

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

June 14, 2016

5:00 p.m.

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

**MEETING CONVENED.** A regular meeting of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 5:00 p.m. on Tuesday, June 14, 2016 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  
Jerry J. Skalsky, Vice-Chairman Present  
Alan R. Carmichael Absent  
Donald R. Hunter Present  
T. J. Webb Present

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

**CLOSED SESSION**

**E-1. Resolution; Closed Session for (1) discussion of prospective candidates for Board appointments to specific committees pursuant to § 2.2-3711 (A)(1), Code of Virginia, 1950, as amended; (2) consultation with legal counsel regarding specific legal matters requiring the provision of legal advice relating to collection of various unpaid charges to regional entities that could affect Prince George County pursuant to § 2.2-3711 (A)(7), Code of Virginia, 1950, as amended; (3) discussion of the performance and salary of a specific employee of the County pursuant to § 2.2-3711 (A)(1), Code of Virginia, 1950, as amended; and (4) discussion and consideration of salary adjustments for specific employees serving on temporary assignment to another jurisdiction pursuant to § 2.2-3711 (A)(a), Code of Virginia, 1950, as amended.** Mr. Webb made a motion, seconded by Mr. Skalsky that the Board convene closed session for (1) discussion of prospective candidates for Board appointments to specific committees pursuant to § 2.2-3711 (A)(1), Code of Virginia, 1950, as amended; (2) consultation with legal counsel regarding specific legal matters requiring the provision of legal advice relating to collection of various unpaid charges to regional entities that could affect Prince George County pursuant to § 2.2-3711 (A)(7), Code of Virginia, 1950, as amended; (3) discussion of the performance and salary of a specific employee of the County pursuant to § 2.2-3711 (A)(1), Code of Virginia, 1950, as amended; and (4) discussion and consideration of salary adjustments for specific employees serving on temporary assignment to another jurisdiction pursuant to § 2.2-3711 (A)(a), Code of Virginia, 1950, as amended.

E-1.

RESOLUTION; CLOSED SESSION FOR (1) DISCUSSION OF PROSPECTIVE CANDIDATES FOR BOARD APPOINTMENTS TO SPECIFIC COMMITTEES PURSUANT TO § 2.2-3711 (A)(1), CODE OF VIRGINIA, 1950, AS AMENDED; (2) CONSULTATION WITH LEGAL COUNSEL REGARDING SPECIFIC LEGAL MATTERS REQUIRING THE PROVISION OF LEGAL ADVICE RELATING TO COLLECTION OF VARIOUS UNPAID CHARGES TO REGIONAL ENTITIES THAT COULD AFFECT PRINCE GEORGE COUNTY PURSUANT TO § 2.2-3711 (A)(7), CODE OF VIRGINIA, 1950, AS AMENDED; (3) DISCUSSION OF THE PERFORMANCE AND SALARY OF A SPECIFIC EMPLOYEE OF THE COUNTY PURSUANT TO § 2.2-3711 (A)(1), CODE OF VIRGINIA, 1950, AS AMENDED; AND (4) DISCUSSION AND CONSIDERATION OF SALARY ADJUSTMENTS FOR SPECIFIC EMPLOYEES SERVING ON TEMPORARY ASSIGNMENT TO ANOTHER JURISDICTION PURSUANT TO § 2.2-3711 (A)(A), CODE OF VIRGINIA, 1950, AS AMENDED

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 14<sup>th</sup> day of June, 2016, does hereby vote to enter closed session for (1) discussion of prospective candidates for Board appointments to specific committees pursuant to § 2.2-3711 (A)(1), Code of Virginia, 1950, as amended; (2) consultation with legal counsel regarding specific legal matters requiring the provision of legal advice relating to collection of various unpaid charges to regional entities that could affect Prince George County pursuant to § 2.2-3711 (A)(7), Code of Virginia, 1950, as amended; (3) discussion of the performance and salary of a specific employee of the County pursuant to § 2.2-3711 (A)(1), Code of Virginia, 1950, as amended; and (4) discussion and consideration of salary adjustments for specific employees serving on temporary assignment to another jurisdiction pursuant to § 2.2-3711 (A)(a), Code of Virginia, 1950, as amended.

On roll call the vote was:

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

Opposed: (0)

Absent: (1) Carmichael

Mr. Carmichael arrived at 5:20 p.m.

**E-2. Resolution; Certification of Closed Session.** At 6:02 p.m., Mr. Carmichael made a motion, seconded by Mr. Webb, that the Board adjourn the closed session and enter open session, certifying that to the best of each Board Members' knowledge (1) only public business lawfully exempted from open meeting requirements were discussed and (2) only matters identified in the convening motion were discussed. 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-16-052A

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 14<sup>th</sup> day of June, 2016 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: (5) Skalsky, Webb, Robertson, Hunter, Carmichael

Opposed: (0)

**WORK SESSION**

Mr. Jeff Stoke, Deputy County Administrator, let a discussion on community recycling. The Board is asking that an RFP for countywide recycling be prepared and presented back to the Board before publically released. Franchise will be considered at that time.

Mr. Brad Owens, Director of Fire and EMS, led a discussion on a proposed burn building to be located at Wells Station Road in the County. Grant funds have been awarded for this project. The request to borrow the approximately \$700,000 for the project was not approved via consensus.

**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.

**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 the public comments period was closed.

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

On roll call the vote was:

In favor: (5) Robertson, Carmichael, Skalsky, Webb, Hunter

Opposed: (0)

**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 – May 24, 2016 Regular Meeting was approved as presented.

On roll call the vote was:

In favor: (5) Robertson, Carmichael, Webb, Skalsky, Hunter

Opposed: (0)

### **SUPERVISORS' COMMENTS**

Mr. Hunter stated that we need to be thinking about all of those people affected by the tragedy in Orlando and at the same time be thinking about how fortunate we are here in Prince George County.

Mr. Skalsky complimented the School System on the successful graduation ceremony.

Mr. Carmichael echoed Mr. Skalsky's comments on graduation. They did a great job.

Mr. Webb stated complimented the School System as well. He also mentioned that it is a privilege to live in this Country but it is a tragedy that we have to worry about attacks popping up anywhere.

Chairman Robertson announced that there were 25 retirees with 822 years of service total recognized at the School Board meeting last night. He also announced that today is the 241<sup>st</sup> Army birthday.

### **COUNTY ADMINISTRATOR COMMENTS**

Mr. Ashcraft stated that Prince George Farmers Market will continue on June 18 & 25, 8 a.m. to 12:00 4 to 7 p.m.; Scott Park. The Home Builder's Association Shrimp & Fish Feast will also be on June 16 from 5 to 8 p.m. at 10300 Corporate Road. There will be an Open House for Multi-Purpose Facility on June 18 from 12:00 Noon to 4 p.m. at Virginia State University. There will be a Church Safety Forum on June 18 from 9 a.m. to 12:00 Noon at Charity Baptist Church. The 392<sup>nd</sup> Army Band Farewell Concert will also be on June 18 at 3 p.m. at the Lee Theater on Fort Lee. 'Music in the Grove' will be on June 22 at 6 p.m. at Richard Bland College. The Dixie Youth Softball District 3 Tournament (9-15) will be on June 26-30 at Moore Recreational Park. Lieutenant Colonel Donald P. Vtipil, Jr., Retired, was inducted into The Quartermaster Hall of Fame (HOF) on June 10 at Fort Lee. Cooperative Extension officials announce that registration has closed for Summer 4-H Camp. Prince George County unemployment rate declines to 4.1 percent in April. The first meeting of the Citizens' Academy was held June 9 at the Prince George Library. The City of Petersburg has made some payments to retire the past due amount for both the Appomattox Regional Water Authority and the South Central Wastewater Authority. Prince George County is recipient of an award for the Youth Workforce Program.

### **REPORTS**

**Virginia Department of Transportation** – Ms. Crystal Smith of VDOT gave a brief update on the road maintenance in Prince George County. She stated that they now have their contract mowing crews going. They started this week. This will allow VDOT staff to refocus on work orders and routine maintenance. They currently have about 67 outstanding work orders. Pole Run Road is closed due to the flooding damages that were done to the structure there. That detour is expected to last about eight months. Route 460 and Enterprise Drive is still moving forward. It is expected to go to advertisement late August or early September. Route 106 and Route 616 are also on schedule. That project is planned to go to advertisement in June of 2017. They have also started the I-85, I-95 interchange paving project. The study on Bull Hill Road and Courthouse Road is back and ready to be reviewed. They have received a guardrail installation request for Ruffin Road. After the study was complete, guardrail was not warranted but they did request that they install object markers and that is complete. Ms. Smith addressed concerns of the Board, including private entrance culverts, the paving on Route 10 out of Surry, and the exit ramps on and off I-95 from Rives Road.

**Survivor Day** – Mr. Brad Owens, Director of Fire and EMS, introduced the LEPC members. This committee has been recognized as one of the most, engaged active LEPC's in the entire region when it comes to Local Emergency Planning Committees. Coming up this Saturday is Survivor Day. This is the third year Prince George will participate in this. Ms. Adrienne Wallace and Ms. Debbie Kent of the LEPC talked about the Survivor Day events. The purpose of this event is to prepare citizens in the case of a catastrophic event. Eighty people are currently signed up to participate and they are expecting well over 100. Topics that will be included are winter preparedness, pet preparedness, gun safety, and survivor kit building. They presented the Board with Survival Kit Bags.

### **PUBLIC HEARINGS**

**P-1. Public Hearing; Resolution; Virginia Department of Transportation Six-Year Plan for Prince George County Secondary Roads Improvement for Fiscal Years 2017 through 2022 and Secondary Roads Construction Budget for Fiscal Year 2016/17 for Prince George County.** Ms. Diana Bryant of the Virginia Department of Transportation went over the Secondary Six-Year Plan. There is only one project on the plan. That would be the Route 156/616 project. The total project budget is \$1.5 million. It has an advertisement date of September, 2017. Chairman Robertson opened the public hearing at 7:37 p.m. There was no one to speak and the public hearing was closed. Mr. Skalsky made a motion, seconded by Mr. Webb, to approve the ordinance as presented. Roll was called on the motion.

R-16-053

P-1.

RESOLUTION; VIRGINIA DEPARTMENT OF TRANSPORTATION SIX-YEAR  
PLAN FOR PRINCE GEORGE COUNTY SECONDARY ROADS IMPROVEMENT  
FOR FISCAL YEARS 2017 THROUGH 2022 AND SECONDARY ROADS  
CONSTRUCTION BUDGET FOR FISCAL YEAR 2016/17 FOR PRINCE GEORGE  
COUNTY

WHEREAS, Sections 33.1-23 and 33.1-23.4 of the 1950 Code of Virginia, as amended, provides the opportunity for each county to work with the Virginia Department of Transportation in developing a Secondary Six-Year Road Plan; and

WHEREAS, The Board had previously agreed to assist in the preparation of this Plan, in accordance with the Virginia Department of Transportation policies and procedures, and participated in a public hearing on the proposed plan (FY 2017 through FY 2022) as well as the Construction Priority List (FY 2016/17) on June 14, 2016, after duly advertised so that all citizens of the County had the opportunity to participate in said hearing and to make comments and recommendations concerning the proposed Plan and Priority List; and

WHEREAS, the Virginia Department of Transportation, appeared before the Board and presented a list of recommendations for the Six-Year Plan for Secondary Roads (FY 2017 through FY 2022) and the Construction Priority List (FY 2016/17) for Prince George County; and

NOW, THEREFORE, BE IT RESOLVED That since said Plan appears to be in the best interests of the Secondary Road System in Prince George County and of its citizens residing on the Secondary System, said Secondary Six-Year Plan (FY 2017 through FY 2022) and Construction Priority List (FY 2016/17) are hereby approved.

On roll call the vote was:

In favor: (5) Robertson, Carmichael, Webb, Skalsky, Hunter

Opposed: (0)

**P-2. Public Hearing to Amend the Grievance Section of the Combined Fire and EMS Ordinance.** Mr. Webb stated that he has requested that the Board consider a change in the grievance process for Fire and EMS volunteers so that the last step when appealing a grievance will be the County's Personnel Grievance Panel rather than the County Administrator. This change will affect any grievance filed after the effective date of the ordinance. It was brought to the Board's attention by Mr. Ashcraft that the way the proposed ordinance is written now, the County Administrator would not be a part of the grievance process at all for Fire and EMS volunteers. Mr. Webb stated that that was not his intent. He would like the grievance process for Fire and EMS volunteers to be the same as County employees. Chairman Robertson opened the public hearing at 7:51 p.m. There was no one to speak and the public hearing was closed. Mr. Skalsky made a motion, seconded by Mr. Hunter, to table this matter to July 12 to amend the ordinance to reflect the grievance process the same for Fire and EMS volunteers as County employees. Roll was called on the motion.

On roll call the vote was:

In favor: (5) Robertson, Carmichael, Webb, Skalsky, Hunter

Opposed: (0)

## **ORDER OF BUSINESS**

**A-8. VRS Resolution of Concurrence for Schools.** Mr. Kevin Foster, Chairman of the School Board, stated that the School Board adopted a resolution to allow for the

alternate rate for a VRS contribution of 9.24% rather than the certified rate of 8.38%. The budget impact on this to the School System is an additional \$29,000. Typically they have not deviated from the certified rate but this year the rate was higher for the School System. In year's past, it has been lower for the County. The School Board is asking the Board of Supervisors this evening to elect to resolve that the School Board be allowed to do the alternate rate for VRS of 9.24%. This is only for the non-teachers. Chairman Robertson asked that someone come forward and explain why they are paying more and what the benefit will be. Mr. John Broderick, School Finance Director, stated that the VRS sets the non-teacher professional rate every two years. It is authorized by the General Assembly. The two rates that are offered are a certified rate and an alternate rate. The VRS actuaries set this rate. In the past, the certified rate was higher than the non-certified or alternate rate. He stated that he has always opted for the higher rate if the budget can allow. That difference between the higher rate and the certified rate is just under \$30,000. By paying a higher rate, the future rate should be lower. Mr. Foster stated that he is comfortable with this decision. Ms. Betsy Drewry, Finance Director for the County, stated that this high rate would be contribution just for Prince George County non-teacher employees and not for a pool of non-teacher employees. Mr. Carmichael made a motion, seconded by Mr. Hunter, to approve the higher alternate rate for the School Board VRS contribution for non-teacher employees. Roll was called on the motion.

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Robertson, Webb, Skalsky

Opposed: (0)

### **TABLED ITEMS**

**T-1. Special Exception SE-16-01 Request of Sun Pool 1, LLC in the R-A, Residential Agricultural District for the expansion of Pine Ridge Mobile Home Park with connection to County water and sewer on 156. The site is located at 400 Swift Street and is known as Tax Map 240(0A)00-099-0.** This item was tabled from the May 24 Board meeting for further discussion. A public hearing has already been held on this matter. Mr. Josh Schnakenberg, Divisional Vice President of Operations and Sales of Sun Communities, Inc., the operator and owner of the Pine Ridge Manufactured Home Community, addressed the Board with some of the questions and concerns that came up during the May 24 meeting. These concerns included providing a crime free community statement, offering a neighborhood watch program, the benefits existing Pine Ridge residents will receive from this expansion, and adjacent home owners concerns. He stated that these concerns have been addressed and they have removed the objections that those neighboring home owners had of this expansion. They have agreed to remove 8 sites which were closest in proximity to Ms. Lipp's family homes. They also have agreed to install a 6 foot solid fence at this location to further increase the visual screening. Chairman Robertson expressed a concern about the general obligations such as a clubhouse and the ongoing ownership of the development. He feels there should be a phase in time frame for these obligations. Mr. Schnakenberg stated that Sun has been with this development for 23 years and they are planning a 2000 square foot structure to accommodate the expansion. He also stated that they are looking at a time frame of 2+ years as they bring these homes in and slowly occupy them. He said that the amenities such as a clubhouse and a playground will be brought in

at the front of the project. There was discussion concerning the crime free community statement and what the owner considers “good cause for termination of tenancy.” Mr. Schnakenberg stated that all occupants must pass a criminal background check. There is a community manager living on site. They will utilize private security services if needed. Chairman Robertson suggested that this be readvertised for another public hearing for changes to be made and still a lot of unanswered questions. Mr. Carmichael made a motion, seconded by Mr. Skalsky, to table this matter and readvertise it for another public hearing on July 12. Roll was called on the motion.

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Robertson, Webb, Skalsky

Opposed: (0)

### **ORDER OF BUSINESS (cont'd)**

**A-1. Resolution; Authority to Execute a Water Agreement Between Sun Pool, LLC and the County of Prince George.** Since the expansion of the mobile home park was tabled, Mr. Carmichael made a motion, seconded by Mr. Hunter, to table this matter to July 12 as well. Roll was called on the motion.

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Robertson, Webb, Skalsky

Opposed: (0)

**A-3. Discussion and Possible Action on Hiring a Contractor for the Exit 45 Project.** Ms. Julie Walton, Director of Community Development, stated that a public bid process was held for the construction of the Exit 45 Gateway Project including 2 – 47’ spires, lighting elements, irrigation system and landscaping along the I-95 Exit 45 exit ramp and the intersection with S. Crater Rd. Chroma Designs prepared the necessary bid documents and Leigh Primmer, Procurement Officer, facilitated the bid process. The winning bidder was Virginia Concrete Construction Company located in Petersburg, VA. The low bid was \$1,154,124.00, which will be funded through the community gateway project grant program from the Cameron Foundation with a 50% match of funds from the Economic Development capital account that was established for the Exit 45 projects. Bids received are shown on the attached Bid Tabulation Sheet. Staff is requesting authority for the County Administrator to enter into an acceptable contract with Virginia Concrete Construction Co. for the bid of \$1,154,124.00. Staff is currently reviewing the qualifications of the general contractor and all subcontractors for conformance with the standards contained in the IFB. Mr. Webb made a motion, seconded by Mr. Hunter, to approve the resolution as presented. Roll was called on the motion.

R-16-054

A-3.

**AUTHORITY TO EXECUTE CONTRACT FOR THE I-95 EXIT 45 GATEWAY  
D-1 PROJECT;**



WHEREAS, an Invitation for Bid was developed in accordance with the County's procurement process to accept bids for the construction of a new community gateway at the I-95 Exit 45 and South Crater Road intersection to welcome visitors to the county and to the tourism zone along South Crater Road; and

WHEREAS, after a review by staff of the responses received, the low bid was established at \$1,154,124.00; and

WHEREAS, funds provided by grant from the Cameron Foundation and funds from the Economic Development department (meals tax) at 50% each will be utilized for completion of the project;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 14<sup>th</sup> day of June, 2016, does hereby authorize the County Administrator to execute an acceptable contract agreement with Virginia Concrete Construction Company in the amount of \$1,154,124.00.

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Robertson, Webb, Skalsky

Opposed: (0)

#### **REPORTS (cont'd)**

**School Resource Officer Grant Award** – Chief Keith Early stated that per the Board's approval they submitted a grant application and was awarded the grant. Only eight out of twenty-two agencies were awarded this grant. North Elementary School was selected as the potential site for the next school resource officer. The grants funds will be used only to pay salary and benefits up to \$50,000 per position per year including the required local cash matching funds. That would equate to \$37,731 from the State with the County match being \$12,269 annually level funding for a maximum of four years. Mr. Carmichael made a motion, seconded by Mr. Webb, to accept the grant award as presented. Roll was called on the motion.

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Robertson, Webb, Skalsky

Opposed: (0)

#### **ORDER OF BUSINESS (cont'd)**

**A-4. Resolution; Authority to Advertise a Public Hearing; Utility Code.** Mr. Chip England, County Engineer, is requesting authority to advertise a public hearing on July 12, 2016 for adoption of ordinances amending The Code of the County of Prince George, Virginia, 2005, as amended by amending sections 82-110, 82-261, 82-262, 82-429, 82-536 and 82-537 to repeal the Johnson Road/Flank Road, River Road, and Jefferson Park/Middle Road water service districts and the Brickhouse Landing wastewater service district and to clarify responsibility for certain connections. This ordinance is necessary to allow standard rates and fees to be charged in these areas in order to more fairly apply costs to customers receiving water and wastewater services. Mr. Hunter

made a motion, seconded by Mr. Skalsky, to authorize a public hearing. Roll was called on the motion.

R-16-055

A-4.

**AUTHORIZATION TO HOLD A PUBLIC HEARING TO CONSIDER ADOPTION OF ORDINANCES TO AMEND THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA, 2005, AS AMENDED, BY AMENDING SECTIONS 82-110, 82-261, 82-262, 82-429, 82-536 AND 82-537 TO REPEAL THE JOHNSON ROAD/FLANK ROAD, RIVER ROAD, AND JEFFERSON PARK/MIDDLE ROAD WATER SERVICE DISTRICTS AND THE BRICKHOUSE LANDING WASTEWATER SERVICE DISTRICT AND TO CLARIFY RESPONSIBILITY FOR CERTAIN CONNECTIONS**

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 14<sup>th</sup> day of June, 2016, does hereby authorize a Public Hearing on July 12, 2016 to consider adoption of ordinances amending The Code of Prince George County, Virginia, 2005, as amended by amending sections 82-110, 82-261, 82-262, 82-429, 82-536 and 82-537 to repeal the Johnson Road/Flank Road, River Road, and Jefferson Park/Middle Road water service districts and the Brickhouse Landing wastewater service district and to clarify responsibility for certain connections.

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Robertson, Webb, Skalsky

Opposed: (0)

**A-5. Discussion and Possible Action on Hiring an Employee Benefits Consultant.** Ms. Betsy Drewry, Finance Director, stated that the County's contract with KSPH / Marsh MMA, Benefits Consultant, ends on June 30, 2016. An RFP was issued on April 25, 2016 to engage a benefits consultant effective July 1, 2016. The RFP closing date was May 16, 2016. The RFP had ten respondents, with KSPH / Marsh MMA declining to respond. All proposals were evaluated and the top three respondents were interviewed on May 26, 2016. The three interviews yielded the number one pick, Pierce Group Benefits. Pierce offers a blend of desired services, data analysis, and competitive pricing. It is the recommendation of staff to continue to pay the fee directly from the health insurance account as in past years. The base price is \$27,920 annually. Staff recommends authorization of the County Administrator to initiate a contract with Pierce Group Benefits for a one year contract with the option of three additional annual renewals. School staff is seeking similar approval for the Superintendent to enter into a contract. Mr. Webb made a motion, seconded by Mr. Hunter, to approve Pierce Group Benefits as the benefit consultant. Roll was called on the motion.

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Robertson, Webb, Skalsky

Opposed: (0)

**A-6. Resolution; Appropriation of FY2016-2017 Budget.** Ms. Drewry stated that the budget was adopted on May 10 and this appropriation simply authorizes the County to begin spending the FY17 budget on July 1. This appropriation also authorizes the Treasurer to transfer from FUND 100 – General OPERATING as funds become available. It authorizes the County Administrator to increase appropriation for non-budgeted revenue items not to exceed \$5,000 per occurrence. Appropriations designated for capital projects will not lapse at the end of the fiscal year but shall remain appropriated until the completion of the project or until the Board of Supervisors, by appropriate ordinance or resolution, changes or eliminates the appropriation. Mr. Carmichael made a motion, seconded by Mr. Webb, approve the appropriation as presented. Roll was called on the motion.

R-16-056

A-6.

RESOLUTION; APPROPRIATION OF FUNDS FOR FISCAL YEAR 2016-2017  
FOR PRINCE GEORGE COUNTY.

BE IT RESOLVED by the Board of Supervisors of the County of Prince George this 14th day of June, 2016 that the Budget for Prince George County in the sum of \$111,834,604, for Fiscal Year 2016-2017 be and is hereby approved as set forth below; and that such sums be and are hereby appropriated to the funds indicated, which monies are to be expended in accordance with Section 2-292 (11) of the County Code for purposes authorized and approved by the appropriate authority:

ESTIMATED REVENUE

<u>Fund</u>	<u>Source/Fund Description</u>	<u>Amount</u>
100	General Property Taxes	\$33,361,000
	Other Local Taxes	5,942,307
	Permits, Privilege Fees & Licenses	357,200
	Fines & Forfeitures & Uses of Money & Property	901,900
	Charges for Services	947,500
	Miscellaneous & Recovered Costs	255,100
	State, Federal and Other Sources	10,455,783
	<b>TOTAL GENERAL FUND</b>	<b>\$52,220,790</b>
217	Community Corrections	\$ 907,024
218	Adult Education	943,320

21	Tourism		334,830
21	Economic Development		1,444,965
22	Storm Water		442,000
22	IV-E Revenue Maximization		-
22	LOSAP		125,000
31	Capital Projects		782,000
40	Debt Service		7,917,656
50	School Operating		58,871,521
51	Federal Programs (formerly Title I)		2,395,262
52	School Textbooks		692,710
54	School Cafeteria		2,756,470
60	Utilities Operating		4,790,257
61	Utilities Replacement Reserves		205,000
62	Utilities Capital		1,085,061
96	Special Social Services		15,000
	Total Non-General Fund Revenues	\$	83,708,076
	Less: interfund transfers		(24,094,262)
	<b>TOTAL REVENUE - ALL FUNDS</b>	<b>\$</b>	<b>111,834,604</b>

#### APPROPRIATIONS

Fund	Department	Title	Amount
100	0100	Board of Supervisors	\$ 125,435
	0101	County Administration	470,308
	0102	County Attorney	330,965
	0103	Human Resources	308,700
	0200	Commissioner of the Revenue	468,837
	0201	Treasurer	588,185
	0202	Clerk of Circuit Court	554,673
	0203	Sheriff	1,085,602
	0204	Commonwealth's Attorney	586,994
	0300	Community Development, Code Compliance	1,151,759
	0401	Assessor	500,684
	0402	Finance	708,966
	0403	Information Technology	682,278
	0502	County Garage	431,449
	0503	Refuse Disposal	94,169
	0504	General Properties	2,157,956
	0505	Parks & Recreation	964,405
	0506	County Engineering	7,000
	0601	Police Department	5,333,142
	0602	Grants/Law Enforcement	-
	0603	Emergency Communications Center	1,054,459
	0604	Prince George Fire Department	55,650
	0605	Disputanta Fire Department	40,595
	0606	Carson Fire Department	69,753

0607	Burrowsville Fire Department	39,680
0608	Jefferson Park Fire Department	53,465
0609	Prince George Emergency Crew	10,700
0610	Fire and EMS	2,549,415
0611	Animal Control	480,463
0612	Emergency Management	34,797
0613	SAFER Grant	-
0701	Welfare Administration	1,934,811
0702	Public Assistance (incl. SLH)	552,328
0703	CSA/At Risk Youth	15,000
0704	CSA State Reimbursed	1,220,000
0706	Tax Relief for Elderly/ Disabled	250,000
0901	Registrar	260,706
0902	Circuit Court	145,139
0903	General District Court	35,280
0904	Magistrate	475
0906	Victim Witness	64,767
0907	Board and Care of Prisoners	1,750,704
0908	Court Services	1,100
0909	Juvenile Services VJCCCA	73,333
0910	Local Health Department	222,377
0911	Dist.19 MHMR Services Board	99,305
0912	Contributions to Colleges	12,000
0913	Regional Library	579,792
0914	Soil & Water Conservation	14,250
0915	Resource Cons. & Develop. Council	3,000
0916	Cooperative Extension Office	78,226
0917	Other Functions	296,024
0918	Farmer's Market	500

Contingencies	168,731
Transfer to Schools-Operating	15,577,250
Transfer to LOSAP Fund	104,500
Transfer to Countywide Debt Service	6,904,889
Transfer to Economic Development	444,965
Transfer to Community Corrections	88,853
Transfer to Capital Projects Fund	382,000
TOTAL GENERAL FUND	\$ 52,220,790
Less: Transfers to Other Funds	(23,502,457)
Total General Government, less transfer	\$ 28,718,333

21	Community Corrections	\$ 907,024
21	Adult Education	943,320
21	Tourism	334,830
21	Economic Development	1,444,965
22	IV-E Revenue Maximization	-

212	Stormwater	442,000
227	LOSAP	125,000
311	Capital Projects	782,000
401	Debt Service	7,917,656
500	School Operating	58,871,521
510	Federal Programs (formerly Title 1)	2,395,262
520	School Textbooks	692,710
540	School Cafeteria	2,756,470
600-630	Utilities - Water and Sewer	6,080,318
960	Special Social Services	15,000
	Less: Interfund Transfers	(24,094,262)
	Total Non-General Fund Expenditures	\$ 59,613,814
Total Budgeted Expenditures - FY 2016-2017		<u>\$ 111,834,604</u>

BE IT FURTHER RESOLVED that for the fiscal year beginning on the first day of July 2016, and ending on the thirtieth day of June 2017, the following shall be adopted:

The Treasurer of the County of Prince George be and is hereby authorized to transfer from FUND 100 – General OPERATING as funds become available.

The County Administrator may increase appropriations for non-budgeted revenue items not to exceed \$5,000 per occurrence.

Appropriations designated for capital projects will not lapse at the end of the fiscal year but shall remain appropriated until the completion of the project or until the Board of Supervisors, by appropriate ordinance or resolution, changes or eliminates the appropriation. This section applies appropriations in the FY2016-2017 budget as adopted or amended by the Board of Supervisors.

On roll call the vote was:

In favor: (5) Carmichael, Hunter, Robertson, Webb, Skalsky

Opposed: (0)

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

**A. Resolution; Two Appointments (Three-Year Term) – Recreation Advisory Commission.** Mr. Carmichael made a motion, seconded by Mr. Webb,

to reappoint Ms. Elaine Abernethy and Mr. Frank Pino to the Recreation Advisory Commission. Roll was called on the motion.

R-16-057

A-7A.

WHEREAS, The terms of Elaine Abernethy and Frank Pino on the Prince George County Recreation Advisory Commission, will expire on June 30, 2016;

NOW THEREFORE, BE RESOLVED That the Board of Supervisors of the County of Prince George this 14<sup>th</sup> day of June, 2016 does hereby appoint Ms. Elaine Abernethy and Mr. Frank Pino to serve a three-year term on the Prince George County Recreation Advisory Board beginning July 1, 2016 and ending on June 30, 2019.

On roll call the vote was:

In favor: (5) Robertson, Carmichael, Webb, Skalsky, Hunter

Opposed: (0)

**B. Resolution; Appointment (Three-Year Term) – District 19 Community Services Board.** Mr. Hunter made a motion, seconded by Mr. Skalsky, to reappoint Ms. Shel Douglas to the District 19 Community Services Board. Roll was called on the motion.

R-16-058

A-7B.

**RESOLUTION; APPOINTMENT (THREE-YEAR TERM) – DISTRICT 19 COMMUNITY SERVICES BOARD**

WHEREAS, The term of s. Shel Douglas will expire on June 30, 2016 on the District 19 Community Services Board; and

WHEREAS, Ms. Douglas is eligible for reappointment.

NOW THEREFORE, BE RESOLVED That the Board of Supervisors of the County of Prince George this 14<sup>th</sup> day of June, 2016 does hereby reappoint Ms. Shel Douglas to serve a three-year term on the District 19 Community Services Board without compensation, commencing on July 1, 2016.

On roll call the vote was:

In favor: (5) Robertson, Carmichael, Webb, Skalsky, Hunter

Opposed: (0)

**A-2. Discussion of 2016 General Assembly Score Card.** Mr. Steve Micas, County Attorney, stated that there were a lot of budget issues and changes in State law that affect Prince George County. Some of these changes mandate Board action while others allow the Board to take action if they so choose. The Board will take action to extend the

property tax exemptions for the residences of disabled veterans and surviving spouses of KIA armed forces members to include certain real property improvements to the land surrounding such residences. Staff does not necessarily recommend that the Board take action on SB367 regarding permitting the hunting of coyotes with a rifle or HB 1166 not requiring competitive sealed bids or negotiation up to \$25,000 rather than \$15,000, and prohibiting driving on flooded streets or highways.

**Discussion of Design of New Fire and EMS Station on Route 10.** This item carried over from the earlier work session due to a loss of time. Mr. Brad Owens, Director of Fire and EMS, stated that Staff is seeking clarification and input from the Board on what direction they will allow to move in the architectural and engineering design of the James River Drive Fire and EMS Station. There is money in the CIP identified for this project as well as additional funding from the current budget year. Chairman Robertson stated his perception was that this will be a substation, not a full station. He suggested two bays like that of the Carson substation with showers, no sleeping quarters. Mr. Carmichael suggested that they get input from Company 4 as to what their expectations would be. Mr. Owens stated that he has not spoken with Chief Nicol. He has not received direction from the Board as to whether this will be a substation or a full station and if it was going to be Company 4's substation. Mr. Ashcraft concurred that they have not received direction from the Board as to what kind of station this should be. Chairman Robertson stated that this should be accessible for all stations but it should be considered part of Company 4. After discussion, the Board agreed to support moving forward with the architectural design of a new station that would be limited in scope due to financial constraints.

**ADJOURNMENT.** Mr. Webb moved, seconded by Mr. Skalsky, that the meeting be adjourned. Roll was called on the motion.

On roll call the vote was:

In favor: (5) Webb, Skalsky, Robertson, Carmichael, Hunter

Opposed: (0)

The meeting adjourned at 9:10 p.m.

[Draft Minutes prepared July 6, 2016, for consideration on June 12, 2016; 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