



# **CITY OF EMPORIA**

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**AGENDA**  
**EMPORIA CITY COUNCIL**  
*Regular Meeting*  
**TUESDAY, October 2, 2012 - 7:30 P.M.**

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**OPENING PRAYER**

**ROLL CALL**

**APPROVAL OF MINUTES**

September 18, 2012 ~ Regular Meeting  
September 20, 2012 ~ Special Meeting

**APPROVAL OF AGENDA**

**NEW BUSINESS**

**PUBLIC COMMENT**

**CLOSED SESSION**

Closed Meeting pursuant to Virginia Code § 2.2 3711 (A) (5) Discussion concerning a prospective business and (A) (7) Legal matters pertaining to the Citizens National Bank Building and Virginia Pork Festival.

## PUBLIC HEARINGS

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### **1. South Main Street Improvement Project**

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Emporia's City Council held a Public Hearing on Tuesday, September 18, 2012, at 7:30 p.m. in the Council Chambers of the Municipal Building, located at 201 South Main Street, Emporia, Virginia. Mayor Samuel W. Adams, III presided over the session.

The following City Council members were present:

Councilman F. Woodrow Harris  
Councilman James C. Saunders  
Councilwoman L. Dale Temple  
Councilwoman Carolyn S. Carey

Others present:

Samuel W. Adams, III, Mayor  
Brian S. Thrower, City Manager  
C. Butler Barrett, City Attorney  
Steve B. Hall, Assistant City Manager  
Tessie S. Wilkins, City Clerk  
Joyce E. Prince, Commissioner of the Revenue  
Don Wyatt, Chief of Police

Absent:

Councilwoman Deborah D. Dixon  
Councilwoman Doris T. White  
Councilwoman Beverly White

### **1. South Main Street Improvement Project**

Mr. Hall stated that the City had received a revised Administrative Agreement from VDOT including the most recent grant allocation of \$175,000, which fully funds the project. He also stated that to date the project has been awarded a total of \$1,365,484 in grant funds.

Mr. Hall stated that the utility companies have been working for the past year to relocate facilities along South Main Street from Spring Street past Logan's Diner. He also stated that he is pleased to inform Council that Phase I: Utility Relocation is very near completion. He further stated that the staff will hold an on-site meeting with Verizon to determine the best course of action regarding removal of the obsolete poles. He reported that the poles currently supporting the traffic signal must remain until the new ornamental pole is erected.

Mr. Hall reported that coordination with Stantec and Mr. Archie Drudge continues regarding the Phase II Streetscape design. He also reported that fifty percent of the plans have been reviewed by City staff and VDOT and are currently being revised by Stantec to include

comments. He further reported that City Staff have also reviewed selections for streetscape amenities and offered preliminary selections to Stantec for inclusion in the design. He stated that items selected include:

- Union Metal – the “National Family” collection for traffic poles (curved rigid flange with flute pole design), pedestrian light poles, street/stop signs, bollards, etc.
  - All poles to be black
  - Pedestrian crossing amenities at intersections
  - Attachments for American flags and street banners
- Victor Stanley, Inc – the “T-Series” collection for site furniture (litter receptacles – convex with dome lid, ash urns, tree guards)
  - All items “powder coated” black
  - “Prairie Series” bike rack
  - “Classic Series” benches

Mr. Hall stated that brick pavers between intersections, designed sidewalks and permanent planter boxes will be constructed as part of the improvements. He also stated that all improvements will be completed through the procurement of one General Contractor.

Mr. Hall reported that the aggressive, tentative, estimated schedule to complete the project is as follows:

- Late September 2012
  - Complete proposed bid document
  - To include: technical specs, VDOT admin requirements, instructions to bidders, bid form, advertisement date, etc.
  - Itemized Engineer’s estimate
- October 2012
  - Submit preliminary bid package to VDOT for review including: 90% drawings, three copies of bid document and itemized engineer’s estimate.
  - 60-90 days VDOT review time
  - Initiate VDOT Civil Rights evaluation
- January 2013
  - After plans and bid document finalized; obtain federal authorization to advertise
  - Advertise for construction
- February 2013
  - Receive and review bids internally
- March 2013
  - VDOT/CITY formal approval of bids and award of project
- April 2013
  - Construction begins
- October 2013
  - Project completion

Mayor Adams asked if anyone wished to make any comments regarding this matter.

With there being no comments to come before City Council, Mayor Adams declared public hearing closed.

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Samuel W. Adams, III, Mayor

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Tessie S. Wilkins, City Clerk

**MINUTES  
EMPORIA CITY COUNCIL  
CITY OF EMPORIA MUNICIPAL BUILDING  
September 18, 2012**

*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.*

Mayor Adams called a Special Meeting for Thursday, September 20, 2012 at 5:30 p.m. due to lack of quorum.

Emporia City Council held a regular meeting on Tuesday, September 18, 2012 at 7:30 p.m. in the Council Chambers of the Municipal Building, located at 201 South Main Street, Emporia, Virginia. Mayor Samuel W. Adams, III presided over the meeting with Bishop Vincent Lowery offering the invocation.

**ROLL CALL**

The following City Council members were present:

Councilman F. Woodrow Harris  
Councilman James C. Saunders  
Councilwoman L. Dale Temple  
Councilwoman Carolyn S. Carey

Others present:

Samuel W. Adams, III, Mayor  
Brian S. Thrower, City Manager  
C. Butler Barrett, City Attorney  
Steve B. Hall, Assistant City Manager  
Tessie S. Wilkins, City Clerk  
Joyce E. Prince, Commissioner of the Revenue  
Don Wyatt, Chief of Police

Absent:

Councilwoman Deborah D. Dixon  
Councilwoman Doris T. White  
Councilwoman Beverly White

**MINUTES APPROVAL**

This item was held until the September 20, 2012 meeting.

## **APPROVAL OF BILLS**

This item was held until the September 20, 2012 meeting.

## **FINANCIAL AND TAX REPORTS**

Honorable W. S. Harris, Jr., City Treasurer provided his report of City Council members. There were no questions regarding his report.

## **COMMISSIONER OF THE REVENUE REPORT**

Honorable Joyce E. Prince, Commissioner of the Revenue provided her report to City Council members. There were no questions regarding her report.

## **PERMIT AND INSPECTION REPORT**

Randy C. Pearce, Building/Fire Official provided his report to City Council members. There were no questions concerning his report.

## **POLICE REPORT**

Don Wyatt, Chief of Police provided his report to City Council members. There were no questions concerning his report.

## **CITY SHERIFF REPORT**

Sam C. Brown, Sheriff provided his report to City Council members. There were no questions concerning his report.

## **CITY ATTORNEY REPORT**

C. Butler Barrett, City Attorney had no matters to report to City Council members.

## **AGENDA APPROVAL**

Mayor Adams stated that the agenda could not be approved.

## **NEW BUSINESS**

### ***12-83. Introduction of Sherry Swinson – TransTech Executive Director***

Mayor Adams welcomed Ms. Sherry Swinson, TransTech Executive Director, to Council.

Ms. Sherry Swinson, TransTech Executive Director, thanked Council for having her.

### ***12-81. November 6, 2012 Council Meeting – Request to Cancel***

Mayor Adams reported the cancellation of the November 6, 2012 Council meeting due to Election Day.

***12-79. South Main Street Improvement Project***

Mayor Adams asked if anyone wished to make any comments regarding this matter.

Councilman Harris inquired if the City could receive better details on the planters before anything is done. Mr. Hall stated that City Council will approve the plan first.

**PUBLIC COMMENT**

Mayor Adams asked if anyone wished to bring a matter before City Council members adhering to the three minute time limitation.

***Ruth Koch, 310 Southampton Street,*** addressed Council with concerns about adding additional planters when the current ones are not being kept up. She also addressed Council with concerns about the three minute time limit for public comments.

***Lynwood Matthews, 1204 Weiss Street,*** addressed Council stating that he would like to see a boat landing on the north bound side of the river near the Meherrin River Bridge.

***Allen Thomas, 7402 Brink Road, of Shade and Wise Brick Company,*** addressed Council by thanking them for letting them recommend products to the City.

With there being no further comments to come before City Council, Mayor Adams closed the public comment portion of the meeting.

**ADJOURNMENT**

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

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Samuel W. Adams, III, Mayor

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Tessie S. Wilkins, City Clerk

**MINUTES  
EMPORIA CITY COUNCIL  
CITY OF EMPORIA MUNICIPAL BUILDING  
September 20, 2012**

*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 a special meeting on Thursday, September 20, 2012 at 5:30 p.m. in the Council Chambers of the Municipal Building, located at 201 South Main Street, Emporia, Virginia. Mayor Samuel W. Adams, III presided over the meeting with James C. Saunders, Council Member offering the invocation.

**ROLL CALL**

The following City Council members were present:

Councilman F. Woodrow Harris  
Councilman James C. Saunders  
Councilwoman Doris T. White  
Councilwoman Beverly White  
Councilwoman L. Dale Temple  
Councilwoman Carolyn S. Carey

Others present:

Samuel W. Adams, III, Mayor  
C. Butler Barrett, City Attorney  
Brian S. Thrower, City Manager  
Steve B. Hall, Assistant City Manager  
Tessie S. Wilkins, City Clerk  
W. S. Harris, Jr., Treasurer

Absent:

Councilwoman Deborah D. Dixon

**MINUTES APPROVAL**

Councilman Saunders moved to approve the minutes from the Tuesday, September 4, 2012, City Council meeting minutes and Monday, August 27, 2012, Special meeting minutes as presented, seconded by Councilwoman B. White, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Beverly White	aye

Councilwoman Carolyn S. Carey            aye  
Councilwoman Dale Temple                 aye

**APPROVAL OF BILLS**

A listing of the September 18, 2012 bills was presented to City Council members.

General Fund	\$	941,542.11
Utility Fund	\$	83,081.49

Councilman Saunders moved to approve the September 18, 2012 bills as presented, seconded by Councilwoman Carey, which passed as follows:

Councilman F. Woodrow Harris            aye  
Councilman James C. Saunders            aye  
Councilwoman Doris T. White            aye  
Councilwoman Beverly White            aye  
Councilwoman Carolyn S. Carey        aye  
Councilwoman Dale Temple               aye

**AGENDA APPROVAL**

Councilman Saunders moved to approve the agenda as presented, seconded by Councilwoman B. White, which passed as follows:

Councilman F. Woodrow Harris            aye  
Councilman James C. Saunders            aye  
Councilwoman Doris T. White            aye  
Councilwoman Beverly White            aye  
Councilwoman Carolyn S. Carey        aye  
Councilwoman Dale Temple               aye

**UNFINISHED BUSINESS**

***12-80. DGIF Public Boating Access Program – Request to Approve Resolution***

Mr. Hall reported that the City procured B&B Consultants to complete engineering plans for the Farmers Market Trailhead improvements. He also reported that the proposed improvements include a canoe/kayak/small boat launch on the south bank of the Meherrin River. He further reported that the Virginia Department of Game and Inland Fisheries announced the availability of grants for fiscal year (FY) 2013 and was requesting applications.

Mr. Hall stated that administration was seeking Council authorization to apply for funding through this program under the category of “Small Power Boating Access.” He also stated that this is a site that provided for non-trailer hand launch boats and at least five parking spaces. He further stated that should funding be awarded, this category will provide a maximum of \$25,000.

Mr. Hall stated that based on the cost estimate prepared by B&B Consultants, the total construction cost of the trailhead improvements with a 7% contingency is \$146,777.25. He also

stated that it is anticipated that this request will be packaged with other City projects in a FY14 budget request.

Mr. Hall stated that in order to proceed, a resolution must first be approved by the local governing body in support of the project.

He recommended that Council approve the resolution.

Councilwoman Temple made a motion to adopt **Resolution No. 12-15** application for public boating access facilities grant, seconded by Councilwoman Carey, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Beverly White	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Dale Temple	aye

***12-82. Highway Safety Commission – Term Expiration (Meade Horne)***

Mayor Adams stated that on September 30, 2012 Mr. Meade Horne's three year term on the City of Emporia's Highway Safety Commission will expire. He also stated that Mr. Horne indicated that he does wish to be considered for reappointment.

Councilwoman Temple made a motion that Meade Horne be reappointed to serve another three year term on the Highway Safety Commission, seconded by Councilwoman Carey, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Beverly White	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Dale Temple	aye

***12-84. Virginia Peanut Festival Fireworks***

Mr. Thrower reported that in accordance with Article III. Fireworks; Section 38-68. Use and Discharge of the City of Emporia's Code of Ordinances, a resolution requesting authorization for the use of fireworks by the Virginia Peanut Festival Committee as part of the 2012 Peanut Festival celebration.

Mr. Thrower recommended that Council adopt Resolution No. 10-16 authorizing the use of fireworks by the Virginia Peanut Festival Committee.

Councilman Harris moved to approve **Resolution No. 10-16** authorizing the use of fireworks by the Virginia Peanut Festival Committee as part of the 2012 Peanut Festival celebration, seconded by Councilman Saunders which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Beverly White	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Dale Temple	aye

## **PUBLIC COMMENT**

Mayor Adams asked if anyone wished to bring a matter before City Council members adhering to the three minute time limitation.

With there being no comments to come before City Council, Mayor Adams closed the public comment portion of the meeting.

### **\*\*\*CLOSED SESSION\*\*\***

Councilman Saunders moved that Closed Session be entered for the purpose of discussing Virginia Code Sections § 2.2 3711 (A) (5) Discussion concerning a prospective business and (A) (7) Legal matters pertaining to the Citizens National Bank Building, seconded by Councilman Harris, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Beverly White	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Dale Temple	aye

### **\*\*\*Regular Session\*\*\***

Councilwoman Temple moved that the meeting be returned to Regular Session. Councilman Harris seconded the motion, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Beverly White	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Dale Temple	aye

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## **CERTIFICATION**

Councilman Saunders moved to certify the following:

1. only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were discussed in the Closed Session to which this certification applies, and

2. only such public business matter as were identified in the motion by which the Closed Session was convened were heard, discussed, or considered by City Council.

Councilwoman Temple seconded the motion, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Beverly White	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Dale Temple	aye

## **ADJOURNMENT**

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

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Samuel W. Adams, III, Mayor

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Tessie S. Wilkins, City Clerk