

**AGENDA**  
Board of Supervisors  
County of Prince George, Virginia  
Regular Meeting: November 9, 2021  
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**

**Password: 200726**

One tap mobile

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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.princegeorgecountyva.gov/live\\_stream/index.php](https://www.princegeorgecountyva.gov/live_stream/index.php)

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](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 November 9 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. [2]

- E-2. Resolution; “Certification of Closed Session” Certifying that Only those Items Contained in the Closed Session Motion were Discussed. [3]

### **WORK SESSION**

2021 Election Results – Allan Richeson  
Regional Industrial Authority – Keith Boswell, VGR  
Public Safety Projects [4]  
Garage Projects

### **INVOCATION** –

### **PLEDGE OF ALLEGIANCE TO U.S. FLAG**

### **PUBLIC COMMENTS**

### **ADOPTION OF AGENDA** [1]

### **ORDER OF CONSENSUS**

- C-1. Draft Minutes – October 20, 2021 Work Session; and October 26, 2021 Regular Meeting. [5]
- C-2. Resolution; Commendation; Thomas Jonathan Jackson Carden; Attainment of Eagle Scout. [6]
- C-3. Resolution; Acceptance of §33.2-705 – Segments of Scotland Way Additions into Virginia Department of Transportation/ Secondary System of Roads Maintenance. [7]
- C-4. Resolution; Decommissioning of the Prince George County U.S. Census Complete Count Committee. [8]

### **PRESENTATIONS**

- S-1. Resolution; Commendation; Thomas Jonathan Jackson Carden; Attainment of Eagle Scout.

### **SUPERVISORS’ COMMENTS**

### **COUNTY ADMINISTRATOR’S COMMENTS**

### **REPORTS**

**VDOT** – Crystal Smith [9]  
**RUOK** – Senior Citizen Task Force  
**Exit 45 Strategic Plan** – David Denny, Sanford Holshouser

### **POSTPONED ITEMS**

### **ORDER OF BUSINESS**

- A-1. Resolution; Authority to Advertise an Ordinance to Amend “The Code of the County of Prince George, Virginia,” as Amended, by Amending §63-72(H) to Require a Road Name for Public and Private Right-of-Way or Access Easements Accessing Three or More Properties or Addressable Structures. [10]
- A-2. Resolution: Authority to Advertise Public Hearing to Lease a Portion of the Central Wellness Center to the American Legion Post 1703. [11]
- A-3. Resolution; Award of Contract (\$77,608.40 Heaton’s Lawn Maintenance for County Grounds Maintenance). [12]
- A-4. Resolution; Budget Amendment and Appropriation to New Walton Elementary School Project – General Fund, Fund Balance (\$776,308.85) and Debt Proceeds (\$4,092.15). [13]

- A-5. Resolution: Appropriation Dixie World Series Proceeds to Tourism Fund (\$24,927.60). [14]
- A-6. Resolution; Award of Contract and Appropriation from Debt Proceeds (\$108,572 Architectural and Engineering Services Circuit Courtroom Renovation). [15]
- A-7. Resolution; Proposed Revisions Prince George County Administrative Policy; Section 170.1 Through 170.3, Entitled *Expense Reports and Purchase Cards / Accounts*. [16]
- A-8. Consideration of Appointments – Board, Commissions, Committees, Authorities: Resolution of Appointment(s):
  - A. Resolution; Appointments (Two Members) Industrial Development Authority. [17]
  - B. Resolution; Appointment (Interim Term); Crater Regional Building Code Appeals Board. [18]

#### **PUBLIC HEARINGS**

- P-1. Public Hearing; Resolution Authorizing the Sale of County Owned Property Located in River's Edge Subdivision on Buxton Street, Tax Map#: 15b-02-01-011-A. [19]

#### **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](http://www.princegeorgeva.org)**

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

November 9, 2021

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 5:00 p.m. on Tuesday, November 9, 2021 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by Floyd M. Brown, Jr., Chairman.

**ATTENDANCE.** The following members responded to Roll Call:

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

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

**CLOSED SESSION**

**E-1. Resolution; Closed Session for (i) Section 2.2-3711.A.1 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; such discussion shall be limited to (a) Crater Regional Building Code Appeals Board, (b) Industrial Development Authority, and (c) the Police Department; and (ii) Section 2.2-3711.A.7 – Consultation with legal counsel pertaining to actual or possible litigation; I further move that such discussion shall be limited to property located on Lansing Road.** Mr. Hunter made a motion, seconded by Mrs. Waymack, that the Board convene closed session for (i) Section 2.2-3711.A.1 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; such discussion shall be limited to (a) Crater Regional Building Code Appeals Board, (b) Industrial Development Authority, and (c) the Police Department; and (ii) Section 2.2-3711.A.7 – Consultation with legal counsel pertaining to actual or possible litigation; I further move that such discussion shall be limited to property located on Lansing Road. Roll was called on the motion.

R-21-185

E-1.

RESOLUTION; CLOSED SESSION FOR (I) SECTION 2.2-3711.A.1 FOR DISCUSSION, CONSIDERATION, OR INTERVIEWS OF PROSPECTIVE CANDIDATES FOR EMPLOYMENT; ASSIGNMENT, APPOINTMENT, PROMOTION, PERFORMANCE, DEMOTION, SALARIES, DISCIPLINING, OR RESIGNATION OF SPECIFIC PUBLIC OFFICERS, APPOINTEES, OR EMPLOYEES OF ANY PUBLIC BODY; SUCH DISCUSSION SHALL BE LIMITED TO (A) CRATER REGIONAL BUILDING CODE APPEALS BOARD, (B) INDUSTRIAL DEVELOPMENT AUTHORITY, AND (C) THE POLICE DEPARTMENT; AND (II) SECTION 2.2-3711.A.7 – CONSULTATION WITH LEGAL COUNSEL PERTAINING TO ACTUAL OR POSSIBLE LITIGATION; I FURTHER MOVE THAT SUCH DISCUSSION SHALL BE LIMITED TO PROPERTY LOCATED ON LANSING ROAD

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9<sup>th</sup> day of November, 2021, does hereby vote to enter closed session for (i) Section 2.2-3711.A.1 for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; such discussion shall be limited to (a) Crater Regional Building Code Appeals Board, (b) Industrial Development Authority, and (c) the Police Department; and (ii) Section 2.2-3711.A.7 – Consultation with legal counsel pertaining to actual or possible litigation; I further move that such discussion shall be limited to property located on Lansing Road.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**E-2. Resolution; Certification of Closed Session.** At 5:20 p.m., Mr. Webb made a motion, seconded by Mrs. Waymack, 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 Brown 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-21-185A

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 9<sup>th</sup> day of November, 2021 does hereby certify that, to the best of each Board Member's knowledge, (1) only public business lawfully exempted from open meeting requirements where discussed, and (2) only matters identified in the convening motion were discussed.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

Chairman Brown called a recess at 5:21 p.m. The Board reconvened at 6:00 p.m.

**WORK SESSION**

Mr. Allan Richeson, Registrar, gave Election 2021 results. He stated that the County has roughly 24,216 registered voters. The County had 54.8% voter participation. Of those voters, 31% voted early, 5% by mail, and 64% voted at the polls. Governor-Elect Youngkin came out with 64% of the vote. Lt. Governor-Elect Winsome Sears had 64% of the vote as well. Attorney General-Elect, Jason Miyares had 64% of the vote and Delegate Emily Brewer had 64% as well. Clerk of Court Joyce Jackson was unopposed and had 84% of the vote. Chairman Floyd Brown was unopposed and had 38% of the vote. Vice-Chair Waymack was unopposed and received 41% of the vote. School Board member Chris Johnson was unopposed and received 41% of the vote. School Board member Rob Eley won in District 1 with 28% of the vote. The Sheriff's race is still unofficial with Captain R.W. Buck Vargo receiving six more votes than Lt. Paul Burroughs. This qualifies for a recount. It will be at the Courthouse at a time determined by the Judge. All of the costs will be absorbed by the County due to the percentage difference.

Mr. Keith Boswell of Virginia's Gateway Region gave a report on the Regional Industrial Facilities Authority (RIFA). The Code of Virginia authority provides a mechanism for member localities to cooperate in developing, owning, and operating one or more facilities needed or desired in a region, through combined action. The creation of regional authority

provides a mechanism for the Member Localities to cooperate in the development of facilities, which will assist the region. This allows Localities to combine resources and assets for the purpose of economic development. It is also a mechanism for sharing revenue. RIFA potential projects include broadband deployment, Industrial Park development, Industrial Site development, Water/Sewer solutions, and Transportation solutions. A RIFA is a different authority than an IDA/EDA primarily by nature of it requiring multiple Localities to create it in accordance with the RIFA Act. In the RIFA creation process, localities hold hearings, adopt ordinances, have an agreement creating RIFA, create by-laws, and make appointment of RIFA Board of Directors as appointed by Council / Board of Supervisors that can come from anywhere in the service area. Governing bodies of the localities create, by adoption of concurrent ordinances, Virginia's Gateway Regional Industrial Facility Authority ("VGRIFA"), which concurrent ordinances will be filed with the Secretary of the Commonwealth causing the creation of the Authority. Creation of VGRIFA by concurrent ordinances and filing with the Commonwealth; and localities agree on individual projects for participation. The initial proposed Member Localities of the Virginia's Gateway Regional Industrial Facility Authority are: Prince George County, Dinwiddie County, Sussex County, Surry County, City of Colonial Heights, City of Hopewell, and City of Petersburg. VGRIFA shall be governed by a Board of Directors. Each Member Locality appoints one/two board members with an opportunity to have same number of alternate members. The Board shall elect from its membership a chair, vice chair, treasurer, and secretary for each calendar year. Each Locality appoints an elected official, or Economic Development Authority member, or an Economic Development Director as their VGRIFA Board member. Best members have had economic development experience. In the creation phase VGR will absorb the cost of creation. As far as Operational Dues, there are no cost anticipated at this time. The best practice would be for the organization to be self-funding and self-sustaining (i.e., % of grant to go towards administrative cost). Individual Projects Participation Agreements require approval by the governing bodies of the Member Localities who elect to participate on individual project basis. Operational funding would be expected during this phase Each Member Locality may consider participation in individual facilities or projects. The cost for such projects, and any remuneration from a project, shall only be shared by those that participate in the Participation Agreement for that project. There is no requirement to participate in each project and no penalties or adverse consequences to a Member Locality who does not participate. The Member Localities may agree to a revenue and economic growth sharing arrangement with respect to tax revenues and other income and revenues generated by any facility owned by the Authority. It requires approval by the governing body of the Member Locality for the site. Any such agreement shall be approved by a majority vote of the governing bodies of the Member Localities reaching such an agreement. The agreement does not require any other approval. This does away with the need for more complex approaches thus a RIFA streamlines the approval process. The Board shall submit an annual report of the VGRIFA's activities of the preceding year to the governing bodies of the Member Localities 120 days following the close of the fiscal year including a complete operating and financial statement covering the operation of the Authority during such reporting year. Any Member Locality may withdraw upon dissolution of the Authority, or with majority approval of all other Member Localities, after making contractual provisions for the repayment of its portion of any debt incurred and any general dues (if any) for operation of the Authority for the current and succeeding fiscal year. Some of the advantages are Grant opportunities encourage regional collaboration, project response time could decrease, partnerships in place when addressing large issues, cost sharing, revenue sharing, reduces risk through diversification, ready tool when needed – avoid long creation time and project size and scope. Some success stories include Lonesome Pine RIFA, Southern VA Mega Site at Berry Hill, Danville-Pittsylvania RIFA – Cyber Park – Kyocera 2017, Cumberland Industrial Facilities Authority. Prince George County has already drafted the Public Hearing Notices, drafted the draft Ordinances for each participating jurisdiction, drafted Agreement Creating the VGRIFA, and shared these drafts with the potential Member Localities. The next steps would be to add VGRIFA to its agenda and start advertising. A VGRIFA attorney will coordinate on hearing dates (Work Sessions and/or Public Hearings) and any other meetings or discussions that are requested. You would then hold the public hearing and make a vote.

Fire Chief Paul Beamon gave an update on public safety projects. Station 5 Schematic Plan was submitted on September 10; comments given and received during phone conversation and documented on September 15 by the Chief to the architect. Color selections were

submitted to the Chief at the Station 1 meeting on October 20. There is a 60% completion of architect drawings and suggestions are in hand as of October 29. Staff will review and meet with the architect virtually or in person by November 12. A re-Final Set is to be provided to the Chief by December 10. Staff will review and return comments to the architect by December 17, if not before. Bid Documents should be sent to the Chief by January 14, 2022. The total construction costs is \$676,793. In regards to Station 8, 90% completion was provided on November 1. Staff will review and return comments to the architect by November 12 and bid documents to the Chief by November 19. The approximate cost is \$100,000.00 -125,000.00. Chairman Brown asked the Chief what his confidence level is in the project timeline due to the lack of supply and demand. Chief Beamon stated that his confidence is not high. He is hoping that it will be an advantage with costs coming back down.

Mr. Dean Simmons, Director of General Services, gave an update on the fleet garage expansion. The total budget project costs to include construction, A/E and contingency is \$3,457,000. The projected project time line has been updated to November 5, 2021. Staff had expressed concerns with the time line and has requested that the IFB be processed before the end of 2021. Permission was given for Administration to authorize a Notice to Proceed with this Project. Plans are being completed. A&E has been in contact with the Building Official for process. A&E is working with Finance regarding the IFB. They are applying for the building permit today, the IFB will be on December 15 and the County will be receiving bids by January 14, 2022. They will award the contract by February 13, 2022 and complete construction by November 10, 2022. Chairman Brown asked for clarification on a \$1.3 million difference. Ms. Betsy Drewry, Finance Director, confirmed that. Mr. Simmons also gave a brief update on the Asset Works fleet focus software and stated that it is meeting all of the goals and slated to go live at the end of January.

Mr. Percy Ashcraft, County Administrator, gave a COVID update. Prince George residents seeking COVID-19 vaccine or booster appointments should call (877) 829-4682 or click on <https://vaccinate.virginia.gov/>. There will be a COVID-19 Vaccination Clinic on November 10 from 2 to 4 p.m. at Tinsley Charter and another on November 10 from 3 to 7 pm at the Dollar General on Courtland Road. There will also be a COVID-19 Vaccination Clinic on November 15 from 1 to 4 p.m. at Unity Baptist Church. The Virginia Department of Health (VDH) statistics report Prince George County has 5,113 cases of the coronavirus as of today since February, 2020; 46 deaths. All County employees are required to wear masks in the workplace. We are waiting on the interpretation of the President's mandate by state officials.

Chairman Brown called a recess at 6:51 p.m. The meeting reconvened at 7:00 p.m.

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

**Pledge of Allegiance to U.S. Flag.** Boy Scout Troop 900 led the Pledge of Allegiance to the U.S. Flag.

**PUBLIC COMMENTS.** Chairman Brown announced that anyone wishing to come before the Board may do so at this time. She noted that this was the time for unscheduled general public comments. Chairman Brown opened the public comments at 7:02 p.m.

Mr. Reid Foster (7031 Laurel Spring Road). Mr. Foster stated that it is a sad day in Prince George County and he is disappointed that the Board has accepted the resignation of Percy Ashcraft. He stated that he, Mr. Carmichael and Mr. Robertson were all on the Board when Mr. Ashcraft was hired and he has moved this County forward in many ways. He has been an ally to Volunteer Fire and Rescue squad in this County. He stated that the Board needs to stop micro-managing and let the next County Administrator do their job.

There was no one else to speak and the public hearing was closed at 7:05 p.m.

**APPROVAL OF AGENDA.** Mr. Webb made a motion, seconded by Mr. Hunter, 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. Hunter made a motion, seconded by Mrs. Waymack, that the consensus agenda be approved as presented. Roll was called on the motion.

C-1. Draft Minutes – October 20, 2021 Work Session and October 26, 2021 Regular Meeting.

R-21-186

C-2.

**RESOLUTION: COMMENDATION; THOMAS JONATHAN JACKSON CARDEN;  
ATTAINMENT OF EAGLE SCOUT**

WHEREAS, Thomas Jonathan Jackson Carden was awarded his Eagle Scout rank on November 4, 2021, scouting's highest honor; and

WHEREAS, Thomas started his Eagle Project of the Ruritan Pavilion Flagpole Restoration/Rebuild at Scott Memorial Park in March 2020. He completed his project and held a rededication in June, 2021; and

WHEREAS, Thomas started his scouting career in 2011 as a Tiger with Cub Scouts Pack 912 and progressed through every rank in Cub Scouts, earning the Arrow of Light for successful completion of every rank in Cub Scouts. He crossed over to Boy Scouts in 2016 in Troop 900 out of Gregory Memorial Church in the Crater District of the Heart of Virginia Council, where he has served in the positions of Webmaster, Patrol Leader two times, Assistant Patrol Leader, Historian, Troop Guide, Assistant Senior Patrol Leader two times, and has been recently votes in as Senior Patrol Leader; and

WHEREAS, Throughout his scouting career, Thomas has earned 50 Merit Badges – 16 of them are Eagle. He earned Order of the Arrow in 2019 and became Spirit Chair for Brotherhood – Order of the Arrow, Scouting's Honor Society in 2019-2020. He has participated and served as staff in National Youth Leadership Training. He received the One-Mile Swimmers Award at Buckskin in 2019, a premier outdoor skills training through the Heart of Virginia Council. He received the USA Presidential Award in 2017. He hiked 51 Miles on the Appalachian Trail at age 11, 54 Miles on the Appalachian Trail at age 15, and 15 Days at Philmont, BSA High Adventure Camp in New Mexico and hiked 25 Miles at 7,000+feet in elevation. He attended World Jamboree at The Summit Bechtel Reserve in West Virginia. He has attended multiple summer camps, campouts, and camporees. He toured the White House and participated in Wreathes Across America two times; and

WHEREAS, Thomas was featured in Boys Life Magazine and is a four-star recipient for completing all levels of the Pray Religious Program; and

WHEREAS, Currently a junior at Prince George High School, Thomas has had perfect attendance since kindergarten. He has participated in DECA, the Golf Team, and has received the Varsity PG Award for the 2020-2021 school year. In addition, he competed on the SWIM RVA Rapids Swim Team from 2014 to 2019; and

WHEREAS, Thomas Carden'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 9<sup>th</sup> day of November, 2021, hereby commends and congratulates Thomas Carden 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 Thomas Carden much success and happiness as he pursues his future goals.



C-3.

RESOLUTION; ACCEPTANCE OF §33.2-705 – SEGMENTS OF SCOTTLAND WAY ADDITIONS INTO VIRGINIA DEPARTMENT OF TRANSPORTATION/ SECONDARY SYSTEM OF ROADS MAINTENANCE

WHEREAS, Scotland Way, Rte. 1009 has been completed, and

WHEREAS, the street, Scotland Way meets the public service criteria of the Subdivision Street Requirements; and

WHEREAS, the development sketch and VDOT Form AM 4.3, attached and incorporated herein as part of this resolution, define additions required in the Secondary System of State Highways as a result of construction; and

WHEREAS, certain segments identified on the incorporated Form AM 4.3 are ready to be accepted into the Secondary System of State Highways.

NOW THEREFORE, BE IT RESOLVED, this Board requests the Virginia Department of Transportation to add the segments identified on the incorporated Form AM 4.3 to the Secondary System of State Highways, pursuant to §33.2-705 of the *Code of Virginia*, for which segments this Board hereby guarantees the right of way to be clear and unrestricted, including any necessary easements for cuts, fills, and drainage, and

BE IT FINALLY RESOLVED, a certified copy of this resolution be forwarded to the Virginia Department of Transportation.

R-21-186B

C-4.

RESOLUTION; DECOMMISSIONING OF THE PRINCE GEORGE COUNTY U.S. CENSUS COMPLETE COUNT COMMITTEE

WHEREAS, for the 2020 U.S. Census, the Prince George County Board of Supervisors was desirous to create a Complete Count Committee to increase the citizen response rate; and;

WHEREAS, on December 10, 2019, the Prince George County Board of Supervisors appointed the following citizens to serve: Tammie Miller Jennings, Darryl Cheek, Trish Cheek, and Norman Sanford; and

WHEREAS, on January 14, 2020, the Prince George County Board of Supervisors appointed the following citizen to serve: Bruce Waymack; and

WHEREAS, Prince George County, VA achieved a 73% response rate for the 2020 U.S. Census; and

WHEREAS, the Prince George County Board of Supervisors is appreciative of the work performed by the Complete Count Committee in service to our community; and

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9<sup>th</sup> day of November, 2021 does hereby decommission the Prince George County U.S. Census Complete Count Committee with our thanks and gratitude.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

### **PRESENTATIONS**

**S-1. Resolution; Commendation; Thomas Jonathan Jackson Carden; Attainment of Eagle Scout.** Mrs. Waymack presented the commendation to Eagle Scout Thomas Carden in the presence of his fellow scouts and family.

### **SUPERVISORS' COMMENTS**

Mrs. Waymack stated that the election is over and the people have spoken. She thanked everyone for voting as it is one of precious rights we have. Let us not forget that other died in order for us to exercise this right. In ancient times there were no elections, only kings and queens.

Mr. Carmichael stated that it has been great having Mr. Ashcraft and he thanked him for everything he has done.

Mr. Webb announced that November 10<sup>th</sup> is the 246<sup>th</sup> birthday of the U.S. Marine Corp.

Mr. Hunter stated that Merchants Hope Church has a part in Wreaths Across America and to check with them to participate.

Chairman Brown stated that Mr. Ashcraft made the decision to leave Prince George County for himself and his family. If anyone thinks that this Board had anything to do with him leaving, it could not be further from the truth. This was his and his family's decision, and all that this Board can do at this point is support him. He stated to Mr. Ashcraft that he looks forward to working with him to the end and they will continue to be friends.

### **REPORTS**

**VDOT** – Ms. Crystal Smith of the Virginia Department of Transportation gave a roads maintenance report. There will be a citizens information meeting in late February on the Bull Hill Road roundabout. Sussex has requested an additional route on the no through truck restriction on Templeton. Once it is all worked out, it will be advertised and there will be a public hearing. They are looking at 8 to 10 months to finalize the process. The Marl Bank project is now complete. Woody's Road and Route 301 pipeline project is underway. Arwood Road will have a delay in the pavement work based on additional changes being made. The contract has been awarded. It will probably be March or April for the construction. There will be a detour. Abandonment of Bickens Lane is forthcoming. The Benjamin Harrison Bridge is having overnight closures from November 7 to November 11.

### **ORDER OF BUSINESS**

**A-1. Resolution; Authority to Advertise an Ordinance to Amend "The Code of the County of Prince George, Virginia," as Amended, by Amending §63-72(H) to Require a Road Name for Public and Private Right-of-Way or Access Easements Accessing Three or More Properties or Addressable Structures.** Mr. Dan Whitten, County Attorney, stated that the County Code currently states only public and private rights-of-way accessing five or more properties or addressable structures shall have a separate road name. The proposed Ordinance amending Section 63-72(h) states public and private right-of-ways and access easements accessing three or more properties or addressable structures shall have a separate road name. Mr. Hunter made a motion, seconded by Mr. Carmichael to approve advertisement of an Ordinance amending Section 63-72(h) to require a road name for public and private right-of-way or access easements accessing three or more properties or addressable structures on December 14. Roll was called on the motion.

R-21-187

A-1.

RESOLUTION; AUTHORITY TO ADVERTISE AN ORDINANCE TO AMEND "THE  
CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA,"  
AS AMENDED, BY AMENDING §63-72(h) TO REQUIRE A ROAD NAME  
FOR PUBLIC AND PRIVATE RIGHT-OF-WAY OR

ACCESS EASEMENTS ACCESSING THREE OR MORE  
PROPERTIES OR ADDRESSABLE STRUCTURES

NOW, THEREFORE, BE IT RESOLVED, that the Board Of Supervisors of the County of Prince George this 9<sup>th</sup> day of November, 2021, does hereby authorize the advertisement of a public hearing on December 14, 2021, for an Ordinance to Amend “The Code of the County of Prince George, Virginia,” as amended, by amending §63-72 to require a road name for public and private right-of-way or access easements accessing three or more properties or addressable structures.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**PUBLIC HEARINGS**

**P-1. Public Hearing; Resolution Authorizing the Sale of County Owned Property Located in River’s Edge Subdivision on Buxton Street, Tax Map#: 15b-02-01-011-A.**

Mr. Whitten stated that Prince George County owns 1.6 acres parcel in River’s Edge Subdivision on Buxton Street known as Tax Parcel #: 15B-02-01-011-A. This parcel is no longer needed by the Utilities Department and has been placed on the market for sale. Ingram & Associates listed the property for sale. An offer to purchase the property has been received. A motion approving the sale of the Unimproved Property is requested. Mr. Webb made a motion, seconded by Mrs. Waymack to approve the sale of the Unimproved Property located in River’s Edge Subdivision on Buxton Street.

R-21-188

P-1.

RESOLUTION: AUTHORIZING THE SALE OF COUNTY  
OWNED PROPERTY LOCATED IN  
RIVER’S EDGE SUBDIVISION ON BUXTON STREET,  
TAX MAP#: 15B-02-01-011-A

NOW, THEREFORE, BE IT RESOLVED that the Prince George County Board of Supervisors this 9<sup>th</sup> day of November, 2021, does hereby authorize the County Administrator to sign all necessary paperwork required for the sale of County Owned Property located in River’s Edge Subdivision on Buxton Street, Tax Map#: 15B-02-01-011-A.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**REPORTS (cont’d)**

**RUOK** – Ms. Mary Ann White of the Senior Citizen Task Force, stated that they are there this evening to ask the Board to allow them to implement a program called “RUOK.” This will be a free outreach program for senior citizens or adults with disabilities who are residents of Prince George County and do not have a family member or caregiver living with them to assist them. They have met with the Supervisor of Communications in the Prince George Police Department. RUOK is an automated call system that reaches out to the citizen who has agreed to be a part of the program every day at the same time. When the phone is answered the citizen is prompted to press a number to listen to “RUOK.” If the citizen does not select the number indicated, it will be considered an unanswered call. They will be called two to three more times. If there is still no answer, an alert will be reported and Police will be dispatched to do a wellness check. Information on how to gain access to the home will be printed on the alert. The total cost for this program is \$2,200. The Department of Social Services will cover the costs. They plan to start with churches to recruit people into the program. They would like to implement the program in January, 2022. Mr. Webb asked what should the citizen do if they are not going to be home. Mrs. White stated that there will be a number for them to call to alert that they will not be home. Mrs. White clarified for

Mrs. Waymack that at this time it only works on landlines. Mr. Webb asked if there is something going forward that will allow cell phones. Ms. White stated that she believes they will eventually allow cell phones when the software is updated. Chairman Brown thanked the Senior Citizen Task Force for making a difference. The Board agreed that this is a great program and approved it by consensus.

**Exit 45 Strategic Plan** – Mr. David Denny of Sanford Holshouser, talked about the project components, including the focus on the Tourism Zone designated at Exit 45, an investigation of Water and Sewer deficiencies and recommendations, and creating recommendations for Development of a Vision to Transform the Zone. This vision was formed by a review of existing and previous data and studies, stakeholder input, comparative review of other exits, and team knowledge and experience. In addition, they investigated Zoning and Code Compliance Issues and made recommendations and created a matrix of goals and action steps to achieve the recommendations made. Ms. Liz Povar of RiverLink Group talked about the stakeholder engagement process. The vision plan is to proactively consider the needs and desires of anyone who has a stake in the outcome. Fosters connections, trust, confidence, and buy-in. Mitigates potential risks and conflicts with, including uncertainty, dissatisfaction, misalignment, disengagement, and resistance to change. They have had one on one interviews and citizen input and have worked with three focus groups, including the Prince George IDA, Prince George County Planning Commission, and Exit 45 Business Owners. Ms. Povar talked about common inputs and themes in its current state. Exit 45 is like a closet into which, over time, a lot of things have been stuffed; now is the time to clean and organize the closet. Exit 45 is five exits past significance. The exit is in the worst condition of its evolution (demolish). Eliminate the blight – deal with the “dead fish.” Police calls at the exit are trending upward. Effective code enforcement is lacking. The exit does not reflect a safe environment. She then talked about a preferred state. Visitors feel a sense of place and relaxation; the Exit is built on greenspaces that are lighted and walkable. The exit becomes a repeat-stop for visitors. The exit reflects quality and pride in its services. Blighted properties are removed, and remaining properties are held accountable. Police calls are significantly reduced in number and scope. Cross-department team enforces codes. Lighting, signage and image present a safe environment. Some characteristics of the preferred state are for the exit to attract visitors and county citizens, be visible from the Interstate; appealing and safe, consistent signage and wayfaring reflects the brand of the County, incorporates unique and authentic assets as well as a name-brand restaurant, incorporates a meeting venue, and becomes known for its greenspaces and sense of relaxation. Some operational recommendations without significant costs include, create an Owners’ Team to ensure owners are partners with the County and are regularly informed of progress toward goals; create an Exit 45 County cross-department task force with an ombudsman to navigate development projects for this exit among County departments; IDA emphasis on complementary business attraction for location at this exit; utilizing the IDA as a development tool for improving physical properties at this exit; and creating a focused and unique marketing plan for the exit, supported by appropriate financial and staff resources. Ms. Adrianna Dimperio of Draper Aden Associates, talked about the water and sewer issues at Exit 45. There is some remaining water capacity at Exit 45 of 91,000 gpd. However, it is short-term. There is 130,000 gpd in sewer remaining capacity. She talked about key goals to improve water and sewer at Exit 45. One is to develop a new well to provide additional water capacity for Mid Term development demands. Another is to extend waterline south along Route 301 to serve retail, commercial and residential development adjacent to and east of Interstate 95. In addition, another option is to receive additional water capacity from Petersburg and construct a 12-inch waterline, storage tank and booster pump station along Route 301, interconnect the Route 301 water system and Central water system, upgrade 12-inch gravity sewer south of SPS-006 to 15-inch, upgrade SPS-006 to add a third pump, and construct new gravity sewer, pump station and force main as part of commercial and retail development east and adjacent to Interstate 95; and construct new gravity sewer, pump station and force main as part of residential development east of Interstate 95. Mr. Denny talked about key goals for this vision to become a reality. Some suggestions were to implement activities for general blight mitigation and “curb side appeal,” obtain and redevelop the Continental property, obtain and redevelop the former Steven Kent property, create programs, develop assets, and recruit businesses that will support County strengths, intensify promotion and marketing of Exit 45 as an overnight interstate traveler and longer stay sports/outdoor participants tourist, and seek and recruit developers to create mixed use and residential developments on the west side of the interstate (limited) and on the east side

of the interstate (denser). And, finally, to proactively pursue new businesses that will support mixed use, residential, retail, etc. to support the Exit 45 vision for visitor amenities and for resident needs. Suggested actions to be taken are to develop a conceptual master plan, contract with a Travel/Tourism firm to develop a brand for Exit 45, develop a lighting and landscape plan for the exit, establish and/or reinvigorate an Exit 45 merchants and owners' group, develop a package of incentives to stimulate owner participation, and contact VDOT and resolve issues related to Exit instructions.

### **COUNTY ADMINISTRATOR'S REPORT**

Mr. Ashcraft stated that Prince George County is a military county and he encouraged the public to recognize the veterans of this County for their service to the Country and this County. He recognized Mr. Hunter, Mr. Webb, and former Board member Bill Robertson, who was in attendance at the meeting for their service. Prince George County has been nominated for the best County, the best High School, and for the best community event. The 'Best of the Best' Awards Night will be on November 18 at 6 p.m. at the Petersburg Country Club. Mr. Ashcraft thanked Mr. Foster for his earlier endorsement. He stated that he appreciates Mr. Foster, Mr. Carmichael, and Mr. Robertson for the opportunity to serve this County. However, he does want to set the record straight. He read his letter of resignation as follows:

“After 10.7 incredible years as your County Administrator, it is my intent to step down from the position, effective December 3, 2021 to take a similar position in King William County.

I want to thank each of you for allowing me the privilege to lead this organization, as well as past Boards dating back to my hiring on March 14, 2011.

A reflection of this era will certainly be testimony to an enormous expansion of services for our residents and positioning of our County as a leader in the Tri-Cities region. I have worked with some tremendous talent in our employee base that has carried a commitment to public service at a high level.

I will cooperate fully at your direction in the transition leading up to my departure.

On behalf of my entire family, we wish you tremendous good fortune in the years ahead. May God's blessings continue to shine favorably as they have in the last 10.7 years and thank you for every professional and personal courtesy.”

He stated that not one single member of this Board asked him to write that letter. There are times when people of stature make a decision, there is always potential for reasons to be blended in that are not the truth. The truth is he found a locality that needs him a little bit more than Prince George County does. He thanked the Board for its leadership and support and stated that it has been a privilege to work with them. It has been a tremendous decade and he is very proud of what he and the Board have accomplished together. He wanted to make it very clear to the public that there are no ill-will feelings between him and the Board. He stated that he and his family have been very blessed here in Prince George County. This is simply a career opportunity and nothing else. Chairman Brown added that he is here to support him in any way.

### **ORDER OF BUSINESS (cont'd)**

**A-2. Resolution; Authority to Advertise Public Hearing to Lease a Portion of the Central Wellness Center to the American Legion Post 1703.** Mr. Whitten stated that representatives of the American Legion Post 1703 have approached the County to request that the County lease a room in the Central Wellness Center to this organization to be used for activities that support the well-being of America's veterans, their families, our military, and communities by the devotion of mutual helpfulness. In order to lease real estate owned by the County, the Board must hold a public hearing pursuant to Section 15.2-1800 of the Code of Virginia, 1950, as amended. Mr. Webb made a motion, seconded by Mr. Hunter, to approve advertisement for November 23 for the American Legion Post 1703 to lease a room in the Central Wellness Center. Roll was called on the motion.

R-21-189

RESOLUTION: AUTHORITY TO ADVERTISE PUBLIC HEARING  
TO LEASE A PORTION OF THE CENTRAL WELLNESS CENTER  
TO THE AMERICAN LEGION POST 1703

NOW, THEREFORE, BE IT RESOLVED that the Prince George County Board of Supervisors this 9<sup>th</sup> day of November, 2021, does hereby authorize the advertisement of a public hearing on November 23, 2021, regarding leasing a room in the Central Wellness Center to the American Legion Post 1703.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-3. Resolution: Award of Contract (\$77,608.40 Heaton's Lawn Maintenance for County Grounds Maintenance).** Ms. Betsy Drewry, Finance Director and Deputy County Administrator, stated that the County's current contract and available renewals for Grounds Maintenance Services expires November 30, 2021. An Invitation for Bids was issued (IFB-22-06-0801) to solicit comprehensive grounds maintenance work for the County. The IFB was issued on October 18, 2021 with a November 1, 2021 close date. Four bids were received, all of which were responsive bids. The lowest responsive bidder was Heaton's Lawn Maintenance with a bid of \$77,608.40. Heaton's is the current service provider with the County. Heaton provided an hourly rate for \$85.00, and a 10% materials mark-up for services outside of the contract scope. Staff is recommending award of contract to Heaton's Lawn Maintenance for \$77,608.40 for comprehensive grounds maintenance services for a one-year term with the option of four successive one-year renewals. Funds for grounds maintenance services are budgeted within the General Services Budget. Mr. Carmichael made a motion, seconded by Mrs. Waymack to authorize the County Administrator to execute a one-year contract with Heaton's Lawn Maintenance for \$77,608.40 with the option of four successive one-year renewals. Roll was called on the motion.

R-21-190

A-3.

RESOLUTION; AWARD OF CONTRACT (\$77,608.40 HEATON'S LAWN  
MAINTENANCE FOR COUNTY GROUNDS MAINTENANCE)

WHEREAS, On October 18, 2021 an Invitation for Bid (IFB #22-06-0801) was issued to solicit bids for County grounds maintenance services. The IFB closed on November 1, 2021 at 2:00 p.m. with four responses; all of which were responsive bids. The lowest responsive bid was in the amount of \$77,608.40 and was received from Heaton's Lawn Maintenance; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a one-year contract effective December 1, 2021 with Heaton's Lawn Maintenance in the amount of \$77,608.40 for County-wide grounds maintenance services, with the option of four successive one-year renewals.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 9<sup>th</sup> day of November, 2021, hereby awards the bid for the County Grounds Maintenance Services to Heaton's Lawn Maintenance in the amount of \$77,608.40 and authorizes the County Administrator to execute a one-year contract with the option for four successive one-year renewals.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-4. Resolution; Budget Amendment and Appropriation to New Walton Elementary School Project – General Fund, Fund Balance (\$776,308.85) and Debt Proceeds (\$4,092.15).** Ms. Betsy Drewry, Finance Director and Deputy County Administrator, stated that the Prince George County Board of Supervisors approved construction of a new elementary school to replace existing William A. Walton Elementary School and has made multiple appropriations to date from debt and non-debt sources. To reach full project budget, an additional appropriation is requested. The School Board previously requested of the Board of Supervisors an appropriation of up to \$780,401 from General Fund, Fund Balance, allowing the School Board to “repay” / restore the amount over a period of two fiscal years (if needed). This amount has not yet been appropriated. A total of \$31,105,000 in debt proceeds has been appropriated, and \$32,109,092.15 was actually deposited at closing, \$4,092.15 more than estimated. This leaves an appropriation of \$776,308.85 needed from fund balance, with expected “repayment” from the School Board. Mr. Webb made a motion, seconded by Mr. Hunter, to appropriate debt proceeds (actual over estimated) of \$4,092.15 and an appropriation from General Fund, Fund Balance of \$776,308.85 with expected “repayment” (or restoration) from the School Board within a two year period of time. Roll was called on the motion.

R-21-191

A-4

**RESOLUTION; BUDGET AMENDMENT AND APPROPRIATION TO NEW WALTON ELEMENTARY SCHOOL PROJECT – GENERAL FUND, FUND BALANCE (\$776,308.85) AND DEBT PROCEEDS (\$4,092.15)**

WHEREAS, The Board of Supervisors of the County of Prince George authorized construction of a new elementary school to replace existing William A. Walton Elementary School; and

WHEREAS, the Board has authorized appropriations from debt proceeds and from non-debt sources totaling \$34,260,000 to date, which is \$780,401 less than the approved project budget of \$35,040,401; and

WHEREAS, the Prince George County School Board previously requested an appropriation of up to \$780,401 from General Fund, Fund Balance, with permission to “repay” / restore that amount to the fund balance within a two year period; and

WHEREAS, actual bond proceeds received at closing were \$4,092.15 higher than estimated amounts included in the bond appropriation resolution approved on April 13, 2021, leaving an appropriation of \$776,308.85 needed from General Fund, Fund Balance.

NOW THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9<sup>th</sup> day of November, 2021, does hereby authorize the following increase of funds within the FY2021-2022 Budget, such line items increased and changed 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>Appropriation:</u>	
General Fund:	
<u>Revenue</u>	
0100-40-900-8208-399999 General Fund, Fund Balance	\$776,308.85
<u>Expenditure</u>	
0100-09-401-0917-49172 Gen Fund Transfer to CIP Fund	\$776,308.85
CIP Fund:	
<u>Revenue:</u>	

0311-90-901-8207-399100	Transfer from General Fund	\$776,308.85
0311-40-900-8208-399999	CIP Fund, Fund Balance (PY Debt Proceeds)	\$ 4,092.15

Expenditure:

0311-06-208-3194-48240	CIP New Walton Elementary Project	\$780,401.00
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NOW THEREFORE, BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 9<sup>th</sup> day of November, 2021, does hereby agree to appropriating General Fund, Fund Balance in the amount of \$776,308.85 with the understanding that the Prince George County School Board will restore that amount within a two year period to the General Fund, Fund Balance.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-5. Resolution; Appropriation Dixie World Series Proceeds to Tourism Fund (\$24,927.60).** Ms. Drewry stated that Prince George County hosted two age groups of the Dixie Softball World Series in July of 2021. Most of the receipts and some expenditure transactions were accounted for within the Parks and Recreation Foundation Checking Account. Gross Receipts Deposited in the Parks & Recreation Foundation Account - \$42,864.26 Expenditures Paid from Parks & Recreation Foundation Account - \$17,936.66. Net Proceeds (Receipts Less Expenditures): \$24,927.60. The net proceeds need to be deposited into the County's main bank account and appropriated to the Tourism Fund to offset expenditures made from the Tourism Fund in FY2022. Mr. Hunter made a motion, seconded by Mrs. Waymack to approve the appropriation as presented. Roll was called on the motion.

R-21-192

A-5.

RESOLUTION; APPROPRIATION DIXIE WORLD SERIES PROCEEDS TO TOURISM FUND (\$24,927.60)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9<sup>th</sup> day of November, 2021, does hereby authorize and appropriate the following increase of funds within the 2021-2022 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>
Tourism Fund		
Expenditures:		
0213-08-301-2131-49199	Tourism Fund Contingencies	\$24,927.60
Revenues:		
0213-10-507-8115-318903	Tourism Gifts/Donations	\$24,927.60

On roll call the vote was:

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

Opposed: (0)

Absent: (0)



**A-6. Resolution: Award of Contract and Appropriation from Debt Proceeds (\$108,572 Architectural and Engineering Services Circuit Courtroom Renovation).** Ms. Drewry stated that The Board of Supervisors has been evaluating Judge-requested renovations to the Circuit Court room. The Board received a report from Dean Simmons at its October 20 work session, and was agreeable to the design provided during that work session. Moseley Architects, one of the County’s contracted architectural firms (RFP 21-04- 0504) provided a pricing proposal to complete detailed drawings; assist with the bidding process; provide construction management services; and to provide furniture design services. Staff is recommending award of contract to Moseley Architects in an amount not to exceed \$108,572 for these services. Funds for architectural services will be derived from a late winter 2021 borrowing as part of multiple CIP projects. Staff is requesting the board to authorize the County Administrator to execute a contract with Moseley Architects not to exceed \$108,572 and a reimbursement resolution allowing the County to reimburse itself for A/E services when debt is issued. Mr. Webb made a motion, seconded by Mrs. Waymack, to approve the award of contract and appropriation as presented. Roll was called on the motion.

R-21-193

A-6.

**RESOLUTION; AWARD OF CONTRACT AND APPROPRIATION FROM DEBT PROCEEDS (\$108,572 ARCHITECTURAL AND ENGINEERING SERVICES CIRCUIT COURTROOM RENOVATION)**

WHEREAS, a pricing proposal was received from Moseley Architects, one of three contracted Architectural and Engineering Firms as awarded on November 10, 2020 via RFP 21-04-0504, in an amount not to exceed \$108,572 for design development, construction document, bidding, construction administration and furniture design services of a Circuit Courtroom renovation project; and

WHEREAS, the Circuit Courtroom renovation has been discussed as a needed capital project, with the recommended funding source of a late winter 2021 borrowing; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with Moseley Architects for design development, construction document, bidding, construction administration and furniture design services, in an amount not to exceed \$108,572 to move forward with the design of Circuit Courtroom renovations.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 9<sup>th</sup> day of November, 2021, hereby awards the contract for design development, construction document, bidding, construction administration and furniture design Architectural and Engineering services for a Circuit Courtroom renovation to Moseley Architects in an amount not to exceed \$108,572 and authorizes the County Administrator to execute a contract with Moseley Architects.

NOW, THEFORE, BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 9th day of November, 2021, does hereby authorize the following increase of funds within the 2021-2022 Budget, such line items increased 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:</u>		
0311-02-010-3220-48130	CIP – Circuit Court Renovation	\$108,572
<u>Revenue:</u>		
0311-40-900-8115-341401	Debt Proceeds	\$108,572

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

Mr. Hunter made a motion, seconded by Mr. Carmichael, to approve the reimbursement resolution as presented. Roll was called on the motion.

R-21-193A

A-6.

RESOLUTION OF OFFICIAL INTENT TO REIMBURSE  
EXPENDITURES WITH PROCEEDS OF BONDS  
OR OTHER INDEBTEDNESS

WHEREAS, the Board of Supervisors (the "Board") of the County of Prince George, Virginia (the "County") has previously determined to undertake the purchase of the design development, construction document, bidding, construction administration and furniture design of architectural services for a renovation of the Circuit Courtroom of \$108,572;

WHEREAS, the Board currently expects that the cost of the Purchase, excluding the costs of the financing thereof, will be approximately \$108,572;

WHEREAS, the Board currently expects to incur long-term indebtedness in an amount now estimated at \$108,572 to pay a portion of the costs of the Purchase, which indebtedness may take the form of tax-exempt bonds or other types of debt; the proceeds of such indebtedness may be used either for paying costs of the Purchase directly or for repaying other indebtedness previously incurred for the Purchase or for a combination of such purposes; and

WHEREAS, the County may also advance its own funds to pay expenditures relating to the Purchase (collectively, the "Expenditures") prior to receiving reimbursement for such Expenditures from the proceeds of tax-exempt bonds or taxable debt, or both;

THEREFORE, BE IT RESOLVED, by the Board of Supervisors of the County as follows:

1. The County intends to utilize the proceeds of tax-exempt bonds or notes (the "Bonds") or to incur other debt to pay Purchase costs in an amount not currently expected to exceed \$108,572.

2. The County intends that the proceeds of the Bonds be used to pay or reimburse the County for the payment of Expenditures made after the date of this Resolution or made within 60 days prior to the date of this Resolution or Expenditures which are incurred for certain preliminary costs such as architectural, engineering, surveying, soil testing, bond issuance expenses and the like. The County reasonably expects on the date hereof that it will pay or reimburse the Expenditures with the proceeds of the Bonds or other debt.

3. Each Expenditure will be, unless otherwise approved by bond counsel, either (a) of a type properly chargeable to a capital account under general federal income tax principles (determined in each case as of the date of the Expenditure), (b) a cost of issuance with respect to the Bonds, or (c) a nonrecurring item that is not customarily payable from current revenues.

4. The County intends to make a reimbursement allocation, which is a written allocation by the County that evidences the County's use of proceeds of the Bonds to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Purchase is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The County recognizes that

exceptions are available for certain “preliminary expenditures,” costs of issuance, and certain de minimis amounts.

5. The Board intends that the adoption of this Resolution confirms the “official intent” of the County within the meaning of Treasury Regulations Section 1.150-2 promulgated under the Internal Revenue Code of 1986, as amended.

6. The County Administrator and other officers of the County are hereby authorized and directed to take such actions, in consultation with the County’s counsel, as may be necessary or desirable to implement the planning and structuring of the Bonds, including but not limited to negotiations with lenders or investment bankers for the Bonds, the selection of bond counsel to supervise the issuance of such Bonds and the engagement of such other professionals as may be necessary or desirable to assist the County in this process, but such officers shall not obligate the County on such Bonds without further approval by the Board.

7. This Resolution shall take effect immediately upon its passage.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-7. Resolution; Proposed Revisions Prince George County Administrative Policy; Section 170.1 Through 170.3, Entitled Expense Reports and Purchase Cards / Accounts.** Ms. Drewry stated that two revisions to existing Administrative Policy 170 entitled Expense Reports and Purchase Cards / Accounts are being recommended. 1. 170.1 - Addition of explicit monthly timeline and deadline for submitting Expense Reports / Reimbursement Requests. 2. 170.3 (new Section 5) - The Commonwealth’s Attorney requested an addition to existing to policy make provisions for staff to pay transportation and lodging costs for witnesses travelling to court proceedings when a financial hardship exists for that witness. Such costs will be limited to those approved by the Virginia Supreme Court, and reimbursement for those costs will be sought from the Virginia Supreme Court. Mr. Carmichael made a motion, seconded by Mr. Webb, to approve the changes as presented. Roll was called on the motion.

R-21-194

A-7.

**RESOLUTION; PROPOSED REVISIONS PRINCE GEORGE COUNTY ADMINISTRATIVE POLICY; SECTION 170.1 THROUGH 170.3, ENTITLED EXPENSE REPORTS AND PURCHASE CARDS / ACCOUNTS**

WHEREAS the Prince George County Personnel policy has been reviewed by staff and it has been determined that the existing policy entitled Expense Reports and Purchase Cards / Accounts requires modifications; and

WHEREAS those modifications are comprised of

1. The addition of a timeline and deadline for submitting Expense Reports / Reimbursement Requests; and
2. The addition of a section that permits the Commonwealth’s Attorney or Victim Witness Coordinator and his/her staff to pay transportation and lodging costs for a witness to a court proceeding who has a financial hardship, and seek reimbursement from the Virginia Supreme Court for those costs.

NOW, THEREFORE, BE IT RESOLVED, That the Board of Supervisors of the County of Prince George this 9<sup>th</sup> day of November, 2021, does hereby amend the Prince George County Administrative Policies by revising the policy entitled Expense Reports and Purchase Cards / Accounts as requested.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-8. Consideration of Appointments – Board, Commissions, Committees, Authorities: Resolution of Appointment(s):**

**C. Resolution; Appointments (Two Members) Industrial Development Authority.** Mr. Hunter made a motion, seconded by Mr. Webb, to appoint Ms. Lillian Boyd and Mr. Yousef Jabri to the Industrial Development Authority. Roll was called on the motion.

R-21-195

A-8.

**RESOLUTION; TWO APPOINTMENTS (FOUR-YEAR TERM) –  
PRINCE GEORGE COUNTY INDUSTRIAL DEVELOPMENT  
AUTHORITY**

WHEREAS, The terms of Ms. Lillian Boyd and Mr. Derrick Johnson on the Prince George County Industrial Development Authority will expire on November 10, 2021;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9<sup>th</sup> day of November, 2021 does hereby appoint Ms. Lillian Boyd and Mr. Yousef Jabri to the Prince George County Industrial Development Authority to serve a term of four years commencing November 11, 2021 and ending on November 10, 2025.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**D. Resolution; Appointment (Interim Term); Crater Regional Building Code Appeals Board.** Mr. Hunter made a motion, seconded by Mr. Webb, to appoint Ms. Deborah Debiasi to the Crater Regional Building Code Appeals Board. Roll was called on the motion.

R-21-195A

A-8B

**RESOLUTION: APPOINTMENT OF COUNTY REPRESENTATIVE;  
REGIONAL BUILDING CODE APPEALS BOARD (INTERIM TERM)**

WHEREAS, Due to the resignation of Clarence Jackson, there is a vacant term on the Building Code Appeals Board; and

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors of Prince George County, this 9<sup>th</sup> day of November, 2021, does hereby appoint Ms. Deborah Debiasi to serve on the Building Code Appeals Board for a term effective immediately and ending on June 11, 2023 in accordance with the Code of Virginia (1950, as amended).

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**ADJOURNMENT.** Mr. Webb moved, seconded by Mrs. Waymack to adjourn to November 17 at 4:00 p.m. 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 8:54 p.m.

[Draft Minutes prepared November 15, 2021 for consideration on November 23, 2021;  
adopted by unanimous vote.]

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Floyd M. Brown, Jr.  
Chairman, Board of Supervisors

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Percy C. Ashcraft  
County Administrator