

AGENDA

Board of Supervisors
County of Prince George, Virginia
Regular Meeting: April 24, 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

INVOCATION

PLEDGE OF ALLEGIANCE TO U.S. FLAG

PUBLIC COMMENTS

ADOPTION OF AGENDA

ORDER OF CONSENSUS

- C-1. Draft Minutes – April 10, 2018 Regular Meeting Minutes.
- C-2. Resolution; Proclamation; National Day of Prayer; May 3, 2018.
- C-3. Resolution; Appropriation Four For Life Funds \$34,048.56.
- C-4. Resolution; Proclamation – Sexual Assault Awareness Month – April 2018.

PRESENTATIONS

[ADDED] S-1. Resolution; Proclamation – Sexual Assault Awareness Month – April 2018.

SUPERVISORS' COMMENTS

COUNTY ADMINISTRATOR'S COMMENTS

REPORTS

Quarterly Financial Report – Betsy Drewry

TABLED ITEMS

- T-1. Resolution; Establishment of 2018 Tax Levies for Real Property.
- T-2. Resolution; Budget Amendment and Appropriation of FY17 School Division Carry-Over Funds in the Amount of \$2,725,326.

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.
- 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.

[ADDED] A-3. Resolution; Approval of Recommended FY2019 Health, Dental and Vision Insurance Renewals with Recommended Rates.

A-4. Resolution; Appropriation of Refunds and Budget Transfer of General Fund Contingency \$158,143.

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.
- P-2. Public Hearing; FY2019 Budget.

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

April 24, 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 6:25 p.m. on Tuesday, April 24, 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.

CLOSED SESSION

E-1. Resolution; Closed Session for (1) discussion of the evaluation of the performance and compensation of a specific County employee pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; (2) discussion of the resignation of specific County employees pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; (3) consultation with legal counsel regarding specific legal matters requiring the provisions of legal advice by such counsel for one of the resignations pursuant to § 2.2-3711, (A)(8), Code of Virginia, 1950, as amended; and (4) consultation with legal counsel regarding specific legal matters requiring the provisions of legal advice by such counsel relating to disqualification within the procurement process pursuant to § 2.2-3711, (A)(8), Code of Virginia, 1950, as amended. Mrs. Waymack made a motion, seconded by Mr. Brown, that the Board convene closed session for (1) discussion of the evaluation of the performance and compensation of a specific County employee pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; (2) discussion of the resignation of specific County employees pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; (3) consultation with legal counsel regarding specific legal matters requiring the provisions of legal advice by such counsel for one of the resignations pursuant to § 2.2-3711, (A)(8), Code of Virginia, 1950, as amended; and (4) consultation with legal counsel regarding specific legal

matters requiring the provisions of legal advice by such counsel relating to disqualification within the procurement process pursuant to § 2.2-3711, (A)(8), Code of Virginia, 1950, as amended.

R-18-047

E-1.

RESOLUTION; CLOSED SESSION FOR (1) DISCUSSION OF THE EVALUATION OF THE PERFORMANCE AND COMPENSATION OF A SPECIFIC COUNTY EMPLOYEE PURSUANT TO § 2.2-3711, (A)(1), CODE OF VIRGINIA, 1950, AS AMENDED; (2) DISCUSSION OF THE RESIGNATION OF SPECIFIC COUNTY EMPLOYEES PURSUANT TO § 2.2-3711, (A)(1), CODE OF VIRGINIA, 1950, AS AMENDED; (3) CONSULTATION WITH LEGAL COUNSEL REGARDING SPECIFIC LEGAL MATTERS REQUIRING THE PROVISIONS OF LEGAL ADVICE BY SUCH COUNSEL FOR ONE OF THE RESIGNATIONS PURSUANT TO § 2.2-3711, (A)(8), CODE OF VIRGINIA, 1950, AS AMENDED; AND (4) CONSULTATION WITH LEGAL COUNSEL REGARDING SPECIFIC LEGAL MATTERS REQUIRING THE PROVISIONS OF LEGAL ADVICE BY SUCH COUNSEL RELATING TO DISQUALIFICATION WITHIN THE PROCUREMENT PROCESS PURSUANT TO § 2.2-3711, (A)(8), CODE OF VIRGINIA, 1950, AS AMENDED

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 24th day of April, 2018, does hereby vote to enter closed session for (1) discussion of the evaluation of the performance and compensation of a specific County employee pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; (2) discussion of the resignation of specific County employees pursuant to § 2.2-3711, (A)(1), Code of Virginia, 1950, as amended; (3) consultation with legal counsel regarding specific legal matters requiring the provisions of legal advice by such counsel for one of the resignations pursuant to § 2.2-3711, (A)(8), Code of Virginia, 1950, as amended; and (4) consultation with legal counsel regarding specific legal matters requiring the provisions of legal advice by such counsel relating to disqualification within the procurement process pursuant to § 2.2-3711, (A)(8), Code of Virginia, 1950, as amended.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

E-2. Resolution; Certification of Closed Session. At 7:00 p.m., Mr. Brown made a motion, seconded by Mr. Webb, 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-18-047A

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 24th day of April, 2018 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) Brown, Waymack, Webb, Carmichael, Hunter

Opposed: (0)

Absent: (0)

Invocation. Mr. Brown gave an invocation.

Pledge of Allegiance to U.S. Flag. Mr. Hunter 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 7:03 p.m.

Mr. Lee Phillingane (12928 Wood Drive). Mr. Phillingane stated that he and his wife picked up trash Saturday. Out of 12 volunteers, he had a family of three show up; Heather and Roger Higginbotham, and Sarah Lynch. Mr. Phillingane asked for help from the Police Department to control the speeding on that road while they are picking up trash. The next pickup day is June 23. He asked the Board to please spread the word so that they may have more help next time and to express their appreciation to those that have already helped. There being no one else to speak, Chairman Carmichael closed the public comment period at 7:07 p.m.

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. Hunter 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 10, 2018 Regular Meeting minutes were approved as presented.

R-18-048

C-2.

**RESOLUTION; PROCLAMATION; NATIONAL
DAY OF PRAYER; MAY 3, 2018**

WHEREAS, The Congress of the United States established a National Day of Prayer as an annual event by joint resolution signed by President Harry Truman in 1952; and

WHEREAS, The law was amended and signed by President Ronald Reagan designing the first Thursday in May as the National Day of Prayer each year; and

WHEREAS, Section 2.2-3305 of the Code of Virginia, as amended, establishes the first Thursday in May of each year as the “Commonwealth Day of Prayer”; and

WHEREAS, The “Commonwealth Day of Prayer” was established by the General Assembly as a day on which people of the Commonwealth may turn to God in prayer and meditation and may celebrate the religious freedom guaranteed by law;

NOW, THEREFORE, BE IT RESOLVED, That the Prince George County Board of Supervisors establishes Thursday, May 3, 2018 as “Prince George County Day of Prayer,” to commemorate and remember the many blessings and acts of love that God has bestowed on our beautiful County.

R-18-048A

C-3.

RESOLUTION; APPROPRIATION FOUR FOR LIFE FUNDS \$34,048.56

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 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:		
0100-03-200-0614-45642	Fire/EMS Four for Life Expenditures	\$34,048.56
Revenues:		
0100-20-601-8203-326014	Four for Life Funds	\$34,048.56

R-18-048B

C-4.

RESOLUTION; SEXUAL ASSAULT AWARENESS MONTH; APRIL 2018

Whereas, Sexual Assault Awareness Month is intended to draw attention to the fact that sexual violence is widespread and has public health implications for every community member of Prince George County; and

Whereas, Rape, sexual assault, and sexual harassment impact our community as seen by national statistics indicating that an act of sexual violence occurs every two minutes and that one in six women and one in 33 men will experience sexual assault at some point in their lifetime, many before the age of 18; and

Whereas, We must work together to educate our community about what can be done to prevent sexual violence and how to support survivors; and

Whereas, Staff and volunteers of James House encourage every citizen of Prince George to speak out when witnessing acts of violence however small; and

Whereas, the leadership of the County of Prince George strongly supports the efforts of national, state, and local partners, and of every citizen to actively engage in public and private efforts, including conversations about what sexual violence is, how to prevent it, how to help survivors connect with services, and how every segment of our society can work together to better address sexual violence.

NOW THEREFORE BE IT RESOLVED, That the Prince George County Board of Supervisors, join the board, staff, and volunteers of James House in the belief that all community members must be part of the solution to end sexual violence and hereby proclaim April 2018 as “Sexual Assault Awareness Month.”

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

PRESENTATIONS

S-1. Resolution; Proclamation – Sexual Assault Awareness Month – April 2018. Mrs. Waymack presented the commendation to members of The James House.

SUPERVISORS' COMMENTS

Mr. Brown stated that Survivor Day was very nice and Clean Community Day was a great event as well.

Mrs. Waymack stated that this past weekend was an attribute to how well this County works together.

Mr. Hunter complimented Staff for Clean Community Day and Survivor Day.

Chairman Carmichael also complimented the Local Emergency Planning Committee for their hard work on Survivor Day and Staff for Clean Community Day.

COUNTY ADMINISTRATOR'S COMMENTS

Mr. Ashcraft stated that the Prince George Business Roundtable will be on April 25 at 12:00 Noon at Rowanty Technical Center. County Offices will have an Open House on April 25 from 8:30 a.m. to 5 p.m. Automation Research Day will be on April 25 from 8:30 a.m. to 5 p.m. at the Commonwealth Center for Advanced Manufacturing (CCAM). The Planning Commission Meeting will be on April 26 at 6:30 p.m. in the Boardroom. Friends of Burrowsville Annual Spring Plant Sale will be on April 28, 8 a.m. at 12:00 Noon at the Burrowsville Community Center. National Drug Take Back will be on April 28 from 10 a.m. to 2 p.m. at the Police Department. The 6th Annual Kite Festival will be on April 28 from 11 a.m. to 3 p.m. at Temple Park. Prince George Farmers Market will open on May 5 from 8 a.m. to 12:00 Noon at Scott Park. Community Day will be on May 5 from 8 a.m. to 3 p.m. at Scott Park. Hometown Heroes 5K Race & Little Hero Feet Meet Fun Run 1-Miler will be on May 5 at 9 a.m. at Scott Park. 'Guns & Hoses' Softball Game will be on May 5 at 1 p.m. at Scott Park. Mr. Ashcraft introduced the new Director of Utilities and Engineering, Mr. Frank Haltom. Payment of Personal & Real Property Taxes online now available for Prince George County residents and businesses. The spring copy of the Prince George County newsletter is in the mail to residents and businesses. The Burn Ban remains in effect until April 30 - 'No Burning before 4 p.m. daily.' Citizens Academy will start in June and run through October.

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.

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
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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