

AGENDA
Board of Supervisors
County of Prince George, Virginia
Regular Meeting: September 12, 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

Discussion of Tourism Exhibit and Bust

Discussion about Network Endpoint Security and Archiving Email, Social Media and Texts for FOIA Requests

Update on Various Projects

- 1. Removing Stains from Outside the Courthouse and Administration Building
- 2. Removal of Certain Trees at the Central Wellness Center.
- 3. Citizen Request to Cleaning up Property on Union Branch Road.
- 4. Amendment to Service Agreement for the Appomattox River Water Authority.

INVOCATION

PLEDGE OF ALLEGIANCE TO U.S. FLAG

PUBLIC COMMENTS

ADOPTION OF AGENDA

ORDER OF CONSENSUS

- C-1. Draft Minutes – July 31, 2017 Special Called Meeting; and August 8, 2017 Regular Meeting.

- C-2. Resolution; Proclamation; Suicide Awareness Month – September.

- C-3. Resolution; Appropriation; (Insurance Recovery \$10,640.54).

- C-4. Resolution; Appropriation; (DMV Highway Safety Grants - \$26,340).

C-5. Resolution; Proclamation; Prince George County Food Bank and Clothes Closet; 35th Anniversary.

C-6. Resolution; Proclamation; September 2017 – National Recovery Month.

PRESENTATIONS

S-1. Resolution; Proclamation; Suicide Awareness Month – September.

SUPERVISORS' COMMENTS

COUNTY ADMINISTRATOR'S COMMENTS

REPORTS

VDOT – Crystal Smith

National Night Out Follow-Up - Chief Early

Stormwater Projects – Julie Walton

TABLED ITEMS

T-1. Resolution; One Appointment (Four-Year Term) – Social Services Advisory Board.

ORDER OF BUSINESS

A-1. Discussion of Plans for the Courthouse Basement Buildout.

A-2. Resolution; FY17-18 Position Chart.

A-3. Re-Appropriation (\$274,763.62 Outstanding June 30, 2017 Encumbrances / Purchase Orders).

A-4. Resolution Officially Approving the Negotiated Employment Contract with the County Administrator.

A-5. Discussion of Change in Fund Balance Policy.

A-6. Consideration of Appointments – Board, Commissions, Committees, Authorities:
Resolution of Appointment(s):

A. Friends of the Lower Appomattox Association – Indefinite Term Beginning Immediately.

PUBLIC HEARINGS

P-1. 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.”

P-2. Public Hearing to Consider Adoption of an Ordinance Authorizing the Board to Provide Employee Bonuses.

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.**

MINUTES
Board of Supervisors
County of Prince George, Virginia

September 12, 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, September 12, 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 Absent
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 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 appointment of a specific employee pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; and (4) 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. Mr. Webb made a motion, seconded by Mr. Hunter, 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 appointment of a specific employee pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; and (4) 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.

R-17-096

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 APPOINTMENT OF A SPECIFIC EMPLOYEE PURSUANT TO § 2.2-3711, (A)(1), CODE OF VIRGINIA, 1950, AS AMENDED; AND (4) 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

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 12th day of September, 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 appointment of a specific employee pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; and (4) 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.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

Mr. Carmichael arrived at 5:02 p.m.

E-2. Resolution; Certification of Closed Session. At 6:00 p.m., Mr. Webb made a motion, seconded by Mr. Mumford, 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-17-096A

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 26th 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)

Absent: (0)

WORK SESSION

Mr. Jeff Stoke, Deputy County Administrator, Carol Bowman and Mike Rodtke (Riggs, Ward In Richmond) presented a proposal to renovate the alcove and create a bust of Prince George of Denmark. There was Board consensus not to exceed \$116,400 for Riggs, Ward to begin the design. The proposal shall be brought back to the Board for final approval and budget appropriation out of the Tourism (Lodging Tax) revenue budget.

Ms. Kirsten Cherry, IT Director, gave a presentation on computer ransomware and endpoint security.

Staff gave an overview of ongoing projects within the County. Mr. Ashcraft talked about removing stains from the outside of the Courthouse and Administration Building. Mr. Stoke reviewed the tree removal at the Central Wellness Center and is meeting Mr. Herbert Patrick regarding the fence at Union Branch Road at the Convenience Center.

Chairman Robertson called a recess at 6:57 p.m. The meeting reconvened at 7:05 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 7:07 p.m. There was no one to speak and the public comments period was closed.

APPROVAL OF AGENDA. Mr. Hunter added Item A-7 as a discussion on employee bonuses. Mr. Webb made a motion, seconded by Mr. Mumford, to adopt the agenda as amended. 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. Carmichael 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 – July 31, 2017 Special Called Meeting and August 8, 2017 Regular Meeting were approved as presented.

R-17-097

C-2.

Resolution; Proclamation; National Suicide Prevention Month 2017

WHEREAS, suicide is the 11th leading cause of all deaths in the United States and the 3rd leading cause of death among individuals between the ages of 15 to 24;

WHEREAS, in the United States, one person completes suicide every 16 minutes;

WHEREAS, it is estimated that 5 million people in the United States are survivors of suicide (those who have lost a loved one to suicide);

WHEREAS, 51% of people who die by suicide use a firearm, and guns stored in the house are used for suicide 40 times more often than for self-protection;

WHEREAS, the overall suicide rate in our country has only slightly declined from record highs in recent years, the suicide rate for those 15-24 years old has more than doubled since the mid-1950s; and the suicide rate remains highest for adults 75 years of age and older;

WHEREAS, the stigma associated with mental illness and suicidality works against suicide prevention by discouraging persons at risk for suicide from seeking life-saving help and further traumatizes survivors of suicide;

WHEREAS, statewide suicide prevention efforts should be developed and encouraged to the maximum extent possible;

WHEREAS, organizations such as the American Association of Suicidology and District 19 Community Services Board which are dedicated to reducing the frequency of suicide attempts and deaths, and the pain of survivors affected by suicides of loved ones, through educational programs, research projects, intervention services, and bereavement services urge that we:

1. Recognize suicide as a national and state public health problem and declare suicide prevention to be a statewide priority;

Revenue:

0100-20-601-8305-330180 DMV Grants

\$26,340

R-17-097C

C-5.

**RESOLUTION; COMMENDATION; PRINCE GEORGE COUNTY CHURCHES
OUTREACH FOOD BANK AND CLOTHES CLOSET; 35TH ANNIVERSARY**

WHEREAS, In September 1982, The Rev. Paul Luthman of Gregory Memorial Presbyterian Church, the Rev. Dr. Robert Floyd of Bethlehem Congregational Church, Mr. William Gandel, Director of Prince George Social Services, and Mrs. Elsie Rusnak composed a letter to the pastors of all the churches in Prince George County and to Crater Agency on Aging, asking for representatives to be sent to an organizational meeting to establish and operate a Food Bank for the County. Food would be purchased from funds donated annually from each church and a small room with a small refrigerator was made available in the old County Jail; and

WHEREAS, Due to growth of this program, it evolved from its first location donated by then Supervisor Mr. Billy Williams which was actually his old home in Whispering Winds Trailer Park, through many evolutions and locations to its present location at the Central Wellness Center located conveniently at the intersection of Route 460 and Prince George Drive; and

WHEREAS, Since the inception of the Prince George County Churches Outreach Food Bank and Clothes Closet, it has won every award possible for community resource entities and is recognized now by its overseeing organization known as FeedMore as a stellar example of a local food bank operation; and

WHEREAS, The Prince George County Churches Outreach Food Bank and Clothes Closet feeds an average of 600 individuals or 200 families per month. They receive USDA food from the Central Virginia Food Bank in Richmond, Food Lion Grocery, Food Lion Distribution Center, and Goya Distribution Center in Prince George and other sources. Food is also purchased from the Central Virginia Food Bank. Local civic groups and individuals give food and make financial contributions to the Food Bank. Military families are served by the Food Bank as well; and

WHEREAS, There are presently three members who have served 25 years and are still active and there are three others who are active with 20 or more years. The volunteer coordinator, Andrea Barnes, works tirelessly an average of over 100 hours per month as well as an ever increasing cadre of dedicated volunteers. All of this effort by thousands of individuals at the Prince George County Churches Outreach has helped thousands of families over 35 years.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 12th day of September, 2017, does hereby congratulate the Prince George County Churches Outreach Food Bank and Clothes Closet in celebrating its 35th year of volunteer service to the citizens of Prince George County; and

BE IT FURTHER RESOLVED That this Board wishes to thank the Prince George County Churches Outreach Food Bank and Clothes Closet its tireless efforts and dedication of this very important service in Prince George County.

R-17-097D

C-6.

**RESOLUTION; PROCLAMATION; SEPTEMBER 2017 - NATIONAL RECOVERY
MONTH**

WHEREAS, Behavioral health is an essential part of one's health and overall wellness; and

WHEREAS, Prevention of mental and substance use disorders work, treatment is effective, and people recover in the region and around the nation; and

WHEREAS, Preventing and overcoming mental and substance use disorders is essential to achieving a healthy lifestyle, both physically and emotionally; and

WHEREAS, It is important to encourage relatives and friends of people with mental and/or substance use disorders to implement preventive measures, recognize the signs of a problem, and guide those in need to appropriate treatment and recovery support services; and

WHEREAS, The District 19 Community Services Board/Hopewell-Prince George Counseling Services is instrumental in helping Prince George County citizens who are affected by these conditions; and

WHEREAS, To help people achieve and sustain long-term recovery, the U.S. Department of Health and Human Services, the Substance Abuse and Mental Health Services Administration, the White House Office of National Drug Control Policy, the District 19 Community Services Board, and the County of Prince George invite all citizens of Prince George County to participate in National Recovery Month.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 12th day of September, 2017, does hereby proclaim the month of September National Recovery Month and encourages all citizens of Prince George County to observe this month with appropriate programs, activities, and ceremonies to support this year's Recovery Month Theme - "Join the Voices for Recovery: Strengthen Families and Communities."

On roll call the vote was:

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

Opposed: (0)

Absent (0)

PRESENTATIONS

S-1. Resolution; Proclamation Suicide Awareness Month – September. Mr. Mumford presented the proclamation to Mr. Bill Gandel who was there to represent the District 19 Community Services Board.

S-2. Resolution; Proclamation; Prince George County Food Bank and Clothes Closet; 35th Anniversary. Mr. Bill Gandel accepted the proclamation from Mr. Hunter on behalf of the Prince George County Food Bank and Clothes Closet.

REPORTS

VDOT – Ms. Crystal Smith of the Virginia Department of Transportation stated that the River Road turn lane is almost complete. The guardrail at Mt. Sinai is scheduled to be installed. Maintenance crews are focusing on drainage issues. They are also working on shoulders, tree trimming, and tree removal. They have scheduled another round of primary and secondary mowing and trash removal. The Route 460 paving from Route 156 to Alden Road has begun. There will be a traffic shift at Temple Avenue scheduled for September 14 and the roundabout should be in place by October. Mr. Carmichael asked VDOT to once again look at the intersection at Queen Street and Route 460. Ms. Smith gave Mr. Robertson an update on the ditch clearance on Lawyers Road. Mr. Robertson also asked about a no littering sign at Branchester Lakes. Mr. Robertson inquired about road widening for the Prince George Farm Bureau for farm equipment. Ms. Smith asked that the Farm Bureau contact them and let them know what kind of equipment they are running and where they are running it.

PUBLIC HEARINGS

P-1. 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 for a single vehicle owned by the retiree. 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. Chairman Robertson opened the public hearing at 7:30 p.m.

Mr. James Smith (4409 Morninghill Drive). Mr. Smith had 22 ½ years on Auxiliary Police Force and due had to give it up due to health reasons. He is in full support of this ordinance amendment.

There being no one else to speak, Chairman Robertson closed the public hearing at 7:32 p.m. Mr. Carmichael made a motion, seconded by Mr. Webb, to approve the ordinance amendment as presented. Roll was called on the motion.

O-17-11

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."

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

(1) That the Code of the County of Prince George, Virginia, 2005, as amended, is amended and re-enacted as follows:

DIVISION 3. - COUNTY LICENSE REGISTRATION FEE

Sec. 78-96. - Required.

The term "resident," as used in this division, ~~shall be construed to embrace~~ means any person having a ~~place of above residence~~ in the county, other than upon a military installation reservation, ~~irrespective of any intention on the part of such person to return to, or to establish, a residence outside of the county at some future time.~~ The term "resident" shall also mean be ~~construed to embrace~~ any corporation or firm having an office or place of business in the county.

Sec. 78-96.1. - Vehicles subject to payment of license ~~registration~~ fee.

The annual county license ~~registration~~ fee ~~provided for by this division~~ shall be payable in full for any motor vehicle, trailer or semi-trailer normally garaged in the county on January 1 of any taxable year, and for any motor vehicle, trailer or semi-trailer subsequently garaged in Prince George County. Such license ~~registration~~ fee shall be nonrefundable and shall not be pro-rated.

Sec. 78-97. - Required; exceptions.

(a) An annual license ~~registration~~ fee is ~~hereby~~ imposed upon every motor vehicle, trailer or semitrailer normally garaged, stored or parked in the county.

(b) The provisions of this article shall not apply to the following:

(1) Any vehicle exempted by the provisions of ~~Code of Virginia, §§ 46.2-663—46.2-683, and Code of Virginia § 46.2-755~~ Code of Virginia, 1950, as amended;

(2) Any vehicle licensed pursuant to ~~Code of Virginia~~ § 46.2-750 Code of Virginia, 1950, as amended; or

(3) Any vehicle otherwise exempted by state law.

(c) A license registration-fee will not be charged on:

(1) Any vehicle displaying special permanent plates as approved and issued by the department of motor vehicles pursuant to ~~Code of Virginia~~ § 46.2-739 Code of Virginia, 1950, as amended, to veterans with service-connected disabilities; and

(2) Any vehicles owned or leased by:

- a) an active member or active auxiliary member of a volunteer rescue squad,
- b) a volunteer fire department, or an auxiliary police unit; provided that the member submits to the treasurer a certification, signed under oath by the chief or head of the member's volunteer organization, certifying the member's active membership for the six-month period prior to the license registration-fee being due and payable. ~~However, e~~

Only one vehicle owned by the member may qualify for the exemption provided by this subsection.

(3) Every person on active duty in the military service, absent from his state of residence or domicile solely by reason of compliance with military or naval orders, who is the sole owner of a motor vehicle which is regularly housed or stored in the county and used or intended to be regularly operated upon the streets or highways in the county, whose motor vehicle is licensed and registered in the state or in any other jurisdiction.

(4) Any vehicle 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.

(d) Fees under this article shall appear as a charge on the owners' personal property tax bills, and shall be payable as such taxes are payable.

Sec. 78-98. - Grace periods.

(a) Purchasers of new or used motor vehicles are allowed a 60-day grace period, beginning with the date of purchase, during which to pay the license registration-fee imposed under this article.

(b) New residents of the county are allowed a 60-day grace period, beginning with the date of residence in the county, during which to pay the license registration-fee imposed by this division-article.

Sec. 78-99. - Vehicle license registration-fee year.

The vehicle license registration year shall commence on January 1 of each year. The annual license registration-fee shall be payable June 5 of every year. The license registration-fee shall be collected as taxes are collected.

Sec. 78-100. - Schedule of license registration-fees.

The annual motor vehicle license registration-fee shall be as follows:

(1) Schedule for passenger vehicles:

- a. Passenger car; private school bus or bus used exclusively for transportation to and from a religious service-Sunday School or church, for the purpose of divine worship or exercise of religion; motor vehicle, trailer or semitrailer kept or used for rent or for hire or operated under lease, without chauffeur, for transportation of passengers; common carriers excepted; other passenger-carrying vehicle.
 - 1. 4,000 pounds and under \$23.00
 - 2. 4,001 pounds and over..... \$27.00
- b. Trailer or semitrailer designed for use as living quarters for recreational purposes which also requires a state license..... \$23.00
- c. Motorcycle..... \$18.00
- d. Any one motor vehicle owned and used personally by any member of a volunteer rescue squad, any member of a volunteer fire department, or any county auxiliary police officer in answering calls for police assistance; any one motor vehicle owned and used personally by any disabled veteran, as defined in Code of Virginia-§ 46.2-739 Code of Virginia, 1950, as amended..... \$0.00
- e. Any motor vehicle that does not display license plates issued by the Commonwealth and that are not exempt from such requirement to display license plates. Such fee shall not be applicable to motor vehicles used for restoration or repair..... \$50.00

(2) Schedule for vehicles not designed for transportation of passengers:

- a. Pickup or panel truck; motor vehicle, trailer or semitrailer; in the case of a combination of a tractor truck and trailer or semitrailer, each vehicle constituting a part of such combination shall be licensed as a separate vehicle and separate license plates shall be issued ~~therefor~~ each.
 - 1. 4,000 pounds gross weight and under..... \$23.00
 - 2. 4,001 pounds gross weight to 6,500..... \$27.00
 - 3. 6,501 pounds gross weight and over..... \$29.00
- b. One- or two-wheeled trailer of a cradle, flatbed or open pickup which has a body width not greater than the width of the motor vehicle to which it is attached at any time of operation, which is pulled or towed by a passenger car or station wagon or pickup or panel truck, and which is used for carrying property not exceeding 1,500 pounds at any one time, and for all trailers designed exclusively to transport boats; nothing in this subsection shall be construed as applying to fees for trailers or semitrailers designed for use as living quarters for human beings or to those trailers or semitrailers operated under lease or rental agreement, or operated for compensation \$6.50
- c. Well-drilling machinery and specialized mobile equipment as defined in Code of Virginia, § 46.2-700 Code of Virginia, 1950, as amended..... \$15.00

~~The registration fee specified by this section shall apply to the registration year ending December 31, 2007, and to each year thereafter.~~

(2) That this ordinance shall be effective on January 1, 2018 for the 2018 tax year.

On roll call the vote was:

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

Opposed: (0)

Absent (0)

P-2. Public Hearing to Consider Adoption of an Ordinance Authorizing the Board to Provide Employee Bonuses. During the FY2018 Prince George County Board of Supervisor's budget work sessions, there was interest expressed in providing employees a bonus during FY2018. Unlike the 2011 Budget cycle, there was no specific mention of providing employees a bonus in this year's adopted budget document. 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. The Board needs to adopt the proposed ordinance to simplify future Board decisions relating to bonuses and to provide greater flexibility in the timing of any future Board decisions. Chairman Robertson opened the public hearing at 7:35 p.m. and closed the public hearing since there was no one there to speak. After Chairman Robertson clarified that this does not approve a bonus and that it just gives the Board to approve a bonus in the future, Mr. Hunter made a motion, seconded by Mr. Carmichael, that the Ordinance be approve as presented. Roll was called on the motion.

O-17-12

ORDINANCE TO AMEND "THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA," 2005, AS AMENDED BY ADDING § 2-264 TO AUTHORIZE EMPLOYEE BONUSES UNDER CERTAIN CONDITIONS.

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

(4) That the Code of the County of Prince George, Virginia, 2005, as amended, is amended by adding § 2-264 as follows:

Sec. 2-264 Authorization for employee bonuses.

The Board of Supervisors may authorize the payment of monetary bonuses as part of the annual budget appropriation or to individual employees for exceptional service under such criteria and restrictions as deemed appropriate by the Board of Supervisors.

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

On roll call the vote was:

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

Opposed: (0)

Absent (0)

SUPERVISORS' COMMENTS

Mr. Hunter stated that the LEPC sponsored a CRAZE (active shooter) program and it was a great program. He also mentioned that several members of the LEPC are going to the National Weather Service office tomorrow. The CERT team will start its next round of classes on September 14 at Oakland Baptist Church.

Mr. Carmichael commended the first responders and the public safety employees for their hard work on the shooting at the Wendy's on Route 460. He also commended the Prince George County School Board for a smooth start to the new school year.

Mr. Webb echoed Mr. Carmichael's comments on the Wendy's incident. He also mentioned how fortunate we are in comparison to the folks in Texas and Florida dealing with the hurricanes.

Chairman Robertson stated that agriculture is the number one economy in the Commonwealth of Virginia. He announced that the Workforce graduation ceremony was terrific. He mentioned the VACo Summit that he and Mr. Ashcraft attended on August 20. He also mentioned the bench that was placed in the Appomattox Regional Park in honor of Mr. Skalsky. Lastly, he mentioned the Special Olympics picnic that took place on August 9.

COUNTY ADMINISTRATOR'S COMMENTS

Mr. Ashcraft stated the Capital Improvements Committee will meet on September 13 at 6 p.m. in the Employee Break Room. The Petersburg Area Regional Tourism (PART) Board of Directors

will meet on September 15 from 11 a.m. to 1 p.m. at the Prince George Heritage Center. The Prince George Farmers Market will continue on September 16 from 8 a.m. to 12:00 Noon at Scott Park. There will be a Hunter Safety Course on September 16 from 8 a.m. to 6 p.m. at the Prince George Community Center. The 16th Annual Drug Court Graduation Ceremony will be on September 18 at 3:30 p.m. at the Prince George Circuit Court. There will be a World War I & II Mobile Unit on September 20 from 1 to 7 p.m. at Scott Park coinciding with the The Great Beefsteak Raid Dinner from 4 to 7 p.m. at Scott Park. The Hopewell/Prince George United Way Kickoff Luncheon will be on September 21 at 11:30 a.m. at the John Randolph Foundation. The Prince George Volunteer Fire Department 60th Anniversary Celebration will be on September 23 from 10 a.m. to 3 p.m. at the Company #1 Fire Station. The Carson Volunteer Fire Department Annual Steak Feast will be on September 23 from 4 to 7 p.m. at the Rives Ruritan Club. Sebera's restaurant, hardware & gas services changes management. The turn lane project on Route 460 at the Food Lion Distribution Center is complete, according to VDOT sources. VDOT announces that hours for the Area Headquarters in Colonial Heights will be 8 a.m. - 4:30 p.m. Monday thru Friday. Prince George County Fire & EMS will receive \$1.4 million in grant funds for five new medic firefighters, one recruitment/retention position and additional equipment such as turnout gear. The Exit 45 Gateway Project has reached substantial completion. An October dedication ceremony is being planned. Morning hours (7-10) have begun at the Central Wellness Center for the Fitness Room. The Computer Lab at the Central Wellness Center is expected to be up and running by the end of September. Groundbreaking for the new Route 10 fire station will be held October 12. Details to follow.

REPORTS (cont'd)

National Night Out Follow-Up- Chief Keith Early gave a brief report on this year's event. He stated that National Night Out is a wonderful opportunity for communities in Prince George County to promote police-community partnerships, crime prevention, and neighborhood camaraderie. While this one night is certainly not an answer to crime, drugs and violence, National Night Out represents the kind of spirit, energy and determination to help make neighborhoods a safer place year round. This night celebrates safety and crime prevention successes and works to expand and strengthen programs for the next 364 days. This year, 32 communities participated in the 2017 NNO activities throughout the County. From 2003 to 2017, the number of Prince George communities participating in National Night Out has grown from 1 to 32. There were approximately 2250 participants, including 100 County employees. There were many activities at the different locations and fire trucks on full display. There were a large number of items distributed at this event. Chief Early thanked everyone for their support of "NATIONAL NIGHT OUT" and stated that he hopes everyone will join them again next year on Tuesday, August 2, 2017.

Stormwater Projects – Ms. Julie Walton, Director of Community Development, gave a brief update on the County's stormwater projects. She talked about the Stormwater Utility Fund Strategy, which includes maintaining and replacing failing stormwater infrastructure, improving existing and adding new stormwater reduction measures, reducing risks from flooding, restoring stream corridors and channels, developing a Watershed Management Plan to identify critical needs and long range needs, outreach, education and monitoring. To date, 123 projects throughout the County have been identified by citizens and staff. Out of those projects, 64 have been completed, 13 are in progress or are underway, and the remaining 46 projects are awaiting additional funding and engineering. The five year utility fund project balance is \$2.1 million. Expenditures to date are \$433,424 with \$86,120 currently encumbered. The remaining fund balance is \$1,580,456. Ms. Walton went over some of the completed projects, including Fountain Ridge, Copperfield, Baxter Ridge, and VDOT/County projects that have been completed. They have also worked in Wildwood Farms, Branchester Lakes, Rivers Edge, Huckleberry Hills, Temple Estates, Beechwood Manor, Rolling Meadows, Ethridge Estates, Merchants Hope Road, and Saddlebrook Road. She talked about their three large engineering projects in Cedar Creek and Birchett Estates. She talked about the anticipated expenditures of the rest of 2017 and 2018. The available funding for 2017-2018 is \$1,580,456. Cedar Creeks' estimated costs are \$890,000. Birchett Estates'

estimated costs are \$1.7 million. Small project funding is suspended until the next borrowing phase. The total identified needs in the County exceed \$7 million.

TABLED ITEMS

T-1. Resolution; One Appointment (Four-Year Term) – Social Services Advisory Board. Mr. Webb made a motion, seconded by Mr. Hunter, to appoint Ms. Jean Rochell Hill-Atkins. Roll was called on the motion.

R-17-098

RESOLUTION; APPOINTMENT SOCIAL SERVICES ADVISORY BOARD; ONE APPOINTMENT

WHEREAS, Ms. Mabel Crockett's term expires on August 13, 2016;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 12th day of September, 2017 does hereby appoint Ms. Jean Rochell Hill-Atkins to the Social Services Advisory Board for a term beginning August 14, 2017 and ending on August 13, 2021.

On roll call the vote was:

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

Opposed: (0)

Absent (0)

ORDER OF BUSINESS

A-1. Discussion of Plans for the Courthouse Basement Buildout. County staff has been working with Mr. Shane Rollison of HVC Chenault Architectural Corp. on the design of the Courthouse Basement buildout project. The design incorporates a new J&DR courtroom, judge's offices, holding area, and additional ancillary Courts facilities and Sheriff areas. Mr. Rollison discussed the design and the alternate buildout of the complete basement area, additive alternate floor plans, a colorized furniture plan, the large scale drawing of the holding area and the enlarged courtroom plan with interior elevations. Mr. Rollison went over the project schedule. Based on the estimates at this point in time, they are not in a position to fully fund the project. They are looking at a shortfall of about \$500,000. Ms. Julie Walton stated that they would like to move forward with the bid process and take a look at the numbers when the bids come in. They would like to put it out to bid in two packages, Part A which is the base bid and Part B with the added spaces. The Board agreed by consensus to put it out to bid.

A-2. Resolution; FY17-18 Position Chart. The Chief of Police made a recommendation to eliminate the position of Public Safety Information Systems Specialist within the Police Department and re-instate the position of Public Safety Answering Point Manager within the Emergency Communications Center. As the County has grown, this has increased the need for services to our citizens. Mr. Webb made a motion, seconded by Mr. Mumford, to approve the position control chart as presented. Roll was called on the motion.

R-17-099

A-2.

RESOLUTION; FY2017-2018 POSITION CHART

NOW, THEREFORE, BE IT RESOLVED that this Board of Supervisors of the County of Prince George this 12th day of September, 2017 hereby approves the requested changes to the FY2017-2018 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: (5) Carmichael, Hunter, Robertson, Webb, Mumford

Opposed: (0)

Absent: (0)

A-3. Re-Appropriation (\$274,763.62 Outstanding June 30, 2017 Encumbrances/Purchase Orders). With the end of fiscal year 2017 and the beginning of fiscal year 2018, there are several open obligated purchase orders from the FY2016-17 budget that need to be re-appropriated from FY2017 to FY2018 to ensure proper accounting and honor outstanding obligations. Mr. Carmichael made a motion, seconded by Mr. Hunter to approve the resolution as presented. Roll was called on the motion.

R-17-100

RESOLUTION; RE-APPROPRIATION (\$274,763.62 OUSTANDING JUNE 30, 2017 ENCUMBRANCES / PURCHASE ORDERS)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 12th day of September, 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 in accordance with purposes authorized and approved by the Board of Supervisors of the County of Prince George:

FUND/ORGANIZATIONAMOUNT

EXPENDITURES:		
0100-03-100-0601-00000-000-000-000-46011	POLICE DEPT UNIFORM/APPAREL	25,395.44
0100-03-200-0610-00000-000-000-000-46011	FIRE EMS UNIFORM/APPAREL	6,977.26
0100-04-103-0504-00000-000-000-000-43310	GENERAL PROPERTIES REPAIRS & MAINTENANCE	6,561.00
0220-04-104-2121-00000-000-000-000-48130	STORM WATER IMPR TO SITES	5,500.00
0220-04-104-2122-00000-000-000-000-43101	SW BIRCHETT ESTATES PROF SERVICES	2,648.80
0220-04-104-2122-00000-000-000-000-43101	SW BIRCHETT ESTATES PROF SERVICES	5,599.75
0220-04-104-2123-00000-000-000-000-43101	SW CEDAR CREEK PROFESSIONAL SERVICES	11,213.97
0311-01-002-3101-00000-000-000-000-43101-3101	CIP BROADBAND IMPLEMENTATION PRF SVCS	20,712.90
0311-07-211-3136-00000-000-000-000-48240	CIP P&R COMM CENTER PARKING LOT	1,003.00
0311-07-211-3161-00000-000-000-000-48130	CIP P&R CANOE LAUNCH	39,488.00
0311-07-211-3164-00000-000-000-000-48120	CIP CWC ASBESTOS REMOVAL	39,850.00
0600-04-104-7000-00000-000-000-000-43101	UTIL MAINT PROFESSIONAL SVCS	2,960.00
0600-04-104-7000-00000-000-000-000-43311	UTIL MAINT CONTRACT FEES / ADMIN	8,107.00
0620-04-104-7014-00000-000-000-000-48201	UTIL CAPITAL MACHINERY & EQUIPMENT	54,119.00
0620-04-104-7014-00000-000-000-000-48401	UTIL CAP SEWER REHAB/REPL PETERSBURG	35,720.00
0620-04-104-7016-00000-000-000-000-48406	UTIL CAPITAL WATER FACILITY IMPROVEMENTS	8,907.50
		274,763.62
REVENUES:		
0100-40-900-8208-00000-000-000-000-399999	GENERAL FUND USE OF FUND BALANCE	38,933.70
0220-40-900-8208-00000-000-000-000-399999	STORM WATER USE OF FUND BALANCE	24,962.52
0311-40-900-8208-00000-000-000-000-399999	CIP USE OF FUND BALANCE	101,053.90
0600-40-900-8208-00000-000-000-000-399999	UTILITY OPERATING USE OF FUND BALANCE	109,813.50
		274,763.62

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-4. Resolution Officially Approving the Negotiated Employment Contract with the County Administrator. In 2010 the Board entered into an employment agreement with Mr. Ashcraft setting out his terms of employment with Prince George County. The Board has requested that the 2010 contract be revised to reflect the current desires of the Board. Mr. Carmichael made a motion, seconded by Mr. Webb, to approve the contract as presented. Roll was called on the motion.

R-17-101

A-4.

RESOLUTION OFFICIALLY APPROVING THE NEGOTIATED EMPLOYMENT CONTRACT WITH THE COUNTY ADMINISTRATOR

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8th day of February, 2011, does hereby officially approve the negotiated contract with the County Administrator and authorizes the Chairman to execute the contract.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-5. Discussion of Changes in Fund Balance Policy. Chairman Robertson stated that in 2014, the Financial Policies for Prince George County were revised to reduce the required percentage of Unassigned Fund Balance of General, Debt and School Fund Expenditures from 15% to 12.5%. The percentage was reduced to accommodate completion of certain capital projects. Since it was stated by the Board at that time that they would bring it back up to 15% in three year and that time has come, he expressed an interest in raising the required percentage from 12.5% to 14%. Ms. Betsy Drewry, Finance Director, stated that FY2017 and FY2018 Fund Balance levels are expected to exceed 15% of operating and debt expenditures and conservative projections are \$16,929,000. Mr. Webb stated that based on those projections, he would like to

see it raised back to 15%. Mr. Webb made a motion, seconded by Mr. Robertson, that the required percentage of Unassigned Fund Balance be raised to 15%. Roll was called on the motion.

On roll call the vote was:

In favor: (2) Webb, Robertson

Opposed: (3) Hunter, Carmichael, Mumford

Absent: (0)

Chairman Robertson made a motion to raise the required percentage of Unassigned Fund Balance to 14% as presented. Due to the lack of a second, the motion died.

**A-6. Consideration of Appointments – Board, Commissions, Committees, Authorities:
Resolution of Appointment(s):**

A. Friends of the Lower Appomattox Association – Indefinite Term Beginning Immediately. This term is vacant due to Mr. Skalsky's passing. Mr. Ashcraft stated that if no Board member is interested in filling this term, Mr. Keith Rotzoll, Director of Parks and Recreation, would be interested in filling this term. Mr. Hunter made a motion, seconded by Mr. Webb, to table this item to September 26 in order to allow Mr. Rotzoll to submit an application. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-7. Discussion of Employee Bonuses. Ms. Drewry stated that a resolution has been included in their packet allowing a \$1,250 bonus to active full-time employees hired on or before July 1, 2017 and a \$650 bonus to active part-time salaried and part-time regular employees hired on or before July 1, 2017. Staff is recommending an appropriation from Fund Balance for the payment of the bonus. There has been some discussion about giving a bonus to part-time temporary employees. There are 88 active part-time temporary employees. Ms. Drewry went over four segments to allow a logical basis for providing a bonus to certain part-time temps. The four scenarios were including part-time temps who worked at least 20+ hours per week, including part-time temps who worked at least 15+ hours per week, including all non-seasonal part-time temps, and including all part-time temps. Mr. Webb stated that when bonuses were discussed during the budget process, they were to be awarded at the end of the year if the money was in the Contingency Fund. The money is not there and he cannot support this. No bonus or raise was given because the health premiums were not raised. Mr. Carmichael made a motion, seconded by Mr. Mumford, to give a bonus of \$1,250 to full-time employees, and \$625 to part-time and part-time temporary employees that have worked at least 15+ hours per week to be appropriated from Fund Balance and awarded on September 29. Mr. Hunter stated that under the proposal before the Board, he would be a recipient of a bonus as a part-time employee. The bonus proposal would apply to all people equally within a category and the bonus would not be just for him. Since the bonus would be a benefit available to all eligible employees, under the Virginia Conflict of Interest Act, he is able to participate in the transaction fairly, objectively and in the public's best interest so he intends to vote in this matter. Chairman Robertson stated that over \$500,000 was placed into the Contingency Fund during the budget process for a bonus. All of that money is no longer there. He stated that he has dealt in government for over 40 years and he is a big proponent of the Fund Balance. He cannot support this. Roll was called on the motion.

R-17-102

A-7.

RESOLUTION; APPROVAL OF PROVIDING AN EMPLOYEE BONUS ON SEPTEMBER 29, 2017 AND RELATED APPROPRIATION (\$331,027 FUND BALANCE – EMPLOYEE BONUS; \$299,404 GENERAL FUND PORTION)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 12th day of September, 2017, does hereby authorize payment of a bonus to *eligible* employees on September 29, 2017 as follows:

Eligible Employees are defined as:

Active Full-Time employees hired on or before July 1, 2017 shall receive a bonus of \$1,250;

Active Part-Time Salaried and Part-Time Regular employees hired on or before July 1, 2017 shall receive a bonus of \$625. This shall exclude Electoral Board Members who are classified in the payroll system as Part-Time Salaried employees.

Active Part-Time Temporary (PTT) employees hired on or before July 1, 2017 who work on average 15 or more hours per week shall receive a bonus of \$625. This shall exclude *seasonal* PTT employees.

BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 12th day of September, 2017, does hereby authorize 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>Expenditure:</u>	
0100- MULTIPLE ACCOUNTS* General Fund Wages & FICA	\$299,404.00
0215- MULTIPLE ACCOUNTS* Econ Dev Fund Wages & FICA	4,037.00
0217- MULTIPLE ACCOUNTS* Comm Corr Fund Wages & FICA	12,111.00
0600- MULTIPLE ACCOUNTS* <u>Utility Fund Wages & FICA</u>	<u>15,475.00</u>
TOTAL	\$331,027.00

*See Account Details on attachment

Revenue:

0100-40-900-8208-399999 General Fund; Fund Balance	\$299,404.00
0215-90-901-8207-399999 Econ Dev Fund Balance	4,037.00
0217-90-901-8207-399999 Comm Corr Fund Balance	12,111.00
0600-40-900-8208-399999 <u>Utility Fund Balance</u>	<u>15,475.00</u>
TOTAL	\$331,027.00

On roll call the vote was:

In favor: (3) Carmichael, Hunter, Mumford

Opposed: (2) Robertson, Webb

Absent: (0)

At 9:13 p.m., the Board recessed the meeting to Closed Session for the 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.

At 9:20 p.m., Mr. Carmichael made a motion, seconded by Mr. Webb, to certify that only 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 was discussed in Closed Session.

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

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 9:25 p.m.

[Draft Minutes prepared September 20, 2017, for consideration on September 26, 2017;
adopted by unanimous vote.]

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

Percy C. Ashcraft
County Administrator