

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

Retreat  
October 29, 2018  
5:00 p.m.

Central Wellness Center  
11033 Prince George Drive  
Disputanta, VA 23842

**MEETING CONVENED.** An adjourned meeting of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 5:00 p.m. on Tuesday, October 29, 2018 at Hopewell-Prince George VA Visitor Center, 11033 Prince George Drive, Disputanta, VA 23842, for the purpose of a retreat to discuss school issues, utility planning, and miscellaneous matters.

**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

County Staff present was: Percy C. Ashcraft, County Administrator; Jeff Stoke, Deputy County Administrator; Steve Micas, County Attorney; Betsy Drewry, Finance Director; and Frank Haltom, County Engineer.

**Invocation.** Mr. Brown gave an invocation.

**Pledge of Allegiance to U.S. Flag.** Mr. Hunter led the Pledge of Allegiance to the United States Flag.

**APPROVAL OF AGENDA.** Mr. Brown made a motion, seconded by Mr. Webb, to approve the agenda as presented.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

**WORK SESSION**

**A. Discussion of Lease Agreement with Tree Time Adventures**

Mr. Jeff Stoke, Deputy County Administrator, went over the revised Lease Agreement between the County of Prince George and Tree Time Adventures, Inc. These 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. The County Attorney stated that this can be addressed in the November 14 Special Exception.

**B. Discussion of Developer Tap Fees**

Mr. Frank Haltom, County Engineer, talked about the timeline of payment of developer tap fees. The Board had received concerns from contractors regarding when tap fees had to be paid. Currently the developer pays before receiving their building permit. The Board was looking at options as to how far they can be delayed into the development process. Mr. Haltom does not recommend the current process be changed. Ms. Julie Walton, Director of Community Development, stated that she was unaware of any complaints since they changed from collecting the fees at the time of application and delayed it to the time of permit issuance.

**C. Discussion of Parking Signs for Prince George Library**

The County Administrator stated that parking signs in the Prince George County Library was suggested to allow available parking for library customers. Mr. Mike Purvis, General Services

Director, and Mr. Brian Manning, Director of Appomattox Regional Library System, presented a sign example and 10 available spaces for library customers. The Board agreed to give it a trial period with a specified time limit for library hours.

## **DINNER**

### **D. Proposed Development Along Jefferson Park Road**

Mr. Douglas Miles, Zoning Administrator, gave a brief history on the Jefferson Park Fire Station Relocation. In 2011 the Board approved a conditional rezoning request of 16 acres to allow for the expansion of the Jefferson Center commercial development along Jefferson Park Road. There was a two acre parcel proffered directly behind the fire station with an access road. In 2012, the Board approved an amendment to the 2011 conditional rezoning case and it provided for a better location as a 2.49 acre parcel located over on Brandywine Drive for the new fire station site. In 2012, the Board approved a Special Exception to permit seventy-two townhouse-style apartment units with proffered conditions. There would be a flashing signal at the intersection of Jefferson Park Road and Brandywine Drive for fire trucks to gain access directly to Jefferson Park Road and not need an access road. Mr. Miles stated that he has been in touch with the developer and there is no need to wait on him for the Fire Station. Both projects can work together.

### **E. Discussion of Operating Food Trucks**

Mr. Miles gave a temporary vendors update for temporary Christmas tree sales and holiday items, prepared food and beverage vendors and Virginia legal fireworks with certain restrictions. Mr. Brown had requested that this ordinance be looked at further because at this time, food vendors are not permitted in B-1 areas where permanent restaurant uses are located and connected to utilities with permanent restroom facilities. However, food trucks are allowed in M-1, M-2 and M-3 Districts at construction sites and at plants located in industrial parks where food is not accessible to employees. Chairman Carmichael agrees with the current ordinance in place so that food vendors cannot take business from business owners that have invested thousands of dollars in their business. Mr. Brown stated that there is nothing wrong with competition. He stated that he would like Planning to come back with some options. Mr. Webb agreed with him.

### **F. Fire and EMS Staffing for New Burrowsville Fire Station**

Mr. Brad Owens, Director of Fire and EMS, talked about staffing for the new Burrowsville Fire Station. Staff is recommending hiring full time employees to fulfill the majority of the staffing needs for Station 4 beginning January 1, 2019. The department is not seeking additional funds to implement this program. The current part time funds can be shifted to the full time salary line item in order to achieve this along with the position control chart change. Having fulltime employees gives the County additional benefits during time periods in which increased staffing is needed. Additionally, in the spring of 2019, Station 7, the new Fire and EMS station located at the corner of Moody Road and James River Drive will go in service. The department plans to move the current staff from Station 4 to Station 7 to allow for quicker response into the higher call load area of the County while providing quick emergency medical care that the citizens in the Burrowsville community have been enjoying since March of this year. In order to meet the call load and the demands of the community, 24-hour staffing will be needed similarly to Station 5 - Jefferson Park, Station 6 - Carson Sub-Station, and Station 8. Chief Nicol has asked for 24-hour staffing at station 7 when it goes in service. Should the Board of Supervisors authorize this staffing proposal for January, only two (2) additional full time employees will be needed after the station goes in service to honor the 24-hour staffing request. The County Administrator instructed the Finance Director to place this on a future agenda before the end of the year.

### **G. Finance Issues**

#### **1. New Elementary School – Impact & Options**

Ms. Betsy Drewry, Finance Director, presented to the Board several School borrowing scenarios for the new elementary school based on the price of the school and discussed the tax increase impacts of each ranging from a 7.37 cents tax increase to 8.14 cents tax increase. The Board made it clear that they are not going above 5 cents. Ms. Drewry then discussed the added cash funding needed in 2021 limiting the tax increase to 5 cents. Based on the price of the school, the total added cash funding ranged from \$294,712 to \$605,702.

#### **2. Debt Capacity – Future Projects**

Ms. Drewry discussed in detail debt capacity for future County projects, including Police vehicles, Police boat, fire station renovations, several utility projects, new elementary schools, self-contained breathing apparatus, garage expansion, Scott Park extension project, security and door systems for several County buildings, software replacement, and Human Services Building roof replacement.

**H. Discussion of Location of Tri-Cities Train Station**

Supervisor Webb explained that he is the new Chairman of the Tri-Cities Area Metropolitan Planning Organization. Supervisor Webb may be voting on the decision of where to locate a new passenger rail facility in the Tri-Cities. This is an opportunity for the Board of Supervisors to give their input so that Supervisor Webb may vote on behalf of the interests of Prince George County. Mr. David Hyder, Crater PDC, prepared information and a map of the proposed sites under consideration for the Board. At a previous meeting, the Board of Supervisors equally ranked the Colonial Heights location and the Collier Yard location for regional consideration.

**I. Discussion of Board Procedures and Protocol**

The Board discussed several issues, including recognition and commendations, improving communication with the School Board, getting better at how to bring closure to previously discussed items, getting on the same page regarding the future of Prince George County, and how to get more citizen involvement on strategic direction and use the knowledge and skills of individuals in the County that have the experience. In addition, Mr. Brown recommended Tommy Bendall & Reggie Jones to be considered by the Recreation Advisory Committee having athletic facilities named after them.

**J. Other Matters. None.**

**ADJOURNMENT.** Mr. Hunter made a motion, seconded by Mrs. Waymack, to adjourn. The meeting adjourned at 9:30 p.m.

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

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Alan R. Carmichael  
Chairman, Board of Supervisors

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Percy C. Ashcraft  
County Administrator