

AGENDA

Board of Supervisors
County of Prince George, Virginia
Regular Meeting: May 8, 2018
County Administration Bldg. Boardroom, Third Floor
6602 Courts Drive, Prince George, Virginia

Regular Meeting

Work Session

6:00 p.m.

Business Meeting

7:00 p.m.

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

CALL TO ORDER

Roll Call

WORK SESSION

Discussion of Septic System Pump-Out/Inspection Program
MOU with James River Soil & Water Conservation District
Adventure Park Proposal for New Scott Park
Skalsky Spring Soccer Tournament 2018 on May 19 and 20

INVOCATION

PLEDGE OF ALLEGIANCE TO U.S. FLAG

PUBLIC COMMENTS

ADOPTION OF AGENDA

ORDER OF CONSENSUS

- C-1. Draft Minutes – April 18, 2018 Budget Work Session; and April 24, 2018 Regular Meeting.
- C-2. Resolution; Judy Chalkley; Service to Prince George County.
- C-3. Resolution; Proclamation; Building Safety Month; May 2018.
- C-4. Resolution; Commendation; Captain Brian A. Kei; Service to Prince George County.

PRESENTATIONS

SUPERVISORS' COMMENTS

COUNTY ADMINISTRATOR'S COMMENTS

REPORTS

VDOT – Crystal Smith

Parks and Recreation Facilities – Keith Rotzoll

TABLED ITEMS

- T-1. Resolution; Approval of Recommended FY2019 Health, Dental and Vision Insurance Renewals with Recommended Rates.
- T-2. Resolution; Budget Amendment and Appropriation (\$1,600,508 for FY17 School Division Carry-Over Funds).

ORDER OF BUSINESS

- A-1. Authorize the Police Department to Complete and Submit a Grant Application to DCJS for One New School Resource Officer (Walton Elementary School).
- A-2. Resolution; Authorization to Hold a Public Hearing on June 12, 2018 to Consider Adoption of an Ordinance to Amend The Code of the County of Prince George, Virginia, 2005, As Amended, to Designate the Planning Manager as the Director of Planning.
- A-3. Resolution; Adoption of the Annual Fiscal Plan for Fiscal Year 2018-2019.
- A-4. Consideration of Appointments – Board, Commissions, Committees, Authorities; Resolution of Appointment(s):
 - A. Resolution; Appointment (One Alternate) to Appomattox River Water Authority Board for Four-Year Term.
 - B. Resolution; Appointment (One Alternate) to South Central Wastewater Authority for Indefinite Term.

PUBLIC HEARINGS

- P-1. Public Hearing; Resolution; Virginia Department of Transportation Six-Year Plan for Prince George County Secondary Roads Improvement for Fiscal Years 2019 Through 2024 and Secondary Roads Construction Budget for Fiscal Year 2018/19 for Prince George County.

- P-2. Public Hearing; Resolution; Budget Amendment and Appropriation of Unreserved General Fund Balance for Construction of Fire Station 7 - \$1,960,636.

ADJOURNMENT

To May 15 at 4:30 p.m. at the Hopewell/Prince George Chamber Visitor's Center

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

May 8, 2018

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

MEETING CONVENED. A regular meeting of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 6:00 p.m. on Tuesday, May 8, 2018 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by Alan R. Carmichael, Vice-Chairman.

ATTENDANCE. The following members responded to Roll Call:

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

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

WORK SESSION

Ms. Julie Walton and Ms. Angela Blount reviewed the County septic pumpout and inspection program. This program was administered by the State Department of Health. The unfunded mandate is being shifted from the State to the County level. County Staff will be taking over this program this year. Data is currently being transferred from the State Health Department. The review is staggered over five one-year cycles. They will be starting with Zone 2, where the Health Department left off.

Mr. Douglas Miles, Zoning Administrator, and Glenn Chappel, James River Soil and Water Conservation District Staff, presented a draft Memorandum of Understanding between the County and James River Soil and Water. It will be brought back to the Board at the May 22 meeting. It was mentioned as an action item in the DEQ audit. This is a new requirement.

Mr. Jeff Stoke, Deputy County Administrator, and Mr. John Bogue gave a presentation about Tree Time being proposed for Scott Park. The business is requesting to lease County property. Several questions from the Board were answered.

Mr. Jeff Stoke and Mr. John Sogue presented the Tree Time business prospect for Board consideration. The Board will discuss this opportunity at the Board retreat on May 15.

Chairman Carmichael called a recess at 6:45 p.m. The meeting reconvened at 7:00 p.m.

Invocation. Mr. Brown gave an invocation.

Pledge of Allegiance to U.S. Flag. Mrs. Waymack led the Pledge of Allegiance to the U.S. Flag.

PUBLIC COMMENTS. Chairman Carmichael 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 7:02 p.m. There was no one to speak and the public comments period was closed.

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

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

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

C-1. Draft Minutes – April 18, 2018 Budget Work Session and April 24, 2018 Regular Meeting minutes were approved as presented.

R-18-054

C-2.

RESOLUTION: COMMENDATION; JUDY A. CHALKLEY; SERVICE TO PRINCE GEORGE COUNTY

WHEREAS, on April 16, 1986, Judy A. Chalkley began her employment with the County of Prince George as a Full-Time Communications Officer; and

WHEREAS, on May 1, 2004, Mrs. Chalkley was promoted to a Full-Time Communications Supervisor for a period spanning more than ten years and then returned back to her role as Communications Officer on September 16, 2014 and continued in this capacity until she retired on May 1, 2018; and

WHEREAS, Mrs. Chalkley's fellow co-workers refer to her as creative, dynamic, knowledgeable and resilient; and

WHEREAS, throughout her career in in Prince George County, spanning more than 32 years, Judy A. Chalkley 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. Chalkley's institutional knowledge and customer service skills are irreplaceable and will be sorely missed by the Police Department, the Emergency Communications Center, the County and its citizens;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8th day of May 2018, does hereby commend Judy A. Chalkley for a total of thirty-two 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 Judy A. Chalkley much happiness as she enters the next phase of her life.

R-18-054A

C-3.

RESOLUTION; PROCLAMATION; BUILDING SAFETY MONTH; MAY 2018

WHEREAS, Prince George County is committed to recognizing our growth and strength depends on the safety and economic value of the homes, buildings and infrastructure that serve our citizens, both in everyday life and in times of natural disaster, and;

WHEREAS, our confidence in the structural integrity of these buildings that make up our community is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers and others in the construction industry—who work year-round to ensure the safe construction of buildings, and;

WHEREAS, these guardians are dedicated members of the International Code Council, a U.S. based organization, that brings together local, state and federal officials that are experts in the built environment to create and implement the highest-quality codes to protect us in the buildings where we live, learn, work, worship, play, and;

WHEREAS, our nation benefits economically and technologically from using the International Codes® that are developed by a national, voluntary consensus codes and standards developing organization, our government is able to avoid the high cost and complexity of developing and maintaining these codes, which are the most widely adopted building safety and fire prevention codes in the nation; these modern building codes include safeguards to protect the public from natural disasters such as hurricanes, snowstorms, tornadoes, wildland fires, floods and earthquake; and;

WHEREAS, Building Safety Month is sponsored by the International Code Council to remind the public about the critical role of our communities' largely unknown guardians of public safety—our local code officials—who assure us of safe, efficient and livable buildings that are essential to keep America great, and;

WHEREAS, “Building Codes Save Lives” the theme for Building Safety Month 2018, encourages all Americans to raise awareness of the importance of building safe and resilient construction; fire prevention; disaster mitigation, and new technologies in the construction industry. Building Safety Month 2018 encourages appropriate steps everyone can take to ensure

that the places where we live, learn, work, worship and play are safe, and recognizes that countless lives have been saved due to the implementation of safety codes by local and state agencies, and,

WHEREAS, each year, in observance of Building Safety Month, Americans are asked to consider the commitment to improve building safety and economic investment at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Prince George County do hereby recognize the month of May 2018, as BUILDING SAFETY MONTH . Accordingly, we encourage our citizens to join with their communities in participation in Building Safety Month activities.

R-18-054B

C-4.

RESOLUTION: COMMENDATION; CAPTAIN BRIAN A. KEI;
SERVICE TO PRINCE GEORGE COUNTY

WHEREAS, on February 1, 1992, Brian A. Kei began his employment with the County of Prince George as a Police Officer in the Police Department; and

WHEREAS, Mr. Kei was promoted from Police Officer to Police Sergeant on July 1, 2005; and

WHEREAS, Mr. Kei was promoted from Police Sergeant to Police Lieutenant on January 1, 2006; and

WHEREAS, Mr. Kei was promoted from Police Lieutenant to Police Captain on June 1, 2011 and continued in this capacity until he retired on April 1, 2018; and

WHEREAS, Brian A. Kei has served as the Support Services Division Captain, Lieutenant, Sergeant, Corporal, Detective, Crime Scene Technician, Property Officer, Crash Team Investigator and as a General Instructor at Crater Criminal Justice Training Academy; and

WHEREAS, throughout his remarkable career in Law Enforcement, spanning more than 26 years, Brian A. Kei has served the citizens of the County and the Commonwealth to the utmost of his ability, and devotion to Law Enforcement and Public Safety in a manner bespeaking the dedication of a true public servant. Mr. Kei's institutional

knowledge will be irreplaceable and will be sorely missed by the Police Department, 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 May, 2018, does hereby commend Brian A. Kei for a total of 26 years and 2 months of dedicated service to the County; and

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

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

SUPERVISORS' COMMENTS

Mr. Brown stated that Community Day, Hometown Heroes Run, and the Guns and Hoses Softball Game were all very successful at Scott Park this past weekend.

Mrs. Waymack stated that this past weekend was a total success and thanked everyone for being at the meeting.

Mr. Hunter reminded everyone that the Farmer's Market is back in swing.

Chairman Carmichael also complimented this past weekend. He stated that the County employees continue to give back even on the weekends.

COUNTY ADMINISTRATOR'S COMMENTS

Mr. Ashcraft stated that there will be a Fort Lee Strategic Planning Session on May 9 from 9 to 11 a.m. at the Lee Club. The 'Tip-A-Cop' Fundraiser for Special Olympics will be on May 11 from 4 to 9 p.m. at Nanny's Restaurant. The John Tyler Community College Graduation Ceremony will be on May 11 at 4 p.m. at Virginia State University. The Prince George Farmers Market will be on May 12 and 19 from 8 a.m. to 12:00 Noon at Scott Park. There will be a 'Rabies Clinic' on May 12 from 9 to 11 a.m. at Burrowsville Community Center. There will be a 'Run for the Fallen' on May 12 at 10 a.m. at Williams Stadium at Fort Lee. The Richard Bland College Commencement Ceremony will be on May 12 at 4 p.m. at Statesman Hall. There will be an Economic Development & Tourism Strategic Plan Public Meeting on May 14 from 6 to 9 p.m. at Disputanta Community Center. The 24th Annual Tri-Cities Law Enforcement Memorial Breakfast will be on May 17 at 8:30 a.m. at the Hopewell Moose Lodge. Prince George County employees recently contributed \$265 to the James House in support of Denim Day. Prince George High School Softball team continues to be ranked atop the RVA Sports Network poll with a 16-0 record. Prince George High School Baseball team has won 14 straight games and is now ranked

fifth with a 14-2 record. Registration is underway for our Citizens Academy that is scheduled to begin June 14.

VDOT – Ms. Diana Bryant of the Virginia Department of Transportation stated that they are actively working on potholes and tree-trimming. They conducted a tabletop exercise for emergency response on the Benjamin Harrison Bridge.

PUBLIC HEARINGS

P-1. Public Hearing; REZONING CASE RZ-18-01 Request of the County of Prince George to conditionally rezone the front portion of the subject property from R-A, Residential – Agricultural to the B-1, General Business Zoning District to permit certain uses. The Comprehensive Plan indicates that the subject property is appropriate for public and semi-public uses. The subject property is located at 11023 Prince George Drive and it is known as part of Tax Map 450(0A)00-048-0. Mr. Douglas Miles, Zoning Administrator, stated that Prince George County is conditionally rezoning the front portion of the property to allow for the conversion of a former school building to be used as a community center and for local government building land uses that will allow for them to be centrally located there. The adaptive reuse of this former school building will allow for the cost savings to be re-invested into the building to be converted to a community center and government uses. The proposed conditional rezoning complies with the Comprehensive Plan and Staff has prepared the list of permitted uses to offer community center uses to our citizens. Prince George County Staff members have reviewed the entire roster of B-1 permitted uses and have excluded certain uses such as: funeral homes, general advertising signs (billboards) and mobile home sales, service and repair. County Staff also reviewed the land uses by Special Exception and allowed for uses such as: bingo halls, bowling alleys, commercial child care centers and museum uses with an approved Special Exception by the Board of Supervisors. Chairman Carmichael opened the public hearing at 7:36 p.m. There was no one to speak and the public hearing was closed. Mr. Hunter inquired as to whether this facility would be able to be used as an emergency shelter. Mr. Miles stated that it is being considered. Mr. Brown asked about whether it would be possible to have the Farmer’s Market at this location. Mr. Miles stated that it is being considered. Mr. Hunter made a motion, seconded by Mr. Webb, to approve the resolution as presented. Roll was called on the motion.

O-18-07

P-1.

REZONING CASE RZ-18-01 Request of the County of Prince George to conditionally rezone the front portion of the subject property from R-A, Residential – Agricultural to the B-1, General Business Zoning District to permit certain uses. The Comprehensive Plan indicates that the subject property is appropriate for public and semi-public uses. The subject property is located at 11023 Prince George Drive and it is known as part of Tax Map 450(0A)00-048-0.

BE IT ORDAINED by the Board of Supervisors of Prince George County that the Conditional Rezoning Application identified as RZ-18-01 is granted as an amendment to the official zoning map with the following condition:

1. The B-1, General Business District summary submitted with the application on March 1, 2018 shall be the list of permitted land uses on the front portion of Tax Map 450(OA)00-048-0 as permitted uses allowed by right or by Special Exception through the Board of Supervisors.

Adopted on April 24, 2018 and becoming effective immediately.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

P-2. Public Hearing; FY2019 Budget. Ms. Drewry stated that the County Administrator’s budget was proposed to the Board of Supervisors on February 27, 2018. The overall budget as proposed by the County Administrator was \$116,804,395 which is \$2,786,161(2.44%) more than FY18. The General Fund budget of \$56,046,727 which is \$2,491,376 (4.65%) more than FY18. The largest driver of the increase was to be \$1,250,000 in contribution to debt reserve for construction of a new elementary school on a compressed timeline with a proposed real estate tax rate increase of 5 cents for FY2019. These totals and percentages will change with final approved Board budget for FY2019. The Personal Property and Machinery and Tools Tax Rates remained unchanged from FY 17-18 at \$4.25 and \$1.50 per \$100 of assessed valuation respectively. There was a proposed increase of 5% in water rates and a 7.5% increase in sewer rates. The Public Utility is a self-supporting enterprise fund. The rate increases are needed to maintain existing utility systems and infrastructure, and to cover expected cost increases in sewer services purchased from multiple service providers. Public Hearings were held for both the tax and utility rates on April 10, 2018 and the proposed rates were approved with the exception of the real property rate which was deferred until April 24, 2018. The real property rate approval was deferred to allow the board additional time to examine the timeline of the proposed new elementary school and to further evaluate available resources for operations. A revised recommendation of .86 is being proposed for real property. Some of the highlights from this year’s proposed budget include:

1. Funding of Employee Health Insurance Increase.
2. **Funding for partial implementation of a Salary Study for County employees - \$200,000.**
3. Full funding of the Memorandum of Understanding (MOU) between the County and Public School Division.

4. General Fund Equipment, Vehicles & Projects:
 - a. **Six (6) Vehicle Purchases - \$174,330**
 - b. **Maintenance Projects for County Buildings - \$300,000**
 - c. **Various Information Technology Projects, Software & Upgrades - \$181,250**
 - d. **Burrowsville Playground - \$29,229**
 - e. **Fencing for Scott Park Field #6 - \$21,715**
5. Utility Capital Improvements totaling \$1.47 Million
6. Capital Improvement Projects and Debt Issuance for various initiatives including:
 - a. **New Elementary School**
 - b. **Route 156 Water Main Extension**
 - c. **Food Lion Water System Upgrades**
 - d. **Self-Contained Breathing Apparatus**
 - e. **Real Estate Assessment Software Replacement**
 - f. **Scott Park Concession & Restroom Facility**
 - g. **County Building Security and Entrance Improvements**
 - h. **Fire & Crew Buildings Security/Entrance Systems**
 - i. **Police Vehicles**
 - j. **Police Boat (Grant Local Match)**

No pay increase or new positions were proposed for County employees or departments for FY2019. However, at the April 18 budget work session, staff made recommendations for:

- 1) the fine tuning of revenue projections from state and local sources;
- 2) potential shifts of resources to allow for:
 - a. a County staff pay increase;
 - b. to improve sworn police officer pay in FY2019; and
 - c. to consider funding some of new positions and pay adjustments requested by Department Heads

With the proposed changes, the new total budget amount for FY19 would be \$115,826,356 which is a 1.6% increase from FY18. Adoption will be considered on May 8. No action will occur following this public hearing. Chairman Carmichael opened the public hearing at 7:58 p.m.

Mr. William Steele (4200 Cedar Creek Lane). Mr. Steele stated that he is glad to see that the Board has decided against the 5 cents tax increase. However, he stated that he was hoping to see a decrease. He stated that the Board has another year to start finding cuts and reduce taxes next year.

There was no one else to speak and the public hearing was closed at 8:00 p.m.

REPORTS

Quarterly Financial Report – Ms. Betsy Drewry, Finance Director, presented the Board with the Quarterly Financial Report for the third quarter ending March 31, 2018. General Fund Revenues are at 59.83% collected. General Fund Expenditures are at 71.74% and very much on target. Ms. Drewry talked about the Utilities Fund, which is right on target compared to this time last year. She went over some Capital Projects, including Exit 45 Improvements, Parks & Recreation Community Center Parking Lot, Courthouse Renovations, New Fire Station, two School projects, Public Safety Radio Consultant and Project, Fuel Tank and Canopy Replacement, Central Wellness Building Improvements, Burn Building, Bleachers and Gym Repair, Southpointe Utility Study, and software replacement. In addition, Ms. Drewry gave an update on the Tourism Fund, the Economic Development Fund, and Cash Proffers. She also noted that the RedFlex Program has collected a total of \$4,127.79 as of March 31, 2018.

The Health Insurance Fund balance was \$1.84 million at March 31, 2018. This is a slight increase over last year. FY2016 was an unusually good year for claims versus premiums/contributions. Looking ahead, the monthly “budget to actual” monitoring will continue. Purchase order cut-off of May 18 has been set. The preliminary audit is scheduled for July 23-27.

TABLED ITEMS

T-1. Resolution; Establishment of 2018 Tax Levies for Real Property. Mr. Ashcraft stated that the proposed budget recommended an increase in the Real Property tax rate of 5 cents per \$100 of assessed value to fund school capital projects. An updated elementary school project timeline revealed that significant spending for this project will not occur until FY2020, and that the potential real property tax rate increase can be deferred until FY2020. Therefore, the recommendation this evening is to adopt the real property tax rate of .86 per \$100 of assessed value. Mr. Hunter made a motion, seconded by Mr. Brown, to adopt the real property tax rate of .86. Roll was called on the motion.

R-18-049

T-1.

**RESOLUTION; ESTABLISHMENT OF 2018 TAX
LEVIES FOR REAL PROPERTY**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 24th day of April, 2018 hereby establishes the following levies for the Real Property Tax for Fiscal Year 2019 beginning July 1, 2018 and ending June 30, 2019 pursuant to Section 58.1-3001 of the Code of Virginia (1950, as amended).

<u>Class of Property</u>	<u>Rate per \$100 of Assessed Valuation</u>
1. Real Property	\$0.86

On roll call the vote was:

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

Opposed: (0)

T-2. Resolution; Budget Amendment and Appropriation of FY17 School Division Carry-Over Funds in the Amount of \$2,725,326. Mr. Hunter stated that in light of some recent discussion and some question as to where they stand with the School Board, he would like to table this item to May 8. Mr. Webb seconded the motion. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

ORDER OF BUSINESS

A-1. Resolution; Award of Contract for Construction of Route 10 Fire Station and Authority to Advertise a Public Hearing for Appropriation. Ms. Drewry stated that construction of a new Route 10 Fire Station / Station 7 has been planned for several years. \$1,000,000 has been borrowed to date for this project and property was acquired in May 2016 at a cost of \$52,692.84 (includes acquisition, site studies and administrative costs). The project will consist of the construction of a 10,459 square foot pre-engineered metal structure with a standing seam metal roof, concrete footings and slab turndowns. Staff and HBA Architecture & Interior Design, Inc. (project architect) provided the board with an update of this construction project on September 26, 2017. The board was provided with a rough project cost estimate and the board informally (by verbal consensus) agreed to fund amount additional amount needed for completion through appropriation of fund balance (originally estimated at up to \$1.6 Million). IFB # 18-0319-1 was issued on March 19, 2018 by Finance for construction of Fire Station 7, with bid responses due by Monday April 9, 2018 at 2:00PM. The IFB was issued with pricing for a base bid and for two (2) alternates. Award per the IFB was to be made based on lowest responsive bid on base bid. Two (2) contractors provided bids of the 6 contractors attending the mandatory prebid conference on March 23, 2018. One of the two responses was found to be nonresponsive. The lowest (and only) responsive bid was received from Kenbridge Construction in the total amount of \$2,342,400. The total project budget is \$2,960,636. Separate procurement and/or use of existing state and local contracts will be used for completion of non-construction items. \$1,960,636 is needed above currently available funding (Total Project Budget \$2,960,636 - \$1,000,000 Available Funding). Recommended funding source for the additional funding needed: Appropriation of General Fund - Fund Balance [As discussed by Board on September 26, 2018]. Appropriation from balance will not create a violation of our policy percentage requirement. Appropriation of these funds exceeds 1% of the adopted \$114,018,234 FY2018 budget or \$1,140,182 so a public hearing is required prior to appropriation of these funds. Staff is requesting the board to authorize the County Administrator to sign a contract with Kenbridge Construction for \$2,342,400 and to authorize a public hearing for appropriation of \$1,960,636, balance of funds needed, through appropriation of unreserved General fund balance. Two resolutions need to be adopted by the Board. One

resolution approves execution of contract with Kenbridge Construction. The second resolution is authorizing required public hearing for appropriation of up to \$1,960,636 in unreserved fund balance for additional project budget needs. Mr. Webb made a motion, seconded by Mrs. Waymack, that the contract be awarded to Kenbridge Construction for \$2,342,400. Roll was called on the motion.

R-18-050

RESOLUTION; AWARD OF CONSTRUCTION CONTRACT KENBRIDGE CONSTRUCTION - \$2,342,400)

WHEREAS, The Prince George County Board has authorized the construction of Fire Station 7 and the Finance Department issued Invitation for Bid (IFB) #18-0319-1 and received one responsive bid; and

WHEREAS, The low responsive bid was received from **Kenbridge Construction** for \$2,342,400; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with Kenbridge Construction in the amount of \$2,342,400 to move forward with the construction of Fire Station 7.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 24th day of April, 2018, hereby authorizes the County Administrator to execute a contract with Kenbridge Construction to complete the construction of Fire Station 7 in the amount of \$2,342,400.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

Mr. Hunter made a motion, seconded by Mr. Brown, to approve the authority to advertise a public hearing for the appropriation. Roll was called on the motion.

R-18-051

RESOLUTION; AUTHORITY TO ADVERTISE A PUBLIC HEARING FOR THE APPROPRIATION OF UP TO \$1,960,636 IN UNRESERVED GENERAL FUND BALANCE TO THE CAPITAL PROJECTS FUND FOR FIRE STATION 7 (BUDGET AMENDMENT).

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 24th day of April, 2018, does hereby authorize the advertisement of a public

hearing for the appropriation of up to \$1,960,636 in unreserved fund balance to the Capital Projects Fund for the construction of Fire Station 7.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-2. Consideration of Appointments – Board, Commissions, Committees, Authorities:
Resolution of Appointment(s):**

A. Resolution; Appointment (One-Year Term) – Board of Supervisors Member to Virginia Gateway Region. Chairman Carmichael has a work conflict at the same time as the Virginia Gateway Region meetings. Therefore, he must step down. Mr. Brown made a motion, seconded by Mrs. Waymack to appoint Mr. Donald Hunter. Roll was called on the motion.

R-18-052

RESOLUTION; APPOINTMENT (ONE-YEAR TERM) – BOARD OF SUPERVISORS MEMBER TO VIRGINIA GATEWAY REGION

WHEREAS, the Articles of Incorporation of the Virginia Gateway Region (formerly “Appomattox Basin Industrial Development Corporation”) provide that participating localities may appoint a representative from the governing body for a term of one year;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Prince George this 24th day of April, 2018 that it hereby appoints Donald Hunter as the representative from the governing body; and

BE IT FURTHER RESOLVED That this term shall commence immediately and end on December 31, 2018, or until appointment of a replacement by the Board.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-3. Resolution; Approval of Recommended FY2019 Health, Dental and Vision Insurance Renewals with Recommended Rates. Ms. Drewry stated that Dental is currently a voluntary benefit through Delta Dental of Virginia. There is no benefit or difference in offerings for County & Schools regardless of being combined or separate. Both County and School staff have pursued and recommend separate dental renewals. The 2018-19 renewal from Delta Dental was proposed at the same rates as in FY2017-18 (0% increase) for active employees and retirees. Staff and our benefit consultant recommend renewal with Delta Dental on a fully insured basis. Anthem

provided a two-year renewal option for vision insurance with Blue View Vision (formerly Unicare) with slight increases to employees and retirees ranging from \$0.39 to \$1.12 per month varying with dependents on coverage. Staff recommends renewal with Anthem Blue View Vision. County and School staff separately engaged in bid processes to obtain separate health insurance stand-alone options for County & School employees. The County Administrator and Superintendent proposed their FY2018-19 budgets using separate renewal estimates (County – 16% increase in employer rate; schools – 3% increase in rates). County and School staff also obtained combined renewal information, at the direction of both boards. The results of the combined renewal were provided by Anthem to County and School staff on March 31, 2018. If County & Schools separate the County would have a 16% increase in rates (as budgeted) and experience some minor reductions in benefit offerings. Ability to customize health plan offerings would also be eliminated. Schools would retain the same benefits and could keep rates as budgeted with a 3% increase. If County & Schools remain combined there will be decreases in fixed costs (Stop-Loss insurance & administrative fees) would lead to savings primarily on the County side in comparison to a separate renewal. School fixed costs would remain relatively unchanged in comparison to a separate renewal. The County could retain its current benefit offerings, and could budget a 12.7% increase in premiums, instead of a 16% increase. General Fund Health Insurance expenditures in the proposed FY2018-19 budget could be reduced by \$47,563 (Other funds savings = \$6,944). The School Board voted to renew with Anthem and remain self-insured on a stand-alone basis (separating from the County) at their meeting on April 16, 2018. A combined renewal option was approved by the School Board on April 19, 2018 to remain combined if the County could provide more funds to the School Board and employee contributions could be the same (i.e. County employee rates and school employee rates were equal). The additional funding request is \$254,000. Staff Requests action from the Board of Supervisors to approve 2018-19 health and dental plans and rates for 2018-19. There are two options for consideration. Option 1 would be to renew with Delta Dental, Blue View Vision and renew separate stand-alone County-Only health insurance with Anthem for FY2018-19. Option 2 would be to renew with Delta Dental, Blue View Vision and renew with Anthem for health insurance on a combined basis with schools. Give consideration to providing additional funding to schools, request that the school division find additional funds within its own budget, or a combination of both (Funding need identified is \$254,000). The School Board budget transmittal letter for FY2019 dated March 30, 2018 shows a budgeted Contingency category of \$317,572. There have presently been no recurring General Fund funding sources identified to provide schools with additional funds for health insurance, other than possibly General Fund savings from combined renewal of \$47,563. If those savings are provided as an increase in the school transfer, the remaining need is \$206,437 [\$254,000 - \$47,563]. Mr. Webb stated that he is extremely disappointed. It was established that there is no cost to the schools for the insurance to be combined. He feels they are being held hostage or being taken advantage of. He stated that the School Board has contingency money just like the County does and he will not support this. Mr. Brown stated that the ones that get hurt behind this decision will be employees. However, he feels that he cannot support the combined at this time too. Mrs. Waymack stated that this would be an opportune time for the two Boards to come together. Chairman Carmichael concurred with Mr. Brown and Mr. Webb. He stated that the School Board should be able to use the carryover funds

that the Board may appropriate on May 8. If the School Board does not choose to use those funds, he is not sure what they could do. He did mention that the Board has chosen in the past not to impose categorical funding on the School Board and it shouldn't have to get to that point. Mr. Webb stated that the School Board has enough in their contingency without counting the carryover. Either the County is giving the schools too much money or they need to look at how their spending their money. He does not understand how they got to this point. He would rather absorb the 16%, go our own way, and keep our employees whole. Mr. Webb made a motion, seconded by Mr. Brown, to go with option 1 and have the County go on its own. Mr. Ashcraft asked Ms. Drewry if she has a copy of the motion made by the School Board as to where the \$254,000 should come from. She does not have a copy of the motion. Mr. Ashcraft stated that he only asks because the School Division may be willing to take the \$254,000 out of the carryover funds that the Board will be appropriating to them. Chairman Carmichael asked Mr. Webb to consider withdrawing his motion and table the item until May 8 to get clarification from the School Board if the carryover funds can be used to fund the \$254,000. Mr. Webb withdrew his motion and made an additional motion, seconded by Mr. Brown, to table the item to May 8. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-4. Resolution; Appropriation of Refunds and Budget Transfer of General Fund

Contingency \$158,143. Ms. Drewry stated that on April 18, 2018 at a County Budget Work Session, staff provided board members an option of reducing \$158,143 in one-time type items proposed for purchase in the FY2019 budget, and purchasing those items in FY2018. The funding sources for purchase in FY2018 are refunds received from the Health Department and Crater Youth Care Commission totaling \$97,354.15 and General Fund contingency of \$60,788.85. This change in timing of purchase of these items will assist in providing resources necessary to provide a pay increase for all County employees, to begin addressing salary compression issues and pay range improvement for law enforcement officers, and to change a position that is currently part-time to full-time. Mr. Brown made a motion, seconded by Mr. Hunter, to approve the resolution as presented. Roll was called on the motion.

R-18-053

RESOLUTION; APPROPRIATION OF REFUNDS & BUDGET TRANSFER OF GENERAL FUND CONTINGENCY \$158,143

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 24th day of April, 2018, does hereby authorize and appropriate the following increase of funds and transfers 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>
General Fund		
Expenditures:		
Decrease:		
0100-09-401-0917-49199	Contingency	\$(60,788.85)
Increases:		
0100-01-002-0101-48105	County Administration Vehicle	\$30,900.00
0100-03-500-0611-48105	Animal Services Vehicle	\$36,790.00
0100-02-010-0203-48105	Sheriff Vehicle	\$38,600.00
0100-07-211-0505-46049	Parks & Recreation Park Supplies/Equip	\$29,229.00
0100-01-002-0405-48107	Information Technology Equipment	\$22,624.00
Revenues:		
0100-10-508-8114-318904	Refunds	\$97,354.15

On roll call the vote was:
In favor: (5) Carmichael, Hunter, Brown, Waymack, Webb
Opposed: (0)
Absent: (0)

ADJOURNMENT. Mr. Hunter moved, seconded by Mr. Brown, that the meeting adjourn.
Roll was called on the motion.

On roll call the vote was:
In favor: (5) Carmichael, Hunter, Brown, Waymack, Webb
Opposed: (0)
Absent: (0)

The meeting adjourned at 9:07 p.m.

[Draft Minutes prepared May 2, 2018, for consideration on May 8, 2018; adopted by unanimous vote.]

Alan R. Carmichael
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator