

**AGENDA**  
Board of Supervisors  
County of Prince George, Virginia  
Regular Meeting: August 8, 2017  
County Administration Bldg. Boardroom, Third Floor  
6602 Courts Drive, Prince George, Virginia

**Regular Meeting**

**Closed Session**  
**5:00 p.m.**

**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**

School Core Committee/ School Board Presentation

Presentation by Friends of the Lower Appomattox River on Regional Walking Trail Master Plan

**INVOCATION**

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

**PUBLIC COMMENTS**

**ADOPTION OF AGENDA**

**ORDER OF CONSENSUS**

C-1. Draft Minutes – July 11, 2017 Regular Meeting.

C-2. Resolution; Commendation; Brenda Morris; Service to Prince George County.

C-3. Resolution; Appropriation and Budget Transfer (Human Services HVAC Phase I- \$33,475).

C-4. Resolution; Appropriation; (Utilities – River's Edge Property Sale Proceeds \$40,000).

C-5. Resolution; Appropriation and Budget Transfer (\$50,000 School Resource Officer Grant).

C-6. Resolution; Appropriation: (Insurance Recovery - Frozen Pipe Damage CWC - \$5,157.32).

C-7. Resolution Adopting the Richmond-Crater Multi-Regional Hazard Mitigation Plan.

**PRESENTATIONS**

S-1. Resolution; Commendation; Brenda Morris; Service to Prince George County.

**SUPERVISORS' COMMENTS**

**COUNTY ADMINISTRATOR'S COMMENTS**

**REPORTS**

**VDOT** – Crystal Smith

**Back To School Fair** – Shel Douglas

**TABLED ITEMS**

**ORDER OF BUSINESS**

- A-1. Resolution; Award of Contract; A&E Services for Fire and EMS Burn Building.
- A-2. Authorization to Advertise a Public Hearing to Consider Adoption of an Ordinance to Amend “The Code Of The County Of Prince George, Virginia,” by Amending and Re-Enacting §§ 78-96 through 78-100 to Add an Exemption from Payment of a Vehicle License Fee for Certain Former County Volunteers and to Change References from “Registration Fee” to “License Fee.”
- A-3. Resolution; FY 2017-2018 Budget Amendment (Transfer) *and* Change to FY 2017-2018 Position Chart to Add a Communications Officer / Dispatcher (\$52,353).
- A-4. Resolution; Authority to Advertise a Public Hearing to Consider Adoption of an Ordinance Authorizing the Board to Provide Employee Bonuses.
- A-5. Consideration of Appointments – Board, Commissions, Committees, Authorities:  
Resolution of Appointment(s):
- A. Resolution; One Appointment (Four-Year Term) – Social Services Advisory Board.
- B. Resolution; Recommendation of Three Citizen Appointments (CIP Committee).
- [ADDED] A-6. Resolution; Award of Contract and Budget Amendment and Appropriation (\$112,995 Electronic Voting Equipment).

**PUBLIC HEARINGS**

P-1. Public Hearing; False Alarm Ordinance.

**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

August 8, 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, August 8, 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  
Hugh G. Mumford 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 (1) discussion of the evaluation of the performance, compensation and terms of employment of a specific Board appointee pursuant to § 2.2-3711, (A)(1), 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; and (3) consultation with the County Attorney and staff regarding specific legal matters requiring the provision of legal advice relating to imposing liquidated damages as part of a construction contract pursuant to § 2.2-3711, (A)(8), Code of Virginia, 1950, as amended, and 82-83 OAG 726.** Mr. Carmichael made a motion, seconded by Mr. Webb that the Board convene closed session for (1) discussion of the evaluation of the performance, compensation and terms of employment of a specific Board appointee pursuant to § 2.2-3711, (A)(1), 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; and (3) consultation with the County Attorney and staff regarding specific legal matters requiring the provision of legal advice relating to imposing liquidated damages as part of a construction contract pursuant to § 2.2-3711, (A)(8), Code of Virginia, 1950, as amended, and 82-83 OAG 726.

R-17-089

E-1.

