

**AGENDA**  
Board of Supervisors  
County of Prince George, Virginia  
Regular Meeting: June 13, 2017  
County Administration Bldg. Boardroom, Third Floor  
6602 Courts Drive, Prince George, Virginia

**Regular Meeting**

**Work Session**  
**6:00 p.m.**

**Business Meeting**  
**7:00 p.m.**

**\*Public Hearings Will Be Heard at 7:30 p.m.**

**CALL TO ORDER**

Roll Call

**CLOSED SESSION**

E-1. Resolution; Closed Session Motion with Topics and Code Section References to be Provided at Board Meeting.

E-2. Resolution; "Certification of Closed Session" Certifying that Only those Items Contained in the Closed Session Motion were Discussed.

**WORK SESSION**

Virginia Health Department Tobacco Policy  
2017 General Assembly Scorecard  
Condition of Human Services Building HVAC System

**INVOCATION**

**PLEDGE OF ALLEGIANCE TO U.S. FLAG**

**PUBLIC COMMENTS**

**ADOPTION OF AGENDA**

**ORDER OF CONSENSUS**

C-1. Draft Minutes – May 23, 2017 Regular Meeting.

C-2. Resolution; Commendation; Cameron Patrick Philpot; Attainment of Eagle Scout Award.

C-3. Resolution; Commendation; Brenda Jones; Service to Prince George County.

C-4. Resolution; Commendation; Louis Everett Outland; Services to Prince George County.

C-5. Resolution; Commendation; Fort Lee, Virginia; Celebrating a Century of Support to the Nation.

C-6. Resolution; Appropriation; \$17,700.28; Sussex Payment – Building Official Services.

**PRESENTATIONS**

S-1. Resolution; Commendation; Cameron Patrick Philpot; Attainment of Eagle Scout Award.

S-2. Resolution; Commendation; Brenda Jones; Service to Prince George County.

**SUPERVISORS' COMMENTS**

**COUNTY ADMINISTRATOR'S COMMENTS**

**REPORTS**

**VDOT** – Crystal Smith

**TABLED ITEMS**

**ORDER OF BUSINESS**

- A-1. Resolution; Service Agreement Amendment to Appomattox Regional Water Authority.
- A-2. Resolution; Appropriation; FY18 Budget.
- A-3. Resolution; Award of Contract; Benefits Consultant.
- A-4. Resolution; Award of Contract; Delinquent Taxes Services.
- A-5. Discussion and Possible Action of Radio Consultant.
- A-6. Resolution; Award of Contract; A&E Services for Fire and EMS Burn Building.
- A-7. Petition to Circuit Court to Hold Special Election and Set the Election Date for Vacancy of Constitutional Officer.
- A-8. Discussion and Possible Action on Appointment of Building Official Position.
- A-9. Consideration of Appointments – Board, Commissions, Committees, Authorities: Resolution of Appointment(s):
  - A. Resolution; Four Appointments (Three-Year Term) – Recreation Advisory Commission.
  - B. Resolution; Appointment (Three-Year Term) – District 19 Community Services Board.
  - C. Resolution; Appointment (Four-Year Term) – Appomattox Regional Library Board.
  - D. Resolution; Approval of Appointment of Comprehensive Services Community Policy And Management Team Member and Appointment of Board of Supervisors Representative.

**PUBLIC HEARINGS**

- P-1. Public Hearing; SPECIAL EXCEPTION SE-17-04 Request of Deborah L. Vtipil and Donald P. Vtipil, Jr. pursuant to § 90-103 (9) to permit an assembly hall use located at 4620 Prince George Drive and known as Tax Map 13B(01)00-00D-0 within an R-A, Residential – Agricultural District. The Comprehensive Plan calls for residential uses.
- P-2. Public Hearing; SPECIAL EXCEPTION SE-17-02 Request of New Energy Ventures, Inc. pursuant to § 90-103 (57) to permit a large-scale solar energy facility located at 3513 and 3701 Rives Road and known as Tax Maps 330(0A)00-024-0 and (part of) 025-0 within an R-A, Residential – Agricultural District. The Comprehensive Plan calls for commercial / industrial land uses.
- P-3. Public Hearing; Change in Polling Place in Jefferson Park District.

**ADJOURNMENT**

**Board meeting format:** Executive Meeting at 5:00 p.m., followed by a Business Meeting at 7:00 p.m. with Public Hearings being heard at 7:30 p.m. **Visit Prince George County website for information [www.princegeorgeva.org](http://www.princegeorgeva.org).**

**MINUTES**  
Board of Supervisors  
County of Prince George, Virginia

June 13, 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 5:00 p.m. on Tuesday, June 13, 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  
T. J. Webb Present

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:** Mr. Carmichael made a motion, seconded by Mr. Webb that the Board convene closed session for: (1) discussion concerning a prospective business or industry 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; (2) discussion of prospective candidates for Board appointments to various committees pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; (3) discussion of the performance and assignment of a specific employee pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; and (4) discussion of the performance and disciplining of a specific public officer/employee participating in the coordinated fire and EMS system pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended, and 82-83 OAG 726.

R-17-071

E-1.

RESOLUTION; CLOSED SESSION FOR: (1) DISCUSSION CONCERNING A PROSPECTIVE BUSINESS OR INDUSTRY 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; (2) DISCUSSION OF PROSPECTIVE CANDIDATES FOR BOARD APPOINTMENTS TO VARIOUS COMMITTEES PURSUANT TO § 2.2-3711, (A)(1), CODE OF VIRGINIA, 1950, AS AMENDED; (3) DISCUSSION OF THE PERFORMANCE AND ASSIGNMENT OF A SPECIFIC EMPLOYEE PURSUANT TO § 2.2-3711, (A)(1), CODE OF VIRGINIA, 1950, AS AMENDED; AND (4) DISCUSSION OF THE PERFORMANCE AND DISCIPLINING OF A SPECIFIC PUBLIC OFFICER/EMPLOYEE PARTICIPATING IN THE COORDINATED FIRE AND EMS SYSTEM PURSUANT TO § 2.2-3711, (A)(1), CODE OF VIRGINIA, 1950, AS AMENDED, AND 82-83 OAG 726.

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 13<sup>th</sup> day of June, 2017, does hereby vote to enter closed session for : (1) discussion concerning a prospective business or industry 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; (2) discussion of prospective candidates for Board appointments to various committees pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; (3) discussion of the performance and assignment of a specific employee pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; and (4) discussion of the performance and

disciplining of a specific public officer/employee participating in the coordinated fire and EMS system pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended, and 82-83 OAG 726.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**E-2. Resolution; Certification of Closed Session.** At 6:12 p.m., Mr. Webb made a motion, seconded by Mr. Hunter, that the Board adjourn the closed session and enter open session, certifying that to the best of each Board Members' knowledge (1) only public business lawfully exempted from open meeting requirements were discussed and (2) only matters identified in the convening motion were discussed. Chairman 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-17-071A

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 13<sup>th</sup> day of June, 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) Robertson, Hunter, Carmichael, Webb

Opposed: (0)

**WORK SESSION**

Dr. Alton Hart and Ms. Tiffany Cox of the Virginia Health Department presented a policy to restrict smoking and vaping within 25 feet of the front door of the Prince George County Health Department in the Social Services building. It would require a resolution approved by the Board of Supervisors to enact the policy and then the Department of Health would place no smoking/vaping signs outside the Human Services Building. The Health Department will provide the signs. It is okay to smoke in the back of the building where the entrance is for employees only.

The County Attorney reviewed the 2017 Virginia General Assembly scorecard. The Board discussed a couple of the optional items. Mandated items were reviewed by Mr. Micas and also discussed by the Board.

Chairman Robertson called a recess at 6:35 p.m. The meeting reconvened at 7:00 p.m.

**Invocation.** In honor of Mr. Skalsky, Reverend Robert Livesay gave an invocation. Mr. Hunter asked the public to keep the family of Ed Wisneski in their thoughts and prayers. Mr. Wisneski was a former school teacher, coach, auxiliary police officer, and auxiliary deputy sheriff in the County.

**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 7:07 p.m.

Ms. Lela Holmes (4260 Cedar Creek Lane, Prince George VA). Ms. Holmes paid respect to Mr. Skalsky and thanked VDOT for the wonderful job they did on Middle Road. She stated it would be nice to see a light on Jefferson Park at Middle Road before six years.

Chairman Robertson closed the public comments period at 7:08 p.m.

**APPROVAL OF AGENDA.** Chairman Robertson changed Item A-10 to Discussion for a Date for a Special Board Meeting to Discuss Appointment for Vacant Board of Supervisors Position. Mr. Carmichael made a motion, seconded by Mr. Hunter, to adopt the agenda as amended. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**ORDER OF CONSENSUS.** Mr. Webb 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 – May 23, 2017 Regular Meeting minutes were approved as presented.

R-17-072

C-2.

**RESOLUTION; COMMENDATION; CAMERON PATRICK PHILPOT;  
ATTAINMENT OF EAGLE SCOUT AWARD**

WHEREAS, Cameron Patrick Philpot of Boy Scout Troop 900 began his Scouting career in Pack 910 at Gregory Memorial Church in 2007 as a Tiger Cub; and

WHEREAS, While in Cub Scouts, Cameron earned both of his religious emblems and Cub Scouting's highest award, the Arrow of Light; and

WHEREAS, As a member of Boy Scout Troop 900, Cameron has served as assistant patrol leader, patrol leader, and den chief to Pack 910; and

WHEREAS, The leadership skills Cameron has learned ultimately lead him to serve as the troop's highest position of Senior Patrol Leader; and

WHEREAS, Cameron is also a member of the Order of the Arrow- Boy Scout's honor society for scouts who exemplify the Scout Oath and Scout Law in their daily lives; and

WHEREAS, As an Eagle project, Cameron chose to build a Gaga ball pit at Temple Park. He felt the youth of Prince George would enjoy playing the game and it would benefit Parks and Recreation. He contacted Keith Rotzoll and made a presentation. Mr. Rotzoll loved the presentation and accepted the project. Cameron and his team spent over 214 hours fundraising, planning, and building the project; and

WHEREAS, Cameron is active in various community services activities. He's a member of Sacred Heart where he is an altar server, church greeter, and active in the youth group. Last summer he participated in the diocesan youth mission trip to Lee County Virginia. He also volunteers with Mission Ministry and several other groups. Cameron also swims for Battlefield Park swim team; and

WHEREAS, Cameron's future plans include attending college and to fulfill his dream to be a financial planner.

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

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 13<sup>th</sup> day of June, 2017, hereby commends and congratulates Cameron Patrick Philpot on attainment of the rank of Eagle Scout in the Boy Scouts of America; and

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

R-17-072A

C-3.

RESOLUTION: COMMENDATION; BRENDA G. JONES; SERVICE TO PRINCE GEORGE COUNTY

WHEREAS, on March 1, 1984, Brenda G. Jones began her employment with the County of Prince George as a Part Time Office Assistant in the Treasurer's Office; and

WHEREAS, Mrs. Jones was promoted to a Full Time Real Estate Transfer Clerk in the Assessor's Office on January 1, 1985; and

WHEREAS, on December 16, 1997, Mrs. Jones became a Secretary in the Community Development and Code Compliance Office and was promoted to Office Manager in the Community Development and Code Compliance Office on December 16, 2007 and continued in this capacity until she retired on June 1, 2017; and

WHEREAS, throughout her career in Prince George County, spanning more than 33 years, Brenda G. Jones has served the citizens of the County to the utmost of her ability, demonstrating commitment, integrity, and devotion in a manner bespeaking the dedication of a true public servant. Mrs. Jones' institutional knowledge and customer service skills are irreplaceable and will be sorely missed by the Community Development and Code Compliance Office, the County and its citizens;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 13<sup>th</sup> day of June 2017, does hereby commend Brenda G. Jones for a total of thirty-three years and three months of dedicated service to the County; and

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

R-17-072B

C-4.

RESOLUTION: COMMENDATION; LOUIS EVERETT OUTLAND; SERVICE TO PRINCE GEORGE COUNTY

WHEREAS, on September 16, 2004, Louis Everett Outland began his employment with the County of Prince George as a Plans Examiner Technician in the Community Development and Code Compliance Office; and

WHEREAS, Mr. Outland was promoted from Plans Examiner Technician to Plans Reviewer on December 16, 2007 and continued in this capacity until he retired on June 1, 2017; and

WHEREAS, Mr. Outland held certifications as a Combination Residential Inspector, Residential Mechanical Inspector, Residential Building Inspector, Residential Plumbing Inspector and Residential Electrical Inspector.

WHEREAS, Mr. Outland has organized the annual holiday decorations on the Courthouse and Administration grounds, assisted with numerous County events, cooked for

fundraisers and employee appreciation day, volunteered at many different events and has always been gracious and readily willing to help any department when needed; and

WHEREAS, throughout his career in the Community Development and Code Compliance Office, spanning more than 12 years, Louis Everett Outland has served the citizens of the County to the utmost of his ability, demonstrating commitment, integrity, and devotion in a manner bespeaking the dedication of a true public servant. Mr. Outland's institutional knowledge and technical skills are irreplaceable and will be sorely missed by the Community Development and Code Compliance Office, the County and its citizens;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 13<sup>th</sup> day of June 2017, does hereby commend Louis Everett Outland for a total of twelve years and eight 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 Louis Everett Outland much happiness as he enters the next phase of his life.

R-17-072C

C-5.

On motion of Mr. Webb, seconded by Mr. Hunter, which carried unanimously, the following Resolution was adopted:

**RESOLUTION: COMMENDATION; FORT LEE CELEBRATION OF A CENTURY OF SUPPORT TO THE NATION**

WHEREAS, Fort Lee commemorates its Centennial in 2017 to honor both its rich history and the lineage of troops, family members and civilians who contributed to a century of support to the nation; and

WHEREAS, Following a declaration of war in April 1917, the Army leased 9,000 acres in Prince George County for the construction of one of 32 new cantonments built to train the mobilizing Army; and

WHEREAS, Following a whirlwind of construction, Camp Lee became the home of the 80<sup>th</sup> Division, which deployed to France in May of 1918 in support of World War I; and

WHEREAS, Serving as a demobilization station until 1921, Camp Lee was dismantled with the land reverting to the Commonwealth for use as a forest and game preserve. However, in the Army's build-up to World War II, Camp Lee was reconstructed in October 1940 becoming home of the Army Quartermaster Corps. The camp was also briefly the home of the Women's Army Corps Training Center; and

WHEREAS, Camp Lee became Fort Lee when it was designated as a permanent Army facility in 1950 and continued to serve as the home of the Quartermaster until 2005. That year, Fort Lee's role for the Army was significantly expanded after the passing of the Base Realignment and Closure Act; and

WHEREAS, Fort Lee is now the third largest training center in the Army, supporting nearly 86,000 Soldiers, retirees, veterans, family members and civilian employees both on and off post; and

WHEREAS, Fort Lee has maintained an excellent partnership with Prince George County and its surrounding communities;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 13<sup>th</sup> day of June 2017, does hereby commend Fort Lee for providing world-class training to the brave men and women of the U.S. Armed Forces for 100 years; and

BE IT FURTHER RESOLVED That the Board wishes to express their sincere gratitude for Fort Lee’s commitment to the County and its citizens.

R-17-072D

C-6.

**RESOLUTION; APPROPRIATION (\$17,700.28 SUSSEX PAYMENT – BUILDING OFFICIAL SERVICES)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 13<sup>th</sup> day of June, 2017, does hereby authorize and appropriate the following increase of funds within the 2016-2017 Budget, such line items increased as follows, which monies to be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
<u>Expenditure:</u>	
0100-03-400-0300-41100      CDCC – Salaries/Wages	\$ 5,000.00
0100-03-400-0300-42100      CDCC – FICA	\$ 383.00
0100-09-401-0917-49199 <u>General Fund Contingency</u>	<u>\$12,317.28</u>
	<u>TOTAL</u>
	<u>\$17,700.28</u>
 <u>Revenue:</u>	
0100-10-507-8115-318953      Miscellaneous Revenues	\$17,700.28

On roll call the vote was:

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

Opposed: (0)

Absent (0)

**SUPERVISORS’ COMMENTS**

Mr. Hunter announced the Prince George Ruritans’ Steak Feast is tomorrow night. There are still tickets available.

