



**CITY OF
HOPEWELL**
Hopewell, Virginia 23860

AGENDA

(804) 541-2408

www.hopewellva.gov
info@hopewellva.gov
cityclerk@hopewellva.gov

CITY COUNCIL

Patience A. Bennett, Mayor, Ward #7
John B. Partin, Jr., Vice Mayor, Ward #3
Deborah B. Randolph, Councilor, Ward #1
Arlene Holloway, Councilor, Ward #2
Jasmine E. Gore, Councilor, Ward #4
Janice B. Denton, Councilor, Ward #5
Brenda S. Pelham, Councilor, Ward #6

John M. Altman, Jr., City Manager
Sandra R. Robinson, City Attorney
Mollie P. Bess, Acting City Clerk

June 22, 2021

ELECTRONIC MEETING

Regular Meeting: 6:30 p.m.

6:30 p.m. Call to order, roll call, and welcome to visitors

CLOSED MEETING

Move to go into closed meeting pursuant to Va. Code Sections 2.2-3711 (A)(1) to discuss and consider personnel matters including, but not limited to, the assignment, performance and salaries of specific appointees, officers, and employees of the City, including the City Manager, City Attorney, and City Clerk; and to consider prospective candidates for appointment to various boards and commissions; (A)(7) and (8) to consult with legal counsel and staff regarding specific legal matters where such consultation in open meeting would adversely affect the City's interest; and to the extent these discussions will be aided thereby, (A)(4) for the protection of the privacy of individuals in personal matters not related to public business.

RECONVENE OPEN MEETING

CERTIFICATION PURSUANT TO VIRGINIA CODE § 2.2-3712 (D): Were only public business matters (1) lawfully exempted from open-meeting requirements and (2) identified in the closed-meeting motion discussed in closed meeting?

Roll Call

Prayer by Councilor Randolph, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Gore

WORK SESSION

WS – Work Session

- **Modification to Development Standards – Tevya Griffin**
- **Boards & Commissions**
 - Demonstration of Boards & Commissions Website – Dr. Manker
 - Boards & Commissions Overview – Councilor Gore & City Clerk Mollie Bess

SUGGESTED MOTION: To amend/adopt Regular Meeting agenda

Roll Call

Consent Agenda

All matters listed under the Consent Agenda are considered routine by Council and will be approved or received by one motion in the form listed. Items may be removed from the Consent Agenda for discussion under the regular agenda at the request of any Councilor.

C-1 Minutes: June 8, 2021 City Council Minutes

C-2 Pending List:

C-3 Information for Council Review: HRHA 4/12/21 Minutes & HRHA 5/20/21

C-4 Personnel Change Report & Financial Report: Personnel Change Report – May 2021

C-5 Public Hearing Announcements:

C-6 Routine Approval of Work Sessions:

C-7 Ordinances on Second & Final Reading:

C-8 Routine Grant Approval:

SUGGESTED MOTION: To amend/adopt consent agenda

Information/Presentations

Public Hearings

Unfinished Business

Approval of Minutes for Historic Preservation Commission for 2/25/21 and 4/22/21

Reports of Boards and Commissions:

Reports of City Manager:

Regular Business

NONE

Reports of City Attorney:

Annual FOIA Report

Reports of City Clerk:

Reports of City Council:

Committees

Councilors Request

CR-1 Councilor Request – Feasibility of setting up Enterprise Accounts for Recreation and Parks for Community Memberships, and Development for grass cutting, trash violations and permits (Partin)

MOTION: _____

Roll Call

CR-2 Councilor Request – Anchor Point Complaints – Road Infrastructure Status and Ground Maintenance from Contractor/Developer (Gore)

MOTION: _____

Roll Call

CR-3 Councilor Request – Formal Creation of the City Council Finance Committee (Pelham)

MOTION: _____

Roll Call

CR-4 Councilor Request – Expand stormwater program into an independent and more comprehensive Environmental Engineering Department (Partin)

MOTION: _____

Roll Call

CR-5 Councilor Request – Audit Deadline of 9/11 and Accountability Discussion (Pelham)

MOTION: _____

Roll Call

CR-6 Councilor Request – Committee for the Shiloh Lodge Museum Discussion (Pelham)

MOTION: _____

Roll Call

CR-7 Councilor Request – COVID-19 Expenditures (Pelham)

MOTION: _____

Roll Call

CR-8 Councilor Request – Fraud, Waste and Abuse Policy (Gore)

MOTION: _____

Roll Call

Presentations from Boards and Commissions

Other Council Communications

Adjournment

CLOSED MEETING

WORKSESSION

WS-1



Sub-Parcels #106-0320 & 106-0325
Owner/Applicant: James R. Jones Builder, Inc.
Modification to Development Standards

Staff Report prepared for the City Council Work Session

This report is prepared by the City of Hopewell Department of Development Staff to provide information to the City Council to assist them in making an informed decision on this matter.

I. MEETINGS & WORK SESSIONS:

Planning Commission	Public Hearing	May 6, 2021	Recommended Approval
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II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Requested Zoning:	N/A
Existing Zoning:	R-2, Residential, Medium Density District
Acreage:	#106-0320: .5 acres (43,560 square feet) #106-0325: .5 acres (43,560 square feet)
Owner:	James R. Jones
Legal Description:	0.5 Acre City Creek Subdivision: Miscellaneous Acreage
Election Ward:	Ward 4
Land Use Plan Recommendation:	Urban Residential
Strategic Plan Goal:	N/A
Zoning of Surrounding Property:	North: R-2 South: R-2 East: R-2 West: R-2

III. EXECUTIVE SUMMARY:

The City of Hopewell has received a request from James R. Jones Builder, Inc. C/O Jay Jones, to modify the development standards in accordance with Article XVIII, Section G., to erect a building in a residential zoning district that does not have its principal frontage on a public street of record.

IV. APPLICABLE CODE SECTIONS:

The provisions of the Zoning Ordinance that are germane to this request for a Modification to the Development Standards are:

Article XVIII., Section G. Modifications to Development Standards and Requirements

1. *Any aggrieved party may appeal the determination of the Director of Development or City Engineer related to the standards contained within this Article, except for those development standards or requirements, which must be modified by the granting of a variance, special exception, conditional use permit or rezoning. Such an appeal shall be taken within thirty (30) days after the decision appealed from by filing with the Director of Development a notice of appeal specifying the grounds thereof, and paying the applicable fee established for said appeal in Article XXII-G of this ordinance. The Director of Development shall forthwith transmit to the Planning Commission for its review and recommendation to City Council all the papers constituting the record upon which the action appealed from was taken.*
2. *An appeal shall stay all proceedings, to include but limited to site plan, building permit or record plat approval, in furtherance of the action appealed from, unless the Director of Development certifies to the Planning Commission that, by reason of facts stated in the certificate, a stay would in his opinion cause imminent peril to life and property, which case proceedings shall not be stayed otherwise than by a restraining order granted by a court of record, on application and on notice to the Director of Development and for good cause shown.*
3. *The Planning Commission shall fix a reasonable time for hearing of the application and shall, within ninety (90) days after the first meeting of the Planning Commission after such referral, report to the City Council its recommendation on the matter, unless the applicant requests or consents to action beyond such time or unless the applicant withdraws the request.*
4. *Upon receipt of the recommendation of the Planning Commission, the City Council, after public notice in accordance with Virginia Code 15.2-2204,*

shall hold at least one public hearing on such application, and as a result thereof, shall either approve or deny the request.

5. *The City Council may grant modifications, with or without conditions, to development standards or requirements specific to this Article. No modification to a development standard or requirement shall be authorized by the City Council unless it considers and determines substantial compliance with the Comprehensive Plan. The City Council shall not grant a modification to any development standard or requirement if:*
 - a. *The granting of the modification will constitute the granting of a variance, special exception, conditional use or a rezoning.*
 - b. *Ordinary financial considerations are the principal reason for the requested modification.*
 - c. *The modification amends a property-specific condition imposed by the City Council or the Board of Zoning Appeals, unless such condition specifically grants such modification authority to the City Council.*
 - d. *The applicant created the condition or situation generating the need for the modification and the applicant has not exhausted all other practicable solutions to the problem, including, but not limited to, the acquisition of additional property, the elimination or redesign of structures, or the reduction of the development density.*

6. *Any person or persons jointly or severely aggrieved by the final decision of the City Council shall file a written appeal with the Circuit Court for review by filing a petition at law, setting forth the alleged illegality of the action of the governing body, provided such petition is filed within thirty (30) days after the final decision is rendered by the governing body. The filing of the said petition shall stay the decision of the governing body pending the outcome of the appeal to the court. The court may reverse or modify the decision of the governing body, in whole or in part, if it finds upon review that the decision of the governing body is contrary to law or that its decision is arbitrary and constitutes an abuse of discretion, or it may affirm the decision of the governing body. Adjacent property owners' appeals shall be limited to conditions which directly affect the property owners and include access, utility locations, buffers, conditions of zoning, architectural treatment and land use*

transactions. The court shall fix a reasonable time for hearing the appeal.

Article XVIII. Development Standards, Section A. General Provisions, Sub-section 14. Erection of Building

Every building hereafter erected in a business and residential zoning districts shall be located on a building site as herein defined, said lot having its principal frontage on a public street of record, except as otherwise permitted in this ordinance for townhouses and planned development.

V. SUBJECT PROPERTY:

The subject properties are located in Ward 4 in the Residential, Medium Density Zoning District (R-2). The properties are identified as 3603 Jackson Farm Road (Sub-Parcel #106-0320 and Sub-Parcel #106-0325). Each property is .5 acres. They are located on a 20' public right-of-way easement.

VI. OWNER'S POSITION:

Excerpt from Application

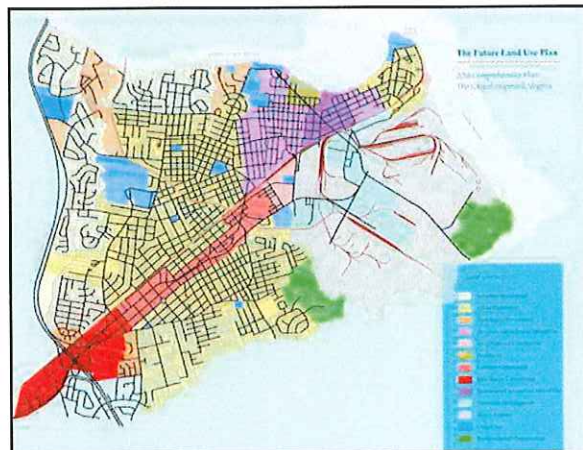
Request a modification to the development standards to build on two existing lots using a piped stem driveway instead of a public right-of-way.

VII. ZONING/STAFF ANALYSIS:

Comprehensive Plan Land Use Category

The 2028 Comprehensive Plan designates this property as Urban Residential.

This category calls for development flexibility for new, infill and redevelopment projects. These areas qualify for selective re-subdivision of projects where lots or entire blocks could be consolidated for redevelopment.



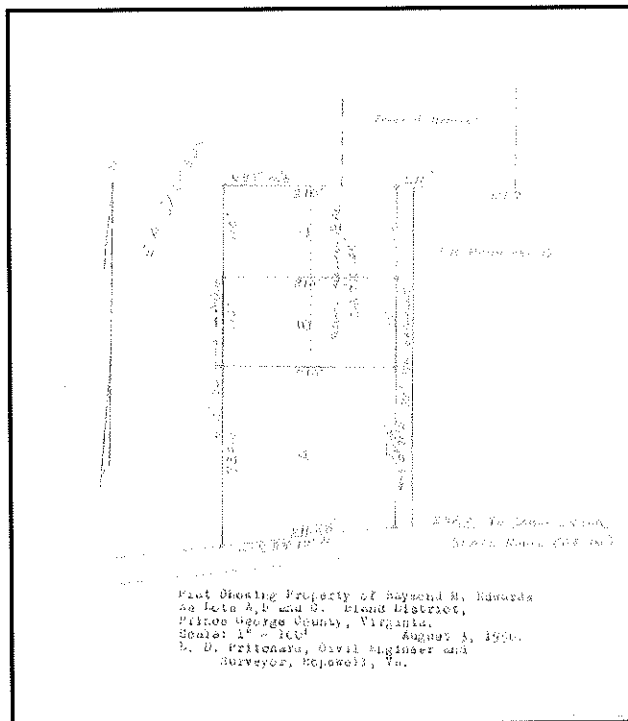
Future Land Use Map, 2028 Comprehensive Plan

Location and Easement Ownership

The current Zoning Ordinance does not allow a structure to be erected on a residential or commercial lot unless it fronts on a public street. This requirement is set to maintain a standard of construction and safety across the City. It also makes addressing easier as a probable pattern is established. The City Council must determine if a modification to this standard should be waived to allow the construction of two single family detached homes on a public right-of-way easement. The Ordinance requires the Council to consider four criteria to determine if a modification should be granted. Staff contends that the Council should also consider neighborhood impact and safety as factors in this case.

The unimproved easement is owned but not maintained by the City. Maintenance is the responsibility of the adjoining property owners. The easement provides access to eight lots; four (4) are homesteads. The homes were built in 1940, 1953, 2001, and 2006. One of the eight properties is a City pump station at the very end of the easement.

The two lots in question are located at the 3600 block of Jackson Farm Road. This area was annexed from Price George County in 1969. The survey below, provided by the applicant, shows the lots within the county in 1956.



Plat 1956, Prince George County

vehicle, and bring the easement to standard. The easement extends to the City's pump station and a hammerhead turn-around will be installed several feet before the pump station. A powerpole is located within the easement and in order to create a 30' paved easement must be relocated. The pole will be located near the City's pump station.

City Engineer analysis

Easement Condition

The easement is comprised of dirt, and loose and impacted gravel in some spots. All four homes have Jackson Farm Road addresses. This confirms that the easement is not a public street. If it was, the homes would not have a Jackson Farm Road address but the address of the fronting street. There are noted drainage issues in areas along the easement.

A standard right-of-way is 50' in width from curb to curb. However, there are several instances in the City where a right-of-way is less than 50'. The public right-of-way easement in question is 20' wide. If approved, the paved easement will be extended to 30' wide, accommodate a 70,000 pound fire

The new dedicated 30 foot wide Pipe Stem Access Easement overlays an expands on the prior 20-foot wide dedicated R/W/Easement.

The new plat and terminology helps to clear that up and bring the access in to proper accessibility standards such as:

1. Having a proven road section structure that can carry a 70,000 pound wheel axle loading,
2. Meeting the minimum width of pavement,
3. Including a fire truck turn-around with dimensions which can accommodate other vehicles of this size and scale,
4. Installing a durable all weather surface which is sustainable.

The aforementioned conditions are not fully present now. The proposed plan of development will introduce improvements to bring this up to the minimum standards as outlined above.

Adjacent property owner concerns

In accordance with State Code regulations this request for a modification of development standards was advertised in the local newspaper two weeks in advance of the public hearing. The public hearing announcement and application information was placed on the City's website. Additionally, adjacent property owners were notified of the request by U.S. Mail, and a sign announcing the request was posted on the property with a case number and phone number to contact the office for questions. Staff has received two inquiries. The first was received prior to the meeting and read into the meeting minutes. This correspondence is below:

5/6/2021 1:04 p.m.

Dear Sir,

We will be unable to get on the call tonight. I am sorry to say I didn't realize I had to register before 5:00 Wednesday.

My husband, Glenn Hathaway and I have a few concerns.

1. The traffic on the road is already very busy with the day care back behind us. Paving the road will allow the cars to speed up even more. We are requesting at least two speed bumps to be installed. The goal is to slow down traffic for the safety of all, children, pets and adults.

Speed bumps must be installed with the consideration of drainage issues so as not to direct it right to us.

2. Probably the most important issue, is the drainage. Any precipitation flows directly towards our yard and home. Clearing the lots for housing will create an increased drainage issue. Not only is it water drainage but along with that comes debris and any toxic substances. This will now be totally out of our control.

3. Now to address the issue of the power pole. The pole planned for movement is an underground feed that supplies our home 3517 Jackson Farm Road. The movement of the pole should not hinder our coming and going from our driveway. There should be no financial cost for it's movement.

4. Due to the elimination of our privacy, with the addition of two new homes we may have to add a privacy fence. Having owned our home since the early seventies you can see where giving up our privacy is a major development. I always said "this is the best place, it's as much in the country as you can get in Hopewell", needless to say we're very sorry to be losing our cozy "nestled in the woods" atmosphere.

Thank you for hearing our concerns.

With peace,
Toni Carr Hathaway
Glenn D. Hathaway

During the public hearing the questions posed by the Hathaway's were addressed by the applicant, the engineer hired by the applicant, and the City engineer. There responses are as follows. Prior to and after the meeting the applicant spoke to the Hathaway's and others along the easement.

Applicant responses to Toni and Glenn Hathaway's concerns

1. Installation of speed bumps: The applicant is willing to install speed bumps. While speed bumps are not allowed on public right-of-ways, in this instance they would be acceptable since this is a right-of-way easement. The applicant must coordinate with the City Engineering department to ensure speed bumps are installed correctly and to determine number allowed.
2. Drainage: the applicant recognized water currently flows across the easement. The pipe stem driveway will be designed to have an inverted center line that will direct water flow toward Jackson Farm Road into a man made drainage system.
3. Removal of power pole: According to applicant, the power pole makes it challenging for the Hathaway's to maneuver their driveway. The power pole will be moved toward the pump station. This move will require the loss of power for 1-2 hours. This should result in improved access of their driveway.
4. Losing nestled in the woods atmosphere: The applicant will not clear all trees on the vacant lots to build the two homes. Most trees in the back of the lot will be kept in place.

The City also received the following comments from Jennifer Shaeffer of 3523 Jackson Farm Road:

1. Concerned about drainage on her property. She has invested \$2,000 in gravel and created a French drain to deter water from piling in her yard. After reviewing the plan she concluded the improvement would not remove her work.
2. Potholes in the easement are tearing up cars.

VIII. STAFF RECOMMENDATION:

Section G of Article XVIII, copied on page 3 of this report provides the criteria for approval of a modification. If the applicant meets any of these criteria, the modification cannot be granted. After careful review of the application, Staff concludes that the application does not meet any of the criteria, and therefore recommends a modification be granted. A detailed answer for each criteria follows:

- a. *The granting of the modification will constitute the granting of a variance, special exception, conditional use or a rezoning. This request does not meet the criteria for a variance, special exception, conditional use or a rezoning.*
- b. *Ordinary financial considerations are the principal reason for the requested modification. Financial considerations are the not the principal or secondary reason for the requested modification.*
- c. *The modification amends a property-specific condition imposed by the City Council or the Board of Zoning Appeals, unless such condition specifically grants such modification authority to the City Council.*
The modification will not amend a property-specific condition.
- d. *The applicant created the condition or situation generating the need for the modification and the applicant has not exhausted all other practicable solutions to the problem, including, but not limited to, the acquisition of additional property, the elimination or redesign of structures, or the reduction of the development density.*

The applicant did not create the condition or situation generating the need for the modification. While the owner purchasaed the properties, the public right-of-way easement has existed at least since 1956. Without the modification of development standards, the properites would not be buildable.

Staff also finds the installation of a pipe stem driveway will result in a safer public right-of-way easement that will improve the drainage and function for all adjacent property owners, and emergency vehicles. In conclusion, the granting of the modification will not result in adverse circumstances for property owners along the easement, and the City gains two well built single family detached homes that will increase our tax base.

IX. PLANNING COMMISSION RESOLUTION:

In accordance with Article XVIII, Section G, of the Hopewell Zoning Ordinance, the Hopewell Planning Commission recommends approval with a vote of **5-0** for request submitted by James R. Jones Builder c/o Jay Jones for a modification to the development standards to construct two homes on a pipestem driveway instead of on a public street at Sub-Parcel #106-0320 and #106- 0325. The Commission concluded that the request did not meet the criteria that would require a vote in denial of the request.

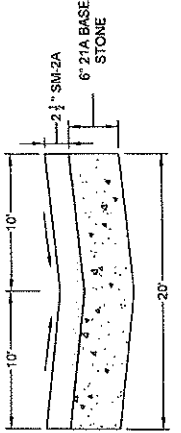
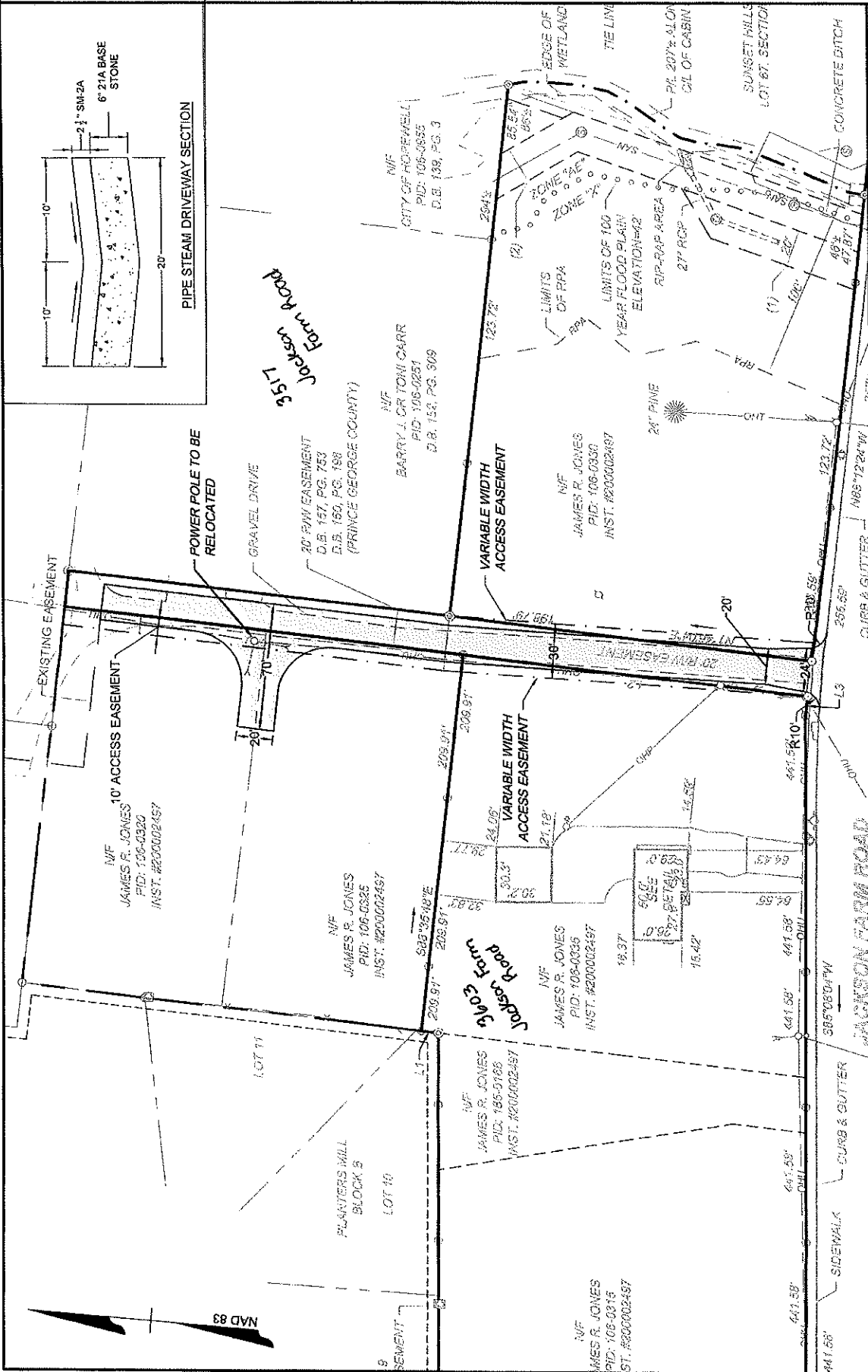
Attachment(s):

1. Application
2. Plat

Aerial Map

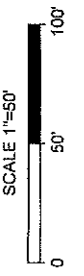


Unimproved Public Right of Way Easement



DATE: MARCH 25, 2021	SCALE: 1"=50'
SHEET 1 OF 1	J.N. 30264
DRAWN BY: DCE	CHECK BY: DAJ

**JACKSON FARM ROAD
 PIPE STEAM ROAD**





The City
of
Hopewell, Virginia

City of Hopewell, VA
Permits / Inspec... - 20210252|NODS - 2021
014975-0010 debra mc... 04/06/2021 03:40PM
0 -
MODIFICATION PERMIT - REVIEW
Payment Amount: 200.00
Transaction Amount: 200.00
CHECK: 013197

300 N. Main Street · Department of Neighborhood Assistance & Planning · (804) 541-2220 ·
Fax: (804) 541-2318

APPEAL TO HOPEWELL PLANNING COMMISSION
MODIFICATION OF DEVELOPMENT STANDARDS, ARTICLE XVIII OF THE
HOPEWELL ZONING ORDINANCE

APP# 20210252

(Appeal of Decision)
Fee: \$200

THIS REQUEST IS HEARD BEFORE THE PLANNING COMMISSION AS AN APPEAL TO A DECISION MADE
BY THE DIRECTOR OF DEVELOPMENT OR CITY ENGINEER

APPLICANT: James R. Jones Builder, Inc % Jay Jones

ADDRESS: P.O. Box 1402
Hopewell, VA 23860

PHONE #: 804 640-2666 FAX #: _____

EMAIL ADDRESS: jay@jrjbuilder.com

Parcel: 1060320

INTEREST IN PROPERTY: OWNER OR AGENT

A. HAS ANY PREVIOUS APPLICATION OR APPEAL BEEN FILED IN CONNECTION WITH
THIS PROPERTY? Y N

IF YES, PLEASE EXPLAIN: _____

B. DATE PROVIDED DENIAL OR NOTIFICATION OF THE NEED FOR A MODIFICATION TO
DEVELOPMENT STANDARDS:

March 10, 2021

C. APPEAL OF DECISION/ INTERPRETATION:

STATE BASIS OF APPEAL:

Request modification to the development standards Article XVIII
Section A, 14, erection of building. To build on two
existing lots using a piped stem driveway instead
of a public street.

Attach additional sheets, if necessary

PRESENTATION:

**DEMO OF BOARDS & COMMISSIONS WEBSITE -
DR. CONCETTA MANKER**

**BOARDS & COMMISSIONS OVERVIEW –
COUNCILOR GORE & ACTING CITY CLERK
MOLLIE BESS**



City of Hopewell
City Council Appointed Boards, Commissions & Authorities

Demo of new Board Software

Councilor Gore - Ward 4
Interim City Clerk - Mollie Bess



City of Hopewell City Council Appointed Boards, Commissions & Authorities

Overview:

- Statement of purpose - Review Boards List for Adjustments
- Review of Boards Status - Active/Inactive
- Review of Minute Submission - Yes/No
- Review of Annual Report Compliance - Yes/No
- Discuss purpose of Boards - Auxiliary of City Council
- Suggested new Board Creation
- Suggested Changes Talent Bank Resume
- Suggested Outreach Plan
- Suggested Draft Flyer
- Demo of new Board Software



City of Hopewell City Council Appointed Boards, Commissions & Authorities

Review of Boards Status - Active/Inactive

BOARDS/COMMISSIONS	ACTIVE/INACTIVE
Architectural Review Board	Y
Bldg. Code & Fire Prevention Appeals	N
Board of Equalization	N
Board of Zoning Appeals	Y
Central Waste Mgmt. Authority	N
Community Development Grant	N
Community Planning & Mgmt. Team	Y
Council of the South Central Corridors	N
Crater District Area on Aging	N
District 19 Community Services Board	N
Dock Commission	N
Downtown Design Review Committee	Y
Economic Development Authority	Y
Electoral Board	Y

BOARDS/COMMISSIONS	ACTIVE/INACTIVE
Historic Preservation Committee	Y
Hopewell Community Policy & Mgmt.	Y
Hopewell Redevelopment & Housing	Y
Hopewell Water Renewal Commission	Y
John Tyler Community College	N
Keep Hopewell Beautiful	N
Library Board	N
Planning Commission Wetlands Board	Y
Recreation Commission	Y
Resource Conservation & Development	N
School Board	Y
Social Services Advisory Board	N
Technology Fund Committee	N
Telecommunications Regulation Comm.	N
Transportation Safety Board	Y
Virginia's Gateway Region	N



City of Hopewell
City Council Appointed Boards, Commissions & Authorities

Review of Minute Submission - Yes/No

BOARDS/COMMISSIONS	MINUTES
Architectural Review Board	Y
Bldg. Code & Fire Prevention Appeals	
Board of Equalization	
Board of Zoning Appeals	N
Central Waste Mgmt. Authority	
Community Development Grant	
Community Planning & Mgmt. Team	N
Council of the South Central Corridors	
Crater District Area on Aging	
District 19 Community Services Board	
Dock Commission	
Downtown Design Review Committee	Y
Economic Development Authority	Y
Electoral Board	N
Friends of the Appomattox River	

BOARDS/COMMISSIONS	MINUTES
Historic Preservation Committee	N
Hopewell Community Policy & Mgmt.	N
Hopewell Redevelopment & Housing	Y
Hopewell Water Renewal Commission	N
John Tyler Community College	
Keep Hopewell Beautiful	Due to not enough member to make a quorum
Library Board	
Planning Commission Wetlands Board	N
Recreation Commission	N
Resource Conservation & Development	
School Board	N
Social Services Advisory Board	
Technology Fund Committee	
Telecommunications Regulation Comm.	
Transportation Safety Board	N
Virginia's Gateway Region	



City of Hopewell
City Council Appointed Boards, Commissions & Authorities

Review of Annual Report Compliance - Yes/No

City Council Rules require Council-Appointed Boards, Commissions and Authorities to present annually to City Council.

In 2019, a request was approved to require the City Clerk to develop a draft calendar for all boards to present to City Council. The Clerk's Office was also expected to conduct outreach in a timely fashion to notify the Chair/Staff member of the date to present and provide the guidelines to submit a presentation.

This process began, but was not carried out.



City of Hopewell
City Council Appointed Boards, Commissions & Authorities

Discuss purpose of Boards - Auxiliary of City Council

- Does City Council feel that Boards are fulfilling the purposes for which they were established?
- Does City Council want to evaluate if certain boards should have municipal projects/goals to accomplish?

Suggested new Board Creation

- Does City Council wish to create a new Board, Commission and/or Authority to address a community need?
- Does City Council feel that the current listing of volunteer opportunities is sufficient and covers the City's current needs?



City of Hopewell City Council Appointed Boards, Commissions & Authorities

Suggested Changes Talent Bank Resume

- *Online Application through new software
- *Removal of SSN

- *Document must be updated to reflect current listing
- *Review to determine if any additional fields are needed

Talent Bank Resume		Submit Form
BOARDS, COMMISSIONS & AUTHORITIES CITY OF HOPEWELL 300 North Main Street Hopewell, Virginia 23060		
Board of Architects Review (ARB) Board of Building, Codes & Fire Prevention Code Appeals Board of Equalization (BOE) (BZA) Board of Fire and Public Safety (BFPS) Central Virginia Waste Management Authority (CVWMA) City of Hopewell Advisory Board City of Hopewell Community Development Team (CDNT) City of Hopewell Economic Development Authority City of Hopewell Planning and Zoning Commission (P&ZC) City of Hopewell School Board City of Hopewell Technology Fund Committee City of Hopewell Water Advisory Board City of Hopewell Water Utility Commission (H-O Renewals) City of Hopewell Youth Center Board City of Hopewell Youth Center Board (YCB) City of Hopewell Youth Center Board (YCB) City of Hopewell Youth Center Board (YCB)	Keep Hopewell Beautiful (Frommy Clean City) Library Board (Appomattox Regional) Planning Commission Regional Commission and Development (RCAD) Council of the South Shore Commons Hopewell Community Development Authority Hopewell Water Utility Commission (H-O Renewals) School Board Hopewell Water Advisory Board Technology Fund Committee Hopewell Youth Center Board Hopewell Youth Center Board (YCB) Hopewell Youth Center Board (YCB) Virginia's Gateway Region Youth Services Commission	* Requires annual filing of Financial Disclosure Statements * Requires annual filing of Asset Disclosure Statements
Final Choice Second Choice Third Choice		
Date Submitted: _____ (This resume will expire two years from this date). Occupation: _____ Name: _____ Social Security No. _____ Date of Birth: _____ Address: _____ This is my <input type="checkbox"/> Home Address <input type="checkbox"/> Business Address <input type="checkbox"/> Mailing Address Address: _____ This is my <input type="checkbox"/> Home Address <input type="checkbox"/> Business Address <input type="checkbox"/> Mailing Address Home Phone: _____ Cell Phone: _____ Office Phone: _____ Email: _____ What are your specific qualifications, skills and abilities as they relate to the Board(s), Commission(s) or Committee(s) on which you have requested to serve, and how will they enhance that Board, Commission or Committee? _____ Additional Comments: _____ _____ _____ In what ward of the City of Hopewell do you reside? <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 Do you have relatives who are employed by the City of Hopewell, serve as a member of either of the agencies to which you seek appointment, or who serve on Hopewell City Council? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, whom? _____ Which agency? _____		
By my signature herein, I certify that (1) the information given by me in this document is correct to the best of my knowledge, (2) I am a resident of the City of Hopewell, Virginia, and (3) I understand and agree that the City of Hopewell may make an independent investigation of my background and qualifications, including (a) under Sec. 2-611 Criminal background check, (b) review of my education, employment or other records, (c) references, and (d) any present employment, education, involvement in litigation or other proceedings, and other items.		
Signature: _____ Date: _____ Please return completed form to: Office of the City Clerk, Municipal Building 250 North Main Street, Hopewell, VA 23060 Talent Bank Resume Expires Two Years from Submission Date <i>The members of the Hopewell City Council appreciate your interest in serving the Citizens of the City.</i>		

Councilor Gore - Ward 4
Interim City Clerk - Mollie Bess



City of Hopewell
City Council Appointed Boards, Commissions & Authorities

Suggested Outreach Plan

1. City Clerk's Office to review list of current applicants to identify who has applied to serve on a board, but has not been appointed.
2. City Clerk's Office to conduct outreach based on list of applicants to identify if he/she will be willing to serve on a board with vacancies.
3. City Clerk's Office will begin to implement outreach plan.



City of Hopewell City Council Appointed Boards, Commissions & Authorities

Suggested Outreach Plan

- City Clerk's Office is required to publish vacancies each September in local newspaper.
 - Antiquated
 - Not currently followed
- Suggest City Council disseminated draft flyer previously approved for outreach in community locations.
- Suggest City Council disseminated draft flyer on social media
- Suggest City Clerk include list of vacancies on each City Council Agenda under "Reports of City Clerk".
- Suggest City Clerk's Office advertise vacancies quarterly in local newspaper, if possible.
- Suggest City Clerk's Office share vacancies weekly in the City's News briefs.



City of Hopewell
City Council Appointed Boards, Commissions & Authorities

Suggested Actions

- Update City's website to remove Standing Commissions of City Council; add the information on City Council's web page
- Consider finding way to highlight current board members and projects from boards and commissions online.
- Determine if City Council will still offer a Appreciation Dinner.



LEADERS Needed

The City of Hopewell City Council appoints residents and community members to serve the community on various authorities, boards, and commissions.

Entities may be unquie to serve only the City of Hopewell or may be regional partnerships. All entities are designed to advise City Council and/or to seek public input on a variety of issues in the community. The City's boards and commissions range in purpose economic development, community engagement, oversight recreation and more. Toegheter, with City Council, Boards and Commission help to define the future of the City of Hopewell and it's growth.

APPLY NOW!

www.hopewellva.gov



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APPLY NOW!

www.hopewellva.gov

CONSENT AGENDA

C-1

MINUTES OF THE REGULAR MEETING OF CITY COUNCIL HELD JUNE 8, 2021

An Electronic (Zoom) Meeting of the City Council of the City of Hopewell, Virginia, was held Tuesday, June 8, 2021 at 6:30 p.m.

ROLL CALL

Mayor Bennett opened the meeting at 6:30 p.m. Roll call was taken as follows:

PRESENT:

Patience A. Bennett, Ward 7
John B. Partin, Jr., Vice Mayor, Ward 3
Deborah Randolph, Councilor, Ward I
Arlene Holloway, Councilor, Ward 2
Janice B. Denton, Councilor, Ward 5
Brenda S. Pelham, Councilor, Ward 6

Excused –Jasmine Gore, Ward 4

John March Altman, Jr., City Manager
Sandra Robinson, City Attorney
Charles E. Dane, Assistant City Manager

Mollie P. Bess, Acting City Clerk

CLOSED MEETING

Motion made by Vice Mayor Partin and seconded by Councilor Pelham to move to into closed meeting pursuant to Va. Code Sections 2.2-37 (A) (1) to discuss and consider personnel matters, including, but not limited to, the assignment, performance and salaries of specific appointees, officers, and employees of the City, including the City Manager, City Attorney, and City Clerk; and to consider prospective candidates for appointment to various boards and commissions; (A)(7) and (8) to consult with legal counsel and staff regarding specific legal matters and probable litigation, where such consultation in open meeting would adversely affect the City's interest; and to the extent these discussions will be aided thereby, (A)(4) for the protection and privacy of individuals in personal matters not related to public business.

ROLL CALL	Councilor Pelham	Yes
	Mayor Bennett	Yes
	Councilor Randolph	Yes
	Councilor Holloway	Yes
	Vice Mayor Partin	Yes
	Councilor Denton	Yes

Motion Passes – 7 – 0

Motion to come out of Closed Session by Vice Mayor Partin and seconded by Councilor Denton.

ROLL CALL:	Councilor Pelham	Yes
	Mayor Bennett	Yes
	Councilor Randolph	Technical Difficulties
	Councilor Holloway	Yes
	Vice Mayor Partin	Yes
	Councilor Denton	Yes

Motion Passes – 5 – 0

CERTIFICATION

CERTIFICATION PURSUANT TO VIRGINIA CODE 2.2-3712 Were only public business matters (1) lawfully exempted from open-meeting requirements and (2) identified in the closed-meeting motion discussed in closed meeting.

ROLL CALL:	Councilor Pelham	Yes
	Mayor Bennett	Yes
	Councilor Randolph	Technical Difficulties
	Councilor Holloway	Yes
	Vice Mayor Partin	Yes
	Councilor Denton	Yes

Motion Passes – 5 – 0

Motion made by Councilor Pelham, seconded by Vice Mayor Partin to reappoint Lynda Frink to the Economic Development Authority

ROLL CALL:	Councilor Pelham	Yes
	Mayor Bennett	Yes
	Councilor Randolph	Technical Difficulties
	Councilor Holloway	Yes
	Vice Mayor Partin	Yes
	Councilor Denton	Yes

Motion Passes – 5 – 0

Motion made by Councilor Pelham, seconded by Vice Mayor Partin to appoint Rita Joyner to the Economic Development Authority

ROLL CALL:	Councilor Pelham	Yes
	Mayor Bennett	Yes
	Councilor Randolph	Technical Difficulties
	Councilor Holloway	Yes
	Vice Mayor Partin	Yes
	Councilor Denton	Yes

Motion Passes – 5 – 0

OPEN MEEETING

Mayor Bennett opened the meeting and welcomed guests.

ROLL CALL:

Mayor Bennett	-	present
Vice Mayor Partin	-	present
Councilor Randolph	-	present
Councilor Holloway	-	present
Councilor Denton	-	present
Councilor Pelham	-	present
Councilor Gore	-	Excused

REGULAR MEETING

The Regular Meeting opened at 7:30 p.m. Prayer was offered by Councilor Holloway followed by the Pledge of Allegiance to the Flag of the United States of America led by Mayor Bennett. Mayor Bennett welcomed everyone and asked City Council for any good news. It was noted that Rashad Briggs was Employee of the Quarter.

AMEND THE AGENDA

Motion was made by Vice Mayor Partin and seconded by Councilor Pelham to adopt an amended agenda to include the community center change order request as the new R1 and then move everything else down in subsequent order and to extend the meeting until we complete the new R6, the operating and capital budget resolution.

ROLL CALL:

Councilor Pelham	Yes
Mayor Bennett	Yes
Councilor Randolph	Yes
Councilor Holloway	Yes
Vice Mayor Partin	Yes
Councilor Denton	Yes

CONSENT AGENDA

Motion was made by Councilor Pelham and seconded by Mayor Bennett to amend the Consent Agenda and added the HPC meeting minutes as R7.

ROLL CALL:

Councilor Pelham	Yes
Mayor Bennett	Yes
Councilor Randolph	No
Councilor Holloway	Yes
Vice Mayor Partin	Yes
Councilor Denton	No

Mayor Bennett turned the meeting over to Heather Lyne for her presentation on Hopewell Downtown Partnership. Ms. Lyne gave an update that we have two new businesses opening in downtown Hopewell, one is the Crystal Luna Company is located on East Broadway, opened about two weeks ago, she make jewelry and sells crystals. She makes her jewelry from rocks that are shipped in from around the country. The second business is the Yoga Studio at 256 East Broadway, she is looking to open by the end of the month.

PUBLIC HEARING

PH-1 Public Hearing – School Board Appointment

Vice Mayor Partin would like to recuse himself from the public hearing since is sister is one of the applicants. Mayor Bennett excused him.

Mayor Bennett turn over the Public Hearing to Mr. Altman, who asked Ms. Bess to please share the names of those that applied. Ms. Bess informed Council that we have had four applicants and they are Deborah E. Marks, Shannon Foskey, Nelson G. Cuffey and Alison K. Partin. No other applications have been received.

Mayor Bennett opened the Public Hearing and Ms. Bess stated each candidate’s name as follows: Deborah E. Marks, Shannon Foskey, Nelson G. Cuffey and Alison K. Partin.

Public Hearing is now closed.

Mayor Bennett asked Council if they would like to discuss in closed session at this time and if so, if you would use the motion 2.2-37 11(A)(1).

Councilor Pelham made a motion for Mrs. Bess to schedule the necessary interviews with candidates and thereafter go into closed session to speak about the candidates. Mayor Bennett asked Councilor Pelham, if she would like to discuss the candidates this evening or have the interviews first. Councilor Pelham stated she would like to have the interviews first. Mayor Bennett asked Councilor Pelham if she would be okay if motion states to ask Ms. Bess to set up interviews.

Motion made by Councilor Pelham and seconded by Councilor Holloway to task Ms. Bess with setting up the interviews with the four candidates for council members before June 22 via Zoom.

ROLL CALL:

Councilor Pelham	Yes
Mayor Bennett	Yes
Councilor Randolph	Yes
Councilor Holloway	Yes
Councilor Denton	Yes

Motion Passes – 5 – 0

Moving to Reports of City Manager, turning over to Mr. Altman.

REGULAR BUSINESS

R 1 - COMMUNITY CENTER ROOF

Consideration to modify the contract that City Council approved. As was discussed back when brought forth request on the roofing contract, we knew that there were things we were going to find once we took off the roof and we have found things which requires some change orders. The original contract was \$277,471, the first change order we had was for \$68,187 under 25% of cost of the contract. Once we hit 25% the change orders need to come back to Council for approval, so we have two change orders for consideration this evening for authorization to move forward with, those at \$17,900 and the second for \$23,440.23. Mr. Reidmiller is here to discuss projects and challenges. So we are requesting your authorization to move forward with the change order which would change the total dollar amount of the project contract that you already approved a lesser amount and that is here what we are asking for.

Mr. Altman turned the meeting over to Mr. Reidmiller. We ran into significant issues with the roof, none that could be found until we got in there and started working. The first two change orders are asbestos related and to remove safely is much more of a delicate process, so that was Change Order 1. The second change order is related to additional asbestos abatement fund in another area of the roof and the third is a simple bldg. phenomenon associated with having a flat roof.

Motion made by Vice Mayor Partin and seconded by Council Denton that we move to authorize the City Manager to authorize the modification of the construction contract at the Community Center to include three change orders in the amount of \$88,427.33 with a total contract value of \$365,898.23.

ROLL CALL:

Councilor Pelham	Yes
Mayor Bennett	Yes
Councilor Randolph	Yes
Councilor Holloway	Yes
Vice Mayor Partin	Yes
Councilor Denton	Yes

R 2 - HOPEWELL BROADBAND AUTHORITY

Mr. Altman turned the meeting over to Dr. Manker and City Attorney Robinson for review with City Council. Ms. Robinson explained why we need the Broadband Authority and the Resolution. The body, not the name is required by statute. A locality cannot provide for internet services except in a limited capacity unless it goes through certain procedures coupled with the requirements of the SCC requires the creation of a broadband authority.

Motion made by Vice Mayor Partin and seconded by Councilor Randolph that we approve the resolution creating the Hopewell Broadband Authority.

ROLL CALL:

Councilor Pelham	Yes
Mayor Bennett	Yes
Councilor Randolph	Yes
Councilor Holloway	Yes
Vice Mayor Partin	Yes
Councilor Denton	Yes

R 3 - REOPENING CITY HALL

Changes to City guidelines with regard to opening City Buildings. No action requested, just to inform Council and the Community of the steps we are taking to reopen city buildings. The statewide declaration will remain into effect until June 30, 2021. In our meeting July 13 we will have on agenda to end our local emergency also. However if the Governor decides to extend, we will also extend. In a memo that was sent out on June 3 it stated effective immediately fully vaccinated employees and fully vaccinated means you have received both shots but two weeks since you final dose are no longer required to wear a mask inside city facilities. Employees who have not been fully vaccinated including those who have not finished the two week waiting period are strongly encouraged to still wear a mask when physical distancing for others cannot be maintained. Any employee who chooses to continue to wear a mask may do so. Effective May 28, all in person meetings whether they are in the same department or with other city employees and from other departments and buildings could be held in conference room capacities were reinstated to pre-covid levels. Effective June 1, the daily temperature check that were being done for city employees and citizens coming into the building for appointment were ceased. All employees are expected to self-monitor their temperature prior to coming to work. Self-monitor, wash hands, use hand sanitizer, follow those CDC guidelines that were there in the very beginning. Effective Jun 7, all employees returned to their normal work schedule at their in-person work location, the only exception was anybody that has a medical vulnerability and that continues to be the only we're providing and they must contact HR and their supervisor to discuss options available to them. Effective June 14 all City building will reopen to the public and then June 21 DMV Select will return to the Commissioner of the Revenue's office to accommodate that when June 17. When the State of Emergency expires on June 30, we will have to return to in-person Council meetings. July 13 we will be back to in-person Council meetings.

R 4 - AUTHORIZATION TO DEMOLISH 706 N. 21st AVENUE

The city owns this structure, it is the white one story bldg. across from Appomattox cemetery. What is being requested is because it is a city owned building, the authorization to tear it down as we move into the new budget year and there is funding available to go ahead with that.

Motion made by Councilor Denton and seconded by Vice Mayor Partin that City Council authorize the demolition of 706 N. 21st Avenue which is now vacant.

ROLL CALL:

Councilor Pelham	Yes
Mayor Bennett	Yes

Councilor Randolph	Yes
Councilor Holloway	Yes
Vice Mayor Partin	Yes
Councilor Denton	Yes

Motion Passes – 6 – 0

R 5 - UPDATE ON CAMERON FOUNDATION GRANT

Ms. Tevya Griffith gave an update on the Cameron Foundation Grant. A presentation was provided to Council for their review as promised and for any questions. Question was asked as to how the \$50,000 was going to be spent? Mrs. Griffin responded that the \$50,000 was the entire award from the Cameron Foundation, the grant team is proposing to hire a consultant to work on implementing the grant and also as a part of the objectives of the workout plan is to look for other funding sources and that process has already begun. It is outlined in the workout plan and we are not looking for this to be a position that is added to any city department but a contractor’s position for the \$50,000 over the 18 months. This program is something we want long term, where is this program going to sit as far as long term set up with the City. No firm answer on that yet. Objective of program is to provide for long term. Need to discuss in the next 18 months as to how things are going. Keep Council involved as we will need to add this to the budget in the future. No action necessary.

R 5 – FY2021-2022 OPERATING AND CAPITAL BUDGET RESOLUTION

The Proposed FY22 Overall Operating and Capital Budget appropriates a total of approximately \$180,848,289 across 31 funds, which is an increase of \$8,821,095 or 5.13% over the FY21 budget. The Proposed General Operating Fund is approximately \$54,328,648, which is an increase of \$1,710,971 or 3.25%, over the FY21 General Fund Operating Budget. The City budget does include the 2 1/2 % raise authorized by Council for employees, it does include the 5% raises for state positions, it does include the positions that were authorized, the conversion of the two part time positions to one full time position for the animal control custodian, the munis position in IT and Ms. Griffins position for the rental inspector and it includes the lab tech position down at Hopewell Water Renewal and that’s in the enterprise fund piece so that doesn’t have an effect on the general fund.

Motion made by Councilor Denton and seconded by Councilor Randolph that City Council approve the proposed FY22 Operating and Capital Budget Resolution.

Councilor Pelham requested to step away from the conversation and discussion and abstain from this vote. Mayor Denton stated that Councilor Pelham is stepping away due a Conflict of Interest and it was noted that Councilor Pelham does have a Conflict of Interest form on file with the City Clerk.

Vice Mayor Partin stated that he is unable to vote in favor of budget, believes we need City to look more seriously at the Capital Improvement Plan.

Councilor Gore just arrived to the meeting and wanted to share that she is unable to support this budget.

ROLL CALL:

Councilor Pelham	Abstain
Mayor Bennett	Yes
Councilor Randolph	Yes
Councilor Holloway	Yes
Vice Mayor Partin	No
Councilor Denton	Yes
Councilor Gore	No

Motion Passes – 4 – 3

ADJOURN

Meeting Adjourned

Patience Bennett, Mayor

Mollie Bess, Acting City Clerk

C-3

898

HOPEWELL REDEVELOPMENT AND HOUSING AUTHORITY
350 East Poythress Street
Hopewell, VA 23860

REGULAR MEETING OF April 12, 2021

*** MINUTES ***

Minutes of Regular Meeting of the Board of Commissioners of the Hopewell Redevelopment and Housing Authority of the City of Hopewell, Virginia, held Monday, April 12, 2021 at 6:00 p.m.

The meeting was called to order by the Chairman. Roll call, those present and absent were as follows:

- Present: Sheila Flowers, Chairman
John Tunstall, Vice-Chairman
Ruth Johnson, Commissioner
Shamika Lewis, Commissioner
Anthony Bennett, Jr., Commissioner
Susan Temple, Commissioner
- Absent: Wendy Gant, Commissioner
- Also Present: Steven Benham, Chief Executive Officer
Madelyn Peay, Chief Operating Officer
Tarvaris McCoy, Chief Development Officer
Sherry Henderson, Executive Secretary
Kameko Coleman, Administrative Assistant

CONSENT AGENDA

C-1 Upon motion made by Commissioner Johnson and seconded by Vice-Chairman Tunstall, with all Commissioners present responding, the Consent Agenda was approved.

Upon roll call, the vote resulted:

- Chairman Flowers - Yes
- Vice-Chairman Tunstall - Yes
- Commissioner Johnson - Yes
- Commissioner Lewis - No response, telephone issues
- Commissioner Bennett - Yes
- Commissioner Temple - Yes

5 Yes; Motion Passed

COMMUNICATIONS FROM CITIZENS: None

R-1 Summary Report Discussion.

Mr. Benham, Mrs. Peay, and Mr. McCoy gave a briefing on the summary report to the Board of Commissioners.

R-2 Discussion of Pending List

Mr. Benham discussed the pending list with the Board of Commissioners. The following will be completed for the pending list:

1. Item number 54 will remain as a pending item.
2. Item number 48 will be moved to Items Completed.
3. Item numbers 53 was moved to Items Removed.
4. Items numbers 51 and 52 were removed.

R-3 Request approval of Resolution No. 891, By-Laws Revision, Changing Time of Meetings.

Upon motion made by Vice-Chairman Tunstall and seconded by Commissioner Temple, with all Commissioners present responding, Resolution No. 891, By-Laws Revision, Changing Time of Meetings was approved.

Upon roll call, the vote resulted:

Chairman Flowers	- Yes
Vice-Chairman Tunstall	- Yes
Commissioner Johnson	- Yes
Commissioner Lewis	- Yes
Commissioner Bennett	- Yes
Commissioner Temple	- Yes

6 Yes; Motion Passed

R-4 Request approval of Resolution No. 892, Cost of Living Adjustment Increase.

Upon motion made by Vice-Chairman Tunstall and seconded by Commissioner Bennett, with all Commissioners present responding, Resolution No. 892, Cost of Living Adjustment Increase was approved.

Upon roll call, the vote resulted:

Chairman Flowers	- Yes
Vice-Chairman Tunstall	- Yes
Commissioner Johnson	- Yes
Commissioner Lewis	- Yes
Commissioner Bennett	- Yes
Commissioner Temple	- Yes

6 Yes; Motion Passed

R-5 Request approval of Resolution No. 893, The Rendezvous Predevelopment.

Upon motion made by Commissioner Johnson and seconded by Vice-Chairman Tunstall, with all Commissioners present responding, Resolution No. 893, The Rendezvous Predevelopment was approved.

Upon roll call, the vote resulted:

Chairman Flowers	- Yes
Vice-Chairman Tunstall	- Yes
Commissioner Johnson	- Yes
Commissioner Lewis	- Yes
Commissioner Bennett	- Yes
Commissioner Temple	- Yes

6 Yes; Motion Passed

R-6 Affordable Housing Procedures Discussion – VAWA Procedures

Mrs. Peay presented the Board of Commissioners with a discussion on Affordable Housing Procedures - Violence Against Women Act (VAWA).

R-7 Other Matters

No other matters were presented.

R-8 Commissioner Comments (and recommendations for next meeting).

Commissioner Lewis – Is Commissioner Gant still on the Board? Chairman Flowers – Yes.

Commissioner Johnson – Did we inform the Piper Square tenants about their utility responsibilities?
Mr. Benham – