

MINUTES
Board of Supervisors
County of Prince George, Virginia

November 9, 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 5:02 p.m. on November 9, 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.	Absent
Alan R. Carmichael	Absent
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.

CLOSED SESSION

E-1. Resolution; Closed Session for Section 2.2-3711.A.1 – Discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of a specific public officer, appointee or employee of the public body; I further move that such discussion shall be limited to (a) an employee in the Parks and Recreation Department and (b) two members of the Economic Development Authority. Mr. Webb made a motion, seconded by Mr. Hunter, that the Board convene closed session for Section 2.2-3711.A.1 – Discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of a specific public officer, appointee or employee of the public body; I further move that such discussion shall be limited to (a) an employee in the Parks and Recreation Department and (b) two members of the Economic Development Authority.

R-22-200

E-1.

RESOLUTION; CLOSED SESSION FOR SECTION 2.2-3711.A.1 – DISCUSSION OR CONSIDERATION OF THE ASSIGNMENT, APPOINTMENT, PROMOTION, PERFORMANCE, DEMOTION, SALARIES, DISCIPLINING OR RESIGNATION OF A

SPECIFIC PUBLIC OFFICER, APPOINTEE OR EMPLOYEE OF THE PUBLIC BODY; I FURTHER MOVE THAT SUCH DISCUSSION SHALL BE LIMITED TO (A) AN EMPLOYEE IN THE PARKS AND RECREATION DEPARTMENT AND (B) TWO MEMBERS OF THE ECONOMIC DEVELOPMENT AUTHORITY. MR. WEBB MADE A MOTION, SECONDED BY MR. HUNTER, THAT THE BOARD CONVENE CLOSED SESSION FOR SECTION 2.2-3711.A.1 – DISCUSSION OR CONSIDERATION OF THE ASSIGNMENT, APPOINTMENT, PROMOTION, PERFORMANCE, DEMOTION, SALARIES, DISCIPLINING OR RESIGNATION OF A SPECIFIC PUBLIC OFFICER, APPOINTEE OR EMPLOYEE OF THE PUBLIC BODY; I FURTHER MOVE THAT SUCH DISCUSSION SHALL BE LIMITED TO (A) AN EMPLOYEE IN THE PARKS AND RECREATION DEPARTMENT AND (B) TWO MEMBERS OF THE ECONOMIC DEVELOPMENT AUTHORITY

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9th day of November, 2022, does hereby vote to enter closed session for Section 2.2-3711.A.1 – Discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of a specific public officer, appointee or employee of the public body; I further move that such discussion shall be limited to (a) an employee in the Parks and Recreation Department and (b) two members of the Economic Development Authority. Mr. Webb made a motion, seconded by Mr. Hunter, that the Board convene closed session for Section 2.2-3711.A.1 – Discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of a specific public officer, appointee or employee of the public body; I further move that such discussion shall be limited to (a) an employee in the Parks and Recreation Department and (b) two members of the Economic Development Authority.

On roll call the vote was:

In favor: (3) Waymack, Webb, Hunter

Opposed: (0)

Absent: (2) Brown, Carmichael

E-2. Resolution; Certification of Closed Session. At 5:24 p.m., Mr. Webb made a motion, seconded by Mr. Hunter, 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.

R-22-200A

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 9th day of November, 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: (3) Waymack, Webb, Hunter

Opposed: (0)

Absent: (2) Brown, Carmichael

Chair Waymack called a recess at 5:25 pm. Mr. Brown arrived at 5:33 p.m. The meeting reconvened at 6:00 pm.

Work Session

Mr. Brown, who represents this Board on the Crater Workforce Consortium of Chief Elected Officials (CLEO), stated that he is so proud of all that Ms. Taylor is doing to make the Crater Regional Workforce Development Board far much more favorable to the State for all that they are doing. Ms. Tabitha Taylor, Executive Director of the Crater Regional Workforce Development Board, stated that she is excited to share with the Board all of the changes they have made. This regional Board is one of 14 workforce boards throughout Virginia servicing the counties and cities of Colonial Heights, Dinwiddie, Emporia, Greensville, Hopewell, Petersburg, Prince George, Surry and Sussex. They have two Career Works Centers, one in Prince George (Comprehensive), and one in Emporia. The Crater Regional Workforce Development Board creates and sustains powerful connections between businesses and job seekers through Virginia Career Works, a statewide network of employment professionals through federal funding from the Workforce Innovation and Opportunity Act (WIOA). Their employer of record is the Crater Planning District Commission. Prince George County is their grant recipient. Some of the targeted industries are manufacturing, retail trade, transportation & warehousing, health care & social assistance, and accommodation & food services. They provide strategic vision for regional workforce development system and convene all economic development, training and education, workforce system partners, and business/industry to develop solutions for workforce challenges. In addition, they manage and provide oversight for federal, state, and local grants. The Board is made up of businesses, labor/union/trade reps, and local stakeholders. The Consortium of Chief Elected Officials (CLEOS) consists of Mayors, County Administrators, and County Board members. Mr. Brown represents Prince George County on the CLEOS and will be taking the role of Chairman in January, 2023. Ms. Taylor talked about some of the Operational Developments since she came on board. There was an unpaid bills/deficit decrease from \$220,000 to \$11,000 over the last year. They have hired and developed an all new administrative Board staff and relocated the Board offices to Prince George. They have developed and implemented standard operating procedures regarding safety, security, outreach, and partner relationships within Center. They have itinerant office hours developed in two rural localities. They have increased business and community outreach by 78% just in the last six months. Their Comprehensive Center has relocated to Prince

George and Mr. Floyd Brown is to step into the CLEO Chair role beginning Jan 2023. The County of Prince George is serving as the grant recipient. They perform outreach efforts focused on schools, local job fairs, community events, etc. Since January 2022, 148 jobseekers have visited a Center in the Region and identified their residence as Prince George. Eight individuals were enrolled in programs within the Center to receive grant funded services. In a lot of regions across the State, localities contribute to their Workforce Board. Ms. Taylor talked a little bit about the restrictions on their funding. For example, the grant funding through WIOA requires 40% is spent on job seekers for training services. Outside of that, they are running two centers and paying the support staff. They cannot use any funds from that grant on marketing. This restricts who they can reach. Mr. Hunter commended her on a job well done. Mr. Brown asked if they should be alerting them when a new business is coming to the County. Ms. Taylor stated that they absolutely should.

Ms. Teresa Knott, Clerk to the Board of Supervisors, stated that at the request of the Prince George County Board of Supervisors, she met with the County Administrator and the Finance Director to discuss the best approach to purchase and implement an electronic agenda platform. The County Administrator recommended using the same program that the Prince George County School Board uses (BoardDocs) as it coincides well with Swagit. The Clerk and the Finance Director have met with a representative from Diligent twice to receive a demonstration of how the program works, initial and ongoing costs, order form / agreement and the implementation timeline. BoardDocs Pro is a state-of-the-art, cloud-based Board Management Service developed specifically for public governing bodies. BoardDocs provides a means of immediately publishing and revising agenda items, supporting documents, and policies and procedures via the internet. Staff Members can quickly and easily create, approve and track agenda items and other correspondence. BoardDocs services offer governing bodies a simple way to eliminate paper-based and less advanced electronic processes while maintaining a searchable, legal repository for all documents. BoardDocs improves governance by making documents readily available to governing bodies, designated staff and the public in a professional, easy-to-access format. Some of its features include: creating, managing and publishing meeting agendas and supporting documents; archiving meetings, minutes and related documents for access by all stakeholders; managing policies and procedures through entire lifecycle; taking minutes notes and record voting; searching publicly shared agenda and policy information from other public governing bodies; easily associating video or audio with each meeting and index individual agenda items to any part of the video; advancing workflow to distribute agenda item creation, approval and collaboration throughout the County; tracking progress on strategic plans and goals; meeting control panel to track, share and record board actions including motions and voting in real time; providing access to reference documents in the library; and utilizing the actions collected during the meeting to generate minutes, and attach them for adoption by the Board. Mr. Brown asked if the agenda would be updated live as they make changes during a meeting. Ms. Knott stated that she would go in during the meeting and update it. Mr. Webb asked how accessible the agenda would be on the website if it is not approved until the meeting. Ms. Knott stated that it would be just as it is now. The agenda on the website is tentative until the Board approves it and minutes will not go on the website until they are approved. Ms. Betsy Drewry, Deputy County Administrator, Finance, stated that the total cost for FY2023 is \$8,225.00, and includes an annual subscription fee of \$7,225.00 and a one-time installation fee of \$1,000.00. The BoardDocs

pricing proposal is under a TIPS cooperative contract. The ongoing annual subscription fee is \$7,225.00 {FY2024 and beyond}. This \$8,225.00 cost is not budgeted for FY2023 and would require a transfer from the General Fund contingency. Following receipt of an approved Order Form by BoardDocs, the estimated implementation timeline is eight (8) weeks. Staff is requesting that the Board authorize Staff to move forward with approval of BoardDocs as the digital platform {either by resolution on November 22 (award of contract), or by consensus tonight} – formal award of contract is not required since the cost is less than \$50,000. Approval of a transfer from the General Fund Contingency for \$8,225.00 {can be placed on Board agenda for November 22, 2022}. Mr. Hunter inquired about the 8% annual increase in the agreement. Ms. Drewry stated that there usually is an annual increase and they build those into their invitations for bid and requests for proposals. As far as the 8%, she is not what the terms under TIPS are, but she can find out. Mr. Webb asked if there will be an additional charge for software updates. Ms. Drewry stated that since it is web-based, she believes it will be ongoing at no additional charge. Mr. Webb asked her to find out for sure. Mrs. Waymack asked how far back the archive goes. Ms. Knott stated that minutes are archived forever. Mrs. Waymack asked what the cost is currently for putting together binders. Mrs. Knott stated that they have estimated \$.28 a page and/or \$9,000 a year. Mr. Brown asked if he would need to print his own copy for vision purposes. Mrs. Knott stated that we could provide a hard copy upon request. Mr. Brown stated that looking online will be difficult for him and making copies every time will defeat the purpose. Mr. Brown also asked what the urgency would be in the middle of a budget year. Mr. Webb stated that a lot of time and effort goes into putting a budget together. However, we have not been able to hold to the budget unless it is an emergency. This particular budget had a pretty health contingency. Then you have the boilers for the Administration Building, fiber optic, public safety starting salaries, and possibly more from the School Board for the new elementary school. It just never seems to work. Ms. Drewry stated that we as Staff were following direction. We have no problem waiting until July 1, 2023 to implement this. Ms. Knott agreed and stated that it was at the Board's pleasure. Mr. Webb stated that he would like to get an answer for all of their questions this evening and readdress it in the FY24 budget.

Chair Waymack called for a recess at 6:50 p.m. The meeting reconvened at 7:00 p.m.

Invocation. Pastor Kyle Montgomery of Destination Church gave the Board's invocation.

Pledge of Allegiance to U.S. Flag. Eagle Scout Gabriel Jenkins 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 7:02 p.m. There was no one to speak and the public comments period was closed.

APPROVAL OF AGENDA. After requesting that Items A-3 and A-4 be deleted and Item A-12 be added as change to the FY2022-2023 Position Chart converting Coordinator 1 – Grounds Maintenance and Tourism to Grounds Maintenance and Tourism Supervisor, Mr. Webb made a motion, seconded by Mr. Brown, to adopt the agenda as amended. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

ORDER OF CONSENSUS. Mr. Hunter 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 – October 25, 2022 Regular Meeting Minutes.

R-22-201

C-2.

**RESOLUTION: COMMENDATION; GABRIEL BEARL JENKINS;
ATTAINMENT OF EAGLE SCOUT**

WHEREAS, Gabriel Bearl Jenkins was awarded his Eagle Scout rank on July 23, 2022, scouting's highest honor; and

WHEREAS, Gabriel's Eagle project was renovating the trail at Temple Park here in Prince George County in late Spring of 2021. Gabriel found old dead trees that were a threat to the trail, cut back overgrowth, put down weed killer, straightened up old concrete blocks, added gravel to needed areas, added signs to mark the trail heads and marked a path to a private property with a Do Not Enter sign. In addition, the long walking bridge in the back had rotted out board that he replaced with new boards and leveled out sections that had sunk. He also added water bars to a few areas that were dealing with erosion or back up flooding; and

WHEREAS, Gabriel is the current elected Senior Patrol Leader of Troop 902; and

WHEREAS, At this time, he is also the Chief of Inductions for Chapter 19's Order of the Arrow, Scouting's National Honor Society; and

WHEREAS, Gabriel graduated from an advanced Junior Leader Training course, National youth Leadership Training; and

WHEREAS, Gabriel is a rising Junior at Prince George High School, where he is also a member of the BETA Club and Spanish Honor Society and an honor student ranked ninth in his class; and

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

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9th day of November, 2022, hereby commends and congratulates Gabriel

Bearl Jenkins on attainment of the rank of Eagle Scout in the Boy Scouts of America including his dedicated volunteer work achievements in the community.

BE IT FURTHER RESOLVED That this Board wishes Gabriel Jenkins much success and happiness as he pursues his future goals.

R-22-201A

C-3.

RESOLUTION; APPROPRIATION SOUTHSIDE PROGRAMS FOR ADULT CONTINUING EDUCATION (SPACE) FY2023 REVENUE AND EXPENDITURE INCREASES (\$20,061.79 STATE, FEDERAL AND LOCAL REVENUE CHANGES)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9th day of November, 2022, does hereby authorize 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:

APPROPRIATIONS

FUND/ORGANIZATION

Adult Education Fund (0218)

Expenditures:

	<u>AMOUNT</u>	
0218-06-201-2183-41100	SPACE Salaries	\$ 1,850.00
0218-06-201-2183-41300	SPACE Wages	\$35,300.00
0218-06-201-2183-42100	SPACE FICA	\$ 2,850.00
0218-06-201-2183-42210	SPACE Retirement	\$ 0.36
0218-06-201-2187-41300	PIVA Wages	(\$ 17,608.00)
0218-06-201-2187-42100	PIVA FICA	(\$ 1,398.57)
0218-06-201-2187-45551	PIVA Travel	(\$ 86.00)
0218-06-201-2187-46001	PIVA Office Supplies	(\$ 846.00)

TOTAL ADULT EDUCATION EXPENDITURE ADJUSTMENTS \$20,061.79

Revenue:

0218-30-601-333801	SPACE Adult Education Federal	\$48,443.51
0218-10-506-8113-316881	Adult Education Adult Basic Ed	0.50
0218-10-506-8113-316883	Contract Admin Fees	(8,443.29)
0218-20-601-8203-324090	Adult Ed Regional Coordinator	(0.30)
0218-20-601-8203-324092	Adult Ed Regional Adult Education	(0.06)
0218-20-601-8203-324095	PIVA Grant	(19,938.57)
TOTAL ADULT EDUCATION GRANT ADJUSTMENTS		\$ 20,061.79

C-4.

RESOLUTION; APPROPRIATION (\$7,008.42 INSURANCE RECOVERIES – SHERIFF VEHICLE REPAIRS)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9th day of November, 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>Expenditure:</u>		
0100-02-010-0203-46009	General Fund: Sheriff Vehicle Supplies	\$7,008.42
VIN 4080		
<u>Revenue:</u>		
0100-40-507-8206-341111	General Fund; Insurance Proceeds	\$7,008.42

R-22-201C

C-5.

RESOLUTION; APPROPRIATION OF OPIOID SETTLEMENT FUNDS (\$72,140.82)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9th day of November, 2022, does hereby authorize the following increase of funds within the 2022-2023 Budget *and in future budget years until fully expended*, such line items increased as follows, which monies to be expended in accordance with purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
Opioid Settlement Fund (Fund 0235)		
<u>Revenues:</u>		
0235-10-507-8115-316908	Opioid Fund, Opioid Settlement Fund	\$72,140.82
<u>Expenditures:</u>		
0235-03-300-2350-49199	Opioid Fund – Opioid Settlement Contingency	\$72,140.82

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

PRESENTATIONS

S-1. Resolution; Commendation; Gabriel Bearl Jenkins; Attainment of Eagle Scout Award. Mr. Hunter presented the commendation to Gabriel Jenkins in the presence of his fellow Scouts and family.

SUPERVISORS COMMENTS

Mr. Hunter stated that it was a pleasure to recognize another Eagle Scout.

Chair Waymack stated that Prince George County received an award for the Best Community to Live In from the 2022 Best of the Best Awards – Tri-Cities People’s Choice Awards.

COUNTY ADMINISTRATOR’S COMMENTS

Mr. Jeff Stoke, Deputy County Administrator, stated that on Friday, November 11, Prince George County Government Offices and facilities will be closed for Veteran’s Day. Also on Friday, November 11 at 11am there will be a Veteran's Day Observance at the Prince George Regional Heritage Center Lawn, 6406 Courthouse Road (inside museum if raining). Fort Lee is currently holding IGSA (Intergovernmental Support Agreement) discussions with the region to see what other partnerships are available. Prince George County has an IGSA agreement with Fort Lee for the E911 system.

REPORTS

VDOT – Ms. Crystal Smith of the Virginia Department of Transportation stated that crews have been working on pavement repair and tree trimming shoulders and ditches. Their second round of mowing and litter removal is now complete. There is an additional spanlock replacement project for the Benjamin Harrison Bridge coming up. This will involve a few night closures of the bridge. There was a safety study requested on Enterprise Drive. The results have been sent to the Traffic Engineering Department for further review. They also had a safety study request on Old Town Drive, which is complete. They have submitted that report as well. They will be looking to see if the signage is all current and be making modifications or additions as necessary. Also, they have started their hired equipment contracts for winter months. They should be in pretty good shape with enough equipment this year. Mr. Brown asked where they are on the no thru trucks. She stated they should have it back by Thanksgiving. It is a very long process.

POSTPONED ITEMS

T-1. Resolution; Approval of County-Wide Room Rental Policy. Mr. Dan Whitten, County Attorney, stated that the Board of Supervisors has discussed in prior Board meetings the development of a County-wide room rental policy. The policy would apply to renting rooms at the Central Wellness Center and other facilities owned by the County with rooms available to be rented. This policy is not applicable to facilities managed by the Parks & Recreation department. An interest has been expressed to follow the policy the Prince George School Board has in place for renting space within the school system. 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. 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. The application also has assumption of risk and indemnification clauses and will be signed by the applicant. Operation usage fees shall only be charged for the use of a County facility by a group that has an annual lease for the use of the County facility. Operational charges for the use of these facilities are not for the purpose of generating revenue, but are to restrict expenditure of government funds to government related uses. Operational expenses such as heating, cooling, lights, water/sewer fees and other costs make it necessary to charge a nominal fee for non-government use of these facilities. Charge fee on pro-rata utility bill based on the square footage of entire facility. Square footage of Central Wellness Center 1st Floor: 13,573 square feet. Projected year end Electric Bill: \$35,366.60. Monthly average County Utilities Bill: \$1,841.50. Pro-rata Electric bill is \$2.61/square foot. Pro-rata County Utility Bill is \$0.14/square foot. Total pro-rata bill is \$2.75/square foot. We would round up fee to \$3.00/square foot. The fee would be effective January 1, 2023 for any new leases or renewed leases. The fee language would be added to annual leases when they are up for renewal. Operational charges for annual leases must be submitted by the first of each month to the Director of Finance. Checks are to be made payable to the Prince George County Treasurer. Staff recommends the approval of a resolution accepting the County-Wide room rental policy. Mr. Webb made a motion, seconded by Mr. Hunter, to approve the resolution authorizing the use of the County-wide room rental policy. Roll was called on the motion.

R-22-202

T-1.

RESOLUTION: APPROVAL OF COUNTY-WIDE ROOM RENTAL POLICY

WHEREAS, Prince George County desires to establish a County-wide Room Rental Policy; and

WHEREAS, the County-Wide Room Rental Policy would apply to rooms at the Central Wellness Center and other facilities owned by the County with rooms available to rent.

NOW, THEREFORE, BE IT RESOLVED, that the Prince George County Board of Supervisors this 9th day of November, 2022, approves the County-wide Room Rental Policy.

On roll call the vote was:

In favor: (3) Hunter, Webb, Waymack

Abstained: (1) Brown

Absent: (1) Carmichael

ORDER OF BUSINESS

A-1. Resolution in Support of Hopewell SmartScale Project. Ms. Julie Walton, Deputy County Administrator, Community Development, stated that VDOT representatives have requested a Resolution of Support from the Prince George County Board of Supervisors for the City of Hopewell's proposed Smart Scale Application 9197 - Route 36 Oaklawn Blvd STARS Project. The objective of STARS (Strategically Targeted Affordable Roadway Solutions) Program is to develop comprehensive, innovative transportation solutions to relieve congestion bottlenecks and solve critical traffic and safety challenges throughout the commonwealth. Though the majority of the project is within the boundary of the City of Hopewell, a slight portion of this project falls within the jurisdiction of Prince George County. This initiative is to improve operations and safety along Oaklawn Boulevard (NHS Route) from the on-ramp for Rt. 144 to the Ruby Tuesday restaurant location. This project also appears to address pedestrian safety by adding sidewalks and crosswalks located at the intersections of Oaklawn Boulevard/Crossings Blvd. and Oaklawn Boulevard/Tri-Cities Blvd. Mr. Webb stated that he does see where this will help with the flow of traffic, but it restricts commuters somewhat. Mr. Hunter stated that he is concerned about the traffic backing up on Jefferson Park. Ms. Walton stated that there are two opportunities to turn before getting to Jefferson Park. Ms. Crystal Smith stated that all of the side connections for all of the businesses will be a right in and right out. Just before the Strosnider Chevrolet would be the last chance to make a U-turn. She stated that this reduces all of the conflict points that have a significant impact on the amount of accidents. Mr. Hunter stated that he not an engineer, but it makes no sense to have to make a right turn at Starbucks and cross several lanes of traffic to make a U-turn to go to Temple Avenue. Mr. Webb asked if these lanes are triggered for Fire and EMS vehicles. Ms. Smith stated that they should be. Mr. Webb stated that Prince George has one of its busiest stations in that area and they need a free reign to get across that intersection. Ms. Smith stated that all of that would be discussed during the development of the design. Mr. Brown made a motion, seconded by Mr. Webb, to approve the resolution in support. Roll was called on the motion.

R-22-203

A-1.

RESOLUTION; LOCAL GOVERNING BODY ENDORSEMENT OF SMART SCALE CANDIDATE PROJECT 9197 SUBMITTED BY THE CITY OF HOPEWELL

WHEREAS, The Commonwealth Transportation Board requires a resolution of support from the governing body(s) of any eligible organization submitting a SMART SCALE project application; and,

WHEREAS, The City of Hopewell has submitted an application for improvements along the Oaklawn Boulevard corridor that includes a portion of Prince George County; and,

WHEREAS, VDOT and the City of Hopewell have requested Prince George County's support of their application:

Smart Scale Application 9197 - Route 36 Oaklawn Blvd STARS Project

NOW THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 9th day of November, 2022, endorses this application and requests the Commonwealth Transportation Board provide funding for the Smart Scale project submitted in 2022.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

PUBLIC HEARINGS

P-1. Public Hearing; 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 the sale of property off Hardware Drive to Wallerman LLC is requested. Chair Waymack opened the public hearing at 7:37 p.m. There was no one to speak and the public hearing was closed. Mr. Brown made a motion, seconded by Mr. Hunter, to approve the resolution to authorize the County Administrator to sign all paperwork to sell property owned by the County off Hardware Drive to Wallerman LLC. Roll was called on the motion.

R-22-204

P-1.

RESOLUTION: AUTHORIZING THE SALE OF COUNTY OWNED PROPERTY
LOCATED OFF HARDWARE 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 9th day of November, 2022, does hereby authorize the County Administrator to sign all necessary paperwork required for the sale of County owned property off Hardware Drive to Wallerman LLC.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

A-2. Resolution; Authorize the Assessor to Complete and Submit a Grant Application to the Virginia Department of Forestry for Forest Sustainability Funds. Ms. Betsy Drewy, Deputy County Administrator, Finance, stated that the Assessor is requesting authorization to apply for a Virginia Department of Forestry Forest Sustainability Fund grant. This funding was newly created by the Virginia General Assembly for FY2023 (Code of VA 58.1-3242.1), and a total of \$1,000,000 was appropriated for use by Virginia localities. The General Assembly created the sustainability fund to assist localities in replacing tax revenue losses resulting from offering the land use program for forestland. The amount of awards to individual localities has yet to be determined, and localities are required to apply for funds. The funds, when awarded, may be used for education, outdoor recreation or forest preservation. The Staff recommendation is to use the funds for outdoor recreation initiatives if the grant is approved. Board approval of a grant funding appropriation will be requested if and when the grant is awarded with an outline of the specific use of funds. Mr. Webb made a motion, seconded by Mr. Brown, to authorize the Assessor to complete and submit the grant application. Roll was called on the motion.

R-22-205

A-2.

AUTHORIZE THE ASSESSOR TO COMPLETE AND SUBMIT A GRANT APPLICATION TO THE VIRGINIA DEPARTMENT OF FORESTRY FOR FOREST SUSTAINABILITY FUNDS.

WHEREAS, the Assessor is requesting approval of the Prince George County Board of Supervisors to apply for a state grant through The Virginia Department of Forestry for newly implemented Forest Sustainability Funds, due November 15, 2022; and

WHEREAS, the amount of funding / award is currently unknown, and the total award received from the State will be utilized for outdoor recreation initiatives.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9th day of November, 2022, does hereby authorize the submission of a grant application to the Virginia Department of Forestry for Forest Sustainability Funds for outdoor recreation initiatives.

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

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

A-5. Resolution; Authority to Advertise a Public Hearing for Eminent Domain for Utility Easement. Mr. Dan Whitten, County Attorney, stated that the Utilities Department notified our office that there was a breakdown in the negotiations with Joseph Wagner, owner of a parcel identified as Tax Map 340(0A)00-014-F, for necessary easements for the Southpoint Business Park Wastewater Pump Station force main realignment project. The Board must have a public hearing before the quick take procedure can begin. Our office must also send a 30-day notice to the property owner which is noted in the Deed of Easement. Once the quick take procedure is approved by the Board after a public hearing, our office will file a certificate of quick take with the Circuit Court and also post a certificate of deposit for the value of the property. Our office will then have 180 days to file the petition for condemnation with the Circuit Court to determine the just compensation. However, construction can immediately begin within the Easement after the certificate of quick take is filed with the Circuit Court. A motion approving authority to advertise Eminent Domain for a Utility Easement for a public hearing on November 22, 2022, is requested. Mr. Hunter made a motion, seconded by Mr. Webb, to approve advertisement of Eminent Domain on November 22, 2022 for Utility Easements located on property known as Tax Map Number 340(0A)00-014-F. Roll was called on the motion.

R-22-206

A-5.

RESOLUTION: AUTHORITY TO ADVERTISE A PUBLIC HEARING FOR EMINENT DOMAIN FOR UTILITY EASEMENT

WHEREAS, Joseph Wagner is the owner of the real property known as Tax Map Number 340(0A)00-014-F (“Property”) in Prince George County referenced on a plat dated August 23, 2022, by Bowman Consulting entitled “16’ Sanitary Sewer Easement & 25’X25’ Temporary Construction Easement JOSEPH E WAGNER;” and

WHEREAS, Prince George County Utilities Department has requested a sanitary sewer easement and a temporary construction easement for the purpose of the force main realignment project across the “Property”; and

WHEREAS, the owner of the “Property” and Prince George County Utilities Department have had a breakdown in the negotiations for the necessary easement and a quick take is proposed; and

WHEREAS, the Board must have a public hearing and the County Attorney must send a 30 day notice to the "Property" owner before the quick take procedure can begin.

NOW, THEREFORE, BE IT RESOLVED, that the Prince George County Board of Supervisors this 9th day of November, 2022 does hereby authorize the advertisement of a public hearing on November 22, 2022 for Eminent Domain for a Utility Easement.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

A-6. Resolution: Appropriation (\$29,703.00) Riverside Criminal Justice Agency DCJS Community Corrections Grant Increase). Ms. Betsy Drewry, Deputy County Administrator, Finance, stated that on October 19, 2022, the Department of Criminal Justice notified Prince George County of the finalized / approved grant award for the DCJS Community Corrections Grant (following an October 13, 2022 Criminal Justice Services Board meeting). The total award is \$751,140. The grant revenue included in the FY2023 adopted budget was based on the FY2022 award of \$721,437. The increase in the grant is \$29,703 [\$751,140 - \$721,437]. The additional grant revenue needs to be appropriated to the FY2022 budget. The increase in award was made to cover salary increases for full-time staff, which were provided on July 1, 2022. RCJA employees received pay increases in accordance with the County's step placement plan, and the grant requirement for pay increases has been satisfied. The Staff recommendation is to utilize the increased funding to make nonstructural improvements to the RCJA building, and to purchase needed furnishings. These are allowable grant purchases. Denise Waff, Director of Community Corrections, is developing a list of most needed furnishings and improvements for submission to DCJS for approval. After receiving confirmation that that there is no local impact, Mr. Webb made a motion, seconded by Mr. Hunter to approve the increase in RCJA State Grant appropriation for FY2022-23 \$29,703 and approve shifts / increases within the RCJA Budget. Roll was called on the motion.

R-22-207

A-6

RESOLUTION; APPROPRIATION (\$29,703.00 RIVERSIDE CRIMINAL JUSTICE AGENCY DCJS COMMUNITY CORRECTIONS GRANT INCREASE)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9th day of November, 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:

FUND/ORGANIZATION

AMOUNT

RCJA FUND (0217)

Expenditure:

0217-03-300-2179-00000-000-000-000-48101 RCJA Probation Furniture & Equipment	\$ 29,703.00
TOTAL	\$ 29,703.00

Revenue:

0217-20-601-8203-00000-000-000-000-326210	RCJA Community Corr Grant Revenues	\$29,703.00
	TOTAL	
		\$29,703.00

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

A-7. Resolution of the Board of Supervisors of Prince George County, Virginia Regarding the Issuance of Tax-Exempt Revenue Bonds by the Economic Development Authority of the City of Petersburg, Virginia for the Crater Criminal Justice Training Academy. Ms. Drewry stated that the Economic Development Authority of Petersburg, Virginia (the "Petersburg Authority") has received a request from the Crater Criminal Justice Training Academy (the "Academy") to issue a revenue bond (the "Bond") to provide funds to undertake the financing of the acquisition and construction of a new training facility, which is to be located in Prince George County (the "County"), and to pay costs of issuance in connection with such action (the "Project"). The Petersburg Authority is empowered by the Industrial Development Revenue Bond Act (the "Act") to issue its revenue bonds for the purpose of financing facilities for government organizations in Virginia. Since the Project is located in the County, Section 15.2-4905 of the Act required that the Board approve the issuance of the Bond and concur with the resolution adopted by the Petersburg Authority. The Economic Development Authority of Prince George County, Virginia was first contacted to issue the Bond for the Academy, but unlike the Petersburg Authority, it was unable to designate and issue the Bond as a "bank qualified" debt obligation. Mr. Hunter made a motion, seconded by Mr. Brown, to approve the resolution to authorize the Petersburg Authority to issue the Bond on behalf of the Academy to finance the project. Roll was called on the motion.

R-22-208

A-7.

RESOLUTION OF THE BOARD OF SUPERVISORS OF PRINCE GEORGE COUNTY, VIRGINIA REGARDING THE ISSUANCE OF TAX-EXEMPT REVENUE BONDS BY THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF PETERSBURG, VIRGINIA FOR THE CRATER CRIMINAL JUSTICE TRAINING ACADEMY

WHEREAS, the Economic Development Authority of the City of Petersburg, Virginia (the "Petersburg Authority") is empowered by the Industrial Development and Revenue Bond Act (the "Act") to issue its revenue bonds for the purpose of financing facilities for government organizations in the Commonwealth of Virginia (the "Commonwealth"); and

WHEREAS, the Petersburg Authority has received a request from the Crater Criminal Justice Training Academy, a body politic and corporate of the Commonwealth of Virginia

("Academy") to issue a revenue bond (the "Bond") of the Petersburg Authority, to provide funds to undertake the financing of the acquisition and construction of a new training facility, which is located in Prince George County, Virginia (the "County"), and (b) pay costs of issuance in connection with such undertaking (the "Project"); and

WHEREAS, a description of the Project and an explanation as to the need to have the Bond issued through the Petersburg Authority rather than the Economic Development Authority of Prince George County, Virginia, has been described to the Board of Supervisors of Prince George County, Virginia (the "Board") by representatives of the Academy; and

WHEREAS, after review and consideration of such request, the Board has determined that the issuance of the Bond by the Petersburg Authority and the financing of the Project, will further the purposes of the Act, thereby benefiting the inhabitants of the County and the Commonwealth; and

WHEREAS, because the project is located in the County, Section 15.2-4905 of the Act requires that the Board approve the issuance of the Bond and concur with the resolution adopted by the Petersburg Authority on October 20, 2022, a copy of which is attached (the "Resolution"); and

WHEREAS, the Academy agrees to pay the reasonable professional fees and other expenditures incurred by the County to facilitate the issuance of the Bond by the Petersburg Authority; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF PRINCE GEORGE COUNTY, VIRGINIA:

1. The Board approves the issuance of the Bond by the Petersburg Authority for the benefit of the Academy, as required by Section 15.2-4905 of the Act, to permit the Petersburg Authority to assist in the financing of the Project.
2. The Board concurs with the Resolution.
3. As required by Section 15.2-4909 of the Act, the Bond shall provide that neither the Petersburg Authority, the City of Petersburg, Virginia, nor the County shall be obligated to pay the Bond or the interest thereon or other costs incident thereto except from the revenues and moneys pledged therefor, and neither the faith and credit nor the taxing power of the Commonwealth nor any political subdivision thereof, including the Petersburg Authority, the City of Petersburg, Virginia, and the County, shall be pledged thereto.
4. All other acts of the officers of the Authority which are in conformity with the purposes and intent of this resolution and in furtherance of the issuance and sale of the Bond are hereby ratified, approved, and confirmed.
5. This resolution shall take effect immediately upon its adoption.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

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

A. Resolution; Appointments (Two Members) Economic Development Authority. Mr. Yoti Jabri, Economic Development Director, stated that the terms of Mr. Pete Washington and Mr. Sterling Hunt on the Prince George County Economic Development Authority will expire on November 10, 2021. They are both interested in being reappointed. Mr. Brown made a motion, seconded by Mr. Hunter to reappoint Mr. Sterling Hunt, Sr. and Mr. Pete Washington to the Economic Development Authority. Roll was called on the motion.

R-22-209

A-8A

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

WHEREAS, The terms of Mr. Sterling M. Hunt, Sr. and Mr. Pete Washington on the Prince George County Economic Development Authority will expire on November 10, 2021;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9th day of November, 2022 does hereby reappoint Mr. Sterling M. Hunt, Sr. and Mr. Pete Washington to the Prince George County Economic Development Authority to serve a term of four years commencing November 11, 2022 and ending on November 10, 2026.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

A-9. Resolution; Awards of Contract to J. King Deshazo, III, Inc. for Roof Replacement (\$25,413.93) and Dominion Lock and Security, Inc. for Swipe Entry System Installation (\$14,322.15) at Jefferson Park Fire Station and a Budget Transfer Series 2019 Repurposed Bond Proceeds (\$39,736.08). Ms. Betsy Drewry, Deputy County Administrator, Finance, stated that Renovations to Station 5 (Jefferson Park Fire Station) were planned using repurposed Series 2019 bond proceeds originally borrowed to construct a new Station 5. The County issued IFB 22-13-0504 for Station 5 renovations on May 23, 2022, with responses due June 28, 2022. The County only received one bid, which was over 2.7 times the estimated project budget. Staff recommended cancelling the IFB to the Board on July 13, 2022, and the Board agreed by consensus to cancel the IFB. The County Administrator, the Chief of Fire & EMS, the Director of General Services and the Finance Director met and determined that there was urgency to proceed on some components of the renovation. Staff also concluded that the County would likely receive better pricing on certain project components if separated from the renovation bid package. Those components are: Roof Replacement, Swipe Entry System Installation, Station Alerting System Installation, HVAC Upgrades. To date, Staff has received individual pricing quotes for the roof replacement from J. King Deshazo, III, Inc. for \$25,413.93 and the swipe

entry system installation from Dominion Lock and Security, Inc. for \$14,322.15 both using cooperative Chesterfield County pricing (contracts #ADMN1900119 and #ADMN2100322 respectively). Staff is requesting authorization to move forward with these two improvements and make a transfer from the Series 2019 repurposed bond "holding account" for \$39,736.08 {\$25,413.93 + \$14,322.15}. Staff will make requests to move forward for the remaining two improvements when we receive pricing. Mr. Webb made a motion, seconded by Mr. Hunter, to approve the award of contract as presented. Roll was called on the motion.

R-22-210

A-9

RESOLUTION; AWARDS OF CONTRACT TO J. KING DESHAZO, III, INC. FOR ROOF REPLACEMENT (\$25,413.93) AND DOMINION LOCK AND SECURITY, INC. FOR SWIPE ENTRY SYSTEM INSTALLATION (\$14,322.15) AT JEFFERSON PARK FIRE STATION AND A BUDGET TRANSFER SERIES 2019 REPURPOSED BOND PROCEEDS (\$39,736.08)

WHEREAS, The Prince George County Board of Supervisors authorized renovations to Jefferson Park Fire Station and issued IFB #22-13-0504 to solicit bids. The invitation for bids was subsequently cancelled on July 13, 2022, because the bid received was significantly higher than the project budget estimate; and

WHEREAS, staff recommends moving forward on some components of the Jefferson Park Fire Station improvements because they are urgently needed, and it is likely that better pricing can be obtained by separating these components from the renovation bid package. Those components are Roof Replacement; Swipe Entry System Installation; Station Alerting System Installation and HVAC Upgrades; and

WHEREAS, to date, staff has received pricing proposals for the Roof Replacement and the Swipe Entry System Installation, and sufficient repurposed Series 2019 bond proceeds are on hand to make both improvements; and

WHEREAS, J. King Deshazo, III, Inc. has provided a pricing proposal of \$25,413.93 for roof replacement using cooperative Chesterfield Contract # ADMN1900119); and Dominion Lock and Security has provided a pricing proposal of \$14,322.15 for swipe entry system installation using cooperative Chesterfield Contract #ADMN2100322) and staff is recommending awards of contract to both companies not to exceed their respective pricing proposals; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into contracts with J. King Deshazo, III, Inc. in an amount not to exceed \$25,413.93 for roof replacement and with Dominion Lock and Security in an amount not to exceed \$14,322.15 for swipe entry system installation.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 9th day of November, 2022, hereby awards contracts for Jefferson Park Fire Station improvements to J. King Deshazo, III, Inc. in an amount not to exceed \$25,413.93 (roof replacement), and with Dominion Lock and Security in an amount not to exceed \$14,322.15 (swipe entry system installation), and authorizes the County Administrator to execute contracts with J. King Deshazo, III, Inc. and Dominion Lock and Security.

NOW, THEREFORE, BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 9th day of November, 2022, does hereby authorize the following increase of funds within the 2022-2023 Budgets, 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>
CAPITAL IMPROVEMENT FUND (0311)		
<u>Expenditures:</u>		
0311-03-200-3217-48240	CIP Fund Station 5 Renovations	\$39,736.08 Incr.
0311-03-200-3218-48240	CIP Fund Series 2019 Repurposed Bonds	(\$39,736.08) Decr.

On roll call the vote was:
 In favor: (4) Hunter, Webb, Waymack, Brown
 Opposed: (0)
 Absent: (1) Carmichael

A-10. Resolution Accepting a Permanent Easement and Right of Way for the County of Prince George and the City of Petersburg. Mr. Dan Whitten, County Attorney, stated that the City of Petersburg and Prince George County Utilities Department need a 25' wide permanent easement and right of way at 1546 Baxter Road, Tax Map Parcel 330(0A)00-041-A, to construct an emergency water supply point by connecting the existing City of Petersburg water system to the existing Prince George County water system. The City of Petersburg has previously approved the permanent easement and right of way. Staff recommends that the Board approve a Resolution accepting the 25' wide permanent easement and right of way with the City of Petersburg to construct an emergency water supply point by connecting the existing City of Petersburg water system to the existing Prince George County water system. Mr. Hunter made a motion, seconded by Mr. Brown, to accept the permanent easement and right of way. Roll was called on the motion.

R-22-211

A-10

**RESOLUTION ACCEPTING A PERMANENT EASEMENT AND
 RIGHT OF WAY FOR THE COUNTY OF PRINCE GEORGE AND
 THE CITY OF PETERSBURG**

WHEREAS, the County of Prince George and the City of Petersburg Utilities Department need a 25' wide permanent easement and right of way at 1546 Baxter Road, Prince George, VA, Tax Map Parcel 330(0A)00-041-A; and

WHEREAS, the permanent easement and right of way will allow for the construction of an emergency water supply point by connecting the existing City of Petersburg water system to the existing Prince George County water system; and

WHEREAS, the City of Petersburg has approved the permanent easement and right of way.

NOW, THEREFORE, BE IT RESOLVED, that the Prince George County Board of Supervisors accepts the permanent easement and right of way as described in the attached draft deed and authorizes the County Administrator to execute the Deed of Easement and Right of Way for the construction of an emergency water supply point by connecting the existing City of Petersburg water system to the existing Prince George County water system.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

A-11. Authorize the Office of the Commonwealth's Attorney to Complete a Grant Application to the Virginia Department of Criminal Justice Services for a Regional Full-Time Assistant Commonwealth's Attorney. Ms. Susan Fierro, Commonwealth's Attorney, stated that the Office of the Commonwealth's Attorney requests Board permission to apply for a grant to the Virginia Department of Criminal Justice Services (DCJS). The grant, if awarded, would be used to fund a regional prosecutor that focuses on the prosecution, mitigation, and prevention of firearm crimes and gun violence in Prince George County and the City of Hopewell. Prince George County would be the fiscal agent for the grant and the employee will be housed in the Prince George Commonwealth's Attorney's Office. The grant application is due on November 15, 2022 and does not require a local match. The grant will cover salary and benefits for the FT employee as well as operating expenses such as computer equipment, mobile phone, and office supplies over a two-year period. Mr. Brown made a motion, seconded by Mr. Webb, to Authorize the Commonwealth's Attorney to apply for a DCJS Operation Ceasefire Grant for an amount to be determined with no local match. Roll was called on the motion.

R-22-212

A-11

**AUTHORIZE THE OFFICE OF THE COMMONWEALTH'S ATTORNEY
TO COMPLETE A GRANT APPLICATION TO THE VIRGINIA DEPARTMENT OF
CRIMINAL JUSTICE SERVICES FOR A REGIONAL FULL-TIME ASSISTANT
COMMONWEALTH'S ATTORNEY**

WHEREAS, the Office of the Commonwealth's Attorney is requesting the support of the Prince George County Board of Supervisors to apply for a grant in an amount to be determined through the Virginia Department of Criminal Justice Services, due for submission by November 15, 2022; and

WHEREAS, the total award will be utilized for the hiring of a regional full-time Assistant Commonwealth's Attorney and expenses related to that position; and

WHEREAS, the grant requires no local match; and

WHEREAS, the County Administrator will be required to endorse the grant application and the Board of Supervisors authorizes the County Administrator to sign that application.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9th day of November, 2022, does hereby authorize the submission of a grant application for an amount to be determined with no local match for a regional full-time Assistant Commonwealth's Attorney.

BE IT FURTHER RESOLVED, That a copy of this Resolution shall be retained as support authorizing the grant application to the Virginia Department of Criminal Justice Services.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

A-12. Resolution; Change to FY 2022-2023 Position Chart with the Following Changes and FY 2022-2023 Budget Transfer from Tourism Contingency (\$8,291) Conversion of Coordinator I - Grounds Maintenance and Tourism to Grounds Maintenance and Tourism Supervisor. Mr. Keith Rotzoll, Director of Parks and Recreation, stated that the Parks and Recreation Department currently has a Coordinator I, Grounds Maintenance & Tourism position (Grade 313) that the Director recommends be reclassified to a Grounds Maintenance & Tourism Supervisor (Grade 316). The Coordinator I is responsible for ensuring that athletic playing fields are ready for competitive play (tournaments), supervise, train, and evaluate part-time personnel to provide high quality athletic complexes for league and Sports Tourism hosted tournaments. This year we have hosted numerous weekend tournaments, and two Top Gun softball tournaments with over thirty teams each. Next year we will be hosting three large scale Top Gun tournaments along with our regular league and tournament schedule, 2024 will again see the Dixie World Series (two-weeks). Besides athletic complexes, the Parks and Recreation Department is responsible for maintaining seven neighborhood, three additional County-wide parks, and the grounds around the Disputanta Center, Burrowsville Community Center, and Parks and Recreation office. Given the departments wide-ranging maintenance responsibilities, the Director proposes the existing Coordinator I be elevated to Supervisor and be the point person to oversee all full (Senior Maintenance Worker) and part-time staff and maintenance responsibilities. Having an "in the field" supervisor will improve quality oversight and the

flexibility to move personnel to focus on top priority projects. The Director will meet frequently with the Supervisor to discuss ongoing projects and future needs/requirements. When the Director is out of the office the Supervisor would be the contact person for any Parks and Recreation facility questions/issues. The estimated fiscal impact of this reclassification for FY2023 is \$8,291 (salary and benefits), and would come out of the Tourism Fund budget, with a November 15, 2022 effective date. The full year fiscal impact is \$13,265, for FY2024 and beyond. Mr. Webb made a motion, seconded by Mr. Brown, to authorize the change to FY22-23 Position Control Chart and transfer from Tourism Fund contingency of \$8,291 to cover FY23 fiscal impact (with reclassification date of 11/15/2022). Roll was called on the motion.

R-22-213

A-12.

RESOLUTION; CHANGE TO FY 2022-2023 POSITION CHART WITH THE FOLLOWING CHANGES AND FY 2022-2023 BUDGET TRANSFER FROM TOURISM CONTINGENCY (\$8,291)

- Conversion of Coordinator I - Grounds Maintenance and Tourism to Grounds Maintenance and Tourism Supervisor

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 9th day of November, 2022 hereby approves the requested changes to the FY 2022-2023 Position Chart and that no changes be made to the chart without Board approval regardless of what other County policies may state.

BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 9th day of November, 2022, does hereby authorize the following amendment within the 2022-2023 Budget, such line items increased and changed as follows, which monies to be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George;

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
Budget Amendment:	
<i>Tourism Fund</i>	
<i>Expenditure – Increases / (Decreases):</i>	
0213-08-301-2131-41100 Tourism Salaries	\$6,476.00
0213-08-301-2131-42100 Tourism FICA SS/Medicare	\$ 495.00
0213-08-301-2131-42210 Tourism VRS Retirement	\$1,065.00
0213-08-301-2131-42400 Tourism Group Life Insur	\$ 87.00
0213-08-301-2131-42700 Tourism Worker’s Compensation	\$ 168.00
0213-08-301-2131-49199 Tourism Contingency	(\$8,291.00)

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

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

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

The meeting adjourned at 7:57 p.m.

[Draft Minutes prepared November 14, 2022 for consideration on November 22, 2022; adopted by unanimous vote.]

Marlene J. Waymack
Chair, Board of Supervisors

Jeffrey D. Stoke
County Administrator