

AGENDA
Board of Supervisors
County of Prince George, Virginia
Regular Meeting: October 13, 2020
County Administration Bldg. Boardroom, Third Floor
6602 Courts Drive, Prince George, Virginia

Regular Meeting

Closed Session
5:00 p.m.

Work Session
6:00 p.m.

Business Meeting
7:00 p.m.

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

This meeting is being held electronically in accord with Virginia Code Section 15.2-1413. The meeting is accessible by:

If you would like to participate in the meeting via Zoom -

<https://zoom.us/j/5053851421?pwd=V2pjSHFneFRLUUE2bjNqQnR3emZoUT09>

Meeting ID: 505 385 1421

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During the public comment period you may raise your hand using the Zoom controls on your screen or press *9 on your phone. Visit the Zoom Help Center for more information.

If you would like to watch the meeting in real time use this link:

<https://www.youtube.com/c/princegeorgevirginia>

Public comments may be made in person during any meeting. You may also submit any public comments on our website at

https://www.princegeorgecountyva.gov/departments/board_of_supervisors/public_comment_form.php.

Any public comments received via Zoom, in person or by website form up until the public comment section is closed by the Chairman of the Board of Supervisors on October 13th shall be entered into the meeting minutes.

CALL TO ORDER

Roll Call

CLOSED SESSION

~~E 1. Resolution; Closed Session Motion with Topics and Code Section References to be Provided at Board Meeting.~~

~~E-2. Resolution; “Certification of Closed Session” Certifying that Only those Items Contained in the Closed Session Motion were Discussed. [DELETED]~~

WORK SESSION

Discussion of Jefferson Park Fire Station Design
Farmer’s Market
Pavilion Proposals

INVOCATION

PLEDGE OF ALLEGIANCE TO U.S. FLAG

PUBLIC COMMENTS

ADOPTION OF AGENDA

ORDER OF CONSENSUS

- C-1. Draft Minutes – September 22, 2020 Regular Meeting.
- C-2. Resolution; Commendation; Bennett Owen Stoke; Attainment of Eagle Scout Award.
- C-3. Resolution: Appropriation of Insurance Proceeds (\$9,630.41).
- C-4. Resolution; Proclamation; World Polio Day; October 24, 2020.

PRESENTATIONS

- S-1. Resolution; Commendation; Bennett Owen Stoke; Attainment of Eagle Scout Award.

SUPERVISORS’ COMMENTS

COUNTY ADMINISTRATOR’S COMMENTS

REPORTS

- VDOT** – Crystal Smith
- PGEC Enterprises, LLC Fiber Update** – Casey Logan, CEO
- Update on CARES Funding** – Betsy Drewry

TABLED ITEMS

ORDER OF BUSINESS

- A-1. Resolution: Award of Contract HVAC (\$62,085 Replacement of HVAC Systems at Radio Tower Sites).
- A-2. Resolution: Approval of Donation of Surplus Vehicle to Prince George Volunteer Fire Department.
- A-3. Resolution: Award of Contract; Structural Firefighting Turnout Gear.
- A-4. Resolution; Award of Contract; Towing Services of Inoperable Vehicle.
- A-5. Resolution: Budget Transfer Within CARES Coronavirus Relief Fund for Schools (\$13,018.81 from Unexpended Summer Lunch Program Balances to Technology Hardware).
- A-7. Discussion of November 12 Meeting and Future Retreat.
- A-8. Consideration of Appointments – Board, Commissions, Committees, Authorities:
Resolution of Appointment(s):
 - A. Resolution; Recommendation for Appointment (Five-Year Term) – Board of Zoning Appeals.

PUBLIC HEARINGS

P-1. Public Hearing; Resolution: Appropriation of Unexpended Fall 2019 Series Stormwater Fund Bond Proceeds FY2019-20 Budget to FY2020-21 (\$2,095,925).

P-2. Public Hearing; Resolution Accepting Land Exchange Agreement Between the County and James R. Jones.

P-3. Public Hearing; Resolution; Eminent Domain for Utility Easement.

ADJOURNMENT

Board meeting format: Closed 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 13, 2020

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, October 13, 2020 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by Donald R. Hunter, Chairman.

ATTENDANCE. The following members responded to Roll Call:

Donald R. Hunter, Chairman	Present
Alan R. Carmichael, Vice-Chairman	Present
Floyd M. Brown, Jr.	Present [electronically for medical reasons from 10682 Lamore Drive, Disputanta]
Marlene J. Waymack	Present
T. J. Webb	Present [electronically for work-related issue from Asheville, NC]

Also present was: Jeff Stoke, Deputy County Administrator; Betsy Drewry, Deputy County Administrator; Julie Walton, Deputy County Administrator; and Dan Whitten, County Attorney.

WORK SESSION

Mr. Michael Purvis, General Services Director, introduced Mr. David Smith, Architect of HBA Architecture & Interior, and Mr. Mark Williams of Koontz, Bryant, Johnson & Williams, Civil Engineers. Mr. Smith and Mr. Williams presented to the Board the floor plan and interior design of the proposed new Jefferson Park Fire Station (Station 5). Mr. Webb asked what the square footage of the new proposed fire station is in comparison to the new Station 7 and the new Carson Fire Station. Mr. Smith stated that Station 7 on Moody Road is 10,450, and Carson is 11,300 compared to the new Station 5 being 12,705. Mr. Brown asked them to address the potential parking problem. Captain Jason Koren stated that the new fire station is proposing 47 parking spaces, which is more than enough. Mr. Derrick Johnson of Timmons Group, Engineer for Mr. James R. Jones, talked about the status of the owner's position to date on the proposed shared utilities/stormwater. In accordance with the terms of the proffers from a past rezoning, Mr. Jones will dedicate Jones' property to the County, and the County will accept the Jones' property for the construction of a new fire station. Mr. Johnson thinks that the Fire design team needs to have a conversation with Mr. Jones about the stormwater management on the southside of the road as Mr. Jones no longer plans to develop on that rezoning. Mr. Purvis, Chief Paul Mauger, and Captain Jason Koren presented the Board with the projected construction costs. The current estimated construction cost is \$3,947,312.11. Captain Koren stated that there are about \$230,000 of additional work that is not included in this estimate. Chief Mauger clarified for Mr. Brown that the figure that was borrowed back in 2019 was \$3.2 million. Mr. Brown and Mr. Carmichael expressed a concern about the difference. Chief Mauger stated that it has been almost two years and they are looking at and have made efforts to reduce costs. Mr. Brown stated that in the future, he believes that they should not consider borrowing the money until they have a more accurate figure or make an effort to stay within the budget. Chief Mauger stated that the design of this station was based on lessons learned off of the Moody Road and Carson Fire Stations. For example, this station will have a sprinkler system. Mr. Webb stated that while he understands where Chief Mauger is coming from, it has been two years and he personally has asked for updates because they went off with one idea and now two years down the road after the money has already been borrowed, they are already \$1 million plus in the hole. Mr. Webb stated that he is not arguing the safety aspect, but what he is taking out of this is that now they have two fire stations that they need to go back and put sprinkler systems in. Not to mention the fact that they are \$1 million over coming out of the gate on this one. Chief Mauger stated that if the County is going to invest multi-million dollars in the construction of a facility, in his mind it is irresponsible to not put a protection system in to protect the investment. He stated that he cannot speak to the other two stations, because they were constructed prior to his arrival. Mr. Webb stated that it would have been nice if they had more ongoing conversations especially when it

was realized that they were going to change and move away from what the Board was originally under the impression of. And, when they started adding in all of the things they had learned from the other two stations or when they decided to change directions and go look at another fire station completely. Mr. Webb stated that he is not arguing learning from past mistakes, but he would hope that this one has taught them enough going forward that if, and when, another fire station is built, they will have a more refined scope.

Ms. Corrie Hurt, Human Resources Director, gave an update on the Farmer's Market. An online ordering guide was developed to allow customers to pre-order by Thursday of each week for Saturday curbside pick-up. This was utilized throughout the season by customers and will likely remain in place for 2021. A new EBT machine was received and paid for by the State. The market was unable to accept EBT benefits until approximately August 2020. A discount flyer was initiated for Father's Day weekend. Facebook Live presence is strong. Staff has started doing a Facebook live video from the market. Customers make comments about how much they enjoy this every week. Vendors have expressed that their sales have improved because of it. On average, there were 25 vendors that participated through August. The number dropped to approximately 21 vendors in September and about 18 scheduled for November. Almost every week there have been new inquires as to how to become a vendor for the 2020 season. They have processed \$3,430 in credit/EBT transactions through October 3rd and paid \$104.56 in card transaction fees. They have collected \$1,030 in vendor booth payments through October 3rd and \$398.24 by selling hot dogs/chips/drinks at the market. The bank account has increased by \$869.72 from the end of April through the end of August. Although this isn't bad, for the market to grow and be sustainable, we need to have more revenue coming in to the market. In a recent survey that was conducted and shared with the Board of Supervisors, 22 vendors responded and the following goals have been set: (1) search for meat, dairy, seafood and baked good vendors; (2) add 2 expanded markets to the season – aligned with children's activities (making bird house, growing a flower, painting pumpkins, etc.); (3) incorporate a loyalty Program (# visits to the market earn entry for a gift basket); (4) "Christmas in July"; (5) fresh veggies/fruit scavenger hunt; (6) children's recipe contests; (7) live streaming educational opportunities; (8) search for Food truck vendors who are scheduled to attend; (9) create a calendar with activities and events; (10) send flyers home with school-aged children; (10) story time at the market w/ free book giveaway; and (11) live Musicians. Currently, Farm Bureau members pay \$40 annually to Farm Bureau and pay nothing to the market for the season. The Market doesn't have a partnership with Farm Bureau and reaps no rewards from those memberships. Non-Farm Bureau members pay \$10 per week that they set up at the market. Ms. Hurt is currently recommending the following goals for the market: communicate the "no dog" rule, work to expand fruit, meat, dairy and baked goods offerings, continue to advertise and promote the market, offer loyalty or reward program incentive, live stream from farms during prime season, explore food truck / onsite food options (COVID-19?), explore SNAP matching benefit and senior programs, story time with free children's book giveaways, "hands on" learning opportunities for all ages, stop Farm Bureau membership offering, offer Prince George membership or "pay as you go option", and work towards growth of the market. Ms. Hurt added that approximately \$2300 from CARES funding was spent to buy and distribute produce to local mobile home parks. Ms. Hurt asked for permission to move forward with the new proposed fee structure. Mr. Brown stated that it should be brought back to a future business meeting for a vote.

Mr. Michael Purvis, General Services Director, gave a report on costs relating to the addition of gutters/downspouts, installing fans and associated electrical work to complete upgrades at the Scott Park pavilion and Temple Park small and large pavilions. The Scott Park pavilion total is \$3,813.00 (gutters/guards, \$1701.00; weather proof ceiling fans, \$1,439.70; and electrical power and controls, \$672.30). The Temple Park large pavilion total is \$6,200.00 (gutters/guards, \$1701.00; fencing, \$1,500.00; weather proof ceiling fans, \$1,439.70; electrical power and controls, \$672.30; 100 Amp Service \$425.00; PGEC Service to Pavilion \$462.00. The Temple Park small pavilion total is \$2,120.00 (gutters/guards, \$375.00; weather Proof Ceiling Fans, \$719.85; electrical power and controls, \$419.15; service to pavilion, \$606.00. Staff is suggesting the work be done by early spring of 2021. Funding will need to be identified to complete the improvements. Mr. Brown suggested that Scott Park come first due to the Farmer's Market.

Chairman Hunter called a recess at 6:57 pm. The meeting reconvened at 7:02 pm.

Invocation. Mrs. Waymack gave the Board's invocation.

Pledge of Allegiance to U.S. Flag. Eagle Scout Ben Stoke led the Pledge of Allegiance to the U.S. Flag.

PUBLIC COMMENTS. Chairman Hunter 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 was no one to speak and the public hearing was closed.

APPROVAL OF AGENDA. Mr. Carmichael 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) Hunter, Webb, Brown, Waymack, Carmichael

Opposed: (0)

Absent: (0)

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

C-1. Draft Minutes – September 22, 2020 Regular Meeting minutes and September 23, 2020 Work Session were approved as presented.

R-20-145

C-2.

RESOLUTION; COMMENDATION; BENNETT OWEN STOKE, ATTAINMENT OF EAGLE SCOUT AWARD

WHEREAS, Bennett Owen Stoke, a member of Heart of Virginia Council, Troop 900, Prince George, received his Eagle Scout on January 30, 2020 and held his National Eagle Scout Court of Honor on August 22, 2020; and

WHEREAS, Ben has been scout since he was seven years old and has served as Assistant Senior Patrol Leader, Patrol Leader, Assistant Patrol Leader, Quartermaster, Troop Guide, Troop Scribe, Instructor, Cub Adventure Camp Staff, and Order of the Arrow Elections Team; and

WHEREAS, Ben earned his Eagle with 27 Merit Badges and completed the following special events and awards: Leave No Trace, Brotherhood Order of the Arrow member, Ranger Challenge, National Jamboree, Cyber Safety, Mountain Man, Totin' Chip, Firem'n Chit, Buckskin Leadership Training, Sea Base Adventure – Florida Keys, and Lodge Leadership Development Certificate; and

WHEREAS, Ben earned his Eagle Scout by building an outdoor classroom for N.B. Clements Jr. High, which included three custom built tables for seating, shade umbrellas for existing tables, storage, and beautification of the grounds of this interior school courtyard. Ben coordinated over 25 volunteers and two carpentry teams. The project has exceeded his expectations by allowing teacher and student use of the protected outdoor space and providing a unique learning environment; and

WHEREAS, Ben's dedicated, conscientious participation and leadership in community and humanitarian activities are recognized and saluted.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 13th day of October, 2020, hereby commends and congratulates Bennett Owen Stoke on attainment of the rank of Eagle Scout in the Boy Scouts of America including his dedicated volunteer work achievements in the community.

BE IT FURTHER RESOLVED That this Board wishes Bennett Owen Stoke much success and happiness as he pursues his future goals.

C-3.

RESOLUTION; APPROPRIATION (\$9,630.41 INSURANCE RECOVERIES – POLICE VEHICLE REPAIR)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 13th day of October, 2020, does hereby authorize the following increase of funds within the 2020-2021 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>
<u>Expenditure:</u>		
0100-03-100-0601-44200	General Fund: Police Automotive Motor Pool	\$9,630.41
 <u>Revenue:</u>		
0100-40-507-8206-341111	General Fund; Insurance Proceeds	\$9,630.41

C-4.

RESOLUTION; PROCLAMATION; WORLD POLIO DAY; OCTOBER 24, 2020

WHEREAS, Rotary is a global network of neighbors, friends, leaders, and problem-solvers who unite and take action to create lasting change in communities across the globe; and

WHEREAS, the Rotary motto, Service Above Self, inspires members to provide humanitarian service, follow high ethical standards, and promote goodwill and peace in the world; and

WHEREAS, Rotary in 1985 launched PolioPlus and in 1988 helped establish the Global Polio Eradication Initiative, which today includes the World Health Organization, U.S. Centers for Disease Control and Prevention, UNICEF, and the Bill & Melinda Gates Foundation, and Gavi, the Vaccine Alliance, to immunize the children of the world against polio; and

WHEREAS, polio cases have dropped by 99.9 percent since 1988 and the world stands on the threshold of eradicating the disease; and

WHEREAS, to date, Rotary has contributed more than US\$2.1 billion and countless volunteer hours to protecting more than 2.5 billion children in 122 countries; and

WHEREAS, Rotary is working to raise an additional \$50 million per year, which would be leveraged for maximum impact by an additional \$100 million annually from the Bill & Melinda Gates Foundation; and

WHEREAS, these efforts are providing much-needed operational support, medical staff, laboratory equipment, and educational materials for health workers and parents; and

WHEREAS, in addition, Rotary has played a major role in decisions by donor governments to contribute more than \$10 billion to the effort; and

WHEREAS, there are over 1.2 million Rotary members in more than 35,000 clubs throughout the world that sponsor service projects to address such critical issues as poverty, disease, hunger, illiteracy, and the environment in their local communities and abroad;

WHEREAS, the Rotary Club of Prince George County has actively supported Rotary's Polio Plus Campaign since its founding in 1996.

NOW, THEREFORE, BE IT RESOLVED, That the Board of Supervisors of the County of Prince George, does hereby proclaim October 24 as World Polio Day in Prince George County and encourage all citizens to join us and Rotary International in the fight for a polio-free world.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

PRESENTATIONS

S-1. Resolution; Commendation; Bennett Owen Stoke; Attainment of Eagle Scout Award. Mr. Hunter presented the commendation to Mr. Stoke in the presence of his family.

SUPERVISORS' COMMENTS

Mrs. Waymack asked the public to keep the Prince George County Schools in their prayers and to give them all of the support they can.

Chairman Hunter asked everyone to keep those who have lost loved ones in their prayers. He also stated that the County has 24,099 registered to vote. The Electoral Board has issued 5,051 absentee ballots and 3,724 have been returned.

REPORTS

VDOT – Ms. Crystal Smith of the Virginia Department of Transportation stated that the Benjamin Harrison Bridge will start night closures on October 19 – October 22 from 7 pm to 6 am for bridge cleaning. VDOT crews continue with ditching and draining issues. There are some additional work plans for surface treatment at Graham Road and at the entrance of Rowanty School. The safety and operational projects for Routes 460 and 156 shoulder widening are waiting for a contract bid price to come back. Additionally Staff is waiting on operational studies at each of the County schools and hope to have them in the next couple of weeks. In addition, County Staff and VDOT has been looking at dumping on Bickings Lane and at this point are all in agreement that an abandonment at the small cul-d-sac at the end of the Route would be the County's best option. Heritage Road has received several speed study requests. In 1999 the speed was reduced from 55 mph to 45 mph. Since then there have been two additional studies. It has been 14 years since the last study and VDOT is requesting the Board's support to move forward with another study. The Board agreed. Ms. Smith told the Board that they will be requesting Board action next month on the abandonment process. Mr. Brown asked about a truck restriction of certain size on Tavern Road. Ms. Smith stated that she can look into it and get back with him.

PGEC Enterprises, LLC Fiber Update – Mr. Lane Chambers of PGEC Enterprises, LLC presented to the Board an update on rural broadband in Prince George County. As of September 21, 2019 they had connected 614 residents to broadband service. By September 21, 2020, they have connected 971 residents. As of today, the number has increased to 983 residents. In 2020 they have been able to offer at Chippokes Road, Ellis Road, Lone Oak Mill Road, Lebanon Road, Fox Hollow Road, and Williams Lane. In addition, the following roads have been designed for broadband: Rowanty Road, Johns Road, Gosee Road, Horseshow Road, Crestview Lane, Turkey Ridge Lane, Log Road, Templeton Road, Courtland Road, Lancing Road, Halifax Road, Centerville Road, Fireside Drive, County Drive, Webb Road, East Quaker Road, Alden Road, Pumphouse Road, James River Drive, Nobles Road, Moody Road, British Woods Drive, Brandon Road, Wards Creek Road, and Woodhaven Lane. Mr. Chambers clarified for Mr. Brown that all of these areas are directly in the line with the Agreement with Prince George County. There are currently Prince George County hot spots active at South Elementary School, JEJ Moore Middle Road, and NB Clements, Jr. High School. There will be additional hot spots added at North Elementary School, Harrison Elementary School, Rowanty Technical Center, Prince George Animal Shelter, Disputanta Community Center/Library, Carson Library, Temple Recreation Park, and Scott Memorial Park.

PUBLIC HEARINGS

P-1. Public Hearing; Resolution; Appropriation of Unexpended Fall 2019 Series Stormwater Fund Bond Proceeds FY2019-20 Budget to FY2020-21 (\$2,095,925). Ms. Betsy

Drewry, Finance Director and Deputy County Administrator, stated that as part of the Fall 2019 borrowing / bond issuance, \$2,100,000 was included for Stormwater projects. Upon receipt, the bond proceeds were recorded as revenue in the Stormwater Fund (Fund 0220). This debt is repaid solely from Stormwater fees (no General Fund revenues). Unlike the Capital Improvement project Fund 0311, Stormwater unexpended budgeted amounts do not automatically re-appropriate / carry forward into the new fiscal year. These proceeds will be used for stormwater projects planned over the next five years. The only project started as of June 30, 2020, and for which engineering is in progress is Birchett Estates Reach 1, Phase 2. At June 30, 2020, only \$4,075.00 had been expended for design work for Birchett Estates Reach 1, Phase 2 (total contract \$30,675). The Board authorized engineering contracts for three additional projects at the July meeting. Mrs. Walton and her team are in the process of soliciting engineering costs and preparing Invitations for Bid (IFBs) for identified stormwater projects which will utilize a portion of the Fall 2019 borrowing. Additionally, identification of new stormwater projects remains ongoing. The amount of Fall 2019 unexpended Stormwater Fund bond proceeds to be reappropriated (carried over from FY2020 to FY2021) is \$2,095,925.00. Because this amount exceeds 1% of the adopted FY2021 budget, we must hold a public hearing to reappropriate these funds. This budget amendment of \$2,095,925, if approved, requires a public hearing because the amount exceeds 1% of the adopted FY2021 budget (Adopted FY2021 budget = \$126,187,775; 1% = \$1,261,878). The Code of Virginia §15.2-2507 requires a public hearing for budget amendments exceeding 1% of the adopted fiscal plan. The Board approved the advertisement of the public hearing at its September 8, 2020 and the advertisement was published in the September 27, 2020 *Progress Index*. Chairman Hunter opened the public hearing at 7:37 p.m. There was no one to speak and the public hearing was closed. Mr. Brown made a motion, seconded by Mr. Carmichael to appropriate \$2,095,925 in unspent 2019 Stormwater Fund bond proceeds. Roll was called on the motion.

R-20-146

P-1.

RESOLUTION; APPROPRIATION OF UNEXPENDED FALL 2019 SERIES STORMWATER FUND BOND PROCEEDS FY2019-20 BUDGET TO FY2020-21 (\$2,095,925)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 13th day of October, 2020, does hereby authorize the following increase of funds within the 2020-2021 Budget, such line items increased as follows, which monies to be expended in accordance with purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
Stormwater Fund	
Revenues:	
0220-40-900-8208-399999 Stormwater Fund, Fund Balance	\$2,095,925
Expenditures:	
0220-04-104-2126-43101 Birchett Est. Reach 1, Phase 2 Prof. Services	\$27,600
0220-04-104-2127-43101 Birchett Estates Reach 2 Professional Services	\$24,150
0220-04-104-2128-43101 Birchett Estates Quebec Drive Professional Services	\$69,970
0220-04-104-2199-48160 Undesignated Stream Restoration	\$1,974,205

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

P-2. Public Hearing; Resolution Accepting Land Exchange Agreement Between the County and James R. Jones. Mr. Dan Whitten, County Attorney, stated that James R. Jones (“Jones”) is the owner of the real property, approximately 2.387 acres in size, located off Brandywine Drive in Prince George County, “Lot 1” entitled “Monticello Village Section One Bland District Prince George County, Virginia” (“Jones’ Property”). Prince George County

("County") owns real property containing the Jefferson Park Fire Station, approximately 1.01 acres in size, located at 4225 Jefferson Park Road in Prince George County, also known as Tax Map Number 120(OA)00-007-C ("County's Property"). In accordance with the terms of the proffers from a rezoning, Jones will dedicate the Jones' Property to the County, and the County will accept the Jones' Property for the construction of a new fire station. The County will convey the County's Property to Jones upon the abandonment of the existing Jefferson Park Fire Station. Mr. Whitten stated that it sounds like there may need to be further discussion regarding stormwater issues. Therefore, Mr. Whitten recommends to the Board that they postpone the decision on this matter to October 27. However, they can still hold the public hearing this evening. Chairman Hunter opened the public hearing at 7:42 p.m. There was no one to speak and the public hearing was closed. Mrs. Waymack made a motion, seconded by Mr. Webb, to postpone the matter to October 27. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

P-3. Public Hearing; Resolution; Eminent Domain for Utility Easement. Mr. Whitten stated that the Utilities Department needs a utility easement for a waterline construction project along U.S. 460. The Utilities Department has been able to get the signature from one of the two property owners. However, the other property owner passed away in 2019 and her Will has not been probated by either the executor or beneficiary. Our office was able to get the signature from the sole heir, but our office discovered she was not the executor of the estate. The Board must have a public hearing before the quick take procedure can begin. The County Attorney's office has properly advertised the public hearing and has sent a notice to the property owners regarding this public hearing. If the quick take procedure is approved by the Board after a public hearing, the County Attorney's office will file a certificate of quick take with the Circuit Court and also post a certificate of deposit for the value of the property. Before the certificate is filed, the County Attorney's office must give a 30 notice to the property owners. The County Attorney will then have 180 days to file the petition for condemnation with the Circuit Court to determine the just compensation. However, construction can immediately begin within the Easement after the certificate of quick take is filed with the Circuit Court. Chairman Hunter opened the public hearing at 7:47 pm. There was no one to speak and the public hearing was closed. Mr. Carmichael made a motion, seconded by Mrs. Waymack, to approve the resolution as presented. Roll was called on the motion.

R-20-147

P-3.

**RESOLUTION TO ACQUIRE BY CONDEMNATION, IF NECESSARY,
A UTILITY EASEMENT ON TAX MAP PARCEL NUMBER
450(OA)00-005-0**

WHEREAS, the County of Prince George, Virginia (the "County") has undertaken to construct and maintain a waterline (the "Waterline") along U.S. Route 460; and

WHEREAS, the proposed Waterline is planned, designed and located in a manner which will be most compatible with the greatest public good, the safest engineering design and the least private property injury; and

WHEREAS, the proposed Waterline is essential to bringing new customers for the Department of Utilities along U.S. Route 460; and

WHEREAS, the proposed Waterline will be situated across a certain number of privately owned parcels in the aforementioned area, including the parcel identified by the Commissioner of Revenue for the County as Tax Map Number 450(OA)00-005-0 (the "Property")

WHEREAS, a search of the land records in the Prince George Circuit Court Clerk's Office has revealed that the owners of the Property are Adrian Lamont Moore and the Estate of

Bernice Walker (the “Owners”) and a substantial description of the easement (the “Easement”) necessary for the Waterline project is as follows:

A variable width utility easement across the Property located in the Rives District, Prince George County, Virginia and more particularly shown on a plat dated June 26, 2020, by Dewberry Engineers, Inc. entitled “PLAT OF A VARIABLE WIDTH UTILITY EASEMENT ACROSS THE PROPERTY OF ADRIAN LAMONT MOORE AND THE ESTATE OF BERNICE WALKER TM 450(0A)00-005-0.”

BEING a portion of the same real estate conveyed to Adrian Lamont Moore by Deed of Gift from Howard M. Moore, Jr., Bertha M. Hamlin, and Catherine E. Moore, dated August 9, 2018, and recorded August 28, 2018, in the Clerk’s Office of the Circuit Court in the County of Prince George, Virginia, as Instrument 180002613.

FURTHER BEING a portion of the same real estate conveyed to Elmer A. Moore and Hattie Moore, husband and wife, by Deed from Mary Tom Massenburg and Issac J. Massenburg, wife and husband, dated January 21, 1947, and recorded in the aforementioned Clerk’s Office in Deed Book 132 at Page 98. Elmer A. Moore died January 27, 1974. Hattie Taylor Moore, aka Hattie Moore, died August 27, 1980, and by the terms of her Last Will and Testament, dated February 11, 1976, probated in Will Book 8, at Page 173, devised said real estate to her children, namely: William Lloyd Moore, Elmer Moore, Jr., Georgia Page El, Eunice Elbert, Bernice Walker, Howard Moore, and Pernell Hamlin. William Lloyd Moore and Georgia Paige El conveyed all their right, title, and interest in the subject property to Eunice Elbert, Bernice Walker, Howard M. Moore, Sr. and Pernell Hamlin by Deed dated March 6, 1987, in Deed Book 293 at page 925. Elmer Moore, Jr. conveyed all his right, title and interest in the subject property to Eunice Elbert, Bernice Walker, Howard M. Moore, Sr. and Pernell Hamlin by Deed dated April 21, 1987, recorded in Deed Book 297 at Page 710. The said Pernell Hamlin, aka Odis P. Hamlin, died intestate on July 6, 2004, leaving his wife Bertha M. Hamlin, as his sole heir at law.

WHEREAS, Bernice Walker died testate, November 26, 2019, but her Last Will and Testament, dated February 26, 2001, has not been probated; and

WHEREAS, the County has come to an agreement with Adrian Lamont Moore to obtain the Easement; and

WHEREAS, the County has been unable to come to an agreement with the Estate of Bernice Walker since the Last Will and Testament of Bernice Walker has not been probated; and

WHEREAS, the County is authorized to acquire private property for public use through the exercise of eminent domain through §§ 1-219.1; 15.2-1800 and 15.2-1904 *et seq.*, Code of Virginia (1950), as amended; and

WHEREAS, after holding a public hearing on this matter, the County has determined that a public necessity exists for the acquisition of the Easement for the construction of the Waterline, which is for the public purpose of providing a new waterline for public use, along with providing for the general health, safety, peace, good order, comfort, convenience, morals and welfare of the County; and

WHEREAS, due to the deadlines imposed in conjunction with the construction of the Waterline, the County must enter upon and take possession of the Easement prior to conclusion of the condemnation proceedings, as set forth in Chapter 2 (§ 25.1-200 *et seq.*) of Title 25.1 of the Code of Virginia (1950), as amended; and therefore, the County has determined that it must utilize its statutory “quick take” authority under §§ 15.2-1902(1)(i), 15.2-1904, and 15.2-1905(C) of the Virginia Code (1950), as amended, to acquire the necessary property rights in order to commence and construct the Waterline within the construction deadlines; and

WHEREAS, a public hearing was held, pursuant to §§ 15.2-1903(B) and 15.2-1905(C) on October 13, 2020.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Prince George, Virginia, that:

1. The acquisition of the Easement for the Waterline project is declared to be a public necessity and to constitute an authorized public undertaking pursuant to § 15.2-1901.1 of the Code of Virginia (1950), as amended; and it is further declared that the acquisition and use of the Easement by the County as described herein will constitute a public use as defined by § 1-219.1 of the Code of Virginia (1950), as amended, and that said public use is hereby approved.
2. That a public necessity exists for the acquisition of the Easement for the aforesaid public use for reasons set forth in the preamble of this Resolution.
3. The County hereby elects to use the procedures set forth in § 25.1-300 *et seq.*, as authorized by §§ 15.2-1904 and 15.2-1905(C) and the procedures and provisions of §§ 33.1-91 through 33.1-94, 33.1-96 and 33.1-117 of the Virginia Code (1950), as amended, as authorized by § 15.2-1902(4).
4. A public necessity exists that the County enter upon and take possession of the aforesaid portion of and rights in the Easement for the purposes described above before the conclusion of the condemnation proceeding, and the County declares its intent to so enter and take the Easement under those powers granted pursuant to §§ 15.2-1904, and 15.2-1905(C) of the Virginia Code (1950), as amended.
5. That the County Administrator and County Attorney may utilize the procedures set forth in § 15.2-1905(C) of the Code of Virginia (1950), as amended, to initiate and conduct condemnation proceedings.
6. The County Administrator and County Attorney be, and they hereby are, authorized and directed to acquire the Easement by condemnation if necessary and in the manner provided by Titles 25.1, including, but not limited to, Chapter 3 (§ 25.1-300 *et seq.*) Title 33.1 to the extent made applicable to localities by § 15.2-1902(4) of the Code of Virginia (1950), as amended.
7. That in the event the above described Property has been conveyed, the County Administrator and the County Attorney are hereby authorized to institute proceedings against the successors in title.

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

Opposed: (0)

Absent: (0)

REPORTS (cont'd)

Update on CARES Funding – Ms. Betsy Drewry, Deputy County Administrator and Finance Director, stated that the County has received \$6,692,302 in CARES Funds. Federal law indicates that those funds can only be spent on necessary expenditures incurred due to COVID-19 or responding to COVID-19, including expenditures not accounted for in the adopted budgets, and expenditures that are incurred in between March 1 and December 30, 2020. This is one-time funding and should not be used for ongoing services and/or base operations. Mr. Jeff Stoke, Deputy County Administrator, stated that they have distributed \$1.649 million in small business grants out of the \$1.7 million allocated. The remainder should be allocated by the end of this week. Ms. Bertha Judge, Social Services Director, stated that 227 applications have been submitted and 120 families have assisted with 92 pending verification and 15 denied. The total amount allocated thus far has been \$295,588.19. These families are being assisted with rent/mortgage, food, clothing/personal care, boys hair cuts, girls salon services, electricity, and garbage services. Mr. Brown asked Ms. Judge if there is anything else related to COVID-19 they need to add to that list. Ms. Judge stated that there are needs that were not originally including such and infant clothes, hearing aids, vehicles payments, etc. However, Ms. Judge

does feel that she has ample support and there is no new need to expend the money that they have received. Ms. Drewry stated that the first responders will received their first round of hazard pay of \$1.70 per hour on October 15 for hours worked. It will be paid out retroactive to March 1 at \$1.70 per hour for hours worked in three increments, October 15, December 15, and December 31. To date, \$1.66 million has been spent on community relief initiatives. These initiatives include the small business grant program, and the initiatives Ms. Judge spoke of earlier. In addition, other moneys were designated to the local food bank, outreach of mobile home parks, and a pet food distribution effort. There was a \$2.1 million allocation to the School Division with \$441,000 expended to date. Technology initiatives were estimated to be at about \$214,000 and \$86,000 has been spent and obligated to date. There was also a variety of cleaning and protective health measures and employee compensation and benefits. Other monies have been allocated for Courthouse needs in the amount of \$40,396.89, Sheriff needs in the amount of \$67,378.76, General Services/Building needs in the amount of \$50,000, and Public Safety Requests in the amount of \$768,383.78. Out of contingency to date, \$3 million has been spent and obligated out of the \$6.7 million. Ms. Drewry clarified for Mr. Brown that more leftover money could go to the Food Bank and other areas that need more.

ORDER OF BUSINESS

A-1. Resolution; Award of Contract HVAC (\$62,085 Replacement of HVAC Systems at Radio Tower Sites). Mr. Mike Purvis, General Services Director, stated that the replacement of the HVAC systems at five (5) existing radio tower sites is planned as part of the Public Safety Radio System project and budget. Pricing was obtained for HVAC systems, and associated installation costs from Warwick Mechanical Group, the County's contracted HVAC company (IFB #19-0610-2 and Contract #19-0610-2). The total materials and labor, is \$62,085.00 (\$12,417.00 per site). Because the total price is over \$50,000, the Board will need to formally authorize the award of contract. Funding to accommodate this cost is included within the Public Safety Radio system and no appropriation is needed. Mrs. Waymack made a motion, seconded by Mr. Webb, to award the contract (purchase order) to Warwick Mechanical Group in the amount of \$62,085.00 for completion of this HVAC replacements. Roll was called on the motion.

R-20-148

A-1.

RESOLUTION; AWARD OF CONTRACT (\$62,085.00 REPLACEMENT OF HVAC SYSTEMS AT RADIO TOWER SITES)

WHEREAS, Replacement of the HVAC systems at the County's five (5) existing radio tower sites is necessary as part of the Public Safety Radio System replacement project; and

WHEREAS funding is available as part of the Public Safety Radio System replacement budget from Series 2017 and Series 2018 bond issuances; and

WHEREAS, The Director of General Services received pricing from the County's contracted HVAC repair company, Warwick Mechanical Group (IFB #19-0610-2 and Contract #19-0610-2), of \$62,085.00, and recommends use of Warwick Mechanical Group for this purchase; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with Warwick Mechanical Group in the amount of \$62,085.00.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 13th day of October, 2020, hereby awards the radio tower site HVAC replacement contract to Warwick Mechanical Group in the amount of \$62,085.00 and authorizes the County Administrator to execute a contract with Warwick Mechanical Group.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-2. Resolution: Approval of Donation of Surplus Vehicle to Prince George Volunteer Fire Department. Ms. Drewry stated that Kevin Foster, Chief of the Prince George County Volunteer Fire Department, has requested the County transfer of title of a 1968 Ford 850 Pumper to them (VIN F86KUD56392). The truck is no longer in service and was most recently used for the now eliminated Rowanty Firefighter / EMT course. The vehicle has been declared surplus, and the staff recommendation is to donate the vehicle to Company 1 as requested. Mr. Carmichael made a motion, seconded by Mr. Brown, to approve the donation. Roll was called on the motion.

R-20-149

A-2.

RESOLUTION; APPROVAL OF DONATION OF SURPLUS VEHICLE TO PRINCE GEORGE VOLUNTEER FIRE DEPARTMENT

WHEREAS, The Prince George Volunteer Fire Department is requesting consideration to acquire from the County a 1968 Ford Firetruck VIN # F86KUD56392; and

WHEREAS, This vehicle has been declared surplus; and

WHEREAS, Donation of such property is allowable under the *Code of Virginia* §15.2-953(B);

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 13th day of October, 2020, does hereby approve the donation of the 1968 Ford Firetruck VIN # F86KUD56392 to the Prince George Volunteer Fire Department.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-3. Resolution; Award of Contract; Structural Firefighting Turnout Gear. Ms. Drewry stated that the Department of Fire & EMS and volunteer fire companies purchase structural firefighting turnout gear on a cyclical replacement basis; and the County's current FEMA SAFER Recruitment grant allows for the purchase of such turnout gear for new recruits. The contract in place with Blue Ridge Rescue Equipment expired and Fire/EMS and Finance prepared and invitation for bid to competitively procure turnout gear. IFB #21-05-0610 "Structural Firefighting Turnout Gear" was issued on August 28, 2020 and closed on September 23, 2020 with one response. One response was received from Blue Ridge Rescue Equipment, the incumbent provider. Fire/EMS wishes to move forward with a contract with Blue Ridge Rescue Equipment at pricing provided in their response. These items include Bunker Coat Tail Gold - \$1,550.00; Bunker Coat Tail Gold with optional patch - \$1,575.00; Bunker Pants Gold - \$1,140.00; Bunker Pants Gold with optional harness - \$1,325.00; Jacket Oversize with PGVFD Custom Options - \$1,550.00; Pants Oversize with PGVFD Custom Options - \$1,575.00. Mr. Webb made a motion, seconded by Mrs. Waymack, to authorize the County Administrator to execute a contract with Blue Ridge Rescue Suppliers for pricing as outlined above. Roll was called on the motion.

R-20-150

A-3.

RESOLUTION; AWARD OF CONTRACT (STRUCTURAL FIREFIGHTING TURNOUT GEAR)

WHEREAS, On August 28, 2020 an Invitation for Bids was issued by the Finance Department to obtain bids for Structural Firefighting Turnout Gear (IFB 21-05-0610). The IFB closed on September 23, 2020 with one (1) response. The response was from Blue Ridge Rescue Equipment, the incumbent provider; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with Blue Ridge Rescue Equipment to provide structural firefighting turnout gear at submitted per unit pricing of:

Honeywell Morning Glory Items
Bunker Coat Tail Gold - \$1,550.00
Bunker Coat Tail Gold with optional patch - \$1,575.00
Bunker Pants Gold - \$1,140.00
Bunker Pants Gold with optional harness - \$1,325.00
Jacket Oversize with PGVFD Custom Options - \$1,550.00
Pants Oversize with PGVFD Custom Options - \$1,575.00

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 13th day of October, 2020, hereby awards the contract for structural Firefighting Turnout Gear at submitted pricing; and authorizes the County Administrator to execute a contract with Blue Ridge Rescue Equipment. The solicitation provides for four (4) one year renewal periods with pricing increases at Consumer Price Index (CPI) levels.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-4. Resolution; Award of Contract; Towing Services of Inoperable Vehicles. Ms. Drewry stated that the Police Department uses contracted towing services for the removal of inoperable vehicles to enforce County Ordinance, Section 78-16. The ordinance requires the removal, storage, disposition and sale of immobilized, abandoned and unattended motor vehicles. These towing services are used on an “as-needed” basis. The County attempts to recover towing charges from the vehicle owner. The inoperable vehicle towing services contract currently in place with Campbell Towing has expired. IFB #21-06-0601 “Towing Services Inoperable Vehicles” was issued on September 10, 2020 and closed on September 29, 2020 with two (2) responses. Responses were received from two towing companies: W. S. Campbell Towing, LLC and Sweetie Boys Fab Works. Based on responses received and lower pricing from Sweetie Boys Fab Works on hypothetical quantities (basis for award IFB §4.3), the staff recommendation is to award the contract for inoperable towing services to Sweetie Boys Fab Works at submitted pricing per unit and hour. Mrs. Waymack made a motion, seconded by Mr. Brown, to award the contract to Sweetie Boys Fab Works. Roll was called on the motion.

R-20-151

A-4.

RESOLUTION; AWARD OF CONTRACT (TOWING SERVICES INOPERABLE VEHICLES)

WHEREAS, On September 10, 2020 an Invitation for Bids was issued by the Finance Department to obtain bids for towing services for inoperable vehicles (IFB 21-06-0601). The IFB closed on September 29, 2020 with two (2) responses. The lowest pricing was received from Sweetie Boys Fab Works; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with Sweetie Boys Fab Works to provide towing services for inoperable vehicles at submitted per unit pricing of:

Towing Service Pricing:
Standard vehicles - \$85.00 per unit
Standard vehicles – winching and unusual recoveries - \$95.00 per hour
Medium vehicles - \$115.00 per unit
Medium vehicles – winching and unusual recoveries - \$110.00 per hour
Large vehicles - \$150.00 per unit
Large vehicles – winching and unusual recoveries - \$140.00 per hour

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 13th day of October, 2020, hereby awards the contract for inoperable vehicle towing services at submitted pricing; and authorizes the County Administrator to execute a contract with Sweetie Boys Fab Works. The solicitation provides for four (4) one year renewal periods with pricing increases at Consumer Price Index (CPI) levels.

On roll call the vote was:

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

Opposed: (1) Carmichael

Absent: (0)

A-5. Resolution; Budget Transfer Within CARES Coronavirus Relief Fund for Schools (\$13,018.81 from Unexpended Summer Lunch Program Balances to Technology Hardware). Ms. Drewry stated that the County provided CARES Coronavirus Relief Funds to the school division (Round 1 and Round 2) for a number of initiatives in response to the Coronavirus pandemic. School CARES CRF appropriations total \$2,120,146.69. On October 1, 2020 the School Superintendent requested that unexpended amounts from the CARES student summer lunch program be transferred to CARES Hardware. Those amounts total \$13,018.81. Mr. Webb made a motion, seconded by Mrs. Waymack, to approve the transfer within the CARES CRF for schools of \$13,018.81. Roll was called on the motion.

R-20-152

A-5.

RESOLUTION; BUDGET TRANSFER WITHIN CARES CORONAVIRUS RELIEF FUND FOR SCHOOLS (\$13,018.81 FROM UNEXPENDED SUMMER LUNCH PROGRAM BALANCES TO TECHNOLOGY HARDWARE)

WHEREAS, the Board of Supervisors has appropriated \$2,120,146.69 in CARES Coronavirus Relief Funds to the School Division for a variety of purchases and programs in response to the COVID-19 pandemic; and

WHEREAS, The School Division has unexpended balances of \$13,018.81 in amounts allocated to provide summer student lunches; and

WHEREAS, the school Division has requested a transfer of \$13,018.81 from wages and school food supplies to school technology hardware within the CARES Coronavirus Relief Fund Special Revenue Fund to allow for the purchase of additional student chrome books;

NOW, THEREFORE, BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 13th day of October, 2020, does hereby authorize the following transfer of funds within the 2020-2021 Budget, such line items increased and decreased as follows, which monies to 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>Expenditure (DECREASE):</u>	
0230-06-205-6012-65100-000-900-000-41038 CARES Sch Café Wages	\$5,833.14
0230-06-205-6012-65100-000-900-000-42100 CARES Sch Café FICA	\$550.40
0230-06-205-6012-65100-000-900-000-46002 CARES Sch Food Supplies	\$4,723.73
0230-06-203-6007-63100-000-900-000-41500 CARES Sch Trans Wages	\$1,773.10
0230-06-203-6007-63100-000-900-000-42100 CARES Sch Trans Wages	\$138.44
<u>Expenditure (INCREASE):</u>	
0230-06-207-6009-68100-000-900-000-48206 CARES School Hardware	\$13,018.81

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-6. Discussion of November 12 Meeting and Future Retreat. Currently the first regular meeting in November is scheduled for Thursday, November 12 due to VACO Annual Conference and Wednesday, November 11 being a holiday (Veteran's Day). Since the VACO Conference is virtual this year, Staff is checking with the Board to see if they would like to move the meeting back to its normal date, which would be Tuesday, November 10. Mrs. Waymack made a motion, seconded by Mr. Webb, to change its regular meeting to Tuesday, November 10. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-7. Consideration of Appointments – Board, Commissions, Committees, Authorities:
Resolution of Appointment(s):**

A. Resolution; Recommendation for Appointment (Five-Year Term) – Board of Zoning Appeals. Mr. Carmichael made a motion, seconded by Mrs. Waymack, to postpone this matter to October 27. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ADJOURNMENT. Mrs. Waymack moved, seconded by Mr. Carmichael, to adjourn. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

The meeting adjourned at 8:23 p.m.

[Draft Minutes prepared October 19, 2020 for consideration on October 27, 2020; adopted by unanimous vote.]

Donald R. Hunter
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator