

MINUTES
Board of Supervisors
County of Prince George, Virginia

February 28, 2017

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

MEETING CONVENED. A regular meeting of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 6:00 p.m. on Tuesday, February 28, 2017 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by William A. Robertson, Jr., Chairman.

ATTENDANCE. The following members responded to Roll Call:

William A. Robertson, Jr., Chairman Present
Donald R. Hunter, Vice-Chairman Present
Alan R. Carmichael Present
Jerry J. Skalsky Present
T. J. Webb Absent

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

CLOSED SESSION

E-1. Resolution; Closed Session for: (1) discussion concerning a prospective business where no previous announcement has been made of the business' interest in locating in Prince George County pursuant to § 2.2-3711 (A)(5), Code of Virginia, 1950, as amended; and (2) briefings by staff members on specific matters relating to the substantive terms of a purchase agreement involving an authority and negotiating strategies for Prince George related to such agreement pursuant to § 2.2-3711 (A)(7), Code of Virginia, 1950, as amended, and 1992 Va. OAG-1. Mr. Carmichael made a motion, seconded by Mr. Skalsky that the Board convene closed session for (1) discussion concerning a prospective business where no previous announcement has been made of the business' interest in locating in Prince George County pursuant to § 2.2-3711 (A)(5), Code of Virginia, 1950, as amended; and (2) briefings by staff members on specific matters relating to the substantive terms of a purchase agreement involving an authority and negotiating strategies for Prince George related to such agreement pursuant to § 2.2-3711 (A)(7), Code of Virginia, 1950, as amended, and 1992 Va. OAG-1.

R-17-022

E-1.

RESOLUTION; CLOSED SESSION FOR (1) DISCUSSION CONCERNING A PROSPECTIVE BUSINESS WHERE NO PREVIOUS ANNOUNCEMENT HAS BEEN MADE OF THE BUSINESS' INTEREST IN LOCATING IN PRINCE GEORGE COUNTY PURSUANT TO § 2.2-3711 (A)(5), CODE OF VIRGINIA, 1950, AS AMENDED; AND (2) BRIEFINGS BY STAFF MEMBERS ON SPECIFIC MATTERS RELATING TO THE SUBSTANTIVE TERMS OF A PURCHASE AGREEMENT INVOLVING AN AUTHORITY AND NEGOTIATING STRATEGIES FOR PRINCE GEORGE RELATED TO SUCH AGREEMENT PURSUANT TO § 2.2-3711 (A)(7), CODE OF VIRGINIA, 1950, AS AMENDED, AND 1992 VA. OAG-1

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 14th day of March, 2017, does hereby vote to enter closed session for (1) discussion concerning a prospective business where no previous announcement has been made of the business' interest in locating in Prince George County pursuant to § 2.2-3711 (A)(5), Code of Virginia, 1950, as amended; and (2) briefings by staff members on specific matters relating to the substantive terms of a purchase agreement involving an authority and negotiating strategies for Prince George related to such agreement pursuant to § 2.2-3711 (A)(7), Code of Virginia, 1950, as amended, and 1992 Va. OAG-1.

On roll call the vote was:

In favor: (4) Robertson, Skalsky, Hunter, Carmichael

Opposed: (0)

Absent: (1) Webb

E-2. Resolution; Certification of Closed Session. At 7:00 p.m., Mr. Carmichael 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 Robertson 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-17-022A

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 28th day of February, 2017 does hereby certify that, to the best of each Board Member's knowledge, (1) only public business lawfully exempted from open

meeting requirements were discussed, and (2) only matters identified in the convening motion were discussed.

On roll call the vote was:

In favor: (4) Skalsky, Robertson, Hunter, Carmichael

Opposed: (0)

Absent: (1) Webb

Invocation. Mr. Skalsky gave an invocation.

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

PUBLIC COMMENTS. Chairman Robertson announced that anyone wishing to come before the Board may do so at this time. He noted that this was the time for unscheduled general public comments. He opened the public comments at 7:03 p.m.

Mr. Guy Sotomayor (Alden Road, Disputanta). Mr. Sotomayor spoke against the smell of the Sussex County landfill. He stated that he has spoken with two supervisors at the landfill and all he gets is “we’re working on it.” He stated that this is not good enough as it has now become a health issue. His wife went outside last week and physically got sick. He believes that Prince George County needs to take it upon itself to find out what can be done to stop this nonsense even if it means a lawsuit. This is air pollution.

Ms. Jennifer Carden (10002 Cedar Lane, Disputanta). Ms. Carden stated that it has been four years since the County has been dealing with the stench from the Sussex County landfill. She would like to know why the gases are funneled through Prince George on Hines Road. She asked the Board of Supervisors who they have contacted from the State or Waste Management. She asked the Board of Supervisors why they do not return phone calls. She stated that everyone smells it and deserves answers. She stated that they get the same old stories from DEQ and Waste Management. She stated that she has been sick with respiratory issues. She stated that Waste Management is a publicly traded company sponsoring PGA Tournaments all around the County so why can’t they find enough money to hire people to fix this problem. The scientific mechanism of this landfill has collapsed and no one really knows exactly what we are smelling. This affects all Prince George County public schools and playgrounds. She stated that the smell comes through her walls. She is looking for answers.

Ms. Candice Mellenchamp (Precision Solutions Incorporated, 7520 Harvest Road). Ms. Mellenchamp has an issue with her business being overcharged in taxes from 2008 to 2016. She stated that her company was overcharged by \$34,854.51 on business machinery and tools tax and business licensing fees. She stated that this was in no way an error on her part nor her company’s CPA. She stated that they turned in their business tangible personal property at the Commissioner of the Revenue’s Office and they manually changed their machinery and tools to furniture, fixtures and equipment, which was charged at a higher rate. She stated that they were never contacted about these

changes other than receiving a bill in the mail. She does not feel like this was an erroneous situation. It was done year after year with clear intent. She stated that she has contacted two other business in Prince George County that are having the same issues. She believes this is common practice in Prince George County and more taxpayers will be coming forward after her story is heard. In January 2017, they found out that they were approved at the January 24 Board of Supervisors Meeting to be paid a partial refund, which was received in May 2016. She doesn't understand why they were paid the refund and then it was approved eight months afterward. She stated that this refund only goes back to 2013 and she does not understand why they are not being refunded the remainder of overcharges. She does not believe the Board has been completely informed by the Commissioner of the Revenue Office nor the County Attorney of the details of this situation. She stated that there needs to be a policy in place that tax forms cannot be altered or changed without the written consent of the taxpayer. She presented the Board with her paperwork and stated that she would welcome a meeting with the Board.

Edward Honaker (12055 Webb Road). Mr. Honaker spoke against the smell of the Sussex County landfill. He stated that it permeates through the walls and sometimes occurs for days nonstop. He too experiences respiratory problems from it and feels that his quality of life is altered. He stated that the DEQ claims that all these fixes are taking place but every time there is an inspection, they are found non-compliant.

Warren Clements (12400 Webb Road). Mr. Clements stated that the problem of the Sussex County landfill goes back to March 2015. He stated that he was then informed by DEQ that this problem would be solved by summer of 2015. We are now approaching the summer of 2017. He too is suffering respiratory problems and this has become a health issue. It burns the back of his throat and nasal passages. He does not know how Prince George can expect to attract new business with this smell. He asked the Board of take this matter seriously.

Eddie Harless (9220 County Drive). Mr. Harless stated he has been in the volunteer fire department for 43 years and firefighters have air packs when they enter a contaminated environment. Unfortunately, residents in Prince George do not have that luxury to protect them from the smell of the Sussex County landfill. It is a serious problem and he hopes the County can do something about it sooner than later.

Gary W. Davis (12720 Pole Run Road). Mr. Davis stated that the smell from the Sussex County landfill is affecting his animals. He does not understand why they are being told nothing can be done by Prince George County because he did a little research and saw that the top four or five lawsuit cases regarding landfill odor were for Waste Management all over the Country. One case was just settled last year. In a class action lawsuit, \$2 million was awarded for the people in New Jersey that filed a complaint against the landfill in Pennsylvania. He feels like Waste Management know what is going on. It can't go on all over the Country and they not be aware of what is going on. This is a design flaw.

There being no one else to speak, Chairman Robertson closed the public comments period at 7:23 p.m.

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

On roll call the vote was:

In favor: (4) Robertson, Carmichael, Skalsky, Hunter

Opposed: (0)

Absent: (1) Webb

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

C-1. Draft Minutes – February 14, 2017 Regular Meeting minutes were approved as presented.

R-17-023

C-2.

RESOLUTION; APPROPRIATION (\$15,724.67 ADULT EDUCATION SPACE GRANT)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 28th day of February, 2017, does hereby authorize the following increase of funds within the 2016-2017 Budget, such line items increased as follows, which monies to be expended in accordance with Section 2-2 (11) of the County Code for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

FUND/ORGANIZATION

AMOUNT

Adult Education Fund (0218)

Expenditure:

0218-06-201-2183-41300	Adult Education SPACE Part-Time Wages	\$14,595.00
0218-06-201-2183-42100	Adult Education SPACE FICA	\$ 1,129.67

Revenue:

0218-30-601-0000-333801	Adult Education SPACE Grant	\$15,724.67
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R-17-023A

C-3.

RESOLUTION; APPROPRIATION (\$56,512.00 SCHOOL SECURITY EQUIPMENT GRANT)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 28th day of February, 2017, does hereby authorize the following increase of funds within the 2016-2017 Budget, such line items increased as follows, which monies to be expended in accordance with Section 2-2 (11) of the County Code for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

FUND/ORGANIZATION

AMOUNT

Adult Education Fund (0218)

Expenditure:

0500-06-208-6010-66200-000-000-0900-48201 School Machinery & Equip \$56,512.00

Revenue:

0500-20-000-0000-324034 School Security Equipment Grant \$56,512.00

On roll call the vote was:

In favor: (4) Carmichael, Hunter, Robertson, Skalsky

Opposed: (0)

Absent: (1) Webb

SUPERVISORS' COMMENTS

Mr. Hunter stated that the Senior Choir at the High School had a spaghetti dinner to raise funds to attend a choir challenge in Orlando this summer. They performed at the dinner and they were terrific. He wishes them well. Also, he stated that he was proud that the Community Emergency Response Team will have a graduation this Thursday, March 2. The LEPC is starting a pillow case project teaching your people how to be ready in the case of emergency. The Statewide Tornado Drill will be on March 18 at 9:45 a.m.

Mr. Skalsky reminded the public that the Czech-Slovak Festival will be on October 26. They are already meeting in preparation of this event and are looking for volunteers.

Mr. Carmichael stated that he gets the same responses that the citizens of this County get regarding the Sussex County Landfill. The State overrides the local government. However, they will continue to take whatever means necessary on a local level and continue to raise this issue.

Chairman Robertson added that the methane pipeline on Hines Road was placed in VDOT's right-of-way and the State did not let the County know about this project until it was already being buried. They are not obligated to let the County know what they are doing on their own easements. Roads belong to the State. Prince George County Officials have met with local legislators regarding the Sussex County landfill and like it or not, it is a State issue.

PUBLIC HEARINGS

P-1. Public Hearing; Resolution; Sale of the “River’s Edge Lagoon” Parcel Thereon Designated as Tax Map Parcel Number: 15b(02)01-011-A with a Cumulative Total Acreage of 1.6 Acres Located Off of Buxton Street, Prince George, Virginia. Mr. Steve Micas, County Attorney, stated that the County is the owner of a parcel of land with improvements thereon designated as Parcel Number: 15B(02)01-011-A with a cumulative total acreage of 1.6 acres located on the west side of Buxton Street in the Rivers Edge Subdivision. The parcel is surplus and no longer needed by the County. In order to sell real estate owned by the County, the Board must hold a Public Hearing pursuant to § 15.2-1800 Code of Virginia, as amended. One sealed bid was submitted on February 22, 2017 from Eric Deglau offering to buy the property for \$2,765. Mr. Chip England, County Engineer, stated that this property is being put up for sale because the Utilities Department no longer has a need for this property. Chairman Robertson opened the public hearing at 7:33 p.m. There was no one to speak and the public hearing was closed. Mr. Rod Compton, Real Estate Assessor, stated that the assessed value of the property is \$41,000 assuming that it could be utilized for some type of structure. Further testing would be needed to figure out whether that soil capacity would be available for structure of a house or building. Mr. Hunter stated that he feels they should readvertise this matter to see if the property is buildable to allow the County to get the best price possible on this property. The Board concurred with Mr. Hunter. Mr. Hunter made a motion, seconded by Mr. Carmichael, to reject the February 22, 2017 offer and reschedule a public hearing for May 23. Roll was called on the motion.

On roll call the vote was:

In favor: (4) Carmichael, Hunter, Robertson, Skalsky

Opposed: (0)

Absent: (1) Webb

COUNTY ADMINISTRATOR COMMENTS

Mr. Ashcraft stated that the Annual Military Culinary Arts Competitive Training Event will run March 4-9 from 9 a.m. to 5 p.m. daily at the MacLaughlin Fitness Center. There will be a ‘Benefit Awareness for Veterans’ on March 4 from 9 a.m. to 12:00 Noon at the Union Branch Baptist Church. The Carson Volunteer Fire Department Oyster Roast will be on March 11 at 3 p.m. at the Rives Ruritan Hall. There will be a Drinking Water Clinic on March 14 at both 10 a.m. and 6 p.m. at the Prince George Library. Police are searching for individuals who broke into cars February 23 at the Jordan on the James Subdivision. Recruitment is underway for the 2017 class for the Prince George Citizens Academy. Colonial Heights Delegate Kirk Cox tabbed as the next Speaker of the House of Delegates. Prince George attorney Eddie Tomko was appointed by General Assembly as new Circuit Court Judge February 23. Fire & EMS Director Brad Owens has received notification that state officials have approved the request by Prince George County to construct a ‘Burn Building’ using grant funds. Chairman Bill Robertson attended the NACO Conference last weekend in Washington, DC and was able to discuss issues with Virginia’s federal legislative delegation.

REPORTS

James River Soil and Water Conservation District's 2016 Annual Report – Mr. Joseph Waymack, Chairman of the James River Soil and Water Conservation District, present their 2016 annual report to the Board. He stated that they are very thankful to Prince George County for its support specifically to the County Administrator and his team for every issue they have had. There has been a transition over the year involving staff. Glenn Chappell, III was hired as the new Conservation Specialist and Ms. Linda McAllister, District Administrator, retired. She is currently working part-time while the position is being advertised. The James River Soil and Water Conservation District has been around since 1940 serving just Chesterfield and Prince George since 1975. They administer funds from the State to local farmers and producers for conservation practices. They are also an integral part of the Chesapeake Bay Preservation Act. They have a large educational outreach component reaching out to school kids, Envirothon, Farm Day, etc. In 2016, they administered over \$135,000 in assistance to local farmers and producers. They have had several rain barrel workshops. They had their annual Farmer's Cookout and Farmer's Breakfast. As they look forward to the current year, they have approved over \$230,000 in cost-share practices this year. They have four rain barrel workshops already scheduled. Envirothon is coming up on March 15 at Pocohontas State Park. VCAP was a new program in 2016. Mr. Waymack assured the Board that the James River Soil and Water Conservation District stands ready to assist Prince George with any issues they may have in the future to be compliant with the Chesapeake Bay Preservation Act.

Sussex County Landfill - Mr. Jason Williams, District Manager of Waste Management, gave a status update on the odor mitigation at the Sussex County Landfill. In the basic process of breaking down organic waste into methane, it is believed that there is a reaction occurring in the Sussex County Landfill that is causing that to stall just prior to the end product generating some hydrogen and acids. The production of those acids is what is causing the smell. These acids are similar to what you would find in your stomach. In 2015 and 2016, a number of steps were taken to mitigate the odors, which included the installation of 60 acres of synthetic cap and 30 acres of clay cap. All deadlines for capping in 2016 were met. Following completion of the caps in 2016, there were increased odors. They then decided to install synthetic cap on that clay cap area. So far in 2017, they have done a gas system expansion. They have installed 26 new wells on top in the area that they are preparing to cap. They have also dug a number of trenches to get the leachate going where it needs to go. All of these activities will open up the landfill and produce odors however at this time they are a necessary evil so that they are allowed to correctly put the cap on. Mr. Williams went over the plan in phases and stated that by June 30 the odor should be gone. Following that into 2018 and beyond, they will continue to cap areas proactively to make sure they are as far ahead as possible where odor may be. In closing, Mr. Williams stated that Waste Management is a part of a joint working group through the Environmental Research and Education Foundation (EREF) to solve operational issues and gain a working knowledge of how to remediate, prevent and control these types of reactions in landfills. Mr. Williams clarified for the Board that there has been no groundwater contamination. DEQ officials say they are monitoring the progress made by Waste Management. DEQ is the regulatory agency that oversees landfills in Virginia.

Update on Courthouse Basement Buildout – Mr. George Poulson, Director of General Services, gave an update on the conceptual design of the Courthouse Buildout. Mr. Shane Rollison, President of HVC Chenault Architects, went over the lower level floor plan with the Board. The base bid focuses on the courtroom, judge's chambers, the holding cells, and public area. This is about 7300 square feet. The mechanical room is also included. They have met with the Judges, all of which approve of the layout. The Board asked questions and there was brief discussion between them, the architect, Mr. Poulson and Captain Mark Payne of the Sheriff's Office.

ORDER OF BUSINESS

A-1. Resolution; Award of Contract; Architect for Route 10 Fire Station. Mr. Brad Owens, Director of Fire and EMS, stated that Prince George County solicited proposals from several firms for architectural and engineering services for the Fire and EMS station located on Moody Road and James River Drive. The committee has reviewed all proposals and met with the top three firms. After meeting and discussions, the committee is requesting authorization for the County Administrator to negotiate a contract with HBA Architecture and Interior Design for architectural and engineering services. The committee comprised of Chief John Nicol, Mr. George Poulson, Deputy Emergency Management Coordinator Donald Hunter, Ms. Leigh Primmer, Captain Jason Koren and Mr. Owens. Mr. Owens confirmed for Chairman Robertson that the Master Plan will be a full-service Fire and EMS Station. The architect will be asked to break it down into phases to meet the budget that exists right now. He stated that he does not have a dollar amount at this time. The initial phase of the architect could be 10 to 20% of the entire project. Mr. Carmichael made a motion, seconded by Mr. Skalsky, to approve the negotiations of a contract with HBA Architecture and Interior Design for architectural and engineering services. Roll was called on the motion.

R-17-024

A-1.

RESOLUTION; AWARD OF CONTRACT; ROUTE 10 FIRE STATION

WHEREAS, Prince George County solicited proposals from several firms for architectural and engineering services for the Fire and EMS station located on Moody Road and James River Drive; and

WHEREAS, The committee has reviewed all proposals and met with the top three firms; and

WHEREAS, After meeting and discussions, the committee is requesting authorization for the County Administrator to enter into negotiations of a contract with HBA Architecture and Interior Design for architectural and engineering services.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 28th day of February, 2017, hereby authorizes the

County Administrator to enter into negotiations for architectural and engineering services for the Fire and EMS station located on Moody Road and James River Drive to HBA Architecture and Interior Design.

On roll call the vote was:

In favor: (4) Carmichael, Hunter, Robertson, Skalsky

Opposed: (0)

Absent: (1) Webb

A-2. Resolution; Authority to Execute Water Contract Between Love's Travel Center and the County of Prince George. County Engineer, Chip England, stated that Staff is requesting that the Board approve to allow the County Administrator to execute a Water Agreement between Love's Travel Stops and Country Stores, Inc., a Virginia Foreign Corporation ("Love's") and the County of Prince George, Virginia. Love's is in the process of developing one of its facilities on the property at the northeast quadrant of the intersection of Route 460 and Route 156 in Prince George County. Love's has agreed to pay \$150,000.00 towards off-site improvements to the County's Food Lion Water System facilities to provide required fire flow and duration to the development in lieu of constructing individual fire flow water storage and pumping facilities on the site they are developing. This agreement obligates the County to pursue the improvements to the County's Food Lion Water System in a timely manner with an anticipated project completion by the fourth quarter of 2018. Improvements are expected to include replacement and upsizing of existing booster pumps and associated electrical gear and controls, upsizing of the standby generator system, and upsizing of the electrical utility service. The estimated total probable cost of this capital project including engineering, construction and contingencies is \$400,000.00. The Utilities Department is prepared to commence with the preliminary engineering phase of this project immediately upon approval of this agreement using unspent funds currently available in the Department's FY2017 budget, and \$400,000.00 for this project has been included in the Department's FY2018 budget request. Completion of these improvements will benefit all existing, including three County facilities, as well as future customers on the Food Lion Water System, not just the new Love's development. With the Board's approval, the County Administrator will execute this agreement and the Director of Engineering and Utilities will administer this agreement. Mr. Carmichael made a motion, seconded by Mr. Hunter to approve the resolution as presented. Roll was called on the motion.

R-17-025

A-2.

**RESOLUTION; AUTHORITY TO EXECUTE A WATER
AGREEMENT BETWEEN LOVE'S TRAVEL STOPS AND COUNTRY
STORES, INC. AND THE COUNTY OF PRINCE GEORGE**

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 28th day of February, 2017, does hereby authorize the County Administrator to execute a water agreement between Love's Travel Stops and

Country Stores and the County of Prince George for contribution of \$150,000.00 by Love's towards improvements to the County's Food Lion Water System.

On roll call the vote was:

In favor: (4) Carmichael, Skalsky, Robertson, Hunter

Opposed: (0)

Absent: (1) Webb

A-3. Resolution; Authorization to Advertise a Public Hearing for a Proposed PGEC Easement on County property at Tax Map ID# 450(0A)00-048-0 (Central Wellness Center). Mr. Jeff Stoke, Deputy County Administrator, stated that due to the Love's Travel Stops & Country Stores (Love's) development on Route 156 and Route 460, the Prince George Electric Cooperative (PGEC) must relocate electric lines on the proposed Love's property and on Prince George County property located at the Central Wellness Center (tax map ID# 450(0A)00-048-0). A public notice is required to be advertised at least seven (7) days before a proposed public hearing at the next Board of Supervisors meeting scheduled for March 14, 2017. Mr. Skalsky made a motion, seconded by Mr. Hunter, to approve the advertisement of a public hearing. Roll was called on the motion.

R-17-026

A-3.

RESOLUTION; AUTHORITY TO ADVERTISE A PUBLIC HEARING
FOR A PROPOSED PRINCE GEORGE ELECTRIC COOPERATIVE
EASEMENT ON COUNTY PROPERTY AT TAX MAP ID# 450(0A)00-
048-0 (CENTRAL WELLNESS CENTER)

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 28th day of February, 2017, does hereby authorize the advertisement of a public hearing for a proposed PGEC easement on County property at tax map ID# 450(0A)00-048-0 (Central Wellness Center).

On roll call the vote was:

In favor: (4) Carmichael, Skalsky, Robertson, Hunter

Opposed: (0)

Absent: (1) Webb

A-4. Resolution; Authorization to Schedule a Public Hearing to repeal the Existing Taxi Ordinance and to Adopt a Taxi Driver Registration Ordinance. Chief Keith Early stated that at a work session on February 7, 2017 the Board authorized staff to draft an ordinance which would repeal the existing system in which the police department inspects taxicabs and the County issues a limited number of "certificates of public convenience" as a precondition to operating a taxicab in the County. The current system would be replaced by a requirement that each driver operating in Prince George County

(including Fort Lee) must register annually with the Police Department. Mr. Carmichael made a motion, seconded by Mr. Skalsky, to authorize the advertisement of a public hearing. Roll was called on the motion.

R-17-027

A-4.

RESOLUTION; AUTHORIZATION TO SCHEDULE A
PUBLIC HEARING TO REPEAL CHAPTER 86
“VEHICLES FOR HIRE” (COMMONLY REFERRED TO
AS THE “TAXI-CAB” ORDINANCE) AND TO ADD §
86-1 REQUIRING ANNUAL TAXI CAB DRIVER
REGISTRATION

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 28th day of February, 2017, does hereby authorize the advertisement of a public hearing to Repeal Chapter 86 “Vehicles For Hire” (Commonly Referred to as the “Taxi-Cab” Ordinance) and to add § 86-1 requiring annual taxi cab driver registration.

On roll call the vote was:

In favor: (4) Carmichael, Skalsky, Robertson, Hunter

Opposed: (0)

Absent: (1) Webb

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

A. Resolution; Appointment (Three-Year Term) – Board of Grievance Appeals.
Mr. Hunter made a motion, seconded by Mr. Skalsky, to reappoint Mr. Tim Webb. Roll was called on the motion.

R-17-028

A-5A.

RESOLUTION; APPOINTMENT (THREE-YEAR TERM - BOARD OF
GRIEVANCE APPEALS.

WHEREAS, Mr. Tim Webb’s term on the Board of Grievance Appeals will expire on March 8, 2017; and

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 28th day of February, 2017 does hereby reappoint Mr. Tim

Webb to the Board of Grievance Appeals to serve a three-year term beginning March 8, 2017 and ending on March 8, 2020.

On roll call the vote was:

In favor: (4) Carmichael, Skalsky, Robertson, Hunter

Opposed: (0)

Absent: (1) Webb

B. Resolution; Appointment; Alternate – Central Virginia Waste Management Association. Mr. Carmichael made a motion, seconded by Mr. Hunter, to reappoint Mr. Rod Compton as the alternate. Roll was called on the motion.

R-17-028A

A-5B.

RESOLUTION; APPOINTMENT OF ONE ALTERNATE
MEMBER TO THE CENTRAL VIRGINIA WASTE
MANAGEMENT AUTHORITY (FOUR-YEAR TERM)

WHEREAS, Mr. Rod Compton's term as alternate to represent the County expired on January 8, 2017.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 28th day of February, 2017 does reappoint Mr. Rod Compton as an alternate member to the Central Virginia Waste Management Authority to serve a four-year term, beginning January 9, 2017 and ending on January 8, 2021.

On roll call the vote was:

In favor: (4) Carmichael, Skalsky, Robertson, Hunter

Opposed: (0)

Absent: (1) Webb

A-6. Presentation of FY18 Budget. The County Administrator, Mr. Percy Ashcraft, presented to the Board the official proposed Budget for the 2017-18 fiscal year. The Budget is submitted to assist the Board of Supervisors in making policy decisions that are geared to meet the challenges of the community, as well as lend itself to public scrutiny through input from taxpayers and the media. The Budget is also designed to incorporate extensive financial controls and pursue goals of efficiency and effectiveness by balancing short-term and longer-term community interests. Ultimate approval of the annual Budget is seen as the most important action taken by the Board of Supervisors. The Budget serves as a financial roadmap for what programs and services are offered in Prince George County. The Budget is balanced in accordance to State code and is proposed to reflect accurate revenues and expenditure projections with the best information that is available at the time of presentation. Furthermore, it is proposed to

continue providing a high level of service to the citizens and businesses of Prince George County.

Prince George County for FY '16 reported on time its financial data required by its auditor Robinson, Farmer, Cox. Prince George County also retained its bond rating of AA plus received in December, 2015. The Finance Department for calendar year 2016 received the Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report for the fiscal year ending June 30, 2015. In the FY '14 Budget, a recommendation by Staff and approved by the Board of Supervisors reduced the percentage required for General Fund Balance to be 12.5 percent from 15 percent. It was discussed at that time that Staff would continue to build Fund Balance back to 15 percent and beyond if possible. The Fund Balance reported in the FY '16 audit was 19.8 percent despite two major appropriations above the MOU to the Public School Division. The projection for FY '17 is 15.9 percent. The forecast for June 30, 2018 is 15.8 percent. Numerous honors and awards were issued to departments and individuals. They include (1) Certificate of Appreciation to Prince George Fire and EMS – Prince George Hometown Heroes; (2) Certificate of Appreciation to Prince George Fire and EMS – Town of Waverly/Sussex County Tornado Response and Relief; (3) 5 Bugles 4 Change Award to Director of Fire and EMS, Brad Owens – Firefighter Behavioral Health Alliance; (4) Chief Fire Officer Designation to Director of Fire and EMS Brad Owens – Center for Public Safety Excellence; (4) 2016 Outstanding EMS Administrator Director of Fire and EMS Brad Owens - Old Dominion EMS Alliance; (5) Certificate of Appreciation to Prince George Fire and EMS – Southern Knights Cruisers, Inc.; (6) NACo award for Prince George Youth Workforce Academy; (7) Champions of Economic Impact in Sports Tourism; (8) 2016 VACo Achievement Award- Health and Human Services: Prince George Toddler Fair; (9) 2016 VML Stairways to Success Award; (10) 2016 BPRO Achievement Award: Tina Dixon for Outstanding Benefits Supervisor; (11) 2016 BPRO Achievement Award: Shel Bolyard-Douglas for Outstanding Contribution; (12) 2016 VDSS Outstanding Employee Performance – CPS Ongoing- Michelle Jenkins; (13) Animal Control Officer Rachel Dlugos – completed the National Animal Control Humane Officer Academy in Leesburg, VA. She is now a nationally certified animal control officer; (14) ECC Officers Judy Chalkley and Sherita Winfield received “Dispatcher of the Year Award” at RCCJB’s Third Annual CIT Ceremony; (15) The Prince George and Vicinities Fellowship of Churches recognized PGPD for contributions to the community; (16) Prince George Parks and Recreation was awarded the 2016 FOLAR Government agency Award; (17) Probation Officer Vernon Phelps was awarded the Meritorious Service Award for Local Probation by VCCJA; (18) Rod Compton, Assessor, graduated from LEAD Virginia. According to the Weldon Cooper Center for Public Service, Prince George County as of July 1, 2016 had an estimated population of 36,656, which is a 2.6 percent increase above the 2010 Census figures. The unemployment rate in Prince George remained stable in 2016. The latest figures showed a 4.5 percent rate through December. The second phase of New Scott Park (the Buren Property) was made available for practices and games by the Parks & Recreation Department. There are a total of three fields constructed at this time and plans to add an irrigation system later this summer. Continued upgrades to the Central Wellness Center will bring a Fitness Room to the facility later this year. Partnerships

with the Food Bank and youth wrestling provided space for those non-profit activities, as well as increased programming for Parks & Recreation. Upgrades were made to four playgrounds at \$123,982. The County's Stormwater Program continued to make upgrades and improvements. Three major projects are in the planning stages for later this year. Developed a working plan to assist citizens living in Mobile Home parks. Hired architect to design expansion of Courthouse Basement area. Completed installation of new HVAC system in the County Courthouse. Dedicated the new Carson Volunteer Fire Station. A new station along Route 10 should break ground later this year after the hiring of an architect and contractor. A new public safety radio system is under design with Phase I complete. A 'Burn Building' to be constructed through the use of state grant funds. Restoring the former Food Bank Building to create a Fire & EMS Museum. Renovated the Burrowsville Volunteer Fire Station. There were a total of 2,055 business licenses in 2016 (2,069 in 2015). A Business Roundtable Alumni event was held at the Country Club of Petersburg with 70 participants. Prince George County provided eight (8) "Key to the County" plaques in partnership with the Hopewell/Prince George Chamber ribbon cutting and grand opening events. The Prince George Youth Workforce Academy taught 32 students the fundamentals of employment through a tri-partnership among Prince George Promise, Prince George Public Schools and Prince George County Government. Construction was completed on phase I of the Exit 45 beatification improvements. The first section included sidewalk, lighting and landscaping from the Comfort Inn to Nanny's Restaurant. Work began on the phase II partnership with the Cameron Foundation which includes two artistic, illuminated spires surrounded by gardens at the I-95 southbound exit ramp and South Crater Road. The Prince George Parks and Recreation Foundation raised funds in support of the 2016 Dixie Major Virginia Champion Baseball Team's travel to the Dixie Youth Baseball World Series in Laurel, Mississippi. This team was made up of 11-12 year old all-star players from the Parks and Recreation Department baseball league. Partnered with over 30 National Night Out sites. The actions of the General Assembly and Congress are always under careful watch to see what impacts they could have on Prince George County.

The FY '17-18 Budget is prepared based on the following provisions: (1) Raising the level of Fund Balance to meet goals and expectations of the Board of Supervisors; (2) Reacting to additional case load in Department of Social Services; (3) Shoring up equipment in County Garage for repairing an increased fleet and lessening the demand on private services; (4) Meeting the increased level of debt service; (5) Continuing a vehicle replacement plan for public safety and other County vehicles; (6) Recommending capital projects that continue to restore the County's infrastructure; (7) Funding 100 percent the Memorandum of Understanding between the County and School Board; and (8) Properly aligning revenues with annual operating and capital expenses for Public Utilities.

The total County Budget proposed is \$113,650,488. The General Fund Budget is \$52,983,030, which is 1.5 percent more than the adopted amount for fiscal year 2017. General Fund expenditures for FY '18 are proposed at a level of \$762,240 greater than FY '17. This equates to an increase of 1.5 percent from FY '17.

There are 252 full-time employees and 8 part-time positions authorized in the Budget proposal and 246 full-time and 8 part-time positions are funded. The number of authorized and funded employees has been increased by two in the Position Control Chart for FY '18. The additional employees are in the Department of Social Services and in the Office of Community Corrections to meet a growing demand in cases. Funding is recommended for a Planner I position in the Office of Community Development and Code Compliance. Funding has been eliminated for the Project Management Specialist in County Administration.

The largest General Fund expenditure continues to be in employee salaries and benefits, which for FY '18 is 34.6 percent of the Budget. The County anticipates a five percent increase in costs to employee health insurance. An additional \$77,844 is proposed in the General Fund to cover claims. The Special Revenue and Utility Funds budgets are increased by \$11,049 for increased claims.

The local transfer to the Public School Division is 30 percent of the Budget for FY '18. Proposed is full funding of the Memorandum of Understanding between the Board of Supervisors and the School Board, which is \$15,813,565. In addition to the local transfer, the Public School Division receives \$4,115,834 in debt payments for construction and renovation incurred over the years. Also proposed are contributions to Richard Bland Community College at \$10,000; and John Tyler Community College \$4,494.

The FY '18 Budget includes funding for first responders in the Fire & EMS Department and the Police Department. The Fire & EMS Budget is proposed at \$2,639,557. The Fire & EMS Budget is proposed at \$2,639,557. Proposed is \$10,000 for a Career Development program that mirrors the program adopted for the Police Department in FY '17. The Police Department Budget is proposed at \$5,351,887 and shows no major increases. Proposed is \$400,000 of debt issuance for Police Vehicle replacements for year 3 of a 5 year replacement plan. A new public radio system is planned at an estimated cost of \$14.2 million. The County has applied for grant funding for a public safety burn building and is awaiting approval from state authorities. Volunteer fire and rescue companies will receive a combination of \$2,914,282 from direct County contributions and those distributed by the Fire & Rescue Administration Budget. This amount is partially comprised of an estimated \$2,639,557 distributed through Fire & Rescue Administration, \$274,725 in contributions to fire companies in the form of Fire Company budgets, which is \$95,024 more than FY'17. An estimated amount of \$108,000 will be appropriated equally to the Fire Companies in the fall of 2017 for Fire Programs Funds. The County is also funding \$20,000 to cover the unfunded mandate by the General Assembly for coverage for the Volunteer Fire & EMS and Auxiliary Police relative to the Line of Duty Act. The Length of Service Awards Program (LOSAP) is a benefit provided to fire volunteers for length of service to the County. The fund is budgeted based on an actuarial study and is administered by Hometown Insurance Agency. The contribution budgeted for FY'18 is \$135,000. Volunteer Fire & EMS

companies also receive the amount of two cents on the real estate tax rate in an Apparatus Replacement Fund. The amount for FY '18 pledged to debt service from those two cents is \$424,068, leaving \$75,932 available for other replacements. Contributions are proposed for both Riverside Regional Jail and Crater Youth Care in the amount of \$1,473,217, which is a \$277,487 decrease from the FY '17 Budget. The Department of Social Services is funded at 3.74 percent of total Budget expenditures. The local portion is \$782,490. Also proposed is \$1,220,000 to cover expenses related to the Comprehensive Services Act, of which \$427,000 is the required local match.

The proposed Budget includes continued investments in capital and one-time equipment purchases with input by the Capital Improvements Planning (CIP) Committee, County Staff, and County agencies. Total purchases of \$9.5 Million are proposed through the issuance of debt for projects recommended by the CIP Committee and County Administration. They include: (1) Phase II of Public Safety Radio System - \$8,507,773; (2) Boiler for Central Wellness Center - \$310,000; (3) Voting Equipment - \$150,000; (4) Crosspointe Water and Sewer Upgrade Study - \$200,000; (5) Fuel Canopy / Dispenser Replacement - \$83,000; and (6) CDCC Software Replacement - \$260,000. Capital and Vehicle Spending proposed as part of the operating budget totals \$375,992, including vehicles, garage equipment, IT projects and equipment, and other equipment, software and furnishings.

County-wide Debt Service payments are proposed to be \$605,088 more than FY '17. Debt is broken down into five categories: County Tax Supported, County Stormwater, Economic Development, School and Utilities. Utilities, County Stormwater, and Economic Development have specific revenue streams which support debt related to these activities. County Tax Supported and School debt are supported by the General Obligation of the County and relies completely on the tax dollar.

General Fund revenue is estimated to be at \$52,983,030, an increase of \$762,240 from FY'17. Proposed is modest growth in the real estate revenue at \$309,000. Other increases in revenue include \$146,000 in personal property, which is garnered from an increase in book values and proration that was adopted by the Board of Supervisors in 2014. Additional expected revenue changes are (1) \$450,000 increase in public service tax collections; (2) \$100,000 increase in motor vehicle license collections; (3) \$90,000 increase in penalties and interest on delinquent tax collections; (4) \$60,000 increase in local lodging tax collections (General Fund); (5) \$50,000 increase in recordation and wills tax collections; (6) \$50,000 increase in expected in-house medical transport fees; (7) (\$200,000) decrease in anticipated machinery and tools tax collections; (8) (\$325,000) loss of one-time sale revenues related to sale of old Carson Fire Station; (9) (\$250,000) loss of one-time assistance from Dinwiddie County for construction of new Carson Fire Station; and (\$100,000) expected decrease in State Communication Taxes. There will be increase in taxes of fees related to the General Fund, including real estate tax and personal property tax.

The Public Utilities department is self-supported and operates as a proprietary fund by charging fees for services rendered in an amount great enough to cover its own expenses. Each year the County reviews the utilities fees to ensure that the on-going fees are enough to cover the continuity of its operations. Fiscal Year 2018 proposes an increase of \$1,467,196 from the FY'17 budget. This increase is primarily due to the increase in capital project expenditures planned for FY'18. There is also a \$500,000 increase for purchased sewer services due to a projected 20 percent City of Hopewell sewer rate increase. \$1,300,000 is budgeted for projects related to renewal of existing utility infrastructure and includes a Food Lion Water System, Meter Replacements, and Sewer Pump Station Improvements. A 10 percent increase in water and 20 percent increase in wastewater fees are proposed to realign utility revenues to cover annual operating and capital expenses. The estimated revenues from this increase totals \$731,200. The proposed increases equate to a \$2.24 increase per month for water charges and an \$8.76 per month increase per month for sewer charges (\$11 per month total increase) for residential single family homes using an average of 5,000 gallons per month. About two-thirds of residential customers would actually see less than this \$11 per month increase because they consume less than the average 5,000 gallons per month.

Economic Development is fully supported by Meals Tax charged in the County. The total budget is \$1,327,455. The Department of Economic Development will pay \$386,279 in debt related to the construction at Crosspointe Centre. The Tourism Fund is supported by a local lodging tax charged to hotel inhabitants in the County. Of the five percent tax, two percent remains in the General Fund and the remaining three percent is transferred to the Tourism Fund which is specifically designated to promote Tourism activity in the County. The FY'18 budget projects \$405,000 in revenue from this lodging tax to be specifically dedicated to the Tourism Fund. The County's annual contribution to the Prince George Historical Society remains at 7.5 percent to assist with funding daily operations at the Prince George Regional Heritage Center. Funds have been set aside for contributions to the Petersburg Area Regional Tourism and to the Hopewell-Prince George Chamber Visitor's Center. The amounts of those contributions will be determined during Board of Supervisor budget deliberations. Also included is \$148,728 for debt service on the I-95 Exit 45 water system.

There will be two budget work sessions on March 8 and March 20. The public hearing on the tax rate and the public utility rates will be on April 11. The budget public hearing will be on April 25 and on May 9 the Board will consider adoption of the budget. Mr. Ashcraft thanked Finance Director Betsy Drewry; Financial Reporting Accountant Lori Robertson and Accounting Supervisor Jami Engel; Deputy County Administrator Jeff Stoke; and Executive Assistant Teresa Knott for their assistance in putting this document together. County Staff looks forward to the dialogue in the coming weeks as we move forward to adoption of a spending plan for FY '18 by June 30. Mr. Carmichael mentioned that he would like to see a pay increase for the County employees in this budget. Mr. Hunter concurred.

A-7. Discussion of Dated for a Board Retreat. The Board agreed by consensus to meet on April 13 at 5:30 p.m. at a location to be determined to discuss sewer ordinance and land use in the Prince George Planning District.

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

On roll call the vote was:

In favor: (4) Carmichael, Hunter, Robertson, Skalsky

Opposed: (0)

Absent: (1) Webb

The meeting adjourned at 9:54 p.m.

[Draft Minutes prepared March 8, 2017, for consideration on March 14, 2017; adopted by unanimous vote.]

William A. Robertson, Jr.
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator