

MINUTES
Board of Supervisors
County of Prince George, Virginia

July 13, 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, July 13, 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 | Absent |
| Donald R. Hunter | Present |
| T. J. Webb | Present |

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

CLOSED SESSION

E-1. Resolution; Closed Session for (i) Section 2.2-3711.A.1 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; such discussion shall be limited to (a) Appomattox Regional Library Board; (b) CIP Committee; (c) Senior Task Force; (d) Youth Task Force; and (e) Animal Control; and (ii) Section 2.2-3711.A.3 – for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; such discussion shall be limited to a property located in Southpoint Industrial Park, 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; such discussion shall be limited to (a) Contract with L3 Harris and (b) Contract for properties located in Southpoint Industrial Park. Mr. Hunter made a motion, seconded by Mr. Webb, that the Board convene closed session for (i) Section 2.2-3711.A.1 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; such discussion shall be limited to (a) Appomattox Regional Library Board; (b) CIP Committee; (c) Senior Task Force; (d) Youth Task Force; and (e) Animal Control; and (ii) Section 2.2-3711.A.3 – for discussion or consideration of the acquisition of real property for a public purpose, or of the

disposition of publicly held real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; such discussion shall be limited to a property located in Southpoint Industrial Park, 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; such discussion shall be limited to (a) Contract with L3 Harris and (b) Contract for properties located in Southpoint Industrial Park. Roll was called on the motion.

R-21-109

E-1.

RESOLUTION; CLOSED SESSION FOR (I) SECTION 2.2-3711.A.1 FOR DISCUSSION, CONSIDERATION, OR INTERVIEWS OF PROSPECTIVE CANDIDATES FOR EMPLOYMENT; ASSIGNMENT, APPOINTMENT, PROMOTION, PERFORMANCE, DEMOTION, SALARIES, DISCIPLINING, OR RESIGNATION OF SPECIFIC PUBLIC OFFICERS, APPOINTEES, OR EMPLOYEES OF ANY PUBLIC BODY; SUCH DISCUSSION SHALL BE LIMITED TO (A) APPOMATTOX REGIONAL LIBRARY BOARD; (B) CIP COMMITTEE; (C) SENIOR TASK FORCE; (D) YOUTH TASK FORCE; AND (E) ANIMAL CONTROL; AND (II) SECTION 2.2-3711.A.3 – FOR DISCUSSION OR CONSIDERATION OF THE ACQUISITION OF REAL PROPERTY FOR A PUBLIC PURPOSE, OR OF THE DISPOSITION OF PUBLICLY HELD REAL PROPERTY WHERE DISCUSSION IN AN OPEN MEETING WOULD ADVERSELY AFFECT THE BARGAINING POSITION OR NEGOTIATING STRATEGY OF THE PUBLIC BODY; SUCH DISCUSSION SHALL BE LIMITED TO A PROPERTY LOCATED IN SOUTHPOINT INDUSTRIAL PARK, 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; SUCH DISCUSSION SHALL BE LIMITED TO (A) CONTRACT WITH L3 HARRIS AND (B) CONTRACT FOR PROPERTIES LOCATED IN SOUTHPOINT INDUSTRIAL PARK.

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 13th day of July, 2021, does hereby vote to enter closed session for (i) Section 2.2-3711.A.1 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; such discussion shall be limited to (a) Appomattox Regional Library Board; (b) CIP Committee; (c) Senior Task Force; (d) Youth Task Force; and (e) Animal Control; and (ii) Section 2.2-3711.A.3 – for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; such discussion shall be limited to a property located in Southpoint Industrial Park, 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; such discussion shall be limited to (a) Contract with L3 Harris and (b) Contract for properties located in Southpoint Industrial Park.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

Mr. Carmichael joined the meeting via Zoom at 6:05 p.m. from Edisto Beach, South Carolina.

E-2. Resolution; Certification of Closed Session. At 6:05 p.m., Mr. Webb made a motion, seconded by Mr. Hunter, 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-21-109A

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 13th day of July, 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: (4) Brown, Waymack, Webb, Hunter

Opposed: (0)

Abstained: (1) Carmichael

WORK SESSION

Ms. Corrie Hurt, Human Resources Director, stated that the Intoxicants and Drugs policy was revised to clarify that marijuana and marijuana products will remain illegal for all County employees. There is a new section of post-accident testing both inside and outside of the County limits while operating a County vehicle. Staff has reviewed the personnel policy related to Intoxicants and Drugs and Ms. Hurt went over the recommended revisions to update the policy effective July 13, 2021. She clarified for Ms. Waymack that the rapid drug tests will be administered by the immediate supervisor. This proved to be cheaper than sending them off site. Chairman Brown stated that they need to get this policy in place and suggested that the Board take action on this later in the business meeting. The Board agreed.

Ms. Betsy Drewry, Deputy County Administrator for Finance, stated that the American Rescue Recovery Plan Act Funds will total just under \$7.5 million and will come in two equal tranches. The first tranche is scheduled to arrive soon with the second tranche arriving a year later. To date, the Board has committed just over \$100,000 to purchase a meeting platform called Swag-It leaving the undistributed remainder of tranche one at just over \$3.6 million dollars. The Board received a list of initiatives to prioritize by score, including broadband infrastructure, citizen and business relief measures, COVID prevention, equipment and supplies, premium pay for certain groups of employees, utility infrastructure, and some funding for vaccination assistance measures. Mr. Hunter and Mrs. Waymack have provided their scores prior to this evening's meeting. The County Engineer presented a number of utility projects for consideration, including engineering costs for a wastewater solution, land easements acquisition and engineering for the Temple Avenue Tank & Booster Station, engineering, acquisition, and construction for a 24-inch pipeline under the Appomattox River, a local match for a project being considered by Congressman McEachin, and an engineering and land easement acquisition for the extension of a central water system to the Route 301 well system, extension of Central water system to Prince George Woods well system and replacement of a transit pipe, the addition of SCADA at all pump stations and well systems, and new water and wastewater Master Plan. The total of those projects is \$12.8 million. Mr. Carmichael stated that he could have his list of priorities to Ms. Drewry by the middle of next week. Mr. Webb stated that this is a long list with very little money. He has some priorities written down, but would like to review them again since Ms. Drewry has presented the utilities priorities. Chairman Brown stated that he is strongly leaning on the utilities infrastructure, the Courthouse, and the Swag-It meeting platform. Especially since this money is specifically tagged for infrastructure unlike the previously submitted funds. The Board agreed that they would review the list and have their priorities to Ms. Drewry prior to the July 21 worksession.

COUNTY ADMINISTRATOR'S COMMENTS

Mr. Percy Ashcraft, County Administrator, stated that the Recreation Advisory Commission will meet on July 14 at 12:00 Noon at the Parks & Recreation Community Center. There will be a Police Department Recognition Ceremony on July 14 at 1:30 p.m. in the Police Department Conference Room. There will be a Baxter Ridge Citizens Meeting on July 15 from 2 to 3 p.m. in the Kines Break Room. The Prince George Farmers Market will continue on July 17, 24 & 31, from 8 a.m. to 12:00 Noon at Scott Park. There will be a Pastor's Council Virtual Meeting on July 20 at 6:30 p.m. The Prince George County Industrial Development Authority will meet on July 21 at 12:00 Noon in the Boardroom. The Riverside Regional Jail Finance Committee & Board Virtual Meetings will be on July 29 at 11 a.m. The Prince George County Planning Commission will meet on July 22 at 6:30 p.m. in the Boardroom. The Senior Citizens Task Force will meet on July 27 at 5:30 p.m. in the Community Room. The Prince George Food Bank Cookout will be on July 29 at 12:00 Noon at 2 p.m. at Scott Park. The Prince George Fire & EMS Advisory Board Meeting will be on July 29 at 7 p.m. in the Boardroom. Prince George County shut down its COVID-19 Call Center on July 2; residents seeking vaccine appointments should call (877) 829-4682 or click on <https://vaccinate.virginia.gov/>. Rolls-Royce ends era in Prince George County by closing plant on July 2. Air Force brass recognized Prince George County public safety personnel on July 10 for response efforts following the wreck of a military

transport bus on Route 10 on June 7. There will be a second 'Clean Community Day' in 2021 planned for October 16. County Staff is assisting American Legion Post 120 in its effort to develop a transitional living facility for veterans. The General Assembly is expected to take up the new law that disallows Comp time for employees and instead makes the employers pay Overtime. The Dixie World Series and National Night Out rely on assistance from County employees. Central State is among five state mental hospitals not accepting patients. The Army is developing a policy that opens the door for retired active-duty warrant officers to continue serving in the Army Reserve or National Guard while still drawing their pensions.

Chairman Brown called for a recess at 6:50 p.m. The meeting reconvened at 7:00 p.m.

Invocation. Pastor Chris Jenkins of Unity Baptist Church gave the Board's invocation.

Pledge of Allegiance to U.S. Flag. Gold Scout Lisa Parker 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 7:06 p.m. There was no one to speak and the public comments period was closed.

James Easter (800 Hunters Run Road). Mr. Easter reminded the Board of the importance on the issue of single-member electoral districts. He stated that it would give the residents in District 1 fair representation. As it stands now, District 2 has the majority vote on this Board. He stated that Prince George County is the only County that still has wide range districts for their Government in Virginia. He advocates a return to Blackwater District, Bland District, Templeton District, Brandon District, and Rives District with only one Supervisor in each of those districts. He stated that he would like to see single-member electoral districts to make sure everyone is equally represented. In addition, he stated that the Census does not make decisions, the Government elected by the people does. Therefore, the Census should not be deciding districts. He gave the Board a paper from the Virginia Department of Legislative Services describing what localities should and must be doing to bring about change in its local government structures.

There was no one else to speak and the public hearing was closed at 7:14 p.m.

APPROVAL OF AGENDA. After requesting that Item A-15 be added to consider personnel policy revisions regarding drugs and intoxicants, Mr. Hunter made a motion, seconded by Mrs. Waymack, 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. Webb, that the consensus agenda be approved as presented. Roll was called on the motion.

C-1. Draft Minutes – June 8, 2021 Regular Meeting and June 9, 2021 Work Session.

R-21-110

C-2.

RESOLUTION; COMMENDATION; PRINCE GEORGE COUNTY LAW ENFORCEMENT; LIFE SAVING EFFORT ON MAY 24, 2021

WHEREAS, On May 24 2021, Officers John Kuykendall, Kelly Borshch, Blake Bryant and Animal Control Officer Dana Newmeyer responded to the 5300 block of Courthouse Road for the report of a single vehicle accident with entrapment and fire; and

WHEREAS, Officers were able to get the driver away from the vehicle which was completely on fire along with the wood around the vehicle; and

WHEREAS, The driver notified the Officers that her boyfriend was still in the vehicle. Officers were unable to approach the vehicle from the road and Officers Danny Byrum, Cain Allin, and Tony Martin arrived on scene to assist; and

WHEREAS, Officers Kuykendall, Allin, Byrum, Borshch, Bryant, and Animal Control Officer Newmeyer went down the embankment to attempt to reach the passenger from the other side of the vehicle while Officer Martin utilized multiple fire extinguishers from Patrol and Fire vehicles to push back the fire; and

WHEREAS, At that point Officers could hear the screams from the passenger who was partially under the front of the burning vehicle and was on fire himself; and

WHEREAS, Officers took turns approaching the burning vehicle utilizing their fire extinguishers to put out the fire on the passenger's legs and slow the fire enough to extract him from under the vehicle; and

WHEREAS, Officers then took turns carrying the passenger up the embankment which was still burning around them. Once the Officers were able to get the passenger to the road, they moved him a safe distance from the fire and provided first aid to him and the female driver; and

WHEREAS, Officer Charles Leftwich rendered first aid and assisted with getting him to the helicopter; and

WHEREAS, The Driver was transported to Southside Regional Medical Center and the passenger was transported by Med-Fight to MCV. All officers involved sustained minor burns and singed hair; and

WHEREAS, Were it not for the quick actions of these officers, the vehicle driver and especially the passenger would have perished in the vehicle fire. All Officers involved did not hesitate to put themselves into harm's way to save the lives of these citizens.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 13th day of July, 2021, hereby commend and thank Officers John Kuykendall, Kelly Borshch, Blake Bryant, Danny Byrum, Cain Allin, Tony Martin, and Animal Control Officer Dana Newmeyer for saving a life; and

BE IT FURTHER RESOLVED That this Board deems these officers true Heroes in Prince George County.

R-21-110A

C-3.

RESOLUTION; PROCLAMATION; PRETRIAL, PROBATION, AND PAROLE SUPERVISION WEEK – July 18-24, 2021

WHEREAS, pretrial services, probation, and parole agencies play a critical role in the public safety system; and

WHEREAS, pretrial services, probation, and parole agencies actively engage and work with local, state, and federal stakeholders to improve crime prevention, intervention, re-entry, and reduce recidivism; and

WHEREAS, pretrial services, probation, and parole agencies employ highly-skilled professionals who protect the public from criminal activity by providing risk-informed supervision to defendants and offenders; and

WHEREAS, pretrial services, probation, and parole agencies apply data-informed and evidence-based practices, which are proven to increase court appearance rates, reduce recidivism, and enhance public safety; and

WHEREAS, pretrial, probation, and parole officers work tenaciously to facilitate positive outcomes for defendants and offenders by supplying them with the necessary assistance and support they need to become productive citizens;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Prince George County, Virginia, do hereby proclaim July 18-24, 2021, as PRETRIAL, PROBATION, AND PAROLE SUPERVISION WEEK in Prince George County, and call this observance to the attention of all our citizens.

R-21-110B

C-4.

RESOLUTION; ACCEPTANCE OF §33.2-705 – LAND DEVELOPMENT ADDITIONS INTO VIRGINIA DEPARTMENT OF TRANSPORTATION/ SECONDARY SYSTEM OF ROADS MAINTENANCE

WHEREAS, the Eagle Preserve at Jordan on the James Sections 1, 2 and 3 have been completed, and

WHEREAS, the streets of Eagle Preserve at Jordan on the James Sections 1, 2 and 3 meet the public service criteria of the Secondary Street Acceptance Requirements; and

WHEREAS, the development sketch and VDOT Form AM 4.3, attached and incorporated herein as part of this resolution, define additions required in the Secondary System of State Highways as a result of construction; and

WHEREAS, certain segments identified on the incorporated Form AM 4.3 are ready to be accepted into the Secondary System of State Highways.

NOW THEREFORE, BE IT RESOLVED, this Board requests the Virginia Department of Transportation to add the segments identified on the incorporated Form AM 4.3 to the Secondary System of State Highways, pursuant to §33.2-705 of the *Code of Virginia*, for which segments this Board hereby guarantees the right of way to be clear and unrestricted, including any necessary easements for cuts, fills, and drainage, and

BE IT FINALLY RESOLVED, a certified copy of this resolution be forwarded to the Virginia Department of Transportation.

R-21-110C

C-5.

RESOLUTION: ACCEPTANCE OF DEVELOPMENT STORMWATER MANAGEMENT AGREEMENT – EAGLE PRESERVE SECTIONS 1, 2 AND 3 BETWEEN THE COUNTY OF PRINCE GEORGE, VIRGINIA AND VDOT

WHEREAS, VDOT is working with the developer of Eagle Preserve at Jordan on the James for State roadway acceptance for Sections 1, 2 and 3; and

WHEREAS, pursuant to 24 VAC 30-92-120 of the Secondary Street Acceptance Requirements, when stormwater management devices are incorporated into the design of streets intended to be accepted by VDOT for maintenance the local government is required to absolve VDOT from responsibility or liability for the stormwater management devices; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 13th day of July, 2021, does hereby approve the signing of the Development

Stormwater Management Agreement – Eagle Preserve Sections 1, 2 and 3 between the County of Prince George, Virginia and VDOT.

R-21-110D

C-6.

WHEREAS, Purdue Pharma and its corporate affiliates have filed for bankruptcy protection related to the liabilities they face as a result of their involvement in the marketing and sale of opioids; and

WHEREAS, Prince George County has filed a Proof of Claim form in the Purdue bankruptcy proceeding and is a Creditor in said proceeding; and

WHEREAS, all creditors in the Purdue bankruptcy proceeding are entitled to vote, on or before July 14, 2021, on whether to accept a plan that has been proposed to resolve the Purdue bankruptcy proceeding;

WHEREAS, the County's outside opioid litigation counsel has recommended that the County approve the proposed bankruptcy plan; and

WHEREAS, the County Attorney has reviewed the available information about the proposed bankruptcy plan and concurs with the recommendation of outside counsel;

NOW, THEREFORE, BE IT RESOLVED by the Prince George County Board of Supervisors this 13th day of July, 2021, that that the County Attorney is authorized to direct the County's outside opioid litigation counsel to cast the vote of Prince George County in favor of the proposed bankruptcy plan as recommended by outside counsel.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

PRESENTATIONS

S-1. Resolution; Commendation; Lisa Parker; Girl Scouts Gold Award Recipient. Mrs. Waymack presented the commendation to Lisa Parker in the presence of her parents.

S-2. Resolution; Commendation; Prince George County Law Enforcement; Life Saving Effort on May 24, 2021. Mr. Hunter presented the commendation to Officers John Kuykendall, Kelly Borshch, Blake Bryant, Danny Byrum, Cain Allin, Tony Martin, and Animal Control Officer Dana Newmeyer.

S-3. Resolution; Proclamation; Pretrial, Probation, and Parole Supervision Week. Mr. Hunter presented the proclamation to Director Denise Waff and Deputy Director Charlotte

REPORTS

VDOT – Ms. Crystal Smith of the Virginia Department of Transportation stated that Rowanty Road, Graham, and Scott Park are still on the schedule for surface treatment. They plan to start plant mix patching on Middle Road by end of the month. They are still planning to do ditch work and paving improvements on Arwood Road this summer. The pipe replacement on Ruffin is now complete. There are crews working on the ongoing issues at Woodys Road. She stated that she would like to be copied on anything that goes directly to the Superintendent. Lastly, she stated that the Sussex County Administrator would like to speak with Prince George County Administrator to discuss a no through truck restriction on Templeton. Mrs. Waymack asked for some VDOT literature to give out to citizens regarding general road maintenance.

PUBLIC HEARINGS

P-1. Public Hearing; Ordinance to Amend “The Code of the County of Prince George, Virginia”, 2005, as Amended, by Amending § 6-17 to Allow the Board of Zoning Appeals to Grant a Special Exception for a Private Animal Boarding Place, Defined as Keeping More Than Three Dogs Over Four Months Old, on Parcels of an Acre or Less in Size in Designated Zoning Districts. Mr. Dan Whitten, County Attorney, stated that the County Code currently does not allow three dogs over six months old on any residentially-zoned parcel, any parcel in a business zone that allows residential use or any residentially used parcel, regardless of zoning, of an acre or less. This language conflicts with Section 90-985 of the County Code, which authorizes the Board of Zoning Appeals to approve such use on a property an acre or less in size. The proposed amendment to Section 6-17 of the County Code will allow three dogs over four months old on a parcel an acre or less in size if the Board of Zoning Appeals approves a special exception in accordance with Section 90-985 of the County Code. Staff is requesting a motion approving the ordinance. Chairman Brown opened the public hearing at 7:40 pm. There was no one to speak and the public hearing was closed. Mr. Hunter made a motion, seconded by Mrs. Waymack, to approve the ordinance amending Code Section 6-17 to allow the Board of Zoning Appeals to grant a special exception for private animal boarding places on a property an acre or less in size. Roll was called on the motion.

O-21-14

P-1.

**ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF
PRINCE GEORGE, VIRGINIA”, 2005, AS AMENDED, BY
AMENDING § 6-17 TO ALLOW THE BOARD OF ZONING APPEALS TO GRANT A
SPECIAL EXCEPTION FOR A PRIVATE ANIMAL BOARDING PLACE, DEFINED AS
KEEPING MORE THAN THREE DOGS OVER FOUR MONTHS OLD, ON PARCELS OF
AN ACRE OR LESS IN SIZE IN DESIGNATED ZONING DISTRICTS**

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 § 6-17, as follows:

CHAPTER 6 ANIMALS

ARTICLE I. IN GENERAL

Sec. 6-17. - Limitation on dog ownership on certain lots.

No person shall keep more than three dogs over four ~~six~~ months old on any residentially-zoned parcel, any parcel in a business zone that allows residential use or any residentially used parcel, regardless of zoning, of an acre or less, unless the Board of Zoning Appeals approves a special exception in accordance with § 90-985(8) of the County Code.

(2) *That the Ordinance shall be effective immediately.*

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-21-02: Request of Christopher and Marisela Clark pursuant to Prince George County Zoning Ordinance Sections 90-103(9) and 90-103(52) to permit an Assembly Hall and a Cottage industry home occupation within a R-A, Residential Agricultural District, for the purpose of hosting indoor/outdoor events and the rental of rooms not to exceed four, including bed and board. The applicants are also requesting an exception to the five acres requirement of Section 90-103(52). The requested property is approximately 2.5 acres in size, located at 8401 Golf Course Drive and is identified as Tax Map 450(06)00-00A-2 and a portion of 450(06)00-00A-0. The Comprehensive Plan indicates the property is suitable for agricultural uses. Ms. Julie Walton, Deputy County Administrator for Community Development and Code Compliance, stated that the applicants would like to reopen a wedding and events venue with overnight stays at their home on the Chester Plantation historic property. In order for this to be permitted, they are requesting a Special Exception for an Assembly Hall and a Bed & Breakfast (Cottage industry home occupation for the rental of rooms). The applicants are also requesting a waiver to the minimum 5-acre requirement that applies to cottage industry home occupations. The applicant's request appears to be compatible with current and future surrounding land uses. The County previously approved a similar special exception on the request property in 2008. No negative feedback has been received from adjacent property owners and community. Staff and the Planning Commission recommend approval of this request, subject to recommended conditions contained in the draft ordinance. The applicant has reviewed and is in agreement with these conditions. Chairman Brown opened the public hearing at 7:56 p.m. There was no one to speak and the public hearing was closed. Mr. Webb made a motion, seconded by Mr. Hunter, to approve the special exception as presented. Roll was called on the motion.

O-21-15

P-2.

SPECIAL EXCEPTION SE-21-02: Request of Christopher and Marisela Clark pursuant to Prince George County Zoning Ordinance Sections 90-103(9) and 90-103(52) to permit an Assembly Hall and a Cottage industry home occupation within a R-A, Residential Agricultural District, for the purpose of hosting indoor/outdoor events and the rental of rooms not to exceed four, including bed and board. The applicants are also requesting an exception to the five acre requirement of Section 90-103(52). The requested property is approximately 2.5 acres in size, located at 8401 Golf Course Drive and is identified as Tax Map 450(06)00-00A-2 and a portion of 450(06)00-00A-0. The Comprehensive Plan indicates the property is suitable for agricultural uses.

BE IT ORDAINED by the Board of Supervisors of Prince George County that the Special Exception Application identified as SE-21-02 is granted as an amendment to the official zoning map with the following conditions:

1. This Special Exception is granted to Christopher and Marisela Clark for the following uses on Tax Map 450(06)00-00A-2 and 450(06)00-00A-0 (part of):
 - A. Assembly hall;
 - B. Cottage industry home occupation on a parcel of five acres or more in area, for the rental of rooms not to exceed four, including bed and board.
2. The minimum five-acre requirement for a cottage industry home occupation is waived.
3. The use of Parcel 450(06)00-00A-0 (part of) for this special exception is limited to parking only.
4. Unless otherwise permitted by law, only one single-family dwelling use is permitted on the property.
5. The assembly hall use is subject to the following provisions:
 - A. Hours and days of operation for the Assembly hall use shall be Monday through Sunday from 11:00am to 10:00pm.
 - B. Employees are permitted on the property during business hours of the Assembly hall use.
 - C. The applicants are required to provide staffing for private parking and proper traffic circulation purposes with event personnel clearly marked as "Event Staff" for safety reasons. The Prince George County Police Department shall be notified at least thirty (30) days prior to each Assembly Hall event that is expected to exceed 150 event attendees.
 - D. Any temporary food service carts, portable toilets and hand washing stations that may be used for events shall be approved by the State Health Department for the assembly hall events. Proper litter control measures shall be put in place at the assembly hall events with the use of both trash containers and recycling bins.
6. The cottage industry home occupation (bed and breakfast) use is subject to the following conditions:
 - A. Overnight stays shall not exceed four (4) bedrooms including bed and board (food).
 - B. The term of overnight stays shall be limited to seven (7) consecutive nights and occupants may only rent again after a seven (7) night absence.
 - C. The owner or operator shall maintain records to uniquely identify occupants and length of stay which shall be provided to the County upon written request.

- D. The owner or operator shall collect transient lodging tax which shall be reported and submitted to the Commissioner of Revenue office on a schedule as required by law.
 - E. During any period in which the property is used for the permitted Cottage industry home occupation use, either the property owner or business operator shall live in the permitted dwelling unit on the property.
7. The applicants shall provide adequate parking, either on-site or off-site with a recorded easement.
 8. Signage for the business uses on the property shall be limited to one on-site freestanding sign no greater than sixty (60) square feet located outside of the VDOT right-of-way and meeting setback requirements in the ordinance for business signs. At the time of this special exception request, there is an existing sign which may continue, and any future business sign changes on the property are subject to the sign permit review process.
 9. The applicants shall take appropriate measures to ensure compliance with the County Noise Ordinance of the Code of the County of Prince George, as adopted, and as enforced by the Police Department.
 10. The applicants shall obtain certification from an Authorized Onsite Soil Evaluator or Professional Engineer indicating the sewage disposal system and water well have been evaluated to support their proposed usage, with review and approval by the Health Department prior to the granting of a business license.
 11. The applicants shall obtain and hold all required State and County permit or license approvals, which may include: Drinking water permit from the Virginia Department of Health; Entrance permit from the Virginia Department of Transportation; Compliance with applicable building codes; Permits as required for any on-site or off-site food preparation; Business licenses from the Commissioner of Revenue.
 12. This Special Exception is transferrable to future owners without additional approval from the Board of Supervisors so long as there are no deviations from the expressed conditions and the scope of activities described in the Application and Staff Report.
 13. This Special Exception shall become null and void if both special exception uses are abandoned for a period of twenty-four (24) consecutive months.
 14. This Special Exception may be revoked by Prince George County or by 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. Emergency Ordinance to Amend “The Code of the County of Prince George, Virginia”, 2005, as Amended, by Amending § 2-731 to State that Effective September 1, 2021 when the County Treasurer or County Departments Accepts a Payment by Credit or Debit Card, the County Treasurer and County Departments Shall Add a Sum Not to Exceed the Amount Charged to the County for Processing the Credit or Debit Card Payment. Mr. Dan Whitten, County Attorney, stated that on April 27, 2021, the Board of Supervisors of Prince George County adopted an ordinance amending Section 2-731 stating the Treasurer and County departments shall charge a fee not to exceed the amount charged to the

County for the processing of the credit or debit card payment for local taxes and other fees, charges, penalties and interest effective July 1, 2021. The Board of Supervisors of Prince George County finds that emergency measures are necessary to respond to the current economic conditions due to the existing public health situation and wants to provide residents some relief from fees charged for making payments with credit or debit cards. Virginia Code § 15.2-1427 provides that the Board of Supervisors may adopt emergency ordinances without prior notice. The proposed ordinance amendment makes the effective date to charge a fee for credit or debit card payments for local taxes and other fees, charges, penalties and interest effective September 1, 2021. The Board of Supervisors must re-adopt this emergency ordinance within 60 days pursuant to the public notice required under Virginia Code § 15.2-1427. Chairman Brown opened the public hearing at 8:01 p.m. There was no one to speak and the public hearing was closed. Mr. Carmichael made a motion, seconded by Mr. Hunter to re-adopt the Emergency Ordinance amending Section 2-731 to allow a fee for processing credit card or debit card payments effective September 1, 2021. Roll was called on the motion.

O-21-16

P-3.

EMERGENCY ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA”, 2005, AS AMENDED, BY AMENDING § 2-731 TO STATE THAT EFFECTIVE SEPTEMBER 1, 2021 WHEN THE COUNTY TREASURER OR COUNTY DEPARTMENTS ACCEPTS A PAYMENT BY CREDIT OR DEBIT CARD, THE COUNTY TREASURER AND COUNTY DEPARTMENTS SHALL ADD A SUM NOT TO EXCEED THE AMOUNT CHARGED TO THE COUNTY FOR PROCESSING THE CREDIT OR DEBIT CARD PAYMENT.

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

(3) That The Code of the County of Prince George, Virginia, 2005, as amended, is amended by amending § 2-731, as follows:

CHAPTER 2 ADMINISTRATION

ARTICLE VI. FINANCE

Sec. 2-731. - Payments of local taxes and other fees, charges, penalties and interest by approved credit or debit cards.

- 1) The county treasurer and county departments are authorized to accept payment of local taxes and other fees, charges, penalties and interest by use of a credit or debit card.
- 2) Effective September 1, 2021, the The county treasurer and county departments shall add to any such payment by credit or debit card a sum not to exceed the amount charged to the county for the processing of the credit or debit card payment.

- 3) The county shall not add the credit or debit processing fee for any items purchased by credit or debit card at the Prince George Farmers Market.

State Law reference— Authority to accept revenue by commercially acceptable means; service charge; bad check charge. Code of Virginia, § 2.2-614.1

- (4) *That the Emergency Ordinance shall be effective immediately.*

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

SUPERVISOR'S COMMENTS

Mr. Hunter commended Pastor Jenkins for opening Unity Baptist to the County for vaccine clinics.

Mrs. Waymack commended Unity Baptist for the vaccine clinics.

Chairman Brown stated that there was a change of command at CASCOM and they had a very nice program along with the grand opening of the seven new businesses on Fort Lee.

REPORTS (cont'd)

Dixie World Series – Mr. Jeff Stoke, Deputy County Administrator, Mr. Keith Rotzoll, Director of Parks and Recreation, and Mr. Darryl Cheek, IDA Chairman, shared the promo video that brought the Dixie World Series to Prince George County two years ago and formally invited the Board of Supervisors and the public to attend and cheer on the teams coming from all over. They are expecting 380 young ladies and their families. They are expecting 20 teams. The opening ceremony will be Friday, July 23 with dinner to follow. The games will run from July 24-27 at JEJ Moore Sports Complex.

POSTPONED ITEMS

T-1. Resolution; Appointment (One Member) Appomattox Regional Library Board. Mr. Hunter made a motion, seconded by Mr. Webb, to appoint Ms. Amanda Binford to the Appomattox Regional Library Board. Roll was called on the motion.

R-21-111

T-1.

RESOLUTION; APPOINTMENT (FOUR-YEAR TERM) - APPOMATTOX REGIONAL LIBRARY BOARD OF TRUSTEES.

WHEREAS, The Board of Supervisors of the County of Prince George did at its regular meeting on the 16th day of February, 1974, consider and approve a contract which establishes the Appomattox Regional Library; and

WHEREAS, Section One of such contract provides for a Board of Trustees of eleven members to govern the Appomattox Regional Library, three of whom shall be appointed by the Prince George County Board of Supervisors; and

WHEREAS, The term of Ms. Lillian Boyd expired on June 30, 2021.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 13th day of July, 2021 does hereby appoint Ms. Amanda Binford to the Appomattox Regional Library Board of Trustees to serve a four-year term, beginning July 1, 2021 and ending on June 30, 2025.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ORDER OF BUSINESS

A-1. Resolution to Amend the Board of Supervisors By-Laws. Mr. Dan Whitten, County Attorney, stated that the General Assembly has amended the Code of Virginia by amending and reenacting Section 2.2-3708.2 relating to the Virginia freedom of Information Act; meetings held by electronic communication means during a state of emergency. The By-Laws of the Board of Supervisors currently allows member participation by electronic communication means for personal reasons twice per calendar year. The amendment will allow a member to participate by electronic communication if a family member's medical condition requires a member to provide care thereby preventing physical attendance. The amendment also allows a member to participate electronically due to personal reasons for 2 meetings or 25% of meetings held per calendar year, whichever is greater. The By-Laws will also be amended to allow the Board to meet by electronic communication means without a quorum physically assembled at one location when the County has declared a local state of emergency to provide continuity of operations and the amendment establishes means for public access to the meeting and ability to comment. Mr. Webb made a motion, seconded by Mrs. Waymack, to approve the resolution adopting the amended By-Laws of the Board of Supervisors regarding meetings held by electronic communication means. Roll was called on the motion.

R-21-112

A-1.

RESOLUTION TO AMEND THE BOARD OF SUPERVISORS BY-LAWS

NOW, THEREFORE, BE IT RESOLVED, that the Board Of Supervisors of the County of Prince George this 13th day of July, 2021, does hereby adopt the attached amended By-Laws of the Board of Supervisors of the County of Prince George.

On roll call the vote was:

In favor: (5) Hunter, Webb, Brown, Waymack, Carmichael
 Opposed: (0)
 Absent: (0)

A-3. Resolution; Approval of Change Order for HVAC Work - Conditioning the Corridors (\$105,800 - Centennial) and Approval of Roof Repairs (\$12,350 – J. King Deshazo) at the Central Wellness Center. Ms. Drewry stated that the Board of Supervisors approved Phase I Renovations at the Central Wellness Center to address Code Compliance Issues. Bond Proceeds in the amount of \$1,920,000 were issued for the project (Series 2018 and 2019) and VDEM awarded a grant in the amount of \$75,480 for Generator Installation. The Board approved a change order in the amount of \$54,050 to install drop ceilings and new lighting in the first floor common halls on May 11, 2021. Through project progression, it is recommended that HVAC be added in the corridors to ensure that the sprinkler system and plumbing are not impacted by cold weather conditions. Centennial has provided a change order in the amount of **\$105,800** to address conditioning the corridors of the building. Additionally, some roof leaks have been detected in the building and it is recommended that repairs be made as soon as practical. J. King Deshazo, the County's contracted roofing company, provided a quote for needed repairs in the amount of **\$12,350**. The Board of Supervisors authorized making these repairs by email on June 28, 2021 so that ceiling panel installation would not be delayed. Project budget contingency is available to address these changes, and neither of these change orders will require an additional appropriation of funds. Staff is requesting that the Board approve a change order to Centennial authorizing corridor conditioning in the amount of \$105,800, using available project contingency and to formally authorize roof repairs using J. King Deshazo in the amount of \$12,350 using available project contingency. Mr. Hunter made a motion, seconded by Mrs. Waymack to approve the resolution as presented. Roll was called on the motion.

R-21-113

A-3.

RESOLUTION; APPROVAL OF CHANGE ORDER FOR HVAC WORK - CONDITIONING THE CORRIDORS (\$105,800 - CENTENNIAL) AND APPROVAL OF ROOF REPAIRS (\$12,350 – J. KING DESHAZO) AT THE CENTRAL WELLNESS CENTER

WHEREAS, The Prince George County Board of Supervisors approved Phase I renovations to address code compliance issues at The Central Wellness Center securing funding from General Obligation borrowings, Bond Series spring 2018 and Bond Series Fall 2019; and

WHEREAS, the Prince George County Board of Supervisors awarded the construction contract to Centennial Contractors Enterprises, Inc. on September 22, 2020 to address to include improvements to address necessary code concerns; and

WHEREAS, additional work to address HVAC concerns in the corridors of the first floor to avoid plumbing and sprinkler system impacts from cold weather is needed and Centennial

Contractors Enterprises, Inc. has prepared a change order in the amount of \$105,800 complete needed corridor conditioning work; and

WHEREAS, additional work to address roof leaks is also needed, and the County's contracted roofing contractor, J. King Deshazo, has submitted a proposal in the amount of \$12,350 to make needed repairs; and

WHEREAS, Staff is requesting authorization for the County Administrator to approve a change order to Centennial Contractors Enterprises, Inc. in the amount of \$105,800 to move forward with the needed corridor conditioning work and to issue a purchase order to J. King Deshazo in the amount of \$12,350 to complete needed roof repairs.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 13th day of July, 2021, hereby authorizes the County Administrator to sign a \$105,800 change order for Centennial Contractors Enterprises, Inc. to complete needed corridor conditioning and to approve a \$12,350 purchase order to J. King Deshazo to complete needed roof repairs at the Central Wellness Center.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-4. Resolution: Award of Contract for Design of a Waterline Extension to the Route 10 Corridor (\$149,500). Mr. Frank Haltom, County Engineer, stated that after the completion of the preliminary engineering report, the Board authorized the engineering services for the waterline extension along Sandy Ridge Road, Ruffin Road, and Route 10 to Jordan on the James (JOJ) and Beechwood Manor (BM) subdivisions. WW Associates has completed the topographic survey and collection of field data. The County has received a proposal from WW Associates to prepare the construction documents and provide bidding assistance to award a construction contract. This design task 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. WW Associates is one of the County's Contracted Engineering Firms (Awarded through RFP #19-0103-1). Mr. Haltom clarified for Chairman Brown that this amount would go toward the local should this project be approved for funding by Congressman McEachin. Mr. Webb made a motion, seconded by Mrs. Waymack to approve the award of contract as presented. Roll was called on the motion.

R-21-114

A-4.

RESOLUTION: AWARD OF CONTRACT FOR DESIGN OF A WATERLINE EXTENSION TO THE ROUTE 10 CORRIDOR.

WHEREAS, the Board authorized the engineering services for the waterline extension along Sandy Ridge Road, Ruffin Road, and Route 10 to Jordan on the James and Beechwood Manor subdivisions; and

WHEREAS, the County has received a proposal from WW Associates, one of the County's contracted engineering firms awarded through RFP #19-0103-1, to prepare the construction documents and provide bidding assistance for \$149,500; and

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 13th day of July 2021, hereby awards the contract for the design of the waterline extension to the Route 10 corridor to WW Associates for \$149,500.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-5. Resolution to Retroactively Repeal the Declaration of Local Emergency Due to the Outbreak of COVID-19. Mr. Dan Whitten, County Attorney, stated that on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic. On March 12, 2020, Governor Ralph S. Northam issued Executive Order Fifty-One declaring a state of emergency for the Commonwealth of Virginia arising from the novel Coronavirus (COVID-19) pandemic. On March 13, 2020 the President of the United States declared a national emergency, beginning March 1, 2020 in response to the spread of COVID-19. The Director of Emergency Management declared a Local Emergency pursuant to Virginia Code Section 44-146.21, as amended, on March 16, 2020. On June 10, 2021, the Governor of Virginia's office announced the 15-month state of emergency in the Commonwealth of Virginia will come to an end June 30, 2021 based on a decline in coronavirus infections. The County Attorney's office recommends passing the attached resolution retroactively approving the repeal of the declaration of local emergency effective June 30, 2021. Mrs. Waymack made a motion, seconded by Mr. Webb to adopt a Resolution retroactively approving the repeal of the declaration of a local emergency effective June 30, 2021.

R-21-115

A-5

RESOLUTION TO RETROACTIVELY REPEAL THE DECLARATION OF LOCAL EMERGENCY DUE TO THE OUTBREAK OF COVID-19

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

WHEREAS, the World Health Organization characterized the spread of COVID-19 virus as a pandemic on March 11, 2020; and

WHEREAS, the Governor declared a state of emergency on March 12, 2020 related to the COVID-19 virus; and

WHEREAS, the County Administrator Percy Ashcraft, acting in his capacity as Director of Emergency Management, declared a local emergency on March 16, 2020 pursuant to Virginia Code § 44-146.21; and

WHEREAS, the Governor of Virginia's office announced on June 10, 2021, the 15-month state of emergency in the Commonwealth of Virginia will come to an end June 30, 2021 based on a decline in coronavirus infections; and

WHEREAS, The Board finds that emergency measures implemented in Prince George County necessary to mitigate the ongoing emergency and disaster occurring in the County to protect the health, safety, and welfare of the citizens were successful; and

WHEREAS, the Board has decided to end the local emergency effective June 30, 2021.

NOW, THEREFORE, BE IT RESOLVED, that the Prince George County Board of Supervisors retroactively repeals the declaration of a local emergency by the County Administrator on March 16, 2020 effective June 30, 2021.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-6. Discussion of ABC License Application for Wilson Food Mart. Mr. Whitten stated that on June 3, 2021, Prince George County received notification from the VA ABC of the Wilson Food Mart 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 after the deadline of June 26, 2021 to the Virginia Alcoholic Beverage Control Authority. VA ABC has final authority on this matter. The Board had no objection to this license application, therefore they took no action.

A-7. Resolution; Authority to Advertise an Ordinance to Amend "The Code of the County of Prince George, Virginia," as Amended, by Amending §§42-1.1, 42-1.3, 42-1.4, 42-1.5, 42-1.6, 42-1.7, 42-1.8, 42-1.10, 42-1.12 to Change Fire and EMS Director to Fire and EMS Chief. Mr. Whitten stated that the County Code currently references Fire and EMS director in Chapter 42 Article I. Such title has been in effect since the establishment of the Prince George Coordinated Fire and Emergency Medical Services System. With the hiring of the new

Fire/EMS Director, it is recommended that the title change to Fire and EMS Chief in accordance with the language in the Virginia Code. The proposed amendments to Sections 42-1.1, 42-1.3, 42-1.4, 42-1.5, 42-1.6, 42-1.7, 42-1.8, 42-1.10, and 42-1.12 of the County Code will reference the fire and EMS Director as Fire and EMS Chief. Mr. Carmichael made a motion, seconded by Mr. Webb, to approve the advertisement of an Ordinance amending Sections 41-1.1, 42-1.3, 42-1.4, 42-1.5, 42-1.6, 42-1.7, 42-1.8, 42-1.10, and 42-1.12 to change Fire and EMS director to Fire and EMS Chief.

R-21-116

A-7.

RESOLUTION; AUTHORITY TO ADVERTISE AN ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA,” AS AMENDED, BY AMENDING §§42-1.1, 42-1.3, 42-1.4, 42-1.5, 42-1.6, 42-1.7, 42-1.8, 42-1.10, 42-1.12 TO CHANGE FIRE AND EMS DIRECTOR TO FIRE AND EMS CHIEF

NOW, THEREFORE, BE IT RESOLVED, that the Board Of Supervisors of the County of Prince George this 13th day of July, 2021, does hereby authorize the advertisement of a public hearing for an Ordinance to Amend “The Code of the County of Prince George, Virginia,” as amended, by amending §§42-1.1, 42-1.3, 42-1.4, 42-1.5, 42-1.6, 42-1.7, 42-1.8, 42-1.10, 42-1.12 to change fire and EMS director to fire and EMS chief.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-8. Resolution to Establish Senior Citizen Task Force By-Laws. Mr. Whitten stated that on March 9, 2021, the Board of Supervisors authorized the creation of a Senior Citizen Task Force. The Task Force will act as an advisory board for the Board of Supervisors of the County of Prince George. The Senior Citizen Task Force has reviewed the By-Laws. Mr. hunter made a motion, seconded by Mr. Webb to approve a resolution adopting the By-Laws of the Prince George County Senior Citizen Task Force.

R-21-117

A-8.

RESOLUTION TO ESTABLISH SENIOR CITIZEN TASK FORCE BY-LAWS

NOW, THEREFORE, BE IT RESOLVED, that the Board Of Supervisors of the County of Prince George this 13th day of July, 2021, does hereby adopt the attached By-Laws of the Prince George County Senior Citizen Task Force.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-9. Resolution Dedicating an Easement of Right of Way to Prince George Electric Cooperative. Mr. Whitten stated that Prince George Electric Cooperative has requested the County convey a 20'L x 40'W easement of right of way to them at Temple Park, Tax Map Parcel 520(0A)00-026-A, to construct an electric transmission or distribution system. Staff recommends that the Board approve a Resolution dedicating an easement of right of way to Prince George Electric Cooperative to construct an electric transmission or distribution system at Temple Park. Mr. Webb made a motion, seconded by Mrs. Waymack, to approve the resolution as presented. Roll was called on the motion.

R-21-118

A-9.

RESOLUTION DEDICATING AN EASEMENT OF RIGHT OF WAY TO PRINCE GEORGE ELECTRIC COOPERATIVE

WHEREAS, Prince George Electric Cooperative has requested the County convey a 20'L x 40'W easement of right of way at Temple Park, Tax Map Parcel 520(0A)00-026-A; and

WHEREAS, the easement of right of way will allow for the construction of an electric transmission or distribution system.

NOW, THEREFORE, BE IT RESOLVED, that the Prince George County Board of Supervisors approves the dedication of an easement of right of way to Prince George Electric Cooperative to construct an electric transmission or distribution system at Temple Park.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-10. Six-Month Work Plan. Mr. Percy Ashcraft, County Administrator, presented the Six-Month Work Plan for the period of July through December 2021. This work plan incorporates goals established by the County Administrator and reaction to policy decisions made by the Board of Supervisors. It is not to be confused with day-to-day tasks that are assigned to each department. There are 230 goals submitted and agreed upon by County Staff and Administration.

A-11. Resolution; Proposed Revisions; Prince George County Personnel Policies; Section 24-1 Through 24.23 Entitled *Leave*, Section 7.1 Through 7.5 Entitled *Medical Examinations*, Section 22.1 Through 22.5 Entitled *Overtime*, Section 14.1 Entitled *Promotion* and Section 17.1 Entitled *Temporary Acting Positions*. Ms. Corrie Hurt, Human Resources Director, stated that Staff has revised personnel policies entitled *Leave*, *Medical Examinations*, *Overtime*, *Promotion*, and *Temporary Acting Positions* for the Board's consideration at the July 13, 2021 meeting. In the *Leave* policy Staff removed the Emergency Paid Sick Leave and Expanded FMLA sections since the Families First Coronavirus Response Act has ended. In addition, the language allowing comp time to be earned has been removed. In the *Medical Examinations* Policy, Staff revised language because every position will not require a comprehensive medical exam. Sedentary positions will not require a pre-employment physical any longer. In the *Overtime* policy, Staff revised the policy to follow the Virginia Overtime Act as of July 1, where comp time is not allowed to be accrued. In the *Promotion* Policy, Staff made revisions since the Board approved a step pay plan for public safety effective July 1. The *Temporary Acting Positions* Policy was revised to include language about the steps that were approved by the Board and to clarify some minor language that may have previously been unclear. Mr. Hunter made a motion, seconded by Mr. Webb, to approve the changes as presented. Roll was called on the motion.

R-21-119

A-11.

RESOLUTION; PROPOSED REVISIONS; PRINCE GEORGE COUNTY PERSONNEL POLICIES; SECTION 24-1 THROUGH 24.23 ENTITLED *LEAVE*, SECTION 7.1 THROUGH 7.5 ENTITLED *MEDICAL EXAMINATIONS*, SECTION 22.1 THROUGH 22.5 ENTITLED *OVERTIME*, SECTION 14.1 ENTITLED *PROMOTION* AND SECTION 17.1 ENTITLED *TEMPORARY ACTING POSITIONS*

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the policies entitled *Leave*, *Medical Examinations*, *Overtime*, *Promotion*, *Temporary Acting Positions* be reviewed and considered for revision in the County's Personnel Policies;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince George, this 13th day of July, 2021 does hereby amend the Prince George County Personnel Policies by approving a revision to the policies entitled *Leave*, *Medical Examinations*, *Overtime*, *Promotion* and *Temporary Acting Positions* as requested.

On roll call the vote was:

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

Opposed: (0)

Abstained: (0)

A-12. Consideration of Appointments – Board, Commissions, Committees, Authorities:
Resolution of Appointment(s):

A. Resolution; Recommendation of One Board Member and Three Citizen Appointments (CIP Committee). Mr. Webb made a motion, seconded by Mrs. Waymack, to postpone this matter to August 10. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Abstained: (0)

B. Resolution; One Appointment; Senior Task Force. Mrs. Waymack made a motion, seconded by Mr. Hunter, to appoint Mr. Ronald Reicher. Roll was called on the motion.

R-21-120

A-12B

RESOLUTION; APPOINTMENT; SENIOR CITIZEN TASK FORCE

WHEREAS, On March 9, 2021, the Prince George County Board of Supervisors established a task force to address the needs of the growing number of senior citizens in the County; and

WHEREAS, the Senior Citizen Task Force consists of seven citizens of the County; and

WHEREAS, Ms. Mabel Crockett resigned from the Senior Citizen Task Force leaving a vacancy; and

NOW, THEREFORE BE IT RESOLVED: That the Board of Supervisors of the County of Prince George this 13th day of July, 2021, does hereby appoint Mr. Ronald Reicher to serve on the Prince George County Senior Citizen Task Force effective immediately; and

BE IT FURTHER RESOLVED that the term will be at the Board's pleasure.

On roll call the vote was:

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

Opposed: (0)

Abstained: (0)

C. Resolution; Appointments; Youth Task Force. Mr. Hunter made a motion, seconded by Mr. Webb, to postpone this matter to September 14. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-13. Discussion of ABC License Application for 7 Eleven Inc. Mr. Whitten stated that on July 2, 2021, Prince George County received notification from the VA ABC of the 7 Eleven 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. VA ABC has final authority on this matter. The Board had no objections to this application, therefore they took no action.

A-14. Discussion of ABC License Application for Holy Mackerel. Mr. Whitten stated that on July 12, 2021, Prince George County received notification from the VA ABC of the Holy Mackerel 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. VA ABC has final authority on this matter. The Board had no objections to this application, therefore they took no action.

A-15. Resolution; Proposed Revisions; Prince George County Personnel Policies; Section 8.1 Through 8.9 Entitled *Drugs And Intoxicants*. Ms. Hurt stated that Staff has reviewed the personnel policy related to Intoxicants and Drugs and has a recommendation to update the policy effective July 13, 2021. The policy was revised to clarify that marijuana and marijuana products will remain illegal for all county employees. There is a new section for post accident testing both inside and outside of the county limits while operating a county vehicle. Mr. Webb made a motion, seconded by Mr. Hunter, to approve the policy as presented. Roll was called on the motion.

R-21-121

A-15.

**RESOLUTION; PROPOSED REVISIONS; PRINCE GEORGE COUNTY
PERSONNEL POLICIES; SECTION 8.1 THROUGH 8.9 ENTITLED *DRUGS AND
INTOXICANTS***

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the existing policy entitled *Drugs and Intoxicants* be reviewed and considered for modification;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince George, this 13th day of July, 2021 does hereby amend the Prince George County Personnel Policy by revising the personnel policy *Drugs and Intoxicants* as requested.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ADJOURNMENT. Mr. Webb moved, seconded by Mrs. Waymack to adjourn to 4:00 pm on July 21, 2021. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

The meeting adjourned at 8:53 p.m.

[Draft Minutes prepared July 19, 2021 for consideration on August 10, 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

Work Session
July 21, 2021
4:00 p.m.
County Administration Bldg. Boardroom, Third Floor
6602 Courts Drive, Prince George, Virginia

MEETING CONVENED. A work session of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 4:00 p.m. on Wednesday, July 21, 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 | Present |
| Alan R. Carmichael | Present [electronically from 1001 E. Lee Street, Richmond, Virginia] |
| 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 C. Walton, Deputy County Administrator; and Dan Whitten, County Attorney.

WORK SESSION

Resolution; Deed of Dedication of Right-of-Way Located on Parcel ID: 230(0A)00-002-0 for State Route 646/Middle Road Improvements and the Construction of the New Elementary School.

Mr. Dan Whitten, County Attorney, stated that the Irving John Benesek, Jr., Revocable Trust owns 61.05± acres of land on State Route 646/Middle Road described as Tax Map Number 230(0A)00-002-0. The County will be improving State Route 646/Middle Road in anticipation of the construction of the new Elementary School. The work requires .340 acres of the property for the right-of-way for the road improvements on Middle Road. Staff is requesting that the Board accept a Deed of Dedication of Right-of-Way between The Irving John Benesek, Jr., Revocable Trust and the County of Prince George. Mr. Hunter made a motion, seconded by Mrs. Waymack, to authorize the County Administrator to sign the Deed of Dedication of the right-of-way. Roll was called on the motion.

R-21-122

RESOLUTION: DEED OF DEDICATION OF RIGHT-OF-WAY LOCATED
ON PARCEL ID: 230(0A)00-002-0 FOR STATE ROUTE 646/MIDDLE ROAD

IMPROVEMENTS AND THE CONSTRUCTION OF THE NEW
ELEMENTARY SCHOOL

WHEREAS, the Prince George County Board of Supervisors has determined that it is in the best interest of the County and its citizens to improve State Route 646/Middle Road for the construction of the new Elementary School; and

WHEREAS, the County needs a right-of-way for the project on land owned by The Irving John Benesek, Jr., Revocable Trust, Tax Map Parcel: #230(0A)00-002-0; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 21st day of July, 2021, does hereby authorize the County Administrator to sign the Deed of Dedication of Right-of-Way.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

Board Priorities for American Rescue Plan Act Funding

Ms. Betsy Drewry, Deputy County Administrator for Finance, went over line by line the Board's priorities for the American Recovery Plan Act Funding. These are Department Head requests and other initiatives previously discussed with the Board members. The County will be receiving just under \$7.5 million and will come in two equal tranches. The first tranche is scheduled to arrive soon with the second tranche arriving a year later. To date, the Board has committed just over \$100,000 to purchase a meeting platform called Swag-It leaving the undistributed remainder of tranche one at just over \$3.6 million dollars. A list of 95 requests were given to the Board ahead of time and they were asked to rank them by priority. Chairman Brown stated that he feels obligated to the citizens tax rebate for vehicles that increased in assessed value 2020 to 2021. There was discussion with the Board and Sheriff Allin regarding priority between the set of 15 tables and chairs and podium needed in the jury assembly room and the Plexiglas partitions for the jury box. Sheriff Allin stated that they are both important and needed, however the partitions for the jury box would be the most priority for the safety of the jurors. The Board's top priorities were the Board meeting platform Swag-It, the air-filtration system for the Courthouse, the tax rebate for vehicles that increased in assessed value 2020-2021, Plexiglas partitions for the jury box, blinds/window coverings for the jury assembly room, engineering costs for the wastewater solution, and the new water and wastewater master plan, bringing the total to \$3,254,178. This leaves a little extra on the first tranche. Chairman Brown stated that he would like to see the Board consider the repair/replace of the dark fiber in the County Complex once they have a concrete dollar amount. He stated that he would also like to see the Board consider financial assistance to the local Food Bank. Mr. Hunter suggested that they check with the Food Bank first to make sure it is actually needed before the commit to it. Mr. Webb stated that he would be willing to consider it now that the larger utility amounts that are much needed are covered. Ms. Drewry stated that she will get definitive numbers on the call center and cleaning staff workers.

Discussion of Vehicle Replacement Process; Resolution; Appropriation (\$400,000 Public Safety & County Vehicle Purchases; \$412,000 School Buses). Ms. Drewry discussed the vehicle replacement process. Prince George County began replacing law enforcement vehicles through debt issuance in FY2016 (referred to as “rolling stock”). Between nine and eleven vehicles have been replaced annually since FY2016 using this rolling stock method. Until FY2021, vehicles were limited to police and sheriff vehicles. In FY2021, other county vehicles were included. Ms. Drewry gave a summary since FY2016 of the vehicles that were purchased. In FY22, the recommended purchases are six vehicles for Police and Animal Control, one for the Sheriff, and two for Community Development and Code Compliance. In addition, included in the FY22 rolling stock is \$412,000 for School Buses. Mr. Webb asked what the School’s plan is for their rolling stock. Ms. Drewry stated that they budget those within their operating budget. She clarified for Chairman Brown and Mr. Webb that this additional \$412,000 is part of the carve-out. Police vehicles are identified for replacement every eight years or 100,000 miles, whichever is first. Non-Police vehicles are 10 years or 100,000 miles, whichever is first. Exclusions from Rolling Stock Borrowings include Utilities vehicles, Social Services, and Specialized Fire/EMS Equipment. Some Fire/EMS SUVs and Vehicles have very low mileage after many years in operation. Mr. Webb stated that there is some confusion regarding the currently used methodology. The County currently has nine cars that have over 149,000 miles, a couple of them have up to 178,000 miles. In addition, there are 18 County vehicles that have from 100,000 to 148,999 miles on them. We need to adjust something to figure out a means to an end. It is all in how you maintain the vehicle, rather than thinking it needs replacing at 100,000 miles. Otherwise, we are going to have more vehicles hitting the threshold than the County is going to be able to keep up with. We have got to try to figure it out with the vehicles we have. Are all of these vehicles really needed, as the citizens are paying for this. Ms. Drewry stated that they can research how other localities are figuring their methodology. It may be a case where other vehicles, a truck for instance, can last longer than 100,000 miles. The appropriation for these items will come before the Board at its August 10 regular Board meeting.

CIP Process for General Government and Fire and EMS. Ms. Drewry stated that Prince George County typically engages in an annual 10-year Capital Improvement Plan (CIP) process. Annually, one Board member, one School Board member, two members of the Planning Commission, three citizens, and one Fire/EMS representative make up the committee. Department Heads and School personnel are given an opportunity to submit projects and update existing projects annually. A capital project definition is construction or purchase of a new asset that costs over \$50,000, upgrades to existing building, equipment or assets over \$50,000 and remodel or repair of existing assets that costs over \$100,000. The Committee hears presentations on new projects and updates to existing projects. Projects are ranked by voting-members of the committee with respect to urgency and significance—all projects evaluated together [County (including Fire/EMS) and School] to provide committee’s position of what ranks higher; excludes Stormwater projects (debt is repaid with Stormwater fees). Typically, Utilities projects are not included with the Countywide projects as most Utility projects are not completed with tax-supported debt [Utility Enterprise Fund]. A project that needs to be completed within a year is considered extremely urgent and cannot be postponed. A project that needs to be completed in 2-3 years and if postponed, will incur addition cost, is considered the next of importance. Next in priority are projects that are necessary within the next few years to meet anticipated needs, desirable project that will adversely affect current programs if temporarily postponed, and

projected that are needed to meet future demands, but can be deferred to a future year. Ranked list of projects, with estimated costs, are forwarded to Davenport & Company for modeling. Davenport provides fiscal impact (tax rate impact) considering when existing debt is paid off. Davenport provides a report of whether issuing debt creates instances of non-compliance with the County's debt policies and assists with a timeline of when projects can be done. At times lower ranked projects might be moved up, or smaller projects grouped together, to allow for "logical" debt issuance. The Committee reviews Davenport modeling and requests needed adjustments. CIP Committee Recommendations are submitted to the Planning Commission for Approval. Planning Commission approved CIP recommendations are forwarded to County Administrator for consideration in Proposed / Introduced Budget. The County Administrator may propose revisions to Committee's listing. CIP Projects as recommended are part of proposed/introduced budget, and ultimately are part of the adopted budget (however, projects are not funded at adoption). Ultimate authority/approval rests with the Board of Supervisors on what projects are funded, and for what projects debt is issued. Appropriation/funding of individual projects occurs throughout the year (with a reimbursement resolution), and debt is issued usually once per year. A Reimbursement resolution is a resolution that expresses board's intent to issue debt in the future and repay itself for costs incurred with future debt proceeds. The FY2022 process was suspended due to potential fiscal impacts of COVID-19 and limited debt capacity for new projects/updates until FY2027 as evaluated in the FY2021 cycle. Ms. Drewry went over the FY2021 projects, all of which have been approved with the exception of the Fleet Garage Bay Expansion. The projects total is \$36,603,152 and the money has not been borrowed yet. She went over the FY2022 projects which include Fire Company 1 renovations study, School Buses, and Police/County Vehicle, none of which have been approved yet. There is nothing else until FY2027 when the new Beazley Elementary will be considered. After that, there is nothing else until FY2032. Staff is requesting direction about whether to engage in a CIP process for the FY2023 budget. If yes, they would start in August/September. In addition, Staff is looking for direction on separating out types of projects and/or include Utility capital projects in ranking/scoring (with General Tax supported debt issuance). If they do not engage in the CIP Process for FY2023, there will be limited ability to issue debt without a tax impact until FY2027, it allows volatile construction prices time to "level out", it allows the real estate market time to "level out," and can make the long-term COVID revenue impacts more know. However, there will be no ability to receive, rank or evaluate impacts of new requests/needs and there will be no ability to adjust scores or add new types of projects (Utilities). If they engage in the CIP process and types of projects are separated out for ranking, it allows for scoring by discipline. However, if general tax supported debt is the funding source, having three to four #1s could create a confusion and difficulty in debt modeling. So, should the Board establish priorities before modeling occurs? Mr. Hunter stated that he would like to see the Board move forward with a CIP process for the FY2023 budget. Mr. Webb stated that he will do whatever the rest of the Board wants to do. Mr. Ashcraft asked the County Attorney if the Board has to have a project formally in a CIP list in order to discuss proffers based on that project. Mr. Whitten stated that is correct. It would need to be included in a CIP. Mr. Carmichael stated that he would like to see the FY2023 process continue as well. Chairman Brown stated that at this time, he does not see a formal CIP Process the way it is set up. He does not really know what the value would be at this time. He, however, would like to see an updated list, but is not sure that a committee is needed at this time. Mr. Hunter agreed that they definitely at least need a list to enhance the County's possibilities of getting proffers. Mr. Whitten stated that as long as they

have a list, they would not necessarily need a ranking. Ms. Drewry added that it may be helpful to also have a Fire and EMS Apparatus listing. Mrs. Waymack asked where the list would come from without a committee. Ms. Drewry stated that it would come from Department Heads and School personnel. Mr. Whitten added that it would still need to come before the Planning Commission as approved projects. He could give a future presentation as to how an official CIP Plan legally work. Mr. Webb stated that since he currently serves on that committee, he will abstain and let the rest of the Board decide whether they want a committee. The rest of the Board agreed that they would like to have a CIP Project list, but do not necessarily need a committee at this time. Once that list is compiled, it would come before the Planning Commission and then come to the Board. Ms. Drewry stated that Staff will start working on compiling a list.

Eliminating the Vehicle License Fee – Ms. Lindsay Lane, Chief Deputy Commissioner of Revenue, stated that the current State Code authorizes localities to “levy and assess taxes and charge license fees on motor, vehicles, trailers, and semitrailers, for such periods,...as proper authorities may determine.” The current County Code states that “The annual county license fee shall be payable in full for any motor vehicle, trailer or semi-trailer normally garaged in the county on January 1 of any taxable year, and for any motor vehicle, trailer or semi-trailer subsequently garaged in Prince George County. Such license fee shall be nonrefundable and shall not be pro-rated.” Current fees are pickup or panel truck; motor vehicle, trailer or semitrailer: 4,000 pounds gross weight and under \$23.00, 4,001 pounds gross weight to 6,500 \$27.00, and 6,501 pounds gross weight and over \$29.00, motorcycles \$18.00, trailers gross weight under 1,500 \$6.50. Vehicles exempted under State Code include vehicles displaying special permanent plates for veterans with service-connected disabilities, active Volunteers for rescue squad, auxiliary police, or fire department, active Duty Military, a vehicle owned by any of the persons who have served at least 10 years in the following capacity: former member of rescue squad, former member of volunteer fire department, former auxiliary police officer or sheriff's deputy, and a former volunteer police chaplain. Ms. Lane went over current license fees of surrounding localities with Charles City having none. She stated that some of the taxpayer concerns are “why do we pay for a decal that we do not receive?” and “why do I have to pay a full fee if I only own the vehicle for 1 month?” If the vehicle license fee were to be eliminated, there would be a loss of \$1,100,000 (FY2022 budget). In order to recoup that, they would need to raise the current personal property tax by 9.19% or \$.39 per \$100 or they would have to change the assessment methodology. They currently use NADA Clean Loan as all surrounding localities utilize Clean Loan. Currently, vehicles under \$1,000 value only receive license fees; therefore, they would not be paying anything for those vehicles. Another option would be to prorate on a semi-annual basis creating a loss of \$72,000 or to prorate on a monthly basis creating a loss of \$145,000. If they make no changes to the vehicle license fee, there would be no monetary impact, but citizens would continue to complain about having to pay the same fee amount for vehicles owned 12 months vs 1 month. Mr. Webb stated that if it had not been at the State level 15 years ago, we would not even be having this discussion. Mr. Hunter stated that it is not fair to pay the license fee twice if you sell your vehicle and purchase a new one. Mrs. Waymack stated that she does not know how they can lose all of that money. Mr. Webb agreed that they would need to make it up. Chairman Brown stated that he would be in favor of prorating on a monthly basis. He feels like they can find \$145,000 in the next year's fiscal budget. Ms. Lane stated that if they waited until the budget, they would not be able to

implement it until a year later. Chairman Brown stated that he would be in favor of doing it in order for it to go into effect in 2023 if they could find the \$145,000. The Board agreed.

Discussion on Possible Change in June 5 Due Date for Real Property Taxes (2nd Half) OR Personal Property Taxes. Ms. Lane stated that this was brought forward due to the concern that the second half of the real estate taxes and all of the personal property taxes are currently due on June 5. Ms. Lane gave a locality comparison on their due dates. The options for due date changes are to change personal property tax billing to twice a year, which would result in a revenue loss of half of the personal property taxes for a fiscal year in the year of change. For example, based off of FY2022, it would be a \$4,832,602 loss to the budget. If we changed the real estate tax due date with the fiscal year, there would be no revenue loss. For example, Colonial Heights' due dates are currently May 15th and November 15th. The advantages of changing the due dates would be a less taxpayer burden and a better cash flow budget. The disadvantages would be increased printing costs and postage for twice a year billing, collection of delinquencies, and of course, the \$4,832,602 revenue loss to the budget. Mr. Webb stated that if we're going to do that then why don't we just reduce the personal property rate equivalent to the amount you show, then everyone would walk away happy. Chairman Brown stated that he would be in favor of changing the due dates of the real estate tax. Mr. Webb asked if the State gets a percentage of the personal property tax. Ms. Lane stated that it is all locality. Mr. Webb stated that he asked because other states do not charge personal property tax. Ms. Vargo stated that having an additional due date may cause staffing issues with overtime in her department. In addition, she will need enough time to notify all of the mortgage companies. The Board decided that this may require some more discussion in the future.

Redistricting Update. Mr. Whitten stated that the Virginia Constitution and the Virginia Code require redistricting every 10 years by the local government. Localities must redistrict their districts in every year ending in one (2021). VA Code 24.2-304.1(B). Redistricting must use the most recent decennial census population figures for redistricting. VA Code 24.2-304.1; 24.2-304.1(C). Localities are allowed to redistrict for the following reasons: change in boundaries of locality that results in change of population size; Court order; change of form of government; and increase or decrease in number of districts, other than at-large districts. Localities can't create, divide, abolish or consolidate any precincts or change the boundaries of any precinct effective February 1, 2019 to May 15, 2021 except for the exceptions just listed. No change in an election district, precinct or polling place shall be enacted within 60 days preceding a general election. VA Code 24.2-306. No redistricting can be adopted until after receipt of the census data. No redistricting can be adopted between September 3 and November 2. The redistricting must be accomplished before December 31, 2021. Accordingly, the localities must adopt redistricting between November 2 and December 31. Mr. Whitten proposed a list of items to do before November 2. Does the Board want to establish a redistricting committee? IT can add a page on the County website explaining the process. They would gather census data. Staff would work on redistricting once the data is received. They would then advertise a public hearing in advance of adoption and ask for Attorney General Certification (2021 VA Rights of Voters Act). The goal is to preserve the following: existing districts (unless making change to single member districts); incumbency; voting behavior; and Communities of Interest to the maximum extent possible, areas that have readily identifiable communities of interest should not be split.

Residential subdivisions or small villages are examples of communities of interest that should remain intact. They must comply with Federal and Virginia Constitutional requirements. Districts must be more or less equal in population based on “one person, one vote” (Federal) and be “as nearly as is practicable, representation in proportion to the population of the district” (VA Constitution). Districts must be contiguous and compact and must not be drawn to discriminate on race. They must use most recent decennial census population figures, as adjusted by Division of Legislative Services (VA Code 24.2-304.1). The Division of Legislative Services has 30 days to make the adjustments after receipt of the data. The districts must be redrawn if the existing districts do not meet the constitutional or statutory requirements due to population growth or loss or demographic shifts. Beginning with the 2021 redistricting, any person incarcerated in a federal, state or local correctional facility within Virginia will be counted as a resident of the locality when he/she resided prior to incarceration. If the person lives outside Virginia or the address can’t be determined, the person is deemed to live at the facility. Local electoral districts must be comprised of contiguous and compact territory and have clearly defined and observable boundaries. One polling place per precinct (VA Code 24.2-307) is allowed. The polling place may be located within 1 mile of precinct if a suitable location can’t be found (VA Code 24.2-309). A local electoral district must be wholly contained within a single Congressional district, Senate district, House of Delegates district and election district. Prince George County applied to the State Board of Elections for a temporary waiver under VA Code 24.2-309 to use the current split precinct for the upcoming election. A local electoral district must not be less than 100 registered voters (there is an exception if needed to avoid a split precinct) and more than 5000 registered voters at time of creation. (VA Code 24.2-307). Polling places shall be located in a public building whenever practicable (VA Code 24.2-310(B)). If the same building is used, each polling place shall be in a separate room or defined space. No polling place shall be located in a building which serves primarily as the headquarters, office, or assembly building for any private organization, other than an organization of a civic, educational, religious, charitable, historical, patriotic, cultural, or similar nature, unless the State Board has approved it for accessibility reasons. (VA Code 24.2-310.1). Polling places must be accessible to qualified voters as required by the Virginians with Disabilities Act, the Voting Accessibility for the Elderly and Handicapped Act, and the Americans with Disabilities Act relating to public services (VA Code 24.2-310(C)). Redistricting requires the Board of Supervisors to pass an ordinance (VA Code 24.2-304.1). Notice is published in a newspaper one week for two weeks and shall state where descriptions and maps of the boundary changes may be inspected (VA Code 24.2-306(A)). Localities may expend funds and employ persons to carry out the responsibilities related to redistricting (VA Code 24.2-304.2). The clerk for the locality shall send a certified copy of the ordinance once approved, including a description of the boundaries of the districts AND a GIS map showing the same to the local electoral board, the Secretary of the Commonwealth, the Department of Elections, and the Division of Legislative Services (VA Code 24.2-304.3). Notice shall be mailed to each affected registered voter of any change to an election district at least 15 days before the next general, special or primary election (VA Code 24.2-306(B)). The Virginia Rights of Voters Act requires additional notices and implements a certification process through the Virginia Attorney General’s Office rather than DOJ. The act applies to any covered practice which is: any change in the boundaries of election districts and any change that reduces the number of or consolidated or relocates polling places, except in an emergency. Mr. Whitten gave two options to the Board. One is to at least 45 days “prior to enacting or seeking to administer any voter qualification or prerequisite to voting, or any

standard, practice, or procedure with respect to voting, that is a covered practice,” the following additional notices are required: publication on the locality’s website of the notice of opportunity for public comment on the proposed covered practice, and publicize the notice via press releases and other media. Public comment must be “accepted for no fewer than 30 days via mail, fax, or email, or through an online public comment forum on the official website for the locality if one has been established.” One public hearing must be held during this 30-day period to receive public comment. After public comment is received, if the BOS makes any changes, the same notices are required along with a new opportunity for public comment and a new public hearing except that the comment period may be 15 days. After previous notices and public comments are concluded in Option 1, a publication of the proposed covered practice is required in a newspaper of general circulation, including a “plain English description of the practice and the text of the ordinance giving effect to the practice, maps of the proposed boundary changes, or other relevant materials, and a notice that the covered practice will take effect in 30 days.” In the 30 days following the publication, “any person who will be subject to or affected by the covered practice” may sue in circuit court due to: “purpose or effect of denying or abridging the right to vote on the basis of race, color or membership in the language minority group,” “retrogression in the position of members of a racial or ethnic group with respect to their effective exercise of the electoral franchise.” The Court may award attorney’s fees and strike down the covered practice. Option 2 would be that the locality can submit the proposed covered practice to the Attorney General for issuance of a “certification of no objection.” The practice may not go into effect until that certification is given. Such certification is deemed to be given if the AG does not give an objection within 60 days of submission, or, if upon good cause shown, AG says sooner that no objection will be made. Option 2 is quicker since Option 1 is total of 45-day notice and comment period followed by 30 day publication period. Option 2 could be quicker since the AG can take less than 60 days for “good cause shown”. The certification does not bar a subsequent action to enjoin the enforcement of such covered practice. Once the date is received, Staff would begin working on redistricting. Staff would prepare a notice and advertisement for redistricting, adopt an ordinance in the window of November 3 to December 31, and ask for certification of no objection from the Attorney General after the ordinance is approved. The ordinance takes effect immediately but does not cut short the term of a sitting member. Loss of residency does not affect sitting members with residency requirements. If a locality fails to reapportion representation among the districts or fails to shift boundaries as mandated by law, “mandamus shall lie in favor of any citizen of such [locality] to compel the performance of such duty” (VA Code 24.2-304.4). If an action is brought against the locality challenging the election boundaries, the locality shall immediately notify the AG (VA Code 24.2-304.5). The Attorney General may also bring an action in Circuit Court if it has reasonable cause to believe that a violation of an election law has occurred and rights of any voter or group of voters have been affected by the violation (VA Code 24.2-104.1). The Attorney General may seek injunctions, civil penalties, attorney fees and costs, compensatory and punitive damages. Accordingly, it is helpful if the affirmative certification of no objection is received from the AG in advance. Mr. Webb asked if there are any guidelines or criteria to be on the committee. Mr. Whitten stated that it is really up to the Board. Sometimes it is the Board and sometimes it is Staff. Mr. Webb stated that since citizens are pushing for this, he would be interested in knowing if the committee could have citizens. Mr. Whitten stated that there is nothing to do until after September 30. Mr. Webb and Chairman Brown agreed that Board members should not be involved other than to approve it.

Single-Member Voting Districts. Mr. Whitten stated that there is an option to switch from two election districts to five election districts. The Board of Supervisors shall establish the magisterial district boundary lines. The Board can provide by ordinance for the election of its members (VA Code 24.2-304.1). The Board has the authority to change from at-large districts to single member districts. The district must “be so constituted as to give, as nearly as it practicable, representation in proportion to the population of the district.” County Code Section 30-31 would need to be amended to increase the number of election districts to five. County Code Section 30-33 would need to be amended to establish the boundaries for each of the districts. If the Board desires to change to five election districts, it makes the most sense to do it at the same time as the required decennial redistricting. Otherwise, the Board would have to approve another ordinance to redistrict and go through the certification procedures a second time. The County must have Dillon Rule authority to request a referendum. There is not any express or implied authority to request a referendum on the question. Mr. Carmichael asked what they would do if you have two existing Board members that live within a mile of each other. Mr. Whitten stated that as long as there is a clearly defined boundary between the Board members, they would want to use that to draw the boundaries. Chairman Brown asked what they would do if they could not avoid two Board members living in the same single district. Mr. Whitten stated that they would have to have a special election to decide which one serves that district. Mr. Whitten stated that those lines can be taken into consideration when drawn upon who currently serves on the Board now and how close they are in proximity to each other. Mr. Hunter stated that he was alright with moving forward on single member districts. The five districts would need to have an equal amount of voters. A committee would determine those districts. Mr. Whitten stated that if they wanted to go in the route of single-member districts, he could move forward with an authority to advertise a public hearing. Chairman Brown asked the Board members what they thought. Mr. Webb stated that he is fine with it but they will not really know anything until they get the information from the Census first. Mr. Hunter stated that he is fine with it. Mrs. Waymack, and Mr. Carmichael would like to leave it the way it is. Chairman Brown stated he is in favor of moving forward with single-member districts and instructed the County Attorney to move forward since it is a 3-2 consensus. The Board agreed that they are fine with the Committee consisting of Staff. The Board members would like to stay out of it.

Chairman Brown called a recess at 6:58 p.m. The Board reconvened at 7:10 p.m.

Capital Projects

a. **Additional Convenience Sites.** Mr. Dean Simmons, General Services Director, stated that in 2018, the Board received citizen requests for a garbage/recycle drop-off location closer to District 2 residents. On July 23, 2019 an update was given and four possible County-owned sites were proposed; Scott Park site, Sawmill Road site, Middle Road site, and the Burrowsville Library site. In addition, there are three operation options, including an unmanned option, a County option, or a contract option. The construction costs for the site would be approximately \$150,000. Annual operations would be \$184,000 after revenue. If it is County-operated, the annual income would be \$275,000 from fees. Through a private contract, there would be no income. Mr. Webb stated that an unmanned site would not be feasible. He recommended a compactor site. Tim Graves confirmed that the price does include two compactors. Mr. Carmichael stated that if the compactor site is unmanned and someone puts the wrong items in

there, they could tear it up. Chairman Brown stated that Dinwiddie County has six compactor sites with part-time employees. Mr. Simmons asked for some direction from the Board on a location. Mr. Hunter stated that we should leave Burrowsville as it is and maybe put something closer to the Courthouse. Mr. Webb stated that he is not in agreement with Scott Park and Middle Road. In addition, he is not in favor of buying more land. Mrs. Waymack stated that she is not in favor of any of the proposed sites. She is concerned about the lighting on Sawmill Road. However, she does understand the citizens in the Branchester Lakes and Birchett Estates area want something closer. Mr. Webb stated that this is something that definitely needs to be considered and they could work around the lighting issues with set hours. Chairman Brown agreed that they need to do something and maybe they could contract it out and hire part-time workers. He added that maybe someone would be willing to donate the property or they could even expand the Burrowsville site. He also suggested they could maybe add \$10 to the citizens tax bill to dump at this site anytime they want. Mr. Carmichael added that CFS is terminating its residential pick-up and this may affect the citizens. Chairman Brown agreed that this is a definite need in the County and the citizens deserve it. Mr. Ashcraft stated that they will start looking for a more suitable site and Staff will make it a planning priority.

b. **Garage Expansion.** Mr. Simmons stated that a feasibility study was completed by WW Associates with a cost estimate of \$1,856,000 on January 23, 2020. On July 15, 2021, a schematic design study was completed by Guernsey Tingle Engineers with a cost estimate of \$2,971,481. The total difference is \$1,115,481. The studies were conducted to include building renovation and bay additions, building demolition, site work, HVAC upgrades, and electrical/generator upgrades. At this time, the Design Study for this project is still being analyzed to obtain the most efficient means to proceed with construction for the Fleet Garage Expansion. Mr. Simmons confirmed for Mr. Webb that the original proposal was for two bays and it is being designed to accommodate the ladder trucks. In addition, it is an all steel structure. Mr. Webb stated that \$1.1 is a pretty significant jump due to rising constructions costs. Mr. Simmons also confirmed that there is a \$300,000 contingency. Chairman Brown stated that he does not know what they need to do to get better estimates from these A&E firms to avoid gaps like this. Mr. Carmichael stated that he wonders if the Board needs to improve upon prolonging things causing time to increase prices. Mr. Simmons stated that in this case, the original numbers were unrealistic to begin with. Mr. Webb confirmed that this is a “not to exceed” amount. Mr. Webb stated that they need to stick to the scope and hold the contractors’ feet to the fire. Chairman Brown asked Ms. Drewry how they would come up with the \$1.2 million extra. Ms. Drewry stated that she could have Davenport rerun the model with the increased \$1.5 million to include the additional A&E services as well. Chairman Brown stated that he would like to see them be able to do this without a tax increase. There is also always Fund Balance if they may have to dip in that.

c. **Congressman McEachin.** Mr. Jeff Stoke, Deputy County Administrator, stated that the projects are wrapped in the twelve appropriation bills for the FY22 budget. The House Bills are all out of committee, which includes both the water side and the transportation side. The Feds have until September 30 to pass the FY22 budget starting October 1. It has not reached the full House floor yet and is still working its way through the Senate committees. Chairman Brown thanked all of the Staff that was involved in making those requests happen.

Fire Station Renovations & Construction

a. **Station 5.** Mr. Paul Beamon, Director of Fire and EMS, presented three proposals for Company 5. The first proposal includes replacing the existing roof, replacing the existing hot water system with potential recirculation loop, renovate the bathrooms with new fixtures and finishes, replace the building HVAC systems, design for a new fire alarm system, design for infrastructure to support the County's building access control system, and design for infrastructure to support the County's call alerting system, apparatus bay renovations, repurposing the existing bunkroom into two offices, enlarge the existing sleeping area, renovate the existing kitchen facilities, and expand the multi-purpose room. Mr. Beamon stated that once he and Mr. Simmons started looking into these requests, they discovered missing items from the original estimate and came up with a 53% increase for a total price estimate of \$678,500. The second proposal includes a new community room. He confirmed for Mr. Webb that the generator is in front of the community room and would need to be moved. Mr. Simmons confirmed for Mr. Webb that none of these walls they are talking about moving are load bearing. Mr. Beamon stated that just adding that room would cost \$678,000, not counting the other things in the first proposal. If you add in the must haves from the first proposal, the second proposal would be \$902,000. He added that they absolutely need the roof, the HVAC, and the bay doors. The third proposal is everything mentioned with an extra bay at \$300,000. That proposal with the must haves is \$645,000. Mr. Webb asked if the extra steel structure bay would be big enough to handle an apparatus. Mr. Beamon stated that it would. Mr. Beamon recommended proposal one as it would give the County more for its money. Mr. Hunter stated that proposal one would meet their needs and give them some of their wants. Mr. Webb stated that he would be for proposal one. Mr. Beamon did confirm for Mr. Hunter that proposal one does not include the fuel tank. Mr. Webb stated that the tank is leaning and he would think they could fix that. Moving it is something they could do later. Chairman Brown asked what the steps are to get this show on the road. We need to start making stuff happen. Mr. Beamon stated that he could check on a turnaround time. He should have something together in 30 days for the bid. Mr. Webb asked if the station will need to shut down temporarily for some of these changes and if they have a backup plan. Mr. Beamon stated that they haven't work that out yet, however they may need to shift some people around. The Board gave Mr. Beamon the consensus to move forward with proposal one.

b. **Company 1.** Mr. Beamon stated that he has had a couple of meetings regarding Company One. They have walked through and showed the company everything, measurements have been taken, and the members have given them an indication of what they would like to see done. He has not had a chance to put everything together and determine the needs versus the wants, but he would not be surprised if it ends up being as much as \$2 million. However, he does not disagree with most of Chief Foster's requests. Mr. Beamon confirmed for Mr. Webb that the sinkholes are secured but have not been repaired. He does not believe it is a hazard at this time. Mr. Simmons stated that the contractor is waiting on a pipe to complete the job. Mr. Webb wants to make sure the material is going to be sound enough to support the weight of a parking lot. Mr. Simmons stated that it would not be sound enough as it is now.

c. **Contribution to the Burn Building.** Mr. Beamon stated that there has been no movement on the Burn Building and he has not seen any prices in writing. He understands that they are working on the MOUs now.

d. Electrical Upgrades at Station 8. Mr. Simmons stated that DJG, Inc. was retained by Prince George County to perform an electrical assessment of Fire Station #8 located at 10800 Prince George Drive. The assessment goals are as follows: 1) Perform site visit to determine 2017 National Electrical Code (NEC) violations throughout the Fire Station; 2) Investigate upgrading electrical service to a three-phase electrical service to satisfy the current and future electrical demands of the Fire Station; 3) Investigate replacement of the existing generator set with Automatic Transfer Switch (ATS) to serve the entire Station; and 4) Investigate current emergency lighting (lighting operating with loss of power). Fire station #8 is a two-story structure with six (6) vehicle bays and is approximately 9,000 sq. ft. The first floor consists of vehicle bays, office space, dayroom, kitchen, and supporting rooms. The upstairs is comprised of a sleeping area, laundry room, and shower area. DJG Inc. surveyed the Building's electrical system and documented the existing conditions. The current electrical system serving the Fire Station is a 400A, 240/120V, single-phase electrical service. A 30Kw, 240/120V, propane gas fired, engine-driven, generator set feeds a 100A load center that serves small miscellaneous loads in the building. Based on the study, DJG, Inc. has concluded that the electrical system size is not adequate to support the existing Station. In addition, the existing non-metallic sheathed cabling (NM-cable), and emergency lighting is not currently in accordance with the NEC. DJG's recommendations are to provide new three-phase electrical service to station, provide new three-phase main distribution panel board, provide three-phase lighting and appliance panel boards at current locations, correct NEC code violations, provide adequate emergency lighting, and provide additional branch circuits in vehicle bays. The total cost of these recommendations is \$125,000. DJG recommends that all load centers within the Fire Station be replaced with 3-phase, 42-pole panel boards. This will allow for the loads to be balanced across all three-phases and give sufficient space to support future loads. The calculation also indicates that a 80kw/100kva 3-phase propane-fired, engine-driven industrial generator set with 400A service entrance ATS. To keep rework of the electrical service to a minimum the service entrance rated ATS should be provided outside adjacent to the new power company metering. The electrical panel boards will be located inside the Station. It is recommended that the emergency lighting units be replaced, and additional units be provided to illuminate the path of egress within the Station. Mr. Simmons stated that the County currently has an 80kw generator that was purchased for Station 7. It is brand new and can be used for this project giving the County a \$40,000 savings. Mr. Simmons confirmed for Mr. Webb that they have a feed trace to run the wire. The Board gave consensus to move forward with this project.

RCJA Conditions. Mr. Simmons presented to the Board a building analysis report on the Riverside Criminal Justice Agency building and gave a recommendation for repair. He believes they can be their own general contractor on this. He is currently waiting on an environmental study before they move forward. There is water damage to the walls which appear to be due to inadequate flashing and mortar deteriorating. The main floor throughout is unlevel and showing signs of structural deficiencies. They found no visual deficiencies. The walls in the upstairs storage area are delaminating. There is a wild animal nest in the attic. The electrical systems throughout are missing key safety components. There is an unsecure light fixture that proposes safety hazard. The stairs are inadequate and does not meet standards for habitable space. The upstairs does not meet building requirements for habitable space. The basement drainage system is not draining and standing water. The basement door is not secure for humans or pests. The

concrete base structure for the first floor is showing signs of decay and stress. Missing chunks of material and exposed rebar members. There is missing insulation under the structure. It appears to have some fungus growing on floor framing members. There is debris under the structure in the crawl space that needs removed.

Streetlight Update – Mr. Simmons stated that at the September 11, 2018 Board Meeting, General Services presented projected cost summaries and detailed information on the existing streetlights. It was identified that the County pays approximately \$95,000 each year for existing streetlights across the County with possible security lights included on private property. At the October 19, 2018 Board Meeting, the Board of Supervisors approved the Streetlight Policy. There are 377 lights with Dominion at \$53,476 per year. There are 342 lights with Prince George Electric at \$41,525 per year. This is an average of \$132 per light per year. This includes some security lights the County will not continue paying in policy. Mr. Simmons informed the board of recent street light requests. There was a resident Request for a Streetlight Installation at 3155 Deep Bottom Road, Prince George. The Police Department performed a nighttime evaluation of this request. It was determined that this site does not warrant a County Paid Street Light installation. They advised the resident to contact their Electric Company to have a Security Light installed (Dusk-to Dawn light) at a minimal monthly fee to resident. There was a street light request at the intersection of Bull Hill and New Bohemia Drive. The Police Department performed a nighttime evaluation of this request. It was determined that this site does warrant a County paid street light installation. “Tractor Trailers are a constant factor 24/7 and it is a very dark intersection”. General Services contacted the two property owners at the intersection for permission to install a street light. The owner of the South Corner property responded giving permission to install a Street Light. This property has the Hardee’s Restaurant. The Building Official’s Office was contacted with their response stating that any Future Development in that vicinity may address this intersection light request. The initial installation costs to the County is \$7,000 for Pole, Concrete, Fixture, Labor, Electrical lines, etc. to then follow with monthly electricity costs. In addition, Dominion Energy would have to receive an easement from the North corner property across the intersection for the only power source available in the vicinity. Streetlights paid for by the County prior to this policy will continue to be paid for by County both located inside and outside of the Central Service Area (CSA) and at public intersections. Staff will continue to audit bills to determine if the County is paying for Security Lights and work to return bills to land owners; especially if the security lights are on private property. Residents can request private security lights from Dominion Energy or from the PGEC. General Services will assist residents to contact correct power company - but not pay for lights. Where the County is currently paying for the “Security lights” General Services will notify property owners of the change of service. Mr. Webb inquired what kind of bulbs are in the lights. He recommends LED. Mr. Simmons stated that the bulbs are completely through the power company that puts it up.

IT Matters. Mr. Clifton Young, IT Director, stated that there are two open positions for an Information Systems Technician. They have 80 applicants so far and twelve are currently selected for interviews. They have one additional part-time employee to help with citizen calls and low-level duties in the department. They are working with local, Prince George, IT businesses for some small projects such as replacing wireless access points, and installing Ethernet cable in the fire stations. There is an ongoing request for one additional staff member

focused on supporting public safety. Mr. Young went over upcoming projects. Mr. Webb asked if the AC issue in the server room has been corrected. Mr. Simmons stated that it is not completely corrected, but they are headed in the right direction. They have the correct cooling tower now, but they are having flow issues. They are currently working on devices and cables getting them properly organized, labeled, and documented. They are doing general cleanup and organization on network switches and racks. There are 12-13 switches to be replaced in various locations over the next 1-2 years. They are approximately \$3-3500 each pending price fluctuations. There are 3-5 higher level switches in other buildings at approximately \$6,500 each. They are working on getting the Animal Shelter onto the County's network. There is a server storage hardware device near the end of its life. The estimated cost to replace this will be \$50-77,000 pending quote adjustments and desired storage space. Another project is the fiber connections in and around the Administration Complex. They are in contact with a contracted vendor to test the existing fiber and build potential scope of work. There will be additional ARPA-related projects. Looking ahead, they are potentially increasing the network speed, They have two new virtual server hosts and four to be replaced in approximately 3-5 years. The core administrative building network switches were upgraded in 2021. Core Emergency Communications Center switches will be upgraded in 4-5 years. There are two server storage hardware devices to be replaced in calendar years 2023 and 2024. There will be changes to the off-site backup procedures, but for security reasons, this will be discussed offline.

ADJOURNMENT. Mr. Webb made a motion, seconded by Mrs. Waymack, to adjourn at 9:01 p.m.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

[Draft Minutes prepared July 30, 2021 for consideration on August 10, 2020; adopted by unanimous vote.]

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

Percy C. Ashcraft
County Administrator