

**MINUTES
EMPORIA CITY COUNCIL
CITY OF EMPORIA MUNICIPAL BUILDING
DECEMBER 4, 2007**

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.

INVOCATION

Emporia City Council held a Regular Meeting on Tuesday, December 4, 2007, at 7:30 p.m. in the Council Chambers of the Municipal Building. Mayor Adams presided over the meeting with Council President Nancy B. Squire offering the invocation.

ROLL CALL

Upon roll call, the following City Council members indicated their presence:

Councilwoman Nancy B. Squire
Councilman John R. White
Councilman F. Woodrow Harris
Councilman James C. Saunders
Councilwoman Doris T. White
Councilwoman Carolyn S. Carey
Councilman Ned V. Lankford

Others present: C. Butler Barrett, City Attorney
Sam Brown, Sheriff
Tom Delbridge, Water Treatment Plant Superintendent
Joyce E. Prince, Commissioner of the Revenue
Bernard Richardson, Chief of Police
Brian S. Thrower, Interim City Manger
Jean V. Whiting, City Clerk

MINUTES APPROVAL

The Minutes of the November 20, 2007 Public Hearing and Regular Meeting were distributed to City Council members. Councilman White moved to approve the minutes as presented. Councilman Saunders seconded the motion, which passed as follows:

Councilwoman Nancy B. Squire	aye
Councilman John R. White	aye
Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Carolyn S. Carey	aye
Councilman Ned V. Lankford	aye

AGENDA APPROVAL

Councilman White moved to approve the Agenda as presented. Councilwoman Squire seconded the motion, which passed as follows:

Councilwoman Nancy B. Squire	aye
Councilman John R. White	aye
Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Carolyn S. Carey	aye
Councilman Ned V. Lankford	aye

UNFINISHED BUSINESS

3821. Board of Zoning Appeals – Unexpired Term (Richard T. Tucker, Jr.)

Mr. Thrower advised City Council members that Mr. Richard T. Tucker, Jr. resigned from the Board of Zoning Appeals effective November 11, 2007. He stated that City Council members needed to nominate an individual(s) to fill Mr. Tucker's unexpired five (5) year term on the Board of Zoning Appeals. He also stated that the unexpired term reflects an expiration date of February 28, 2009 and that all nominations must be submitted to Greensville County Circuit Court for consideration and official appointment.

Councilman Saunders moved to nominate Mr. John Barrows to fill the vacant seat on the Board of Zoning Appeals. Councilman Harris seconded the motion, which passed as follows:

Councilwoman Nancy B. Squire	aye
Councilman John R. White	aye
Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Carolyn S. Carey	aye
Councilman Ned V. Lankford	aye

3823. Fire Committee Appointment

Mr. Thrower reported that the City of Emporia's Fire Committee is currently comprised of Councilman White, Councilman Harris, and former Councilwoman Mary Person. He further reported that he recommends that City Council members appoint another City Council member to replace former Councilwoman Person on the City's Fire Committee.

Councilman Harris moved to nominate Councilwoman White to fill the vacant seat on the City of Emporia's Fire Committee. Councilwoman Squire seconded the motion, which passed as follows:

Councilwoman Nancy B. Squire	aye
Councilman John R. White	aye
Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Doris T. White	abstain
Councilwoman Carolyn S. Carey	aye
Councilman Ned V. Lankford	aye

NEW BUSINESS

3825. January 1, 2008 City Council Regular Meeting – Proposed Cancellation

Mayor Adams reported that the January 1, 2008 City Council Regular Meeting would not take place due to the holiday schedule.

3826. Proposed City Council Retreat – January 25 & 26, 2008

Mr. Thrower reported that January 25 – 26, 2008 are proposed dates for a City Council retreat. He also reported that the proposed location of the retreat is the Emporia-Greenville Regional Airport. He further reported that the proposed retreat will begin after 5:00 p.m. on Friday, January 25, 2008, and will begin at approximately 8:00 a.m. on Saturday, January 26, 2008.

Councilman Harris moved to approve that the retreat be held for City Council members on January 25-26, 2008 at the Emporia-Greenville Regional Airport. Councilwoman Squire seconded the motion, which passed as follows:

Councilwoman Nancy B. Squire	aye
Councilman John R. White	aye
Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Carolyn S. Carey	aye
Councilman Ned V. Lankford	aye

3827. W. Atlantic Improvement Project – Contract for Planning and Management Services

Mr. Thrower reported that the City of Emporia is currently in the process of pursuing grant funding through the Virginia Department of Housing and Community Development for the West Atlantic Street area. He also reported that on Wednesday, November 28, 2007, the Virginia Department of Housing and Community Development, along with the projects management team, held a facilitated planning session to discuss required items to be submitted as part of the City's formal planning grant application. He further reported that the discussion also included the process for moving forward with submittal of a formal community improvement grant application in March 2008.

He stated that, in anticipation of grant funding up to twenty-five thousand dollars (\$25,000.00), staff solicited requests for quotes from qualified firms to assist in preparation of a formal Community Improvement Grant application. He also stated that K.W. Poore & Associates, Inc. submitted the sole proposal and has been involved in the project since its initiation.

Mr. Thrower stated that he recommends that City Council members permit the interim city manager to negotiate a contract with K.W. Poore & Associates, Inc. for management of planning services relative to the West Atlantic Street Improvement Project, contingent upon signature approval of a formal planning grant contract with the Virginia Department of Housing and Community Development.

Councilman Harris moved to approve that the interim city manager be permitted to negotiate a contract with K.W. Poore & Associates, Inc. for management and planning services relative to the West Atlantic Street Improvement Project, contingent upon signature approval of a formal planning grant contract with the Virginia Department of Housing and Community Development. Councilwoman Squire seconded the motion, which passed as follows:

Councilwoman Nancy B. Squire	aye
Councilman John R. White	aye
Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Carolyn S. Carey	aye
Councilman Ned V. Lankford	aye

3828. *Water Conservation Plan*

Mr. Thrower reported that Governor Timothy Kaine issued a news release urging localities to update water conservation and drought contingency ordinances and plans and begin preparations for implementation. He also reported that the news release also states that all local governments should review existing local ordinances requiring mandatory non-essential water use restrictions.

He stated that City staff is currently reviewing the City's existing ordinance and identifying necessary modifications. He also stated that, according to Mr. Tom Delbridge, Water Treatment Plant Superintendent for the City of Emporia, the City's reservoir is currently maintaining adequate levels and is checked on a daily basis. He further stated that Mr. Delbridge was present to answer questions relative to the matter.

Mr. Delbridge advised City Council members that the City of Emporia currently has an adequate supply for water. He also advised them that, if the City of Emporia's water levels decrease to levels posing concerns, it could be extended into the channel for support.

3829. *VML Matching Safety Grant Program – Appropriation Ordinance*

Mr. Thrower reported that the City of Emporia received notification that it has been awarded a matching safety grant from Virginia Municipal League (VML) Insurance Programs. He also reported that the seven hundred ninety-six dollar (\$796.00) grant is to be used for the purchase of a laptop computer for training purposes. He further stated that the funds need to be appropriated into the current Operating Budget and asked that City Council members review and approve the following ordinance:

Ordinance No. 07-06

An Ordinance To Appropriate The Sum Of \$796.00
In Grant Funds From The Virginia Municipal League
Insurance Programs For The Matching Safety Grant
Program

BE IT ORDAINED by the Council of the City of Emporia, Virginia as follows:

1. That the sum of \$796.00 in grant funds from the Virginia Municipal League Insurance Programs be, and the same hereby is, appropriated into the City's Operating Budget for Fiscal Year 2007-2008.
2. Said appropriation shall be reflected in the 2007-2008 Operating Budget as the sum of \$796.00 appropriated to General Fund Revenues and the sum of \$796.00 appropriated to General Fund Expenditures, Account Number 12220-8107 EDP Equipment.
3. The City Manager is hereby authorized to do all things necessary to implement this ordinance.
4. This ordinance shall be in effect on and after its adoption.

Councilman Saunders moved to approve the ordinance as presented. Councilman White seconded the motion, which passed as follows:

Councilwoman Nancy B. Squire	aye
Councilman John R. White	aye
Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Carolyn S. Carey	aye
Councilman Ned V. Lankford	aye

3830. Virginia State Board of Elections – Appropriation Ordinance

Mr. Thrower reported that the City of Emporia received notification that it has been awarded funding from the Virginia State Board of Elections for the purchase of a voting machine. He also stated that the funds need to be appropriated into the current Operating Budget and asked that City Council members review and approve the following ordinance:

Ordinance No. 07-07

An Ordinance To Appropriate The Sum Of
\$6,345.00 In Funds From The Virginia State Board
Of Elections For The Purchase Of A Voting Machine

BE IT ORDAINED by the Council of the City of Emporia, Virginia as follows:

1. That the sum of \$6,345.00 in funds from the Virginia State Board of Elections be, and the same hereby is, appropriated into the City's Operating Budget for Fiscal Year 2007-2008.
2. Said appropriation shall be reflected in the 2007-2008 Operating Budget as the sum of \$6,345.00 appropriated to General Fund Revenues and the sum of \$6,345.00 appropriated to General Fund

Expenditures, Account Number 13200-8107 EDP Equipment.

3. The City Manager is hereby authorized to do all things necessary to implement this ordinance.
4. This ordinance shall be in effect on and after its adoption.

Councilman White moved to approve the ordinance as presented. Councilman Harris seconded the motion, which passed as follows:

Councilwoman Nancy B. Squire	aye
Councilman John R. White	aye
Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Carolyn S. Carey	aye
Councilman Ned V. Lankford	aye

PUBLIC COMMENT

Mayor Adams asked if there was anyone who wished to bring a matter before City Council members adhering to the three (3) minutes per-person speaking limitation.

Mr. Cornell Hines of 1537 Lowground Road, Emporia, Virginia stated that he wished to inform City Council members that the Habitat for Humanity home on Zion Boulevard is now enclosed. He also stated that siding is partially completed and should be completed over the weekend along with plumbing. He further stated that Habitat for Humanity appreciates all assistance provided by the City of Emporia and Greensville County.

Mayor Adams stated that the City of Emporia received notification from Comcast Cable indicating that their rates will increase by 3.6% to cover improvement costs. He also stated that he will submit written communication to Comcast Cable representatives requesting detailed information associated with such improvements.

With there being no further comments to come before City Council, Mayor Adams adjourned the meeting.

*****CLOSED SESSION*****

Councilman White moved that Closed Session be entered for the purpose of discussing Virginia Code §§ 2.2-3711 (A) (1) **Personnel Matter**, (3) **Acquisition of Real property for Public purpose**, and (7) **Legal Matter**. Councilman Saunders seconded the motion, which passed as follows:

Councilwoman Nancy B. Squire	aye
Councilman John R. White	aye
Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Carolyn S. Carey	aye
Councilman Ned V. Lankford	aye

*****REGULAR SESSION*****

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

Councilwoman Nancy B. Squire	aye
Councilman John R. White	aye
Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Carolyn S. Carey	aye
Councilman Ned V. Lankford	aye

CERTIFICATION

Councilman Harris 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 matters as were identified in the motion by which the Closed Session was convened were heard, discussed, or considered by City Council.

Councilman White seconded the motion, which passed as follows:

Councilwoman Nancy B. Squire	aye
Councilman John R. White	aye
Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Carolyn S. Carey	aye
Councilman Ned V. Lankford	aye

Councilman Harris moved to approve a letter of understanding with Mr. Clint Strong to serve as Interim Special Projects Coordinator for the City of Emporia. Councilman White seconded the motion, which, which passed as follows:

Councilwoman Nancy B. Squire	aye
Councilman John R. White	aye
Councilman F. Woodrow Harris	aye
Councilman James C. Saunders	aye
Councilwoman Doris T. White	aye
Councilwoman Carolyn S. Carey	aye
Councilman Ned V. Lankford	aye

ADJOURNMENT

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

Samuel W. Adams, III, Mayor

Jean V. Whiting, City Clerk