

**AGENDA**

Board of Supervisors  
County of Prince George, Virginia  
Regular Meeting: March 22, 2022  
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

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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 March 22 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**

- PG Heritage Center Gutter Discussion (Dean Simmons, General Services) [4]  
Station 8 Electrical Upgrades (Dean Simmons, General Services) [5]  
Convenience Center Discussion (Dean Simmons, General Services) [6]

**INVOCATION** – Pastor Chris Jenkins, Unity Baptist Church

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

**PUBLIC COMMENTS**

**ADOPTION OF AGENDA** [1]

**ORDER OF CONSENSUS**

- C-1. Draft Minutes – February 17, 2022 Pre-Budget Work Session; February 23, 2022 Pre-Budget Work Session; and March 8, 2022 Regular Meeting. [7]

**PRESENTATIONS**

**SUPERVISORS’ COMMENTS**

**COUNTY ADMINISTRATOR’S COMMENTS**

**REPORTS**

**POSTPONED ITEMS**

**ORDER OF BUSINESS**

- A-1. Resolution; Transfer From General Fund Contingency (\$4,200) Senior Task Force Funding Request. (Mary Ann White, Chair) [8]
- A-2. Resolution; Personnel Policy Revision 24.1 through 24.24 entitled *Leave*. (Corrie Hurt, Human Resources Director) [9]
- A-3. Resolution; Contract Amendment – AMI Radio Read Metering – Contingency, Finance And Bond Charges. (Frank Haltom County Engineer) [10]

~~[DELETED]A-4. — Resolution: Authorizing the County to Enter into a Purchase Agreement with Howard L. Dixon, Donna L. Dixon, Michelle L. Ward and Matthew E. Ward for the Purchase of 25.1 Acres of Property Located on River Road, Tax Map#: 110(0A)00-011-B. (Frank Haltom, County Engineer) [11]~~

~~[DELETED]A-5. — Resolution: Authorizing the County to Enter into a Purchase Agreement with Hopewell/Prince George Fraternal Order of Police for the Purchase of 6.0 Acres of Property Located on Middle Road, Tax Map#: 13A(03)00-00B-0. (Frank Haltom, County Engineer) [12]~~

- A-6. Resolution; Award of Contract (\$219,600 Janitorial Services). (Betsy Drewry, Deputy County Administrator, Finance). [13]
- A-7. Presentation of proposed FY23 County Budget. (Jeff Stoke, Interim County Administrator) [14]
- A-8. Resolution; Authority to Advertise a Public Hearing for Setting a Tax Rate for Real Property, Personal Property, Machinery and Tools and Mobile Homes. (Betsy Drewry, Deputy County Administrator, Finance) [15]

- A-9. Resolution: Authority to Advertise a Public Hearing for Ordinance Amendments to the Code of the County of Prince George, Virginia by Amending Sections 82-261, 82-262, 82-536, and 82-537 to Revise Water and Wastewater Connection Fees and User Charges. (Frank Haltom, County Engineer). [16]
- A-10. Resolution; Authority to Advertise a Public Hearing for an Effective Real Property Tax Increase – Equalized Rate Consideration. (Betsy Drewry, Deputy County Administrator, Finance). [17]
- A-11. Resolution Regarding the Extension of the Due Date for Real Estate Taxes, Personal Property Taxes, Stormwater Utility Fees and Public Services Taxes. (Dan Whitten, County Attorney) [18]
- A-12. Resolution; Authority to Advertise an Ordinance to Amend “The Code of the County of Prince George, Virginia,” as Amended, by Amending and Reenacting §§ 78-96, 78-96.1, 78-97, 78-98, 78-99, 78-100, and 78-102, to Eliminate the Vehicle License Fee Effective for the 2022 Personal Property Tax Year but to Clarify that Delinquent Vehicle Fees from Prior Tax Years Shall Still Be Owed. (Dan Whitten, County Attorney) [19]
- [ADDED] A-13. Resolution: Authorization for Emergency Repairs of Manchester Run Gravity Sewer Trunk Line.

### **PUBLIC HEARINGS**

- P-1. Public Hearing; Ordinance for a One-Time Waiver of Code Section 82-311(A) and 82-591 of “The Code of the County of Prince George, Virginia” to Allow the Use of Private Water and Wastewater Facilities. (Frank Haltom, County Engineer) [20]
- P-2. Public Hearing; REZONING AMENDMENT RZ-21-06: Request of SI Virginia II, LLC to amend and replace the conditions of Rezoning RZ-20-04 and Zoning Case Amendment RZ-20-05 to consolidate zoning conditions under one zoning case and eliminate a land use restriction on High Cube Warehouses. The subject property, zoned M-1 Limited Industrial, comprises 157.15 acres located on Quality Way in Southpoint Industrial Park, and is identified as Tax Map 340(22)00-010-0. The Comprehensive Plan indicates the property is suitable for Industrial uses. (Tim Graves, Planning) [21]
- P-3. Public Hearing; SPECIAL EXCEPTION SE-21-07: Request of BrightView, LLC, pursuant to Prince George County Zoning Ordinance Section 90-393(8) to permit a special care hospital in a B-1 General Business District, for the purpose of providing outpatient substance abuse services in an existing commercial building. The subject property, approximately 6.645 acres in size, is located at 4140 Crossings Court and is identified as tax parcel 120(0A)00-003-J. The Comprehensive Plan indicates the property is suitable for Commercial uses. (Andre Greene, Planning) [22]

### **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

March 22, 2022

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 March 22, 2022 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by Chair Marlene J. Waymack.

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

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

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

**CLOSED SESSION**

**E-1. Resolution; Closed Session for (i) 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 (a) Opioid litigation and (b) USERRA litigation.** Mr. Brown made a motion, seconded by Mr. Webb, that the Board convene closed session for (i) 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 (a) Opioid litigation and (b) USERRA litigation.

R-22-048C

E-1.

RESOLUTION; CLOSED SESSION FOR (I) 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 (A) OPIOID LITIGATION AND (B) USERRA LITIGATION

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 22<sup>nd</sup> day of March, 2022, does hereby vote to enter closed session for (i) 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 (a) Opioid litigation and (b) USERRA litigation.

On roll call the vote was:

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

Opposed: (1) Carmichael

Absent (0)

**E-2. Resolution; Certification of Closed Session.** At 5:21 p.m., Mr. Hunter made a motion, seconded by Mr. Webb, that the Board adjourn the closed session and enter open session, certifying that to the best of each Board Members' knowledge (1) only public business lawfully exempted from open meeting requirements were discussed and (2) only matters identified in the convening motion were discussed. Chair Waymack 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 Chair asked that the roll be called on the motion.

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 22<sup>nd</sup> day of March, 2022 does hereby certify that, to the best of each Board Member's knowledge, (1) only public business lawfully exempted from open meeting requirements were discussed, and (2) only matters identified in the convening motion were discussed.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

Chair Waymack called a recess at 5:22 p.m. The work session reconvened at 6:00 p.m.

**WORK SESSION**

**PG Heritage Center Gutter Discussion**

Mr. Dean Simmons, General Services Director, stated that General Services obtained a Feasibility Study for water infiltration problems from Moseley Architects to repair/replace specific problems at the Prince George Regional Heritage Center. The initial analysis included complete roof repair, brick repair, gutter repair, window upgrades, etc. The Board authorized Moseley Architects to complete repair drawings that Staff is still waiting to receive. Staff has moved forward in replacing the roof on the arcade portion of the building as Phase I of this project. Ms. Carol Bowman, Director of the Prince George Regional Heritage Center had contracted a company to prepare a quote to replace the gutters identified in the feasibility study at the Heritage Center. The Prince George Regional Heritage Center would like to contact and fund the replacement of the gutters on the Czechoslovakian Museum Building. As this is a County owned building, Staff agrees that the gutters will need to be replaced and is receptive to the tenant funding these repairs. Mr. Brown asked if the procurement policy would allow this and are we setting ourselves up for a precedence with other tenants. Mr. Simmons stated that since they are the tenant, they do not have to follow the procurement policy. Mr. Brown stated that he just wants to be fair and consistent with what we do. Chair Waymack asked if the historical aspect of this building have anything to do with who we choose to do the work. Mr. Simmons stated that you can choose anyone as long as they adhere to the historical preservation.

**Station 8 Electrical Upgrades**

Mr. Simmons stated that General Services received a feasibility study by DJG Architects to perform electrical upgrades to the Emergency Crew – Station 8 facility. Plans were prepared by DJG Architects for construction and a quote was received to perform all electrical upgrades at a cost of \$120,428. A cost savings of \$13,500 can be utilized by using Aluminum Service Wiring and value engineered light fixtures. This will be used to cover other costs not included in the quote, to upgrade the propane tank for added required capacity and electrical services to the three-phase conversion if required. This project will be added as an agenda item to the April 12, 2022 Board of Supervisors Meeting for authorization to proceed with final cost.

**Convenience Center Discussion**

Mr. Simmons presented the Board with two options for a convenience center at the Yancey Tract. Option one would be a convenience location for household trash only. The design phase would be \$161,997. It would have a per bag cost to the citizens. There would be no scale. This would be for household trash only and all other items would have to be taken to the Union Branch location. Option two would be a full service facility similar to the Convenience Center at Union Branch Road. The design phase would be \$161,997. However, they would need to consider the cost of land development. It may be increased because more than one acre would be required. There would be an additional cost of \$100,000 for the scale so payment from the citizens would be per pound. Mr. Brown asked how we would ensure that people will not dump off after hours if we used Option one. Mr. Simmons stated that he would be secured at night and Mr. Brown stated that would still not prevent people from dumping at the gate. Mr. Brown also

asked what would happen if there was some type of spill since it is not required that they have water. Mr. Simmons stated that he does not believe that either site would require water. They have hazmat kits to clean up any kind of chemical type spill. Mr. Brown asked if the provider would be responsible for the scales if they were to use Option two. Mr. Simmons stated that the County would be responsible for the scales since they own the property. Mr. Brown stated that he believes Option one is asking for trouble as people are not likely to just dump household trash. Mr. Hunter agreed with Mr. Brown. Mr. Webb agreed that Option two would be the best.

Alan Carmichael arrived at 6:14 p.m. Chair Waymack called a recess at 6:18 p.m. The meeting reconvened at 7:00 p.m.

**Invocation.** Pastor Chris Jenkins, Unity Baptist Church, gave the Board's invocation.

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

**PUBLIC COMMENTS.** Chair Waymack announced that anyone wishing to come before the Board may do so at this time. Mr. Brown asked the County Attorney to read the public comments policy in the Board of Supervisors By-Laws. Mr. Whitten stated that persons speaking before the Board would not be allowed to use profanity or vulgar language and would not be allowed to engage in person attacks. She noted that this was the time for unscheduled general public comments. Chair Waymack opened the public comments at 7:03 p.m. There was no one to speak and the public comments period was closed.

**APPROVAL OF AGENDA.** Mr. Brown requested that Items A-4 and A-5 be deleted. He also requested that Item A-13 be added a resolution to authorize emergency repairs of Manchester Run Gravity Sewer Trunk Line. Mr. Brown made a motion, seconded by Mr. Hunter, to adopt the agenda as amended. 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. Carmichael 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 – February 17, 2022 Pre-Budget Work Session; February 23, 2022 Pre-Budget Work Session; and March 8, 2022 Regular Meeting were approved.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

### **SUPERVISORS' COMMENTS**

Mr. Hunter announced that Prince George County has gone from being a high-risk locality for COVID-19 to being in the low range in the region. He congratulated the community for all of their efforts to stay safe.

Chair Waymack recognized all of the Prince George County Animal Control Officers for all of their hard work that they do with the animal population.

### **COUNTY ADMINISTRATOR'S COMMENTS**

Mr. Jeff Stoke, Interim County Administrator, stated that the County is hosting the VLGMA Spring Meeting at CCAM on Friday, March 25. This is by invitation only.

### **ORDER OF BUSINESS**

**A-1. Resolution; Transfer From General Fund Contingency (\$4,200) Senior Task Force Funding Request.** Ms. Mary Ann White, Chair of the Senior Task Force, made a fund request to the Board in the amount of \$4,200 for the RUOK Program. They plan to use the money to buy lock boxes, marketing material, and badges for Task Force members. Mr. Brown made a motion, seconded by Mr. Webb, to approve the transfer from General Fund Contingency as

presented. Ms. White thanked Mr. Webb for attending their latest meeting. Roll was called on the motion.

R-22-049

A-1.

RESOLUTION; TRANSFER FROM GENERAL FUND CONTINGENCY (\$4,200)  
SENIOR TASK FORCE FUNDING REQUEST

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 22<sup>nd</sup> day of March, 2022, does hereby authorize 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>
Special Welfare Fund 0960	
<u>Revenue:</u>	
0960-90-901-8207-399100 Special Welfare – Transfer from Gen Fund	\$4,200.00
<u>Expenditure:</u>	
0960-05-113-9000-45796 Special Welfare – Sr. Task Force Exp.	\$4,200.00
General Fund 0100	
<u>Expenditures:</u>	
0100-09-401-0917-49199 General Fund Contingency	(\$4,200.00)
0100-09-401-0917-49187 Gen Fund Transfer to Special Welfare Fund	\$ 4,200.00

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-2. Resolution; Personnel Policy Revision 24.1 through 24.24 entitled *Leave*.** Ms. Corrie Hurt, Human Resources Director, stated that Staff has revised the personnel policy entitled *Leave* for the Board’s consideration. A section has been added for a Paid Time Off conversion. When an employee transfers to a hazardous duty position, they can no longer earn Paid Time Off. They will begin earning annual and sick leave. The conversion will allow the remaining balance of PTO to be split [1/3 going to annual leave and 2/3 going into their sick leave balances]. The reason for this split is because a VRS Hybrid person had the ability to have short term disability paid by the county which allowed them anywhere from 60% to 100% income replacement with no leave time taken for a certain period of time. They will move from Hybrid to Plan 2 VRS where they no longer receive this disability coverage. The 2/3 conversion to sick leave will help them establish hours in the event that they need to take time off for sickness. The sick leave does not have a “use or lose” implication and therefore there is no risk for the employee to lose a large balance of time if the transfer occurs near the end of the year. Mr. Hunter made a motion, seconded by Mr. Carmichael, to approve the resolution as presented. Roll was called on the motion.

R-22-050

RESOLUTION; PERSONNEL POLICY REVISION 24.1 THROUGH 24.2 ENTITLED  
*LEAVE*

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the policy entitled *Leave* be reviewed and considered for revision in the County’s Personnel Policies;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince George, this 22<sup>nd</sup> day of March, 2022 does hereby amend the Prince George County Personnel Policies by approving a revision to the policy entitled *Leave* as requested.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-3. Resolution; Contract Amendment – AMI Radio Read Metering – Contingency, Finance and Bond Charges.** Mr. Frank Haltom, County Engineer, stated that the AMI Radio Read Metering contract was awarded during the February 8<sup>th</sup> regular meeting of the Board. The award was for a not-to-exceed amount of \$3,011,934.40 as provided in the proposal submitted by Utility Service Co. This cost included the implementation costs for the new infrastructure and the lifetime cost of the annual maintenance program (\$1,898,845.00 for implementation; and \$1,113,089.40 for maintenance / meters). After further reviewing the proposal it was determined the following items were not included as part of the County's RFP: Performance and Payment bond costs for the installation of the new infrastructure – \$100,115.00; 10% contingency costs to cover potential costs due to unforeseen conditions during installation of new infrastructure - \$189,885.00; and interest and issuance costs to finance the implementation costs over 15 years - \$588,336.00 – this does not include the annual maintenance program costs. Therefore, total costs of implementation, excluding the annual maintenance costs, is \$2,777,175.00, which is \$878,336.0 more than the awarded amount for the implementation component. The annual maintenance costs remain as originally submitted, which are based on a \$1.97 unit cost per meter per month. The first annual payment is expected to be \$74,206 based on the number of meters included in the RFP. However, each year the annual maintenance costs will be increased per the Consumer Price Index (CPI) and by the number of new meters added into the maintenance program through future growth. Staff recommends a resolution to amend the contract amount for AMI Full Service Implementation and Maintenance Program increasing the amount by \$878,335.37 to allow for the performance bond, 10% contingency, and finance charges. Mr. Brown asked how we got ourselves in this situation. This is a huge difference. Mr. Haltom stated that he will take the fall on this one. He did not clearly go through the proposal to catch some of these items that were not included. Mr. Brown stated that he hopes we get better at this. Mr. Webb stated that he agrees with Mr. Haltom that we need the performance and payment bond. Mr. Hunter made a motion, seconded by Mr. Webb, to approve the contract amendment as presented. Roll was called on the motion.

R-22-051

A-3.

**CONTRACT AMENDMENT – AMI RADIO READ METERING – CONTINGENCY, FINANCE AND BOND CHARGES.**

WHEREAS, A contract to provide an Advanced Metering Infrastructure (AMI) Full Service Implementation and Maintenance Program was awarded to Utility Services, Inc. on February 8th, 2022 for a not-to-exceed amount of \$3,011,934.40; and

WHEREAS, Costs not included in the award include the Performance and Payment bond costs of \$100,115.00 for the installation of the new infrastructure, 10% Contingency costs of \$189,885.00 to cover potential costs due to unforeseen conditions during installation of new infrastructure, and interest and issuance costs to finance the implementation costs over 15 years of \$588,336.00; and

WHEREAS, The total costs of implementation, excluding the annual maintenance costs, is \$2,777,181.00, which is \$878,336.00 more than the awarded amount; and

WHEREAS, The first annual payment for the maintenance program is expected to be \$74,206, and such annual maintenance costs are subject to increase each year per the Consumer Price Index (CPI) and by the number of new meters added into the maintenance program through future growth.

NOW, THEREFORE BE IT RESOLVED: That the Board of Supervisors of the County of Prince George this 22nd day of March, 2022, does hereby amend the contract for AMI Full



Service Implementation and Maintenance Program to Utility Service Co. by increasing the amount by \$878,336.00 to allow for the performance bond, 10% contingency, and finance charges for a total award of \$2,777,181.00.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-6. Resolution; Award of Contract (\$219,600 Janitorial Services).** Ms. Betsy Drewry, Deputy County Administrator, Finance, stated that Professional Maintenance Company, Inc., the County's existing contracted janitorial services provider provided notice of cancellation of their contract on February 25, 2022. Their labor costs have increased as a result of the state mandated minimum wage increase, and they expressed that they could not operate with a renewed contract increased only by the Consumer Price Index (CPI), the maximum our existing contract terms allowed. An Invitation for Bids, IFB #22-12-1204 "Janitorial Services" was issued on February 27, 2022 and closed on March 11, 2022. This IFB can be viewed on the County website. A detailed list of responsibilities to be performed daily, weekly, monthly, annually and as needed was provided as part of the Invitation for Bids. Additionally, a continued requirement of requiring criminal background reviews on all employees of contracted firms was included. Seven (7) bids were received and opened on March 11, 2022. Staff is recommending award of contract to Star Commercial Janitorial Services, Inc. in the amount of \$219,600 annually; \$0.08 per square foot for carpet cleaning; \$25.00 per hour for emergency cleaning per employee; and \$25.00 per supervisor per hour for emergency cleaning. [Our current annual contract would have gone to \$211,654 with a 4.1% CPI Increase]. The contract is renewable annually, for four additional one-year periods, with an increase allowed based on CPI. As of the date this document was prepared (March 14, 2022 at 5:00 p.m., 2 of 3 references contacted had provided responses; and a few more will be requested). Staff is requesting the board to authorize the Interim County Administrator to execute a contract with Star Commercial Janitorial Services, Inc. for \$219,600 annually; \$0.08 per square foot for carpet cleaning; \$25.00 per hour for emergency cleaning per employee; and \$25.00 per supervisor per hour for emergency cleaning. The resolution approves administrative execution of a contract. Mr. Carmichael stated that he hopes they follow-up and make sure we are getting the services that were bid out. Mr. Brown made a motion, seconded by Mr. Webb, to approve the resolution as presented. Roll was called on the motion.

R-22-052

A-6.

**RESOLUTION; AWARD OF CONTRACT (\$219,600 JANITORIAL SERVICES)**

WHEREAS, On February 27, 2022 an Invitation for Bids was advertised by General Services and the Finance Department to obtain bids for contracted janitorial services for all County facilities (IFB 22-12-1204). The IFB closed on March 11, 2022 with seven bids. The lowest responsive and responsible bid was received from Star Commercial Janitorial Services, Inc. in the amount of \$219,600 annually; \$0.08 per square foot for carpet cleaning; \$25.00 per hour for emergency cleaning per employee; and \$25.00 per supervisor per hour for emergency cleaning; and

WHEREAS, Staff is requesting authorization for the Interim County Administrator to enter into a contract with Star Commercial Janitorial Services, Inc. in the amount of \$219,600 annually for contracted janitorial services for all County facilities. Additionally contracted rates for other services will be \$0.08 per square foot for carpet cleaning; \$25.00 per hour for emergency cleaning per employee; and \$25.00 per supervisor per hour for emergency cleaning. The contract is renewable for four additional one-year periods, with an increase allowed based on the Consumer Price Index (CPI) as specified in the Invitation for Bid.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 22<sup>nd</sup> day of March, 2022, hereby awards the contract for janitorial services to Star Commercial Janitorial Services, Inc. in the amount of \$219,600 annually for specified contracted janitorial services; \$0.08 per square foot for carpet cleaning; \$25.00 per hour for emergency cleaning per employee; and \$25.00 per supervisor per hour for emergency

cleaning and authorizes the Interim County Administrator to execute a contract with Star Commercial Janitorial Services, Inc.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

### **PUBLIC HEARINGS**

**P-1. Public Hearing; Ordinance for a One-Time Waiver of Code Section 82-311(A) and 82-591 of “The Code of the County of Prince George, Virginia to Allow the Use of Private Water and Wastewater Facilities.** Mr. Frank Haltom, County Engineer, stated that Mr. Nelson Cunningham intends to develop tax parcel 340(19)00-001-0 located along Chudoba Parkway to relocate his business currently located in Chesterfield County. His business is focused on automotive restoration. Prince George currently has insufficient water and wastewater capacity to serve this project. In order to secure financing for the project, among other requirements, Landmark Industrial must identify a reliable source of potable water and domestic wastewater treatment. The County is taking steps to provide additional water and wastewater capacity to the Southpoint Business Park area. However, it will take 24 to 36 months to complete the necessary improvements to serve this part of the County. Until the public water and wastewater improvements are complete, the applicant requests a waiver of the ordinance to allow them to install private water and wastewater facilities to serve the property. The approval of an ordinance after the public hearing is required for a one-time waiver to County Code Section 82-311(a) and 82-591. Chair Waymack opened the public hearing at 7:35 p.m.

Mr. Dean Hawkins (Landscape Architect for the Applicant). Mr. Hawkins asked the Board to consider this request. He stated that he is glad to see that the Board is taking steps to relieve this issue in the future.

Mr. Larry Mitchell (16200 Arwood Road). Mr. Mitchell stated that the voice and video were blocked during the public comments period.

There bring no one else to speak and the public hearing was closed at 7:38 p.m. Mr. Brown made a motion, seconded by Mr. Hunter to approve the one-time waiver as presented. Roll was called on the motion.

O-22-07

P-1.

**ORDINANCE FOR A ONE-TIME WAIVER OF CODE SECTION 82-311(A) AND 82-591 OF “THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA” TO ALLOW THE USE OF PRIVATE WATER AND WASTEWATER FACILITIES.**

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

- (1) That a one-time waiver of Code Sections 82-311(A) and 82-591 of the “Code of the County of Prince George, Virginia, 2005, as amended” to allow the use of private water and wastewater facilities to serve tax parcel 340(19)00-001-0 until the completion of the necessary public water and wastewater improvements to serve the property.
- (2) That this ordinance shall be effective immediately upon adoption.

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Adopted on March 22, 2022 and becoming effective immediately.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**P-2. Public Hearing; REZONING AMENDMENT RZ-21-06: Request of SI Virginia II, LLC to amend and replace the conditions of Rezoning RZ-20-04 and Zoning Case Amendment RZ-20-05 to consolidate zoning conditions under one zoning case and eliminate a land use restriction on High Cube Warehouses. The subject property, zoned M-1 Limited Industrial, comprises 157.15 acres located on Quality Way in Southpoint Industrial Park, and is identified as Tax Map 340(22)00-010-0. The Comprehensive Plan indicates the property is suitable for Industrial uses.** Mr. Tim Graves, Planner, stated that the applicant would like to amend the conditions of two existing zoning cases (RZ-20-04 and RZ-20-05) to eliminate a voluntary restriction on certain distribution center-related uses on the subject property. If approved, the request would also consolidate two zoning cases into one, with a result of simplifying the zoning on the property. Zoning cases RZ-20-04 and RZ-20-05 were approved October 27, 2020. There were two zoning cases because there were two tax parcels involved. One zoning case rezoned one of the tax parcels from M-3 to M-1 and the other zoning case amended the zoning conditions on the other tax parcel. The result was that two tax parcels were in the same zoning district (M-1) and had the same set of zoning conditions. In those zoning cases, the applicant proffered that the property consisting of two tax parcels would be consolidated, and proffered that two particular high-traffic uses would not be permitted on the property, (155 High-Cube Fulfillment Center Warehouse and 156 High-Cube Parcel Hub Warehouse). Those two uses are permitted by-right in the County's M-1 zoning district as "Wholesale business and storage warehouses", however the applicants decided to exclude those two uses because if they were included it could have delayed the rezoning case by a factor of months. The reason it would have delayed the rezoning case is because VDOT required a Chapter 527 Traffic Impact Analysis (TIA) for those uses, based on the 10th edition of a technical reference manual, and such a TIA is time-intensive for the applicant to prepare and for the County and VDOT to review. A 648,000 SF speculative building is currently under construction. It is designed for expansion to at 940,000 SF. 4. In 2021, the applicant discovered that in the latest edition of the technical reference manual, those same uses no longer trigger the requirement for a TIA. 5. Desiring the option to develop the property with those uses, the applicant applied for this rezoning amendment. The applicant's two main goals are to remove the restriction and consolidate two zoning cases for two tax parcels into one zoning case for one tax parcel. In order to accomplish their goals, the applicant has proposed to amend the conditions of RZ-20-04 and RZ-20-05 with two main changes; to remove the language that excludes the specified uses, and replace two lists of conditions with one set of conditions. All other previously effective conditions would remain in effect if this zoning request is approved. Those conditions pertain to general conformance to a conceptual plan, vegetative buffers, ground cover and landscaping, lighting, and meeting with VDOT. Approval of this request would simplify the zoning of this property since there would only be one effective zoning case for the now-consolidated tax parcel. The County can require a TIA for rezoning requests even if VDOT does not. Staff does not see a need to require a separate TIA information for this request, given there are no known transportation issues within Southpoint Industrial Park. If this rezoning amendment is approved, the property could be used for any of the permitted M-1 uses. 6. This request is compatible with the Comprehensive Plan because this area is planned for Industrial according to the Future Land Use map and traffic impacts have been considered in the review of this request. No additional conditions are recommended. The proffered conditions are appropriate. Staff recommends approval, subject to the recommended conditions in the section below. This recommendation is based on the following considerations: (1) the applicant's request appears to be compatible with current and future surrounding land uses; (2) no negative feedback was received from adjacent property owners and community prior to publishing this staff report; and (3) the applicant has proffered the below conditions which Staff finds appropriate. The Planning Commission recommended approval by a 6-0 vote on February 24, 2022. There were no public comments for or against the request. Chair Waymack opened the public hearing at 7:48 p.m.

Tom Wortham (Representative of SI, Virginia). Mr. Wortham stated that they are well on their way to completing the building. They were proactive in completing the traffic impact analysis. They appreciate the Board's support on this project and request their consideration.

There was no one else to speak and the public hearing was closed at 7:51 p.m. Mr. Carmichael made a motion, seconded by Mr. Webb, to approve the ordinance as presented. Roll was called on the motion.

P-2.

**REZONING AMENDMENT RZ-21-06:** Request of SI Virginia II, LLC to amend and replace the conditions of Rezoning RZ-20-04 and Zoning Case Amendment RZ-20-05 to consolidate zoning conditions under one zoning case and eliminate a land use restriction on High Cube Warehouses. The subject property, zoned M-1 Limited Industrial, comprises 157.15 acres located on Quality Way in Southpoint Industrial Park, and is identified as Tax Map 340(22)00-010-0. The Comprehensive Plan indicates the property is suitable for Industrial uses.

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BE IT ORDAINED by the Board of Supervisors of Prince George County that Rezoning Application identified as RZ-21-06 is granted as an amendment to the official zoning map; and

The Owner in this zoning case, pursuant to §15.2 2303 of the Code of Virginia (1950 as amended) and the Zoning Ordinance of Prince George County, for themselves and their successors or assigns, proffer that the Property known as Tax Map 340(22)00-010-0 or Lot 10R in the Southpoint Business Park, containing 157.15 acres, will be developed according to the following conditions voluntarily agreed to by the Applicant, which shall replace the conditions of zoning cases RZ-20-04 and RZ-20-05 that applied to the Property prior to adoption of this ordinance.

1. The Project shall be generally developed consistent with that certain conceptual plan entitled “Concept Developments, Inc. VP-163 SouthPoint Business Park Prince George” sheets: C050, C101, and C102 dated 7/28/2020, and prepared by the Land Development Solutions (the “Conceptual Plan”).
2. The applicant has combined Tax Map Parcel 340(22)00-10-0 and Tax Map Parcel 340(22)00-013-0 into a single consolidated lot for the project to accommodate the size of the building and future expansion. The consolidated lot: Lot 10R now comprises 157.15 acres as recorded in instrument 2000 4181, 11-19-2020, Plat Book 27 Pages: 82, 83, & 84. The rezoning, all amendments and proffers herein apply to all of Lot 10R and all 157.15 acres therein. Lot 10R is still identified as Tax Map 340(22)00-010-0.
3. The applicant shall maintain the existing natural mature tree buffer at the edge of the wetlands as delineated by Timmons Group on the attached drawing “SouthPoint Business Park Lot 10, Figure 4: Wetlands and waters of the U.S. Delineation Map”, dated 04/03/2019 which surrounds the north, east and south boundary of the site. The remaining edges of Lot 10 border on other industrial lots in the SouthPoint Business Park. The placement and design of any additional landscape buffering shall be subject to approval by the Director of Community Development and Code Compliance. The trees and shrubs shall be mostly native plants (Nativars) to Virginia. The Director of Community Development and Code Compliance, in consultation with the Police Department, shall approve a landscape plan as part of the site plan for the development and may grant minor modifications to the requirements. To ensure survival, the landscaping shall be bonded or a guarantee provided by a nursery for a period of one (1) year after installation.
4. All areas not occupied by building, structures, driveways, walkways, off street parking facilities or other authorized installations shall be covered with one or more of the following: grass, mulch, shrubbery, plants or trees.
5. Any lighting installed for the Project will not exceed a foot-candle illumination of 1.0 at the perimeter of the site.
6. The zoning on Lot 10R which is now M-1 Limited Industrial with certain proffer limitations. This amendment allows all permitted uses in the M-1 zoning classification to be allowed on the consolidated Lot 10R.
7. The Project personnel will meet with VDOT prior to start of construction activities to walk the roadway that will be used to access the site and document the current condition. Upon

completion of the construction, the Project will return the roadway to as found condition prior to the start of construction per the appropriate VDOT specifications.

8. The development of the subject property of this application shall be in accordance with the conditions set forth as proffers and as depicted on the attached Conceptual Plan, dated 7/28/2020, and prepared by the Land Development Solutions. These proffers shall be enforceable in the event of transfer of the property to other parties.

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Adopted on March 22, 2022 and becoming effective immediately.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**P-3. Public Hearing; SPECIAL EXCEPTION SE-21-07: Request of BrightView, LLC, pursuant to Prince George County Zoning Ordinance Section 90-393(8) to permit a special care hospital in a B-1 General Business District, for the purpose of providing outpatient substance abuse services in an existing commercial building. The subject property, approximately 6.645 acres in size, is located at 4140 Crossings Court and is identified as tax parcel 120(0A)00-003-J. The Comprehensive Plan indicates the property is suitable for Commercial uses.** Mr. Andre Greene, Planner, stated that the applicant would like to provide outpatient substance abuse services in an existing commercial building. In order for this to be permitted, the applicant is requesting a special exception for a special care hospital pursuant to Section 90-393(8) of the Zoning Ordinance. BrightView, LLC, operates 54 locations across 5 states (Virginia, Kentucky, Delaware, Ohio and North Carolina). There are 7 locations in Virginia. They are located in Lynchburg, Midlothian, Newport News, Suffolk and 2 sites in Chesapeake. According to BrightView's website they offer outpatient medication-assisted treatment. Treatment programs include Meth Addiction, Heroin Addiction, Opioid Addiction, Suboxone treatment, and Vivitrol Treatment. The applicant wishes to lease space in an existing commercial building located at 4140 Crossings Court. The building contains approximately 7,520 square feet of space. There are no plans to make any significant exterior modifications to the building. When fully operational, BrightView will create at least 10 full-time jobs. BrightView anticipates 7 patients onsite at any given time. At capacity, the full parking load for the center will be 17 spaces. The hours of operation will be from 8AM to 7 PM, Monday thru Friday. The closure at 7:00 PM is to accommodate those attending evening group sessions that work full-time jobs. The proposed specialty care facility will have minimal impact on surrounding business and residences. The use will be located in an existing commercial complex that has sufficient off-street parking. Increased traffic is expected to be minimal. The request appears to be compatible with the Comprehensive Plan as the site in question is designated for commercial development in accordance with the Comprehensive Plan's future land use plan. There is an existing berm and trees that serve as buffer between the residences that front on Jefferson Park Road and the commercial complex. Staff is recommending approval subject to the recommended conditions. This recommendation is based on the following considerations: (1) the applicant's request appears to be compatible with current and future surrounding land uses; (2) no negative feedback was received from adjacent property owners and community; and (3) Staff has recommended the specific conditions to accompany this Special Exception which are intended to ensure applicable code requirements are met and limit any expected impacts on adjacent property owners and the surrounding community. The Applicant has reviewed and supports these conditions. The Planning Commission recommended approval by a 6-0 vote on February 24, 2022. There were no public comments for or against the request. Chair Waymack opened the public hearing at 8:05 pm.

Mr. Nick Walker (Roslyn Farms, Owner and Developer of Property). Mr. Walker offered himself to any questions the Board may have.

Mike Dimaggio (Brightview, LLC). Mr. Dimaggio is the Vice-President for development for Brightview, LLC. He offered himself to any questions the Board may have. He thanked the Board for their time and asked for their consideration. Mrs. Waymack asked him how many patients they plan to accommodate. Mr. Dimaggio stated that they plan to accommodate 300 patients at this facility, coming at various degrees. Mr. Hunter asked if the late hour counseling

would be group counseling. Mr. Dimaggio stated that was correct. They are usually around seven people at a time.

There was no one else to speak and the public hearing was closed at 8:10 p.m. Mr. Hunter made a motion, seconded by Mr. Brown, to approve the Ordinance as presented. Roll was called on the motion.

O-22-09

P-3.

**SPECIAL EXCEPTION SE-21-07:** Request of BrightView, LLC, pursuant to Prince George County Zoning Ordinance Section 90-393(8) to permit a special care hospital in a B-1 General Business District, for the purpose of providing outpatient substance abuse services in an existing commercial building. The subject property, approximately 6.645 acres in size, is located at 4140 Crossings Court and is identified as tax parcel 120(0A)00-003-J. The Comprehensive Plan indicates the property is suitable for Commercial uses.

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BE IT ORDAINED by the Board of Supervisors of Prince George County that the Special Exception Application identified as SE-21-07 is granted as an amendment to the official zoning map with the following conditions:

1. The hours of operation shall be from 8:00 AM to 7:00PM.
2. The applicant shall be allowed to store and dispense medication on site. The medication shall be stored in a 2,500 lb. safe, in a badge access only room, that is under 24 hour surveillance by internal cameras. The applicant shall adhere to the regulations of the Drug Enforcement Agency (DEA) and the Virginia Board of Pharmacy and will comply with their annual inspections.
3. A change of use permit and a Tenant Uplift permit shall be obtained from the Building Inspections Office.
4. The applicant shall obtain all required State licenses and permits for operation of an outpatient drug addiction services facility.
5. The applicant shall obtain a local business license.
6. No loitering shall be allowed after the facility is closed for business.
7. If the requested use of the premises is abandoned for a period of twenty-four (24) consecutive months, then the Special Exception shall become null and void.
8. This permit may be revoked by the County of Prince George or its designated agent for failure by the applicants to comply with any of the listed conditions or any provision of Federal, State or County regulations.

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Adopted on March 22, 2022 and becoming effective immediately.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**ORDER OF BUSINESS**

**A-7. Presentation of proposed FY23 County Budget.** Mr. Jeff Stoke, Interim County Administrator, stated he is pleased to submit the introduced budget for Fiscal Year 2023. The purpose of this document is to inform the Board, and the citizens that we serve, about the current fiscal condition of Prince George County, Virginia and the manner in which the County will effectively carry out the services that meet the needs of the community throughout the upcoming fiscal year. The method of developing a budget for Prince George County is an open and collaborative process that allows the Board of Supervisors, County staff, Constitutional Officers, the public school system, and various outside agencies to establish priorities in spending. In essence, a budget is a spending plan that informs the businesses and citizens of the County about the future funding and policy decisions of the local governing body. The adoption of an annual budget is one of the most important actions of a local Board of Supervisors. Once adopted, the budget serves as a financial roadmap, which provides the citizens, media, community stakeholders, and ultimately the Board of Supervisors, with a public record that shows the resources the County will use in the delivery of its services. Moreover, the adoption

of the budget also serves as a work action plan for County departments that establishes and prioritizes the manner in which they will deliver services throughout the budget year. In accordance with the Code of Virginia, the proposed budget presented for the Board's consideration is balanced. Staff has taken sufficient measures to ensure that the revenue and expenditure projections provided in this budget are accurate and based on the very best information available at the time of submittal. Mr. Stoke thanked the Board for their active involvement with the budgeting process, and he stated that he is equally appreciative of the individuals that have provided critical input, countless hours, and the necessary leadership to afford us the opportunity to continue to provide a high level of service to our citizens, businesses and visitors of Prince George County, Virginia. The FY2023 Budget Goals are to lower the real estate tax rate from \$0.86 to \$0.83, lower the personal property tax rate from \$4.25 to \$3.95, eliminate the motor vehicle license fee (decal fee), develop a conservative budget realistically aligned with the current economic markets, maintain current level of service for Prince George citizens and enhance delivery of services where feasible, invest resources to address pay compression and provide an attractive and competitive compensation plan for all county employees, provide required pay increases for state-supported employees and Constitutional Officers, continue to partner with the Prince George County Public Schools to make investments in employee compensation, and make strategic decisions and investments using American Rescue Plan Act (ARPA) funds for Utility Infrastructure. He is very pleased to report that the prudent and conservative budgeting practices in FY 2022, coupled with sound financial oversight of daily operations, created a favorable environment for the composition of the introduced FY2023 budget. The introduced Fiscal Year 2022-2023 Tax Rates per \$100 of Assessed Valuation are as follows: Real Estate, \$0.83; Mobile Homes, \$0.83; Public Service, \$0.83; Personal Property, \$3.95; and Machinery and Tools, \$1.50. General Fund revenue is budgeted at \$69,069,369, an increase of \$6,478,675, 10.35% over FY 2022. Growth in the real estate revenue is projected at \$2,774,000 or 10.6 percent. The introduced Budget contains a \$0.03 reduction in the real estate tax rate, which becomes \$0.83 cents per \$100 of assessed value. Commercial and Industrial real estate parcel values represent 14.9 percent of assessed real property values, while residential, agricultural and multi-family assessments make up 85.1 percent. The growth in real estate tax revenue is attributable primarily to increases in assessed values created by a limited inventory, reduced mortgage interest rates and a spike in home prices. New construction and improvements represent approximately one percent of the increase in real property values. The nation and County have seen unprecedented growth in vehicle and other property values due to inventory shortages, supply chain issues and inflation, which is at a 40 year high. The introduced budget contains a \$0.30 reduction in the personal property tax rate, and the rate will drop from \$4.25 per \$100 of assessed value to \$3.95 per \$100 of assessed value. The growth in our personal property tax revenue is estimated at \$3,453,127 despite this drop in the tax rate. To provide vehicle owners with an additional measure of relief, the introduced budget includes elimination of the current motor vehicle license fee (formerly a decal fee), and revenues in this category will drop by \$1,100,000 to \$0. Sales tax revenues are projected to increase by \$500,000, with the assumption that the General Assembly will approve a hold harmless provision for localities if they ultimately lower or eliminate the grocery tax. Interest revenue is estimated to decline by \$100,000 based on recent trends and lowered interest rates, and state communications taxes are estimated to drop by \$138,000. The County has two Fire/EMS FEMA SAFER grants that have lapsed and federal revenues will drop by \$174,000 accordingly. Social Services state and federal welfare administration and Children's Services Act revenue will increase by \$352,102 based on projected expenditures. The introduced FY23 expenditure budget accomplishes the budget goals as outlined earlier. The budget is balanced and the County is using on-going revenue to pay for on-going expenditures. General Fund expenditures for FY23 are \$6,478,675 greater than FY22. This equates to an increase of 10.35 percent over FY 2022. The proposed FY23 County budget provides an additional \$1,538,269 to the Prince George County Public Schools for their operations fund; this represents a 9% increase in the General Fund transfer to schools. This funding is provided in accordance with the Revenue Sharing Formula used since FY 2007. The County is pleased to collaborate with the Schools to provide some additional funding for health insurance increases and a pay raise for teachers. Also included is a capital transfer of \$437,091 to purchase five school buses in accordance with their school bus replacement plan. For FY23, the County and School division will pursue separate health insurance plans to minimize anticipated large increases with the current insurance carrier. Prince George County is fortunate to have an exemplary workforce comprised of employees who are dedicated and committed to providing the very best in government services. As you will recall, in FY 2022 the Board of Supervisors approved placement of public safety employees on a step plan in accordance with their experience to address pay compression. During summer work sessions, the Board agreed with staff recommendations to implement the same step placement plan for non-public safety employees in FY2023 to address pay compression. The Board also recognizes that recently approved state minimum wage increases require the County to improve the starting salaries of all ranges to maintain the integrity of our pay scales, and offer competitive wages above the statutory minimum. Included in the FY2023 budget for compensation is: (1) providing a 5% scale

increase for all pay ranges (this does not mean a 5% salary increase for all employees); (2) placing non-public safety employees on steps in accordance with relevant internal and external experience (at 65% year for step); (3) providing public safety employees with a step increase (in addition to a 5% scale adjustment); (4) providing Constitutional Officers mandated Compensation Board increases in accordance with our increase in population (43,010) and based on a General Assembly required 5% increase for state-supported employees – State Mandated; (5) providing Comp Board funded positions within the Constitutional Offices the higher of their step placement, or a 5% increase on their Comp Board Funded Salary – State Mandated; and (6) providing the higher of a 5% increase or step placement increase for Social Services and RCJA employees (state-supported positions) – State Mandated. Not all employees will receive a pay raise under this plan. Employees receiving no pay increase under the step placement plan will receive a one-time bonus that equals 2% of their current salary. Additionally, employees receiving less than 2% pay increase under the step placement plan will receive a one-time bonus to make their approved pay increase plus bonus equal 2% of their current salary. The FY2023 proposed budget includes funding to make strategic investments in the following County operations: (1) adds one new Police Officer; (2) adds one new Information Technology Technician; (3) makes a part-time Victim Witness Program Assistant a full-time Victim Witness Advocate; (4) adds one full-time and one part-time Social Services Benefits Program Specialist III, 84.5% state-funded; (5) makes one Assistant Commonwealth's Attorney a Deputy Commonwealth's Attorney; (6) makes a Victim Witness Coordinator II a Victim Witness Coordinator IV; (7) makes the Emergency Communications Manager V a Manager VI; and (8) provides a Career Development Increase to one Deputy Commissioner of Revenue. For FY2023, the proposed water and sewer user charges will increase by 30% and 3% respectively. The expected dollar increase resulting from these rate adjustments is \$732,600. These rate adjustments are necessary to cover inflationary increases, to purchase needed equipment and supplies, and to maintain existing utilities assets. Based on the average residential use of 5,000 gallons/month, the estimated total combined water and sewer bill for a residential customer will increase about \$8.78/month, or \$17.56/billing period. There are five major capital projects under development to improve capacity and conveyance within the County. They are: (1) New Water Line under Appomattox River connecting to Appomattox Regional Water Authority System [\$2M Cash Reserves]; (2) New Tank and Booster Station in the Temple Avenue area [\$3.5M ARPA Funding]; (3) New Tank and Booster Station in the Route 156 area near Hopewell [\$2.5M ARPA Funding & \$1M Cash Reserves]; (4) New Sewer Line from Southpoint Business Park heading towards the South Central Waste Water Treatment facility via a City of Petersburg connection [\$2M – Cash Reserves]; and (5) Water Line Expansion to Route 10 [\$3.2M Federally-Funded project Congressman McEachin; \$1M local match using Utility cash reserves]. Proposed is leveraging \$6 million in ARPA funding for capital projects, and use of \$6,000,000 in Utility cash reserves. Approximately \$28.3 million in debt issuances is proposed in FY2023 to complete a Blackwater regional interceptor and sewer facilities and a new 3 MGD wastewater pump station and force main, and Utilities revenues will repay this debt. Growth continues in both the meals tax and lodging tax as we continue to recover from the pandemic. The overall increase in the Economic Development and Tourism Budgets are \$184,089 and \$102,446 respectively. RCJA monitors and rehabilitates offenders and provides flexibility in responding to crime and jail overcrowding, and the agency serves Prince George County, Surry County and the City of Hopewell. The agency is supported by a state grant and contributions from the served localities. Contributions from Prince George, Surry and Hopewell are expected to increase by \$76,234, \$5,319 and \$55,552 respectively to support inflationary and compensation and benefit increases. Elimination of one vacant Pretrial Officer Position is recommended, and the introduced RCJA budget is proposed to increase by \$59,547 or 5.6%. There is no increase in Debt Service Contribution from the General Fund in FY2023. There are no proposed new General Fund supported capital projects for completion in FY2023 that will require the issuance of debt. Prince George County's AA bond rating was reaffirmed in December of 2020, when the Board of Supervisors authorized refinancing of bonds to take advantage of lower interest rates. Our rating with Moody's is Aa2 and our rating with S&P is AA+. Prince George County will receive \$7,449,621 in American Rescue Plan Act (ARPA) funding that can be spent over the next two fiscal years on certain types of capital projects. Proposed is using at least \$6 million of this funding for utility infrastructure improvements throughout the County. The County will make capital vehicle and school bus purchases using available general fund resources instead of borrowing the funds. Contributions will be made to the Capital Improvement Fund to fully devote \$0.02 of Real Estate Tax Revenues for Fire/EMS Apparatus and \$0.01 for Fire/EMS Equipment in accordance with County Ordinances §74-4 and §74-6. Per County financial policy, the unassigned general fund balance is not to be used to balance the FY2023 operating budget. The Board of Supervisors has adopted a financial policy that requires maintenance of a 12.5% general fund balance based on the total budgeted General Fund, School Operating Fund and Debt Service Fund expenditures. This



minimum amount is calculated for FY23 at \$18,428,540, and the General Fund balance at June 30, 2022 is estimated at \$29,500,000.

In conclusion, the status of the overall Prince George County economy appears to be improving when comparing key economic indicators to prior years in light of the COVID-19 pandemic. Mr. Stoke believes that our budget approach for FY2023 is prudent for positioning our local government to outlast the fluctuations in turbulent economic markets, as national interest rates begin to rise. With this in mind, he is confident that each stakeholder in the FY2023 budget is prepared to deliver high quality services and is dedicated to working collectively to implement the budget effectively and efficiently. He expressed his sincere appreciation to Betsy Drewry, Deputy County Administrator – Finance, Lori Robertson, Accounting Supervisor, Monica Thompson, Financial Reporting Accountant, and Corrie Hurt, Human Resources Director, who were involved in developing this introduced budget. He is extremely proud of the true commitment and dedication of the Prince George County team for consistently demonstrating their ability to address our challenges while improving services. Through their hard work and the vision of the Board of Supervisors, we have made significant strides towards making the local government more accountable, more transparent, more representative of the times, and more strategic in our approach to making Prince George County a better community. Thank you for your time and consideration of this document and for allowing me to be of service to you, the staff and the citizens of Prince George County, Virginia.

**A-8. Resolution; Authority to Advertise a Public Hearing for Setting a Tax Rate for Real Property, Personal Property, Machinery and Tools and Mobile Homes.** Ms. Betsy Drewry, Deputy County Administrator, Finance, stated that the Interim County Administrator just presented the Fiscal Year 2022-2023 introduced budget. The budget was developed from Board consensus on spending priorities and consideration of reductions to property tax rates. The introduced budget will recommend reductions in the Real Property and Personal Property tax rates. No change was recommended for the Machinery and Tools tax rate. The introduced FY 2022-2023 budget will further recommend elimination of the currently imposed motor vehicle license fee (\$23, \$27 or \$29 depending on vehicle weight). If any tax rate increases are desired, Code of Virginia § 58.1-3007 states that the public hearing must be published in a paper of general circulation at least seven days before the hearing. The recommended public hearing date is April 26, 2022. Prince George County as a practice, advertises tax rates, holds a public hearing and adopts rates by resolution regardless of whether there is an increase or decrease in the tax rates. The Personal Property tax rates are *typically* required to be adopted by April 15th in order for the Commissioner of Revenue and the Treasurer’s Office to print the tax bills and have them mailed by April 26th for the June 5th collection date. Because the tax rates are scheduled for adoption on April 26, staff recommends delaying the June 5, 2022 due date for Personal Property taxes until June 24, 2022. A resolution to revise the due date will be considered as a separate resolution on March 22 (this meeting) as well. This revision will impact the due dates for real estate (2nd half of FY2022 RE Taxes); Personal Property Taxes; Stormwater Utility Fees; and Public Service Taxes. Mr. Hunter made a motion, seconded by Mr. Carmichael, to approve the resolution as presented. Roll was called on the motion.

R-22-053

A-8.

**RESOLUTION; AUTHORITY TO ADVERTISE A PUBLIC HEARING FOR SETTING A TAX RATE FOR REAL PROPERTY, PERSONAL PROPERTY, MACHINERY AND TOOLS AND MOBILE HOMES.**

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 22<sup>nd</sup> day of March, 2022, does hereby authorize the advertisement of an April 26, 2022 public hearing for the following FY 2022-23 tax rates:

Real Property:	\$0.83 per \$100.00 of assessed value*
Personal Property:	\$3.90 per \$100.00 of assessed value**
Machinery & Tools:	\$1.50 per \$100.00 of assessed value
Mobile Homes:	\$0.83 per \$100.00 of assessed value*

\*\$0.03 less than current \$0.86 per \$100.00 of assessed value  
\*\*\$0.30 less than current \$4.25 per \$100.00 of assessed value

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-9. Resolution: Authority to Advertise a Public Hearing for Ordinance Amendments to the Code of the County of Prince George, Virginia by Amending Sections 82-261, 82-262, 82-536, and 82-537 to Revise Water and Wastewater Connection Fees and User Charges.**

Mr. Frank Haltom, County Engineer, stated that the Department of Engineering and Utilities consulted with GettingGreatRates.com, LLC to complete a Water and Sewer Rate Analysis in 2020. The findings and recommendations from the analysis were presented most recently in a pre-budget work session to the Prince George Board of Supervisors on December 15, 2021. The current recommendations include a 30% increase in the water user charges a 3% increase sewer user charges. This recommendation is to ensure fair and equitable rates to all ratepayers that are adequate to cover the projected costs of the utility and maintain responsible reserves for unexpected and future costs. The proposed increases would be effective July 1, 2022. Amendments to Chapter 82 of the County Code of Ordinances are required to revise water and wastewater connection fees and user charges. Prior to amendments of the code, a public hearing must be held. Therefore, Staff requests approval to hold a public hearing to amend and reenact The Code of Prince George County, Virginia, 2005, as amended, by amending sections 82-261, 82-262, 82-536, and 82-537 to revise water and wastewater connection fees and user charges. Mr. Hunter made a motion, seconded by Mr. Webb, to authorize the advertisement to hold a public hearing on April 26, 2022 to consider amendments of the Code of Prince George County, Virginia, 2005, as amended, by amending sections 82-261, 82-262, 82-536, and 82-537 to revise water and wastewater connection fees and user charges. Roll was called on the motion.

R-22-054

A-9.

RESOLUTION: AUTHORITY TO ADVERTISE A PUBLIC HEARING FOR ORDINANCE AMENDMENTS TO THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA BY AMENDING SECTIONS 82-261, 82-262, 82-536, AND 82-537 TO REVISE WATER AND WASTEWATER CONNECTION FEES AND USER CHARGES.

WHEREAS, County Code Sections 82-261 and 82-262 defines the connection fees and use charges rendered to residential and nonresidential users for water production and the use of the water distribution system; and County Code Section 82-536 and 82-537 defines the connection fees and use charges rendered to residential and nonresidential users for wastewater disposal and the use of the wastewater collection system.

NOW, THEREFORE BE IT RESOLVED: That the Board of Supervisors of the County of Prince George this 22<sup>nd</sup> day of March, 2022, does hereby authorize the advertisement of a public hearing notice of ordinance amendments to The Code of the County of Prince George, Section 82-262 Water User Charge Schedule, and Section 82-537 Wastewater User Charge Schedule.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-10. Resolution; Authority to Advertise a Public Hearing for an Effective Real Property Tax Increase – Equalized Rate Consideration.** Ms. Betsy Drewry, Deputy County Administrator, Finance stated that the previously presented Budget recommends reductions in the Real Property and Personal Property tax rates, based on Board consensus of spending priorities. The assessed values (excluding new construction and improvements) have grown by

more than 1%. Estimated FY2023 assessed values, net of new construction and improvements, have grown by 7.3% over 2021 values. The equalization rate would be 76¢ (a 10¢ reduction from the current 86¢ rate). The introduced budget will recommend a tax rate of 83¢, 3¢ less than the current rate, but not the equalization rate of 76¢. If the assessed value increases by more than 1% (excluding new construction and improvements), §58.1-3321 Code of Virginia: (1) the County must reduce tax rate so that revenues  $\leq$  101% of prior year levies (equalization / “reduced rate”) OR (2) the County may increase tax rate after advertising and holding public hearing with notice of the “effective tax rate increase.” There is no recommendation to lower the tax rate to 76¢, and the introduced budget proposes lowering the real property tax rate from 86¢ to 83¢. Mr. Webb stated that we cannot go from 100 to 0 overnight. If the Board were to drop the tax rate 76 cents, the School System would receive nearly \$1 million less. Mr. Brown made a motion, seconded by Mr. Webb, to authorize the advertisement of a public hearing on March 22, 2022 to meet the 30-day advertising requirement and to be able to conduct the public hearing on April 26, 2022. The advertisement will be advertised in *The Progress Index* as soon as possible to comply with §58.1-3321 Code of Virginia. Roll was called on the motion.

R-22-055

A-10.

RESOLUTION; AUTHORITY TO ADVERTISE A PUBLIC HEARING FOR AN EFFECTIVE REAL PROPERTY TAX INCREASE – EQUALIZED RATE CONSIDERATION

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 22<sup>nd</sup> day of March, 2022, does hereby authorize the advertisement of a public hearing to be held on April 26, 2022, for an Effective Real Property Tax Increase – Equalized Rate Consideration.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-11. Resolution Regarding the Extension of the Due Date for Real Estate Taxes, Personal Property Taxes, Stormwater Utility Fees and Public Services Taxes.** Mr. Dan Whitten, County Attorney, stated that pursuant to Prince George County Code § 74-1, “[o]ne-half of the taxes due and owing to the county for real estate for each and every fiscal year, shall be paid by....on or before June 5 or the first business day thereafter, if June 5 is not a business day.” Pursuant to Prince George County Code § 74-2, “[t]he payment of taxes due and owing for each and every year to the county for personal property, mobile homes, and machinery and tools shall be paid by...on or before June 5 or the first business day thereafter, if June 5 is not a business day or within 30 days of receiving a bill if based on proration.” Pursuant to Prince George County Code § 38-82, “[a]n annual stormwater utility charge of \$36.00 shall be collected for every developed residential parcel in the county to be paid at the time that real estate taxes are due on December 5 and June 5 in equal installments of \$18.00. An annual stormwater utility charge shall be collected for every developed commercial/industrial/exempt parcel in the county to be paid in equal installments at the time that real estate taxes are due on December 5 and June 5.” Prince George County intends to extend the 2022 due date for second half of Real Estate Taxes, Stormwater Utility Fees and Public Service Taxes and the 2022 due date for Personal Property, Mobile Home, and Machinery and Tools Taxes from June 5, 2022 to June 24, 2022. Mr. Hunter made a motion, seconded by Mr. Carmichael, to adopt a Resolution regarding the extension of the due date for real estate taxes, stormwater utility fees, personal property and public services taxes. Roll was called on the motion.

R-22-056

A-11.

RESOLUTION REGARDING THE EXTENSION OF THE DUE DATE FOR REAL ESTATE TAXES, PERSONAL PROPERTY TAXES, STORMWATER UTILITY FEES AND PUBLIC SERVICES TAXES

WHEREAS, Prince George County Code § 74-1 states “[o]ne-half of the taxes due and owing to the county for real estate for each and every fiscal year shall be paid by or on behalf of persons owing such taxes on or before December 5 or the first business day thereafter, if December 5 is not a business day. One-half of the taxes due and owing, to the county for real estate for each and every fiscal year, shall be paid by or on behalf of persons owing such taxes on or before June 5 or the first business day thereafter, if June 5 is not a business day”; and

WHEREAS, Prince George County Code § 74-2 states “[t]he payment of taxes due and owing for each and every year to the county for personal property, mobile homes, and machinery and tools shall be paid by or on behalf of persons owing such taxes on or before June 5 or the first business day thereafter, if June 5 is not a business day or within 30 days of receiving a bill if based on proration”; and

WHEREAS, Prince George County Code § 38-82 states “[a]n annual stormwater utility charge of \$36.00 shall be collected for every developed residential parcel in the county to be paid at the time that real estate taxes are due on December 5 and June 5 in equal installments of \$18.00. An annual stormwater utility charge shall be collected for every developed commercial/industrial/exempt parcel in the county to be paid in equal installments at the time that real estate taxes are due on December 5 and June 5”; and

WHEREAS, Prince George County intends to both extend the 2022 due date for the second half of Real Estate, Stormwater Utility Fees and Public Service Taxes and the 2022 due date for Personal Property, Mobile Home, and Machinery and Tools Taxes from June 5, 2022 to June 24, 2022.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors that both the 2022 due date for the second half of Real Estate, Stormwater Utility Fees and Public Service Taxes and the 2020 due date for Personal Property, Mobile Home, and Machinery and Tools Taxes is hereby extended from June 5, 2022 to June 24, 2022.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-12. Resolution; Authority to Advertise an Ordinance to Amend “The Code of the County of Prince George, Virginia,” as Amended, by Amending and Reenacting §§ 78-96, 78-96.1, 78-97, 78-98, 78-99, 78-100, and 78-102, to Eliminate the Vehicle License Fee Effective for the 2022 Personal Property Tax Year but to Clarify that Delinquent Vehicle Fees from Prior Tax Years Shall Still Be Owed.** Mr. Dan Whitten, County Attorney, stated that the County Code currently states an annual county license fee shall be payable in full for any motor vehicle, trailer or semi trailer normally garaged in the County on January 1 of any taxable year. The vehicle license year shall commence on January 1 of each year. The annual license fee shall be payable June 5 of every year and collected as taxes are collected. The proposed Ordinance amending and reenacting Sections 78-96, 78-96.1, 78-97, 78-98, 78-99, 78-100, and 78-102 eliminates the vehicle license fee for all vehicles. It also will clarify that delinquent vehicle fees from prior tax years are still owed. Mr. Webb made a motion, seconded by Mr. Brown, to approve advertisement of an Ordinance amending and reenacting Sections 78-96, 78-96.1, 78-97, 78-98, 78-99, 78-100, and 78-102 to Eliminate the Vehicle License Fee Effective for the 2022 Personal Property Tax Year but to Clarify that Delinquent Vehicle Fees from Prior Tax Years Shall Still be Owed. Roll was called on the motion.

R-22-057

A-12.

RESOLUTION; AUTHORITY TO ADVERTISE AN ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA,” AS AMENDED, BY AMENDING AND REENACTING §§ 78-96, 78-96.1, 78-97, 78-98, 78-99, 78-100, and 78-102, TO ELIMINATE THE VEHICLE LICENSE FEE EFFECTIVE FOR THE 2022 PERSONAL PROPERTY TAX YEAR BUT TO CLARIFY THAT DELINQUENT VEHICLE FEES FROM PRIOR TAX YEARS SHALL STILL BE OWED

NOW, THEREFORE, BE IT RESOLVED, that the Board Of Supervisors of the County of Prince George this 22<sup>nd</sup> day of March, 2022, does hereby authorize the advertisement of a public hearing on April 26, 2022, for an Ordinance to Amend “The Code of the County of Prince George, Virginia,” as amended, by amending and reenacting §§ 78-96, 78-96.1, 78-97, 78-98, 78-99, 78-100, and 78-102 to eliminate the vehicle license fee effective for the 2022 personal property tax year but to clarify that delinquent vehicle fees from prior tax years shall still be owed.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-13. Resolution: Authorization for Emergency Repairs of Manchester Run Gravity Sewer Trunk Line.** Mr. Frank Haltom, County Engineer, stated that The Manchester Run sewer trunk line runs along the edge of the Manchester Run streambed. The streambed has shifted over the years, likely to a blockage in the stream, causing erosion of the stream embankment. This erosion has exposed the sewer trunk line in two areas and has cause two manholes to begin to tip over. The likelihood of a sewer discharge into the stream is imminent due to this erosion of the stream embankment. In an emergency, a contract may be awarded under Virginia Code Section 2.2-4303(F) without competitive sealed bidding or competitive negotiation. The Utilities Department has a Utility Maintenance and Emergency Repairs annual service contract with Perkinson Construction, LLC. Staff has directed Perkinson to begin activities to allow for the immediate repair of the trunk line. Perkinson has provided a preliminary budget estimate of the repairs of \$405,035.15. To allow staff and the contractor to expedite the repairs, a 15% contingency is recommended to address unexpected site conditions as they are discovered. Staff recommends a resolution to authorize Perkinson Construction, LLC to perform the repairs of the Manchester Run sewer trunk line under the terms of the Utility Maintenance and Repairs annual service contract for the estimated cost of \$465,790. Mr. Hunter made a motion, seconded by Mr. Webb, to approve the resolution as presented. Roll was called on the motion.

R-22-058

A-13

RESOLUTION: AUTHORIZATION FOR EMERGENCY REPAIRS OF MANCHESTER RUN GRAVITY SEWER TRUNK LINE

WHEREAS, The Manchester Run sewer trunk line runs along the edge of the Manchester Run streambed and the erosion of the stream embankment has exposed the sewer trunk line in two areas and has cause two manholes to begin to tip over; and

WHEREAS, Failure of the gravity sewer main or manholes due to the erosion of the stream embankment would cause raw sewage to discharge into the Manchester Run water way; and

WHEREAS, In an emergency, Virginia Code Section 2.2-4303(F) allows the award of a contract without competitive sealed bidding or competitive negotiation.

WHEREAS, The Utilities Department has a Utility Maintenance and Emergency Repairs annual service contract with Perkinson Construction, LLC, and Perkinson has provided a preliminary estimate of the repairs of \$405,035.15; and

WHEREAS, To allow staff and the contractor to expedite the repairs, it is recommended to allow for 15% contingency, to address unexpected site conditions as they are discovered.

NOW, THEREFORE BE IT RESOLVED: That the Board of Supervisors of the County of Prince George this 22<sup>nd</sup> day of March, 2022, does hereby authorize Perkinson Construction, LLC to perform the repairs of the Manchester Run sewer trunk line under the terms of the Utility Maintenance and Repairs annual service contract for the estimated cost of \$465,865.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

Mr. Hunter made a motion, seconded by Mr. Brown, that in accordance with Virginia Code 2.2-3712, the Board of Supervisors will hold a closed meeting within the next 15 days at an undisclosed location for the purpose of interviewing candidates for the position of County Administrator. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**ADJOURNMENT.** Mr. Webb moved, seconded by Mr. Brown 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 9:03 p.m.

[Draft Minutes prepared April 1, 2022 for consideration on April 12, 2022; adopted by unanimous vote.]

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Marlene J. Waymack  
Chair, Board of Supervisors

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Jeffrey D. Stoke  
Interim County Administrator