

**MINUTES**  
**EMPORIA CITY COUNCIL**  
**CITY OF EMPORIA MUNICIPAL BUILDING**  
**September 6, 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 a regular meeting on Tuesday, September 6, 2011 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  
Councilwoman Beverly White  
Councilwoman Doris T. White  
Councilwoman Carolyn S. Carey  
Councilwoman Deborah D. Dixon  
Councilwoman L. Dale Temple  
Councilman James Saunders

Others present:

Samuel W. Adams, III Mayor  
C. Butler Barrett, City Attorney  
Brian S. Thrower, City Manger  
Steven B. Hall, Assistant City Manager  
Tessie S. Wilkins, City Clerk  
Don Wyatt, Chief of Police  
Royal Jones, Public Works Director  
Ken Ryals, Emergency Service Coordinator

**MINUTES APPROVAL**

Councilwoman Temple moved to approve the minutes from the Tuesday, August 16, 2011 Regular Meeting Minutes, as presented, seconded by Councilwoman D. White, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Deborah D. Dixon	aye

Councilwoman L. Dale Temple                    aye  
Councilwoman Beverly White                    aye

**AGENDA APPROVAL**

Mayor Adams reported the addition of **Closed Session – Virginia Code § 2.2 3711 (A) (7) Legal matter requiring the advice of counsel regarding an economic development agreement.**

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

Councilman F. Woodrow Harris                    aye  
Councilman James Saunders                    aye  
Councilwoman Doris T. White                    aye  
Councilwoman Carolyn S. Carey                    aye  
Councilwoman Deborah D. Dixon                    aye  
Councilwoman L. Dale Temple                    aye  
Councilwoman Beverly White                    aye

**NEW BUSINESS**

***11-79. Small Purchase Policy – Request to Amend Policy and Ordinance***

Mr. Thrower stated that in order to update the City’s Small Purchase Policy to reflecting changes made to the Virginia Public Procurement Act effective July 1, 2011, he proposed an amendment to City Code Section 2-293 – Small Purchases. He also stated that the State of Virginia Code § 2.2-4303 G and H allows public bodies to establish purchase procedures, if adopted in writing, not requiring competitive sealed bids or competitive negotiation for single or term contracts for goods and services other than professional services if the aggregate or the sum of all phases is not expected to exceed \$100,000 and also not requiring competitive negotiation for single or term contracts for professional services if the aggregate or the sum of all phases is not expected to exceed \$50,000 as long as the small purchase procedures provide for competition wherever practicable. He further stated that the City’s small purchase policy provides for competition for purchases at all levels of \$1,000 and above. He stated that this change will align the City’s Small Purchase Policy with the Virginia Public Procurement Act.

Mr. Thrower stated that in addition, he recommends that the wording regarding City of Emporia vendors and the bid list be amended since we do not have a current bid list. He also stated that the policy continues to encourage department heads to solicit price quotations from vendors located in the City of Emporia.

He recommended that Council approve the amendments to the City’s Small Purchase Policy and adopt the ordinance.

Councilman Harris made a motion to approve the amendments to the City Small Purchase Policy and to adopt **Ordinance No. 11-26** to Amend Section 2-293 of the Code of Ordinances of the City of Emporia, Virginia which relates to Small Purchases, seconded by Councilwoman Temple, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman L. Dale Temple	aye
Councilwoman Deborah D. Dixon	aye
Councilwoman Beverly White	aye

***11-80. Voting at the VML Business Meeting – Request to Designate Alternate***

Mr. Thrower stated that Mayor Adams will not be in attendance at the VML Business Meeting in October. He also stated that according to the memo, City Council can designate a Council Member to vote on the behalf of the City, should the Mayor not be in attendance.

He recommended that Council designate a Council Member to vote at the VML Business Meeting in October due to Mayor Adams' absence.

Councilwoman Temple moved to nominate Councilman Harris to vote at the VML Business Meeting.

Councilwoman Temple moved to approve Councilman Harris to vote at the VML Business Meeting, seconded by Councilwoman Carey, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Deborah D. Dixon	aye
Councilwoman L. Dale Temple	aye
Councilwoman Beverly White	aye

***11-81. October 4, 2011 Council Meeting – Request to Cancel***

Mayor Adams requested cancellation of the October 4, 2011 meeting due to the VML Annual Conference held in Henrico this year starting Sunday, October 2, 2011 and ending Tuesday, October 4, 2011.

Councilman Saunders moved to approve cancellation of the October 4, 2011 Regular City Council Meeting, seconded by Councilman D. White which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Deborah D. Dixon	aye
Councilwoman L. Dale Temple	aye
Councilwoman Beverly White	aye

***11-82. Request by the Sons of Confederate Veterans – Use of Veterans Memorial Park***

Mr. Hall stated that he received a request from the Sons of Confederate Veterans (Sons) to utilize the Veterans Memorial Park as an option for its planned Hicksford Raid Civil War Reenactment tentatively schedule for Saturday, April 7, 2012.

Mr. Hall stated that there are three potential options as it relates to the reenactment:

1. First choice is to utilize the Village View for an encampment a property owned by Mr. Charlie Grigg on Tillar Street to stage the battle.
2. Camp in Veterans Memorial Park, then stage battle at Grigg property.
3. Camp and battle at Veterans Memorial Park.

Mr. Hall stated that the Veterans Memorial Park will only be used if option one does not come to fruition. He also stated that the Sons would camp on the north side of the river as well as near the north-side pumping station. He further stated that only “fire rings” would be used as opposed to actual dugout “fire pits.” He stated that 48-hour liability insurance will be secured to cover both re-enactors and spectators. He also stated that if the actual battle is held at Village View, there are 150-200 infantry, 50-100 calvary and six cannons expected. He further stated that these figures will likely be lower if the battle is staged in the Park.

Councilman Harris made a motion to approve the request from the Sons of Confederate Veterans (Sons) to utilize the Veterans Memorial Park for the camp Hicksford Raid Civil War Reenactment tentatively scheduled for Saturday, April 7, 2012, seconded by Councilman Saunders, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Deborah D. Dixon	aye
Councilwoman L. Dale Temple	aye
Councilwoman Beverly White	aye

***11-83. Request by Daughters of American Revolution – Permission to Place Bench in Veterans Memorial Park***

Mr. Hall stated that he had received a request from Ms. Jean Newsome of the National Society Daughters of the American Revolution – Hicksford Chapter (Daughters) to place an iron bench in the Veterans Memorial Park. He also stated that a plaque would be attached to the bench indicating it is in memory of City veterans. He further stated that the Daughters c/o Ms. Newsome are seeking permission by the City Council to place the bench in the Park.

Mr. Hall stated that if permission is granted, he recommends locating the bench alongside the trail on the south side of the river, just west of the train trestle. He stated that he recommend securing the bench with anchors possibly on a concrete slab (if financially feasible) to ensure its safety during flooding events.

Councilwoman Temple made a motion to approve the request from the National Society Daughters of the American Revolution – Hicksford Chapter (Daughters) to place an iron bench in the Veterans Memorial Park, seconded by Councilman Saunders, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Deborah D. Dixon	aye
Councilwoman L. Dale Temple	aye
Councilwoman Beverly White	aye

***11-84. Industrial Revitalization Fund Grant Application – Request to Approve Resolution***

Mr. Thrower reported that the General Assembly allocated \$3,000,000 in FY12 to the Virginia Derelict Structures Fund (DSF) established under 36-152 of the Code of Virginia. He stated that the purpose of this initiative, otherwise known as the Industrial Revitalization Fund (IRF) Program, is to leverage local and private resources to achieve market-driven redevelopment of blighted structures, creating a catalyst for long-term employment opportunities and on-going physical and economic revitalization. He further stated that eligible properties and structures must be vacant and deteriorated and may be redeveloped for any market-driven purpose including mixed-use, regardless of the original use. He stated that the program will be administered through the Virginia Department of Housing and Community Development (DHCD).

Mr. Thrower stated that the maximum grant that will be awarded per project is \$600,000. He also stated that the DHCD anticipates awarding at least five grants. He further stated that per DHCD requirements, applicants are required to provide at least a 100% local match. He stated for example a locality requesting \$600,000 in grant funds must provide a \$600,000 local match.

He advised that the City of Emporia and Emporia Industrial Development Authority are currently exploring options for redevelopment of the Citizens National Bank Building located in downtown Emporia. He recommended that Council approve the resolution authorizing the City Manager to submit an application for Industrial Revitalization Grant Funding to DHCD and committing up to \$600,000 in local matching funds for redevelopment of the Citizens National Bank Building located at 401 S. Main Street.

Councilman Saunders made a motion to adopt **Resolution No. 11-09** authorizing the City Manager to Submit an Application for Industrial Revitalization Grant Funding to the Virginia Department of Housing and Community Development and Committing up to \$600,000 in Matching Funds for Redevelopment of the Citizens National Bank Building located at 401 S. Main Street, Emporia, Virginia, seconded by Councilwoman Temple, which passed as follows:

Councilman F. Woodrow Harris	aye
Councilman James Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Deborah D. Dixon	aye
Councilwoman L. Dale Temple	aye
Councilwoman Beverly White	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 further comments to come before City Council, Mayor Adams closed the public comment portion of the meeting.

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

Councilwoman Temple moved that Closed Session be entered for the purpose of discussing Virginia Code Sections § 2.2 3711 (A) (7) **Legal matter requiring the advice of counsel regarding an economic development agreement** seconded by Councilman Saunders, which passed as follows:

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

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

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

Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Carolyn S. Carey	aye
Councilwoman Beverly White	aye
Councilman Deborah D. Dixon	aye
Councilwoman L. 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 Carolyn S. Carey	aye
Councilwoman Deborah D. Dixon	aye
Councilwoman Beverly White	aye
Councilwoman L. 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