

MINUTES
Board of Supervisors
County of Prince George, Virginia

February 8, 2022

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 February 8, 2022 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by Chair Marlene J. Waymack.

ATTENDANCE. The following members responded to Roll Call:

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

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

CLOSED SESSION

E-1. Resolution; Closed Session for (i) Section 2.2-3711.A.1 – Discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of a specific public officers, appointees or employee of the public body; I further move that such discussion shall be limited to the County Administrator; and (ii) Section 2.2-3711.A.3 – 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 property located on S. Crater Road; and (iii) Section 2.2-3711.A.7 – Consultation with legal counsel pertaining to actual or possible litigation; I further move that such discussion shall be limited to Mark L. Gunn v. Prince George County, et al litigation. Mr. Hunter made a motion, seconded by Mr. Webb, that the Board convene closed session for (i) Section 2.2-3711.A.1 – Discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of a specific public officers, appointees or employee of the public body; I further move that such discussion shall be limited to the County Administrator; and (ii) Section 2.2-3711.A.3 – 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 property located on S. Crater Road; and (iii) Section 2.2-3711.A.7 – Consultation

with legal counsel pertaining to actual or possible litigation; I further move that such discussion shall be limited to Mark L. Gunn v. Prince George County, et al litigation.

R-22-026

E-1.

RESOLUTION; CLOSED SESSION FOR (I) SECTION 2.2-3711.A.1 – DISCUSSION OR CONSIDERATION OF THE ASSIGNMENT, APPOINTMENT, PROMOTION, PERFORMANCE, DEMOTION, SALARIES, DISCIPLINING OR RESIGNATION OF A SPECIFIC PUBLIC OFFICERS, APPOINTEES OR EMPLOYEE OF THE PUBLIC BODY; I FURTHER MOVE THAT SUCH DISCUSSION SHALL BE LIMITED TO THE COUNTY ADMINISTRATOR; AND (II) SECTION 2.2-3711.A.3 – 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 PROPERTY LOCATED ON S. CRATER ROAD; AND (III) SECTION 2.2-3711.A.7 – CONSULTATION WITH LEGAL COUNSEL PERTAINING TO ACTUAL OR POSSIBLE LITIGATION; I FURTHER MOVE THAT SUCH DISCUSSION SHALL BE LIMITED TO MARK L. GUNN V. PRINCE GEORGE COUNTY, ET AL LITIGATION

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8th day of February, 2022, does hereby vote to enter closed session for (i) Section 2.2-3711.A.1 – Discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of a specific public officers, appointees or employee of the public body; I further move that such discussion shall be limited to the County Administrator; and (ii) Section 2.2-3711.A.3 – 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 property located on S. Crater Road; and (iii) Section 2.2-3711.A.7 – Consultation with legal counsel pertaining to actual or possible litigation; I further move that such discussion shall be limited to Mark L. Gunn v. Prince George County, et al litigation.

On roll call the vote was:

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

Opposed: (0)

Absent (1) Carmichael

Mr. Carmichael arrived at 5:38 p.m.

E-2. Resolution; Certification of Closed Session. At 5:50 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. Chair Waymack 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 Chair asked that the roll be called on the motion.

R-22-026A

E-2.

**RESOLUTION; CERTIFICATION OF CONTENTS OF CLOSED SESSION
PURSUANT TO SEC. 2.2-3711, ET SEQ., CODE OF VIRGINIA (1950, AS
AMENDED)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8th day of February, 2022 does hereby certify that, to the best of each Board Member's knowledge, (1) only public business lawfully exempted from open meeting requirements were discussed, and (2) only matters identified in the convening motion were discussed.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

Chair Waymack called a recess at 5:51 p.m. The work session convened at 6:00 p.m.

WORK SESSION

Mr. Dan Whitten, County Attorney, who manages each room and went through each of those different facilities. County Administrative staff, Parks and Rec Staff, and Fire and EMS staff all approve room rentals. Annual leases require Board of Supervisors approval because a public hearing is required for the annual lease. The rentals through County Administration include the Community Room in the Human Services Building, the Boardroom, and the Kines Breakroom on the second floor. Rentals are free. You just call administration to reserve the room. The Boardroom and Kines Breakroom are only rented during office hours unless it's a governmental organization or committee that needs to rent the room. Rentals through Parks and Rec include the Disputanta Community Building for County residents at \$25/hour and \$100 security deposit, Old North Elementary, which is free for County residents, and Scott Park/Temple Park Pavilion, which is free for County residents, \$80 for non-residents, and available dawn to 3:00 pm or 3:00 pm to dusk. Rentals through Fire and EMS include the Central Wellness Training Rooms that are available for rent, rent free, for Fire & EMS and Police Department, Local Emergency Planning Committee, and CPR and First Aid classes. Rentals requiring Board approval include Burrowsville School, which currently has a five-year lease to Friends of Burrowsville School for a fee of \$1. It also includes the Central Wellness Center where the following organizations rent a room for no fee on an annual basis: American Legion, Prince George Rotary, Wrestling, Food

Bank, Womens Club of Prince George, Fraternal Order of Police, Eastern Star and Masonic Lodge, and CERT. These organizations had to contact County Administration and have a lease drawn up by the County Attorney. At the last work session, Mr. Webb suggested to the County Attorney that he check into how the Schools rent their rooms. Mr. Whitten stated that School related groups and the School Board are given priority in the use of school facilities. Application by other groups will be taken on a first come, first serve basis. In order to insure that School Board facilities are available to the greatest number of people, no reservations for the use of school areas may be made more than six months in advance. Other than activities sponsored by School-related organizations or school groups; e.g. PTA, Boosters, Athletic Teams, Choral, Band, School Clubs, etc., or School Board, no series of meetings or engagements will be allowed to use the facilities without special authorization by the Superintendent or designee. The school facility may not be used for profit-making activities of any individual or entity without the approval of the School Board. Operational expenses such as heating, cooling, lights, water, custodial fees and other costs make it necessary to charge a nominal fee for non-school use of these facilities. Operation usage fees, custodial, and food service fees shall be charged for use of a school area by an individual group as authorized by the School Board. The purpose of the fees is to restrict expenditure of educational funds to educationally related uses. Usage fees shall be required of all individuals and groups using school areas, except PTAs, advisory committees or community councils and groups created for the sole purpose of supporting Prince George Schools. The person signing the application and the organization, which he represents, shall be held financially responsible for any damages to the building, its furniture, and equipment during the period of use. The group to whom the facilities is rented shall hold the school and the School Board harmless for any damage or claims arising from the action of the permit holder, his/her employees or agents, or patrons while the facility is in use. A certificate of insurance naming Prince George County Public Schools as an additional insured must accompany the application. Application to use a school facility must be completed and submitted to the Superintendent, or designee, at least twenty (20) days prior to the anticipated use of the facility. Custodial fee, if any, and operational charges must be submitted within ten (10) days to the Director of Finance. No facility may be considered as reserved until the Superintendent, or designee, has approved the written application, and the application has been issued to the applicant. The application form for the use of a school facility for a meeting or activity shall provide a full statement of the purpose and type of meeting or program for which permission to use the school building is being sought. This statement shall include information concerning the sponsor or sponsors, the content of the program, information as to whether the meeting or activity is to be advertised, and a statement concerning how any financial proceeds are to be distributed. The organization using the facility will be expected to leave the facility ready for services the next day. Custodial services do not include transporting equipment or supplies, arrangement of any special furniture or equipment, or supervision of activities or crowds. Only school furniture provided for a particular facility may be used. Any rearrangement of school furniture must be done by the group using the building, but only after securing the permission of the school principal. Occupancy is limited to the number of persons, seat for seat, that the facility is designed to accommodate and as posted. Staging or decorations must be done so as not to deface or damage any property, and must be pre-approved by the school principal. The following rooms are rented out at their respective hourly rates with a three-hour minimum: Library or Classroom, \$50/hour, \$25 for each additional hour; Cafeteria, \$100/hour, \$35 for each additional hour; Auditorium/Gym, \$300/hour, \$100 for each additional hour; Open Commons, \$100/hour, \$35 for

each additional hour; Gym/Multipurpose, \$150/hour, \$50 for each additional hour; Athletic field/parking lot, \$30/hour, \$10 for each additional hour; Athletic Field with lighting, \$100/hour, \$35 for each additional hour; Custodial fees, contracted rate; Building/Grounds Vendor Fee \$50 per event. Mr. Whitten asked the Board to email him with any suggestions for a draft policy. Mr. Carmichael asked how many times in the past year have we allowed organizations to use rooms within County facilities. Mr. Jeff Stoke, Interim County Administrator, stated that the Community Room in the Human Services is used the most by outside organization, most of which meet monthly. Mr. Webb asked the County Attorney to find out what the utility costs are at the Central Wellness Center. He stated that taxpayer dollars are maintaining that building and not all taxpayers take advantage of that building. Mr. Whitten stated that he will get those figures to the Board.

Mr. Whitten presented to the Board a proposed Ordinance Amendment regarding burning rubbish on one's own property. He struck the word "brush" from the definition of "Solid Waste.". Solid waste means any water material of a solid or semisolid nature, including industrial waste, refuse, construction and demolition debris and sludge resulting from the processing of drinking water and the treatment and disposal of wastewater. Under the Disposal section, he removed "areas zoned A-1 general agriculture or R-1 residential agriculture" when speaking about when a person may dispose of his own refuse upon property under his ownership or under his effective control. In addition, requirements were added in order for a person to burn, including a distance of not less than 50 feet from an occupied building, the property is at least one acre in size unless the open burning is for camp fire or other fire that are used solely for recreational purposes, ceremonial occasions, or for outdoor noncommercial preparation of food, and the burning is permitted by regulations of the state air pollution board. Mr. Whitten clarified for Mr. Webb that Community Development is handling the recent complaint of burning brush brought from outside of the area and burned on a half-acre lot. In terms of setbacks, Mr. Webb stated that he would hate to see restrictions for a person who is trying to clean up their own property without having to take it somewhere. Chairman Brown stated that a setback still would not address the problem with embers or smoke. However, he thinks there does need to be some type of setback. He is not proposing anything this evening. He believes this is something that needs to be thought out. Mr. Whitten stated that there can be several setbacks based on the size of your lot. Mr. Webb stated that if we try to get too defined on it, we can create other problems. The previous complaint is a civil matter. Chairman Brown stated that he does not want to overdo it. Mr. Whitten stated that he bring back more options at a future worksession. Chairman Brown suggested that he consult with Fire and EMS on the matter to see if there have been any other complaints.

Mr. Whitten stated that the State Redistricting Maps finalized by the Supreme Court include changes to boundaries of the 75th and 82nd for House of Delegates, 13th for State Senate, and 4th for Congressional. The Courts Building (204) precinct was split by the new line between the 75th and 82nd House of Delegates. Va Code § 24.2-307 states that each precinct shall be wholly contained within a single congressional district, Senate district, House of Delegates district, and election district used for the election of one or more members of the governing body or school board for the county or city. Some solutions to adjust the boundaries of the split precinct would be to move the boundaries of the Bland (201) Precinct. Currently the Courts Building precinct has 3244 registered voters. Three hundred registered voters would move from Courts Building

Precinct to the Bland Precinct. Currently Bland Precinct has 3709 voters. There is a maximum of 5,000 voters per precinct. Polling location should be located within Courts Building Precinct. The polling location would move from Courthouse to a new location since the Courthouse is no longer located within the precinct and there are security concerns. The Registrar and Electoral Board will work to find new location. If a location cannot be found, polling location can be within 1 mile of precinct boundaries. Chairman Brown asked that the maps on the website be of better quality. Mr. Whitten clarified for Mr. Webb that it does not affect the current election districts. Mr. Whitten stated that they will need a public hearing to change the precinct. He will ask for advertisement on February 22 and hold the public hearing on March 8.

Chair Waymack called a recess at 6:39 p.m. The work session convened at 7:00 p.m.

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

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

PUBLIC COMMENTS. Chair Waymack announced that anyone wishing to come before the Board may do so at this time. She noted that this was the time for unscheduled general public comments. Chair Waymack opened the public comments at 7:02 p.m. There was no one to speak and the public comments period was closed.

APPROVAL OF AGENDA. Mr. Hunter requested that Item A-5 be added as a resolution authorizing the purchase of 2.18 acres of property located on S. Crater Road, Tax Map# 430(03)00-00B-0 and appropriation from Economic Development Fund. Mr. Carmichael made a motion, seconded by Mr. Webb, to adopt the agenda as amended. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

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

C-1. Draft Minutes – January 25, 2022 Regular Meeting.

R-22-027

C-2.

RESOLUTION: COMMENDATION; CHIEF DEPUTY WALTER C. DOUGLAS; SERVICE TO PRINCE GEORGE COUNTY

WHEREAS, on April 3, 1996, Walter C. Douglas began his employment with the County of Prince George as a Police Officer in the Police Department; and

WHEREAS, Mr. Douglas was promoted from Police Officer to Police Sergeant on February 16, 2006 and promoted from Police Sergeant to Police Lieutenant on August 15, 2018; and

WHEREAS, Mr. Douglas transferred from the Police Department to the Sheriff's Office as Lieutenant Sheriff on October 12, 2019 and was promoted from Lieutenant Sheriff to Chief Deputy Sheriff on January 1, 2022 and continued in this capacity until he retired on February 1, 2022; and

WHEREAS, Walter C. Douglas has served as a General Instructor, Defensive Tactics Instructor, TASER Instructor, Firearms Instructor, Firearms Range Master, Field Training Officer, Child Passenger Safety Seat Technician, Crime Prevention Specialist, Special Response Team Member, Neighborhood Watch Coordinator, D.A.R.E. Officer, and also served on the Prince George Planning Committee; and

WHEREAS, Mr. Douglas served as the Accreditation Manager where his dedication and hard work was instrumental with the Police Department becoming accredited through the Virginia Law Enforcement Professional Standards Commission in 2013, after which he continued to make sure the department retained their status during the 2017 reaccreditation process. In 2017, Mr. Douglas was awarded "Master Assessor" from the Commission; and

WHEREAS, Mr. Douglas began the path towards accreditation for the Sheriff's Office and served as a Training Officer; and

WHEREAS, Mr. Douglas has received numerous letters of commendation from citizens and other agencies throughout his career; and

WHEREAS, Mr. Douglas is known for his passion and thoroughness in both the Police Department and Sheriff's Office; and

WHEREAS, throughout his remarkable career in Law Enforcement, spanning more than 25 years, Walter C. Douglas has served the citizens of the County and the Commonwealth to the utmost of his ability, and devotion to Law Enforcement and Public Safety in a manner bespeaking the dedication of a true public servant. Mr. Douglas' institutional knowledge will be irreplaceable and will be sorely missed by the Sheriff's Office, the County and its citizens;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors and the County of Prince George this 8th day of February, 2022, does hereby commend Walter C. Douglas for a total of 25 years and 9 months of dedicated service to the County; and

BE IT FURTHER RESOLVED That the Board wishes to express their sincere gratitude for his commitment to the County and its citizens and extends to Walter C. Douglas much happiness as he enters the next phase of his life.

On roll call the vote was:

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

PRESENTATIONS

S-1. Resolution; Commendation; Chief Deputy Sheriff Walter C. Douglas; Service to Prince George County. The Board presented a commendation to Chief Deputy Sheriff Chris Douglas in the presence of his family, the Sheriff's Office, and the Police Department.

SUPERVISORS' COMMENTS

Mr. Carmichael stated that the accomplishments of Chris Douglas make it very difficult to fill their shoes. The Board respects the employees of this County and he hopes that they will be able to be replaced at the same caliber of service. He wished Mr. Douglas and his family the best for the future.

Mr. Hunter agreed with Mr. Carmichael and asked that everyone be safe out there with COVID.

Mr. Brown stated that he had a very nice constituent meeting by Zoom recently. He is hearing loud and clear that citizens are looking to the Board to help relieve the tax burden on them as well as would like to see the rural areas kept rural and take care of the business areas that we currently have such as the Rives Road, Route 460 area. Something needs to be done about the railroad crossing there.

Mr. Webb echoed Mr. Carmichael's comments regarding Chief Deputy Sheriff Chris Douglas. He asked everyone to keep the family of Lidge Johnson in their thoughts and prayers. In addition, he added that former Board member, Bill Robertson, just returned home from the hospital. He stated that Mr. Robertson was a very good friend and mentor and asked that everyone keep him in their thoughts and prayers for a speedy recovery.

Chair Waymack stated that they are going into the budget season and Prince George is growing. It is very difficult to navigate through the budget process while there are some people in the County who do not want to grow. Therefore, please keep the Board in their prayers.

COUNTY ADMINISTRATOR'S COMMENTS

Mr. Jeff Stoke, Interim County Administrator, stated that Fort Lee Civilian-Military Council Meeting, (by zoom invitation only) will be on February 10, 12:00pm - 1:30pm. The Burn Ban Law will be in effect Feb. 15 - April 30 (no burning before 4pm applies to campfires & brush burning) Contact the Virginia Department of Forestry for information. The Prince George Board of Supervisors will have a Budget Work Session in the Boardroom on February 17 at 5:00pm. County Offices will be closed for President's Day on February 21. Charles Leonard, former member of the Planning Commission and member of the Board of Zoning Appeals, passed away on January 24. Prince George County Strategic Plan tentative dates for Board retreat are March 4 and 5. The Department Annual Reports have been posted on the website for Board and citizen review. https://www.princegeorgecountyva.gov/departments/county_administration/2021_annual_reports.php

REPORTS

VDOT – Ms. Crystal Smith of the Virginia Department of Transportation stated that the central office has complete their review on Bickings Lane and determined that the portion of Bickings past the first cul-de-sac was considered a parcel and never identified as a roadway. The Interim County Administrator has suggested that they use some temporary road closed barricades to avoid dumping. Ruffin Road at Route 10 will be worked on during the Schools spring break. The FDR is still on schedule for early spring on Arwood Road. The department is planning on sweeping this spring. It will take some time to get through the whole County. Ms. Smith stated that the roundabout at Middle Road and Jefferson Park funding will not be available until 2028 or 2029. Revenue sharing is an option, but those funds will not be available until 2025. Paul Hinson, Land Use Engineer, will work with Ms. Walton to sit down with the plans and give her ideas of ways to possibly reduce the cost of the project. Mr. Webb asked if they could put a signal at that location and time it with the buses in the meantime. Ms. Smith stated that they have looked at that multiple times, and they could look at it again. However, it will likely not work as a temporary thing and may create more problems. Mr. Webb asked about the tree in the curve on Pole Run Road about a quarter mile from Hines Road headed back towards Route 156. Ms. Smith stated that they will take a look at that. Mr. Carmichael asked if they could receive federal funding on that roundabout since it is right there at Fort Lee. Mr. Brown asked about the water on Tavern at South Elementary. Ms. Smith stated that it has been repaired. Chair Waymack asked about the safety issues on Pole Run Road. Ms. Smith stated that they did not have any findings for additional signage, but they have referred it to the Traffic Engineering Department.

Discussion of the Updated By-Laws – Mr. Dan Whitten, County Attorney, stated that there has been a request for him to go over and reiterate the recent changes to the By-Laws. First, he explained more in detail the positions of chairman and vice-chairman rotating annually based on seniority. If two Board member has the same seniority, the position shall be based on alphabetical order by comparing the Board members' last names. If a Board member that is next in line declines the position, the position of chairman or vice-chairman shall rotate to the next Board member based on seniority. Next, he went over the section added regarding if any Board member meets with staff, the substantive content of such meeting shall be communicated to the entire Board. This would exclude confidential matters or any matter that would have attorney/client privilege. They would just notify the County Attorney. Mr. Webb stated that if a Board member just calls a staff member and asks a question, that should not constitute a meeting. His thought is that this should only be exercised if it is a face-to-face meeting. Mr. Carmichael agreed. In terms of a Board member participating in a meeting by electronic means no more than 25 percent of the meetings held per calendar year, Mr. Brown asked Mr. Whitten for clarification on whether a closed session, a work session, and the business meeting all on the same night are considered three different meetings. Mr. Whitten stated that they were considered three separate meetings. Mr. Carmichael disagreed. He would like to see one date considered one meeting. Mr. Whitten stated that they could revise it in the By-Laws. Mr. Webb asked the County Attorney what Robert's Rules of Order position is on this. He confirmed for Mr. Webb that Robert's Rules of Order would consider it separate meetings because of the way it is set up by a timeline of 5:00, 6:00 and 7:00. Mr. Webb stated that the intent was to follow Robert's Rules of Order. Mr. Webb stated that it is separated out by time as a courtesy for the public. In addition, we advertise public hearings at 7:30 pm. It gets kind of convoluted when you run it all together.

ORDER OF BUSINESS

A-1. Resolution: Award of Contract for Full Service Implementation and Maintenance Program to Utility Service Co. Mr. Frank Haltom, County Engineer, stated that a Request for Proposals (RFP) to provide an Advanced Metering Infrastructure (AMI) Full Service Implementation and Maintenance Program was advertised on September 24, 2021, and closed on November 3, 2021. The program provided under this contract will improve the process of collecting monthly water utility meter data to enhance the level of service offered to utility customers. The contract includes a turnkey deployment of approximately 3,139 meter accounts, followed by an ongoing field maintenance program that includes the network of meters, AMI endpoints, and software maintenance as well as full service data hosting for the County. Proposals were received by Core & Main and Utility Service Co. Interviews with both companies were held on January 4, 2022. On January 25, Core & Main informed the County that they withdrew their proposal due to conflicts with their meter provider. After the interviews, the County requested non-binding price proposals. The cost of the program will be paid over a fifteen-year period. Staff recommends a resolution to award the contract for AMI Full Service Implementation and Maintenance Program to Utility Service Co.; and to direct staff to negotiate the terms of the contract to not exceed the amount of the price proposal of \$3,011,934.40 provided by Utility Service Co. Mr. Haltom clarified for Mr. Webb that they have roughly under 3200 meters. Mr. Webb stated that at \$1.97 per meter for maintenance, the annual cost would be just over \$200,000 per year. He confirmed for Mr. Carmichael that they have enough in their budget to cover the first year. Mr. Carmichael asked if they will upgrade the equipment at no cost to the County. Mr. Haltom stated that it is warranted for 10 years. After that, it is prorated. This includes the breakdown of the \$1,898,845.00 for the implementation over a fifteen-year period. He confirmed for Mr. Webb that they will be able to monitor trends with this new system to detect a water leak. Mr. Webb made a motion, seconded by Mr. Carmichael, to approve the resolution awarding the contract for AMI Full Service Implementation and Maintenance Program to Utility Service Co. and to direct staff to negotiate the terms of the contract to not exceed the amount of the price proposal of \$3,011,934.40. Roll was called on the motion.

R-22-028

A-1.

RESOLUTION: AWARD OF CONTRACT FOR FULL SERVICE IMPLEMENTATION AND MAINTENANCE PROGRAM TO UTILITY SERVICE CO.

WHEREAS, A Request for Proposals (RFP) to provide an Advanced Metering Infrastructure (AMI) Full Service Implementation and Maintenance Program was advertised on September 24, 2021, and closed on November 3, 2021; and

WHEREAS, The program provided under this contract will improve the process of collecting monthly water utility meter data to enhance the level of service offered to utility customers; and

WHEREAS, The contract includes a turnkey deployment of approximately 3,000 meter accounts, followed by an ongoing field maintenance program that includes the network of meters, AMI endpoints, and software maintenance as well as full service data hosting for the County; and

WHEREAS, Proposals were received by Core & Main and Utility Service Co. Interviews with both companies were held on January 4, 2022. On January 25, Core & Main informed the County that they withdrew their proposal due to conflicts with their meter provider; and

WHEREAS, The cost of the program will be paid over a fifteen-year period.

NOW, THEREFORE BE IT RESOLVED: That the Board of Supervisors of the County of Prince George this 8th day of February, 2022, does hereby award the contract for AMI Full Service Implementation and Maintenance Program to Utility Service Co. and directs staff to negotiate the terms for the program not to exceed the price proposal of \$3,011,934.40 provided by Utility Service Co.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-2. Resolution; Authority to Advertise a Public Hearing Regarding the Proposed Authorization of the Issuance of General Obligation Bonds in the Maximum Principal Amount Not to Exceed \$5,775,000. Ms. Betsy Drewry, Deputy County Administrator, Finance, stated that multiple capital projects with planned debt issuance were recommended as part of the adopted FY2021 budget. The Garage renovation project approved as an FY2021 project remained in design in FY2022 and an award of contract for construction was awarded on January 25, 2022. The project total, including estimated bond issuance costs and contingency is \$5,775,000. The Board discussed the possibility of cash funding \$1,000,000 to keep the borrowing at the original estimate for the Garage renovation of \$2,100,000 instead of the updated budget amount for that project of \$3,065,000. The borrowing will be \$5,775,000 or \$4,775,000 depending on whether or not cash funding of \$1,000,000 is approved. Davenport issued an RFP on behalf of the County for the borrowing with these two options, and the RFP and a listing of lending institutions to which the RFP was sent. The issuance of general obligation bonds requires a public hearing. The date for the Public Hearing and suggested approval for selecting a lender is March 8, 2022. Bond closing would be completed by March 31, 2022. Mr. Webb stated that he is in favor of cash funding \$1,000,000 to keep the borrowing at the original estimate. Mr. Hunter made a motion, seconded by Mr. Webb, to authorize the advertisement of a public hearing for the issuance of general obligation bonds. Roll was called on the motion.

R-22-029

A-2.

RESOLUTION: AUTHORITY TO ADVERTISE A PUBLIC HEARING REGARDING THE PROPOSED AUTHORIZATION OF THE ISSUANCE OF GENERAL OBLIGATION BONDS IN THE MAXIMUM PRINCIPAL AMOUNT NOT TO EXCEED \$5,775,000.

NOW, THEREFORE BE IT RESOLVED: That the Board of Supervisors of the County of Prince George this 8th day of February, 2022, does hereby authorize the advertisement of a public hearing notice regarding the proposed authorization of the issuance of General Obligation Bonds in the maximum principal amount not to exceed \$5,775,000.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-3. Resolution; Authority to Advertise a Public Hearing for the Appropriation of Up to \$3,071,460 in Debt Proceeds and/or General Fund, Fund Balance to the Capital Projects Fund. Ms. Drewry stated that multiple capital projects with planned debt issuance were recommended as part of the adopted FY2021 budget. Design work for the Garage expansion and renovation project continued into FY2022, and the Prince George County Board of Supervisors awarded the construction contract on January 25, 2022. To date, \$2,703,540 has already been appropriated to the Capital Improvement Fund for projects, with approved reimbursement resolutions. Reimbursement resolutions allow the board to proceed with projects using County funds, and later reimburse itself with debt proceeds issued at a later date. Appropriations totaling **\$2,703,540** have already been approved. The Board expressed some interest in possibly cash funding \$1,000,000 to keep the borrowing for the Garage renovation project at the original project estimate of \$2,100,000 instead of the updated project budget of \$3,065,000. The appropriation for approval on March 8 will total \$3,071,460. The appropriation / budget amendment will be comprised of one of the following source options: Bond Proceeds of \$3,071,460 **OR** Bond Proceeds of \$2,071,460 **AND** General Fund, Fund Balance of \$1,000,000. This budget amendment of \$3,071,460, if approved, will require a public hearing because the amount exceeds 1% of the adopted FY2022 budget (Adopted FY2022 budget = \$134,390,462; 1% = \$1,343,904). Public Hearing and appropriation approval date requested is March 8, 2022. The Code of Virginia §15.2-2507 requires a public hearing for budget amendments exceeding 1% of the adopted fiscal plan. Mr. Carmichael made a motion, seconded by Mr. Brown, to authorize advertisement of a public hearing for appropriation of debt proceeds and/or General Fund, fund balance. Roll was called on the motion.

R-22-030

A-3.

RESOLUTION; AUTHORITY TO ADVERTISE A PUBLIC HEARING FOR THE APPROPRIATION OF UP TO \$3,071,460 IN DEBT PROCEEDS AND/OR GENERAL FUND, FUND BALANCE TO THE CAPITAL PROJECTS FUND (BUDGET AMENDMENT).

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8th day of February, 2022, does hereby authorize the advertisement of a public hearing to be held on March 8, 2022 for the appropriation of up to \$3,071,460 in debt proceeds and/or General Fund, fund balance to the Capital Projects Fund.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-4. Resolution; Waiving Code Section 90-393 to Allow a 25ft. Radio Tower to be Installed Behind the Emergency Communication Center. Ms. Julie Walton, Deputy County Administrator, Community Development, stated that L3 Harris is installing new radio communication equipment as part of the radio system project. This equipment will require a 25' radio tower to be installed behind the Emergency Communications Center which is located in a B-1 general business district at 6600 Courthouse Road (Tax Map #: 240(0A)00-012-A) and owned by the County. This tower will provide redundant communication capabilities if the larger prime tower behind the School Board office is disabled. Pursuant to County Code Section 90-393, a special exception is required to erect a public utility generating station, transmission substation, transmission line and tower other than normal distribution facilities, pipe, meter, railroad, water and sewerage installation, compressor station, measurement station, regulator station. A waiver is requested of Code Section 90-393 because this is county owned property and it is a County Public Safety project benefitting the community. In addition, the radio tower, at 25' in height and adjacent to the ECC building, is more similar to a private ham radio tower (which have minimal regulations per VA Code §15.2-2293.1) than a communications tower for public use, which is typically 199' or taller and require the special exception process under County Code Section 90-393. Mr. Brown stated that he is not necessarily against waiving the Special Exception, however he does have a problem with not allowing the public the opportunity to speak for or against. Ms. Walton stated that there will be costs involved in going through those public proceedings. Mr. Webb stated that he respectfully disagrees with Mr. Brown. The County owns the property, the equipment is needed for public safety, and he is against spending the extra money to hold a public hearing for something we have to have. Ms. Walton stated that this is a unique situation and really does not fit ordinance. It is an opportunity to keep the project on track and not spend the extra money for the public hearing process. Mr. Carmichael agreed. We appreciate the public's input, but this is a public safety need regardless. We should just move forward and let it happen. Mr. Carmichael made a motion, seconded by Mr. Webb, to approve a Resolution waiving Code Section 90-393 to allow a 25' radio tower to be installed behind the Emergency Communication Center. Roll was called on the motion. .

R-22-031

A-4.

RESOLUTION: WAIVING CODE SECTION 90-393 TO ALLOW A 25FT RADIO TOWER TO BE INSTALLED BEHIND THE EMERGENCY COMMUNICATION CENTER

WHEREAS, L3 Harris is installing new radio communication equipment as part of the radio system project benefitting the public safety of the community; and

WHEREAS, this equipment will require a 25' radio tower to be installed behind the Emergency Communications Center which is located in a B-1 general business district at 6600 Courthouse Road (Tax Map #: 240(0A)00-012-A) and owned by the County; and

WHEREAS, the tower will provide redundant communication capabilities if the larger prime tower behind the School Board office is disabled; and

WHEREAS, pursuant to County Code Section 90-393, a special exception is required to erect a public utility generating station, transmission substation, transmission line and tower other than normal distribution facilities, pipe, meter, railroad, water and sewerage installation, compressor station, measurement station, regulator station; and

WHEREAS, this radio tower, at 25' in height and adjacent to the ECC building, is more similar to a private ham radio tower than a communication tower for public use; and

NOW, THEREFORE, BE IT RESOLVED that the Prince George County Board of Supervisors this 8th day of February, 2022, does hereby approve waiving Code Section 90-393 to allow a 25' radio tower to be installed behind the Emergency Communication Center.

On roll call the vote was:

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

Opposed: (1) Brown

Absent: (0)

A-5. Resolution Authorizing the Purchase of 2.18 Acres of Property Located on S. Crater Road, Tax Map# 430(03)00-00B-0 and Appropriation from Economic Development Fund. Mr. Whitten stated that DEV Enterprises, Inc. owns 2.18 acres of property located on S. Crater Road known and designated as Tax Map # 430(03)00-00B-0. The owner wishes to sell such property. Prince George County wishes to purchase such property and has entered into negotiations for the purchase of the property. The County will have 60 days to study the property. Closing on the property will take place 60 days after the end of the study period. The County and seller have agreed to a purchase price of \$350,000. There is an estimate of approximately \$3,000 for closing cost. \$353,000 is available from Economic Development Fund, Fund Balance. Mr. Webb reiterated that this is not citizens tax dollars. Mr. Carmichael made a motion, seconded by Mr. Webb, to approve the resolution to authorize the Interim County Administrator to sign all necessary paperwork required to purchase 2.18 acres of property located on S. Crater Road. Roll was called on the motion.

R-22-032

A-5.

RESOLUTION; APPROVAL OF PURCHASE OF 2.18 ACRES OF PROPERTY
LOCATED ON S. CRATER ROAD, TAX MAP#: 430(03)00-00B-0 AND

APPROPRIATION FROM ECONOMIC DEVELOPMENT FUND, FUND BALANCE
(\$353,000)

WHEREAS, DEV Enterprises, Inc. owns 2.18 acres of property located on S. Crater Road known and designated as Tax # 430(03)00-00B-0; and

WHEREAS, the County wishes to purchase said property and has negotiated a purchase price with DEV Enterprises, Inc.; and

WHEREAS, \$353,000 is available from Economic Development Fund, Fund Balance; and

NOW, THEREFORE, BE IT RESOLVED that the Board of the Supervisors of the County of Prince George this 8th day of February, 2022, does hereby authorize the Interim County Administrator to sign all necessary paperwork required for the purchase of 2.18 acres of property located on S. Crater Road, Tax Map # 430(03)00-00B; and

NOW, THEREFORE BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 8th day of February, 2022, does hereby authorize and appropriate the following increase of funds within the 2021-2022 Budget, such line items increased as follows, which monies shall be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
Economic Development Fund	
Expenditures:	
0215-08-301-2151-48150	Economic Development Property Acquisition \$350,000
0215-08-301-2151-43101	Economic Development Professional Services \$3,000
Revenues:	
0215-90-901-8207-399999	Economic Development Fund Balance \$353,000

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ADJOURNMENT. Mr. Hunter moved, seconded by Mr. Webb to adjourn. 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 8:23 p.m.

[Draft Minutes prepared February 1, 2022 for consideration on February 8, 2022; adopted by unanimous vote.]

Marlene J. Waymack
Chair, Board of Supervisors

Jeffrey D. Stoke
Interim County Administrator