

MINUTES
Board of Supervisors
County of Prince George, Virginia

Retreat
July 23, 2019
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, July 23, 2019 at the Central Wellness Center, 11033 Prince George Drive, Disputanta, VA 23842, for the purpose of a retreat to discuss property maintenance, school issues, utility planning, US Census Timeline, and miscellaneous matters.

ATTENDANCE. The following members responded to Roll Call:

Donald R. Hunter, Chairman	Present
Floyd M. Brown, Jr., Vice-Chairman	Present
Alan R. Carmichael	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; Julie Walton, Director of Community Development, Chief of Police Keith Early, Kirsten Cherry, IT Director, Michael Purvis, General Services Director, Allan Richeson, Registrar and Frank Haltom, County Engineer.

Invocation. Mr. Brown gave an invocation.

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

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

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

WORK SESSION

1. Code Compliance Issues for the Central Wellness Center – Consultant’s Report. Mr. Gil Entzminger of Enteros Design presented the Central Wellness Center Feasibility Study and the Phase I Adaptive Reuse Scope of Work. Phase I includes new handicapped accessible ramps, renovation of the first-floor restrooms for handicapped accessibility, mechanical upgrades for the first-floor restrooms, plumbing upgrades for the first-floor restrooms, new building electrical service, a new fire alarm system, and a new fire protection system (wet and dry sprinkler system). The total budget estimate for Phase I is \$1.4 Million. Ms. Betsy Drewry, Finance Director, went over the Central Wellness Center repairs that have been included in the Capital Improvement and Operating Budgets. The Board will revisit this in its next borrowing.

6. Expansion of Recreation Advisory Commission. Mr. Brown stated that he would like to see the possibility of expanding this Commission by adding two more positions. He stated that the reason for wanting to do this is because the current members on this Commission are very strong and bring a lot of value to the Commission and will likely not be replaced. Adding two more positions gives others an opportunity to serve. Mr. Carmichael stated that if the next two continue to be reappointed, they will have the same problem. The Board briefly discussed

possible considering term limits and agreed by consensus to place a resolution on the August 13 Agenda for consideration and further discussion.

12. Video Recordings of Board of Supervisors Meetings. Ms. Kirsten Cherry, IT Director, brought back before the Board a proposal from Swagit Productions LLC from April, 2019 for the recording and streaming Board of Supervisors meetings online. The cost of the services would be a one-time expense of \$47,784 and a yearly cost of \$11,940. After brief discussion, the Board agreed by consensus to put this matter off until the next budget season or at the least the end of this calendar year.

11. Review of Barking Dogs. Mr. Brown has a citizen on Holdsworth Road having a problem with barking dogs. While it is very disturbing, there is no violation at this time. Police Chief Keith Early stated that there have been 31 barking dog calls this year. He went over the current ordinance for what constitutes a violation which is a dog barking once per minute for ten consecutive minutes between the hours of 10:00 p.m. and 6:00 a.m. There is a civil penalty associated with the charge. County Attorney Steve Micas stated that they will craft some additional options due to the concerns expressed and bring this matter back on a future agenda.

2. US Census 2020 Timeline and Complete Count Committee Creation. Mr. Ronald Brown and Ms. Shirley Gilliam of the US Census Bureau gave an outlook on the 2020 Census process and the details of a "Complete Count Committee." April 1, 2020 is Census Count Day. Prince George County will receive the Census results for the County in November or December of 2020. Mr. Jeff Stoke, Deputy County Administrator, and County Attorney, Steve Micas, talked about the undercount at Fort Lee at the 2010 Census. Mr. Micas stated that if the Board chooses to form a Complete Count Committee, it is important to have someone from Fort Lee on that Committee. In addition, they talked about the impact the Census may have on election districts and the number of inmates included from the Federal prison and Riverside Regional Jail. There was discussion regarding redrawing current election Districts I and II based on Census numbers and possibly changing the composition of the Board of Supervisors or transition to five single member districts or other election processes.

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3. Memorandum of Understanding with Public School Division. In July 2018, the Board of Supervisors made modifications to the Revenue Sharing MOU with the School Division. Those revisions were provided to the School Superintendent in August 2018. The School Board met and made several revision requests in January of 2019. Those revisions were provided directly to the Board of Supervisors members and were received by the County Administrator and Staff on January 29, 2019. Due to the timing of receipt of requested changes, the Board of Supervisors did not review and consider those changes during FY2020 preparation and adoption. Ms. Betsy Drewry, Finance Director, went over the changes and made Staff recommendations accordingly. There was significant discussion regarding the handling of excess School revenues. Mr. Webb stated that he was not in favor of guaranteeing the return to the School Board of any and all excess State and Federal revenues without a reason supporting each request. He stated that he believes "you do what you say and say what you do." The other Board members concurred. This item will be brought back to the Board for formal review and approval on August 13.

4. Update on the Burn Building. Mr. Brad Owens, Director of Fire and EMS, gave an update on the burn building. Fire and EMS was awarded a grant from The Virginia Department of Fire Programs for \$450,000 towards the construction of a Class A Burn Building and an additional \$30,000 towards the Architecture and Engineering of the building. The grant funds can only be used for the construction of the building and cannot be used towards the site work or engineering of the site plan. The Board of Supervisors approved the grant and allowed staff to move forward with the site plan process to create the plans and develop an estimate of construction cost outside the scope of the grant. Staff worked with the Timmons group to create those plans and the estimates are projected to be \$335,929. Therefore, Staff is asking for consideration from the Board of Supervisors to move forward with the project and requested the additional funds to be appropriated towards the project. The Board agreed by consensus to move forward with the architect.

5. Employee Compensation Matters. Ms. Drewry went over Phase II of the Salary Study and Pay Compression. In the budget for FY2020 a minimum/baseline pay increase was provided to all employees while new “tiered” pay ranges for Fire/EMS were implemented. In addition, the County partially addressed pay compression by providing increases equal to 25% of what was needed to address compression for 47 impacted employees. Staff will continue to recommend “phased-in” implementation for FY2021 and beyond depending on available funding. Police Chief Keith Early would like to address pay compression for Communications Officers this year if possible. The cost to address this now is \$19,220 (\$17,618 if increased made effective 8/1/2019). Due to partial year staffing vacancies, there will be sufficient funding in the ECC FY2020 budget to address pay compression now. The Board agreed by consensus for Staff to bring forward for consideration on the August 13 Agenda, increases in pay for Communication Officers to address pay compression.

7. Utility Matters. Mr. Frank Haltom, County Engineer, discussed modifications to the Water and Wastewater Master Plan. The Prince George County Water and Wastewater Master Plan (January 2016, prepared by Dewberry Engineers, Inc.) is designed to serve, in conjunction with the County’s Comprehensive Plan, as a roadmap or guide for water and wastewater capital infrastructure improvement and expansion. The Master Plan is the result of a comprehensive evaluation of existing facilities, development of water and wastewater system computer models, and planning for new infrastructure to meet demand projections through the 2045 planning period. The Prince George County Board of Supervisors adopted the Master Plan in March 2016. The Master Plan contains a condition assessment of the existing water and wastewater facilities, attached to the Master Plan as Appendix B. This assessment was performed in 2014. Nearly five years later, many of the deficiencies of the utilities listed in the Master Plan have been addressed. However, the Master Plan has not been updated to reflect these improvements. Therefore, in order to reduce confusion on the status of the water and wastewater facilities improvements, it is recommended to remove this appendix until such a time the Master Plan is updated in future years.

In addition, Mr. Haltom gave a presentation to show the recommended priorities for future capital expansion of the water and wastewater infrastructure to address capacity needs to support economic development plans. The areas of priority addressed were Southpoint Business Park, Exit 45 Commercial/Housing, Route 10 Commercial/Housing, and Property on Rives Road at I-95 & I-295.

10. Discussion of Regulation of Tannerite and Discharge of Firearms. This matter originally came to the Board by a citizen that was having things fall off of his wall because his neighbor was shooting binary explosives. Chief Keith Early gave the Board a presentation in May, 2019 on binary explosives (Tannerite). At the time, the County Attorney stated that they can regulate the discharge of firearms, but not the explosives. The Board had expressed that they certainly would not want to take away anyone’s Second Amendment rights, but it is sad that people cannot be a little more considerate to their neighbors. The Board decided at the time that it needed more discussion. This evening, the County Attorney stated that he could present to the Board at its August 13 meeting a proposed ordinance amendment that would change the location or distance of the discharge of a firearm in conjunction with an explosive without affecting anyone who is just target shooting without explosives.

9. Update on Proposed Convenience Station. In October, 2018, Mr. Tim Graves of the Planning Department presented to the Board the consideration of an additional convenience and recycling center in the County. The Board has received citizen requests for a closer location for garbage/recycle drop off in District Two. Mr. Graves went over several key factors in finding a convenience center location, including service area, capital costs, operation, and land use compatibility. No action was taken at that time. In December, 2018, Mr. Graves presented to the Board possible County-owned locations in District Two for an additional convenience station. The Board stated that they were not comfortable with these sites being unmanned and wanted Staff to look into this further. Mr. Graves revisited the issue this evening. Mr. Brown stated that they are going to have to give up something to get something and he thinks it would be better to get someone to man it. He is concerned about CFS costs. Mrs. Waymack thinks it needs to be put off until the funds are available because she too believes it should be manned.

8. New County Welcome Signs. Mr. Jeff Stoke stated that the Board of Supervisors discussed replacing County Welcome Signs during a FY2020 budget work session on April 3, 2019. The Board consensus was given to research replacing the signs, obtain pricing and to use Tourism Funds for the purchase. RFP #19-0603-1 "Welcome Signs" was issued on June 3 with a June 20 closing date. The RFP solicited design and pricing to reface 9 existing County Welcome Signs and 2 signs for the Prince George Industrial Park. Three (3) proposals were received and a staff panel ranked the proposals based on criteria established in the RFP, and interviewed the top 2 firms. Staff would like to solicit Board Member input on color for signs (background; lettering and post covers) and feedback on where to install solar up-lighting. Visuals of potential sign colors were provided. Staff will be recommending award of contract to Westview Companies at the next regular Board of Supervisor's meeting on August 13. The signs are guaranteed to last 10 years.

13. Other Matters. None.

ADJOURNMENT. Mr. Webb made a motion, seconded by Mr. Brown, to adjourn to 4:00 p.m. on July 24, 2019 for a closed session for County Attorney interviews. The meeting adjourned at 9:45 p.m.

[Draft Minutes prepared July 31, 2019 for consideration on August 13, 2019; adopted by unanimous vote.]

Donald R. Hunter
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator