left the meeting at 8:54 p.m.

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 Fire & EMS Department, and; (ii) Section 2.2-3711.A.8 – Consultation with legal counsel regarding legal advice on delinquent taxes. 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 Fire & EMS Department, and; (ii) Section 2.2-3711.A.8 – Consultation with legal counsel regarding legal advice on delinquent taxes.

R-21-031A

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 FIRE & EMS DEPARTMENT, AND; (II) SECTION 2.2-3711.A.8 – CONSULTATION WITH LEGAL COUNSEL REGARDING LEGAL ADVICE ON DELINQUENT TAXES

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9th day of March, 2021, 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 Fire & EMS Department, and; (ii) Section 2.2-3711.A.8 – Consultation with legal counsel regarding legal advice on delinquent taxes.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

E-2. Resolution; Certification of Closed Session. At 9:36 p.m., Mrs. Waymack 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 Brown 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-21-031B

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 March, 2021 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: (4) Brown, Waymack, Webb, Hunter

Opposed: (0)

Absent: (1) Carmichael

ADJOURNMENT. Mr. Hunter made a motion, seconded by Mrs. Waymack, to adjourn at 9:37 p.m.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

[Draft Minutes prepared February 24, 2021 for consideration on March 9, 2021; adopted by unanimous vote.]

Floyd M. Brown, Jr.
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator

MINUTES
Board of Supervisors
County of Prince George, Virginia

February 23, 2021

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 6:00 p.m. on Tuesday, February 23, 2021 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by Floyd M. Brown, Jr., Chairman.

ATTENDANCE. The following members responded to Roll Call:

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

Also present was: Percy C. Ashcraft, County Administrator; Jeff Stoke, Deputy County Administrator; Betsy Drewry, Deputy County Administrator; Julie Walton, 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 the Utilities Department, and; (ii) Section 2.2-3711.A.8 – Consultation with legal counsel regarding legal advice on a multi-party agreement regarding funding for Commonwealth’s Center for Advanced Manufacturing. 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 the Utilities Department, and; (ii) Section 2.2-3711.A.8 – Consultation with legal counsel regarding legal advice on a multi-party agreement regarding funding for Commonwealth’s Center for Advanced Manufacturing.

R-21-032

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 THE UTILITIES DEPARTMENT, AND; (II) SECTION 2.2-3711.A.8 – CONSULTATION WITH LEGAL COUNSEL REGARDING LEGAL ADVICE ON A MULTI-PARTY AGREEMENT REGARDING FUNDING FOR COMMONWEALTH’S CENTER FOR ADVANCED MANUFACTURING

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 23rd day of February, 2021, 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 the Utilities Department, and; (ii) Section 2.2-3711.A.8 – Consultation with legal counsel regarding legal advice on a multi-party agreement regarding funding for Commonwealth’s Center for Advanced Manufacturing.

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 7:00 p.m., Mr. Webb made a motion, seconded by Mrs. Waymack, 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 Brown 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-21-032A

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 23rd day of February, 2021 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)

Invocation. Rev. Dr. Sylvia Tucker of Loving Union Baptist Church, gave the Board's invocation.

Pledge of Allegiance to U.S. Flag. Eagle Scouts Christopher Ganoe and Kevin Meza led the Pledge of Allegiance to the U.S. Flag.

PUBLIC COMMENTS. Chairman Brown 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. Chairman Brown opened the public comments at 7:04 p.m.

Mr. Larry Mitchell (16200 Arwood Road). Mr. Mitchell stated that he has taken an interest in the efforts to determine the citizens 2022 budget. The Board of Supervisors has a challenge to organize the County's perks. You cannot meet everyone's expectations in revenues and expenditures. Taxes, fees, and spending of these funds are prioritized and determined by Board members. The Board as elected officials are budget managers for all citizens and money traffic cops of the tax and spend. He stated the February 11 Budget Work Session was eye opening. He commended Ms. Drewry for outstanding work detailing the revenues and expenditures. He asked that Board members take into account seniors of fixed budgets, the effects of the pandemic, and the impact of tax and high rates that cause pain to many. As a resident of Prince George County, citizens are sounding off on high electricity bills. Residents say bills are reaching new highs. We should seek discussion on the interest of electricity and gas utility taxes. What actions are County employees taking to reduce power consumption? He stated that he supports two emergency classes that train County citizens survival in cold, heat, low power outages, and natural and man-made disasters. He added that gas has gone up to \$2.56 per gallon.

Ms. Tina Nonya (Centennial Road). Ms. Nonya asked the Board if they had an explanation for the gas and electricity prices going up tremendously. Chairman Brown stated that the Board has no control over electric and gasoline prices. However, they can reach out to local legislators at the State and Federal levels.

Ms. Anna Fraraccio (15315 Arwood Road). Ms. Fraraccio is an educator and stated that she did not get a raise this year. She stated that there are many in this County suffering financial woes due to COVID-19. Prince George is full of small businesses that have been without income for almost a year. She stated that the Board says property taxes have not been raised but property value has. She requested that the Board decrease the tax rate and postpone any increases in property values. She stated that she has worked through less than adequate education budgets when needed and asked the Board to cut corners wherever they can as well. Please keep in mind the circumstances going on today when considering the budget.

There was no one else to speak and the public comments period was closed at 7:17 pm.

APPROVAL OF AGENDA. Mr. Hunter made a motion, seconded by Mr. Carmichael, to adopt the agenda as amended. 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. Webb, that the consensus agenda be approved as presented. Roll was called on the motion.

R-21-033

C-1.

