

AGENDA

Board of Supervisors
County of Prince George, Virginia
Regular Meeting: October 25, 2022
County Administration Bldg. Boardroom, Third Floor
6602 Courts Drive, Prince George, Virginia

Regular Meeting

Work Session

6:00 p.m.

Business Meeting

7:00 p.m.

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

The meeting will be live-streamed at the following link:

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_for_m.php.

Any public comments received in person or by website form up until the public comment section is closed by the Chair of the Board of Supervisors on October 25 may be entered into the meeting minutes if desired by the citizen.

CALL TO ORDER

Roll Call

WORK SESSION

Public Safety Salary Discussion [2]

Utility Master Plan and Project Update [3]

INVOCATION –

PLEDGE OF ALLEGIANCE TO U.S. FLAG

PUBLIC COMMENTS

ADOPTION OF AGENDA [1]

ORDER OF CONSENSUS

C-1. Resolution; Appropriation (\$19,810.49 State Asset Forfeiture Funds). (Betsy Drewry, Deputy County Administrator, Finance) [4]

PRESENTATIONS

SUPERVISORS' COMMENTS

COUNTY ADMINISTRATOR'S COMMENTS

REPORTS

Farmer's Market- Corrie Hurt

Admin Building Boiler Update – Dean Simmons

Quarterly Financial Report – Betsy Drewry [5]

POSTPONED ITEMS

ORDER OF BUSINESS

[ADDED] A-0. Discussion of a Representative of the Board of Supervisors to Cast the Vote(s) for Prince George County at the VACO Annual Business Meeting. (Jeff Stoke, County Administrator)

- A-1. Draft Minutes – October 11, 2022 Regular Meeting. [6]
- A-2. Resolution; Revision to Personnel Policy Section 1.1 - 1.4 Entitled *Equal Employment Opportunity/ADA Statement*. (Corrie Hurt, Human Resources Director) [7]
- A-3. Resolution; Revision to Personnel Policy Section 24.1 - 24.25 Entitled *Leave*. (Corrie Hurt, Human Resources Director) [8]
- A-4. Resolution; Authorize the Economic Development and Tourism Department to Complete a Grant Application to the Virginia Department of Housing and Community Development for the Industrial Revitalization Fund Grant. (Yoti Jabri, Economic Development Director) [9]
- A-5. Resolution: Award of Contract for Professional Engineering Services to Complete a Preliminary Engineering Report for a Water Treatment Plant. (Frank Haltom, County Engineer) [10]
- A-6. Resolution: Authority to Apply for Local Assistance and Tribal Consistency Funds (\$100,000; Tranche 1 \$50,000 and Tranche 2 \$50,000). (Betsy Drewry, Deputy County Administrator, Finance) [11]
- A-7. Resolution: Appropriation of FY2023 Fire Program Funds (\$172,561). (Betsy Drewry, Deputy County Administrator, Finance) [12]
- A-8. Resolution; Authority to Advertise an Ordinance to Amend “The Code of the County of Prince George, Virginia,” as Amended, by Amending §74-263 to Clarify the Necessary Documentation for the Initial Application and Revalidation for the Special Real Estate Assessment for Land Preservation. (Dan Whitten, County Attorney) [13]

A-9. Resolution; Authority to Advertise Public Hearing for Sale of Property to Wallermann, LLC. (Dan Whitten, County Attorney) [14]

A-10. Resolution; Approval of County-Wide Room Rental Policy. (Dan Whitten, County Attorney) [15]

PUBLIC HEARINGS

P-1. Public Hearing; **REZONING RZ-21-05:** Request of MAT Developments, LLC to conditionally rezone approximately 10 acres from M-1, Light Industrial to M-2, General Industrial. The purpose of the rezoning is to allow overflow tractor trailer parking for e-commerce fulfillment transportation services. The subject property is located on the east side of Corporate Lane and is adjacent to the corporate limits of the City of Petersburg to the north. The property is identified as Tax Map 330(0A)00-016-C. The Comprehensive Plan Future Land Use Map indicates the property is planned for Industrial development. (Andre Greene, Planning) [16]

P-2. Public Hearing; **SPECIAL EXCEPTION SE-22-09:** Request of Daniel Davis (Grand Slam, LLC), prospective buyer, to permit a special care hospital within a B-1 General Business Zoning District, pursuant to Prince George County Zoning Ordinance Section 90-393(8). The purpose of the request is to allow a day support facility to open in an existing building and provide day support services for persons with mental, physical and emotional challenges. The subject property is an existing building that currently consists of three separate commercial condo units totaling approximately 3,200 square feet, located in the Ravenswood Office Park at 10551, 10553 and 10555 South Crater Road and identified as Tax Maps 33A(01)00-006-B, C and D. The Prince George County Comprehensive Plan Future Land Use Map indicates the property is planned for Commercial uses. (Julie Walton, Deputy County Administrator, Community Development) [17]

P-3. Public Hearing; Ordinance to Amend “The Code of the County of Prince George, Virginia”, 2005, as Amended, by Amending § 74-5 Relating to Authorizing the Treasurer to Approve Refunds Up to Ten Thousand Dollars Without the Approval of the Board Of Supervisors in Accordance with Virginia Code Section 58.1-3981(A). (Dan Whitten, County Attorney) [18]

ADJOURNMENT

Board meeting format: Closed Meeting at 5:00 p.m., followed by a Business Meeting at 7:00 p.m. with Public Hearings being heard at 7:30 p.m. **Visit Prince George County website for information www.princegeorgeva.org.**

MINUTES
Board of Supervisors
County of Prince George, Virginia

October 25, 2022

County Administration Bldg. Boardroom, Third Floor
6602 Courts Drive, Prince George, Virginia

MEETING CONVENED. Chair Marlene J. Waymack called a regular meeting of the Board of Supervisors of the County of Prince George, Virginia, to order at 6:00 p.m. on October 25, 2022 in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia.

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	Present
T. J. Webb	Present

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

Work Session

Chief of Police Keith Early spoke to the Board on behalf of the Police Department regarding hiring and retention challenges. The current challenges include an increased police officer vacancy rate coupled with unprecedented, regional competition for sparsely available, quality applicants. The Police Department is currently delivering operational services minus ten police officers (or minus 17% of our allotted sworn staffing). There are five vacant police officer positions, three recruits in the Basic Academy, and three officers out on extended leave. Additionally officers are routinely out of service for sicknesses, vacations, training, etc. One veteran officer just tendered his two-week notice to accept a hiring paying position with another law-enforcement agency. For the past (5) years they have hired an average of seven police officers annually. These vacant positions are created due to retirements, officers leaving for the private sector, officers transferring to other departments, personnel issues, etc. Currently they are on pace to hire, or attempt to hire, for fourteen vacant positions during calendar year 2022. Currently, they have approximately 10 officers, or 17% of their sworn workforce of retirement age – one of these officers is retiring effective December 1. Whereas they have current staffing concerns and must be forward thinking to position the Police Department with a healthy, quality, experienced workforce to fulfill a multitude of vital roles to best serve the County well into the future. Some of the impacts from hiring and retention challenges include less capacity for critical service delivery to our community, delayed response to calls-for-service, routinely policing the County with minimum uniform patrol staffing, and diminished ability for proactive

initiatives (Community Services, SIU, etc.). Hiring practices affect the quality of community service delivery well into the future. Officers they hire today may serve for decades to come. We need to strive to attract, hire and retain top-notch talent. Diminished staffing leads to a stressed workforce and a stressed workforce invites additional employee turnover (Domino Effect). Chief Early proposed a solution for hiring and retention challenges by increasing the starting salary from \$47,250 to \$53,000. In the regional market, the average starting salary is \$52,786.20 with Prince George County being the lowest at \$47,250. Chief talked about some expected results from this starting salary and forward adjustment. Effective hiring of talented employees and better retention of experienced, sworn staff. A less stressed, healthier workforce better poised to serve our citizenry. Increased capacity to provide effective and efficient public safety services for our community. Future capacity to provide effective and efficient public safety services to our community – continuity of services. The end game with all of our decisions and requests are to deliver effective services for the safety and security of our citizenry and our community members. Staff is requesting that the Board consider placing this on a future Board agenda. Major Eric Young stated that hiring and retention has dramatically changed across the Board with the pool number dramatically dropping. They are now doing hiring processes on a monthly basis – certified and non-certified, just to try to get every possible applicant in. He has had as little three to one person show up. It is easy to sell the County from all other aspects (leadership, community, etc.), but this County is simply not competitive when it comes to salary. Therefore, they felt it is very critical to bring this before the Board in the middle of a budget year.

Ms. Corrie Hurt, Human Resources Director, gave a brief history of public safety salary study. She stated that Evergreen Solutions conducted a compensation study in FY18 that resulted in the following:

- **7/1/18** - Police officers received phase 1 - \$2,000 for 0-5 yrs. Service/\$4,000 for 5-10 yrs. Service/ \$6,000 for 10-15 yrs. Service/ \$8,000 for 15+ yrs. Of service and were placed on their own pay grades (based on Evergreen Solutions recommendations).
- Fire & EMS and Sheriff employees received the same raise as all other employees \$1,000 if they made up to \$50k; 2% if they made \$50,001 - \$100,000 and \$2,000 if they made \$100,001+
- **7/1/19** – Phase 2 increases implemented at 25% to address compression across the board for all employees; those not compressed received \$1,000 if they made up to \$50k; 2% if they made \$50,001 - \$100,000 and \$2,000 if they made \$100,001+
- Fire & EMS moved to a similar and separate pay plan like the Police did the year prior.
- **7/1/20** – No increases given to employees
- **7/1/21** – All Public safety employees placed on step plan based on years of service (at 65%); average raise was 11.33%; high was 36.99%; those exceeding their step received a one-time bonus of 2%
- Sheriff's Office moved to a separate pay plan similar to Police and Fire & EMS
- **7/1/22** – Pay Plan adjustment of 5% to the minimum salary (to adjust minimum wage issues and to adjust to be more competitive in the market). Public Safety employees received the 5% scale adjustment and a step increase, and qualifying Sworn Police

Officers received a career development adjustment (all public service credit through June 2022); those who exceeded their step received a one-time bonus of 2%

Human Resources discussed with the County Administrator the need to do a salary study to bring our numbers up to date from the FY18 study and to be more in line with employers to whom we are losing our people. The data was received and compiled by the Human Resources Director (all positions within the County). She stated that tonight we are only focusing on Public Safety and will focus on all others as a part of the FY24 budget process. Public Safety is the most critical due to the hiring challenges and competitiveness in the market. Many public sector employers have provided significant increases to Public Safety employees, and we lag behind. The following localities were polled to determine the average starting salary: Petersburg, Hopewell, Ashland, Colonial Heights, Dinwiddie, Henrico, Hanover, Chesterfield, City of Richmond, Powhatan, Goochland, Emporia, Capitol Police, James City County, New Kent, VCU Police, Richard Bland College, VSU Police, VA State Police, and Isle of Wight. Ms. Hurt also shared with the Board the Fire & EMS data that was received. A Medic 1 is on average 7% below our competitors for medic and 11% for Captains. Staff is recommending that the Police officer starting salary {range minimum} increase to \$53,000 which is 12.17% higher than the current starting salary and makes the County competitive with the market / average. The Progression between grades would not change for police, nor would the range spread for the 30-year progression. The progressions are important to maintain the integrity of the compensation plan. The Fire/Medic 1 recommended starting salary {range minimum} is \$50,000, which is 10.74% higher than the current starting salary. Staff is recommending a change in the progression between grades for Fire & EMS, but the range spread for the 30-year progression would remain the same. The reason for the recommended change is to be more methodical with the range progression as certifications are obtained.

Ms. Betsy Drewry, Deputy County Administrator, Finance, stated as Chief Early has stated, many recruits have to take a pay cut to come to Prince George. We are an attractive employer, but cannot remain in last place and expect to attract the best and brightest. Therefore, Staff is recommending to increase the starting pay for Police Officers and Fire/EMS response staff effective January 1, 2023 and not wait until the FY2024 budget process to enhance recruitment in short-term. Other Public Safety employers will make pay improvement actions in FY2024 too and we are already trailing behind. If the majority of the Board is in favor of a mid-year increase for Public Safety employees at the recommended starting salaries then Staff is recommending that the Board on November 9, 2022 approve Scale Changes and Transfer from General Fund Contingency or Fund Balance of \$361,225. In the FY2024 budget, Public Safety pay improvements become permanent part of pay ranges with a full-year impact of \$722,450. The last feasible date for Board action for a January 1 increase is December 13 meeting.

Mr. Brown stated that he would like to know where the funding is coming from for next year and typically they would talk about that during the budget season. Therefore, he believes November 9 is too early to make a decision. He would recommend waiting until December to see tax assessments. That is a lot of money to move from Contingency and there are a lot of moving parts. Mr. Webb agreed. He understands the need, but his concern is also the need to consider non-public safety employees that offer critical services to the public and where will the money come from long-term. Ms. Drewry stated that the Real Estate Assessor should have preliminary

numbers by mid-November. He does foresee some growth. Mr. Brown stated that those numbers would help him feel better about how we will cover this. His only concern is if we raise our starting salary and then other localities raise theirs, will we be back in the bottom again? Mr. Webb stated that it is like chasing a rabbit down a hole you cannot catch. Prince George will never be at the top of the salary list. Some of these localities have deeper pockets. Mr. Webb stated that he is not comfortable without all of the data. Mr. Hunter agreed with Mr. Webb and Mr. Brown. He stated that the Utilities Department is having the same problem and they are critical employees as well. In order to feel comfortable doing this, he would like to wait until December as well in order to get more information. Mr. Carmichael asked what is going to change between November 9 and December. We are the lowest paid Police Department trying to fulfill our needs. We need to get our Public Safety where it needs to be. That does not mean we have to be number one, but we can at least be mid-way. He stated that he does not want to risk losing a potential recruit by waiting another thirty days. We know what the data shows and we need to fix it. He would like to see it addressed as quick as possible. Mr. Brown stated that he does not see the harm in waiting until December since it will not roll out until January 1 anyway. He stated that we all know where the money will come from now out of Contingency. His concern is the money that will need to be factored in the FY24 budget. He does not want to have to go up on the real estate tax to cover this. Mr. Webb stated that he understands the need and he is very conservative and wants to know where the money is coming from. He is not going to buy a new car and figure out where the money is coming from later. He is not build that way. It will be a year before any new recruits can be on their own anyway. He stated that he understands they need certified recruits that are looking to stay for a while. Chief Early stated that they lead in other areas. They do not need to lead in salary. They just want to be competitive. Mr. Webb reiterated that he supports it, but his biggest concern is how they are going to pay for it and he is not willing to roll the dice that the others will up their salaries and we will be right back to where we started. Mr. Brown asked Major Young if waiting until December will affect the recruiting. Major Young stated that they are currently “dangling the carrot” to new recruits that they are asking for a larger starting salary and those recruits are waiting to see what the outcome will be. Major Young added that Mr. Webb is correct in the fact that they will always be chasing the rabbit, but if they do not progress and become competitive, they will not even be looked at. They need to be in the ball game. Mr. Webb stated that they also need to make an investment in utilities. If we do not have the infrastructure, and support clean industry to help tools and machinery tax to offset this, we cannot make it simply off of rooftops. It would be foolish to think we could. He will not be comfortable with this until he gets the numbers for next year. Mr. Carmichael asked if they could give Staff some kind of idea for the recruits that are waiting to see what the Board is going to do. Mr. Webb stated that he did not think that would be appropriate. What if something drastic comes up and we physically cannot do it? Then we are leaving Major Young and the Police Department out to dry. Mr. Webb stated that if he gives his word, then he will stand behind it. But to load them up and tell them to go for it, and then find something that says something different. He is not saying it is not possible and he will support it, but he wants to wait and see the numbers first. It is nothing negative. The County Administrator suggested they place it on the November 9 agenda as a tentative placeholder and see if they can get enough information. If not, they can bump it to November 22. The Board agreed with that.

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

Pledge of Allegiance to U.S. Flag. Mr. Hunter 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. She noted that this was the time for unscheduled general public comments. Chair Waymack opened the public comments at 7:05 p.m. There was no one to speak and the public comments period was closed.

APPROVAL OF AGENDA. After requesting that a report on the Utility Master Plan and Project Update and Item A-O as a discussion of an alternative representative of the Board to cast the votes at the VACO Annual Business Meeting be added to the agenda, 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, Waymack, Brown, 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.

R-22-191

C-1.

RESOLUTION; APPROPRIATION (\$19,810.49 STATE ASSET FORFEITURE FUNDS)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 25th day of October, 2022, does hereby authorize the following increase of funds within the 2022-2023 Budget, such line items increased as follows, which monies shall be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
<u>Asset Forfeiture Fund</u>		
<u>Expenditure:</u>		
0211-03-100-0601-46028	State Asset Forfeiture Fund: Police	\$13,343.85
0211-02-020-0204-46028	State Asset Forfeiture Fund: Comm Atty	\$ 6,466.64
TOTAL		\$19,810.49
 <u>Revenue:</u>		
0211-20-601-8203-326200	Asset Forfeiture Fund; State Police Funds	\$13,343.85
0211-20-601-8203-326300	Asset Forfeiture Fund; State Comm Atty Funds	\$ 6,466.64
TOTAL		\$19,810.49

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

COUNTY ADMINISTRATOR'S COMMENTS

Mr. Jeff Stoke, Deputy County Administrator, stated that Friday, October 28 is the last day to request an absentee ballot to be mailed to you. The Registrar's Office will be open on Saturday, October 29, and Saturday, November 5 from 9 a.m. to 5 p.m. for in-person absentee voting. On Tuesday, November 8, "Election Day" Polling locations will be open from 6 a.m. to 7 p.m. Tyler Technologies will be performing a scheduled systems upgrade October 27-28, 2022. During the maintenance window, online payments will be paused. Users will be unable to access Citizen Self Service between October 27 and November 1, 2022. Upon completion of the updates, please note that the third party payment processing fees will rise from 1.4% to 3%. To ensure a smooth transition to the new software, the Treasurer's Office and the Office of the Commissioner of Revenue will be closed to the public October 27 and October 28 while Staff undergo training on the new software. Community Development and Code Compliance will be open to the public, however online services will not be available. Inspections will be conducted as normal. Application processing, permit and C.O. issuance, and all payment links will be delayed until Wednesday November 2, 2022. National Drug Take Back Day is on Saturday, October 29 in the Prince George Police Dept. Parking Lot, 6601 Courthouse Rd., from 10:00am to 2:00pm. The Business Show and Job Fair, hosted by Economic Development, Prince George School System, & Prince George Social Services will be on November 4 at the Central Wellness Center, 11023 Prince George Drive, Disputanta from 1:00pm to 3:00pm.

REPORTS

Farmer's Market – Ms. Corrie Hurt, Market Manager, gave a Farmer's Market Season 2022 Wrap-Up Report. Social Media presence was strong. The Facebook page is followed by 2,900 people as of 10/24/22 which is an increase of 745 from the start of the market in May. Event days enhanced the customer traffic to encourage shopping local. Pets were welcomed back to the market. We offered two youth entrepreneur days (our youngest vendor was 5 years old). We gave out free recipes for veggies & fruits through a partnership with VA Tech. We received a grant that allowed us to advertise our SNAP Match incentives and encourage healthy eating. We did a monthly kids creation event which remains popular. We continued to create partnerships with the community and had them attend various events. On average, the following was the vendor participation by month: May – 34 vendors compared to 26 in 2021 and 20 in 2020; June – 31 vendors compared to 29 in 2021 and 25 in 2020; July – 34 vendors compared to 28 in 2021 and 25 in 2020; August – 32 vendors compared to 31 in 2021 and 25 in 2020; September – 31 vendors compared to 26 in 2021 and 21 in 2020; and October – 33 vendors compared to 31 in 2021 and 18 in 2020. You can see there has been growth in 2022. The marketing, advertising and events have contributed to the growth. There were a variety of vendors, including fresh produce, eggs, honey, meats, skin care & cosmetic products; plants, herbs & fresh flowers; crafts, wreaths, jewelry & purses; handmade wood creations, embroidery & crocheted items, baked goods, candles, soaps & more, and baked goods, kettle corn, ice cream & food trucks. They processed \$16,464 in credit/debit card transactions, which is an increase of \$8,051 from 2021 and represents a 104% increase. They collected \$5,077.00 in vendor fees in 2022, which is an increase of \$1,456.00 from 2021 representing 40% increase. SNAP Match incentives were offered again in 2022 which \$4,198.00 in additional fresh fruits and vegetables that were FREE to our customers. This is an increase of 238% from 2021. The money was reimbursed to the

market by Virginia Fresh Match Program. 4,258 in SNAP/EBT was purchased to be used on veggies, meats, eggs, honey, etc. which is an increase of 217% over the 2021 season. There was a Juneteenth Celebration, Christmas in July, World Snake Day, National Eat an Apple Day, First Responders Day, Breast Cancer Awareness Day, and there will be a Fall Festival this coming Saturday. The following Kids Creations activities were held: Tomato Planting (sponsored by the PG Master Gardeners), Father's Day Creation (sponsored by 4 the 5 vendor), National Sugar Cookie Day (sponsored by the baked good vendors), Market Bags (sponsored by Lingerfelt Farm), Spider Plants (sponsored by Glorious Green), Wooden Items (sponsored by Blessings from Above & MCWW Creations), and Fall Sign (sponsored by Blessings from Above). Ms. Hurt talked about some of their goals for the 2023 Market. Introduce a Senior Farmers Market Nutrition Program for fresh fruits and vegetables sponsored through Department of Aging & Rehabilitative Services through a grant (based on age and income limits). This would give a senior \$45 in vouchers to be spent at our market. Explore a healthy Eating program for kids; those in the club would earn a \$5 voucher for fresh fruits and vegetables (partnership through Molina Healthcare). Continue to search for more dairy, bread and produce options. Continue to offer events and kids creation activities throughout the season. Offer youth entrepreneur opportunities. Add a teacher appreciation event in May 2023 and explore other opportunities. Search for live music opportunities. Continue story time with a free book giveaway weekly. Encourage more school volunteers to participate. Keep the same vendor fee structure for 2023.

Admin Building Boiler Update – Mr. Dean Simmons, General Services Director, stated that they have the boilers maintained every year. The vendor had some concerns with some of our boilers this year. They are 20 years old. So, they called in the representative from Lochinvar and that representative gave the recommendation for replacement soon. Mr. Simmons stated that he thinks they will make it through the end of this year, but has had conversations with Mr. Stoke and Ms. Drewry to start budgeting for it next year. One of the boilers needed a burner replacement, and they discovered a burner malfunction. The representative does not believe that boiler will be repairable for the winter. Therefore, they are down one boiler. We need to look at replacing both of the boilers. Mr. Simmons has a meeting with the representative next week to see if it could maybe be done in phases (one at a time). Mr. Webb asked for a rough estimate. Mr. Simmons stated about \$100,000 for both. Mr. Webb asked how they are set up. Mr. Simmons stated that they are in a loop.

ORDER OF BUSINESS

A-0. Discussion of a Representative of the Board of Supervisors to Cast the Vote(s) for Prince George County at the VACO Annual Business Meeting. Chair Waymack is not able to attend the VACO Annual Business Meeting, therefore the Board needs to vote for a new alternate. The County Administrator is the first representative. Mr. Brown made a motion, seconded by Mr. Webb, to elect Mr. Donald Hunter, Vice-Chair. Roll was called on the motion.

Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-1. Draft Minutes – October 11, 2022 Regular Meeting. Mr. Hunter made a motion, seconded by Mr. Webb to approve the minutes as presented. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-2. Resolution; Revision to Personnel Policy Section 1.1 - 1.4 Entitled *Equal Employment Opportunity/ADA Statement*. Ms. Corrie Hurt, Human Resources Director, stated that Staff has revised the personnel policy entitled Equal Employment Opportunity/ADA Statement for the Board's consideration at the October 25, 2022 meeting. The proposed revision is to remove language from section 1.4 under Grievance Procedure. All employees have a right to grieve for discrimination based on a disability and this language is included in our current grievance policy. This change will point employees to policy 30.1-30.7 for the grievance procedure. Mr. Hunter made a motion, seconded by Mr. Carmichael, to approve the revision as presented. Roll was called on the motion.

R-22-192

A-2.

**RESOLUTION; REVISION TO PERSONNEL POLICY SECTION 1.1 - 1.4
ENTITLED *EQUAL EMPLOYMENT OPPORTUNITY/ADA STATEMENT***

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the personnel policy entitled *Equal Employment Opportunity/ADA Statement* 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 25th day of October, 2022 does hereby amend the Prince George County Personnel Policies by approving a revision to the personnel policy entitled *Equal Employment Opportunity/ADA Statement* as requested.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-3. Resolution; Revision to Personnel Policy Section 24.1 - 24.25 Entitled *Leave*. Ms. Corrie Hurt, Human Resources Director, stated that Staff has revised the personnel policy entitled *Leave* for the Board's consideration at the October 25, 2022 meeting. Staff is proposing to revise language to match the Code of Virginia and will increase the number of days for Military leave from 15 to 21 per federal fiscal year (October – September). This change went into effect July 1 so we are revising our policy to be in compliance with the change. There is also a revision to the Sick Leave section and FMLA section of the policy. Mr. Brown made a

motion, seconded by Mr. Webb, to approve the policy revision as presented. Roll was called on the motion.

R-22-193

A-3.

RESOLUTION; REVISION TO PERSONNEL POLICY SECTION 24.1 - 24.25
ENTITLED *LEAVE*

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the personnel 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 25th day of October, 2022 does hereby amend the Prince George County Personnel Policies by approving a revision to the personnel policy entitled *Leave* as requested.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

PUBLIC HEARINGS

P-1. Public Hearing; REZONING RZ-21-05: Request of MAT Developments, LLC to conditionally rezone approximately 10 acres from M-1, Light Industrial to M-2, General Industrial. The purpose of the rezoning is to allow overflow tractor trailer parking for e-commerce fulfillment transportation services. The subject property is located on the east side of Corporate Lane and is adjacent to the corporate limits of the City of Petersburg to the north. The property is identified as Tax Map 330(0A)00-016-C. The Comprehensive Plan Future Land Use Map indicates the property is planned for Industrial development. Ms. Julie Walton, Deputy County Administrator, Community Development, stated that the purpose of the rezoning is to provide a location for overflow tractor trailer parking for E-commerce fulfillment transportation services. The rezoning request includes a conceptual plan which shows the parking area along with a stormwater management BMP Pond. The conceptual plan included with the application calls for 169 parking spaces to be constructed on the property. Essentially, the proposed development will be a trailer storage facility where the trailer portion of the tractor trailer is stored when not in use. The applicant has stated at least 10-15 trailers will be moved in and out of the facility per day. This amounts to approximately 1-2 trailers moving into or out of the site during peak hours. The number of trailers on the site will fluctuate during holidays, thus being a seasonal location. In a recent communication with the applicant, the parking area will be constructed utilizing 21B gravel that is injected with water during the laydown of the 21B. This process involves rolling area and creates a hard, dust-free service. There are no structures planned for construction and no extensions of public water and sewer utilities at this time. A proffer statement was voluntarily submitted with the rezoning request. The proposed use of the property for tractor trailer parking is considered a "Truck Terminal"

land use which would be permitted by-right under Section 90-492(1) if the land is rezoned to M-2 General Industrial. Expected impacts of proposed uses on adjacent properties and roadways include: Additional traffic on Rives Road and Corporate Road (located in the corporate limits of the City of Petersburg). The applicant prepared a Turn Lane Warrant Analysis for the City of Petersburg and traffic generation data. The City of Petersburg and Paul Hinson with VDOT reviewed the analysis and concluded that based on the existing traffic volumes and projected site usage, neither a left-turn lane nor right-turn lane is warranted at the intersection of Rives Road and Corporate Drive. No other road improvements have been required. The proposed use appears to be compatible with the existing surrounding uses, which include DAS Distribution, Mountainous Coffee, and the Petersburg's Department of Social Services (located within the corporate limits of the City of Petersburg). The site is directly across from the Home Builder's Association Building located at 10300 Corporate Road in Prince George County. Other surrounding uses include woodlands and Interstate 95. The proposed zoning district and land use is compatible with the Comprehensive Plan because the Future Land Use Map calls for Industrial Uses in this area. If public utilities are required to serve this facility or needed for future development of the parcel, the water will be provided by the City of Petersburg. Sewer will be provided by the County. The Planning Commission recommended Approval, subject to the applicant's proffered conditions. The following conditions were proffered by the applicant in their proffer statement dated October 5, 2021 and are acceptable to Staff: The following uses shall be prohibited on the Property: automotive assembling, painting, upholstering, repairing, rebuilding, reconditioning, body and fender work, truck repairing or overhauling, tire retreading or recapping. Blacksmith shops, welding or machine shops. Building material sales yards and plumbing supplies storage. Contractor's equipment storage yard or plant or rental of equipment commonly used by contractors. Petroleum Storage. Sawmills and planing mills. Brick manufacture. Boiler shops. Meat, poultry and fish processing. Public Utilities. Concrete products or central mixing and proportioning plants. Vehicle impound facility. In addition, there will be a natural buffer to mitigate the visual impact of the proposed use on Corporate Road, not less than twenty feet (20') in width, located generally parallel to and contiguous with the western boundary of the Property. Best tree preservation practices shall be followed within the previously mentioned buffer areas to minimize large tree clearing. Any road, utility easement, signage, fences or use permitted within the aforesaid buffer area shall be extended generally perpendicular to the buffer area unless otherwise requested and specifically permitted, or is required, by the County at the time of site review and where permitted, areas disturbed for utility installations shall be restored to the extent reasonably practical. Mr. Carmichael asked if they will be moving 20 tractor trailers down Rives Road at night. Ms. Walton clarified that there would not be more than 10 to 15 a day and one to two of them would be during daylight hours. Mr. Carmichael stated that he hopes they take the nearest interstate route possible (I-95) and not be going down Rives Road to Route 460. Mr. Brown agreed especially with the railroad crossing. The applicant, Mr. Alan Jones, clarified that these trailers sit 9 to 10 months out of the year. They will not be heading down Rives Road constantly. They come out at peak season. Chair Waymack opened the public hearing at 7:45 pm. There was no one to speak and the public hearing was closed. Mr. Brown made a motion, seconded by Mr. Carmichael, to approve the rezoning request as presented. Roll was called on the motion.

P-1

REZONING RZ-21-05: Request of MAT Developments, LLC to conditionally rezone approximately 10 acres from M-1, Light Industrial to M-2, General Industrial. The purpose of the rezoning is to allow overflow tractor trailer parking for e-commerce fulfillment transportation services. The subject property is located on the east side of Corporate Lane and is adjacent to the corporate limits of the City of Petersburg to the north. The property is identified as Tax Map 330(0A)00-016-C. The Comprehensive Plan Future Land Use Map indicates the property is planned for Industrial development.

BE IT ORDAINED by the Board of Supervisors of Prince George County that the Rezoning Application identified as RZ-21-05 is granted as an amendment to the official zoning map; and

The Property known as Tax Map # 330(0A)00-016-C, consisting of approximately 10 acres, is hereby rezoned from M-1 Light Industrial District to M-2 General Industrial District; 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 will be developed in accordance with the following conditions voluntarily agreed to by the Applicant:

1. Prohibited Uses. The following uses shall be prohibited on the Property:
 - a. Automotive assembling, painting, upholstering, repairing, rebuilding, reconditioning, body and fender work, truck repairing or overhauling, tire retreading or recapping.
 - b. Blacksmith shops, welding or machine shops.
 - c. Building material sales yards and plumbing supplies storage.
 - d. Contractor's equipment storage yard or plant or rental of equipment commonly used by contractors.
 - e. Petroleum Storage.
 - f. Sawmills and planing mills.
 - g. Brick manufacture.
 - h. Boiler shops.
 - i. Meat, poultry and fish processing.
 - j. Public Utilities.
 - k. Concrete products or central mixing and proportioning plants.
 - l. Vehicle impound facility.
2. Natural Buffer.
 - a. To mitigate the visual impact of the proposed use on Corporate Road, there shall be a natural buffer of not less than twenty feet (20') in width, located generally parallel to and contiguous with the western boundary of the Property. The final location of the buffer shall be approved in connection with the Site Plan Review.
 - b. Best tree preservation practices shall be followed within the aforesaid buffer areas to minimize large tree clearing. Any road, utility easement, signage, fences or use

permitted within the aforesaid buffer area shall be extended generally perpendicular to the buffer area unless otherwise requested and specifically permitted, or is required, by the County at the time of site review and where permitted, areas disturbed for utility installations shall be restored to the extent reasonably practical.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

P-2. Public Hearing; SPECIAL EXCEPTION SE-22-09: Request of Daniel Davis (Grand Slam, LLC), prospective buyer, to permit a special care hospital within a B-1 General Business Zoning District, pursuant to Prince George County Zoning Ordinance Section 90-393(8). The purpose of the request is to allow a day support facility to open in an existing building and provide day support services for persons with mental, physical and emotional challenges. The subject property is an existing building that currently consists of three separate commercial condo units totaling approximately 3,200 square feet, located in the Ravenswood Office Park at 10551, 10553 and 10555 South Crater Road and identified as Tax Maps 33A(01)00-006-B, C and D. The Prince George County Comprehensive Plan Future Land Use Map indicates the property is planned for Commercial uses. Ms. Julie Walton, Deputy County Administrator, Community Development, stated that the applicant would like to provide day support services within an existing commercial building for people with mental, physical and emotional challenges to spend time during the day and develop life skills and become more independent. For the purposes of this special exception a day support facility is defined as a regulated, non-residential facility that provides a variety of health, social and related support services in a protective setting during part of the day to four or more aged, infirm or disabled persons who reside elsewhere. Such a facility is allowed by special exception in the B-1, General Business District as a special care hospital, pursuant to Section 90-393(8). Grand Slam, LLC has been providing service in the Tri-Cities area for 8 years and has an office location in the City of Petersburg on Sycamore Street. The applicant wishes to purchase an existing commercial building (which is divided into 3 suites) located at 10551, 10533 and 10555 South Crater Road. The building contains approximately 3,185 square feet of space. The applicant is proposing to utilize approximately 1,920 square feet of the available space and will reserve the residual space for future expansion. There are no plans to make any significant exterior modifications to the building. When fully operational, Grand Slam LLC will create approximately 6-7 full-time jobs. Grand Slam anticipates up to 16 program participants onsite at any given time. The hours of operation will be from 8AM to 5PM, Monday thru Friday. Medication will be stored and/or provided on site. According to the application statement, "This program is intended to provide an opportunity for individuals who are diagnosed with intellectual disabilities, mental illness or physical challenges with a supportive and engaging environment to develop life skills and become more independent." The current zoning of the property is B-1 General Business. The proposed land use of "day support facility" is not listed among the permitted uses in any zoning district, however Staff has classified this land use as a "special care hospital" (facility) which can be permitted with a special exception, which requires review by the Planning Commission and approval by the Board of Supervisors. Staff recommends consideration of adding "day support facility" as a separate land use in certain

zoning districts. The proposed specialty care facility for day support services would 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. Current land uses on adjacent properties include North: Commercial/Professional Offices and Bretmor Head Gear LLC (sales office), South: Gladin Automotive and Repair Facility, East: A duplex, a hair salon and Rick Moore's Auto Service, and West: Commercial Offices (which includes Crossroads Drug Treatment Facility). Other approval/permits and licensures required are a Tenant Uplift permit/ Change of Use from the Building Official's Office, License(s) from the VA Department of Behavioral Health and Developmental Services, and a local business license from Prince George County. The request appears to be compatible with the Comprehensive Plan as the site in question is designated for commercial uses in accordance with the Comprehensive plan's future land use plan. The site is accessed from the private road Ravenswood Drive. The entrance from U.S. Route (301 S. Crater Rd.) to Ravenswood Dr. is acceptable for the proposed uses being served by Ravenswood Dr. VDOT had no objection in the submitted special exception application. The existing building is already served by public wastewater. Prince George County public water is not available. At the Planning Commission's public hearing, Mr. Jay Paul, an attorney representing several occupants in the Ravenswood Commercial Complex, spoke in opposition to the request citing concerns with an existing business in the complex, specifically about safety and decreasing property values. Staff has also received a concern that there is inadequate parking to accommodate the proposed facility. Staff recommends approval subject to the recommended conditions: (1) This Special Exception is granted to Daniel Davis (Grand Slam, LLC) for Special care hospital for a day support facility pursuant to 90-393(8) on Tax Maps 33A(01)00-006-B, 33A(01)00-006-C & 33A(01)00-006-D. (2) This Special Exception is renewable or transferrable to future owners only by approval of the Board of Supervisors without a public hearing so long as there are no deviations from the conditions; (3) The hours of operation shall be from 8:00 AM to 5:00PM; (4) The applicant shall be allowed to store and dispense medication on site. All medication shall be properly secured. The applicant shall adhere to the regulations of the Virginia Board of Pharmacy and shall comply with their annual inspections; (5) A Change of Use Permit and a Tenant Upfit permit shall be obtained from the Building Inspections Office; (6) The applicant shall submit documentation that the existing private well has the capacity to accommodate the proposed use prior to issuance of the Change of Use/Tenant Upfit Permit; (7) The applicant shall obtain all required local and state licenses/permits for operation of day support facility; (8) No loitering shall be allowed after the facility is closed for business; (9) 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; (10) This Special Exception may be revoked by Prince George County or by its designated agent for failure by the applicant to comply with any of the listed conditions or any provision of federal, state or local regulations. The Planning Commission met on September 22, 2022 and voted (3-2) to forward SE-22-09 to the Board of Supervisors with the recommendation of denial due to safety concerns. Mr. Carmichael asked if the Planning Commission expressed what those safety concerns were. Mr. Terry Hutchinson, Land Use Attorney, spoke on behalf of the applicant, Daniel Davis (Grand Slam, LLC). Mr. Hutchinson stated that it is his understanding that there were some safety concerns by the Planning Commission that the Crossroads Methadone Treatment Facility in the complex would be a threat to the clients of Grand Slam, LLC. He then gave some background on Grand Slam, LLC. Grand Slam staff have over 30 years of experience in group home and day support care for

adults with intellectual and developmental disabilities. In the Tri-Cities Area, Grand Slam has been active for 8 years with multiple facilities. Grand Slam's group home care and day support programs help adults with disabilities achieve social and self-care skills that lead to independence, freedom, and becoming part of the community. Grand Slam and its staff are licensed and regulated by the Virginia Department of Behavioral Health and Development Services. Grand Slam is a member of the local Human Rights Committee. Staff are selected and trained extensively to ensure safe, effective, and person centered care of the adults in their care. Facilities provide support care and staff are carefully trained in the proper administration of medications approved by the Commonwealth. Facilities are subject to regular state inspections to ensure compliance with health and safety laws. Grand Slam strives to support the Virginia Department of Behavioral Health & Development Services policies such as providing programs that help transition intellectually and developmentally disabled adults from institutional isolation to community engagement using a maximum 1:5 teacher to student ratio in classes. Classes include skill-building and support in building positive relationships, lessons in self-management, life skills, assuring the individual's safety, activities and events in the community, and employment readiness activities. Another safety concern raised at the Planning Commission meeting was parking. Mr. Hutchinson reiterated that there is plenty of ample parking. Regarding the concern of the threat of the methadone clinic, Mr. Hutchinson stated that there will only be a two-hour window where both businesses will be open. Chair Waymack opened the public hearing at 8:05 pm.

Mr. Ed Johnson (Partner at Johnson & Michel Tax & Accounting). Mr. Johnson's accounting business has been in the Ravenswood Commercial Complex since 2005. There are currently two tenants in his building. He stated that the same office park has a methadone treatment facility for pain treatment and drug addiction. He stated that this is a very busy clinic with massive amounts of traffic in and out of their small parking lot. Most of these patients have a driver who sits and waits for them to come out. They throw their trash in the parking lot. There have been multiple vehicle accidents in the parking lot, physical altercations, sex, urinating in public, loitering, intoxication, loud music, multiple arrests, and people soliciting money to help pay for their treatment. The police have been called multiple times. He stated that the concern is what the Grand Slam clients would be exposed to. He stated that there is no security outside.

Mr. Mike McGowan (Adjacent Business Owner). Mr. McGowan echoed Mr. Johnson's comments. He also stated that there are many violations going on by clients from the methadone clinic, including setting up a homeless shelter behind the building. He stated that he has been teaching karate for over 40 years and these people scare him. They are dangerous, spontaneous and erratic and the security is a joke. He stated that he is in favor of Grand Slam, LLC and what they do, but this is not the right place.

There being no one else to speak, Chair Waymack closed the public hearing at 8:17 pm. Mr. Carmichael stated that the problem seems to lie with the methadone clinic and how they run their business. Ms. Walton stated that Community Development has been working to address the issues at that facility. They have been doing weekly inspections and the police have been monitoring the location. The inspections have revealed a clean site and they are not seeing the aforementioned issues at this time. Mr. Hutchinson stated that the issues from the other business are really not germane to this zoning request. He stated that this business would increase the tax

base and the water is adequate. Mr. Mark Donius, Occupational Therapist, stated that they are not talking about people with mental illness such as schizophrenia that take narcotics. They work with adults with Down Syndrome. There are no narcotics. There is this idea of “crazy” people. The Department of Justice has been suing the State of Virginia for the past 20 years to get them to catch up on this false narrative. He feels like the issues at the methadone clinic could be rectified, because what Grand Slam is doing is a good thing. Mr. Carmichael stated that he is not going to have a 24-hour open bar next to a facility that is treating people for alcoholism. It will not work. Mr. Brown stated that he applauds what Grand Slam is trying to do and does feel like there is a place for them in Prince George County. However, he does not believe that this location is it. Mr. Brown paid the complex a visit and stated that he saw trash, masks and needles in the ditches. He stated that the Board of Supervisors did not have a say in the methadone clinic years ago because of the way it was handled. He does not want to see the same mistake made twice. Mr. Brown made a motion, seconded by Mr. Carmichael, to deny based on the information revealed about the methadone clinic this evening. He does not think this is a good fit. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

P-3. Public Hearing; Ordinance to Amend “The Code of the County of Prince George, Virginia”, 2005, as Amended, by Amending § 74-5 Relating to Authorizing the Treasurer to Approve Refunds Up to Ten Thousand Dollars Without the Approval of the Board Of Supervisors in Accordance with Virginia Code Section 58.1-3981(A). Mr. Dan Whitten, County Attorney, stated that the 2022 Virginia General Assembly passed HB 368: Refunds of local taxes; authority of treasurer. This bill states the treasurer may refund a taxpayer up to \$10,000 in taxes paid as a result of an erroneous tax assessment. Chair Waymack opened the public hearing at 8:34 pm. There was no one to speak and the public hearing was closed. Mr. Brown made a motion, seconded by Mr. Hunter, to approve an Ordinance authorizing the Treasurer to approve refunds up to \$10,000 without the approval of the Board of Supervisors in accordance with Virginia Code Section 58.1-3981(A).

O-22-31

P-3

ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA”, 2005, AS AMENDED, BY AMENDING § 74-5 RELATING TO AUTHORIZING THE TREASURER TO APPROVE REFUNDS UP TO TEN THOUSAND DOLLARS WITHOUT THE APPROVAL OF THE BOARD OF SUPERVISORS IN ACCORDANCE WITH VIRGINIA CODE SECTION 58.1-3981(A)

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

(1) *That The Code of the County of Prince George, Virginia, 2005, as amended, is amended by enacting § 74-5, as follows:*

CHAPTER 74 TAXATION

ARTICLE I. IN GENERAL

Sec. 74-5 Refund authorized - If the Commissioner of Revenue is satisfied that he/she has erroneously assessed any local tax, and such assessment has already been paid by the taxpayer, then upon certification by the Commissioner of Revenue to the Treasurer with the consent of the County Attorney of such erroneous assessment, the Treasurer may approve and issue any refund to such taxpayer up to **\$10,000** ~~\$5,000~~ as a result of such erroneous assessment.

2) *That the Ordinance shall be effective immediately.*

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

REPORTS (cont'd)

Utilities Master Plan and Projects Update – Mr. Frank Haltom, County Engineer, stated that the Master Plan was adopted in 2016 and is an evaluation of future conditions in Prince George County to identify water and wastewater system improvements required to meet future needs associated with the projected growth of population within the Prince George Planning Area (PGPA) through year 2045. There was a Southpoint Business Park (SBP) Utility Study in 2018 that evaluated different options for providing up to an additional of 2 MGD of water and wastewater capacity at the Park. Factors including capital cost, life cycle cost, operational considerations, regulatory limitations, constructability, future needs of the County, and overall benefit to the Southpoint Business Park were investigated for each alternative. At that time a Water Treatment Plant and a Wastewater Treatment Plant was recommended. There was a Water and Wastewater Capacity Evaluation in 2022, which is a hydraulic analysis to determine the available capacities of the Central and Route 301 water systems; and the wastewater systems that serves Route 460/SBP, Route 301 and Puddledock area. There was an Exit 45/Route 301 Strategic Plan in 2021, which investigated water and sewer deficiencies and made recommendations to support the overarching goals of the Exit 45 plan. There was a Countywide Strategic Plan in 2022, which is an implementation plan of county-identified priorities to achieve County goals. The key goals in the Exit 45 Strategic Plan for water and sewer are to develop a new well to provide additional water capacity for Mid Term development demands, extend the waterline south along Route 301, receive additional water capacity from Petersburg and construct water tank and booster 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, construct new gravity sewer pump station and force main as part of commercial and retail development east and adjacent to I-95, and construct new gravity sewer, pump station and force main as part of residential development east of I-95. Implementation goals for water capacity include a change in the Utilities Master Plan to be

awarded in November, long-term Plan for Water Infrastructure- identify upgrades and expansions for growth, establish Utility Service Area, and establish County vs Development Driven Improvements. Current Capacity Expansion Capitol Projects include the Temple Ave Tank & Booster Station - anticipate completion by April 2025, Middle Road Tank & Booster Station - anticipate completion by May 2025, and the 24" Water Line under Appomattox River- anticipate completion by Nov. 2023. Potential future projects include expansion of the Central System to Prince George Woods Community Well System, expansion of the Central System to Exit 45, including neighborhoods along the way, and the 24" water line from Central Water Source to Southpoint Business Park. Implementation goals for sewer capacity include a change in the Utilities Master Plan, long-term plan for Sewer Infrastructure- identify upgrades and expansions for growth, establish Utility Service Area, and establish County vs Development Driven Improvements, and Risk Assessment of Regional Dependence – Hopewell / Petersburg Agreements. Two Current Capacity Expansion Capitol Projects include Southpoint Business Park Force Main Relocation - complete and in service by October 2023, and Blackwater Swamp Regional Pump Station - complete and in service by October 2026. Mr. Haltom gave some project updates. The Appomattox River Water Intake Permit has been advertised for public comment. The comment period ends November 15, 2022. Public Hearing could be required if significant comments received. The Food Lion Booster Station Improvements Project is nearly complete. The back-up power generator is anticipated to be delivered and installed in November 2022. Once this work is complete, start-up of the station can be scheduled. Anticipate completion in February 2023. The Route 156 Water Line Extension Project is 99% complete. Water line is in service. Minor seeding and stabilization still required. The Route 10 Water Line Extension to Jordan on the James and Beechwood Manor design is complete. Advertise for bids on November 1, 2022. Award of the construction contract is anticipated for January 2023. The Exit 45/Route 301 Water Strategy is working with the consultant to finalize the proposal. Anticipate awarding design contract in November 2022. The Blackwater Swamp Regional Pump Station - Working with the consultant to finalize the proposal. Anticipate awarding design contract in November 2022. The Temple Avenue Water Storage Tank and Pumping Station located on River Rd is 50% design plans received on 10/4. Change order issued to address alignment of water line and improvements to deliver 2 MGD at SBP. The Water Line under Appomattox River has increased water main size from ARWA - 90% design plans received 10/20. The Route 156 Water Storage Tank and Pumping Station – Located on Middle Rd - The preliminary engineering report is anticipated to be complete by end of November 2022. Field work underway. The Southpoint Business Park Force Main Relocation - Design is complete. Advertisement for bids November 1, 2022. Award of the construction contract is anticipated for January 2022. Some potential future projects include a Water Treatment Plant, a 24" Water Line from Temple Ave to Southpoint Business Park, a 12" Water Line Extension to Rivers Edge, a 12" Water Line Extension Along Prince George Drive – from Laurel Spring to Route 460, an 8" Water Line Extension to Prince George Woods Community Well System, a New 0.5 MG Tank Near Route 10/Ruffin Road, a 12" Water Line Extension to Exit 45/Route 301 Water System, Second Swamp Regional Pump Station, Trunk Main and Force Main, and Decommission of existing pump stations by extension of Blackwater swamp and Second Swamp gravity sewer trunk lines. Mr. Haltom clarified for Mr. Hunter that the ice pigging will begin on October 31. The customers have been notified that the water line will be shut off and that they should run their water two to three minutes to eliminate a salty taste.

ORDER OF BUSINESS (cont'd)

A-5. Resolution: Award of Contract for Professional Engineering Services to Complete a Preliminary Engineering Report for a Water Treatment Plant. Mr. Haltom stated that the County is in the process of obtaining a Virginia Water Protection Permit from the Virginia Marine Resources Commission and the Virginia Department of Environmental Quality to install an 8 million gallon per day (MGD) raw water intake structure in the Appomattox River. Upon receipt of the permit, the County could begin the planning and engineering to build a water treatment plant to provide a reliable public water supply to satisfy projected water demands for the County for the next 50 years. The next steps towards a water treatment plant in the County is to prepare a preliminary engineering report (PER) to provide the County information on potential treatment alternatives and estimated costs to construct the plant. The Engineering and Utilities Department has received a proposal from WW Associates to perform a PER to determine the land requirements, water treatment alternatives and environmental permitting requirements; as well as provide a preliminary site layout, anticipated projects costs, potential funding alternatives, and preliminary project schedule. This project will be completed utilizing the Annual Engineering Services Contract. Individual awards for specific projects in excess of \$50,000 require Board approval. Staff recommends an award of contract for the completion of a PER for a new water treatment plant to WW Associates for \$100,000. Mr. Hunter made a motion, seconded by Mr. Webb, to approve the resolution to award the contract for professional engineering services to complete a PER for a new water treatment plant to WW Associates for \$100,000.

R-22-194

A-5

RESOLUTION: AWARD OF CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES TO COMPLETE A PRELIMINARY ENGINEERING REPORT FOR A WATER TREATMENT PLANT

WHEREAS, the County desires to continue efforts to provide a reliable public water supply to satisfy projected water demands for the County for the next 50 years; and

WHEREAS, the County has received a proposal from WW Associates to provide professional engineering services to complete a preliminary engineering report for a water treatment plant for \$100,000; and

NOW, THEREFORE BE IT RESOLVED: that the Board of Supervisors of the County of Prince George this 25th day of October, 2022, hereby awards the contract for professional engineering services to complete a preliminary engineering report for a water treatment plant to WW Associates for \$100,000.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

REPORTS (cont'd)

Quarterly Financial Report – Ms. Betsy Drewry, Finance Director and Deputy County Administrator, gave the first quarterly financial report for FY23. It is very early in the fiscal year and trends not yet established. The first half of real estate taxes are due December 5. Very early indicators show that we will meet or exceed the levels of FY22 in sales tax revenue. There are no alarms for General Fund Revenue that would lead to a recommendation for mid-year spending reductions for FY2023. Total General Fund Expenditures are right on target at 25.59% spent. The Utility Fund has an operating deficit, which is normal this time of year. Ms. Drewry went over several CIP Projects, including public safety radio project, Route 156 Water Extension, Food Lion Water System Upgrades, County Garage Expansion, Jefferson Park Fire Station, Crew Building electrical upgrades, Public Safety 2019 Bond Repurpose Holding Account, Jefferson Park Fire Station Renovation, Fire/EMS Equipment, Circuit Courtroom Renovations, Convenience Station #2, and Temple Avenue Tank & Pump Station. School Capital Projects include school roof maintenance, the new Middle Road Elementary School, High School bleacher replacement, school fire alarm replacement, JEJ Moore water intrusion, and school restroom and locker room renovations. The Tourism Fund is healthy. Economic Development Funds revenues are up and expenditures are down. We have collected \$15,000 for the quarter. The Board has the option to use proffer balances for upcoming projects in lieu of issuing debt as long as the project is in accordance with the proffer agreement. RedFlex Program has collected \$2,165.20. The Health Insurance Fund balance is \$1.5M, which is a drop from last year at \$1.85M. FY2022 premiums collected were less than claims paid in total by \$1,110,680. For FY23, the School Division has transitioned to The Local Choice; claims continue to incur without contributions to the Health Fund. As of September 30, 2022, total claims exceed contributions by \$295,906. The School deficit is \$629,555.99 and they understand the Health Funds will need to be made whole. It will take multiple years. The final audit is scheduled for October 31 through November 3. The CAFR preparation is targeted for completion by November 30, 2022 and the audit will be presented to the Board on December 31, 2022.

ORDER OF BUSINESS, (cont'd)

A-4. Resolution; Authorize the Economic Development and Tourism Department to Complete a Grant Application to the Virginia Department of Housing and Community Development for the Industrial Revitalization Fund Grant. Ms. Stacey English, Economic Development Specialist, stated that the Economic Development and Tourism Department is seeking authorization to apply for a Department of Housing and Community Development's Industrial Revitalization Fund Planning Grant. The Department of Housing and Community Development has released these grants to help bolster early-stage Industrial Revitalization Fund projects, enabling feasibility studies and other planning-related activities for potential IRF applicants. The Economic Development and Tourism Department would like to apply for this grant to further the redevelopment at Exit 45. We would like to apply for this grant to cover the cost of a master plan for Exit 45, outlining the highest and best use for vacant and blighted properties at the exit. We also would like to conduct further studies, including a real estate Proforma and construction estimates, on the former Stephen Kent property. The department has received various quotes for this type of work. We are prepared to work with the procurement office to correctly procure a firm if we are awarded the grant funding. This grant program does not require a match from the locality, however, we will include the funds spent on the

Continental Property and the Exit 45 Strategic Vision and Action Plan to show recent investments by the County to the Exit. The application is due November 4, 2022. Based on the quotes received, we would like to request no more than \$100,000 in grant funding. The grant funding would cover the cost of the master plan and additional studies conducted on the former Stephen Kent property. We are still working with consultants to receive quotes for additional studies on the Stephen Kent property. Mr. Hunter made a motion, seconded by Mr. Webb, to submit an application for the Department of Housing and Community Development's Industrial Revitalization Fund Planning Grant, totaling \$100,000 in grant funding.

R-22-195

A-4.

RESOLUTION; AUTHORIZE THE ECONOMIC DEVELOPMENT AND TOURISM DEPARTMENT TO COMPLETE A GRANT APPLICATION TO THE VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR THE INDUSTRIAL REVITALIZATION FUND GRANT.

WHEREAS, the Economic Development and Tourism Department is requesting the support of the Prince George County Board of Supervisors to apply for an Industrial Revitalization Fund grant totaling no more than \$100,000 through the Virginia Department of Housing and Community Development, due for submission by Nov 4, 2022; and

WHEREAS, the Economic Development and Tourism Department will apply for this grant to further the redevelopment efforts at Exit 45 by conducting a master plan of the Exit and conducting further studies of the Stephen Kent property. We are requesting no more than \$100,000 in grant funding.

WHEREAS, the grant requires no match from the County.

BE IT RESOLVED, That the Board of Supervisors of the County of Prince George this 25th day of October, 2022, does hereby authorize the submission of one grant application totaling no more than \$100,000 to the Virginia Department of Housing and Community Development's Industrial Revitalization Fund Planning Grants.

BE IT FURTHER RESOLVED, That a copy of this Resolution shall be retained as support authorizing the grant application to the Virginia Department of Housing and Community Development.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-6. Resolution: Authority to Apply for Local Assistance and Tribal Consistency Funds (\$100,000; Tranche 1 \$50,000 and Tranche 2 \$50,000). Ms. Betsy Drewry, Deputy County Administrator, Finance, stated that on September 29, Staff received a communication from the U. S. Department of Treasury regarding the availability of Federal Local Assistance and Tribal

Consistency Funds (source American Rescue Plan – ARP). Prince George County is entitled to apply for and receive \$100,000 payable in two equal tranches of \$50,000. Staff attended a virtual information session on October 4, 2022. The County can use the funds for any governmental purpose, except lobbying activities. Treasury made allocations to local governments “taking into account economic conditions of each eligible revenue sharing county, using measurements of poverty rates, household income, land values, and unemployment rates as well as other economic indicators, over the 20-year period ending with September 30, 2021.” The County must apply to receive funds using an online application portal by January 31, 2023. In keeping with our Financial Policies, the Staff recommendation is to use these onetime funds for expenditures that are non-recurring in nature (for a one-time purpose). The tentative Staff recommendation for use of funds (if approved), is for an automated fuel management system that is integrated with our Garage Asset Management system. Staff will provide more information on this system to the Board at a future meeting. Mr. Hunter made a motion, seconded by Mr. Brown to apply for \$100,000 in Federal Local Assistance and Tribal Consistency Fund (ARP), and provide all required certifications and documentation.

R-22-196

A-6

RESOLUTION; AUTHORIZE THE DIRECTOR OF FINANCE TO COMPLETE AND SUBMIT AN APPLICATION TO THE UNITED STATES DEPARTMENT OF TREASURY FOR LOCAL ASSISTANCE AND TRIBAL CONSISTENCY FUNDS AND PROVIDE ALL REQUIRED CERTIFICATIONS AND DOCUMENTATION

WHEREAS, the Director of Finance is requesting approval from the Prince George County Board of Supervisors to apply for Federal Local Assistance and Tribal Consistency Funds (LATCF) through the United States Department of Treasury; and

WHEREAS, the total award Prince George County is eligible to receive is \$100,000 payable in two equal tranches and does not require a local match; and

WHEREAS, LATCF may be used for any government purpose except lobbying activities and applying for funds does not commit the Board to use funds for any particular purpose. The subsequent appropriation of funds, when received, will specify approved government use of funds.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 25th day of October, 2022, does hereby authorize the Director of Finance to apply for available federal Local Assistance and Tribal Consistency Funds through the United States Department of Treasury, and provide all required certifications and documentation.

BE IT FURTHER RESOLVED, That a copy of this Resolution shall be retained as support authorizing the application to the United States Department of Treasury.

On roll call the vote was:

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

Opposed: (0)
Absent: (0)

A-7. Resolution: Appropriation of FY2023 Fire Program Funds (\$172,561). Ms. Betsy Drewry, Deputy County Administrator, Finance, stated that Prince George County has received annual *Fire Program funds* in the amount of \$172,561 that have not yet been appropriated to the FY2023 budget. These funds arrived by electronic fund transfer from the Commonwealth of Virginia on September 22, 2022. The FY2023 Fire/EMS budget was prepared as a consolidated budget, with no individual volunteer station budgets. As communicated during the FY2022 Fire Program Fund appropriation request (April 12, 2022), the current request is to allocate this appropriation to Fire/EMS as a total award for system-wide use, instead of being split equally among the volunteer stations (since they no longer have individual station budgets). The Chief of Fire, EMS and Emergency Management will approve all purchases, from this appropriation and subsequent appropriations, in advance of purchases. Fire/EMS will use these funds to purchase equipment and supplies in accordance with grant requirements. Mr. Webb made a motion, seconded by Mr. Brown, to approve the appropriation as presented. Roll was called on the motion.

R-22-197

A-7

RESOLUTION; BUDGET AMENDMENT AND APPROPRIATION (\$172,561 FIRE PROGRAM FUNDS)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 25th day of October, 2022, does hereby authorize and appropriate the following increase of funds within the 2022-2023 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>GENERAL FUND</u>	
<u>Expenditure:</u>	
0100-03-200-0610-48248 Fire/EMS Fire Program Funds – System-Wide	\$172,561.00
TOTAL	\$172,561.00
 <u>Revenue:</u>	
0100-20-601-8201-324201 General Fund: Fire Program Funds	\$172,561.00

On roll call the vote was:
In favor: (5) Hunter, Webb, Waymack, Brown, Carmichael
Opposed: (0)
Absent: (0)

A-8. Resolution; Authority to Advertise an Ordinance to Amend “The Code of the County of Prince George, Virginia,” as Amended, by Amending §74-263 to Clarify the Necessary Documentation for the Initial Application and Revalidation for the Special Real Estate Assessment for Land Preservation. Mr. Dan Whitten, County Attorney, stated that Section 74-263 states that a special assessment for land preservation may be requested by application and that the County Assessor shall determine whether the subject property meets the criteria for taxation under this division. However, it does not state what documentation is needed to support the qualifying use. The amendment to Section 74-263 will state documentation needed for agricultural and horticultural use, forestry use, and open space use. The documentation will be needed for the initial application and revalidation every sixth year thereafter. The amendment allows open space agreements between the County and owner to satisfy the requirements for a special assessment. A motion approving authority to advertise the ordinance for a public hearing on November 22, 2022, is requested. Mr. Whitten clarified for Mr. Webb that the agreement is five years. You revalidate on the sixth year. Mr. Brown made a motion, seconded by Mr. Carmichael, to approve advertisement of an Ordinance for a public hearing on November 22, 2022 clarifying the necessary documentation for the initial application and revalidation for the special real estate assessment for land preservation.

R-22-198

A-8

RESOLUTION; AUTHORITY TO ADVERTISE AN ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA,”
AS AMENDED, BY AMENDING §74-263 TO CLARIFY THE NECESSARY
DOCUMENTATION FOR THE INITIAL APPLICATION AND
REVALIDATION FOR THE SPECIAL REAL ESTATE ASSESSMENT
FOR LAND PRESERVATION

NOW, THEREFORE, BE IT RESOLVED, that the Board Of Supervisors of the County of Prince George this 25th day of October, 2022, does hereby authorize the advertisement of a public hearing on November 22, 2022 for an Ordinance to Amend “The Code of the County of Prince George, Virginia,” as amended, by amending §74-263 to clarify the necessary documentation for the initial application and revalidation for the special real estate assessment for land preservation.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-9. Resolution; Authority to Advertise Public Hearing for Sale of Property to Wallermann, LLC. Mr. Dan Whitten, County Attorney, stated that Prince George County owns property located off Hardware Drive known as Tax Parcel #340(0A)00-146A and #340(0A)00-146-0. County staff recommends selling a 3.66 acre portion of the properties for \$9,090/acre to Wallerman LLC. In order to sell this property, a public hearing must be held. A motion

approving authority to advertise for a public hearing on November 9, 2022 is requested. Mr. Carmichael made a motion, seconded by Mr. Brown, to approve the advertisement of a public hearing on November 9, 2022 to sell property owned by the County off Hardware Drive to Wallerman LLC.

R-22-199

A-9

**RESOLUTION: AUTHORITY TO ADVERTISE PUBLIC HEARING
TO SELL COUNTY OWNED PROPERTY LOCATED OFF
HARDWARD DRIVE, TAX MAP #340(0A)00-00-146-A AND #340(0A)00-146-0**

NOW, THEREFORE, BE IT RESOLVED that the Prince George County Board of Supervisors this 25th day of October, 2022, does hereby authorize the advertisement of a public hearing on November 9, 2022, regarding the sale of County owned property off Hardware Drive to Wallerman LLC.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

A-10. Resolution; Approval of County-Wide Room Rental Policy. Mr. Dan Whitten, County Attorney, stated that available rooms in the County are the Community Room in the Human Services Building, the Board Room, and the Kines Break Room. The Board Room and Kines Break Room are only rented during office hours unless it is a governmental organization. There are rentals available through Fire and EMS in the Central Wellness Center. The rentals that require Board approval are the annual leases, which require a public hearing. Exemptions from the proposed policy will include County facilities that are managed by the County Parks and Recreation Department which include, but are not limited to the following: Disputanta Community Building, Temple Recreation Park, JEJ Moore Athletic Complex, Scott Memorial Park, Prince George Community Center, and Central Wellness Center Gymnasium. Application by groups will be taken on a first come, first serve basis. In order to insure that County facilities are available to the greatest number of people, no reservations for the use of County facilities may be made more than six months in advance unless the group has an annual lease with the County. Applications to use a County facility for a one-day use must be completed and submitted to the County Administrator, or designee, at least thirty (30) days prior to the anticipated use of the facility. The application form for the use of a County facility for a meeting or activity shall provide a full statement of the purpose and type of meeting or program for which permission to use the County facility is being sought. This statement shall include information concerning the sponsor or sponsors, the content of the program, and information as to whether the meeting or activity is to be advertised. The County Administrator, or designee, has the right to approve or disapprove, at any time, any application for the use of County facilities for a one-day use. All annual leases for County facilities must be approved by the Board of Supervisors after a public hearing is held in accordance with the Virginia Code. All applications for annual leases must be submitted to the County Administrator, or designee, at least sixty (60) days in

advance. County public bodies and County Departments are given priority in the use of facilities. The facility may not be used for profit-making activities of any individual or entity. All publicity (e.g., posters, brochures, throw-aways, radio or television announcements) must carry the name of the individual group sponsoring the event. The County may not be identified as a sponsor. Neither the names nor addresses of County facilities may be used as the official address or headquarters of an organization. The fact that a group is permitted to meet at a County facility does not in any way constitute an endorsement of the group's policies or beliefs by the Board of Supervisors. The person signing the application and the organization will be held financially responsible for any damage to the building, furniture or equipment. The organization using the County facility will be expected to leave the facility ready for services the next day. County services do not include transporting equipment or supplies, arrangement of any special furniture or equipment, or supervision of activities or crowds. Only County furniture provided for a particular facility may be used. Any rearrangement of County furniture must be done by the group using the building, but only after securing the permission of the County Administrator or designee. Staging or decorations must be done so as not to deface or damage any property, and must be pre-approved by the County Administrator or designee. All organizations must provide a certificate of insurance in the amount of one million dollars (\$1,000,000) for personal injury and property damage, naming Prince George County, and its agents and employees as additional individuals to be insured. Proof of insurance is required before holding an event and such certificate must contain provisions preventing cancellation, non-renewal or expiration unless written notice is given to the County at least thirty (30) days in advance. There is an option to only require insurance for organizations that have an annual lease. Mr. Webb asked if the County would be liable if they do not have insurance. Mr. Whitten stated that the County would be liable. Mr. Webb asked if the School requires insurance. Mr. Whitten stated that he believes the Schools require insurance even for a onetime use. Mr. Carmichael asked about a waiver. Mr. Whitten stated that there is a waiver in the rental agreement, but he still recommends insurance because that waiver can be an argument in court. Mr. Webb agreed and said we should mimic what the Schools are doing. Mr. Carmichael asked if they could get a copy of the Schools policy. Mr. Hunter stated that he would like to see a copy of the application as well. Mr. Webb stated that there is always fine print in waivers. Mr. Hunter stated that we should make sure we have all of these angles covered before we move forward. Mr. Webb and Mr. Carmichael agreed that he would like to see the application and the Schools' policy as well. Mr. Brown stated that he does not see a need to move forward with the presentation until they see the application and the Schools' policy. Mr. Carmichael made a motion, seconded by Mr. Brown, to postpone this matter to November 9. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

ADJOURNMENT. Mr. Hunter moved, seconded by Mr. Webb to adjourn. Roll was called on the motion.

On roll call the vote was:

In favor: (5) Hunter, Webb, Waymack, Brown, Carmichael
Opposed: (0)
Absent: (0)

The meeting adjourned at 9:28 p.m.

[Draft Minutes prepared October 28, 2022 for consideration on November 9, 2022; adopted by unanimous vote.]

Marlene J. Waymack
Chair, Board of Supervisors

Jeffrey D. Stoke
County Administrator