RESOLUTION; CLOSED SESSION (1) DISCUSSION OF THE EVALUATION OF THE PERFORMANCE, COMPENSATION AND TERMS OF EMPLOYMENT OF A SPECIFIC BOARD APPOINTEE PURSUANT TO § 2.2-3711, (A)(1), 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; AND (3) CONSULTATION WITH THE COUNTY ATTORNEY AND STAFF REGARDING SPECIFIC LEGAL MATTERS REQUIRING THE PROVISION OF LEGAL ADVICE RELATING TO IMPOSING LIQUIDATED DAMAGES AS PART OF A CONSTRUCTION CONTRACT PURSUANT TO § 2.2-3711, (A)(8), 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 8<sup>th</sup> day of August, 2017, does hereby vote to enter closed session for (1) discussion of the

evaluation of the performance, compensation and terms of employment of a specific Board appointee pursuant to § 2.2-3711, (A)(1), 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; and (3) consultation with the County Attorney and staff regarding specific legal matters requiring the provision of legal advice relating to imposing liquidated damages as part of a construction contract pursuant to § 2.2-3711, (A)(8), Code of Virginia, 1950, as amended, and 82-83 OAG 726.

On roll call the vote was:

In favor: (5) Robertson, Hunter, Carmichael, Webb, Mumford

Opposed: (0)

Absent: (0)

**E-2. Resolution; Certification of Closed Session.** At 6:03 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-17-089A

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 8<sup>th</sup> day of August, 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: (5) Robertson, Hunter, Carmichael, Webb, Mumford

Opposed: (0)

**WORK SESSION**

Prince George County School Board Chairman Kevin Foster and Mr. Bill Young, Core Committee Chairman, presented findings of the School Core Committee. Some of the recommendations of the Core Committee are: (1) Elementary School replacement – Walton, Beazley; (2) Reduce trailers at South Elementary; (3) Prince George High School additions and renovations; and (4) Select an architect this fall and begin site selection process. Superintendent Renee Williams gave remarks in support of the Core Committee recommendations.

Wendy Austin and Ken Newman gave a presentation on the FOLAR Regional Walking Trail Master Plan.

Chairman Robertson called a recess at 6:55 p.m. The meeting reconvened at 7:03 p.m.

**Invocation.** Mr. Hunter gave an invocation.

**Pledge of Allegiance to U.S. Flag.** Mr. Mumford 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 7:05 p.m.

Mr. Herbert Patrick (3406 Union Branch Road, South Prince George). Mr. Patrick owns property adjacent to the Convenience Station in Prince George County. He stated that the original fence and gate that was placed there about fifteen years ago is falling down. There is also trash and overgrown brush and trees there. Mr. Patrick asked the Board to address this issue.

Ms. Beth Lipp (5605 Prince George Drive). Ms. Lipp addressed the Board regarding the development at Pine Ridge Mobile Home Park. She stated that the developer is not communicating with her family as agreed to in the terms of the Memorandum of Understanding regarding the installment of the utilities. She stated that her family worked in good faith with the County and the developer to hammer out an agreement that was in accordance with the original plan. She asked the Board to put some pressure on this developer and make sure they do the right thing.

Chairman Robertson closed the public comment period at 7:14 p.m.

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

On roll call the vote was:

In favor: (5) Robertson, Carmichael, Hunter, Webb, Mumford

Opposed: (0)

Absent: (0)

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

C-1. Draft Minutes – July 11, 2017 Regular Meeting were approved as presented.

R-17-090

C-2.

**RESOLUTION: COMMENDATION; DEPUTY COURT CLERK I  
BRENDA P. MORRIS; SERVICE TO PRINCE GEORGE COUNTY**

WHEREAS, on August 1, 2009, Brenda P. Morris began her employment with the County of Prince George as Deputy Court Clerk I in the Circuit Court Clerk's Office and continued in this capacity until she retired on August 1, 2017; and

WHEREAS, throughout her career in the Circuit Court Clerk's Office, spanning eight years, Brenda P. Morris 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. Morris' institutional knowledge and customer service skills are irreplaceable and will be sorely missed by the Circuit Court Clerk's Office, the County and its citizens;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors and the County of Prince George this 8th day of August, 2017, does hereby commend Brenda P. Morris for a total of eight years 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 P. Morris much happiness as she enters the next phase of her life.

R-17-090A

C-3.

**RESOLUTION; APPROPRIATION AND BUDGET TRANSFER (\$33,475 HUMAN SERVICES BUILDING HVAC PROJECT – PHASE I)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of August, 2017, does hereby authorize the following increase of funds and transfers among

accounts within the 2017-2018 Budget, such line items increased and changed 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>
<b>Budget Transfer:</b>	
<i>Expenditure – Transfer From / Reduce:</i>	
0100-09-401-0917-49199                      General Fund Contingency	\$33,475
<i>Expenditure – Transfer To / Increase:</i>	
0100-09-401-0917-49172                      General Fund Transfer to CIP	\$33,475
 <b><u>Appropriation:</u></b>	
<b><u>Revenue</u></b>	
0311-90-901-8207-399100                      CIP – Transfer from General Fund	\$33,475
<b><u>Expenditure</u></b>	
0311-05-113-3167-48120                      CIP – Human Services HVAC	\$33,475

R-17-090B

C-4.

**RESOLUTION; APPROPRIATION (\$40,000 UTILITIES – RIVER’S EDGE PROPERTY SALE PROCEEDS)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of August, 2017, does hereby authorize the following increase of funds within the 2017-2018 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>
<b><u>Revenue</u></b>	
0610-10-508-8114-315203      Utilities – Sale of Land	\$40,000.00
<b><u>Expenditure</u></b>	
0610-04-104-7002-48105      Utilities – Motor Vehicles Replacement	\$40,000.00

R-17-090C

C-5.

**RESOLUTION; APPROPRIATION AND BUDGET TRANSFER (\$50,000 SCHOOL RESOURCE OFFICER GRANT)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of August, 2017, does hereby authorize the following increase of funds and transfers among accounts within the 2017-2018 Budget, such line items increased and changed 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>
<b><u>Appropriation:</u></b>	
<b><u>Revenue</u></b>	
0100-20-601-8203-324104                      SRO Grant	\$37,730
<b><u>Expenditure</u></b>	
0100-03-100-0601-41100                      Police Department Salary & Wages	\$37,730
 <b>Budget Transfer:</b>	
<i>Expenditure – Transfer From / Reduce:</i>	
0100-09-401-0917-49199                      General Fund Contingency	\$12,270
<i>Expenditure – Transfer To / Increase:</i>	
0100-03-100-0601-42100                      PD FICA SS/Medicare	\$2,000
0100-03-100-0601-42210                      PD VRS Retirement	\$5,000
0100-03-100-0601-42300                      PD Health Insurance	\$5,000
0100-03-100-0601-42400                      PD Group Life Insurance	\$ 270

C-6.

**RESOLUTION; APPROPRIATION (\$5,157.32 INSURANCE RECOVERY FOR FROZEN PIPE PROPERTY DAMAGE – CENTRAL WELLNESS CENTER)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of August, 2017, does hereby authorize the following increase of funds within the 2017-2018 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>Revenue</u>	
0311-40-507-8206-341111 CIP – Insurance Recovery	\$5,157.32
<u>Expenditure</u>	
0311-07-211-3165-48120 CIP – CWC Pipe Repair/Replacement	\$5,157.32

R-17-090E

C-7.

**RESOLUTION ADOPTING THE RICHMOND-CRATER MULTI-REGIONAL HAZARD MITIGATION PLAN**

WHEREAS, the Disaster Mitigation Act of 2000, as amended, requires that local governments, develop, adopt, and update natural hazard mitigation plans in order to receive certain federal assistance; and

WHEREAS, a Mitigation Advisory Committee (“MAC”) comprised of representatives from the cities of Colonial Heights, Emporia, Hopewell, Petersburg, and Richmond; the counties of Charles City, Chesterfield, Dinwiddie, Goochland, Greensville, Hanover, Henrico, New Kent, Powhatan, Prince George, Surry, Sussex; and the towns of Ashland, Claremont, Dendron, Jarratt, McKenney, Stony Creek, Surry, Wakefield, and Waverly; was convened in order to study the Richmond-Crater risks from and vulnerabilities to natural hazards, and to make recommendations for mitigating the effects of such hazards on the Richmond-Crater Region; and

WHEREAS, a request for proposals was issued to hire an experienced consulting firm to work with the MAC to update a comprehensive hazard mitigation plan for the Richmond-Crater region; and

WHEREAS, the efforts of the MAC members and the consulting firm of Dewberry, in consultation with members of the Region’s public, private and non-profit sectors, have resulted in an update of the Richmond-Crater Multi-Regional Hazard Mitigation Plan including Prince George County.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of August, 2017, that the Richmond-Crater Multi-Regional Hazard Mitigation Plan is hereby approved and adopted for the County of Prince George. A copy of the plan is attached to this resolution.

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Robertson, Webb, Mumford

Opposed: (0)

Absent (0)

**PRESENTATIONS**

**P-1. Resolution; Commendation; Brenda Morris; Service to Prince George County.** Mr. Hunter presented the commendation to Ms. Morris in the presence of her co-workers and family.

**SUPERVISORS’ COMMENTS**

Mr. Carmichael congratulated Ms. Morris on her retirement.

Chairman Robertson announced the VACo Region I Meeting on August 29. He also mentioned on the August 17 at 1:00 p.m. there will be a Fiscal Stress Analysis Webinar in the Boardroom.

### **COUNTY ADMINISTRATOR'S COMMENTS**

Mr. Ashcraft stated that there will be a Prince George Citizens Academy on August 10 at 6 p.m. at Richard Bland College. The last Parks & Recreation Movie Night (Finding Dory) of the summer will be on August 11 at 8:30 p.m. at Scott Park. The Prince George Farmers Market will continue on August 12, 19 & 26, from 8:00 a.m. to 12:00 Noon at Scott Park. The Warrior Boot Camp will be on August 12 & 26, at 8:30 a.m. at Scott Park. The Central Wellness Center Open House will be on August 12 from 11 a.m. to 2 p.m. Swader's Sports Park 11<sup>th</sup> Anniversary celebration will be on August 13 from 1 to 6 p.m. The James River Soil & Water Conversation District 2017 Farmers Cookout will be on August 17 at 6 p.m. at Scott Park. The Prince George School Board Meeting will be on August 21 at 6:30 p.m. in the Board Room. The Prince George County Fire & EMS receives SAFER Grant for \$611,000 to hire five new medic firefighters. Big Lots will open Prince George County store on August 25 at the Crossings. Attendance at this year's Prince George County National Night Out sites exceed 2016 numbers. The Carson Rest Area on I-95 to be closed most of this week for paving. Deputy County Administrator Jeff Stoke has been asked to participate in a planning session in Richmond for a leadership forum October 17 that is sponsored by Governing Magazine.

### **PUBLIC HEARINGS**

**P-1. Public Hearing; False Alarm Ordinance.** County Attorney, Steve Micas, stated that the General Assembly approved legislation that allows the County, as of July 1, 2017, to be reimbursed for expenses related to an incident resulting in an emergency response (law-enforcement, fire-fighting, rescue and emergency medical services) for responding to a false fire alarm. Previously, the General Assembly also authorized localities to obtain reimbursement for expenses relating to an incident resulting in an emergency response (law-enforcement, fire-fighting, rescue and emergency medical services) for a terrorism hoax, or fake bomb threat. This Ordinance would enable Prince George County to be reimbursed for an emergency response (law-enforcement, fire-fighting, rescue and emergency medical services) to all three situations (terrorism hoax, fake bomb threat or false fire alarm). The Ordinance would allow the County to either bill a flat fee of two hundred and fifty dollars, or a minute by minute accounting of the actual costs incurred up to a maximum of two thousand five hundred dollars. Chairman Robertson opened the public hearing at 7:31 p.m. There was no one to speak and the public hearing was closed. Mr. Hunter made a motion, seconded by Mr. Mumford, to approve the ordinance amendment as presented. Roll was called on the motion.

O-17-11

P-1.

ADOPTION OF AN ORDINANCE TO AMEND "THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA," TO AMEND AND RE-ENACT CHAPTER 54, TO ADD SECTION 54-32 TO ALLOW FOR REIMBURSEMENT TO THE COUNTY FOR EXPENSES INCURRED IN RESPONDING TO A TERRORISM HOAX, FAKE BOMB THREAT OR FALSE FIRE ALARM EFFECTIVE JULY 1, 2017.

BE IT ORDAINED by the Prince George County Board of Supervisors that the Prince George County Code, Chapter 54, shall be amended and re-enacted by adding § 54-32 as follows:

Sec. 54-32. - Reimbursement of expenses incurred in responding to a terrorism hoax, fake bomb threat, or false fire alarm.

Any person who is convicted of a violation of Virginia Code § 18.2-46.6 subsection B or C, or a violation of § 18.2-212, when the violation of such section is the proximate cause of any

incident resulting in an appropriate emergency response, shall be liable at the time of sentencing, or in a separate civil action, to the County, for the reasonable expense, in an amount not to exceed two thousand, five hundred dollars (\$2,500.00). In determining the "reasonable expense," the County may bill a flat fee of two hundred and fifty dollars (\$250.00) or a minute-by-minute accounting of the actual costs incurred. As used in this section, "appropriate emergency response" includes all costs of providing law-enforcement, fire-fighting, rescue and emergency medical services.

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Adopted on August 8, 2017 and becoming effective immediately.

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Robertson, Webb, Mumford

Opposed: (0)

Absent: (0)

### **REPORT**

**VDOT** – Ms. Crystal Smith stated that the maintenance crews have been working on tree trimming and tree removal over the last month. They are also working on shoulder and ditch maintenance throughout the County. The pipe replacement on Brandon has been completed. There is still a little bit of driveway work to do on Horseshoe Road. The speed study on Quaker Road has come back and it did not warrant a speed reduction. However, it did warrant some additional signage. The River Road turn lane has been laid out and is ready for construction. The guardrail on Mt. Sinai is scheduled to go in in the next couple of weeks. In regards to the no through truck restriction, there will be some additional signage on Lamore Drive. They are also increasing and relocating the existing signs. This will not eliminate truck traffic that makes a legal stop on that route. Rives Road is still not warranted for a no through truck restriction. The Route 106 project will start on August 21. The rumblestrips on Route 10 will not be installed until early next spring. In addition, the Harley-Davidson site was approved at the Temple Avenue location. Mr. Scott Thornton went over a couple of new VDOT programs with the Board, including the Instate Program and the Towing Recovery Incentive Program (TRIP). Both of these programs are quick clearance strategies to remove vehicles involved in traffic incidents and clear the roadway as fast as possible to reduce responder exposure during incidents. The Board requested that Ms. Smith look into the intersection at Route 301 and Route 156 where there is a three-way stop at a four-way intersection. Apparently, there was a very serious accident there recently.

**Back to School Fair-** Ms. Shel Douglas, Director of Social Services, stated that Prince George County will be hosting its 6<sup>th</sup> Annual Back to School Fair on Thursday, August 24. The fair will be held at Scott Park from 4:00 p.m. to 7:00 p.m. It will be open to all Prince George County students and their families. The student must be present at the fair to receive school supplies. Information will be available from the public school staff on student services, nutrition services, and transportation. There will be a school bus on site for the new kindergartners' to explore. There are 43 community partners that will be participating this year. There will be refreshments, fire trucks, emergency and public services vehicles. Animal Services will also be on hand for an opportunity for pet adoption. In conjunction with the fair, there will be an open house at the library. The High School Marching Band and youth from the faith community will be providing entertainment. Ms. Douglas thanked all of the area businesses, churches, civic organizations, and citizens who have donated funds and school supplies.

### **ORDER OF BUSINESS**

#### **A-1. Resolution; Award of Contract; A&E Services for Fire and EMS Burn Building.**

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 Live Fire Training Building on Wells Station Road. The committee has reviewed the proposals and discussed the details of the project. After meeting and discussions the committee has selected Wiley-Wilson as the recommended firm. Therefore, the committee respectfully requested the County Administrator be authorized to negotiate a contract with Wiley-Wilson for the Live Fire Training Building located on Wells Station Road in the amount of \$17,500. After a few brief questions regarding the construction company, Mr. Webb made a motion, seconded by Mr. Carmichael, to authorize the County Administrator to sign the architectural engineering contract. Roll was called on the motion.

R-17-091

**A-1.**

**RESOLUTION; AUTHORIZATION TO ENTER INTO A CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE LIVE FIRE TRAINING BUILDING**

WHEREAS, Prince George County solicited proposals from several firms for architectural and engineering services for the Live Fire Training Building on Wells Station Road; and

WHEREAS, The committee has reviewed the proposals and discussed the details of the project. After meeting and discussions the committee has selected Wiley – Wilson as the recommended firm.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of August, 2017, does hereby authorize the County Administrator to negotiate a contract with Wiley-Wilson for the Live Fire Training Building located on Wells Station Road.

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Robertson, Webb, Mumford

Opposed: (0)

Absent: (0)

**A-6. Resolution; Award of Contract and Budget Amendment and Appropriation**

**(\$112,995 Electronic Voting Equipment).** The Fiscal Year 2018 adopted budget and CIP Plan included the purchase of electronic voting equipment. Ms. Katherine Tyler, Registrar, stated that they need to have ballots by September 22. In order to get that process going, they need the new voting equipment. The Prince George County Electoral Board reviewed available models and determined after an extensive review of options and pricing that the DS200 was the best option for Prince George. A sales order was provided and included pricing of \$112,995 for 12 machines and various related supplies, training and installation. The County Attorney has reviewed and modified the contract terms in the sales agreement. Staff recommends purchase of the equipment as approved by the Electoral Board and approval of an appropriation of debt proceeds for this purchase. An appropriation of the funds and a reimbursement resolution are presented for the Board's consideration and approval. The reimbursement resolution is needed in order for the County to issue the debt in the spring of 2018 and reimburse the County for the purchase being made. Mr. Carmichael made a motion, seconded by Mr. Webb, to approve the appropriation resolution as presented. Roll was called on the motion.

R-17-092

**A-6.**

**RESOLUTION; AWARD OF CONTRACT AND BUDGET AMENDMENT AND APPROPRIATION (\$112,995 ELECTRONIC VOTING EQUIPMENT)**

WHEREAS, Section 24.2-626 of The Code of Virginia requires the local purchase of electronic voting equipment by July 1, 2020; and

WHEREAS, the State Board of Elections provides viable options from which local electoral boards may select, and the Prince George County Electoral Board has reviewed available options and has selected model DS200 provided by Election Systems & Software (ES&S) for a total cost of \$112,995; and

WHEREAS, \$112,995 will be available with the spring 2018 bond issuance for the purchase of electronic voting equipment; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with Election Systems & Software (ES&S) in the amount of \$112,995 to move forward with the purchase of electronic voting equipment.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 8<sup>th</sup> day of August, 2017, hereby authorized the purchase of electronic voting equipment from ES&S in the amount of \$112,995; AND BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of August, 2017, does hereby authorize and appropriate the following increase of funds within the 2017-2018 Budget, such line items increased as follows, which monies shall be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
<u>Capital Improvement Fund (0311)</u>		
Revenues:		
0311-40-900-8115-341401	Debt Proceeds	\$112,995
Expenditures:		
0311-01-002-3169-48201	CIP – Voting Equipment	\$112,995

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
<u>Budget Amendment / Transfer:</u>		
<i>Expenditure – Transfer From / Reduce:</i>		
0100-09-401-0917-49199	General Fund Contingency	\$52,353
<i>Expenditure – Transfer To / Increase (Emergency Communications Center – ECC):</i>		
0100-03-100-0603-41100	ECC Salaries	\$35,437
0100-03-100-0603-42100	ECC FICA SS/Medicare	\$ 2,711
0100-03-100-0603-42210	ECC VRS Retirement	\$ 5,132
0100-03-100-0601-42300	ECC Health Insurance	\$ 8,400
0100-03-100-0601-42400	ECC Group Life Insurance	\$ 464
0100-03-100-0601-42500	ECC Disability Insurance	<u>\$ 209</u>
	TOTAL	<u>\$52,353</u>

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Robertson, Webb, Mumford

Opposed: (0)

Absent: (0)

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

R-17-092A

A-6.

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

WHEREAS, the Board of Supervisors (the "Board") of the County of Prince George, Virginia (the "County") has determined to undertake a capital improvement project to purchase electronic voting equipment in accordance with Section 24.2-626 of The Code of Virginia (the "Purchase");

WHEREAS, the Board currently expects that the cost of the Purchase, excluding the costs of the financing thereof, will be approximately \$112,995;

WHEREAS, the Board currently expects to incur long-term indebtedness in an amount now estimated at \$112,995 to pay a portion of the costs of the Purchase, which indebtedness may take the form of tax-exempt bonds or other types of debt; the proceeds of such indebtedness may be used either for paying costs of the Purchase directly or for repaying other indebtedness previously incurred for the Purchase or for a combination of such purposes; and

WHEREAS, the County may also advance its own funds to pay expenditures relating to the Purchase (collectively, the “Expenditures”) prior to receiving reimbursement for such Expenditures from the proceeds of tax-exempt bonds or taxable debt, or both;

THEREFORE, BE IT RESOLVED, by the Board of Supervisors of the County as follows:

1. The County intends to utilize the proceeds of tax-exempt bonds or notes (the “Bonds”) or to incur other debt to pay Purchase costs in an amount not currently expected to exceed \$112,995.
2. The County intends that the proceeds of the Bonds be used to pay or reimburse the County for the payment of Expenditures made after the date of this Resolution or made within 60 days prior to the date of this Resolution or Expenditures which are incurred for certain preliminary costs such as architectural, engineering, surveying, soil testing, bond issuance expenses and the like. The County reasonably expects on the date hereof that it will pay or reimburse the Expenditures with the proceeds of the Bonds or other debt.
3. Each Expenditure will be, unless otherwise approved by bond counsel, either (a) of a type properly chargeable to a capital account under general federal income tax principles (determined in each case as of the date of the Expenditure), (b) a cost of issuance with respect to the Bonds, or (c) a nonrecurring item that is not customarily payable from current revenues.
4. The County intends to make a reimbursement allocation, which is a written allocation by the County that evidences the County’s use of proceeds of the Bonds to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Purchase is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The County recognizes that exceptions are available for certain “preliminary expenditures,” costs of issuance, and certain de minimis amounts.
5. The Board intends that the adoption of this Resolution confirms the “official intent” of the County within the meaning of Treasury Regulations Section 1.150-2 promulgated under the Internal Revenue Code of 1986, as amended.
6. The County Administrator and other officers of the County are hereby authorized and directed to take such actions, in consultation with the County’s counsel, as may be necessary or desirable to implement the planning and structuring of the Bonds, including but not limited to negotiations with lenders or investment bankers for the Bonds, the selection of bond counsel to supervise the issuance of such Bonds and the engagement of such other professionals as may be necessary or desirable to assist the County in this process, but such officers shall not obligate the County on such Bonds without further approval by the Board.
7. This Resolution shall take effect immediately upon its passage.

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Robertson, Webb, Mumford

Opposed: (0)

Absent: (0)

**A-2. Authorization to Advertise a Public Hearing to Consider Adoption of an Ordinance to Amend “The Code Of The County Of Prince George, Virginia,” by Amending and Re-Enacting §§ 78-96 through 78-100 to Add an Exemption from Payment of a Vehicle License Fee for Certain Former County Volunteers and to Change References from “Registration Fee” to “License Fee.”** Mr. Steve Micas, County Attorney, stated that § 46.2-752 Code of Virginia, 1950, as amended, allows Prince George County to exempt from payment of the annual license fee vehicles owned by any of the following persons who have served at least 10 years in the county:

- a) former members of volunteer emergency medical services agencies,
- b) former members of volunteer fire departments,
- c) former auxiliary police officers or auxiliary sheriff’s deputies, and

- d) former volunteer police chaplains.

Formerly known as a “County Decal” the annual license fee normally ranges from \$18.00 to \$29.00 and the Commissioner of the Revenue estimates the annual lost revenue to be minimal. At the request of Chairman Robertson, the County Attorney’s Office has prepared an ordinance amendment to provide for this exemption. The proposed ordinance also changes Code references from registration fee to license fee to be consistent with state law, as well as making other minor language or grammatical amendments. The County Attorney also pointed out that the way the ordinance is written now it would be for “all” vehicles. If the Board wants to limit that number, they would need to do so. Ms. Lindsey Lane of the Commissioner of Revenue’s Office went over the numbers with the Board in relation to volunteers with over 10 years of services license fees with one vehicle versus all vehicles. Mr. Hunter made a motion, seconded by Mr. Webb, to authorize the advertisement of a public hearing for an exemption from payment of a vehicle license fee for one vehicle for certain former County volunteers. Roll was called on the motion.

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Robertson, Webb, Mumford

Opposed: (0)

Absent: (0)

**A-3. Resolution; FY2017-2018 Budget Amendment (Transfer) and Change to FY2017-2018 Position Chart to Add a Communications Officer/Dispatcher (\$52,353).** Mr. Ashcraft stated that at the July 11, 2017 Board of Supervisors Meeting, Mr. Mumford made a request to add to the August 8, 2017 meeting, a discussion and possible action to add an additional communications officer for FY2018. Such action would necessitate an FY2018 budget amendment for \$52,353 and a change to the FY2018 Position Control Chart. Mr. Mumford stated that his motion is going to be for two additional dispatchers, not one. He stated that there is enough money in the Contingency Fund to do it without hurting other things that are going to come up. Mr. Webb stated that his biggest concern is that they are only six weeks into a new budget and there are some other big ticket items out there that they have not had the opportunity to address yet. Mr. Ashcraft stated that if the Board were to approve two dispatchers, it would leave \$185,281 in the Contingency Fund. Chairman Robertson asked the question of where they would get the money to take care of the next item which is employee bonuses with only \$185,281 in Contingency. Mr. Ashcraft stated that Staff would recommend that if they decide to give employee bonuses, it should come out of Fund Balance. Mr. Carmichael stated that two more dispatcher are needed, and there is never really a right time where money is concerned so they need to just to it. Mr. Mumford made a motion, seconded by Mr. Carmichael, to approve two dispatchers at no more than \$105,000. Just before the vote was taken, Mr. Ashcraft did point out to the Board that they are already three months into the new budget. Therefore, about four months of salary will be subtracted from that total. Mr. Mumford added that no one pressured him to do this. He has known for a long time that this is a problem. It has been known since 2013 that two more dispatchers were needed. Roll was called on the motion.

R-17-093

**RESOLUTION; FY 2017-2018 BUDGET AMENDMENT (TRANSFER) AND CHANGE TO FY 2017-2018 POSITION CHART TO ADD 2 COMMUNICATIONS OFFICERS / DISPATCHERS WITH OCTOBER 1, 2017 HIRE DATE (\$87,255)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of August, 2017, does hereby authorize the following amendment / transfers among accounts within the 2017-2018 Budget, such line items increased and changed as follows, which monies to be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George;

BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of August, 2017 hereby approves the requested changes to the FY 2017-2018 Position Chart and that no changes be made to the chart without Board approval regardless of what other County policies may state.

FUND/ORGANIZATION

AMOUNT

Budget Amendment / Transfer:

*Expenditure – Transfer From / Reduce:*

0100-09-401-0917-49199	General Fund Contingency	\$87,255
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*Expenditure – Transfer To / Increase (Emergency Communications Center – ECC):*

0100-03-100-0603-41100	ECC Salaries	\$59,062
0100-03-100-0603-42100	ECC FICA SS/Medicare	\$ 4,518
0100-03-100-0603-42210	ECC VRS Retirement	\$ 8,554
0100-03-100-0601-42300	ECC Health Insurance	\$ 14,000
0100-03-100-0601-42400	ECC Group Life Insurance	\$ 773
0100-03-100-0601-42500	ECC Disability Insurance	<u>\$ 348</u>
	TOTAL	\$87,255

On roll call the vote was:

In favor: (3) Carmichael, Hunter, Mumford

Opposed: (2) Robertson, Webb

Absent: (0)

Mr. Mumford made a motion, seconded by Mr. Hunter, to approve the Position Control Chart reflecting two additional dispatchers.

R-17-093A

**RESOLUTION; FY17-18 POSITION CHART**

NOW, THEREFORE, BE IT RESOLVED that this Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of August, 2017 hereby approves the FY17-18 Position Chart and that no changes be made to the chart without Board approval regardless of what other County polices may state.

On roll call the vote was:

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

Opposed: (1) Robertson

Absent: (0)

**A-4. Resolution; Authority to Advertise a Public Hearing to Consider Adoption of an Ordinance Authorizing the Board to Provide Employee Bonuses.** Mr. Carmichael stated that since the last budget session did not allow for employee raises for another year and since there was an expressed interest in providing employees a bonus during FY2018, a cost sheet was provided to the Board that reflects the financial impact of providing bonuses at various dollar amounts between \$500 and \$2000 for Board discussion and consideration. Mr. Carmichael stated that he would like to give a \$1250 bonus to full-time employees and \$625 to part-time employees. After taking a look at the amount of money in the Contingency Fund, Mr. Carmichael is recommending that it come from Fund Balance, which exceeds 15%. The State Code requires that bonuses be authorized by ordinance and in the past that requirement was thought to be complied with through the public hearing process and the adoption of a budget and appropriation that included a bonus. If the Board chooses to move forward with a bonus, the board may want to consider adoption of the proposed ordinance that will simplify future board decisions relating to bonuses. Mr. Carmichael made a motion, seconded by Mumford, to advertise a public hearing for a \$1250 bonus for full-time employees and \$625 for part-time employees. Chairman Robertson asked about part-time temporary employees. Mr. Carmichael stated that they could be added as well. The County Attorney stated that all that would need to be advertised would be the adoption of the ordinance. Mr. Carmichael changed his motion to read the adoption of an ordinance amendment to add Section 2-264 to authorize employee bonuses. Mr. Mumford seconded the motion. Roll was called on the motion.

RESOLUTION; AUTHORITY TO ADVERTISE A PUBLIC HEARING TO CONSIDER ADOPTION OF AN ORDINANCE AUTHORIZING THE BOARD TO PROVIDE EMPLOYEE BONUSES.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of August, 2017, does hereby authorize the advertisement of a public hearing to consider adoption of an ordinance authorizing the board to provide employee bonuses.

On roll call the vote was:

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

Opposed: (1) Webb

Absent: (0)

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

**C. Resolution; One Appointment (Four-Year Term) – Social Services Advisory Board.**

Mr. Hunter made a motion, seconded by Mr. Webb, that this matter be tabled to September 12, 2017. Roll was called on the motion.

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Robertson, Mumford, Webb

Opposed: (0)

Absent: (0)

**D. Resolution; Recommendation of Three Citizen Appointments (CIP Committee).** Mr. Hunter made a motion, seconded by Mr. Webb, that Mr. Don Vtipil, Mr. Andy Petik, Mr. Larry Barnett, and Mr. Alan Carmichael be appointed. Roll was called on the motion.

A-5B.

RESOLUTION; RECOMMENDATION OF THREE CITIZEN APPOINTMENTS (CIP COMMITTEE).

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Prince George this 8<sup>th</sup> day of August, 2017 that it hereby appoints Mr. Alan Carmichael to represent the Board of Supervisors on the CIP Committee; and

BE IT FURTHER RESOLVED, that the Board recommends Mr. Donald Vtipil, Mr. Andy Petik, and Mr. Larry Barnett to serve as a citizen representative on the CIP Committee for a one-year term effective immediately.

On roll call the vote was:

In favor: (5) Hunter, Robertson, Carmichael, Webb, Mumford

Opposed: (0)

Absent: (0)

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

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Robertson, Webb, Mumford

Opposed: (0)

Absent: (0)

The meeting adjourned at 8:31 p.m.

[Draft Minutes prepared September 1, 2017, for consideration on September 12, 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