**RESOLUTION: COMMENDATION; CHRISTOPHER BRYAN GANOE;
ATTAINMENT OF EAGLE SCOUT**

WHEREAS, Christopher Bryan Ganoe was awarded his Eagle Scout rank on October 15, 2020, scouting's highest honor; and

WHEREAS, Christopher's Eagle Project was the completion of the Chapel renovation at Ivey Memorial United Methodist Church. This project renovated and expanded the outside chapel that was originally built about 25 years ago. The project involved removing all rotten wood and structures, removing barriers to accessibility, clearing out trees, brush, and briars, and expanding the chapel area. New structures were built – an alter, alter table, lectern, cross, and benches – and new gravel was spread throughout the area. With a team of socially-distanced volunteers, the project required 272 hours of planning and labor and took five months to complete as work was impacted by a pandemic environment, ongoing weather challenges, and a shortage of materials availability. Completion of this Eagle Project has created a full outside worship center for the church and the community; and

WHEREAS, Christopher started his scouting career in 2009 with Cub Scouts Pack 902 and progressed through every rank in Cub Scouts and Webelos, earning the Arrow of Light for successful completion of every rank in Cub Scouts. He crossed over to Boy Scouts in 2014, registered as a Lone Scout in the Crater District of the Heart of Virginia Council. He has earned the ranks of Tenderfoot, Second Class, First Class, Star, Life and now Eagle; and

WHEREAS, Christopher has provided volunteer service to feed those in need, honored our Veterans, improved playground space for elementary children, supported church and school volunteer activities, saved lives with blood donation, and shined a light for those with special needs; and

WHEREAS, Christopher was nominated for the Prince George Promise Outstanding Youth Award, and selected the winner in 2016. He was selected for All-District Chorus in 2016, 2017, 2018, and 2019 and selected as an alternate to All-State Chorus in 2019. He submitted a winning photo titled "The Smallest of Things" to the Virginia Association of Soil & Water Conservation Districts for their 2018 calendar; and

WHEREAS, Currently a senior at Prince George High School, Christopher has demonstrated leadership at school, Ivey Memorial United Methodist Church, and Church Council of Youth Ministries of the Virginia United Methodist Conference for more than three years. He has also mentored other youth at 4-H Camp and as a Scout; and

WHEREAS, His commitment to his faith and sharing with others has not gone unnoticed. In 2019, Christopher was honored by The Foundation of Evangelism with the youth Harry Denman Evangelism Award in recognition of exceptional personal ministry impacting the faith journey of others; and

WHEREAS, Christopher Ganoë's dedicated, conscientious participation and leadership in community and humanitarian activities are recognized and saluted.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 23rd day of February, 2021, hereby commends and congratulates Christopher Ganoë on attainment of the rank of Eagle Scout in the Boy Scouts of America including his dedicated volunteer work achievements in the community.

BE IT FURTHER RESOLVED That this Board wishes Christopher Ganoë much success and happiness as he pursues his future goals.

R-21-033A

C-2.

**RESOLUTION: COMMENDATION; KEVIN LANGLEY MEZA;
ATTAINMENT OF EAGLE SCOUT**

WHEREAS, Kevin Langley Meza has been awarded Scouting's highest award, that of Eagle Scout by the Boy Scouts of America, in the Heart of Virginia Council. He is the 124th Eagle Scout for Troop 912 located on Fort Lee, VA that has been chartered for over 50 years; and

WHEREAS, Kevin's Eagle project, Shoes for the World, collected 1,250 pairs of new and gently used shoes for Soles4Souls, a 501(c)3 Nonprofit Organization. Some of his collection sites, which included Appomattox Regional Governor's School for the Arts and Technology and Christ & Grace Episcopal Church, had donation boxes set up in November 2020. His other collection sites were with local Boys Scout Troops. He had 22 different groups donating to his Eagle Project from October 23 through December 15, 2020. The shoes collected were sent to Haiti over the winter break. Those shoes helped "save 37,500 pounds of carbon dioxide emissions released when new shoes are manufactured, kept 1,562.5 pounds of textiles out of landfills as well as provided a month of food, shelter and education for 21 families in Haiti" according to Soles4Souls calculate your impact tracker; and

WHEREAS, Kevin is Troop 912's Order of the Arrow Representative and Instructor. He is the newly elected Chapter Chief for Chapter 19's Order of the Arrow, Scoutings National

Honor Society. He graduated from an advanced Junior Leader Training course, National Youth Leadership Training (NYLT); and

WHEREAS, Kevin is currently a Prince George County sophomore at the Appomattox Regional Governor's School for the Arts and Technology (ARGS) as a technology focus area student. He is a member of skETCh (improv), International Thespian Society (ITS), Robotics 5546 Team, Fellowship of Christian Athletes (FCA), Spanish Club, Tabletop Gaming Club and Dragons Swim Club. He is active in the Prince George County 4-H, the PG Citizenship and Travel Club. He also swims for the Wood-Dale Swim Team; and

WHEREAS, Kevin Meza's dedicated, conscientious participation and leadership in community and humanitarian activities are recognized and saluted.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 23rd day of February, 2021, hereby commends and congratulates Kevin Langley Meza on attainment of the rank of Eagle Scout in the Boy Scouts of America including his dedicated volunteer work achievements in the community.

BE IT FURTHER RESOLVED That this Board wishes Kevin Meza much success and happiness as he pursues his future goals.

R-21-033B

C-3.

RESOLUTION: COMMENDATION; AUXILIARY OFFICER RALEIGH FIELD; LIFE SAVING EFFORT ON JANUARY 19, 2021

WHEREAS, Auxiliary Officer Raleigh Field is a 28-year veteran volunteer of the Prince George Police Department; and

WHEREAS, On January 19, 2021 at approximately 0521 hours, Prince George Police Officers were dispatched to the 9900 block of Prince George Dr. for a single vehicle accident with injuries and smoke coming from the damaged vehicle; and

WHEREAS, It was reported this vehicle had ran off of the roadway, struck trees head-on, and it was unknown whether the occupant(s) were out of the vehicle; and

WHEREAS, Before any responding Officers could arrive on scene, Off-Duty Auxiliary Officer Raleigh Field, was traveling north bound on Prince George Dr. in his personal vehicle on his way to work, when he noticed this vehicle off the roadway and heavy smoke coming from the engine; and

WHEREAS, Officer Field pulled over and quickly contacted ECC for Fire and EMS to respond. He then ran over to the driver's side door of this vehicle to check on the driver. After noticing the victim's injuries from this crash, he began attempting to pry open her door to pull her to safety. Putting his own safety at risk, Officer Field was able to pry this damaged door

open and remove the driver from the vehicle as he could see this vehicle was showing signs it was about to catch fire; and

WHEREAS, Within seconds of pulling this driver to safety, the vehicle caught fire and quickly became fully engulfed in flames. This driver was transported to Southside Regional Medical Center for her injuries by Prince George Fire and EMS; and

WHEREAS, Officer Field showed his bravery and dedication to not only this profession, but the citizens we serve, by his live saving actions he took during this event. Due to low vehicle traffic in this area and time of morning, if Officer Field would not have stopped and taken action, this incident could have easily turned fatal.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 23rd day of February, 2021, hereby commends and thanks Auxiliary Officer Raleigh Field for saving a life; and

BE IT FURTHER RESOLVED That this Board deems Auxiliary Officer Raleigh Field a true Hero in Prince George County.

R-21-033C

C-4.

**RESOLUTION: PROCLAMATION; BENEFIT PROGRAMS SPECIALIST
APPRECIATION MONTH; FEBRUARY 2021**

WHEREAS, Virginia has provided a safety net to the most vulnerable citizens of the Commonwealth by administering the benefit programs of SNAP, TANF, Medical Assistance, General Relief, Auxiliary Grant, Refugee Cash Assistance and Energy Assistance by local department of social services; and

WHEREAS, Virginia's landmark welfare reform legislation and the present social economic climate in the United States and Virginia have significantly impacted the services provided by local Benefit Programs Specialists, calling upon them to creatively promote individual self-sufficiency and personal responsibility; and

WHEREAS, Virginia continues to experience unprecedented implementation of complex policies and procedures in all major benefit programs, as well as, adjusting to new processes of working remotely and relying on technology for processing cases and issuing benefits during a Public Health Emergency as essential employees; and

WHEREAS, Virginia's 3953 Benefit Programs Specialists (3450 Specialists, 463 Supervisors, and 40 Managers) have been at the forefront of public efforts to meet that need, steadily maintaining a high rate of application processing and case management to ensure that those qualified for social services receive and continue to receive them; and

WHEREAS, 38,897 TANF recipients and an additional \$3,397,940 in TANF Diversionary payments were issued to prevent long term dependence on public assistance, 773,719 SNAP recipients, 1,622,214 Medical Assistance recipients, 458 General Relief recipients, 3254 Auxiliary Grant recipients, 128,967 Energy Assistance households, and 4,781 children under 17 in Foster Care are served through the Benefit Programs Division, and depend on the dedication and commitment of Benefit Programs Specialists who handle their cases in an accurate and timely manner; and

WHEREAS, Benefit Programs Specialists are continually faced with reconciling an environment of rapidly changing policies, procedures, and technological advances with quality control requirements; and

WHEREAS, Benefit Programs Specialists provide ethical public service, respect human dignity, are responsible for the application of the law, demonstrate personal integrity and promote professional excellence;

NOW THEREFORE BE IT RESOLVED, on this 23rd day of February, 2021, the Prince George County Board of Supervisors does hereby commend all Benefit Programs Specialists in Prince George County and all across the Commonwealth of Virginia for a job well done and recognizes the month of February 2021 as Benefit Programs Specialists Appreciation Month.

R-21-033D

C-5.

RESOLUTION CONFIRMING DECLARATION OF LOCAL EMERGENCY DUE TO WINTER STORM

WHEREAS, the County Administrator is designated as the Director of Emergency Management for the County of Prince George; and

WHEREAS, because of the imminent threat arising from the winter storm which may result in substantial injury or harm to the residents of Prince George County or substantial damage to or loss of property, County Administrator Percy Ashcraft, acting in his capacity as Director of Emergency Management, declared a local emergency on February 12, 2021 pursuant to Virginia Code § 44-146.21; and

WHEREAS, given the immediate need for local emergency actions to begin, the Prince George County Board of Supervisors could not timely convene to give its prior consent to the County Administrator's declaration; and

WHEREAS, all emergency actions have been taken, and the Board desires to end the declared emergency.

NOW, THEREFORE, BE IT RESOLVED, that the Prince George County Board of Supervisors confirms the declaration of a local emergency by the County Administrator on February 12, 2021; and

BE IT FURTHER RESOLVED that during the existence of said emergency, the County Administrator shall exercise those powers, functions and duties as prescribed by state law and the ordinances, resolutions and approved plans of Prince George County in order to mitigate the effects of said emergency.

BE IT FURTHER RESOLVED that the declaration of local emergency shall end upon approval of this resolution.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

PRESENTATIONS

S-1. Resolution; Commendation; Christopher Bryan Ganoë; Attainment of Eagle Scout. Mr. Hunter presented the commendation to Eagle Scout Christopher Ganoë in the presence of his family and fellow scouts.

S-2. Resolution; Commendation; Kevin Langley Meza; Attainment of Eagle Scout. Mrs. Waymack presented the commendation to Eagle Scout Kevin Meza in the presence of his family and fellow scouts.

S-3. Resolution; Commendation; Auxiliary Officer Raleigh Field; Life Saving Effort on January 19, 2021. Chairman Brown presented the commendation to Auxiliary Officer Field in the presence of his family and fellow officers.

SUPERVISORS COMMENTS

Mrs. Waymack stated that they have just seen three people that we are very thankful for; two accomplished young men coming along and one who has achieved a lot over his lifetime. We need to be thankful for our citizens. We should also be thankful for the storm effects being at a minimum in Prince George County.

Mr. Carmichael echoed Mrs. Waymack's comments. He stated that it is moments like this that remind us of the great people we have in this County.

Mr. Webb agreed and stated that it was very commendable and its time like that when you find out what people are made of.

Mr. Hunter agreed. He asked the citizens to continue to practice safe distancing, washing hands, and wearing masks, even if you have been vaccinated.

Chairman Brown presented to the County the 2020 Army Community Partnership Award that was given back in January. This award is in recognition of Prince George County's outstanding collaboration with Fort Lee by the Pentagon for its E-9-1-1 Project. Mr. Brown stated that at the Board's February 9 work session, he proposed to the Board four new task forces for the County; a Youth Task Force, a Senior Citizen's Committee, a Pastor Committee, and an Inclusion Diversity Equality Cabinet. He stated that he would like to see the Board move forward first with the Senior Citizen's Committee to serve as a focus group on issues facing senior citizens and challenges of growing old in this generation. He would like to see options for senior facilities here in the County so senior citizens will not have to move away. He would also like to see seniors recognized more here in the County. He stated that he will be working with Mr. Ashcraft and they will start laying out some guidelines. In closing, Chairman Brown stated that the story of Auxiliary Officer Raleigh Field was very touching and made him very emotional knowing that what Auxiliary Officer Field did made the difference of that young lady being alive today.

COUNTY ADMINISTRATOR COMMENTS

Mr. Percy Ashcraft, County Administrator, stated that Crater Health District will have COVID-19 Free Testing on February 24 from 10 a.m. to 12:00 Noon at the Central Wellness Center. Crater Health District will have COVID-19 vaccine distribution on February 25 from 9 am to 2 pm at Unity Baptist Church, February 26 at Petersburg High School, February 27 from 9 am to 5 pm at Prince George High School and February 27 2 pm to 5 pm at Cavalier Square Shopping Center in the old Peebles Department Store in Hopewell. These COVID vaccine distributions are all by appointment only. All County buildings will remain closed to the public until April 1 because of a steady presence of the coronavirus. Only exceptions are classes and the fitness center at old Stage Road. County employees will continue to report and the public can still conduct business by contacting County offices by telephone or email. The announcement does not include activity related to court proceedings, which will soon have jury trials at the Beacon in Hopewell. The Circuit Clerk's Office in the County Courthouse continues to be open to the public, but will limit the number of customers to two at the front counter at one time and three will be allowed in the Record Room at one time. There have been 2,903 confirmed cases of the coronavirus and twelve deaths have been reported in Prince George County according to the Crater Health District statistics through February 7; Thirty-three County employees have tested positive. Prince George Food Bank representatives continue to see an increase in visitors since non-essential businesses have closed. Donations are very important to keep up with the increasing demand for services. A Call Center to assist people with registering for the COVID-19 vaccine will be open Wednesday, February 10. Citizens can call (804) 722-8799 for assistance. As of Monday, February 22, Prince George County ranked last in the Crater Health District and last in the state in the percentage of its population receiving the COVID-19 vaccine. Four other localities in the CDH are at the bottom of both lists. Storm debris is being accepted free of charge at the convenience site at Union Branch Road through February 28. Prince George 4-H begins registration for 2021 summer camp. Burn Ban Law in effect until April 30; no burning before 4 p.m. First Lady Pam Northam, Education Secretary Quarni presented "Kindness" honor on February 17 to Prince George High School Guidance Counselor Anna Payne.

REPORTS

Utility Projects Update - Mr. Frank Haltom, County Engineer, gave an update on several Utilities projects. In regard to the Route 460 Waterline Extension, it is set for final completion in June of this year. There have been conflicts with existing gas and the private force main. The location of gas was not properly located by the gas company requiring realignment of the waterline. When excavating for the revised alignment, a private sanitary force main was discovered. The contractor has moved to the opposite end of the project to continue the pipe installation. Exploratory digging will take place prior to determining the new alignment. Change Order Request #1 is expected soon. Some savings of \$2,683 is expected due to the existing valve located at the connection point eliminating the need to add valve. Construction cost to date is \$838,417.24. In regard to the Food Lion Booster Upgrades, it was advertised today. Bids are due March 25. Staff intends to award the project at the April 13 Board of Supervisors meeting. Substantial completion is scheduled for March 1, 2022. The existing booster station is to be taken out of service only after Route 460 waterline extension is complete. They are coordinating with Food Lion Distribution Center to ensure they maintain adequate fire protection. In regard to the Route 156 Waterline Extension, clearing is to begin next week. Pipe installation begins one week later. There are some improvements near the intersection of Ruffin and Prince George Drive, which may cause changes to the plans. There will also be fiber and power installation. In regard to Pump Station #7 (Richard Bland), notice to proceed was issued for August 3, 2020. Pumps and structure were ordered and just arrived. To date, \$174,292.23 has been spent. There will be a proposed Change Order as the force main within the wet well piping was to remain. However, the pipe has significant corrosion and not able to be used. They are awaiting estimates from the contractor. In regard to the Appomattox River Intake Permit, a new permit writer for VMRC has been assigned. Consultants are meeting with him today to get familiarized with the permit request and current status. The hydrodynamic study is underway and anticipated to be completed in August 2021. The model grid has been created and they are now conducting model testing and calibration. In regard to options for increasing wastewater capacity, Preliminary Engineering reports have been completed for both options and executive summaries have been forwarded for the Boards review. Staff anticipates a Board work session in March/April to present both options and answer questions. In regards to the Bicors (River's Edge) well house, a new hydropneumatic tank is being delivered next week to replace the existing tank that is failing. Installation is to be scheduled in March. In regard to the Middle Road Water Tank repairs and maintenance, they will replace a ladder and safety climb system with new stainless steel and replace vents and install insect resistant overflow screens. The contractor has done the majority of the abrasive blast interior, two coats of epoxy seal and paint, which will be complete at the end of this week. Disinfection of the tank will start the week of the 8th and they will fill the tank upon lab results. In regard to the Water Line Extension to Route 10 Corridor, a Survey and Route Analysis was awarded February 9 to WW Associates.

CARES Municipal Utility Relief Program – Mr. Haltom stated that the goal is to use CARES Act funding to provide relief to municipal utility customers experiencing an economic hardship due to COVID-19. On November 25, the application was submitted. On December 7, the Virginia Department of Housing and Community Development (DHCD) awarded Prince George County \$108,469.39. The Utility Staff continues outreach to make customers aware of relief opportunity. In order to be eligible, the customer must attest to an economic hardship due to COVID-19. (i.e. loss of employment, reduction in work hours, stayed home due to closure of school/day care, unable to find work due to pandemic, etc.). The expense had to incur during the

timeframe of March 1 – December 31, 2021. The Department of Housing and Community Development (DHCD) has recently stated there is no federal or state rule to prohibit the use of Municipal Utility Relief CARES Act funding to assist customers whose accounts are closed due to disconnection, relocation, or other similar matters but who otherwise may have been eligible for assistance due to the customer experiencing a covered economic hardship during the covered period. They are awaiting a final decision to allow one account to make multiple applications. To date, they have received 109 application, with 12 denied and 97 approved. The Finance Department has processed payment for 97 utility accounts for a total of \$44,151.64. The Treasurer credited payments to 97 customer accounts on Feb 11 and 12th. Future bills will reflect the payments as received. Customer accounts will indicate they received COVID-19 Relief Funding. There is still \$64,317.75 available. In the second batch, 42 applications have been received. Nine of those applicants previously applied and were approved in the first batch. Three applications were not delinquent and one applicant was not a Prince George customer.

Property Maintenance Report

Lt. Paul Burroughs gave an inoperable vehicle report. Any motor vehicle, trailer or semitrailer which is not in operating condition; or does not display valid license plates or does not display an inspection decal that is valid or does display an inspection decal that has been expired for more than 60 days. No person shall keep an inoperable motor vehicle, trailer or semi-trailer in the county except within a fully enclosed building or structure or otherwise shielded or screened from view. The county may remove any inoperable motor vehicle, trailer or semi-trailer that violates this section if, after 30 days' written notice by first class mail sent to the last known address of the owner of the property where the inoperable vehicle is located, that owner fails to remove such motor vehicle, trailer or semi-trailer. After removal, the county may dispose of the vehicle after giving 30 days' written notice by first class mail to the last known address of the owner of the property or owner of the vehicle. The cost of removal and disposal shall be charged to the owner of the property or vehicle. The cost of removal shall be collected as taxes and shall constitute a lien against the property until paid. The County's code prohibits the storage and parking of inoperable vehicles on neighborhood driveways, unpaved areas or any parking area visible from public view. This regulation is designed to improve the community image, facilitate emergency access to homes, and eliminate sites where debris can gather. Abandoned or stored vehicles can be hazardous to children. Rodents and other vermin may inhabit inoperable vehicles and may carry diseases that are harmful to the health of the community. Total Inoperative Vehicle Cases from 2013 to 2020 were 1,759 cases. There were 1,580 compliances. In 2020, 442 Inoperable Vehicle complaints were received (as of December 31) and 391 cases have been closed (vehicle removed, vehicle properly stored). Compliance rate is currently at 88% with 51 cases still pending from end of December 2020. The County Attorney's Office has sent out 106 certified letters to the property owners. No Inoperative vehicles were towed in 2020. Complaints can be submitted by email at: communitypolicing@princegeorgecountyva.gov. Complaints can also be submitted by calling the Community Services Unit at: (804) 863-1847. Complainants will remain anonymous.

Mr. Charles Harrison of Community Development and Code Compliance gave a report on property maintenance. The County of Prince George has adopted Part III, Virginia Maintenance Code of the Virginia Uniform Statewide Building Code. The provisions of this part of the USBC prescribe building maintenance regulations to be complied with in the maintenance and

repair of existing structures and equipment. Following receipt of a complaint and field-verification of a violation, a Correction Notice and/or Notice of Violation is delivered to the building owner allowing up to 30 days to correct the violation. Building permits may be required for the corrective actions and must be obtained prior to performing any work. After the allotted time has passed, a follow-up inspection is performed to verify that the violation has been corrected. Some of the items addressed in property maintenance are the storage of trash and refuse, disposal of discarded materials, and maintenance of grass and weeds. The Code Compliance Division investigated 328 new property maintenance and zoning enforcement complaints during 2020. 322 of those complaints were resolved or closed. The division produced 197 enforcement documents and violation notices related to these cases. While not all complaints received resulted in violation notices, investigations of these complaints did result in 716 inspections of various sites, potential violations, and enforcement follow-ups. The Code Compliance Department has continued to work with the Community Policing Division. Together we are continuing the effort to improve the safety as well as the appearance of our county. Complaints can be submitted online at www.princegeorgecountyva.gov. Complaints can be submitted by calling Code Compliance at (804) 722-8659. Complaints can be submitted by emailing CitizenComplaint@princegeorgecountyva.gov.

CWC Update

Mr. Mike Purvis, Director of General Services, gave a construction progress report on the Central Wellness Center. Phase 1 percentage of contract completion is 40% as of January 27, 2021. There have been a couple of Change Orders that were a result from the demolition at the beginning of the project. Mr. Purvis showed the Board pictures of the progress, including the Men's restrooms, the electrical room, the demos at door #10 and the Food Bank, the Women's restroom, locker room, and fire and water mains in the main corridor.

Procurement for Towing County Vehicles

Ms. Betsy Drewry, Deputy County Administrator for Finance, stated that the County does not currently have a contract in place with a towing company for the towing of, or for providing roadside assistance to, County-owned vehicles and county-paid towing services (seizures and vehicles towed to impound lot as part of an investigation). The County currently uses a rotation of tow providers and receives widely varying prices for the same or similar services (among different tow companies and from the same tow company). During FY2020, the County paid variable pricing for same/similar services. Fleet Garage, Procurement and Public Safety personnel would like to issue an Invitation for Bids (IFB) to contract with towing companies for towing and roadside assistance for County-owned vehicles, County-paid towing services, seized vehicles, and vehicles towed to impound lot as part of an investigation. This would secure fair, consistent pricing to insure the best use of taxpayer dollars. The scope would include towing County-Owned Vehicles and County-Paid Towing Services for light Vehicles (less than 1-ton) [sedans, station wagons, sport utility, cargo vans, passenger vans, pick-up trucks, police sedans and utility vehicles, utility service trucks and other light vehicles], medium-heavy Vehicles (1-ton and greater) [Pick-up trucks (some with crew cab), dry freight trucks, flat bed dump trucks, tandem axle dump trucks, utility service trucks and refuse packers], and specialty vehicles – [Heavy police vehicles, cab-over-chassis mobility vans, fire apparatus (engines, ladder trucks) and ambulances]. Services would include roadside assistance services, unusual recoveries, drive/axle shafts, refuse packers, large vehicles, and fire apparatus, and flat tires. Vendors

responsibilities would include environmental cleanup, debris collection / disposal, scene restoration, responsible for all vehicles placed in his care from moment of contact, consultation with county staff to minimize damage, arrival to site within 30 minutes of call (7AM – 7PM M-F); within 45 minutes otherwise, arrival to site with proper apparatus and equipment, 24/ 7/365 availability. The vendor must have a current Business License and registration with State Corporation Commission (SCC), must be registered with DCJS and hold a CDL, hold a Certificate of Insurance, naming Prince George County as the insured (appropriate liability limits and “Garagekeepers” Liability), provide qualified, experienced and property trained staff and operators, provide needed tools, equipment, machinery and ancillary equipment to perform required services, make no delegation to subcontractors, and be in business at least 5 consecutive years. The tow yard must be located within 5 miles of each zone boundary (as determined by mapquest). The price of the tow must be based on vehicle class; with mileage provision from county border to destination (as verified by mapquest). There should be no travel time or additional charges. The company must provide detailed delivery ticket with vehicle information and specifics of services provided with pricing. Inoperable Vehicle Towing will not be included. And also not included will be a current rotation of local towing companies for towing services to citizens involved in traffic stops and accidents [service billed to citizen]. With the Board’s direction, Staff would like to issue IFB in February 2021, with bids due and award in March 2021. Mr. Webb asked if there are type of guidance requirements for what they can and cannot charge, even for storage. Ms. Dan Whitten, County Attorney, stated that there are limits in the State Code that they would need to follow since the County does not have a Tow Board. If the County had a Tow Board, then they would set the limits. Mr. Webb asked if the County should have a Tow Board, who would it be made of and if he could sent to him what the requirements would be to set up an Advisory Tow Board. Mr. Webb stressed that the County is currently receiving a very wide variance of prices, therefore it might behoove the County long-term to consider a Tow Board. The Board gave Ms. Drewry consent to move forward with an IFB process.

ORDER OF BUSINESS

A-1. Discussion of Annual Reports. Mr. Percy Ashcraft, County Administrator, presented the Department Head Annual Reports for 2020. He stated that this gives everyone an opportunity to reflect on the work accomplished by each department. He added that 2020 was a very challenging year for the County and the Department Heads due to the pandemic. They have worked harder on these reports than ever before. This document can be easily read by the public and will be available on line.

A-2. Resolution; Appropriation (\$131,678.22 School DODEA S-Class I Grant Funds). Ms. Betsy Drewry, Deputy County Administrator for Finance, stated that on February 1, 2021 the Prince George County School Board approved an increase in the FY2021 School budget. The School Division is in the final year of a DODEA S-Class grant. The amount remaining available to expend (\$293,112.22) exceeds the amount included in the adopted FY2021 budget (\$161,434) by \$131,678.22. They are requesting an increase in appropriation of \$131,678.22 to make available all remaining grant proceeds for expenditure and receipt within FY2021. Mr. Hunter made a motion, seconded by Mr. Webb, to approve the increase in School Federal appropriation for FY2020-21 by \$131,678.22. Roll was called on the motion.

A-2.

RESOLUTION; APPROPRIATION (\$131,678.22 SCHOOL DODEA S-CLASS 1 GRANT FUNDS)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 23rd day of February, 2021, 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>
SCHOOL GRANT FUND	
<u>Expenditure:</u>	
0510-06-201-6002-61310-100-900-847-46014	
Grant Fund Instructional Materials	\$131,678.22
<u>Revenue:</u>	
0510-30-000-0000-00000-000-000-847-333847	
DODEA S-Class 1 Grant	\$131,678.22

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-3. Resolution; Reduce General Fund Transfer to Debt Fund from Bond Refunding Savings and Increase General Fund Contingency (\$320,000); Approve Use of a Portion of Savings for Various Capital Purchases and Projects, and Award of Contract to Assetworks LLC. Ms. Drewry stated that Prince George County refunded several series of debt obligations in December, which resulted in a savings of over \$3.8Million over the course of several fiscal years. The FY2021 (current year) savings from the bond refunding are \$320,000. In order for the general fund transfer to debt not to exceed the amount needed to make current year debt payments, Staff is recommending a budget transfer of \$320,000. Additionally, at the February 4 pre-budget work session, the Board indicated they would consider possible use of some of this FY2021 savings for some purchases and projects that are currently not funded. This would reduce the need to borrow for these projects, or include them in the FY2022 budget (or future budgets). The purchases and projects discussed were fleet management software, pavilion improvements, General District Court improvements, electrical issues at the Crew Building, security camera project, admin building server room switches, and fiber connection replacement. Following the February 4 budget work session, the Director of General Services received a cost proposal for the A&E costs to evaluate electrical issues at the Crew Building (Company 8). The evaluation pricing is \$7,994.75. The staff recommendation on projects of a more urgent nature, for which procurement is complete are: Fleet Management Software Purchase - \$66,718.72, Pavilion Improvements - \$12,133.00, A/E for Courtroom improvements - \$17,382.00, and A/E for Electrical Issues at Crew Building - \$7,994.75. Other items could be brought forward later in the year prior to June 30, 2021 at the direction of the board. Mr. Webb asked if the price on the

Crew Building was just for the A&E and Ms. Drewry confirmed that it was. Mr. Webb added that he is okay with it because we need to maintain our building. Mr. Carmichael made a motion, seconded by Mr. Hunter, to approve the reduction of General Fund transfer to the debt fund, and increase General Fund Contingency, approve transfer to CIP for purchase of fleet management software and transfer to General Services budget for A/E for Courtroom and Crew Building electrical evaluation and for pavilion improvements. Just for clarification, Mr. Webb asked if these number are good and “not to exceed.” Ms. Drewry confirmed that they were. Roll was called on the motion.

R-21-035

A-3

RESOLUTION; REDUCE GENERAL FUND TRANSFER TO DEBT FUND FROM BOND REFUNDING SAVINGS AND INCREASE GENERAL FUND CONTINGENCY (\$320,000); APPROVE USE OF A PORTION OF SAVINGS FOR VARIOUS CAPITAL PURCHASES AND PROJECTS, AND AWARD OF CONTRACT TO ASSETWORKS LLC

WHEREAS, The Board of Supervisors of the County of Prince George has realized debt service repayment savings in fiscal year 2021 of \$320,000 from a recent bond refunding; and

WHEREAS, the Board wishes to utilize these savings to increase the General Fund Contingency and utilize a portion of these savings to purchase certain unfunded capital purchases and projects of:

Fleet Management Software Purchase - \$66,718.72
Pavilion Improvements - \$12,133.00 (Scott Park & Templeton)
A/E for General District Court room improvements - \$17,382.00
A/E for Electrical Issues at Crew Building - \$7,994.75; and

WHEREAS, a cooperative GSA contract is available for the purchase of a fleet management software with AssetWorks LLC (contract #GS-35F-317GA), and staff recommends an award of contract to AssetWorks LLC for the purchase of fleet management software in the amount of \$66,718.72 (quote Q-04353-5).

NOW THEREFORE BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 23rd day of February, 2021, does hereby authorize the County Administrator to execute a contract with AssetWorks LLC for fleet management software in the amount of \$66,718.72; and

CONTINUED

BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 23rd day of February, 2021, does hereby authorize the following adjustment 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>GENERAL FUND</u>	
<u>Expenditure:</u>	
0100-09-401-0917-49173	General Fund Transfer to Debt Fund (\$320,000.00)
0100-09-401-0917-49199	General Fund Contingency \$320,000.00
0100-09-401-0917-49199	General Fund Contingency (\$104,228.47)
0100-01-002-0502-48104	Garage Software & Software Agreements \$66,718.72
0100-04-103-0504-43101	General Services Professional Services \$25,376.75
0100-04-1030-504-43310	General Services Repairs & Maintenance \$12,133.00

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-4. Resolution: Appropriation of Debt Proceeds for School Capital Projects & Related Reimbursement Resolution (\$591,220). Ms. Drewry stated that as part of the fiscal year 2021 adopted budget, the County included multiple school projects and purchases with debt issuance as the funding source. Excluding new Walton Elementary School, and the School Technology Infrastructure project which was approved in July of 2020, those projects and purchases are a generator for Prince George High School - \$179,220 and four new School Buses (4) - \$412,000. The recommended source of funding is borrowing / bond issuance in the spring or summer of 2021. Staff is requesting the board to authorize appropriation of funds through bond issuance in the spring or summer of 2021; and a reimbursement resolution for future debt issuance. Two resolutions are included in the board packet for consideration. One resolution approves the appropriation, the other is a reimbursement resolution, which expresses the intent of the County to purchase vehicles and a generator now and reimburse themselves with bond proceeds issued later in 2021. Mr. Webb made a motion, seconded by Mrs. Waymack, to approve the appropriation resolution as presented. Roll was called on the motion.

R-21-036

A-4.

RESOLUTION; APPROPRIATION (\$591,220 SCHOOL CAPITAL PROJECTS AND PURCHASES)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 23rd day of February, 2021, does hereby authorize the following increase of funds within the 2020-2021 Budget, such line items increased as follows, which monies to be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
<u>Capital Improvement Fund (0311)</u>	
<u>Expenditure:</u>	

0311-06-208-3203-48101	CIP – School PGHS Generator	\$179,220
0311-06-208-3132-48105	CIP – School Bus Replacements	\$412,000

Revenue:

0311-40-900-8115-341401	Debt Proceeds	\$591,220
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On roll call the vote was:

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

Opposed: (0)

Absent: (0)

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

R-21-037

A-4.

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

WHEREAS, the Board of Supervisors (the "Board") of the County of Prince George, Virginia (the "County") has previously determined to undertake the purchase of 1) a generator for Prince George High School for \$179,220; and 2) Four School Buses for \$412,000;

WHEREAS, the Board currently expects that the cost of the Purchase, excluding the costs of the financing thereof, will be approximately \$591,220;

WHEREAS, the Board currently expects to incur long-term indebtedness in an amount now estimated at \$591,220 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 \$591,220.

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)

A-5. Resolution; Authority to Execute Agreements Between Grover Gaming, Inc. and the Prince George Volunteer Fire Department (Company One) for Electronic Bingo. Mr. Ashcraft stated that a proposal was made by Company One at a recent work session to have electronic Bingo in the Prince George Volunteer Fire Station. The Board gave Company One consent to move forward with the proper Agreements with Grover Gaming, Inc. Mr. Ashcraft stated that the one issue that has come up since that presentation was the issue of liability insurance. Grover Gaming's Agreement does not call for that. It seems it is very important that there be a presence of liability insurance at that facility. This can either be carried under the

County's current risk management policy or the Board can have Company One purchase their own policy for a fundraising activity. Dan Whitten, County Attorney, has done quite a bit of research on this and states that the Board can either do an amendment to the existing Agreement or a separate motion for the installation of liability insurance. Mr. Whitten stated that Grover Gaming covers the equipment. The purpose of this would be if someone came in to play and slipped and fell. Mr. Webb stated that it only takes a few claims to raise the County's rates and electronic Bingo is not a County-sponsored event. Mr. Whitten stated that whether it is a County-sponsored event or not, is a very gray area. Mr. Carmichael stated that it is a County building and they are volunteers. What is the difference in someone coming to pick up stew and slips and falls. He hates to see Company One left out there by themselves to have to spend their proceeds on a separate policy. People are in and out of these fire stations all of the time. Mr. Webb stated that he understands Mr. Carmichael's point. He was just concerned of rates increasing. Mrs. Waymack and Chairman Brown agreed that it should just stay on the County's current policy. Chairman Brown stated that is a rabbit hole they don't need to go down. Mr. Webb agreed. Mr. Hunter made a motion, seconded by Mr. Carmichael, to authorize the execution of the agreements as presented. Roll was called on the motion.

R-21-038

A-5.

RESOLUTION; AUTHORITY TO EXECUTE AGREEMENTS BETWEEN GROVER GAMING, INC. AND THE PRINCE GEORGE VOLUNTEER FIRE DEPARTMENT (COMPANY ONE) FOR ELECTRONIC BINGO

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 23rd day of February, 2021, does hereby authorize the execution of an Electronic Pull Tab Agreement, an Auto-Replenish Agreement, and an ACH Payment Authorization Form between Grover Gaming, Inc. and the Prince George Volunteer Fire Department (Company One) for the purpose of electronic bingo.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-6. Discussion of Jordan Point Marina ABC License Application. On February 1, 2021, Prince George County received notification from the VA ABC of Jordan Point Marina ABC license application. Per state code, local governing bodies shall submit objections to the granting of a license within 30 days of the filing of the application. The Prince George County Board of Supervisors may recommend to the VA ABC: 1) approval, 2) denial, 3) approval with conditions, or 4) take no action on the notice. Any comments made by Prince George County Board of Supervisors will be submitted to the Virginia Alcoholic Beverage Control Authority. This office has spoken with Chief Early and he has no objections. VA ABC has final authority on this matter. The Board has no objections as well. Therefore, they took no action on the notice.

A-7. Resolution: Authority to Advertise a Public Hearing Regarding the Proposed Authorization of the Issuance of Virginia Public School Authority Bonds in the Maximum Principal Amount not to Exceed \$_____ to Finance the Acquisition, Construction and Equipping of the New Walton Elementary School. Ms. Drewry stated that construction of a new elementary school to replace William A. Walton Elementary School with planned debt issuance was recommended as part of the adopted FY2021 Capital Improvement Plan / budget. A timeline of the process to participate in the spring 2021 Virginia Public School Authority (VPSA) pooled borrowing was presented to the Board at its January 21, 2021 pre-budget work session. The application was due on February 22, and will be completed as required. The construction bids are due on February 23, 2021, and the Board of Supervisors has until the week of April 1 to amend the amount included within established parameters. To issue VPSA bonds, the Board of Supervisors must advertise and hold a public hearing, and approve the issuance of VPSA bonds. A draft advertisement (without amounts) is provided for board review. A complete advertisement will be provided to the board on February 23 (after school division receipt of bids). Mr. Hunter made a motion, seconded by Mr. Webb, to authorize the advertisement of a public hearing for the issuance of Virginia Public School Authority bonds. The recommended public hearing and approval date is March 23, 2021. Roll was called on the motion.

R-21-039

A-7.

RESOLUTION: AUTHORITY TO ADVERTISE A PUBLIC HEARING REGARDING THE PROPOSED AUTHORIZATION OF THE ISSUANCE OF VIRGINIA PUBLIC SCHOOL AUTHORITY BONDS IN THE MAXIMUM PRINCIPAL AMOUNT NOT TO EXCEED \$_____ TO FINANCE THE ACQUISITION, CONSTRUCTION AND EQUIPPING OF THE NEW WALTON ELEMENTARY SCHOOL.

NOW, THEREFORE BE IT RESOLVED: That the Board of Supervisors of the County of Prince George this 23rd day of February, 2021, does hereby authorize the advertisement of a public hearing notice regarding the proposed authorization of the issuance of Virginia Public School Authority Bonds in the maximum principal amount not to exceed \$_____.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ADJOURNMENT. Mr. Hunter moved, seconded by Mrs. Waymack, to adjourn to 6:00 pm on February 24, 2021 for a budget work session. Chairman Brown announced that March 2 and March 16 budget work sessions have been canceled. 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 9:32 p.m.

[Draft Minutes prepared March 1, 2021 for consideration on March 9, 2021; adopted by unanimous vote.]

Floyd M. Brown, Jr.
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator

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