Mr. Carmichael stated that this is a very sad evening as reality has set in that Mr. Skalsky is gone.

Mr. Webb echoed Mr. Carmichael’s comments. He also announced that Mr. Alonzo Jackson passed away and his family is in his thoughts and prayers.

Chairman Robertson stated that the Prince George County Finance Department has received the Certificate of Achievement in Finance Reporting for the 10<sup>th</sup> year in a row.

**COUNTY ADMINISTRATOR’S COMMENTS**

Mr. Ashcraft thanked Mrs. Skalsky for the privilege of allowing him to represent Prince George County Government at Mr. Skalsky’s memorial service. He stated that the 242<sup>nd</sup> US Army Birthday Celebration will be on June 14 at 11:30 a.m. at the Lee Playhouse. The Citizens Academy will meet on June 15 at 6 p.m. at the Prince George Library. The Industrial Development Authority Meeting will be on June 16 at 12:00 Noon in the Community Room. The Farmers Market will continue on June 17 and 24 from 8 a.m. to 12:00 Noon at Scott Park. Warrior Boot Camp will be on June 17 from 8:30 to 9:30 a.m. at Scott Park. Prince George High School Graduation will be on June 17 at 9 a.m. at the Football Stadium. Appomattox River Water Authority (ARWA) invoking voluntary water restrictions to preserve for the hot summer months. The Prince George High School baseball team reaches state tournament for the first time in school history before losing to Halifax, 2-0, on June 9. Finished with a 23-2 record. Several Prince George County residents included in the Hopewell News ‘Top 40 Under 40’ feature. Prince George County Government sends its deepest condolences upon the passing of Sussex County Sheriff Raymond Bell. Property owners at Exit 45 on I-95 met June 6 to discuss establishment of Property Owners Association. No decision made. The Parks & Recreation Foundation has collected over \$1,300 in memory of Supervisor Jerry Skalsky. Jalen



Powroznick, Rachael Blumenschine represented Prince George County June 11 at Nationals Park in the MLB Pitch, Hit & Run competition. Adana Investments purchases 42 acres at Tinsley Charter for \$295,900. Flowerdew Hundred will be up for sale at auction June 28. The Police Department announces 'Safe Exchange Zone' in Police Parking Lot. Animal Services & Adoption Center vaccinates over 130 dogs and cats in last Saturday's Rabies Clinic.

## **REPORTS**

**VDOT** – Ms. Crystal Smith extended her thoughts and prayers to the Skalsky family. She stated that all VDOT projects are moving forward. They are currently working on installing pipes at Route 460 at Enterprise Drive. The project is on schedule to complete in early September. There is a pre-con scheduled for Route 106 and Route 616 on June 27. The construction is expected to begin in July and planned for completion in December. The Route 144 and Puddledock Road project has been advanced by almost a year. That project is planned for advertisement this month with construction beginning early September. There is a public hearing scheduled for the Route 460/Bull Hill Road project on June 28 from 5 to 7p.m. The slurry seal contract is just about closed with the remaining work being pavement markings on Jefferson Park Road. The primary and secondary first round of mowing and debris cleanup is complete. Asphalt patching and curb repair is planned on Shallow Wood Drive. There is also patching planned on Normandy and Sunnybrook. There is a pipe replacement scheduled at Route 301 at the Carson Substation. There is a safety study out on West Quaker Road. Ms. Smith discussed the County Safety and Operational Funds. After brief discussion, the Board decided to spend the current \$150,000 on a right turn lane at Prince George Drive and Ruffin Road, a short dedicated right turn lane onto Temple Avenue from River Road, and the rumblestrips on Route 10.

## **PUBLIC HEARINGS**

**P-1. Public Hearing; SPECIAL EXCEPTION SE-17-04 Request of Deborah L. Vtipil and Donald P. Vtipil, Jr. pursuant to § 90-103 (9) to permit an assembly hall use located at 4620 Prince George Drive and known as Tax Map 13B(01)00-00D-0 within an R-A, Residential – Agricultural District. The Comprehensive Plan calls for residential uses.** Mr. Donald Vtipil, the applicant, stated that last month they completed a family division of 10 acres to their daughter and son-in-law. They plan to build their home on the property. Mr. Vtipil has another 10 acres in reserve for a family division to his other daughter if she decides to move back home. They plan to build their home on the remaining 56 acres. Their current plans have them starting construction in the next 90 days. They hope to salvage some of the small barns and out buildings that are in bad shape. They have obtained a VDOT permit to fix drainage issues and widen their driveway. They plan to construct a barn called The Stodola to be used as an assembly hall for weddings and other events. The size of the barn is anticipated to be 40' x 72' and will be heated, cooled and insulated. The size of the pavilion is anticipated to be 36' x 50'. The facility will have restrooms, dressing rooms, and a catering prep area. The Stodola will be located in the middle of the property. The anticipated capacity is 175 people. The Stodola will be available for weddings, birthday parties, anniversary parties and other meeting related events. The hours of operation will be Monday through Friday from 10:00 am to 11:00 pm, Saturday 9:00 am to 11:00 pm. & Sunday 10:00 am to 11:00 pm. The assembly hall will take the appropriate measures to ensure compliance with the County Noise Ordinance as adopted and as enforced by the police department. If determined necessary, an off duty police officer will be hired for traffic control at the entrance. Additionally the Prince George County Police Department will be notified thirty (30) days in advance of any events that will exceed 75 persons. This has already been discussed with the Chief of Police. A 500' line of sight at entrance will be maintained in accordance with VDOT requirements and has already been completed and documented on our plat. An onsite dumpster will remain in place for disposal of litter and recyclable materials. Caterers will comply with all state and county health code regulations. The Stodola will be handicap accessible with a special drop off area and parking. A community awareness meeting was held on May 15<sup>th</sup>. When the venue becomes successful the Vtipils will be donating 1% of the proceeds to the Prince George Parks and Recreation Foundation. Mr. Douglas Miles, Zoning Administrator, stated that the 2014 Comprehensive Plan identifies this area as appropriate for residential land uses which would include their planned single family dwelling in conjunction with the assembly hall building. The Planning Commission and Staff recommends Approval of the proposed assembly hall use provided that the impact upon the surrounding property owners is minimal. Staff has proposed recommended conditions to ensure that this use complies with all Federal, State and County Code requirements:

(1) This Special Exception is granted for an Assembly Hall use to Donald P. Vtipil, Jr., Deborah L. Vtipil and their daughters Amanda N. Vtipilson and Andrea R. Rankin and is not transferable and it does not run with the land on Tax Map 13B(01)00-00D-0; (2) The applicants will be required to provide staffing for private parking and proper traffic circulation purposes with event personnel clearly marked as “Event Staff” for safety reasons. The Prince George County Police Department shall be notified at least thirty (30) days prior to each Assembly Hall event; (3) Any temporary food service carts, portable toilets and hand washing stations that may be used for events shall be approved by the State Health Department for the assembly hall events. Proper litter control measures shall be put in place at the assembly hall events with the use of both trash containers and recycling bins; (4) The Assembly Hall days and hours of operation shall be Monday through Friday from 10:00 a.m. to 11:00 p.m., on Saturdays from 9:00 a.m. to 11:00 p.m. and on Sundays from 11:00 a.m. to 11:00 p.m.; (5) One (1) illuminated OR non-illuminated sign no greater than four (4) square feet may be placed for directional purposes near the driveway entrance and outside of the VDOT right-of-way; (6) The applicants shall take the appropriate measures to ensure compliance with the County Noise Ordinance of the Code of the County of Prince George, as adopted, and as enforced by the Police Department; (7) The applicants shall have all required State permit approvals that may include a VDOT Commercial Entrance Permit, a Virginia Department of Health – Office of Drinking Water (ODW) permit and all local permits before use of the assembly building; (8) This Special Exception shall become null and void if the use of an assembly hall is abandoned for a period of twenty-four (24) consecutive months; and (9) This Special Exception may be revoked by Prince George County or by its designated agent for failure by the applicant to comply with any of the listed conditions or any provision of federal, state or local regulations.

Chairman Robertson opened the public hearing at 7:54 p.m.

Mr. Edward Sedivy (4326 Mt. Sinai Road). Mr. Sedivy stated that he is the cousin of Mr. Vtipil and he supports this. He is glad to see the farm in the family again and it preserves green space while providing a service to the County.

There was no one else to speak and the public hearing was closed. After brief discussion, Mr. Carmichael made a motion, seconded by Mr. Hunter, to approve the special exception as presented. Roll was called on the motion.

O-17-07

P-1.

SPECIAL EXCEPTION SE-17-04 Request of Deborah L. Vtipil and Donald P. Vtipil, Jr. pursuant to § 90-103 (9) to permit an assembly hall use located at 4620 Prince George Drive and known as Tax Map 13B(01)00-00D-0 within an R-A, Residential – Agricultural District. The Comprehensive Plan calls for residential uses.

BE IT ORDAINED by the Board of Supervisors of Prince George County that the Special Exception Application identified as SE-17-04 is granted as an amendment to the official zoning map with the following conditions:

1. This Special Exception is granted for an assembly hall use to Donald P. Vtipil, Jr., Deborah L. Vtipil and their daughters Amanda N. Vtipilson and Andrea R. Rankin and is not transferable and it does not run with the land on Tax Map 13B(01)00-00D-0.
2. The applicants will be required to provide staffing for private parking and proper traffic circulation purposes with event personnel clearly marked as “Event Staff” for safety reasons. The Prince George County Police Department shall be notified at least thirty (30) days prior to each Assembly Hall event.
3. Any temporary food service carts, portable toilets and hand washing stations that may be used for events shall be approved by the State Health Department for the assembly hall events. Proper litter control measures shall be put in place at the assembly hall events with the use of both trash containers and recycling bins.

4. The Assembly Hall days and hours of operation shall be Monday through Friday from 10:00 a.m. to 11:00 p.m., on Saturdays from 9:00 a.m. to 11:00 p.m. and on Sundays from 11:00 a.m. to 11:00 p.m.
5. One (1) illuminated OR non-illuminated sign no greater than four (4) square feet may be placed for directional purposes near the driveway entrance and outside of the VDOT right-of-way.
6. The applicants shall take the appropriate measures to ensure compliance with the County Noise Ordinance of the Code of the County of Prince George, as adopted, and as enforced by the Police Department.
7. The applicants shall have all required State permit approvals that may include a VDOT Commercial Entrance Permit, a Virginia Department of Health – Office of Drinking Water (ODW) permit and all local permits before use of the assembly building.
8. This Special Exception shall become null and void if the use of an assembly hall is abandoned for a period of twenty-four (24) consecutive months.
9. This Special Exception may be revoked by Prince George County or by its designated agent for failure by the applicant to comply with any of the listed conditions or any provision of federal, state or local regulations.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**P-2. Public Hearing; SPECIAL EXCEPTION SE-17-02 Request of New Energy Ventures, Inc. pursuant to § 90-103 (57) to permit a large-scale solar energy facility located at 3513 and 3701 Rives Road and known as Tax Maps 330(0A)00-024-0 and (part of) 025-0 within an R-A, Residential – Agricultural District. The Comprehensive Plan calls for commercial / industrial land uses.** Mr. Ron Figg from New Energy Ventures, Inc. stated that they are proposing to build a 15.4 MWac solar electric generating farm to be located on two parcels at 3513 and 3701 Rives Road, South Prince George. New Energy Ventures has entered into an Option Agreement with the site owners, Mr. John B. McQueen and Barry and Joyce Spain, which allows New Energy the right to proceed with development and construction of a solar electric farm. The solar farm will utilize approximately 62,000 photovoltaic panels using a ground-mounted fixed-tilt or single-axis tracking system. The panels are approximately 6.5 feet by 3 feet, and will be mounted on galvanized steel frames approximately 6 feet above ground. The panels are estimated to cover approximately 71 of the 148 acres. There will be associated equipment including electric inverters and miscellaneous control and instrument panels. The only building contemplated is a small, pre-fabricated shed that will store miscellaneous maintenance equipment. The project will use no water in the solar electric generation process, and will generate no air emission and minimal noise. There will be no additional burden to the County's infrastructure including roads, water and sewer service, schools or fire/police. The proposed use will add to the county tax base but requires little to no public services. There will be a 6-foot high security fence encompassing the solar farm itself, and a security gate to allow access to maintenance crews and others as required. The site entrance will be located off of Rives Road. The solar farm will operate year-round generating electricity during the daylight hours only. By its very nature, solar panels absorb sunlight and therefore produce no glare or glint. There will be no outdoor light fixtures operating at night except in emergency situations or during unplanned maintenance.

Mr. Derrick Johnson of Timmons Group stated that New Energy is working with the Department of Environmental Quality towards obtaining Solar Permit by Rule approval of the project. Mr. Johnson talked about the decommissioning plan which simply states that if the solar energy facility is inactive completely or substantially discontinuing the delivery of electricity to an electrical grid for a continuous twenty-four (24) month period it shall be considered abandoned. Mr. Johnson also talked about the maintenance of the property. The existing site land is a combination of farming, woodlands, and wetlands, including Isaac Walton Pond. There will be no wetlands disturbances. Some clearing of existing wooded areas will be required. The

proposed impervious ground area is expected to be 2-3% of the developed area. The project will comply with all applicable building, electrical, fire-protection and safety codes.

Mr. Douglas Miles, Zoning Administrator, stated that the special exception does comply with the Comprehensive Plan and Staff recommends approval of the proposed, large-scale solar energy facility land use provided that the potential impact upon the surrounding property owners is minimal. Staff has proposed recommended conditions to ensure that this use complies with all Federal, State and County Code requirements: (1) This Special Exception is granted for a large-scale solar energy facility use to New Energy Ventures, Inc. or any successors as owner/operator of the solar energy facility located on Tax Maps 330(OA)00-024-0 and 025-0 (part of). This Special Exception may be transferred provided that Condition 10 is met relative to the proper surety; (2) All site activity required for the construction, expansion and the operation of the solar energy facility shall be limited to the following days and times: All pile driving shall be limited to the hours from sunrise to sunset Monday through Saturday. No Sunday pile driving shall occur during site construction, expansion or operation of the facility. All other normal on-site construction activity may be permitted Monday through Sunday in accordance with the provisions of the County Noise Ordinance, as amended from time to time, and as enforced by the Prince George County Police Department; (3) All construction roads and construction areas shall remain dust-free by the use of a water truck or other approved method to keep sediment on the premises and not be of a general nuisance to the adjoining property owners during site construction and/or site expansion for a solar energy facility; (4) The applicant, owner or operator of the solar energy facility shall install a security fence a minimum of six (6) feet in height around the perimeter of the solar energy facility and it shall be approved as part of the site plan submitted for the development of the property; (5) Site construction lighting shall be minimized and shall be directed downward and away from residential uses. Post construction lighting shall be limited to security lighting only as approved by any federal, state or county agency for the appropriate lighting needed; (6) The applicant, owner or operator shall coordinate directly with the Director of Fire, EMS and Emergency Management to provide solar energy materials, educational information and/or training to the respective personnel responding to the solar energy facility project in regards to how to safely respond to any emergencies that may occur on the premises; (7) A minimum fifty (50) foot setback shall be maintained from all public right-of-ways and all agriculturally and residentially zoned properties, either occupied or unoccupied, until such time that the property is converted to commercial or industrial uses, at such time the setback can become the underlying zoning district setback amount for such district. The required site landscaping and screening materials will be reviewed at the time of site plan review to properly meet the screening requirements for the solar energy facility use; (8) A Construction Traffic Management Plan and mitigation measures shall be developed by the applicant, owner or operator and shall be submitted to the Virginia Department of Transportation (VDOT) and Prince George County for review and approval. The Plan shall address traffic control measures, pre-and post-construction road evaluation and any necessary repairs to the public roads that are required as a result of any damage from the solar energy facility construction and/or expansion. All VDOT permits will be received and be approved by VDOT prior to site construction occurring on the premises; (9) A decommissioning plan shall be approved by the County prior to the approval of a site plan or any building permits being issued for a solar energy facility. If the solar energy facility is inactive completely or substantially discontinuing the delivery of electricity to an electrical grid for a continuous twenty-four (24) month period it shall be considered abandoned. The applicant, owner or operator shall provide notice to the Planning Division in writing once the property becomes inactive as a solar energy facility use. The decommissioning of the site shall commence within six (6) months of receipt of such notice from the applicant, owner or operator by Prince George County. This shall be known as the "Decommissioning Plan" under Zoning Ordinance Section 90-16 (ii) (e) which shall include the following: (1) anticipated life of the solar energy facility project; (2) the estimated cost of the decommissioning in the future as expressed in current dollars; (3) how said estimate was determined; (4) the manner in which the project will be decommissioned and (5) the name and physical address of the person or entity responsible for the decommissioning plan and a surety acceptable to the County by guaranteeing completion of the decommissioning plan; (10) Unless the large-scale solar energy facility project is owned by a public utility within the Commonwealth of Virginia, the net costs of decommissioning shall be secured by an adequate surety in a form agreed to by the County Attorney, including but not limited to a letter of credit, cash or a guarantee by an investment grade entity, provided to the County within thirty (30) days of the project receiving its occupancy permit or equivalent from Prince George County to operate the use. If an adequate surety is required, the cost estimates of the decommissioning shall be

updated at least every five (5) years by the applicant, owner or operator and provided to the County. If the solar energy facility is sold to an entity that is not a public utility, the Special Exception shall not transfer to the purchaser until such time as adequate surety is provided for the solar energy facility. At its option, the County may require that a surety amount be increased based upon the net cost of decommissioning the use as approved by the County Attorney; (11) This Special Exception shall become null and void if the use of a large-scale solar energy facility is abandoned for a period of twenty-four (24) consecutive months; and (12) This Special Exception may be revoked by Prince George County or by its designated agent for failure by the applicant, owner or operator to comply with any of the listed conditions or any provision of federal, state or local regulations.

Chairman Robertson opened the public hearing at 8:30 p.m.

Mr. Dave Sullivan (1777 Spain Drive, South Prince George). Mr. Sullivan required about the cost per kilowatt using this device.

There was no one else to speak and the public hearing was closed. Chairman Robertson stated that he received a phone call from Mr. Andy Kvasnika today and was told that he is in favor of the project. Mr. Webb made a motion, seconded by Mr. Hunter, to approve the special exception as presented. Roll was called on the motion.

O-17-08

P-2.

SPECIAL EXCEPTION SE-17-02 Request of New Energy Ventures, Inc. pursuant to § 90-103 (57) to permit a large-scale solar energy facility located at 3513 and 3701 Rives Road and known as Tax Maps 330(0A)00-024-0 and (part of) 025-0 within an R-A, Residential – Agricultural District. The Comprehensive Plan calls for commercial / industrial land uses.

BE IT ORDAINED by the Board of Supervisors of Prince George County that the Special Exception Application identified as SE-17-02 is granted as an amendment to the official zoning map with the following conditions:

1. This Special Exception is granted for a large-scale solar energy facility use to New Energy Ventures, Inc. or any successors as owner/operator of the solar energy facility located on Tax Maps 330(0A)00-024-0 and 025-0 (part of). This Special Exception may be transferred provided that Condition 10 is met relative to the proper surety.
2. All site activity required for the construction, expansion and the operation of the solar energy facility shall be limited to the following days and times: All pile driving shall be limited to the hours from sunrise to sunset Monday through Saturday. No Sunday pile driving shall occur during site construction, expansion or operation of the facility. All other normal on-site construction activity may be permitted Monday through Sunday in accordance with the provisions of the County Noise Ordinance, as amended from time to time, and as enforced by the Prince George County Police Department.
3. All construction roads and construction areas shall remain dust-free by the use of a water truck or other approved method to keep sediment on the premises and not be of a general nuisance to the adjoining property owners during site construction and/or site expansion for a solar energy facility.
4. The applicant, owner or operator of the solar energy facility shall install a security fence a minimum of six (6) feet in height around the perimeter of the solar energy facility and it shall be approved as part of the site plan submitted for the development of the property.
5. Site construction lighting shall be minimized and shall be directed downward and away from residential uses. Post construction lighting shall be limited to security lighting only as approved by any federal, state or county agency for the appropriate lighting needed.
6. The applicant, owner or operator shall coordinate directly with the Director of Fire, EMS and Emergency Management to provide solar energy materials, educational information

and/or training to the respective personnel responding to the solar energy facility project in regards to how to safely respond to any emergencies that may occur on the premises.

7. A minimum fifty (50) foot setback shall be maintained from all public right-of-ways and all agriculturally and residentially zoned properties, either occupied or unoccupied, until such time that the property is converted to commercial or industrial uses, at such time the setback can become the underlying zoning district setback amount for such district. The required site landscaping and screening materials will be reviewed at the time of site plan review to properly meet the screening requirements for the solar energy facility use.
8. A Construction Traffic Management Plan and mitigation measures shall be developed by the applicant, owner or operator and shall be submitted to the Virginia Department of Transportation (VDOT) and Prince George County for review and approval. The Plan shall address traffic control measures, pre-and post-construction road evaluation and any necessary repairs to the public roads that are required as a result of any damage from the solar energy facility construction and/or expansion. All VDOT permits will be received and be approved by VDOT prior to site construction occurring on the premises.
9. A decommissioning plan shall be approved by the County prior to the approval of a site plan or any building permits being issued for a solar energy facility. If the solar energy facility is inactive completely or substantially discontinuing the delivery of electricity to an electrical grid for a continuous twenty-four (24) month period it shall be considered abandoned. The applicant, owner or operator shall provide notice to the Planning Division in writing once the property becomes inactive as a solar energy facility use. The decommissioning of the site shall commence within six (6) months of receipt of such notice from the applicant, owner or operator by Prince George County. This shall be known as the "Decommissioning Plan" under Zoning Ordinance Section 90-16 (ii) (e) which shall include the following: (1) anticipated life of the solar energy facility project; (2) the estimated cost of the decommissioning in the future as expressed in current dollars; (3) how said estimate was determined; (4) the manner in which the project will be decommissioned and (5) the name and physical address of the person or entity responsible for the decommissioning plan and a surety acceptable to the County by guaranteeing completion of the decommissioning plan.
10. Unless the large-scale solar energy facility project is owned by a public utility within the Commonwealth of Virginia, the net costs of decommissioning shall be secured by an adequate surety in a form agreed to by the County Attorney, including but not limited to a letter of credit, cash or a guarantee by an investment grade entity, provided to the County within thirty (30) days of the project receiving its occupancy permit or equivalent from Prince George County to operate the use. If an adequate surety is required, the cost estimates of the decommissioning shall be updated at least every five (5) years by the applicant, owner or operator and provided to the County. If the solar energy facility is sold to an entity that is not a public utility, the Special Exception shall not transfer to the purchaser until such time as adequate surety is provided for the solar energy facility. At its option, the County may require that a surety amount be increased based upon the net cost of decommissioning the use as approved by the County Attorney.
11. This Special Exception shall become null and void if the use of a large-scale solar energy facility is abandoned for a period of twenty-four (24) consecutive months.
12. This Special Exception may be revoked by Prince George County or by its designated agent for failure by the applicant, owner or operator to comply with any of the listed conditions or any provision of federal, state or local regulations.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**P-3. Public Hearing; Change in Jefferson Park District.** Mr. Jeff Stoke, Deputy County Administrator, stated that the Electoral Board, Registrar's Office and County staff has come to an agreement with Faith Baptist Church at 5501 Middle Road to host the Jefferson Park precinct

polling location. It is anticipated that the June 13, 2017 primary election would be the last election held at the Jefferson Park Volunteer Fire Station, 4225 Jefferson Park Road. A public hearing is required to change the County Ordinance for the proposed polling location change under consideration. Chairman Robertson opened the public hearing at 8:38 p.m.

Ms. Barbara Tabb (10457 Jordan Parkway), Ms. Sharon Gertz (6601 Bob's Way), and Ms. Lillian Boyd (12407 Moody Road). Ms. Tabb, Ms. Gertz, and Ms. Boyd all spoke in favor of this location on behalf of the Electoral Board due to the better parking, storage and handicap accessibility. At the Board's request, Ms. Tabb gave election results for June 13, 2017.

There was no one else to speak and Chairman Robertson closed the public hearing at 8:40 p.m. Mr. Carmichael made a motion, seconded by Mr. Hunter, to approve the resolution as presented. Roll was called on the motion.

O-17-09

P-3.

**ORDINANCE TO AMEND THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA, 2005, AS AMENDED, BY AMENDING AND RE-ENACTING § 30-62, TO PROVIDE THAT THE POLLING PLACE FOR JEFFERSON PARK PRECINCT SHALL BE FAITH BAPTIST CHURCH**

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

*(1) That §30-62 of the Code Of The County Of Prince George, Virginia, 2005, as amended, is amended and re-codified to read as follows:*

Sec. 30-62. Polling places designated.

205 Jefferson Park, Faith Baptist Church, 5501 Middle Road, Prince George, Virginia 23875.

*(2) That this ordinance shall be effective immediately upon adoption.*

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**ORDER OF BUSINESS**

**A-1. Resolution; Service Agreement Amendment to Appomattox Regional Water Authority.** Mr. Percy Ashcraft, County Administrator, stated that several years ago, Prince George County began negotiations to purchase a portion of Petersburg's unused water allocation from ARWA in order to provide water capacity for future economic development in Prince George. In a surprise to all the members of ARWA, ARWA's attorney ruled that the existing water agreement does not create ownership by any of the member jurisdictions of any portion of the treated water. Over the years, individual members had paid for the expansion of the water treatment plant expecting to "own" the portion of the expanded plant that they had paid for. During this time, the County Utilities Department determined that the County could not be assured that ARWA could actually deliver additional water to the County unless the Branders Bridge pump station and storage facility was built. The Branders Bridge project had been identified by ARWA's engineers as a necessary component of the Temple Avenue transmission line for over 40 years but, for whatever reason, was never built. At the May 18, 2017 ARWA meeting, by a vote of three in favor, two against, the Authority approved the proposed amendment to the ARWA Service Agreement which creates an ownership interest in a percentage of ARWA water as determined by prior contributions. The amendment also allows localities to sell unused portions of their allocation to other member jurisdictions. In order for this Service Agreement amendment to become effective, the governing body of each jurisdiction in ARWA must approve the amendment to the Service Agreement. Mr. Bob Wischer of the Appomattox River Water Authority added that this would allow Petersburg to sell capacity, who is in financial distress, and allow Prince George to gain ownership and to purchase from any other participating jurisdiction. Mr. Ashcraft recommended approval of this service agreement amendment as it would give Prince George County another option to expand its allocation in

long-term water needs. Mr. Hunter made a motion, seconded by Mr. Webb, to approve the service agreement amendment as presented. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-2. Resolution; Appropriation of Funds for Fiscal Year 2017-2018 for Prince George County.** Ms. Betsy Drewry, Finance Director, stated that the Board adopted the FY2017-18 Budget on May 9, 2017. The Board adopts a resolution annually to appropriate and authorize spending by fund. Mr. Carmichael made a motion, seconded by Mr. Webb, to approve the resolution as presented. Roll was called on the motion.

R-17-073

A-2.

**RESOLUTION; APPROPRIATION OF FUNDS FOR FISCAL YEAR 2017-2018 FOR PRINCE GEORGE COUNTY.**

BE IT RESOLVED by the Board of Supervisors of the County of Prince George this 13th day of June, 2017 that the Budget for Prince George County in the sum of \$114,018,234, for Fiscal Year 2017-2018 be and is hereby approved as set forth below; and that such sums be and are hereby appropriated to the funds indicated, which monies are to be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

**ESTIMATED REVENUE**

<u>Fund</u>	<u>Source/Fund Description</u>	<u>Amount</u>
100	General Property Taxes	\$34,156,000
	Other Local Taxes	6,374,930
	Permits, Privilege Fees & Licenses	361,450
	Fines & Forfeitures & Uses of Money & Property	583,700
	Charges for Services	1,010,100
	Miscellaneous & Recovered Costs	201,550
	State, Federal and Other Sources	<u>10,867,621</u>
	<b>TOTAL GENERAL FUND</b>	<b>\$53,555,351</b>
217	Community Corrections	\$1,001,395
218	Adult Education	885,877
213	Tourism	405,000
215	Economic Development	1,327,455
220	Storm Water	442,000
227	LOSAP	175,500
311	Capital Projects	475,932



401	Debt Service	8,051,178
500	School Operating	60,498,509
510	Federal Programs (formerly Title I)	2,415,804
520	School Textbooks	691,065
540	School Cafeteria	2,817,669
600	Utilities Operating	5,536,227
610	Utilities Replacement Reserves	185,000
620	Utilities Capital	1,828,731
960	Special Social Services	15,000
	Total Non-General Fund Revenues	\$86,752,342
	Less: interfund transfers	(26,289,459)
	TOTAL REVENUE - ALL FUNDS	<u>\$114,018,234</u>

APPROPRIATIONS

<u>Fund</u>	<u>Department</u>	<u>Title</u>	<u>Amount</u>
100	0100	Board of Supervisors	\$117,735
	0101	County Administration	401,947
	0102	County Attorney	324,105
	0103	Human Resources	323,226
	0200	Commissioner of the Revenue	460,976
	0201	Treasurer	573,275
	0202	Clerk of Circuit Court	567,741
	0203	Sheriff	1,116,165
	0204	Commonwealth's Attorney	590,841
	0300	Community Development, Code Compliance	1,216,969
	0401	Assessor	489,680
	0402	Finance	723,823
	0403	Information Technology	525,381
	0405	County-Wide Information Technology	348,000
	0502	County Garage	462,390
	0503	Refuse Disposal	58,823
	0504	General Properties	2,180,356
	0505	Parks & Recreation	

		991,843	
0506	County Engineering	4,000	
0601	Police Department	5,360,344	
0602	Grants/Law Enforcement		-
0603	Emergency Communications Center	1,106,330	
0604	Prince George Fire Department	56,025	
0605	Disputanta Fire Department	41,875	
0606	Carson Fire Department	70,576	
0607	Burrowsville Fire Department	40,823	
0608	Jefferson Park Fire Department	54,425	
0609	Prince George Emergency Crew	11,000	
0610	Fire and EMS	2,716,746	
0611	Animal Control	442,716	
0612	Emergency Management	57,623	
0613	SAFER Grant		-
0614	Fire and EMS Grants		-
0701	Welfare Administration	1,981,766	
0702	Public Assistance (incl. SLH)	603,871	
	CSA/At Risk		
0703	Youth	15,000	
0704	CSA State Reimbursed	1,260,000	
0706	Tax Relief for Elderly/ Disabled	250,000	
0901	Registrar	270,977	
0902	Circuit Court	126,591	
0903	General District Court	48,360	
0904	Magistrate	475	
0906	Victim Witness	113,998	
0907	Board and Care of Prisoners	1,476,332	
0908	Court Services	2,100	
0909	Juvenile Services VJCCCA	73,441	
0910	Local Health Department	222,377	
0911	Dist.19 MHMR Services Board	107,342	
0912	Contributions to Colleges	14,494	
0913	Regional Library		

		592,224
0914	Soil & Water Conservation	18,000
0915	Resource Cons. & Develop. Council	3,000
0916	Cooperative Extension Office	79,880
0917	Other Functions	261,024
0918	Farmer's Market	10,959
	Contingencies	435,732
	Transfer to Schools-Operating	16,250,249
	Transfer to LOSAP Fund	135,000
	Transfer to Countywide Debt Service	7,223,095
	Transfer to Economic Development	376,112
	Transfer to Community Corrections	91,260
	Transfer to Capital Projects Fund	75,932
	TOTAL GENERAL FUND	<u>\$53,555,351</u>
	Less: Transfers to Other Funds	<u>(24,151,648)</u>
	Total General Government, less transfer	\$29,403,703
217	Community Corrections	\$ 1,001,395
218	Adult Education	885,877
213	Tourism	405,000
215	Economic Development	1,327,455
212	Stormwater	442,000
227	LOSAP	175,500
311	Capital Projects	475,932
401	Debt Service	8,051,178
500	School Operating	60,498,509
510	Federal Programs (formerly Title 1)	2,415,804
520	School Textbooks	691,065
540	School Cafeteria	2,817,669
600-630	Utilities - Water and Sewer	7,549,958
960	Special Social Services	15,000
	Less: Interfund Transfers	<u>(26,289,459)</u>

Total Non-General Fund Expenditures \$60,462,883

Total Budgeted Expenditures - FY 2017-2018 \$114,018,234

BE IT FURTHER RESOLVED that for the fiscal year beginning on the first day of July 2017, and ending on the thirtieth day of June 2018, the following shall be adopted:

The Treasurer of the County of Prince George be and is hereby authorized to transfer from FUND 100 – General OPERATING as funds become available.

The County Administrator may increase appropriations for non-budgeted revenue items not to exceed \$5,000 per occurrence.

Appropriations designated for capital projects will not lapse at the end of the fiscal year but shall remain appropriated until the completion of the project or until the Board of Supervisors, by appropriate ordinance or resolution, changes or eliminates the appropriation. This section applies appropriations in the FY2017-2018 budget as adopted or amended by the Board of Supervisors.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-3. Resolution; Award of Contract; Benefits Consultant.** Ms. Drewry stated that by mutual agreement Prince George County’s contract with Pierce Group Benefits Consulting will end on June 30, 2017. An RFP was issued on May 2, 2017 to engage a benefits consultant effective July 1, 2017. The RFP closing date was May 19, 2017. Four responses were received. All proposals were evaluated and the top three respondents were interviewed on June 6, 2017. The three interviews yielded the number on pick, Mark III. Mark III offers a blend of desired services, data analysis, and competitive pricing. It is the recommendation of staff to continue to pay the fee directly from the health insurance account as in past years. References were contact and yielded favorable responses. Staff recommends authorization of the County Administrator to initiate a contract with Mark III for a one year contract with the option of three additional annual renewals. Mr. Webb made a motion, seconded by Mr. Hunter, to approve the resolution as presented. Roll was called on the motion.

R-17-074

**RESOLUTION; AUTHORITY TO EXECUTE CONTRACT FOR BENEFIT CONSULTANT**

WHEREAS, An RFP was issued for a Benefit Consultant on May 2<sup>nd</sup> and closed on May 19<sup>th</sup> with four responses; and

WHEREAS, Interviews of the top three firms were held on June 6<sup>th</sup>. The recommended company from the ranking process is Mark III. References were checked and all returned positive results;

WHEREAS, Mark III would be contracted to assist the county with implementing strategies to manage health insurance and other benefits for the next 12 months with potential to renew for three annual periods.

NOW, THEREFORE BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 13<sup>th</sup> day of June, 2017, does hereby authorize the County Administrator to execute a contract with Mark III for benefit consultant services.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-4. Resolution; Award of Contract; Delinquent Tax Collection Services.** Ms. Drewry stated that An RFP was issued to obtain contracted services to assist the Treasurer’s Office with

the collection of delinquent personal property and real estate taxes (issued on March 10 and closed on April 17, 2017). The RFP had six respondents. All proposals were evaluated and the top three respondents were interviewed on May 16 and 17, 2017. The three interviews yielded the number one pick, Taxing Authority Consulting Services (TACS). TACS offers a blend of desired services, and utilizes attorneys to perform collection services. Of the firms interviewed, TACS has the most existing Virginia governmental clients. Some of the current clients served include Hanover, Spotsylvania, Henry, Fairfax and Louisa Counties. References were contacted and yielded favorable responses. TACS' fee is 20% and the fee is added to outstanding delinquent amounts and paid by the delinquent tax payer. The County would incur no charges unless TACS is engaged for litigation services on certain accounts. Those litigation costs potentially are service of process costs for bringing to the courts citizens no longer in the County. All such costs would be discussed with Treasurer and County staff prior to action. Staff recommends authorization of the County Administrator to initiate a contract with TACS for a one year contract with the option of four additional annual renewals. Mr. Hunter made a motion, seconded by Mr. Webb, to approve the resolution as presented. Roll was called on the motion.

R-17-075

A-4.

**RESOLUTION; AUTHORITY TO EXECUTE CONTRACT FOR DELINQUENT TAX COLLECTION SERVICES**

WHEREAS, An RFP was issued for Delinquent Tax Collection Services on March 10<sup>th</sup> and closed on April 17<sup>th</sup> with six responses; and

WHEREAS, Interviews of top three firms were held on May 16<sup>th</sup> and May 17<sup>th</sup>. The recommended company from the ranking process is Taxing Authority Consulting Services (TACS). References were checked and all returned positive results;

WHEREAS, TACS would be contracted to assist the Treasurer's Office with the collection of delinquent real estate and personal property taxes for the next 12 months with potential to renew for four annual periods.

NOW, THEREFORE BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 13<sup>th</sup> day of June, 2017, does hereby authorize the County Administrator to execute a contract with TACS for delinquent tax collection services.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-5. Discussion and Possible Action of Radio Consultant.** Mr. Stoke stated that a Request For Proposal (#17-0222-1 Radio Consultant) was issued by the County to assist with the analysis and development of a new public safety radio system for the County under the Virginia Procurement Act §2.2-4302.2(A)(4). The County received six (6) qualified responses to the RFP on March 30, 2017. Through the evaluation procedure, the top firm was chosen during the interview process. The voting members of the committee consisted of Kirsten Cherry, Director of IT; Chief Keith Early, Police Department; Sheriff Bucky Allin; Brad Owens, Director of Fire/EMS; and Jeff Stoke, Deputy County Administrator. Staff recommendation to the Board of Supervisors is to authorize the County Administrator to execute a contract with Altairis Technology Partners, LLC for Phase II (vendor procurement) and Phase III (construction management / testing / final acceptance) of a new public safety radio system for an amount not to exceed \$605,078. The contract calls for a completion date of Phase II by August 15, 2018 and Phase III by January 21, 2020. Following questions and discussion by the Board, Mr. Hunter made a motion, seconded by Mr. Webb, to approve the resolution as presented. Roll was called on the motion.

R-17-076

A-5.

**AUTHORITY TO ENTER INTO A CONTRACT FOR CONSULTING SERVICES FOR NEW PUBLIC SAFETY RADIO SYSTEM**

WHEREAS, A Request for Proposal (#17-0222-1 Radio Consultant) was developed and advertised through the County's procurement process to accept responses and qualifications for the vendor assessment, design and implementation of a new public safety radio system; and

WHEREAS, after a review by the committee of all six responses received through an evaluation procedure, the top firm was chosen during the interview process;

WHEREAS, after careful consideration, the committee recommended that Altairis Technology Partners, LLC best met the needs of the County for consulting services for a new public safety radio system;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 13<sup>th</sup> day of June, 2017 does hereby authorize the County Administrator to execute a contract with Altairis Technology Partners, LLC for Phase II (vendor procurement) and Phase III (construction management / testing / final acceptance) of a new public safety radio system for an amount not to exceed \$605,078.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-6. Resolution; Authority to Advertise a Public Hearing to Consider Adoption of an Ordinance to Provide for a Real Estate Tax Exemption for Surviving Spouses of Certain Persons Killed in the Line Of Duty.** Mr. Steve Micas, County Attorney, stated that the General Assembly approved legislation that allows the county, as of July 1, 2017, to offer a real estate tax exemption for the surviving spouses of any law-enforcement officer, firefighter, search and rescue personnel, or emergency medical services personnel who is killed in the line of duty. This exemption mirrors the real estate tax exemption for the surviving spouse of a disabled veteran or veteran killed in the line of duty. The tax exemption ends if the surviving spouse remarries. The exemption applies regardless of when the spouse was killed in the line of duty, but only applies to those real property taxes due after January 1, 2017. The tax exemption applies to the surviving spouse's principal place of residence, even if he or she moves to a new principal place of residence. The exemption does not require the surviving spouse to have been residing in the Commonwealth at the time his or her spouse was killed in the line of duty. Prince George County is not liable for any interest on any refund due to the surviving spouse for taxes paid prior to the surviving spouse's filing of the affidavit or written statement as part of the application to obtain the tax exemption. Mr. Hunter made a motion, seconded by Mr. Webb, to authorize the advertisement of a public hearing. Roll was called on the motion.

R-17-077

A-6.

**RESOLUTION; AUTHORITY TO ADVERTISE A PUBLIC HEARING TO CONSIDER ADOPTION OF AN ORDINANCE TO PROVIDE FOR A REAL ESTATE TAX EXEMPTION FOR SURVIVING SPOUSES OF CERTAIN PERSONS KILLED IN THE LINE OF DUTY**

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 13<sup>th</sup> day of June, 2017, does hereby authorize the advertisement of a public hearing to consider adoption of an ordinance to provide for a real estate tax exemption for surviving spouses of certain persons killed in the line of duty.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-7. Discussion and Possible Action on Appointment of Building Official Position.** Mr. Ashcraft stated that Building Official & Deputy Director of Code Compliance and Community

Development Jeff Brown has submitted his resignation to take a new position with the State of Virginia at the Department of Housing & Community Development. The Board needs to appoint an interim Building Official until someone is officially hired for that position. Mr. Ashcraft is recommending Ms. Julie Walton. Mr. Webb made a motion, seconded by Mr. Carmichael, to designate Ms. Julie Walton as the Building Official. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-8. Consideration of Appointments – Board, Commissions, Committees, Authorities:  
Resolution of Appointment(s):**

**E. Resolution; Four Appointments (Three-Year Term) – Recreation Advisory Commission.** Mr. Carmichael made a motion, seconded by Mr. Webb, to reappoint Mr. James Buren and Mr. James Williams and to appoint Mr. Donald Hunter to fill the vacant position of Mr. Skalsky. Roll was called on the motion.

R-17-078

**RESOLUTION; FOUR APPOINTMENTS; (THREE-YEAR TERM) – RECREATION  
ADVISORY COMMISSION**

WHEREAS, The terms of James Buren, James Williams, and the vacant position of Jerry Skalsky on the Prince George County Recreation Advisory Commission, will expire on June 30, 2017;

NOW THEREFORE, BE RESOLVED That the Board of Supervisors of the County of Prince George this 13<sup>th</sup> day of June, 2017 does hereby appoint Mr. James Buren, Mr. James Williams, and Mr. Donald Hunter to serve a three-year term on the Prince George County Recreation Advisory Board beginning July 1, 2017 and ending on June 30, 2020.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**F. Resolution; Appointment (Three-Year Term) – District 19 Community Services Board.** Mr. Hunter made a motion, seconded by Mr. Webb, to reappoint Captain Mark Payne. Roll was called on the motion.

R-17-079

A-8B.

**RESOLUTION; APPOINTMENT (THREE-YEAR TERM) – DISTRICT 19  
COMMUNITY SERVICES BOARD**

WHEREAS, The term of Captain Mark Payne will expire on June 30, 2017 on the District 19 Community Services Board; and

WHEREAS, Captain Payne is eligible for reappointment.

NOW THEREFORE, BE RESOLVED That the Board of Supervisors of the County of Prince George this 13<sup>th</sup> day of June, 2017 does hereby appoint Captain Mark Payne to serve a three-year term on the District 19 Community Services Board without compensation, commencing on July 1, 2017.

On roll call the vote was:

In favor: (4) Hunter, Robertson, Carmichael, Webb  
Opposed: (0)  
Absent: (0)

**G. Resolution; Appointment (Four-Year Term) – Appomattox Regional Library Board.** Mr. Carmichael made a motion, seconded by Mr. Webb, to appoint Ms. Lillian Boyd. Roll was called on the motion.

R-17-080

A-8C.

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

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

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

WHEREAS, The term of Ms. Pamela Tuggle will expire on June 30, 2017.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 13<sup>th</sup> day of June, 2017 does hereby appoint Ms. Lillian Boyd to the Appomattox Regional Library Board of Trustees to serve a four-year term, beginning July 1, 2017 and ending on June 30, 2021.

On roll call the vote was:

In favor: (4) Hunter, Robertson, Carmichael, Webb  
Opposed: (0)  
Absent: (0)

**H. Resolution; Approval of Appointment of Comprehensive Services Community Policy and Management Team Member and Appointment of Board of Supervisors Representative.** Mr. Webb nominated Mr. Donald Hunter for the Board of Supervisors Representative. Mr. Carmichael made a motion, seconded by Mr. Webb, to appoint approve the Comprehensive Services Community Policy and Management Team with the appointment of Mr. Hunter. Roll was called on the motion.

R-17-081

A-8D.

**RESOLUTION; APPROVAL OF APPOINTMENT OF COMPREHENSIVE SERVICES COMMUNITY POLICY AND MANAGEMENT TEAM MEMBER**

NOW THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 13<sup>th</sup> day of June, 2017 hereby approves the appointments of the Prince George County Community Policy and Management Team and the Prince George County Family Assessment and Planning Team for the term July 1, 2017 to June 30, 2018 as follows:

Prince George County Community Policy and Management Team (CPMT)  
Term: July 1, 2017 to June 30, 2018

Timothy Beard, Chair

Designee of CSU Director, F. Woodrow Harris  
6<sup>th</sup> District Juvenile Court Services Unit

Regina Smith

Designee of Executive Director, Joseph Hubbard



District 19 Community Services Board

Zetta Ethington

Designee of Superintendent of Schools, Renee Williams  
Prince George Public Schools

Leigh Primmer, Procurement Officer

Designee of Fiscal Agent, Betsy Drewry  
Finance Department, Prince George County

Donald R. Hunter

Prince George County Board of Supervisors

Shel Bolyard-Douglas

Director, Prince George Social Services

Cynthia Hancock, RN

Designee of Medical Director, Alton Hart  
Crater Health District

Allison Hallberg

Integrated Health Services  
Private Provider Representative

Ellen Chaisson

Parent Representative

Chaundra Taswell

Military Liaison  
Fort Lee Designee of Garrison Commander, Colonial Adam W. Butler

Prince George County Family Assessment and Planning Team (FAPT)  
Term: July 1, 2017 to June 30, 2018

Ronda Tate, Chair

District 19 Community Services Board

Noel Brown, Chair

6<sup>th</sup> District Juvenile Court Services Unit

Matt Hall

Chandra Hannah, Designee

Tierra Tillie, Designee

Prince George Public Schools

Zina Gaines

Prince George Social Services

Pastor Chris Jenkins

Parent Representative

Lauren Hovis

Good Neighbor Community Services  
Private Provider Representative

Molly Stoner, LCSW

Military Liaison

Fort Lee Social Work Services

On roll call the vote was:

In favor: (4) Hunter, Robertson, Carmichael, Webb  
Opposed: (0)  
Absent: (0)

**A-9. Petition to Circuit Court to Hold Special Election and Set the Election Date for Vacancy of Constitutional Officer.** The County Attorney stated that on June 7, 2017, Ms. Jean Barker notified the Board that effective December 31, 2017 she is resigning as Treasurer of Prince George County. Within 15 days of June 7, 2017, the County must file a Petition in Circuit Court asking the Court to set a special election to elect a Treasurer to fill the unexpired term ending on December 31, 2019. The State Code places various timing requirements for special elections and allows special elections to be held on the general election date. The State Board of Elections will notify the Registrar of a new deadline to qualify for the ballot in the Treasurer's election once the Circuit Court sets a special election date. A special election can cost \$10,000 to \$15,000. The Board may vote to express its preference for the special election date to the Court, but the Court is not bound by the Board's recommendation. After brief discussion regarding the expense of a special election and how it would be more fiscally responsible to have it on the general election date, Mr. Hunter made a motion, seconded by Mr. Webb, to petition the Circuit Court for a special election on November 7, 2017. Roll was called on the motion.

On roll call the vote was:

In favor: (4) Hunter, Robertson, Carmichael, Webb  
Opposed: (0)  
Absent: (0)

**A-10. Discussion of Special Board Meeting to Discuss Appointment for Vacant Board of Supervisors Position.** Chairman Robertson stated that the position must be filled by July 7. After that, it would be handled in Circuit Court. Therefore, Chairman Robertson requested that this meeting be adjourned to Friday, June 16, 2017 at 6:00 p.m. to discuss this appointment.

**ADJOURNMENT.** Mr. Hunter moved, seconded by Mr. Carmichael, that the meeting be adjourned to Friday, June 16 at 6:00 p.m. Roll was called on the motion.

On roll call the vote was:

In favor: (4) Carmichael, Hunter, Robertson, Webb  
Opposed: (0)  
Absent: (0)

The meeting adjourned at 9:29 p.m.

[Draft Minutes prepared July 3, 2017, for consideration on July 11, 2017; adopted by unanimous vote.]

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

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Percy C. Ashcraft  
County Administrator