

AGENDA

Board of Supervisors
County of Prince George, Virginia
Regular Meeting: January 24, 2023
County Administration Bldg. Boardroom, Third Floor
6602 Courts Drive, Prince George, Virginia

Regular Meeting

Closed Session
5:00 p.m.

Work Session
6:00 p.m.

Business Meeting
7:00 p.m.

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

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 January 24 may be entered into the meeting minutes if desired by the citizen.

CALL TO ORDER

Roll Call

CLOSED SESSION

E-1. Resolution; Closed Session Motion with Topics and Code Section References to be Provided at Board Meeting. [2]

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

WORK SESSION

Reassessment Presentation (Brian Gordineer, Real Estate Assessor) [4]
Assessor Fees (Brian Gordineer, Real Estate Assessor)

Opioid MOU (Dan Whitten, County Attorney)

INVOCATION

PLEDGE OF ALLEGIANCE TO U.S. FLAG

PUBLIC COMMENTS

ADOPTION OF AGENDA [1]

ORDER OF CONSENSUS

C-1. Draft Minutes – January 10, 2023 Regular Meeting. [5]

C-2. Resolution; Appropriation of \$57,810.25 Virginia Public School Authority Bond Series 2021 Accumulated Interest Earned September 2022 Through December 2022 to County-

Wide CIP Fund, New Elementary School Project Budget. (Betsy Drewry, Deputy County Administrator, Finance) [6]

C-3. Resolution; Appropriation (\$136,441 School Textbook Fund, Fund Balance). (Betsy Drewry, Deputy County Administrator, Finance) [7]

C-4. Resolution; Appropriation (\$750,000 School Nutrition Fund, Fund Balance). (Betsy Drewry, Deputy County Administrator, Finance) [8]

C-5. Resolution; Appropriation (\$262,240.10 Increase in School Title I Federal Funds). (Betsy Drewry, Deputy County Administrator, Finance) [9]

PRESENTATIONS

SUPERVISORS' COMMENTS

COUNTY ADMINISTRATOR'S COMMENTS

REPORTS

Quarterly Financial Report – Betsy Drewry [10]

Strategic Plan Update – Julie Walton [11]

POSTPONED ITEMS

T-1. Resolution; Adoption of 2023 Board of Supervisors By-Laws and Rules of Procedure. (Dan Whitten, County Attorney) [12]

ORDER OF BUSINESS

A-1. Resolution; Change to FY 2022-2023 Position Chart Changing Part-Time Assistant Commonwealth's Attorney to Full-Time and FY 2022-2023 Budget Amendment (\$25,806). (Corrie Hurt, Human Resources Director) [13]

A-2. Resolution: Award of Contract for Engineering Services to Update Water and Wastewater Master Plan. (Rachael Lumpkin, Utilities) [14]

A-3. Resolution; Budget Amendment and Appropriation (\$386,031.82 for FY22 School Division Carry-Over Funds). (Betsy Drewry, Deputy County Administrator, Finance) [15]

A-4. Resolution; Transfer of Special Exception 08-08 from Super Kids Ministries, Inc. to Outreach Training and Support Services, Inc. (Dan Whitten, County Attorney) [16]

A-5. Resolution; Award of Contract (Garage Lifts \$79,097.89). (Chris Talmage, Fleet Manager) [17]

A-6. Resolution; Appropriation State Forest Sustainability Funds \$6,828.69. (Keith Rotzoll, Director of Parks and Recreation) [18]

A-7. Consideration of Appointments – Board, Commissions, Committees, Authorities: Resolution of Appointment(s):

A. Resolution; Appointment; Two Board Members; Expense Report Review Committee for County Administrator, County Attorney, and County Clerk. [19]

PUBLIC HEARINGS

ADJOURNMENT

Board meeting format: Executive 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

January 24, 2023

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

MEETING CONVENED. Chairman Donald R. Hunter called a regular meeting of the Board of Supervisors of the County of Prince George, Virginia, to order at 5:00 p.m. on January 24, 2023 in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia.

ATTENDANCE. The following members responded to Roll Call:

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

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

Mrs. Waymack arrived at 5:01 pm.

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 officers, appointees or employee of the public body; I further move that such discussion shall be limited to the Expense Report Review Committee; and Section 2.2-3711.A.8 for consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, and such discussion shall be limited to a (a) a Memorandum of Understanding for the use of Opioid funds, (b) Special Exception on property located in District 2, and (c) an amendment to the L3 Harris contract. Mr. Webb made a motion, seconded by Mr. Carmichael, 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 officers, appointees or employee of the public body; I further move that such discussion shall be limited to the Expense Report Review Committee; and Section 2.2-3711.A.8 for consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, and such discussion shall be limited to a (a) a Memorandum of Understanding for the use of Opioid funds, (b) Special Exception on property located in District 2, and (c) an amendment to the L3 Harris contract.

R-23-024

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 OFFICERS, APPOINTEES OR EMPLOYEE OF THE PUBLIC BODY; I FURTHER MOVE THAT SUCH DISCUSSION SHALL BE LIMITED TO THE EXPENSE REPORT REVIEW COMMITTEE; AND SECTION 2.2-3711.A.8 FOR CONSULTATION WITH LEGAL COUNSEL REGARDING SPECIFIC LEGAL MATTERS REQUIRING THE PROVISION OF LEGAL ADVICE BY SUCH COUNSEL, AND SUCH DISCUSSION SHALL BE LIMITED TO A (A) A MEMORANDUM OF UNDERSTANDING FOR THE USE

OF OPIOID FUNDS, (B) SPECIAL EXCEPTION ON PROPERTY LOCATED IN DISTRICT 2, AND (C) AN AMENDMENT TO THE L3 HARRIS CONTRACT

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 24th day of January, 2023, 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 officers, appointees or employee of the public body; I further move that such discussion shall be limited to the Expense Report Review Committee; and Section 2.2-3711.A.8 for consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, and such discussion shall be limited to a (a) a Memorandum of Understanding for the use of Opioid funds, (b) Special Exception on property located in District 2, and (c) an amendment to the L3 Harris contract.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Brown

E-2. Resolution; Certification of Closed Session. At 5:44 p.m., Mr. Carmichael made a motion, seconded by Mrs. Waymack, that the Board adjourn the closed session and enter open session, certifying that to the best of each Board Members' knowledge (1) only public business lawfully exempted from open meeting requirements were discussed and (2) only matters identified in the convening motion were discussed. Chairman Hunter asked if any Board member knew of any matter discussed during the closed session that was not announced in its convening legislation. Hearing no comment from the Board, the Chairman asked that the roll be called on the motion.

R-23-024A

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 24th day of January, 2023 does hereby certify that, to the best of each Board Member's knowledge, (1) only public business lawfully exempted from open meeting requirements were discussed, and (2) only matters identified in the convening motion were discussed.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Brown

Chairman Hunter called a recess at 5:45 pm. The meeting reconvened at 6:00 pm.

WORK SESSION

Mr. Brian Gordineer, Real Estate Assessor, stated that his office is making great headway in the transition to Vision software. They are having to completely rebuild every process and workflow in the office to accommodate the new system. His office is now fully staffed with two new senior appraisers with extensive experience. The reassessment was completed on January 1. Assessment notices will be mailed January 28. March 1 will be the appeal deadline and April 1 will be the Board of Equalization deadline. Board of Equalization hearings will be held in June and the land book will be created in August. The average residential value is up 48% and the quantity of transfers is up 31%. The quantity of valid sales is up 150%. While the theoretically desired level of appraisal is 1.00, an appraisal level between 0.90 and 1.10 is considered acceptable for any class of property. There were 421 fair market value transactions in 2022, which revealed a Countywide ratio of 92%, leaving the County 8% under that perfect level. They had to use those 421 transactions (3% of the real estate parcels in the County) to determine the assessment of the other 97%. They group comparable properties together to conduct their analysis. After doing that, the overall change of the land value will be 7.1%, bringing the

County close to that 100%. Of the 7.1% increases Countywide, .39% is new construction. Overall, looking at all 14,000 parcels, 12,480 (89%) increased in value and 1,535 (11%) did not change. The changes ranged from an increase of 2% to 18% leaving a median change of 9%. Mr. Gordineer encouraged the public once they receive their reassessment notices that if they have questions or concerns, call or visit the Assessor's Office. Appointments are recommended.

Mr. Gordineer addressed the Board's concerns regarding the Real Estate Assessor pricelist that was approved on January 10, 2023. He stated that the reason he brought it before the Board was that the County had no documented policy on how to exchange real estate information with customers. In his previous positions in other localities, he has had experience with selling data. Typically in a year, an office gets two to three out-of-state requests for data. One example of a data aggregator is Zillow, using the County's information to make money. They do not fall subject to FOIA because they are out-of-state. The County gives property record cards to all County residents for free. However, there are some investors, attorneys, real estate agents, and surveyors that are using property cards in their jobs. While this information is available on the internet, they want it in a large quantity. These requests are the ones that the County will be charging per the new fee schedule. Mr. Carmichael inquired about other localities. Mr. Gordineer stated that Chesterfield and Hanover do not charge. Dinwiddie, Petersburg and Henrico charges. Mr. Gordineer believes the price list is very fair because they spend a lot of time gathering this data. Mr. Webb asked how many requests does he get from citizens on an average annually. Mr. Gordineer stated that in the six months he has been here, he has received no requests from citizens. Mr. Webb asked what if the citizens are not comfortable with having their information sold. Mr. Gordineer stated that it is already public on the website. Mr. Webb stated that citizens should not have to pay for their information. Mr. Gordineer clarified that citizens are not charged. Mr. Webb stated that he understands it helps the real estate market, but he is not interested in having his information sold to pool or lawn companies or real estate agents. Mr. Gordineer stated that they could certainly deny special requests, but sometimes fulfilling these requests protects other information. Mr. Whitten clarified that they could still charge for FOIA requests, but FOIA does not require you to create a record. When fulfilling a special request, you are creating a record. Mr. Gordineer stated that they could certainly remove special requests from the price list and deny them. Mr. Jeff Stoke, County Administrator stated that the Board has already approved the price list. If there are desired changes to be made, they can add it to the February 14 meeting agenda or if they want to think about it, any member can add it the night of February 14 when the agenda is approved.

Mr. Dan Whitten, County Attorney, gave an Opioid Settlement update. Each locality gets 30% of the settlement funds. The State share is 15% and 55% goes to the Opioid Abatement Fund. The Board of Supervisors passed a resolution on August 10, 2021 to approve the Virginia Abatement Fund and Settlement Allocation Memorandum of Understanding with the Virginia Office of the Attorney General. First settlement payment from opioid manufacturer Janssen Pharmaceuticals, Inc. has been distributed. The total settlement over the next 11 years will be \$76,795. The first two settlement payments from three opioid distributors have been distributed; McKesson Corporation, Cardinal Health, Inc., and AmericsourceBergen Corporation. The total settlement over the next 18 years will be \$334,109. The first settlement payment from Mallinckrodt bankruptcy trustee is expected next week. The first annual payment is \$3,674. The Director of the Virginia Opioid Abatement Authority, Tony McDowell, held a workshop on January 19, 2023 that Mr. Stoke and Ms. Waff attended. The application period opened on January 19, 2023 for funds to counties and cities. The Incentive program will offer 25% increase in funding received by jurisdictions that adhere to "gold standard" for use of funds. Prince George County should receive \$151,675 from the Opioid Abatement Authority. The 25% increase would give an extra \$37,919 in funds. A list of approved opioid remediation uses was attached to the settlement agreement and can be found at www.voaa.us. The list also identifies core strategies that represent preferred uses. Funding should be used for abatement or remediation purposes, and funds cannot be used to supplant funding for an existing program or for indirect costs. A certain percentage of funds that went directly to the locality can be used for non-remediation purposes, but it is not recommended. Virginia law includes a recordkeeping and transparency requirement for localities. The Opioid Authority recommends implementing performance measures that are connected to the expenditures. There are pending settlements with CVS, Walmart and Walgreens. They are valued at approximately \$13-14 billion nationwide. Approval from political subdivisions will occur tentatively in February 2023. Generic Opioid Manufacturers, Teva and Allergan are valued at approximately \$6-7 billion nationwide. Consultant McKinsey and Company should be coming out soon. Surry County is

interested in discussing a partnership with Prince George County to pool the settlement funds. Hopewell was not interested in the partnership but they are a member locality of the Riverside Criminal Justice Agency. If the MOU is approved, funds designated for Surry County will be sent to Prince George County who is the fiscal agent for Riverside Criminal Justice Agency. The joint funds would then be appropriated by the Board for the use of Riverside Criminal Justice Agency and/or the Drug Court. The two counties could apply for additional funding and pool the funds together. Counties may also partner up and submit a regional request for cooperating partnership grants. The Riverside Community Criminal Justice Board (“CCJB”) is comprised of members from Hopewell, Prince George and Surry. The CCJB would approve uses for the funds for abatement and remediation purposes and would adhere to the “gold standard”. If the Board of Supervisors is interested in the partnership with Surry County to pool the settlement funds, a draft MOU will be sent to Surry County for review. The MOU can be placed on the Prince George County Board of Supervisors agenda for February 14, 2023.

Chairman Hunter called a recess at 6:43 pm. The meeting reconvened at 7:00 pm.

Invocation. Mrs. Waymack gave the Board’s invocation.

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

PUBLIC COMMENTS. Chairman Hunter announced that anyone wishing to come before the Board may do so at this time. He noted that this was the time for unscheduled general public comments. Chairman Hunter 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. Mr. Carmichael made a motion, seconded by Mrs. Waymack, to adopt the agenda as presented. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Brown

ORDER OF CONSENSUS. Mrs. Waymack 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 - January 10, 2023 Regular Meeting Minutes.

R-23-025

C-2.

RESOLUTION; APPROPRIATION OF \$57,810.25 VIRGINIA PUBLIC SCHOOL AUTHORITY BOND SERIES 2021 ACCUMULATED INTEREST EARNED SEPTEMBER 2022 THROUGH DECEMBER 2022 TO COUNTY-WIDE CIP FUND, NEW ELEMENTARY SCHOOL PROJECT BUDGET

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 24th day of January, 2023, 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>
CAPITAL IMPROVEMENT PROJECT FUND	
<u>Expenditure:</u>	
CIP Fund – New Elementary School	
0311-06-208-3194-00000-000-000-000-48240	\$57,810.25
 <u>Revenue:</u>	
CIP Fund – Interest Revenue	
0311-10-505-8111-00000-000-000-000-315102	\$57,810.25

R-23-025A

C-3.

RESOLUTION; APPROPRIATION (\$136,441 SCHOOL TEXTBOOK FUND, FUND BALANCE)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 24th day of January, 2023, 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>
SCHOOL TEXTBOOK FUND	
<u>Expenditure:</u>	
Textbooks - New	
0520-06-201-6004-61100-100-900-000-46012	\$136,441.00
 <u>Revenue:</u>	
Textbook Fund, Fund Balance	
0520-40-900-8208-00000-000-000-000-399999	\$136,441.00

R-23-025B

C-4.

RESOLUTION; APPROPRIATION (\$750,000 SCHOOL NUTRITION FUND, FUND BALANCE)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 24th day of January, 2023, 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>
SCHOOL NUTRITION FUND	
<u>Expenditure:</u>	
Cafeteria Repairs & Maintenance	
0540-06-205-6012-65100-000-900-000-43310	\$ 25,000.00
Food Supplies	
0540-06-205-6012-65100-000-900-000-46002	\$600,000.00
Operating Supplies	
0540-06-205-6012-65100-000-900-000-46014	\$100,000.00
Machinery & Equipment	
0540-06-205-6012-65100-000-900-000-48201	\$ 25,000.00
 <u>Revenue:</u>	
School Nutrition Fund, Fund Balance	
0540-40-900-8208-00000-000-000-000-399999	\$750,000.00

R-23-025C

C-5.

RESOLUTION; APPROPRIATION (\$262,240.10 INCREASE IN SCHOOL TITLE I FEDERAL FUNDS)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 24th day of January, 2023, 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>
SCHOOL GRANT FUND (0510)	
<u>Expenditure:</u>	
Walton Title I Instructional Salaries 0510-06-201-6000-61100-100-280-802-41120	\$ 49,500.00
South Title I Instructional Salaries 0510-06-201-6000-61100-100-300-802-41120	\$ 38,000.00
Beazley Title I Instructional Salaries 0510-06-201-6000-61100-100-310-802-41120	\$ 38,000.00
Beazley Title I Health Insurance 0510-06-201-6000-61100-100-310-802-42300	\$ 5,211.84
Harrison Title I Instructional Salaries 0510-06-201-6000-61100-100-340-802-41120	\$ 38,461.00
North Title I Instructional Salaries 0510-06-201-6000-61100-100-290-802-41120	\$ 38,000.00
Title I Instructional Salaries 0510-06-201-6000-61100-100-900-802-41120	\$ 55,067.26
TOTAL	\$262,240.10

Revenue:

School Title I Grant Funds 0510-30-000-0000-00000-000-000-802-333802	\$262,240.10
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On roll call the vote was:

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

Opposed: (0)

Absent: (1) Brown

SUPERVISORS COMMENTS

Mrs. Waymack reminded the public that COVID and other viruses are still making the rounds and to please be safe by washing your hands and getting your vaccines.

Mr. Webb thanked everyone for coming out this evening.

Mr. Hunter reminded the public that they can still participate in early voting.

COUNTY ADMINISTRATOR'S COMMENTS

Mr. Jeff Stoke, Deputy County Administrator, stated that the Civilian-Military Council Meeting, hosted by the City of Hopewell, will be on February 14 by invitation only. The Burn Ban Law will be in effect February 15 – April 30. No burning before 4 pm applies to campfires and brush burning. Contact the Virginia Department of Forestry for more information. Under the guidance of the Economic & Development Director, Prince George County is going to start business resource meetings for the calendar year 2023 held at the Prince George Library. You may sign up through the website or social media. The dates are February 22, April 26, June 21, and October 25. The meetings are free of charge. Agencies such as the Crater Procurement Technical Assistance Center of the Department of Defense, the Virginia Small Business and Supplier Diversity, the Virginia Small Business Financing Authority, and the Crater Small Business Development Center of Longwood University will all be giving presentations.

REPORTS

Quarterly Financial Report – Ms. Betsy Drewry, Finance Director, presented the Board with the Quarterly Financial Report for the second quarter ending December 31, 2022. General Fund Revenues are at 42.19% collected and on target. Real Estate Tax Revenues are 52.88% collected, which is a good indicator that the County will meet target. Some Fund Balance has been committed by the Board for FY23, including Purchase Order Carryover for both the County and Schools, Grant Donation/Carryover, Administration Building Boiler Replacement, and Circuit Courtroom Renovations. Sales Tax Revenues are a good indicator with five months of revenue posted for FY23, that we will make the budget target of \$4,300,000. Discussion/bills remain in play at state level for eliminating the grocery tax that could impact FY24 revenues. General Fund Expenditures are at 49.89% and on target. Ms. Drewry talked about the Utilities Fund, which is smaller due to a drop in consumption due to the closure of Rolls-Royce. She went over some Capital Projects, including the Garage renovation and expansion, public safety radio

project, and the Circuit Courtroom renovations. In addition, Ms. Drewry gave an update on the new elementary school project, the Tourism Fund, and the Economic Development Fund, all of which are healthy. Ms. Drewry talked about Cash Proffers with a balance of just \$139,000. She also noted that the RedFlex Program has collected a total of \$1,982.61 as of December 31, 2021. The Health Insurance Fund balance was \$1.65 million at December 31, 2022. The School Division has transitioned to The Local Choice and claims continue to incur without contributions to the Health Fund. As of December 31, 2022, in total, claims exceeded premiums by \$155,181 with a School Deficit of \$446,419. Cumulative balances show the School Deficit at \$563,135.71. There has been a carryover request to appropriate \$386,031.82 to the Health Fund leaving a balance of \$177,103.89. Looking ahead, the FY22 Audit was completed on time and presented to the Board on December 13, 2022. The FY24 Budget is in progress. As we enter the third quarter, careful monitoring of revenue and expenditures will continue. They will monitor closely CSA Expenditures in cooperation with School personnel and Riverside Regional Jail expenditures are down.

Strategic Plan Update – Ms. Julie Walton, Deputy County Administrator, Community Development, gave a quarterly update on the County Strategic Plan. The four main Strategic Priorities identified in the plan are Infrastructure, Economic Development & Prosperity, Land Use & Development, and Good Governance. On September 13, 2022, the County Board of Supervisors approved the 2022 Strategic Plan and Implementation Plan, which contains 18 strategic goals with action plans, time frames, and measurable results. Each Action Plan has a team assigned for implementation of the goal, quarterly updates will be given to the Board over the five-year period of the strategic plan. In regards to Infrastructure, there are four strategic goals. Providing adequate water and sewer systems to meet the needs of business and residential customers in the Prince George Planning Area. The goals on that by 2028 are 55% of businesses access to sewer (currently 51%), 43% of businesses access to water (currently 39%), 52% of residents access to sewer (currently 44%), and 43% of residents access to water (currently 35%). Action items included on the sewer side include a Utilities Master Plan Update, the establishment of a new utility service area, anticipated completion in January 2024, Southpoint Business Park Force Main Realignment, construction to begin February 2023, anticipate completion in September 2023, Black Water Swamp Regional Pump Station, design starting January 2023, and anticipate construction complete by October 2026. Water action items include a Utilities Master Plan Update, establish new utility service area, anticipated completion in January 2024, River Road Tank & Booster Station, design is 90% complete, anticipate completion in April 2025, Temple Avenue 24” Waterline Appomattox River Crossing, design is 90% complete, anticipate completion in June 2024, Route 156 Tank & Booster Station, preliminary engineering started November 2022, no funding identified for construction, Surface Water Treatment Plant, Surface water withdrawal permit issued December 2022, preliminary engineering report started November 2022, and no funding identified for design and construction. In regards to Consistent High-Speed Internet, they are building on the progress that has already been made, by December 31, 2025, 90% of Prince George County residents will have access to consistent high-speed internet. We estimate that 23% of housing units in the County are either unserved or underserved. The County and Ruralband have estimated that 2,685 units and 160 road miles will need to be covered to reach our goal. Construction costs are estimated to be around \$6 million over an 18-24 month project time period. The County intends to apply for grant funding from agencies such as the Department of Housing and Community Development’s Virginia Telecommunications Initiative, Cameron Foundation and John Randolph Foundation in 2023. In regards to Increased Access to Trash Disposal, by March 31, 2024, the community will experience increased access to trash disposal through the addition of one drop off station. Three location options have been identified within the county owned Yancey Property. The Board made a selection of one of the locations provided and are currently awaiting final concept plans. The next steps will be to complete the process with Community Development for special exception. The goal is to proceed through the stages of this project and be able to receive bids by August 2023. In regards to a Decision Regarding No-Cost Trash Disposal, by December 31, 2023, following the completion of a feasibility study and cost/benefit analysis, the County will make a decision regarding the possibility of implementing no-cost trash disposal. Staff is currently researching how other localities fund/provide no-cost trash disposal for citizens. If this is a service we wish to provide county residents, we will need to secure funding. Staff is working with resources to obtain information on a feasibility study and hope to provide to the Board by June 2023. Funding for this initiative has not been identified. Under strategic priority Economic Development & Prosperity, there are six goals. Exit 45 Renovation and Development – Water and Sewer. By February 1, 2025, the community will experience the

beginning step of the Exit 45 renovation and development through water and sewer infrastructure improvements. New well at Exit 45/RT301 estimated cost \$1,500,000. Financed over 15 years, the annual debt service would be \$135,000 per year. Tourism has placed \$135,000 in FY24 budget to transfer to Utilities account. Exit 45 Renovation and Development – Grocery Store and Sit-Down Restaurant. By 2026, the community will experience a grocery store and sit-down restaurant as part of the Exit 45 renovation and development. In November 2022, submitted grant application to the Department of Housing and Community Development Industrial Revitalization Fund for an Exit 45 Master Plan. The Master Plan of Exit 45 properties will establish the highest and best use of the properties. In December 2022, the Economic Development Director attended the ICSC NY: largest retail & food & beverage tradeshow in North America and held 40 meetings. Five grocery chains all stated that Exit 45 lacks population needed. Out of seven food & beverage, some were interested but population was a factor. Water and Sewer Capacity in Prince George Industrial Area. By 2024, short-term water and sewer capacity will be available at the Prince George Industrial Area. Of the four planned capital water improvement projects and the one sewer project, all either are under PER or design contracts or construction contracts. Funding sources for two projects still need to be determined. Three New Businesses Located at the Prince George Industrial Area. By December 31, 2025, three new businesses will be located at the Prince George Industrial Area. By December 31, 2027, three new businesses will be located at the Prince George Industrial Area. By December 31, 2032, four new businesses will be located at the Prince George Industrial Area. Under Land Use & Development, there is one goal - Update of Land Use Ordinances. By December 31, 2023, in a way that preserves the rural way of life and directs the majority of growth to the Prince George County Planning area, the County will revisit and update its land use ordinances. Staff has identified 50 – 60 Ordinance text revisions needed to update, modernize, and improve our land use/development ordinances in order to achieve our goals. In conjunction with the Comprehensive Plan update scheduled for 2023, Staff has proposed consultants also develop land use revisions for consideration. Funding for the professional services has been requested in FY24 Planning Division budget. If approved, proposed schedule would include: RFP issued in May/June 2023, Contract Award in July 2023, draft plan and ordinances by end of 2023, and finals by end of QTR2 2024. In regards to Good Governance, there are four goals. Organizational Assessment of Structure and Service Delivery Capacity. By 1/1/23 (or 2/1/23 at the latest), to ensure that the Prince George County government is able to continue to deliver quality services to our community, an assessment of the organizational structure and service delivery capacity will be completed. RFP for an Organizational Review and Staffing Level Study issued in June 2022, and Phase I of study was awarded to Managing Results on 9/27/2022. Results of Study and Recommendations will be discussed with the Board of Supervisors on February 22, 2023 at a Budget Work Session. Phase 2 will be budgeted for FY24, conducted Summer / Fall of 2023, and completed by November 2023. Public Information Officer Resource. By October 1, 2022, the community will be better informed and experience consistent messaging from the Prince George County government as evidenced by the addition of a dedicated Public Information Officer. On October 1, 2022, Mrs. Jackie Lipford began employment with Prince George County as our Public Information Officer. She has worked on website improvements and uniformity between pages, Social Media management and messaging, Style Guides, Community outreach, and Fire Handbook for residents. Community and Citizen Inquires Receive a Response within 24 Hours. By the end of 2022 (begin immediately), community and citizen inquiries will receive a response from the Prince George County government within 24 hours or the next business day (if the question was received on a weekend). A new Public Information Office page was created on the website that included language about responding to citizens within 24 hours and that the Public Information Officer (PIO) fields citizen calls and questions. The website's "Contact Us" page was updated with corrected phone numbers and links to department pages. Each department page was checked to ensure there was a contact phone number on the page. Verified by IT and the County Clerk that public comment submissions receive an automatic e-mail reply to indicate that their comments have been received. The team will be creating a "Checklist for Unexpected Closures" and a "Department Cheat Sheet" (to assist with directing callers/citizens to correct departments) by the end of the 1st Quarter of 2023. Customer-Focused and Performance-Driven Organization. On an ongoing basis, the Prince George County government is committed to being a customer-focused and performance-driven organization. Department Annual Reports will be shifted to a fiscal year report (FY 23). The format and content will be consistent for all departments. A County Annual Report will be prepared that will focus on the Approved County Strategic Plan including a status update on Strategic Goals. An RFP will be issued on or around July 2023 for the first phase of developing department and unit strategic plans. The first series of

department/unit strategic plans will be budgeted and completed in FY2024. Targeted completion date for all departments/units is FY2027.

POSTPONED ITEMS

T-1. Resolution; Adoption of 2023 Board of Supervisors By-Laws and Rules of Procedure. Mr. Dan Whitten, County Attorney, stated that the Board previously discussed the By-Laws on January 10, 2023, and additional changes were requested at the meeting. Section 1A has been amended to state the organizational meeting shall be the first business day of the calendar year. Section 3E has also been added to the By-Laws. This section addresses when a Board member meets with the County Attorney, which requires notification of such meeting to other Board members. In addition, the By-Laws of the Board of Supervisors currently reference Virginia Code Section 2.2-3708.2 under Participation by Electronic Communication Means, Sec. 4. As of September 1, 2022, this Code Section is only applicable when there is a declared state of emergency. Virginia Code Section 2.2-3708.3 has been added to address participation by electronic communication means. The By-Laws will be amended to reference the correct Virginia Code Section and will now allow a member to participate by electronic communication if the member's principal residence is more than 60 miles from the meeting location identified in the required notice for the meeting. Furthermore, the By-Laws will be amended to reflect the requirements for meetings held through electronic communication during declared states of emergency and that the provisions of this section are only applicable during the emergency. Mr. Carmichael made a motion, seconded by Mrs. Waymack, to approve the resolution adopting the amended By-Laws of the Board of Supervisors. Roll was called on the motion.

R-23-026

T-1.

RESOLUTION TO AMEND THE BOARD OF SUPERVISORS BY-LAWS

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of Prince George this 24th day of January, 2023, does hereby adopt the attached amended By-Laws of the Board of Supervisors of the County of Prince George.

**2023 BY-LAWS AND RULES OF PROCEDURE OF
THE BOARD OF SUPERVISORS**

BE IT RESOLVED by the Board of Supervisors of the County of Prince George, Virginia, that the following by-laws and rules of procedure shall govern the conduct of meetings of the Board of Supervisors during the 2023 calendar year.

OFFICERS

Sec. 1A At the ~~first~~ **organizational** meeting, **which shall be the first business day** of the calendar year, the Board shall elect a chairman and vice-chairman for one-year terms. Such terms shall end at midnight on December 31st. The chairman or, in his absence, the vice-chairman, shall act as presiding officer. In the absence of the chairman and vice-chairman, the longest serving Board member, alphabetically, shall serve as chairman. The Board shall make every effort for representation from both District 1 and District 2 for the positions of chairman and vice-chairman. The positions of chairman and vice-chairman shall rotate annually based on seniority. If two Board members have the same seniority, the position shall be based on alphabetical order by comparing the Board members' last names. If a Board member that is next

in line declines the position, the position of chairman or vice-chairman shall rotate to the next Board member based on seniority.

Sec. 1B The presiding officer shall preserve order and decorum. The chairman may speak, make motions and vote on all questions, and the chairman shall decide questions of order and procedure. On any motion made or seconded by the chairman, the chairman shall relinquish chairmanship to the vice-chairman for that motion, and all other Board members shall have a chance to speak to the motion before the chairman addresses the matter. The chairman may allow the public to speak to any agenda item. The chairman may set reasonable time limits for speakers and for public hearings.

Sec. 1C All Board members shall communicate only in their individual capacity as an elected official and shall not represent that any communication is on behalf of the entire Board or the County unless the matter has been discussed by the Board, and the Board member has been designated to communicate on behalf of the Board of Supervisors.

Sec. 1D In accordance with § 2.2-3711, Code of Virginia, 1950, as amended, all proposed appointees to Boards, Commissions, Committees, Authorities or similar bodies shall be discussed in closed session prior to being acted upon by the Board.

PARLIMENTARIAN AND SERGEANT-AT-ARMS

Sec. 2A The County Attorney, or his designee, shall act as parliamentarian to the Board, and his rulings on parliamentary procedure and the application of the by-laws shall be final.

Sec. 2B The Board's Parliamentary Procedures shall be Robert's Rules of Order, Newly Revised, 12th Edition, in all matters not covered by the Board's bylaws, to the extent compatible with law and the historical practices of the Board.

Sec. 2C The Chief of Police and the Sheriff shall serve as Sergeant at Arms.

MEETINGS

Sec. 3A At the first organizational meeting ~~in January~~, the Board shall set the regular meeting times and dates for the following year, provided that the Board shall meet at least once each month. The chairman may cancel any meeting because of inclement weather and shall reschedule any cancelled meeting at the earliest possible date by sending written notice to each member of the Board.

Sec. 3B Special meetings of the Board may be called by two members of the Board or the chairman in accordance with §§ 15.2-1417 and 15.2-1418 of the Code of Virginia (1950), as

amended. Upon making such request, the clerk shall specify the matters to be considered and shall immediately notify in writing all members of the Board and the County Attorney. The meeting may be held within five days of the request only if waivers are signed by every member of the Board and the County Attorney, or if every member and the County Attorney attend the special meeting. The order of business at a special meeting shall follow that of a regular meeting to the greatest extent possible. The clerk shall notify the media of the time and place of such meeting and the matters to be considered.

Sec. 3C Closed sessions shall be held in accordance with the provisions of the Virginia Freedom of Information Act, § 2.2-3700 et seq. Code of Virginia (1950), as amended. Board members recognize the necessity to maintain confidentiality as to all matters discussed in closed session.

Sec. 3D If any Board member meets with staff, the substantive content of such meeting shall be communicated to the entire Board in a timely manner by the County Administrator or his/her designee.

Sec. 3E If any Board member meets with the County Attorney, the substantive content of such meeting shall be communicated to the entire Board in a timely manner by the County Attorney unless the meeting involves a legal question regarding the Virginia Conflict of Interests Act, § 2.2-3100 et seq. Code of Virginia (1950), as amended.

PARTICIPATION BY ELECTRONIC COMMUNICATION MEANS

Sec. 4 The Board of Supervisors may conduct any meeting where in the public business is discussed or transacted through electronic communication means as provided in Code of Virginia § ~~2.2-3708.2~~ **2.2-3708.3** (1950), as amended, subject to the following requirements:

- a. A member of the Board must notify the chairman that the member is unable to attend the meeting due to either (a) a temporary or permanent disability or other medical condition that prevents the member's physical attendance; (b) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance; **(c) the member's principal residence is more than 60 miles from the meeting location identified in the required notice for the meeting;** or (d) a personal matter and the member identifies with the specificity the nature of the personal matter. Participation by a member due to a personal matter is limited to two

meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater. For the purposes of this section, whether a gathering of the Board constitutes a meeting shall be determined by the notice that is statutorily required by the Virginia Freedom of Information Act.

- b. A quorum of the Board must be physically assembled at one primary or central meeting location.
- c. The Board must make arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.
- d. The Board shall record in its minutes the remote location from which the member participated, but the location does not have to be open to the public.
- e. The Board shall record in its minutes that the member participated through electronic communications due to either (a) a temporary or permanent disability or other medical condition; (b) a family member's medical condition that required the member to provide care for such family member; **(c) the distance between the Director's principal residence and the meeting location;** or (d) a personal matter and the minutes shall include the specific nature of the personal matter.
- f. If a member's participation from a remote location is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.
- g. The policy shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

**MEETINGS HELD THROUGH ELECTRONIC COMMUNICATION DURING
DECLARED STATES OF EMERGENCY**

Sec. 5A. In accordance with the Code of Virginia § 2.2-3708.2, the Board may meet by electronic communication means without a quorum of the Board physically assembled at one location when either the Governor has declared a state of emergency pursuant to Virginia Code §

44-146.17 (1950), as amended, or Prince George County has declared a local state of emergency pursuant to Virginia Code § 44-146.21 (1950), as amended, provided that (a) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location; and (b) the purpose of the meeting is to provide for the continuity of operations of the public body or the discharge of its lawful purposes, duties, and responsibilities. The Board convening such a meeting shall **meet the following requirements:**

- (i) give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the Board;
- (ii) make arrangements for public access to the meeting through electronic communication means, including videoconferencing;
- (iii) provide the public with the opportunity to comment at those meetings of the public body when public comment is customarily received; and
- (iv) otherwise comply with the provisions of Virginia Code Title 2.2 Chapter 37 (1950), as amended.

Sec 5B. The nature of the emergency, the fact the meeting was held by electronic communication means, and the type of electronic communications means by which the meeting was held shall be stated in the minutes.

Sec 5C. The provisions of this section shall be applicable only for the duration of the emergency.

VOTING

Sec. 6A A quorum shall consist of at least three members of the Board. A majority of a quorum shall be sufficient to carry any question except tax issues, the incurring of debt and appropriations in excess of \$500, all of which shall require a majority of the full Board for adoption. No Board member is required to vote on any question, but an abstention, although not a vote in favor of carrying a question, shall be counted as a vote for the purpose of determining a quorum. If a Board member abstains from voting, the Board member shall provide a reason for abstaining. A tie vote shall defeat the motion, resolution or issue voted on, provided that all

zoning cases must be disposed of by a motion approved by a majority of those voting. In the event that a tie vote occurs when a member of the Board is absent, the matter is automatically added to the Board's next meeting agenda, at which time a vote will be taken on the original motion. An abstention is considered a vote for all purposes and defeats a motion requiring a unanimous vote. The Board shall not designate a tiebreaker pursuant to § 15.2-1421 of the Code of Virginia (1950), as amended.

Sec. 6B Any vote by a Board member is final once cast. No ordinance, resolution or motion previously voted upon by the Board shall be brought forward for reconsideration during the same meeting of the Board and shall be final unless changed by the Board at a subsequent meeting in accordance with applicable law.

Sec. 6C If the maker of a motion and the member seconding the motion agree, a motion may be amended or withdrawn. Only one substitute motion shall be in order for a main motion. All motions to postpone shall be to a date certain. Prior to voting on a motion to postpone or remand, the Board shall hear public comment if a public hearing was scheduled for the item.

AGENDA

Sec. 7A The County Administrator shall prepare an agenda in consultation with the chairman and vice-chairman prior to a regular meeting; provided that any item shall be placed on the agenda by an informal consensus of three or more Board members provided that every Board member is informally polled by the County Administrator. Any item can be removed from the agenda by an informal consensus of three or more Board members provided that every Board member is informally polled by the County Administrator. The agenda shall be available to Board members no later than five calendar days prior to a regular meeting. The agenda shall be available for public inspection in the County Administrator's office.

Sec. 7B No matter on the scheduled agenda shall be considered after 11:00 p.m. without the unanimous consent of the Board. Any matter not heard shall be automatically continued to the next appropriate scheduled meeting of the Board.

ORDER OF BUSINESS

Sec. 8A The order of business at a regular meeting shall be as follows:

- a. Call to order.
- b. Invocation.
- c. Pledge of Allegiance.

- d. Public comment period.
- e. Adoption of agenda including requests to postpone actions, additions, deletions or changes in the order of presentation for any agenda item.
- f. Order of consensus (“consent agenda”) with the first item being approval of the minutes from the previous meeting. Reading of the minutes shall be automatically dispensed with. The Board may only correct minutes after approval upon a showing that a clerical or administrative mistake was made.
- g. Presentation of Commendations.
- h. Reports.
- i. Supervisors’ comments.
- j. County administrator’s comments.
- k. County business not requiring a public hearing; including appointments. Postponed items shall be considered first. All appointments shall be made by vote of a majority of the full Board.
- l. Public hearings.
- m. Adjournment.

The County Administrator shall schedule closed sessions as appropriate.

Sec. 8B The consent agenda shall be considered by the Board as a single item requiring one motion and one vote. There shall be no debate regarding individual items on the consent agenda. Any Board member may remove an item from the consent agenda for comment by the Board prior to the vote. Any item removed shall be voted on separately after voting on the consent agenda.

PUBLIC COMMENT

Sec. 9A Those persons wishing to speak during the public comment period will be asked to sign in with the clerk and to limit their remarks to the time limit determined by the chairman. A speaker, when recognized by the chairman, shall stand and state his or her full name, place of residence and group affiliation, if any, before proceeding.

Sec. 9B Written comments submitted to the clerk of the Board will be included as part of the Board packet, if possible.

Sec. 9C Public comment period is for citizens to address the Board about any issue not listed for a public hearing on the agenda for the meeting. It is not intended to be a question and answer period or for interchange between the Board and the speaker. Comments must be germane to the services or practices of the County. The chairman may require speakers to

confine their remarks to a set time limit. The chairman may direct appropriate staff to later respond to any questions posed by the speaker.

Sec. 9D Persons speaking before the Board will not be allowed to:

- a. Campaign for public office;
- b. Promote private business ventures;
- c. Use profanity or vulgar language;
- d. Engage in personal attacks or insults; or
- e. Address pending litigation.

Sec. 9E Speakers will not be permitted to use audiovisual materials or other visual displays, but may present written and photographic materials to the Board members.

PUBLIC HEARINGS

Sec. 10 At every public hearing, individuals who wish to speak shall sign in using a sheet made available by the Clerk prior to the opening of the public hearing. The order of business for public hearings shall be as follows:

- a. The chairman shall request the appropriate County staff member to describe the subject of the public hearing.
- b. Any applicant for an item that is the subject of the public hearing shall then be allowed a period of time to present detailed information about the issue or application. The chairman shall determine the time allotted for the presentation by the applicant.
- c. At the conclusion of the applicant's presentation, the members of the Board shall be allowed to ask questions of the applicant and staff to clarify anything that has been presented.
- d. The chairman shall officially open the public hearing, and members of the public shall then be allowed to speak in the order in which they registered with the clerk.
- e. After all registrants from the clerk's list have spoken, additional individuals may speak.
- f. Speakers shall come to the podium and give their name and address before addressing the Board.
- g. Speakers are requested to keep their comments within the time set by the chairman, and the comments shall be relevant to the subject of the public hearing.

- h. Each member of the public may speak once at the hearing.
- i. Speakers will not be permitted to use audiovisual materials or other visual displays, but may present written and photographic materials to the Board members.
- j. If at any time during the public hearing, a member of the public has a question, the written question may be presented to the clerk.
- k. After the chairman closes the public hearing, no further public comments are in order.
- l. After chairman closes the public hearing, the applicant will be granted a period of time set by the chairman to respond to what has been said by the public. The applicant will use this time only to respond to comments which have been made during the public hearing.
- m. When the applicant has completed their response to the public comments, the chairman will read any questions submitted by a member of the public and request a response from the appropriate party.
- n. The chairman, with approval of the Board, has the authority to vary the guidelines as necessary.

ZONING

Sec. 11A All zoning cases, (including all forms of conditional zoning, special exceptions and substantial accord determinations) shall be considered and voted on by the Board within the time limits prescribed by the Code of Virginia after consideration and recommendation of the Planning Commission.

Sec. 11B Without further action by the Board, all rezoning applications (including all forms of conditional zoning, special exceptions and substantial accord determinations) are automatically referred to the Planning Commission for its recommendation upon completion of a zoning application with the Planning Department.

COMMITTEES

Sec. 12A The Board shall have the power to appoint such committees as the Board deems advisable. Said committees shall act in an advisory role and shall have the power to recommend a course of conduct to the Board.

Sec. 12B The Board may appoint a Budget Committee to review the County budget on an annual basis. The Budget Committee will consist of two (2) members of the public, one (1)

residing in District 1 and one (1) residing in District 2. The Budget Committee will also consist of the County Administrator and all Deputy County Administrators. The Board will appoint the citizen members of the Budget Committee for a term that runs from July 1 to June 30 of each fiscal year. The Budget Committee will present recommended changes to the annual budget to the entire Board. The actions of the Budget Committee shall in no way bind the Board.

Sec. 12C All Board-appointed committees shall give notice of the date, time and location of any committee meeting with at least two (2) days' notice prior to the meeting. The notice shall be emailed to the Board members, posted on the County website and placed in a prominent public location at which notices are regularly posted. The committees shall not be required to present an agenda or take minutes of the meeting.

USE OF CAMERAS AND RECORDING DEVICES AT BOARD MEETINGS

Sec. 13 Cameras and recording devices may be used in a non-disruptive way in the meeting room, provided however, that any placement of such equipment in or around the Board of Supervisors' tables shall be first approved by the clerk. Such devices shall be turned off or removed during any closed session.

SUSPENSION OR AMENDMENT OF BY-LAWS AND RULES OF PROCEDURE

Sec. 14A These by-laws and rules of procedure shall be approved annually at the organizational meeting by a majority of the full Board and may be amended at the organizational meeting by a majority of the full Board. If the consideration of the by-laws and rules of procedures is postponed to a regular meeting, the by-laws and rules of procedure may be amended by a majority of the full Board.

Sec. 14B After these by-laws and rules of procedure are adopted annually, they may be suspended for an individual agenda item by a unanimous vote of the full Board.

Sec 14C These by-laws and rules of procedure may be amended for the remainder of any calendar year by a unanimous vote of the full Board.

ETHICS

Sec. 15 The Board of Supervisors will reference The Ethical GPS Navigating Everyday Dilemmas, VML for guidance on ethical service by elected officials.

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

ORDER OF BUSINESS

A-1. Resolution; Change to FY 2022-2023 Position Chart Changing Part-Time Assistant Commonwealth’s Attorney to Full-Time and FY 2022-2023 Budget Amendment (\$25,806).

Ms. Corrie Hurt, Human Resources Director, stated that the Board of Supervisors received a report at its January 10 meeting, that due to an increase in caseload and jury trials, the Commonwealth's Attorney is requesting conversion of her part-time Assistant Commonwealth's Attorney to full-time. The position is currently funded by the Virginia Compensation Board as part-time, and the part-time Assistant Commonwealth's Attorney resigned effective November 25, 2022. There have been very few qualified applicants who have applied for the part-time position as posted, and salary demands exceed available funding. The estimated fiscal impact of this change for FY2023, with an estimated February 1, 2023 fill date is \$25,806 (salary and benefits). This impact is net of wage and FICA savings projected from the part-time Attorney's November 25 resignation. This position is supported by the Compensation Board as a part-time position. It is not expected that the Compensation Board will change the position to a full-time position, but the Commonwealth's Attorney will make a request. The full-year impact for FY2024 is \$80,863, net of any salary increases that may occur for FY2024. Mrs. Waymack made a motion, seconded by Mr. Webb, to authorize a change to the FY22-23 Position Control Chart and transfer from General Fund Contingency of \$25,806 to cover FY23 fiscal impact (with expected fill date of 2/1/2023). Roll was called on the motion.

R-23-027

A-1.

RESOLUTION; CHANGE TO FY 2022-2023 POSITION CHART WITH THE FOLLOWING CHANGES AND FY 2022-2023 BUDGET AMENDMENT (\$25,806)

- Change Part-Time Assistant Commonwealth’s Attorney to Full-Time [General Fund budget; Commonwealth’s Attorney 0204]

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 24th day of January, 2023 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 24th day of January, 2023, does hereby authorize the following amendment / transfers among accounts 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>General Fund</i>	
<i>Expenditure – Increase (Decrease):</i>	
0100-02-020-0204-41100	Commonwealth’s Attorney Salaries \$ 37,530.00
0100-02-020-0204-41300	Commonwealth’s Atty PT Wages (\$24,412.00)
0100-02-020-0204-42100	Commonwealth’s Atty FICA SS/Med \$ 1,004.00
0100-02-020-0204-42210	Commonwealth’s Atty VRS Retirement \$6,170.00
0100-02-020-0204-42300	Commonwealth’s Atty Health Ins. \$ 4,813.00
0100-02-020-0204-42400	Commonwealth’s Atty Group Life Ins. \$ 503.00
0100-02-020-0204-42400	Commonwealth’s Atty Disability Ins. \$ 198.00
	SUB-TOTAL \$25,806.00
0100-09-401-0917-49199	General Fund Contingency (\$25,806.00)

On roll call the vote was:

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

Opposed: (0)

Abstained: (1) Brown

A-2. Resolution: Award of Contract for Engineering Services to Update Water and Wastewater Master Plan. Ms. Rachael Lumpkin of Utilities stated that Prince George County Department of Utilities desires to update the Water and Wastewater Master Plan. The Master

Plan will focus on identifying improvements to serve new development and recommend Capital Improvements Projects in both the water distribution and sewer collection and conveyance systems to meet demand projections through the 20-year planning period, starting at FY25 and ending at FY45. Recommendations will be provided to meet demands in the short-term (1 to 5 years), middle-term (6 to 10 years), and long-terms (11 to 15 and 16 to 20 years). Upon completion, the Master Plan will serve as a guide for water and wastewater capital infrastructure improvement and expansion. The County has received a proposal from Dewberry to provide engineering services to update the Water and Wastewater Master Plan for \$190,025.00. 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 engineering services to construct the Utility Master Plan project to Dewberry for \$190,025.00. Mr. Webb made a motion, seconded by Mrs. Waymack, to approve the resolution to award the contract to update the Water and Wastewater Master Plan to Dewberry for \$190,025.00.

R-23-028

A-2.

RESOLUTION: AWARD OF CONTRACT FOR ENGINEERING SERVICES TO UPDATE
WATER AND WASTEWATER MASTER PLAN

WHEREAS, the County desires to update the Water and Wastewater Master Plan; and

WHEREAS, the County has received a proposal from Dewberry to provide engineering services to update the Water and Wastewater Master Plan for \$190,025.00.

NOW, THEREFORE BE IT RESOLVED: that the Board of Supervisors of the County of Prince George this 24th day of January, 2023, hereby awards the contract to provide engineering services to update the Water and Wastewater Master Plan to Dewberry for \$190,025.00.

On roll call the vote was:

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

Opposed: (0)

Abstained: (1) Brown

A-3. Resolution; Budget Amendment and Appropriation (\$386,031.82 for FY22 School Division Carry-Over Funds). Ms. Betsy Drewry, Deputy County Administrator, Finance, stated that on January 9, 2023, the Prince George County School Board considered and approved a request for carry-forward of unexpended FY2022 school operating funds and an appropriation increase of \$386,031.82, which will be transferred to the Health Insurance Fund. Actual FY2022 Revenues over FY2022 Expenditures (net of Local funds) \$949,382.99. Purchase Order Re-Appropriation (187,042.32). Available Carryover \$762,340.67. Balance of Needed Restoration to Fund Balance for New Elementary School Water/Sewer & Road Improvements - \$776,308.85 (376,308.85). Remaining Carryover – Contribute to Health Fund (towards School Deficit of \$563,135.71 at 12/31/2022) (386,031.82) \$776,308.85 of fund balance advanced toward new elementary school water, sewer and road improvements on 11/09/2021; \$400,000 of FY2021 school carryover retained in Fund Balance on 12/14/2021; remaining fund balance restoration needed \$376,308.85. School Health Fund Deficit remaining after this requested transfer - \$177,103.89 {this number will change with other claims / credits applied in the future}. The \$386,031.82 appropriation and transfer to the Health Fund would come from General Fund, fund balance. The requested appropriation increases are amounts above those included in the adopted FY2023 budget. The total request of \$386,031.82 does not require a public hearing because the amount is less than 1% of the adopted FY2023 budget (Adopted FY2023 budget = \$160,016,873; 1% = \$1,600,168). The Code of Virginia §15.2-2507 requires a public hearing for budget amendments exceeding 1% of the adopted fiscal plan. The School textbook and Food Service funds carry forward automatically. Mr. Carmichael made a motion, seconded by Mr. Webb, to approve the resolution as presented. Roll was called on the motion.

R-23-029

A-3.

RESOLUTION; BUDGET AMENDMENT AND APPROPRIATION (\$386,031.82 FOR FY22 SCHOOL DIVISION CARRY-OVER FUNDS)

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 24th day of January, 2023, does hereby authorize and appropriate 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>
General Fund	
Revenues:	
0100-40-900-8208-399999 Fund Balance	\$386,031.82
Expenditures:	
0100-09-401-0917-49189 Transfer to Health Fund	\$386,031.82
Health Insurance Fund	
Revenues:	
0920-90-901-8207-399100 Transfer from General Fund	\$386,031.82
Expenditures:	
0920-00-000-0000-42900 Health Insurance Claims Expense	\$386,031.82

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Brown

A-4. Resolution; Transfer of Special Exception 08-08 from Super Kids Ministries, Inc. to Outreach Training and Support Services, Inc. Mr. Dan Whitten, County Attorney, stated that Super Kids Ministries, Inc. was granted a Special Exception to allow construction and operation of an assisted care residence (Group Home) located at 5500 Middle Road (now 4685 Fellowship Circle) in a Residential Agricultural (R-A) District on July 8, 2008. The conditions associated with this special exception are (1) no more that thirty-two residents, excluding staff, (2) residents shall not be subjects that a Court of Law has declared unfit to stand trial based on their mental capacity or registered sex offenders, and (3) not transferable to future property owners. Condition three (3) is not applicable under Virginia Law, and this condition will be removed. The County is no longer listing this condition in request for Special Exceptions. Group homes are now limited to four individuals in a single residence, therefore, this residence is too large to be used as a group home. There is a desire to use the residence as a day support facility. It has been determined that day support facilities are a less intense version of group homes. Super Kids Ministries is working with Outreach Training and Support, Inc. to lease this residence for a Day Support facility. In order to do this, the previous Special Exception, SE-08-08, will need to be transferred into the name of Outreach Training and Support Services, Inc. Staff recommends that the Board approve a Resolution transferring Special Exception SE-08-08 from Super Kids Ministries, Inc. to Outreach Training and Support Services, Inc. Since Staff is not recommending adding any new conditions, a public hearing is not required. Mr. Webb made a motion, seconded by Mrs. Waymack, to approve a Resolution transferring Special Exception SE 08-08 from Super Kids Ministries, Inc. to Outreach Training and Support Services, Inc.

R-23-030

A-4.

RESOLUTION; TRANSFER OF SPECIAL EXCEPTION 08-08 FROM SUPER KIDS MINISTRIES, INC. TO OUTREACH TRAINING AND SUPPORT SERVICES, INC.

WHEREAS, Super Kids Ministries, Inc. was granted Special Exception 08-08 to allow construction and operation of an assisted care residence (Group Home) located at 5500 Middle

Road (now 4685 Fellowship Circle) in a Residential Agricultural (R-A) District on July 8, 2008; and

WHEREAS, group homes are now limited to 4 individuals in a single residence making this residence too large to be used as a group home; and

WHEREAS, Super Kids Ministries, Inc. would like to transfer Special Exception 08-08 to Outreach Training and Support, Inc. to lease the residence as a Day Support facility; and

WHEREAS, this special exception is transferable under Virginia Law.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 24th day of January, 2023, does hereby transfer Special Exception 08-08 from Super Kids Ministries, Inc. to Outreach Training and Support, Inc. to operate a Day Support Facility and the condition preventing transfer of the special exception shall be removed.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Brown

A-5. Resolution; Award of Contract (Garage Lifts \$79,097.89). Mr. Chris Talmage, Fleet Manager, stated that the Board of Supervisors approved an award of contract to Loughridge Construction for the expansion and renovation of the County Garage on January 25, 2022. The County engaged in a Series 2022 Borrowing for the renovation project, and appropriated \$1,000,000 in General Fund, Fund Balance. The project budget totals \$3,068,949.36, and includes construction, architectural/engineering services, furniture/fixtures/equipment, other non-construction costs, and a contingency. The project included the purchase of new lifts for the garage, and the cost was budgeted at \$75,000. Mr. Talmage received a quote from Mowhawk Lifts, LLC, using Virginia State Contract #E-194-77248, totaling \$79,097.89 to purchase and install 6 18,000-pound capacity mobile column lifts. Staff recommends the purchase of six lifts, as specified, from Mowhawk Lifts, LLC, for \$79,097.89, using \$75,000 in Garage-project funds (CIP) and \$4,097.89 from the Garage Operating budget. Mr. Carmichael made a motion, seconded by Mr. Webb, to authorize the County Administrator to execute a contract (issue purchase order) with Mowhawk Lifts, LLC for \$79,097.89, using \$75,000 in Garage-project funds (CIP) and \$4,097.89 from the Garage Operating budget. Roll was called on the motion.

R-23-031

A-5.

RESOLUTION; AWARD OF CONTRACT (GARAGE LIFTS \$79,097.89)

WHEREAS, The purchase of lifts was planned as part of the County Garage Expansion and Renovation project as approved by the Board of Supervisors in January of 2022; and

WHEREAS, The Prince George County Board of Supervisors engaged in a Series 2022 bond issuance and appropriated \$1,000,000 in General Fund, Fund Balance for the County Garage Expansion and Renovation project, and the project budget includes \$75,000.00 for the purchase of Garage Lifts; and

WHEREAS, A cooperative contract through the State of Virginia (E-194-77248) is available for County use to purchase the lifts from Mowhawk Lifts, LLC for \$79,097.89; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with Mowhawk Lifts, LLC not to exceed \$79,097.89 to move forward with the purchase of garage lifts; using \$75,000.00 in CIP Garage Project funds, and \$4,097.89 from the Garage Operating budget.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 24th day of January, 2023, hereby awards the contract for the

purchase of Garage Lifts to Mowhawk Lifts, LLC for \$79,097.89 and authorizes the County Administrator to execute a contract with Mowhawk Lifts, LLC not to exceed \$79,097.89.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Brown

A-6. Resolution; Appropriation State Forest Sustainability Funds \$6,828.69. Ms. Betsy Drewry, Deputy County Administrator, Finance, stated that on November 9, 2022, the Board of Supervisors granted authority for the Assessor 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 application was submitted and an award of \$6,828.69 was received on January 4, 2023. The funds may be used for education, outdoor recreation or forest preservation. Mr. Keith Rotzoll, Director of Parks and Recreation is recommending to use the funds for a self-service Kayak Rental Station at the Appomattox River Regional Park using Rent.Fun Kayak Rentals. The estimated cost of the self-service kayak rental is \$16,000. The remaining funding needed to purchase the self-service kayak rental station and the annual fee of \$2,800 will come from Tourism Funds. Mr. Rotzoll stated that citizens will pay \$20 for a 2-hour rental, and \$10 per hour after 2 hours. A Season’s pass will be \$45, which allows unlimited 2-hour rentals. The County will receive 75% of the revenue. The County will not be responsible for vandalism or theft and rentals will be done through a credit or debit card so the user can be traced. Mrs. Waymack made a motion, seconded by Mr. Carmichael, to approve the appropriation as presented. Roll was called on the motion.

R-23-032

A-6.

RESOLUTION; APPROPRIATION STATE FOREST SUSTAINABILITY FUNDS \$6,828.69

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 24th day of January, 2023, does hereby authorize and appropriate 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>
General Fund	
Expenditures:	
0100-07-211-0505-46120 Recreation Forest Sustainability Projects	\$6,828.69
Revenues:	
0100-20-601-8203-323106 State Forest Sustainability Funds	\$6,828.69

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Brown

A-7. Consideration of Appointments – Board, Commissions, Committees, Authorities: Resolution of Appointment(s):

A. Resolution; Appointment; Two Board Members; Expense Report Review Committee for County Administrator, County Attorney, and County Clerk. Mr. Carmichael made a motion, seconded by Mrs. Waymack to appoint Vice-Chairman Webb and Mr. Brown to the Expense Report Review Committee. Roll was called on the motion.

R-23-033

A-7.

RESOLUTION; APPOINTMENT; TWO BOARD MEMBERS; EXPENSE
REPORT REVIEW COMMITTEE FOR COUNTY ADMINISTRATOR,
COUNTY ATTORNEY, AND COUNTY CLERK

WHEREAS, The Administrative Policy states that the Board of Supervisors will annually appoint a committee of two members to review and approve any expense report and supporting documentation for employees who report directly to the Board (County Administrator, County Attorney and County Clerk); and

WHEREAS, This committee will review and approve the purchase cards/credit card receipts and monthly statements for employees who report directory to the Board (County Administrator, County Attorney, and County Clerk).

NOW, THEREFORE BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 24th day of January, 2023, hereby appoints Mr. T. J. Webb and Mr. Floyd M. Brown, Jr. to serve on the Expense Report Review Committee for the calendar year 2023, or until two successors are appointed by the Board.

On roll call the vote was:

In favor: (3) Hunter, Waymack, Carmichael

Opposed: (0)

Absent: (1) Brown

Abstained: (1) Webb

ADJOURNMENT. Mrs. Waymack moved, seconded by Mr. Carmichael to adjourn. Roll was called on the motion.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Brown

The meeting adjourned at 8:06 p.m.

[Draft Minutes prepared January 27, 2023 for consideration on February 14, 2023; adopted by unanimous vote.]

Donald R. Hunter
Chairman, Board of Supervisors

Jeffrey D. Stoke
County Administrator