

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

Budget Work Session  
March 8, 2017  
6:00 p.m.  
County Administration Bldg. Boardroom, Third Floor  
6602 Courts Drive, Prince George, Virginia

**MEETING CONVENED.** An adjourned meeting of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 6:08 p.m. on Wednesday, March 8, 2016 in the Boardroom, County Administration Building, Third Floor, 6602 Courts Drive, Prince George, Virginia by Chairman William A. Robertson, Jr. for a work session to discuss the budget.

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

William A. Robertson, Jr., Chairman	Present
Donald R. Hunter, Vice-Chairman	Present
Alan R. Carmichael	Present
Jerry J. Skalsky	Present
T. J. Webb	Absent

County Staff present was: Percy C. Ashcraft, County Administrator; Jeff Stoke, Deputy County Administrator; Steve Micas, County Attorney; Betsy Drewry, Finance Director; and Chip England, County Engineer;

**INVOCATION.** Mr. Skalsky gave an invocation.

**PLEDGE OF ALLEGIANCE TO U.S. FLAG.** Mr. Hunter led the Pledge of Allegiance to the United States Flag.

**APPROVAL OF AGENDA.** Mr. Skalsky made a motion, seconded by Mr. Hunter, to adopt the agenda as presented. Roll was called on the motion.

On roll call the vote was:

In favor: (4) Robertson, Carmichael, Skalsky, Hunter

Opposed: (0)

Absent: (1) Webb

**WORK SESSION**

Mr. Ashcraft opened the discussion with an outline of the budget process and how the budget meeting topics will be grouped over the coming months. Ms. Drewry began with an overview of County revenues. Staff will be looking for a Board decision on the County tax rate to be discussed March 14<sup>th</sup>.

Ms. Drewry covered the reductions and increases in revenue for FY17.

The current budgeted contingency is \$136,388. If awarded, the local match on the SAFER grant is \$90,000 bringing the true reserve figure to \$46,388.

The School MOU is fully funded at an amount of \$15,813,565. The Superintendent's budget request for local funding is \$16,233,379 resulting in a local gap of \$419,814. School Board Chairman Kevin Foster stated that the true gap is still being developed as new health care costs are yet to be presented. The school budget process is ongoing in parallel with the County.

Mr. England gave an overview of the Utility Department request. Certain user fee increases were discussed. The complete package of proposed user fee increases for the FY18 Utilities budget will be presented to the Board on March 14<sup>th</sup> along with a requested authority to advertise.

Ms. Drewry reviewed the debt issuance for capital projects proposed in FY17 and FY18. There was Board consensus to use proffer funds in the amount of \$135,000 for the South Elementary windows. Ms. Drewry will prepare the documents for Board consideration on March 14<sup>th</sup> and remove this capital item from the FY17 bond package. Davenport financial advisors will be at the March 14<sup>th</sup> meeting to review several FY17 bond scenarios available for consideration.

Ms. Drewry is still awaiting a response from the state regarding a proposed 2% pay increase to state supported positions.

The future budget work sessions will be held March 20<sup>th</sup> and April 5<sup>th</sup> at 6:00pm.

There was discussion on the electronic participation of board members which may be added to the agenda for March 14<sup>th</sup>.

**ADJOURNMENT.** Mr. Hunter made a motion, seconded by Mr. Skalsky, that the meeting adjourn at 7:36 p.m.

[Draft Minutes prepared March 10, 2017 for consideration on March 28, 2017; adopted by unanimous vote.]

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William A. Robertson, Jr.  
Chairman, Board of Supervisors

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Percy C. Ashcraft  
County Administrator

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

March 14, 2017

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

**MEETING CONVENED.** A regular meeting of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 6:01 p.m. on Tuesday, February 28, 2017 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by William A. Robertson, Jr., Chairman.

**ATTENDANCE.** The following members responded to Roll Call:  
William A. Robertson, Jr., Chairman Present  
Donald R. Hunter, Vice-Chairman Present  
Alan R. Carmichael Present  
Jerry J. Skalsky Present  
T. J. Webb Absent

Also present was: Percy C. Ashcraft, County Administrator; Jeff Stoke, Deputy County Administrator; and Steve Micas, County Attorney.

**WORK SESSION**

Ms. Dianna Bryant, VDOT Assistant Resident Manager, reviewed the Secondary Six-Year Plan. The County has \$30,581 of previous funding available. The County is projected to receive approximately \$125,075 per year for this program. VDOT is suggesting a roundabout at Jefferson Park and Middle Road as the next project. Projected construction would be in 2023. Estimated cost is \$1.5 million. The Board agreed by consensus to move forward with project at Jefferson Park and Middle Road. There will be a public hearing at the April 11 meeting to add the project to the Six-Year Plan.

Mr. Tim Webb and Mr. Rob Guidry gave an overview of the status of Container First Services (CFS) merger. CFS will remain in name and operation in the community. No major changes will take place in the near future.

Mr. Rod Compton reviewed the Land Valuation Survey results.

The Board recessed at 6:51 p.m. The meeting reconvened at 7:02 p.m.

**Invocation.** Mr. Skalsky gave an invocation.

**Pledge of Allegiance to U.S. Flag.** Mr. Carmichael led the Pledge of Allegiance to the United States Flag.

**PUBLIC COMMENTS.** Chairman Robertson 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. He opened the public comments at 7:05 p.m. There was no one to speak and Chairman Robertson closed the public comments period.

**APPROVAL OF AGENDA.** Mr. Skalsky made a motion, seconded by Mr. Hunter, to adopt the agenda as presented. Roll was called on the motion.

On roll call the vote was:

In favor: (4) Robertson, Carmichael, Skalsky, Hunter

Opposed: (0)

Absent: (1) Webb

**ORDER OF CONSENSUS:** Mr. Carmichael made a motion, seconded by Mr. Skalsky, that the consensus agenda be approved as presented. Roll was called on the motion.

C-1. Draft Minutes – February 28, 2017 Regular Meeting minutes were approved as presented.

R-17-029

C-2.

**RESOLUTION: COMMENDATION; POLICE OFFICER DANIEL D. SCHMIEDER; SERVICE TO PRINCE GEORGE COUNTY**

WHEREAS, on March 6, 1998, Daniel D. Schmieder began his employment with the County of Prince George as a Police Officer in the Police Department and continued employment until he retired on February 1, 2017; and

WHEREAS, Daniel D. Schmieder has served as the School Resource Officer at Harrison Elementary, Police Honor Guard, Drug Abuse Resistance Education (D.A.R.E.) Officer, Child Safety Seat Technician, Crash Team Investigator and as a General Instructor at Crater Criminal Justice Training Academy; and

WHEREAS, throughout his remarkable career in Law Enforcement, spanning more than 18 years, Daniel D. Schmieder has served the citizens of the County and the Commonwealth to the utmost of his ability, demonstrating patriotism, integrity, and devotion to Law Enforcement and Public Safety in a manner bespeaking the dedication of a true public servant. Mr. Schmieder's institutional knowledge will be irreplaceable and will be sorely missed by the Police Department, the County and its citizens;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors and the County of Prince George this 14th day of March, 2017, does hereby

commend Daniel D. Schmieder for a total of 18 years and 10 months of dedicated service to the County; and

BE IT FURTHER RESOLVED That the Board wishes to express their sincere gratitude for his commitment to the County and its citizens and extends to Daniel D. Schmieder much happiness as he enters the next phase of his life.

R-17-029A

C-3.

**RESOLUTION: COMMENDATION; MARY M. KEESEE; SERVICE TO PRINCE GEORGE COUNTY**

WHEREAS, on January 1, 2007, Mary M. Keesee began her employment with the County of Prince George as a Business License Inspector/Personal Property Auditor in the Commissioner of Revenue's Office; and

WHEREAS, Ms. Keesee was promoted from Business License Inspector/Personal Property Auditor to Tax Compliance Auditor on July 1, 2015 and continued in this capacity until she retired on March 1, 2017; and

WHEREAS, throughout her career in the Commissioner of Revenue's Office, spanning more than 10 years, Mary M. Keesee has served the citizens of the County to the utmost of her ability, demonstrating commitment, integrity, and devotion in a manner bespeaking the dedication of a true public servant. Ms. Keesee's institutional knowledge and customer service skills are irreplaceable and will be sorely missed by the Commissioner of Revenue's Office, the County and its citizens;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 14<sup>th</sup> day of March 2017, does hereby commend Mary M. Keesee for a total of ten years and two months of dedicated service to the County; and

BE IT FURTHER RESOLVED That the Board wishes to express their sincere gratitude for her commitment to the County and its citizens and extends to Mary M. Keesee much happiness as she enters the next phase of her life.

R-17-029B

C-4.

**RESOLUTION; REQUEST OF UNITY BAPTIST CHURCH FOR WAIVER OF CERTAIN PERMIT FEES ASSOCIATED WITH THE APPLICATION FOR A THREE YEAR ANNUAL SPECIAL EVENT PERMIT.**

WHEREAS, Unity Baptist Church, a non-profit 501(C)(3) organization, has applied for a Special Event permit for their annual National Day of Prayer event at the Prince George Courthouse; and

WHEREAS, Reverend Christopher Jenkins has requested that the County waive the associated permit fees for this event, and the Board of Supervisors has given due consideration to the nature of the proposed event and the impacts of fee waiver;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 14<sup>th</sup> day of March, 2017, does hereby authorize the Department of Community Development and Code Compliance to grant Unity Baptist Church a fee waiver for a three year Special Event permit; and

BE IT FURTHER RESOLVED, That a copy of this Resolution shall be given to the Department of Community Development and Code Compliance.

On roll call the vote was:

In favor: (4) Carmichael, Hunter, Robertson, Skalsky

Opposed: (0)

Absent: (1) Webb

#### **PRESENTATIONS**

**S-1. Resolution; Commendation; Dan Schmieder; Service to Prince George County.** Mr. Hunter presented the commendation to Officer Schmieder in the presence of his family and Department.

#### **SUPERVISORS' COMMENTS**

Mr. Carmichael congratulated and thanked Officer Schmieder for his service.

Mr. Hunter stated that he was honored to present Officer Schmieder's commendation. He mentioned that the Local Emergency Planning Committee has been busy presenting the pillowcase project to the 4<sup>th</sup> Graders in the County teaching them survival preparedness. Survivor Day was last Saturday and a total success. Fifteen citizens graduated from the Citizens Emergency Response Team. There will be another one this Fall. Please contact Fire and EMS for more details.

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

Mr. Ashcraft stated that there will be a Drinking Water Clinic (Sample Collection) on March 15 from 7a.m to 11 a.m. at the Extension Office. Prince George 4-H Talent Show will be on March 17 at 7 p.m. at the Prince George High School. There will be a Child Care Providers Training on March 18 from 9 a.m. to 12:00 Noon at the Prince George Library. There will be a Community Blood Drive on March 18 from 10 a.m. to 2 p.m. at Gregory Memorial Church. There will be a Pet Adoption on March 18 from 10 a.m. to 2 p.m. at Tractor Supply. There will be a Child Safety Seat Event on March 21 from 8 a.m. to 10 a.m. at Kidco Academy. There will be a Statewide Tornado Drill on March 21 at 9:45 a.m. in all County Offices. Recruitment underway for the 2017 class for the Prince

George Citizens Academy. Email [jstoke@princegeorgecountyva.gov](mailto:jstoke@princegeorgecountyva.gov) for further information. The Prince George Utility Department will begin flushing hydrants the week of March 20. The Burn Ban went into effect February 15 and extends through April 30. Burning will be prohibited until after 4 p.m. daily. Commissioner of the Revenue's Office reports that 61 percent of the businesses in Prince George County are home occupations.

## **REPORTS**

Ms. Crystal Smith of the Virginia Department of Transportation stated that the Bull Hill/460 Smartscale Project is planned for advertisement in 2020 with the right-of-way phase to begin in 2018. Routes 106 and 616 Laurel Springs bids should be coming in soon and they plan for award in August of 2017. Routes 156 and 616 Project is scheduled for advertisement in September of this year. They have plans for patching this Spring on Millstone, Willow Hill, Bull Hill and Horseshoe. They also plan to do some sidewalk repairs outside the County Complex. Pole Run Road is still on schedule to open in May. There is a study underway for centerlines to be installed on Hines from Route 460 to Route 10. They hope to have clarification on that in the next couple of weeks. They also have plans to redo all of the signage on Route 106 from Route 10 to Route 460 and on Route 460 from Petersburg to Sussex County Line. Ms. Smith stated that she will keep Mr. Webb in her prayers for a speedy recovery.

**Fire and EMS Unmanned Aerial Systems** – Mr. Brad Owens, Director of Fire and EMS, and Chief Coker presented to the Board an update on the UAS (Unmanned Aerial Systems) Program. A UAS is a Small Unmanned Aircraft System Rotor or Fixed Wing 55 lbs. or less including payload. Its purpose is to provide critical information to Public Safety personnel in order to effectively create and implement an incident action plan with the mission of assisting Public Safety Agencies with intel that allow for planning, response, and recover efforts during all hazards. Some of these Fire and EMS incidents include wide area search and rescue, structure fires, wildland fires, active shooter/assailant, hazardous materials, water rescues, technical rescues, and disasters. The device can be put up in the air in about 15 minutes and can search about two miles in a matter of 30 or 45 minutes tops. The Federal Aviation Administration regulates this program. It can be used for public use or commercial use. Some of the USA Program requirements are training program/documentation, operational proficiency, airworthiness of UAS (specific to each UAS), maintenance, documented policies & procedures, liability insurance, understanding of UAS flight limitations, understanding of Weather, and understanding of National Air Space flight restrictions and temporary flight restrictions. The FAA regulates the national air space. State & local law enforcement can intervene in use of UAS if it is interfering with an incident (state law). Law enforcement must meet specific guidelines, especially for surveillance and must seek search warrant as already dictated by law. UAS is considered an aircraft, federal law prohibits the shooting of an aircraft. Federal law also prohibits discharge of firearm from an aircraft. Some Public Safety Agencies involved in UAV/sUAS Programs are VA Dept of Emergency Management, Central Virginia Fire Chiefs, Bedford City, Albemarle County Sheriff's Office, York County Sheriff & Fire, Fluvanna County,

Rockingham County Fire, Appalachian Search and Rescue, City of Richmond Fire, Henrico County Fire, and Prince George County Fire and EMS.

**PUBLIC HEARINGS**

**P-1. Resolution; Public Hearing for a Proposed PGEC Easement on County property at Tax Map ID# 450(0A)00-048-0 (Central Wellness Center).** Mr. Jeff Stoke, Deputy County Administrator, stated that due to the Love's Travel Stops & Country Stores (Love's) development on Route 156 and Route 460, the Prince George Electric Cooperative (PGEC) must relocate electric lines on the proposed Love's property and on Prince George County property located at the Central Wellness Center. The PGEC request is for a perpetual utility easement, approximately forty feet (40') in width and approximately two hundred feet (200') in length, over, under and across the following described property: A tract of land containing approximately fourteen (14) acres, located in the Blackwater Magisterial District, Prince George County, Virginia, Tax Map ID# 450(0A)00-048-0. There is no cost to the County for this easement. Chairman Robertson opened the public hearing at 7:38 p.m. There was no one to speak and the public hearing was closed. Mr. Hunter made a motion, seconded by Mr. Skalsky, to approve the resolution as presented. Roll was called on the motion.

R-17-030

P-1.

**RESOLUTION; AUTHORITY TO AUTHORIZE EXECUTION OF EASEMENT FOR PRINCE GEORGE ELECTRIC COOPERATIVE AT CENTRAL WELLNESS CENTER AT TAX MAP ID# 450(0A)00-048-0**

WHEREAS, Prince George Electric Cooperative is requesting a perpetual 200 ft. +/-, non-exclusive permanent utility easement with a width of 20 feet across County property at the Central Wellness Center at tax map # 450(0A)00-048-0. The proposed easement runs along the southern edge of the subject property line adjacent to the main entrance road; and

WHEREAS, a public hearing regarding the proposed easement has been duly advertised and conducted by the Prince George Board of Supervisors.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 14<sup>th</sup> day of March, 2017, does hereby authorize the County Administrator to execute the required documents to grant an easement to Prince George Electric Cooperative as described in the easement agreement on tax map # 450(0A)00-048-0 (Central Wellness Center).

On roll call the vote was:

In favor: (4) Carmichael, Hunter, Robertson, Skalsky

Opposed: (0)

Absent: (1) Webb



**P-2. Public Hearing; Issuance of Up to \$18 Million in General Obligation Bonds.**

Ms. Betsy Drewry, Finance Director, stated that this is a public hearing was advertised for up to \$18 million in general obligation bonds for approved FY2017 Capital Projects. These approved projects include police vehicles, a public safety radio consultant, parks and recreation paving projects, Scott Park field improvements, and Central Wellness Center asbestos removal and pipe repair. Additional projects for borrowing are a public safety radio project, a Route 10 fire station, broadband, roof refurbish at Community Corrections building, Harrison Elementary windows, Scott Park irrigation, electrical, and fencing, a canoe launch, and improvements to the Moore Middle school Athletic Complex. This brings a total bond issuance of \$17,442,773. However, Staff is recommending a \$10 million maximum borrowing due to projected affordability of required interest payments in the FY2018 budget and due to the ability to spread borrowing for the Public Safety Radio project over two years due to its projected timeline. Mr. Ted Cole of Davenport & Company addressed Item A-1 and walked the Board through the RFP process for the bank and options for the Board to choose from. The Board discussed the specifics of the financial timeline of the Public Safety Radio Project. Chairman Robertson opened the public hearing at 8:16 p.m. There was no one to speak and the public hearing was closed.

**P-3. Public Hearing; Budget Amendment – Appropriation of Up to \$16,970,087 in Debt Proceeds to the Capital Projects Fund.** This public hearing is related to spring 2017 debt issuance for CIP Projects. When the appropriation amount is more than 1% of the budget, a public hearing is required. Chairman Robertson opened the public hearing at 8:24 p.m. There was no one to speak and the public hearing was closed. The appropriation will be made on March 28.

**ORDER OF BUSINESS**

**A-1. Discussion and Approval of Financing Options for Issuance of Up to \$18 Million in General Obligation Bonds – Davenport & Company LLC.** Staff is requesting approval of the financing option for spring 2017 debt issuance for recommended FY2017 Capital Improvement Plan Projects. Davenport & Company, on behalf of the County, issued an RFP to solicit bids for Series 2017 tax exempt bonds and also completed an application to the Virginia Resources Authority as a financing option. Mr. Ted Cole of Davenport and Company walked the Board through the RFP process for the bank and options for the Board to choose from. Subsequent to RFP issuance, it was determined by bond counsel that the Broadband initiative would require a taxable loan. Davenport sought taxable rates from the lowest bidder and incorporated that financing in with the tax-exempt borrowing to minimize interest impact. Based upon Davenport & Company's review of the proposals, related analyses, and discussions with County Staff and Bond Counsel, Davenport recommends that the County pursue one of the direct bank loan financing options provided by Carter Bank & Trust. The Carter Bank & Trust proposal provides the lowest total debt services costs, interest rates that are locked through the anticipated closing date, and maximum prepayment flexibility. Mr. Carmichael made a motion, seconded by Mr. Hunter, to approve the resolution related to the proposed issuance and sale of bonds as presented. Roll was called on the motion.

A-1.

RESOLUTION RELATED TO THE PROPOSED ISSUANCE  
AND SALE OF BONDS BY THE  
COUNTY OF PRINCE GEORGE, VIRGINIA

WHEREAS, the Board of Supervisors (the "Board") of the County of Prince George, Virginia (the "County"), is evaluating certain opportunities available to finance various capital expenditures for projects that have been deemed to be in the best interests of the residents of the County (the "Projects");

WHEREAS, Davenport & Company LLC ("Davenport"), acting on behalf of the Board as the County's Financial Advisor, has solicited bids from financial institutions to finance the Projects in accordance with a Request for Proposals dated February 3, 2017 (the "RFP"), a copy of which has been made available to the Board;

WHEREAS, the County submitted an application to the Virginia Resources Authority (the "VRA") to determine its eligibility and interest in participating in the VRA Spring Pool Bond Issuance Program (the "VRA Program") with other localities to finance the County's Projects;

WHEREAS, Davenport has made a presentation to the Board at a duly noticed public hearing on March 14, 2017 as to the results of the RFP process and considerations related to the County's potential participation in the VRA Program; and

WHEREAS, the Board hereby finds and determines that it is in the best interest of the County to facilitate its capital expenditure planning budgetary needs and take advantage of the current interest rate environment to finance the Projects with proceeds available from the issuance of the County's General Obligation Bonds (the "Bonds") pursuant to the financing option recommendations provided to the Board by Davenport:

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

1. The Board hereby authorizes the County Administrator to accept on behalf of the County the proposal submitted by Carter Bank & Trust (the "Bank") dated February 23, 2017 to finance the Projects, a copy or summary of which has been made available to the Board, together with such subsequent amendments, modifications, supplements and extensions thereto as may be acceptable to Davenport and the County Administrator or the Chairman of the Board (the "Proposal").

2. An additional Resolution, substantially in the form attached hereto as Exhibit A, shall be presented for approval and adoption by the Board on March 28, 2017 with such changes and additions that are necessary and appropriate to reflect the terms and provisions of the Bonds and to identify the purchaser or purchasers thereof.

3. All prior acts of the County Administrator or the Chairman of the Board and other officers, agents or representatives of the County that are in conformity with the purposes and intent of this Resolution are hereby approved and ratified.

4. This resolution shall take effect immediately.

Adopted: March 14, 2017

On roll call the vote was:

In favor: (4) Carmichael, Hunter, Robertson, Skalsky

Opposed: (0)

Absent: (1) Webb

**A-2. Resolution; Authority to Advertise a Public Hearing on Tax Rates.** As by the tax rates of the County are set by resolution, the setting of the tax rate requires a public hearing. There are no tax rate increases proposed. Mr. Hunter made a motion, seconded by Mr. Skalsky, to approve the resolution as presented. Roll was called on the motion.

R-17-032

A-2.

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

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 14<sup>th</sup> day of March, 2017, does hereby authorize the advertisement of a public hearing for the following tax rates:

Real Property:	\$0.86 per \$100.00 of assessed value
Personal Property:	\$4.25 per \$100.00 of assessed value
Machinery & Tools:	\$1.50 per \$100.00 of assessed value
Mobile Homes:	\$0.86 per \$100.00 of assessed value

On roll call the vote was:

In favor: (4) Carmichael, Hunter, Robertson, Skalsky

Opposed: (0)

Absent: (1) Webb

**A-4. Resolution; Authorization to Refund Business Personal Property Taxes Erroneously Paid by Debose and Sons Construction Company.** Mr. Steve Micas, County Attorney, stated that for a number of years, Debose and Sons Construction Company operated a business at 2077 East Whitehill Road, Prince George County and paid applicable personal property taxes. In 2012 the company moved to New Kent

County but continued to file tax returns with the Prince George County Commissioner of the Revenue and paid taxes to Prince George County as if the company was still transacting business in Prince George. Since the business' "definite place of business" was in New Kent County for those years, the taxes were erroneously paid to Prince George County. Accordingly, the Commissioner of the Revenue has authorized a refund of \$23,680.36 for erroneously paid business personal property taxes for the tax years of 2014, 2015 and 2016. § 58.1-3981, Code of Virginia, 1950, as amended, requires that the Board of Supervisors approve any refund of erroneously paid taxes. Mr. Skalsky made a motion, seconded by Mr. Hunter, to approve the reimbursement in the amount of \$23,680.36.

On roll call the vote was:

In favor: (4) Carmichael, Hunter, Robertson, Skalsky

Opposed: (0)

Absent: (1) Webb

**A-3. Resolution; Authority to Advertise a Public Hearing on Utility Rates.** The Department of Engineering and Utilities with the help of [GettingGreatRates.com](http://GettingGreatRates.com), LLC completed a Water and Sewer Rate Analysis in January 2017. The findings and recommendations from this analysis were presented in a pre-budget work session to the Prince George Board of Supervisors on January 11, 2017. The goals of the Rate Analysis were to ensure rates that: are adequate to cover current costs and those that can be predicted for about ten years, will enable the building of responsible reserves to hedge against future costs, and will be fair and equitable to all ratepayers. Several rate scenarios were modeled during the rate analysis, and the recommended rate scenarios for water and sewer included in the Water and Sewer Rate Analysis Report (January 18, 2017) have been reflected in the proposed amended code sections. With the Board's approval, advertisement will be made to hold a Public Hearing on April 11, 2017 concerning consideration of ordinances to amend code sections to revise water and sewer user charges and fees. Mr. Carmichael made a motion, seconded by Mr. Skalsky, to approve the resolution as presented. Roll was called on the motion.

R-17-033

A-3.

**AUTHORIZATION TO HOLD A PUBLIC HEARING ON APRIL 11, 2017 TO CONSIDER ADOPTION OF AN ORDINANCES TO AMEND THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA, 2005, AS AMENDED, TO REVISE WATER AND SEWER AND USER CHARGES AND FEES**

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 14<sup>th</sup> day of March, 2017, does hereby authorize a Public Hearing on April 11, 2017 to consider adoption of ordinances to amend The Code of the County of Prince George, Virginia, 2005, as amended, by amending sections to revise water and sewer user charges and fees.

On roll call the vote was:

In favor: (4) Carmichael, Hunter, Robertson, Skalsky

Opposed: (0)

Absent: (1) Webb

**A-5. Discussion and Possible Action on Purchase and Installation of New Generator for Burrowsville Volunteer Fire Department.** Mr. George Poulson, General Services Director, stated that Staff is looking for the Board to authorize the purchase of a new generator in the newly renovated Burrowsville Volunteer Fire Department. Mr. Poulson presented to the Board three quotes for the furnishing and installing of a 16 KW Generac Generator. Mr. Carmichael made a motion, seconded by Mr. Hunter, to appropriate \$6,385 from contingency to JW Electric. Roll was called on the motion.

R-17-034

A-5.

RESOLUTION; AWARD OF BID; BURROWSVILLE VOLUNTEER FIRE STATION GENERATOR

WHEREAS, Staff put out a Request for Bids for the furnishing and installation of a 16KW Generac Generator; and

WHEREAS, The County received 3 responses; and

WHEREAS, Staff determined that JW Electric's proposal best met the needs of the Burrowsville Volunteer Fire Station while offering the best value.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 14<sup>th</sup> day of March 2017, hereby awards the bid for the Burrowsville Volunteer Fire Station generator to JW Electric for a bid of \$6,385.00 to be appropriated as follows:

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
<u>Expenditure:</u>	
0311-03-200-3143-48130 Burrowsville Renovation	\$ 6,385

Revenue:

On roll call the vote was:

In favor: (4) Carmichael, Hunter, Robertson, Skalsky

Opposed: (0)

Absent: (1) Webb

**REPORTS (cont'd)**

**Burn Building** – Mr. Brad Owens, Director of Fire and EMS, gave an update to the Board on the Prince George Fire and EMS Class A Burn Building Project. The proposed location is off of Wells Station Road close to Route 460. The request to the Department of Fire Programs and Virginia Fire Services Board was to change from a Prototype 1 concrete building to a Prototype 2, which is a metal style building. Both types serve the same exact functions and the Prototype 2 is substantially less in costs. They will need to meet with the engineers to talk about the site plan design and the road construction. They will then have to move forward with the Request for Proposal. They will monitor the construction and submit and monitor the reimbursements to the State. This program works off of reimbursement. They do up to 25% at a time according to the substantial completions in the project.

**ADJOURNMENT.** Mr. Carmichael moved, seconded by Mr. Hunter, that the meeting be adjourned to 5:30 p.m. on March 20, 2017 for the purpose of a closed session. Roll was called on the motion.

On roll call the vote was:

In favor: (4) Carmichael, Hunter, Robertson, Skalsky

Opposed: (0)

Absent: (1) Webb

The meeting adjourned at 8:54 p.m.

[Draft Minutes prepared March 22, 2017, for consideration on March 28, 2017; adopted by unanimous vote.]

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William A. Robertson, Jr.  
Chairman, Board of Supervisors

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Percy C. Ashcraft  
County Administrator

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

Adjourned Work Session  
March 20, 2017  
5:30 p.m.  
County Administration Bldg. Boardroom, Third Floor  
6602 Courts Drive, Prince George, Virginia

**MEETING CONVENED.** An adjourned meeting of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 5:30 p.m. on Wednesday, March 20, 2016 in the Boardroom, County Administration Building, Third Floor, 6602 Courts Drive, Prince George, Virginia by Chairman William A. Robertson, Jr. for the purpose of a closed session.

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

William A. Robertson, Jr., Chairman	Present
Donald R. Hunter, Vice-Chairman	Present
Alan R. Carmichael	Absent
Jerry J. Skalsky	Present
T. J. Webb	Absent

County Staff present was: Percy C. Ashcraft, County Administrator; Jeff Stoke, Deputy County Administrator; Andrea Erard, County Attorney's Office

Mr. Carmichael is absent due to a conflict of interest. He is currently employed by Perkinson Construction, Inc., in a position in which he performs a variety of duties at work sites both in Prince George County and in other locations. He makes a salary in excess of \$5,000. As a salaried employee of Perkinson Construction, under the Virginia Conflict of Interests Act, he has a prohibited "personal interest in a transaction" if he were to participate in any matter before the Board that might directly affect Perkinson Construction. Accordingly, he has in the past and continues to publically declare that he has a conflict of interest in this closed session motion and, therefore, will not be attending the closed session on that item and will not participate in the future in any manner with the subject matter in this closed session.

**CLOSED SESSION**

**E-1. Resolution; Closed Session for: briefings by staff members on specific matters relating to the performance and the substantive terms of a construction contract and negotiating strategies to resolve probable conflict within such agreement pursuant to § 2.2-3711 (A)(7), Code of Virginia, 1950, as amended, and 1992 Va. OAG-1.** Mr. Hunter made a motion, seconded by Mr. Skalsky that the Board convene closed session for briefings by staff members on specific matters relating to the performance and the substantive terms of a construction contract and negotiating

strategies to resolve probable conflict within such agreement pursuant to § 2.2-3711 (A)(7), Code of Virginia, 1950, as amended, and 1992 Va. OAG-1.

R-17-035

E-1.

RESOLUTION; CLOSED SESSION FOR BRIEFINGS BY STAFF MEMBERS ON SPECIFIC MATTERS RELATING TO THE PERFORMANCE AND THE SUBSTANTIVE TERMS OF A CONSTRUCTION CONTRACT AND NEGOTIATING STRATEGIES TO RESOLVE PROBABLE CONFLICT WITHIN SUCH AGREEMENT PURSUANT TO § 2.2-3711 (A)(7), CODE OF VIRGINIA, 1950, AS AMENDED, AND 1992 VA. OAG-1

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 14<sup>th</sup> day of March, 2017, does hereby vote to enter closed session for briefings by staff members on specific matters relating to the performance and the substantive terms of a construction contract and negotiating strategies to resolve probable conflict within such agreement pursuant to § 2.2-3711 (A)(7), Code of Virginia, 1950, as amended, and 1992 Va. OAG-1.

On roll call the vote was:

In favor: (3) Robertson, Skalsky, Hunter

Opposed: (0)

Absent: (2) Webb, Carmichael

**E-2. Resolution; Certification of Closed Session.** At 6:00 p.m., Mr. Hunter made a motion, seconded by Mr. Skalsky, 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 Robertson 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-17-035A

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 20<sup>th</sup> day of March, 2017 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) Skalsky, Robertson, Hunter

Opposed: (0)

Absent: (2) Webb, Carmichael

**ADJOURNMENT**. Mr. Hunter made a motion, seconded by Mr. Skalsky, that the meeting adjourn at 6:01 p.m.

[Draft Minutes prepared March 21, 2017 for consideration on March 28, 2017; adopted by unanimous vote.]

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William A. Robertson, Jr.  
Chairman, Board of Supervisors

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Percy C. Ashcraft  
County Administrator

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

Budget Work Session  
March 20, 2017  
6:00 p.m.  
County Administration Bldg. Boardroom, Third Floor  
6602 Courts Drive, Prince George, Virginia

**MEETING CONVENED.** A meeting of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 6:02 p.m. on Monday, March 20, 2017 in the Boardroom, County Administration Building, Third Floor, 6602 Courts Drive, Prince George, Virginia by Chairman William A. Robertson, Jr. for a work session to discuss the budget.

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

William A. Robertson, Jr., Chairman	Present
Donald R. Hunter, Vice-Chairman	Present
Alan R. Carmichael	Present
Jerry J. Skalsky	Present
T. J. Webb	Absent

County Staff present was: Percy C. Ashcraft, County Administrator; Jeff Stoke, Deputy County Administrator; Andrea Erard, County Attorney's Office; Betsy Drewry, Finance Director; and Brad Owens, Director of Fire and EMS; Police Chief Keith Early; Commonwealth's Attorney Susan Fierro; and Bettina Coghill, Director of Community Corrections.

Mr. Carmichael reads conflict of statement into the record:

I am currently employed by Perkinson Construction, Inc., in a position in which I perform a variety of duties at work sites both in Prince George County and in other locations. I make a salary in excess of \$5,000. As a salaried employee of Perkinson Construction, under the Virginia Conflict of Interests Act, I have a prohibited "personal interest in a transaction" if I were to participate in any matter before the Board that might directly affect Perkinson Construction. Accordingly, I am publically declaring that I have a conflict of interest in Item (1) of the closed session motion and, therefore, will not be attending the closed session on that item and will not participate in the future in any manner with the subject matter in Item (1).

**INVOCATION.** Mr. Skalsky gave an invocation.

**PLEDGE OF ALLEGIANCE TO U.S. FLAG.** Mr. Hunter led the Pledge of Allegiance to the United States Flag.

**APPROVAL OF AGENDA.** Mr. Carmichael made a motion, seconded by Mr. Skalsky, to adopt the agenda as presented. Roll was called on the motion.

On roll call the vote was:

In favor: (4) Robertson, Carmichael, Skalsky, Hunter

Opposed: (0)

Absent: (1) Webb

**WORK SESSION**

Mr. Ashcraft opened the meeting with education matters on the agenda. Mr. Kevin Foster was introduced to give an update of the school board budget process.

Mr. Drewry gave an update on the increased projection of the state sales and use tax for FY18. This new projection is anticipated to increase the County share of state sales and use tax by \$114,439 and increase the School share by \$86,684 following the MOU formula.

Ms. Sherry Cleveland, Pierce Group, health insurance consultant, presented an overview of the Anthem insurance renewal process and estimated increases. Some options to reduce the estimated increase were reviewed. The adoption of the Essential Pharmacy Formulary strategy as a method to control increasing costs is under consideration. Chairman Robertson received consensus of the Board to ask staff to move towards the Essential Pharmacy Formulary review and calculations during budget development. Staff will rework the budget numbers for this assumption.

Ms. Drewry reviewed the staff positions within the proposed FY18 budget. Proposed new positions are Case Manager for Social Services and Pretrial Officer for Community Corrections. The part time Pretrial Officer is proposed to be eliminated. Newly funded position already in the position control chart is Planner I for Community Development. Funding will be removed for the Project Management Specialist in County Administration. There is one proposed reclassification from Human Resources Specialist to Human Resources Supervisor. There are two recommended title changes: Program Manager to replace Program Coordinator (Community Corrections) and Eligibility Worker to replace Eligibility Intake Worker (Social Services).

Chief Keith Early requested one new patrol officer and one ECC officer for FY18 that are not included in the proposed budget. A presentation was passed out to the Board and Administration. There was a request for future officers in future fiscal years after FY18.

Mr. Drewry stated that Career Development programs in the Police Department (continuation) and the Fire/EMS Department (new) are included in the proposed budget.

Mr. Brad Owens presented a draft of the proposed Career Development program policy for the Fire/EMS Department. A copy was distributed to the Board.

Ms. Drewry reviewed the history of pay increases for County staff since 2011. She presented the budgetary impact of a 1% salary raise for County staff which is \$162,561 (only \$143,757 from general fund).

Ms. Drewry explained that the state has not provided official guidance at this time on the state pay increase since the governor veto stage continues at this time.

Ms. Drewry reviewed significant County expenditures already proposed in the FY18 budget: Vehicle lift and alignment machine in the garage, High density roller shelving in the Clerk of Court, several Information Technology projects and upgrades, Laserfiche upgrade for Social Services, and four (4) replacement vehicles.

Ms. Susan Fierro, Commonwealth's Attorney, presented a request for office renovations not included in the current proposed budget. An estimate of \$35,000 includes an office renovation, bullet resistance paneling, office furniture, carpet and a card reader for security access.

Ms. Drewry reviewed a proposed reduction in expenditures of \$277,487 to Riverside Regional Jail and the Crater Youth Care. Both are due to less Prince George County citizen usage.

Ms. Drewry explained that due to a proposed debt service reduction in FY18 for the Spring 2017 bond issuance, a savings of \$319,000 is realized that may be allocated to another priority in the FY18 budget.

A future budget work session will be held April 5<sup>th</sup> at 6:00pm.

Chairman Robertson discussed the Fort Lee 100 year Anniversary Race scheduled for July 10<sup>th</sup> of this year. Fort Lee would like to know if Prince George County would like to participate in a local jurisdiction relay on July 9<sup>th</sup>. Consensus of the Board to assign staff to move forward with coordination with Fort Lee on this event.

**ADJOURNMENT.** Mr. Carmichael made a motion, seconded by Mr. Hunter, that the meeting adjourn at 8:10 p.m.

[Draft Minutes prepared March 21, 2017 for consideration on March 28, 2017; adopted by unanimous vote.]

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DRAFT

William A. Robertson, Jr.  
Chairman, Board of Supervisors

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Percy C. Ashcraft  
County Administrator