

MINUTES
Board of Supervisors
County of Prince George, Virginia

Adjourned Work Session
December 16, 2020
5:00 p.m.
County Administration Bldg. Boardroom, Third Floor
6602 Courts Drive, Prince George, Virginia

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 Wednesday, December 16, 2020 in the Boardroom, County Administration Building, Third Floor, 6602 Courts Drive, Prince George, Virginia by Chairman Donald R. Hunter to take up wo public hearings originally scheduled for December 8.

ATTENDANCE. The following members responded to Roll Call:

Donald R. Hunter, Chairman	Present
Alan R. Carmichael, Vice-Chairman	Absent
Floyd M. Brown, Jr.	Present
Marlene J. Waymack	Present
T. J. Webb	Present

County Staff present was: Percy C. Ashcraft, County Administrator; Dan Whitten, County Attorney; and Julie C. Walton, Deputy County Administrator.

Invocation. Mr. Brown gave the Board’s invocation.

Pledge of Allegiance to U.S. Flag. Mr. Webb led the Pledge of Allegiance to the U.S. Flag.

APPROVAL OF AGENDA. Mr. Webb 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: (4) Brown, Waymack, Hunter, Webb
Opposed: (0)
Absent: (1) Carmichael

PUBLIC HEARING

P-1. Public Hearing; ORDINANCE AMENDMENT OA-20-03 Adoption of an Ordinance to amend “The Code of the County of Prince George, Virginia,” by amending §90-492 by amending the permitted uses in M-2, General Industrial District to allow M-1, Limited Industrial District permitted uses, and amending §90-542 by amending the permitted uses in M-3, Heavy Industrial District to allow M-2, General Industrial District permitted uses. Mr. Horace Wade of the Planning Department, state that County Staff has received requests from industrial developers to amend the County Ordinance to allow M-1 uses in the M-2 Zoning District, and to also allow M-1 and M-2 uses in the M-3 zoning district. Consultants for industrial developers and Economic Development staff support the Ordinances being amended to allow what is called “pyramid zoning.” In Prince George County’s version, the Limited Industrial uses would be permitted in the Heavy Industrial District. A good example of this is Service Center Metals. Chairman Hunter opened the public hearing at 5:08 p.m. There was no one to speak and the public hearing was closed. Mr. Brown made a motion, seconded by Mrs. Waymack, to approve the ordinance amendment as presented. Roll was called on the motion.

O-20-026

ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA,” BY AMENDING §90-492 BY AMENDING THE PERMITTED USES IN M-2, GENERAL INDUSTRIAL DISTRICT TO ALLOW M-1, LIMITED INDUSTRIAL DISTRICT PERMITTED USES, AND

AMENDING §90-542 BY AMENDING THE PERMITTED
USES IN M-3, HEAVY INDUSTRIAL DISTRICT TO ALLOW
M-2, GENERAL INDUSTRIAL DISTRICT PERMITTED USES.

BE IT ORDAINED by the Board of Supervisors of Prince George County:

(1) *That §90-492 of The Code Of The County Of Prince George, Virginia, 2005, as amended, is amended and re-codified to read as follows:*

Sec. 90-492. - Permitted uses.

In the M-2 general industrial district, buildings to be erected or land to be used shall be for one or more of the following uses:

- (1) Truck terminals.
- (2) Automobile assembling, painting, upholstering, repairing, rebuilding, reconditioning, body and fender work, truck repairing or overhauling, tire retreading or recapping.
- (3) Blacksmith shops, welding or machine shops.
- (4) Building material sales yards and plumbing supplies storage.
- (5) Contractors' equipment storage yard or plant or rental of equipment commonly used by contractors.
- (6) Petroleum storage.
- (7) Sawmills and planing mills.
- (8) Brick manufacture.
- (9) Boiler shops.
- (10) Meat, poultry and fish processing.
- (11) Public utilities.
- (12) Conservation areas.
- (13) Game preserves.
- (14) Accessory uses.
- (15) General advertising signs.
- (16) Location signs.
- (17) Concrete products or central mixing and proportioning plants.
- (18) Agriculture. Notwithstanding any other provision of this article, only accessory structures may be erected for the use of agriculture in an M-2 district; site plan review is not required on land used exclusively for agricultural pursuits.
- (19) Vehicle impound facility.
- (20) All M-1 permitted uses.

