

AGENDA
Board of Supervisors
County of Prince George, Virginia
Regular Meeting: October 23, 2018
County Administration Bldg. Boardroom, Third Floor
6602 Courts Drive, Prince George, Virginia

Regular Meeting

Closed 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

INVOCATION

PLEDGE OF ALLEGIANCE TO U.S. FLAG

PUBLIC COMMENTS

ADOPTION OF AGENDA

ORDER OF CONSENSUS

C-1. Draft Minutes – October 9, 2018 Regular Meeting Minutes.

C-2. Resolution; Appropriation (\$178,969.97 School DODEA Grant Increases).

PRESENTATIONS

SUPERVISORS' COMMENTS

COUNTY ADMINISTRATOR'S COMMENTS

REPORTS

Quarterly Financial Report – Betsy Drewry

[ADDED] 2018 Election – Allan Richeson

TABLED ITEMS

T-1. SPECIAL EXCEPTION SE-18-04 Request of Tree Time Adventures Inc., pursuant to § 90-103(22) to permit the use of recreation structures and outdoor recreation uses at 6000 Scott Memorial Park Road and is known as Tax Map 240(0A)011-0 in a R-A, Residential – Agricultural District. The Comprehensive Plan calls for village center uses. [4]

ORDER OF BUSINESS

A-1. Resolution; Award of Contract; Central Wellness Center Feasibility Study.

A-2. Resolution: Authorization to Hold a Public Hearing on November 14, 2018 to Consider a Lease Agreement for Use of County Property at New Scott Park for an Adventure Park.

PUBLIC HEARINGS

- P-1. Public Hearing; Resolution; Abandonment of Route 730, Chudoba Parkway in the Virginia Department of Transportation/ Secondary System of Roads Maintenance.

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

October 23, 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 7:00 p.m. on Tuesday, October 23, 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	Absent

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

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 7:04 p.m. There being no one to speak, Chairman Carmichael closed the public comment period.

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

On roll call the vote was:

In favor: (4) Brown, Waymack, Carmichael, Hunter

Opposed: (0)

Absent: (1) Webb

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

C-1. Draft Minutes – October 9, 2018 Regular Meeting minutes were approved as presented.

R-18-125

C-2.

RESOLUTION; APPROPRIATION (\$178,969.97 SCHOOL DODEA GRANT INCREASES)

WHEREAS, on October 8, 2018 The Prince George County School Board approved an increase in FY2019 appropriation for three (3) Department of Defense grants totaling \$178,969.97 and have requested an increase in appropriation from the Board of Supervisors.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 23rd day of October, 2018, does hereby authorize and appropriate the following transfer of funds within the 2018-2019 Budget, such line items modified 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>School Grant Fund (0510) - Revenues</u>	
Increase:	
0510-30-000-0000-846-333846 DoDEA SSiR Grant	\$32,014.00
0510-30-000-0000-847-333847 DoDEA SCLaSS Grant	\$8,390.23
0510-30-000-0000-846-333846 DoDEA SCLaSS 2 Grant	\$138,565.74
TOTAL	\$178,969.97

<u>School Grant Fund (0510) - Expenditures</u>	
Increase:	
0510-XX-XXX-XXXX-XXXXX Various School Grant Expenditures	\$178,969.97

On roll call the vote was:
 In favor: (4) Brown, Waymack, Carmichael, Hunter
 Opposed: (0)
 Absent: (1) Webb

REPORTS

Quarterly Financial Report - Ms. Betsy Drewry gave the quarterly financial report for the first quarter of Fiscal Year 2019. Collections for General Fund Revenue are on target and 4.2% collected. Total General Fund Expenditures are 25% spent. The Operating Utility Fund is \$496,468 year to date while the Non-Operating Fund is \$182,868 year to date. Ms. Drewry went over several CIP Projects, including body worn cameras, Parks & Rec parking lots, courthouse renovations, Harrison and South Schools windows, the burn building, Route 10 fire station, public safety radio consultant, Central Wellness Center renovations, Southpointe Utility study, software replacement, school track, school security improvements, and field house renovations. The Tourism and Economic Development Funds are on target in revenues. Expenditures are slightly elevated due to a vehicle purchase. There was no activity in the Proffer fund thus far. The Board has the option to use proffer balances for upcoming projects in lieu of issuing debt as long as the project is in accordance with the proffer agreement. RedFlex Program FY18 collections so far this year are \$1,555.67. The Health Insurance Fund balance is just under \$2 million. The premiums exceeded the claims paid. The final audit is scheduled for October 29 through November 2. The CAFR preparation is targeted for completion by November 30, 2018.

2018 Election – Mr. Allan Richeson, County Registrar, stated that there are 23,000 registered voters, 649 absentee ballots have been sent out, and there are 190 currently on the machine. They will be open the next two Saturdays before the election from 9 to 5 and they are open Monday through Friday 8:50 to 5. All of the polling locations will be same. They will be back at NB Clement Jr High this time instead of the church. All polling locations will be open 6:00 am to 7:00 pm. The candidates will be for the U.S. House, U.S. Senate, and two members for the State. They are expecting a big turnout and they are prepared.

SUPERVISORS' COMMENTS

Mrs. Waymack encouraged everyone to get a flu shot. She also stated that everyone should practice good health habits. If you are 65 or older, make sure you are up to date with your pneumococcal vaccine.

Mr. Hunter stated that brothers James Hargrave Williams and Jesse Williams passed away within a week of each other. He asked that everyone keep their family in their prayers.

Chairman Carmichael stated that we have lost a lot of good people in this County. He asked that people should visit people and make time for others while they can.

COUNTY ADMINISTRATOR'S COMMENTS

Mr. Ashcraft stated that the Business Roundtable Alumni Dinner will be on October 24 at 6 p.m. at the Petersburg Country Club. The 2018 Best of the Best will be on October 25 at 6:30 p.m. at the Beacon Theatre. There will be a closure of the Benjamin Harrison Bridge on October 28-29,

8 p.m. to 6 a.m. The Hopewell-Prince George Chamber Annual Fall Mixer will be on October 30, 5 to 7 p.m. at the Barns of Kanak. Trick or Treating in Prince George County will be on October 31 from 5 to 9 p.m. in all neighborhoods. There will be a United States Army Women's Museum Ribbon Cutting on November 2 at 2 p.m. on Fort Lee. There will be a Holiday Open House on November 3 from 9 a.m. to 4 p.m. at Absolutely Southern Designs. The 'Concert of Light' Benefiting Wounded Service Men will be on November 3 at 6:30 p.m. at The Beacon Theatre. Government Offices will be closed on Veteran's Day, November 12. Container First Services (CFS) reports that 82 residents took advantage of free storm debris disposal after Hurricane Michael. Medicaid expansion enrollment begins November 1. Jackie Bradley, Jr. playing in first World Series with Red Sox. Prince George Police sponsoring 'No Shave November.'

PUBLIC HEARINGS

P-1. Public Hearing; Resolution; Abandonment of Route 730, Chudoba Parkway in the Virginia Department of Transportation/Secondary System of Roads Maintenance. Mr. Jeff Stoke, Deputy County Administrator, stated that Tom Wortham, Hollingsworth Companies, is requesting the partial abandonment of Chudoba Parkway between I-295 and 8025 Quality Drive (former Reinhart FoodService and owned by Hollingsworth Company in Southpoint Business Park. The future plan is to have a private driveway from the subject intersection to the loading dock of Service Center Metals. We believe the underlying fee simple property is owned by the Commonwealth of Virginia. If approved for abandonment by the Board, Hollingsworth would work with VDOT on purchasing the subject property. Staff has no objection to this request. Mr. Wortham stated that that they have been in Prince George County for 25 years. They are glad to be able to buy back the property from Reinhart and fix it up. He stated that he appreciates the Board's support. Chairman Carmichael opened the public hearing at 7:33 p.m. There was no one to speak and the public hearing was closed. Mr. Brown made a motion, seconded by Mrs. Waymack, to approve the resolution as presented. Roll was called on the motion.

R-18-126

P-1.

RESOLUTION; ABANDONMENT OF ROUTE 730, CHUDOBA PARKWAY IN THE VIRGINIA DEPARTMENT OF TRANSPORTATION/ SECONDARY SYSTEM OF ROADS MAINTENANCE

WHEREAS, a public notice was posted as prescribed under §33.2-909, Code of Virginia, announcing a public hearing to receive comments concerning abandoning the section of road described below and in the VDOT Form AM-4.3 from the secondary system of state highways, and

WHEREAS, the Commissioner of the Virginia Department of Transportation was provided the prescribed notice of this Board's intent to abandon the subject section of road, and

WHEREAS, after considering all evidence available, this Board is satisfied that no public necessity exists for the continuance of the section of Secondary Route 730 from the intersection of Rte. 730, Chudoba Parkway and Rte. 731, Quality Drive to the cul-de-sac of Rte. 730, Chudoba Parkway, a distance of 0.11 miles, and hereby deems that section of road is no longer necessary as a part of the Secondary System of State Highways.

NOW, THEREFORE, BE IT RESOLVED, this Board abandons the above described section of road and removes it from the secondary system of state highways, pursuant to §33.2-909, Code of Virginia.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Resident Engineer of the Virginia Department of Transportation.

On roll call the vote was:

In favor: (4) Waymack, Carmichael, Hunter, Brown

Opposed: (0)

Absent: (1) Webb

TABLED ITEMS

T-1. SPECIAL EXCEPTION SE-18-04 Request of Tree Time Adventures Inc., pursuant to § 90-103(22) to permit the use of recreation structures and outdoor recreation uses at 6000 Scott Memorial Park Road and is known as Tax Map 240(0A)011-0 in a R-A, Residential – Agricultural District. The Comprehensive Plan calls for village center uses. Mr. Percy Ashcraft, County Administrator, stated that Staff is recommending the special exception be deferred while they continue to negotiate the lease agreement. That would give time for the public hearing for the lease agreement before the special exception is decided on. Mr. Hunter made a motion, seconded by Mr. Brown, to table this matter to November 14. Roll was called on the motion.

On roll call the vote was:

In favor: (4) Waymack, Carmichael, Hunter, Brown

Opposed: (0)

Absent: (1) Webb

ORDER OF BUSINESS

A-2. Resolution; Authorization to Hold a Public Hearing on November 14, 2018 to Consider a Lease Agreement for Use of County Property at New Scott Park for an Adventure Park. Mr. Jeff Stoke stated that Tree Time Adventures, Inc. is requesting to lease County property at Scott Park for an outdoor adventure park. The lease originally approved by the Board on September 25 has been revised and, as such, requires a new public hearing. Mr. Stoke and Mr. John Bogue, owner of Tree Time Adventures, went over the changes to the lease. One major change is expanding the lease area from 30 acres to 130 acres. Mr. Bogue answered some questions from the Board regarding free activities such as disc golf. Other lease changes addressed term, use, improvements, maintenance, hours of operation, safety standards, compliance with site plan submissions and approval, deadline for completion, rent, insurance, termination, performance bond, notices, and severability. There was discussion regarding raising the buffer and hours of operation. In terms of expanding the lease area, Mr. Ashcraft added that the Planning Commission had the foresight to understand the vision of the project outside the original lease agreement. Mr. Hunter made a motion, seconded by Mrs. Waymack, to adopt the authorization as presented. Roll was called on the motion.

R-18-127

A-2

AUTHORIZATION TO HOLD A PUBLIC HEARING ON NOVEMBER 14, 2018 TO CONSIDER A LEASE AGREEMENT FOR USE OF COUNTY PROPERTY AT NEW SCOTT PARK FOR AN ADVENTURE PARK

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 23rd day of October, 2018, does hereby authorize the advertisement of a public hearing to consider a lease agreement for use of County property at New Scott Park for an Adventure Park.

On roll call the vote was:

In favor: (4) Waymack, Carmichael, Hunter, Brown

Opposed: (0)

Absent: (1) Webb

A-1. Resolution; Award of Contract; Central Wellness Center Feasibility Study. Ms. Betsy Drewry, Finance Director, stated that the Building / code related upgrades were recommended and approved as a CIP project during the FY2018 budget process. The Board received a presentation on October 9, 2018 that outlined recent building improvements at the Central Wellness Center and recommended scope of a feasibility and adaptive reuse design study. RFP #18-0529-1 “A/E Services – Central Wellness Center Feasibility Study and Adaptive Reuse Design” was issued on May 29 with a June 28 closing date. Seven (7) proposals were received and a staff panel ranked the proposal and interview the top 3 firms. Staff is recommending award of contract to Enteros Design. Enteros provided a pricing proposal, and after negotiation, a proposal totaling \$57,141 is recommended for approval. Funds are already

appropriated from the Spring 2018 borrowing for study completion. Chairman Carmichael stated that he would like to see them move forward with the study. Mr. Hunter made a motion, seconded by Mr. Brown, to approve the resolution as presented. Roll was called on the motion.

R-18-128

A-1.

RESOLUTION; AWARD OF CONTRACT (\$57,141 CENTRAL WELLNESS CENTER FEASIBILITY STUDY AND ADAPTIVE REUSE DESIGN)

WHEREAS, On May 29, 2018 a Request for Proposals was advertised by CDCC, General Properties, Parks & Recreation and the Finance Department to obtain proposals for the completion of a feasibility study and adaptive reuse design for the Central Wellness Center (RFP 19-0529-1). The RFP closed on June 28, 2018 with seven responses. The most qualified and highest scoring firm was Enteros Design. Staff and Enteros negotiated a final pricing proposal in the amount of \$57,141; and

WHEREAS, \$57,141 is available in the Capital Improvement Project fund from Series 2018 bonds issued in May of 2018; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with Enteros Design in the amount of \$57,141 to move forward with completion of a feasibility study and adaptive reuse design for the Central Wellness Center.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 23rd day of October, 2018, hereby awards the contract for completion of a feasibility study and adaptive reuse design for the Central Wellness Center bid to Enteros Design in the amount of \$57,141 and authorizes the County Administrator to execute a contract with Enteros Design.

On roll call the vote was:

In favor: (4) Waymack, Carmichael, Hunter, Brown

Opposed: (0)

Absent: (1) Webb

ADJOURNMENT. Mr. Hunter moved, seconded by Mrs. Waymack, that the meeting adjourn to October 29 at 5:00 p.m. at the Central Wellness Center for a Board Retreat. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Webb

The meeting adjourned at 8:59 p.m.

[Draft Minutes prepared November 5, 2018 for consideration on November 14, 2018; adopted by unanimous vote.]

Alan R. Carmichael
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator