

**MINUTES
EMPORIA CITY COUNCIL
RETREAT
GREENSVILLE-EMPORIA EXTENSION OFFICE
March 25, 2011 AND March 26, 2011**

Note to Reader: Although the printed agenda document for this City Council meeting is not part of these minutes, the agenda document provides background information on the items discussed by City Council during the meeting. A copy of the agenda document for this meeting may be obtained by contacting the Office of the City Clerk.

Emporia City Council held retreat on Friday, March 25, 2011 and Saturday, March 26, 2011, at the Greenville-Emporia Extension Office. Mayor Adams presided over the retreat.

FRIDAY, March 25, 2011

City Council members in attendance:

Councilman F. Woodrow Harris
Councilman James C. Saunders
Councilwoman Carolyn S. Carey
Councilwoman Deborah D. Dixon

Others present: Samuel W. Adams, III, Mayor
Brian S. Thrower, City Manager
Tessie S. Wilkins, City Clerk
C. Butler Barrett, City Attorney
Tyler St. Clair, University of Virginia

Absent: Councilman John R. White
Councilwoman Doris T. White
Councilwoman L. Dale Temple
Steve B. Hall, Assistant City Manager

6:00 to 6:30 **Dinner & Work Project Update** (City Manager)

Mr. Thrower welcomed all in attendance and provided the City Council members with an overview of the status of the following projects:

West Atlantic Street

- Moving forward with Phase I of the project
- Phase I will be completed by July 2, 2012
 - Relocation of seven households complete
 - Acquisition of seven parcels complete
 - Demolition of eleven rental households complete
 - Acquisition of four vacant parcels
 - Demolition of concrete slab complete
 - Five contractors have been pre-approved

- Contracts awarded for first five rehabs (up to \$25,000 each)
- 15 homes will be rehabilitated in Phase I
- Phase II to commence in July 2012
 - Four new single-family homes for first-time homeowners
 - 12 homes will be rehabilitated
 - New sidewalks (Maryland, Pennsylvania, Washington)
 - Road improvements (milling, overlay, driveway aprons)
 - Sanitary sewer line replacement (Washington)
 - Storm drainage improvements (Washington, Pennsylvania)
 - Curb and gutter installation (Maryland, Pennsylvania, Washington)

South Main Street

- Moving forward with Phase I of the project – Utility Relocation
 - Executed contract with VDOT as of 1/21 for \$550,484
 - 20% match budgeted in FY11
- Dominion Power Greater Emporia Enhancement – completed
 - Approximately \$180,000 to be used as in-kind match
 - Awaiting documentation
- Verizon completing engineering and cost estimates
- MBC (Mid-Atlantic Broadband) and KDL (Kentucky Data Link) lines have already been relocated on School Street
- Environmental documentation, agency coordination, and ROW authorization ongoing
- Utility Relocation once ROW Authorization received
- Grant application submitted in December, 2010 for Phase II: Streetscaping
 - \$741,279 in grant funding requested
 - 20% match (\$185,320) required if fully award granted
- Anticipate utility relocation taking approximately 12 months once started
- Streetscaping to take approximately 12-18 months

Citizens National Bank Building

- City Council will be holding a public hearing at the April 5th meeting to convey deed to property over to the IDA

NEAT

- Will be conducting a Lowground Road Phase II area walk-through on April 1st starting at 9:00 a.m. to write-up property maintenance violations and identify areas of City improvement – Clean-up previously held October 2010

- Will be focusing on W. Atlantic area remainder of 2011
- On-going City-wide property maintenance write-ups and court actions

Old Elementary School

- City is in the process of reviewing options regarding this property

Bloom Brothers Property

- City will wait until the start of FY12 (summer) to demolish building in order to have enough funds to cover costs
- ERHA has committed \$25,000 towards project
- Once demolished, party walls will need to be repaired and landscaping work will need to be done in order to make this into an aesthetically pleasing greenspace

Water Treatment Plant and Distribution Line Upgrade Project

- WTP Built in 1954 – deterioration and needed improvements to facility
- Will include a new intake structure that will be put further into reservoir due to silting of existing location
- Replacement of water lines built in early 1900s, meters, and upsizing of lines to ensure adequate pressure
- Total Estimated Cost = \$11,994,000
- Funding Breakdown
 - Rural Development Loan - \$10,837,000 – Will be repaid back over 40 years at 2.375% interest rate. Will need to increase water rates with adoption of FY12 budget (July 1st 2011)
 - Tobacco Commission Grant - \$932,000
 - VDH Grants - \$225,000

Construction Estimates – Dewberry

- Intake Structure – Estimated construction start - August 2011
Estimated completion - December 2011
- Water Distribution Improvement – Estimated construction start – November 2011
Estimated completion – TBD based on water model results
- Water Treatment Plant Improvements – Estimated construction start - Spring 2012
Estimated completion – Fall/Winter 2013

Utility Bills

- Will increase water rates in FY12 budget to cover debt service
- Revert back to payment due in 1st month
- Increase deposit to \$200+
- Amending codes will require public hearings and formal approval from City Council
- To be done within next couple of months

Personnel Manual Updates

- Per Council's direction, reviewing grievance policy and disciplinary policy - will be brought back to Council for consideration within the next few months

Budget

- Work session to be held April 5th at 6:00 – Presentations by Phil Worrell (Schools), Lance Forsythe (Jail), and City staff

Ms. Tyler St Clair, with the University of Virginia, presented Council with her Session Goals for the Retreat:

1. Develop a Vision that will capture the core identity and strategic targets that will enable the City to be successful in the future
2. Develop a set of Priorities to achieve the Vision and to provide the framework for a long-range plan.
3. Develop a plan to communicate the vision and to establish a strategic plan to support the Vision and the Priorities.

Ms. Tyler St. Clair discussed a structured exercise, for Council Members to describe the long-range changes that they would like to make in the City and the best aspects of it that they would like to retain. She stated from this, a powerful vision themes would be developed to direct the future of the City.

ADJOURNMENT

With no further business to come before City Council, Mayor Adams adjourned the meeting.

SATURDAY, March 26, 2011

City Council members in attendance:

Councilman F. Woodrow Harris
Councilman James C. Saunders
Councilwoman Carolyn S. Carey
Councilwoman Deborah D. Dixon

Others Present:

Samuel W. Adams, III, Mayor
Brian S. Thrower, City Manger
Tessie S. Wilkins, City Clerk
Tyler St. Clair, University of Virginia

Absent: Councilman John R. White
Councilwoman Doris T. White
Councilwoman L. Dale Temple
Steve B. Hall, Assistant City Manager
C. Butler Barrett, City Attorney

8:30 to 8:45 **Session Begins/Breakfast**

Ms. Tyler St. Clair provided City Council members with a general overview of the Local Elected Leadership Model on how this approach can help localities achieve both long and short term outcomes.

Ms. Tyler St. Clair discussed the Vision Brainstorm then Council had an opportunity to review and elaborate on the Vision Brainstorm and respond to additional instructions.

Ms. Tyler St. Clair discuss the Council's Vision Synthesis in which Council identifies the strategic targets of its vision and come to an agreement making a core vision to take the City to the next level.

Ms. Tyler St. Clair discussed that Council will develop desired future states and specific policies positions that it will take in support of the Vision to provide guidance to staff and a framework for decision-making.

12:15 to 1:00 **Lunch with the Group**

Ms. Tyler St. Clair discussed the desired finalize future states.

Ms. Tyler St. Clair also discussed set priorities, where as Council will identify the most significant priorities that address the desired future stated, and then agree forming a framework for a long-range plan.

Ms. Tyler St. Clair further discussed indentifying actions to follow up on the Vision. She stated that Council will determine an action plan to communicate the Vision to stakeholders and to follow up on the Vision and Priority Framework with a strategic plan, and will include clear responsibilities and timetable

Ms. Tyler St. Clair concluded with the Evaluate Session.

ADJOURNMENT

With no further business to come before City Council, Mayor Adams adjourned the meeting.

Tessie S. Wilkins, City Clerk