(2) *That §90-542 of The Code Of The County Of Prince George, Virginia, 2005, as amended, is amended and re-codified to read as follows:*

Sec. 90-542. - Permitted uses.

In the M-3 heavy industrial district, buildings to be erected or land to be used shall be for one or more of the following uses:

- (1) Battery manufacture.
- (2) Punch presses exceeding 40-ton rated capacity and drop hammers.
- (3) Sand and gravel operations.
- (4) Crushed stone operations.
- (5) Wood-preserving operations.

- (6) Abattoirs.
- (7) Acid manufacture.
- (8) Cement, lime and gypsum manufacture.
- (9) Fertilizer manufacture.
- (10) Petroleum refining including byproducts.
- (11) Asphalt mixing plants.
- (12) Paper and pulp manufacture.
- (13) Screened junk storage.
- (14) Cogeneration plants.
- (15) Materials recovery facilities, resource recovery/reclamation operations.
- (16) Small solar energy facility.
- (17) Large-scale solar energy facility.

(18) All M-2 permitted uses.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

P-2. Public Hearing; Adoption of an Ordinance to Amend “The Code of the County of Prince George, Virginia,” 2005, as amended, by amending § 74-432 to clarify the certification process for tax relief for a vehicle owned or leased by a volunteer rescue squad member or volunteer fire department member. Mr. Paul Mauger, Interim Director of Fire and EMS, stated that representatives of the Prince George Fire and EMS Advisory Board, the Commissioner of Revenue’s office, and the County Attorney, worked collaboratively on the rewording of this amendment. The changes were made to bring clarity to the requirements that needed to be met in order to qualify for the benefit. This was first presented to the Board of Supervisors on November 24 where the Board requested that categories be defined to address the section regarding the associates or support members of various agencies. Those categories were defined and are included in the current verbiage. Chairman Hunter opened the public hearing at 5:12 p.m. There was no one to speak and the public hearing was closed. Mr. Brown stated that he has received numerous phone calls and letters expressing concern with some of the proposed changes. Therefore, he stated that he personally is not in a position to vote on this. Mr. Brown suggested that they postpone this matter to February 9, 2021. Mr. Webb stated that his only concern is that a lot of time and effort has been put into this. He has seen some of the correspondence, but thinks that it is near impossible to please everyone. Chairman Hunter agreed with Mr. Webb that it is impossible to please everyone and a lot of work has gone into it, but he would be inclined to agree with Mr. Brown and would like to see it postponed as well. Mr. Brown asked the County Attorney if there was a portion of this that cannot wait past this evening. Mr. Dan Whitten, County Attorney, stated that as the ordinance is written now, any volunteer that works directly under the Director and is not a member of a current station, or any member of the volunteer rescue squad, will not qualify to receive the benefit in the upcoming calendar year. However, as the new proposed amended ordinance states, they would need to serve a minimum of 12 months and meet the criteria before being eligible for the benefit anyway. Mr. Brown made a motion, seconded by Mrs. Waymack, to postpone this matter to February 9, 2021. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

REPORTS

Update on New Jefferson Park Fire Station – Mr. Percy Ashcraft, County Administrator, stated that the Board of Supervisors in 2019 voted to construct a new fire station at Jefferson Park, and subsequently approved borrowing in the amount of \$3.2 million also in 2019. The

Board of Supervisors voted in August, 2019, to hire the firm of HBA to perform A&E services in the amount of \$227,793. An actual groundbreaking for the project to be located along Brandywine Road was held October 6, 2019. Since that time, a team consisting of County Staff, volunteer representatives and the architect has spent many hours providing input into the specs for the building. The message given to the team was to design a new station along the same footprint as Station 7, which opened in 2018. An update to the Board of Supervisors was given at the October 13 meeting on the project, and the estimated cost was \$3,947,312.11, a \$747,312.11 increase over the project budget. There were also undefined costs related to stormwater that were not included in the estimate as part of an agreement with developer James Jones. There are also no funds available currently for furnishings and technology. The remaining funds available for the project are \$2,930,499.50. Since the October 13 meeting, Staff has been working with the architect to attempt to reduce costs. This would naturally call for a decrease in the size of the building and its contents. Comments from Interim Director Paul Mauger on the reduced station concept: (1) There is one office of which the Volunteer Chief and on-duty officer will have to share; (2) There is a single bunkroom that accommodates a total of four semi-private beds; (3) There are only two bathrooms for the on-duty career people, which is not nearly enough when you add volunteer personnel; (4) There is no training room; (5) There is no EMS supply room; (6) It would require transporting contaminated turnout gear from one station to the other that is unsafe; and (7) Parking will be reduced. It is obvious the revised cost estimate drastically changes the scope of the project. It would be a facility that would not be built for future needs and would also compromise current needs that you would hope would improve with a new facility. With this information being presented to the Board, Mr. Ashcraft stated that he would like to get further input and propose the following options as they attempt to move forward with the remaining funds. These options are in no priority order:

Option 1 – Proceed with the project at the estimated cost of \$3.9 million, which would require additional funds being appropriated from General Fund Balance or some other source.

Option 2 – Proceed with the modified design with a construction budget of \$2.7 million with a reduced scope.

Option 3 – Renovate the current Jefferson Park Fire Station at an estimate not to exceed \$500,000, which would include roof replacement, HVAC replacement and other improvements. Take the remaining funds and construct a smaller station at Wells Station Road that would serve the Business Park and residents in that area as a station that would be staffed by career personnel and system volunteers. Estimates for site work at Wells Station are being explored, but they are not expected to be as costly as projected for the new Jefferson Park site. This could also be a shared location with a new Fire & EMS Burn Building Training Facility.

Option 4 – Repurpose the funds for another Capital Project. This would require a public hearing before funds could be re-appropriated. Renovations to the County Garage have been put on hold, but the County does have a borrowing capacity in place to cover those expenses if and when the Board wants to move forward. There are also other Fire & EMS facilities that are in need of improvements that have been included in the CIP.

Mr. Ashcraft added that the team currently working on this project includes Paul Mauger, Mike Purvis, Julie Walton, Betsy Drewry and Jeff Stoke. Mr. Webb stated that he cannot begin to say how frustrated he is over this. He championed this project and he believes these estimated figures are really disheartening. He doesn't believe Option 1 can be pulled off. He believes Option 2 is foolish. Option 3 may be a possibility but he has concerns with estimates. However, it may be helpful for the burn building. He stated that for him to support any of this, they need better numbers, a better timeline, and a clearer scope. Mr. Brown agreed that they need to get better coming up with these estimates. They will still pay a penalty if they try to repurpose the funds for another project. He believes that the County Garage is a high priority and he may take Options 3 and 4 into reconsideration, but they must get better at these numbers. Mr. Webb stated that his opinion would be to repurpose the funds for another project, but to save the borrowing power put on hold for the County Garage for another project. Mrs. Waymack stated that Jefferson Park is very busy and she doesn't know how long they can keep going on as they are. Would a renovation actually make the station more suitable. Mr. Ashcraft stated that it is his understanding that they can extend the life of the current Jefferson Park Fire Station by ten years with the previously mentioned proposed renovations. Mr. Mike Purvis, General Services Director, stated that if the station is not replaced, the previously mentioned renovations are a

must. Mr. Webb asked if they take that road, what would be the lead time on it. Mr. Purvis stated that he could have hard numbers in the next couple of weeks. Mr. Paul Mauger recognized Chief Tim Flynn for all of his hard work on this. Chief Flynn stated there is enough space upfront to where they may be able to renovate the station to meet their needs. Mr. Mauger clarified for Mr. Webb that they should be able to continue to work out of that station while renovating. Mr. Brown pointed out that a study was done years ago regarding a station on Wells Road and if they are going to continue to spend money on these studies, they should see the findings through. Mr. Ashcraft stated that it would be significantly smaller and Mr. Mauger added that it would not be what they are accustomed to seeing aesthetically. He added that he could provide the Board with pictures to give them a feel of what they would be considering. Mr. Brown and Mr. Webb added that they are in favor of spending the entire \$500,000 towards renovations if that is the route the Board should take. Mr. Ashcraft stated that they will remove Options 1 and 2 completely off of the table and come back to the Board on January 26 with more information on Options 3 and 4.

Update on Burn Building – Mr. Ashcraft stated that on March 14, 2017, the Board of Supervisors received a presentation regarding Prince George County constructing a Class A Burn Building to be located on property on Wells Station Road. The presentation came after the County was awarded up to a \$480,000 grant from the Virginia Fire Services Board on March 4, 2016. The project budget presented to the BOS on March 14, 2017, estimated the cost of the project would include \$480,000 in building and A&E costs that would be covered by the grant, and an additional \$370,929 in costs related to site work that would not be covered by the grant. From that March 14, 2017 presentation to the present, there were numerous discussions held at the Staff level on how to reconfigure the costs of the project and bring an alternate proposal back to the Board of Supervisors. Painter-Lewis, P.L.C. was hired in August, 2019 to develop a scope of work in the amount of \$49,900. To date, Painter-Lewis has been paid \$34,246.75, leaving \$15,653.25 remaining on their contract. In the meantime, Staff has engaged in discussions with Fort Lee about the possibility of constructing the Burn Building on federal property. These discussions were going well, but have since broken down in what appears to now be a lack of interest on behalf of the Army. The Virginia Fire Services Board has patiently granted two extensions of the grant with the anticipation the project will come to fruition. The new project deadline established by VFSB is tied to a valid building permit by March 3, 2021 and the completion date in 2022. Officials at VFSB have indicated they are willing to consider a third deadline extension, but they stated in giving Prince George County the grant that it was an anticipated County funds would have to be used to complete the project. The grant can only cover the building cost and \$30,000 toward A&E; site work and additional A&E costs will be County expenditures. With the Fort Lee discussions broken down, General Services Director Mike Purvis and Interim Fire & EMS Director Paul Mauger were directed by Administration to work with the architect and crunch some new numbers to see if the project is still viable. Any change in the project scope would have to be approved by VDFP, because the County has been approved to build a Prototype 2 structure, per an email sent from Paul Mauger on December 8. Staff had explored constructing a 1200-foot cement block building, but that new concept has to be approved by VDFP. A modified budget keeps the construction of the project within the grant amount, but does not cover any other related costs. It is obvious County money is going to have to be put into this project, even if it is shared money with another project such as a new fire station on Wells Station Road. There is likely enough money in the grant for construction, but there are no funds available for site work, stormwater management or utilities, as well as technology and furnishing. A total of \$65,546.75 has been incurred for A&E fees. Should the project stall, the County would lose that investment. There does not appear to be enough time to get approvals on any change of concept by VDFP by a March 3 deadline with new budget projections. With \$65,546.75 already spent on the project, Staff recommends the Board of Supervisors authorize a request for another extension of the grant to the Virginia Department of Fire Programs. This would allow time to finalize all cost estimates and see if there is a partnership with another project at Wells Station Road. It would also give the Board of Supervisors more time to decide if they want to put additional County funds toward the project. Mr. Mauger added that the Virginia Fire Services Board would like to see a burn building in this area, which may be helpful to grant another extension. Mr. Mauger clarified for Mr. Webb that right now they are only approved for a Prototype 2 structure, either in a Conex style or metal clad building with heat tiles in it. Mr. Webb stated that it could be a hefty repair should it start warping. The County would like to change the prototype from the Conex box. Mr. Brown asked if there is any idea of costs in changing the scope of the project. Mr. Purvis stated that they have

hard costs from two different sources to build a 1200 square foot centerblock building between \$225,000 and \$250,000. He added that they could save a considerable amount of money if they construct a fire station there with it. Mr. Brown stated that he appreciates Staff getting hard costs instead of estimates. Mr. Webb asked if they change the scope of the project, will it hurt their chances of receiving the grant. Mr. Mauger stated that he does not believe it will. Mr. Mauger also clarified that the grant money can only be used for the building. The County will have to provide the money for lighting, etc. Mr. Webb asked how much money will the County have to rob from the Wells Station Road fire station to make up for that should they go that route. Mr. Webb stated that he is okay getting the extension, but they need to be cautious about what they plan to spend. Mr. Brown agreed. Mr. Mauger stated that they don't need to ask for the extension until February. They will try to get some numbers for them in the meantime.

Part-Time CARES-Funded Positions – Continuation with General Fund Dollars (front-desk, cleaning, warehouse). Mr. Ashcraft stated that as part of the recent funds received from the State for coronavirus relief (CARES), the County hired part-time personnel to assist in cleaning County offices multiple times throughout the day and also filling in other duties related to the pandemic such as assisting with inventory distribution. This response was for the continued protection of the General Public visiting the buildings and for our employees. CARES funds must be expended by December 30. Part-time employees will not be paid after this date using this source of funds, even though the coronavirus threat continues to be strong. To continue keeping County buildings as clean as possible during this pandemic, it is essential these employees be retained after December 30 if we want to keep County offices open to the public. It is my suggestion we extend their services for 90 days or through March 31, and then review the status of the pandemic at that time to see if additional time should be considered by the Board of Supervisors. Staff recommends that the Board approve funds in the amount of \$39,846.65 to continue the services of part-time personnel hired for the purpose of cleaning and other duties related to responding to the coronavirus pandemic. The recommended funding source for this expenditure is Contingency, which as of December 11 was \$399,272.54. Mr. Brown encouraged Staff for seeking out other funding opportunities from the Federal Government. The Board agreed to the extension and gave a consensus for Staff to move forward. They plan to take action on it in January.

Other Matters

Potential By-Laws Changes – Mr. Dan Whitten, County Attorney, presented to the Board proposed amendments to the Bylaws which the Board will vote on in January. The changes include a policy for participation by electronic means, guidelines for public hearings, and the establishment of a budget committee with general rules for all appointed committees. There was Board discussion regarding when the applicant or applicant representative speaks. The Board agreed they should be outside the public hearing and able to speak before or after should the Board have additional questions or comments for them. Mr. Brown also suggested restrictions in line with Roberts Rules of Order regarding presentations by citizens in regards to what they can or cannot present to the Board. Mr. Brown also suggested the possibility of adding a citizen from District 1 and District 2 to the budget committee. There was additional discussion regarding notice of the budget committee meetings to the public and when to appoint the budget committee members.

Mr. Ashcraft asked the Board to consider a meeting for the first week of January to discuss the pre-budget matters that were originally supposed to be discussed tonight. The Board agreed on January 5 at 5:00 p.m. In addition, Mr. Ashcraft added that the Treasurer's Office, the Commissioner of Revenue's Office, and the Finance Office will be closed to the public through the rest of this week due to a COVID case.

ADJOURNMENT. Mrs. Waymack made a motion, seconded by Mr. Webb, to adjourn to January 5 at 5:00 p.m. for the purpose of a pre-budget work session. Roll was called on the motion. The meeting adjourned at 6:52 p.m.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

[Draft Minutes prepared January 4, 2021 for consideration on January 12, 2021; adopted by unanimous vote.]

Donald R. Hunter, Chairman
Chairman, Board of Supervisors

Percy C. Ashcraft
County Administrator