

**MINUTES  
EMPORIA REDEVELOPMENT & HOUSING AUTHORITY  
CITY OF EMPORIA MUNICIPAL BUILDING  
SPECIAL MEETING  
AUGUST 19, 2010**

*Note to Reader:* Although the printed agenda document for this Redevelopment and Housing Authority meeting is not part of these minutes, the agenda document provides background information on most all of the items discussed by the Board at this meeting. The Clerk of the Redevelopment and Housing Authority maintains the agenda document. One may see a copy of the agenda for this meeting by contacting the Clerk.

The Emporia Redevelopment and Housing Authority held a Special Meeting on Thursday, August 19, 2010 at 5:30 p.m. in the Council Chamber of the Municipal Building, 201 South Main Street, Emporia, Virginia. Ms. Veronica Leach, Chairperson presided over the meeting.

**ROLL CALL**

Upon roll call, the following Emporia Redevelopment and Housing Authority members indicated their presence:

Ms. Veronica Leach	Mr. Mark Owen
Ms. Marva Dunn	
Ms. Carolyn Carey	

Absent:	Ms. Brenda Harrell
	Ms. Sandy Skinner
	Mr. Dave Thomas
	Lori Jarratt, ERHA Clerk

Others present:	Steven B. Hall, Assistant City Manager
	Sheila Cutrell, Finance Director
	Brian S. Thrower, City Manager

**UNFINISHED BUSINESS**

***B. Emergency Shelter Needs – Assisting Families***

Mr. Hall stated that this item was carried over from the July 7, 2010 Regular Meeting. He also stated that a line item was included in the adopted FY11 Operating Budget for “Emergency Housing in the amount of \$2,000. He also stated that in 2008, funds were appropriated in the amount of \$1,200 for “Temporary Lodging for Victims of Domestic Violence.” He further reported that these funds were made available to the Family Violence and Sexual Assault Unit in the amount of \$100/month. He advised that while these funds were available for use in FY 11, necessary steps must be taken prior to any expenditure to ensure accountability and rightful spending.

He stated that the items that should be solidified prior to utilizing any of the Emergency Housing funds include:

- Organization to administer
- ERHA Liaison with organization
- Record-keeping procedure and required documentation
- Determination of eligible recipients (what determines who receives assistance and who does not)
- Amount of funding for any one person/family for the fiscal year

He recommended that ERHA members make a determination on the bulleted items above to ensure accountability of the use of Emergency Funds.

Mr. Owen stated that it was the discussion during the July 7, 2010 meeting that there would be one person from the ERHA to serve as the liaison for these funds.

Mr. Hall stated that it would be in the best interest of the ERHA to allow the organization to administer the funds and provide letters verifying that the person receiving funds were City residents.

Mr. Owen stated that there should be a \$200 maximum per family or person.

Ms. Leach inquired if hotels gave discounts to their organization? Ms. Dunn stated that some hotels will give discount to the Family Violence and Sexual Assault Unit.

There was no further discussion regarding this item.

This item was held until the next Regular Meeting.

#### ***10-2. Request by Commissioner Carey – Drainage Improvements on Zion Boulevard***

Mr. Hall stated that this item was carried over from the July 7, 2010 Regular Meeting. He also stated that at that meeting, the ERHA directed him to determine the need for engineering to complete drainage improvements, obtain a cost estimate for engineering services, determine whether City of Emporia Public Works staff can provide labor and equipment for improvements and obtain a cost estimate for improvements.

He advised that after numerous discussions amongst City staff, a meeting was held on-site the morning of Monday, July 26, 2010. He also advised that attendees included Public Utilities Director Linwood Pope, Public Works Director Royal Jones, Jeff Robinson, Jeff Robinson and Associates and Commissioner Carey. He further advised that the meeting resulted in the determination that engineering was necessary. He stated that Jeff Robinson provided estimates for survey and engineering work.

He stated that the City is willing to “spot check” the depth of all utilities (water and sewer) running to the households on the north side of Zion Boulevard. He also stated that the spot check would be used to determine exactly where utilities are located. He further stated that this would be used in conjunction with the survey work (if authorized) to assist in the preparation of the engineering plans (if authorized). He advised that from a construction standpoint, the City of Emporia Code of Ordinances does not authorize staff to perform work on driveways and install ditches. He also advised that it was also determined that City staff does not possess the expertise, equipment or adequate manpower required to make these improvements.

He stated that City staff held a meeting on Wednesday, August 12, 2010 to further review and discuss recommendations. He also stated that it was determined that the best solution to the

drainage issue at this time is to complete the “shoulder and ditch” work to the north side of Zion Boulevard extending the length of the street. He further stated that the reasons for this recommendation include cost consideration, aesthetics and general practicality.

He stated that a budget estimate was formulated based on the industry standard for such work to be completed. He also stated that it was important to stress that these figures are only estimates *without* utilizing completed engineering documents and the actual cost may be higher or lower. He further stated that Mr. Robinson’s estimate has increased to \$4,500 (\$1,500 for surveying and \$3,000 for engineering). He advised that the engineering increase is a direct result of preparing documents that are “ready-to-bid.” He advised that the budget estimate for actual construction was determined to be \$30,000 for ditch work, \$4,800 for driveway entrance work and \$3,500 for contingency fees.

Project Summary:

Engineering:	\$ 4,500
Construction:	<u>\$38,300</u>
<b>Project Total:</b>	<b>\$42,800</b>

He advised that several years ago, former Special Projects Coordinator Clint Strong delivered a presentation and report to the ERHA and City Council detailing items that he recommended could be accomplished with the ERHA’s unrestricted fund balance. He also advised that one of Mr. Strong’s recommendations was to continue the efforts of the Lowground Road project. He further advised that should this project be authorized, it would benefit the residents of Zion Boulevard and contribute to the betterment of households along the block.

He recommended the Commissioners authorize the survey work and engineering to be completed by Jeff Robinson and Associates. He also recommended the Commissioners authorize the “not to exceed” funding figure of \$45,000 to put towards the construction cost to complete the project.

Mr. Hall advised Jeff Robinson from Jeff Robinson and Associates, Mr. Brian Thrower, City Manager and Mr. Royal Jones were present to answer any questions.

Mr. Owen inquired if the \$45,000 would come from unrestricted funds. Ms. Cutrell advised that this project would come from unrestricted funds.

Mr. Hall advised that he had asked Mr. Pope to provide an estimate which did not include an engineering report. Mr. Pope provided an estimate from Harrell Contracting in the amount of \$59,200 to install curb and gutter with storm drain and drop inlets from 215 Zion Boulevard to the end of the street. He also stated that this was for the Commissioners information.

Mr. Thrower stated that a pipe would be installed under each driveway and an outfall at the wooded property at the end of Zion Boulevard.

Mr. Owen inquired if this would solve the drainage problem. Mr. Robinson stated that this would solve a lot of the problems in the front yards but would not help the problems in the back yards.

Ms. Carey stated that in speaking with the residents of Zion Boulevard, they have more drainage issues in the front of the houses.

Mr. Robinson stated that all work would be done in the City's right-of-way so that work is not done on private property which would require easements from each resident.

Ms. Dunn inquired if residents on Zion Boulevard were the only ones in the area complaining of drainage issues. Ms. Carey stated that there had been some complaints from residents on the lower end of Astrio Street.

Mr. Robinson stated that houses on the South end of Zion Boulevard are higher than Zion and the houses on the North side are lower than Zion, which when it rains, this water has nowhere to go and stands in the front yards.

Mr. Robinson stated that Mr. Pope's estimate for curb and gutter was from the study was done for that area a few years ago. He also stated that the most practical installation would be to cut a ditch in and install culvert pipes with gravel at each driveway to drain the water. He further stated that the water and sanitary sewer lines will need to be located at each resident before work can begin. He advised that the engineering is important to ensure that the elevations and the grade of the ditches are going to drain.

He advised that as of right now, they were not 100% sure that the ditch will work which will depend on the outfall and the flow-line of the ditch.

Mr. Owen made a motion to authorize Jeff Robinson of Jeff Robinson and Associates to complete the engineering work and also to authorize construction for the project not to exceed \$45,000 seconded by Ms. Dunn which passed as follows.

Ms. Veronica Leach	aye
Ms. Marva Dunn	aye
Ms. Carolyn Carey	aye
Mr. Mark Owen	aye

## **NEW BUSINESS**

### ***10-3. Home Repair Application – Ms. Nancy Easter – 919 Williams Street***

Mr. Hall stated that the City had received a new estimate for home repairs to be completed to Ms. Nancy Easter's property on 919 Williams Street. He also stated that Ms. Easter's original application was approved for up to \$500 of improvements. He further stated that unfortunately, the original estimate was in the amount of \$7,543 and the contractor determined that it is not in his interest to perform only \$500 of improvements. He advised that he attempted to confirm this with Mr. Alvin Anderson of Something Nice Builder on Tuesday, August 17, 2010. (This has also been expressed by other state licensed contractors)

He stated that as such, Mr. Kinston Jordan submitted an estimate to the City to complete vinyl repair work to Ms. Easter's kitchen, move appliances and move furniture. He also stated that his quoted price is \$498. He advised that Mr. Jordan was not a state licensed contractor but did possess a license through the County of Greenville.

He advised that he was not in the position to approve this work as having a state license was a requirement of the Home Repair Program established by the ERHA.

He recommended the Commissioners determine whether to approve the estimate submitted by Mr. Jordan for work to be completed at 919 Williams Street.

He also recommended the Commissioners determine whether to keep the requirements of having a state license in the second phase of the Home Repair Program funding.

He stated that approval of this work would be contingent upon Mr. Anderson not completing the work as quoted.

Ms. Dunn stated that she was under the impression that someone needed to have a business license and not the State license. Mr. Hall advised that this was one of the stipulations in Round I. He also stated that he did not have any objection to not requiring a contractor to be licensed by the State. He further stated that some repairs would require the contractor to be state licensed as determined by the Building Official.

Ms. Dunn stated that Phase II could be amended to say that State Licensed contractors are preferred but require local business license.

Mr. Hall stated that each applicant in Phase II could be reviewed by the Building Official to determine if a State Licensed contractor is needed.

Ms. Dunn made a motion to amend the applications for Phase II requiring a contractor to have a business license unless when reviewed by the Building Official, a State Licensed Contractor is required, seconded by Mr. Owen which passed as follows:

Ms. Veronica Leach	aye
Ms. Marva Dunn	aye
Ms. Carolyn Carey	aye
Mr. Mark Owen	aye

Mr. Owen made a motion to approve the work for 919 Williams Street in the amount of \$498 contingent upon Mr. Anderson not doing the work seconded by Ms. Dunn which passed as follows:

Ms. Veronica Leach	aye
Ms. Marva Dunn	aye
Ms. Carolyn Carey	aye
Mr. Mark Owen	aye

## **PUBLIC COMMENT**

There was no public comment.

## **ADJOURNMENT**

Ms. Dunn made a motion to adjourn the meeting. Ms. Carey seconded the motion, which passed as follows:

Ms. Veronica Leach	aye
Ms. Marva Dunn	aye
Ms. Carolyn Carey	aye
Mr. Mark Owen	aye

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Veronica Leach, Chairperson

Date

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Lori R. Jarratt, Clerk

Date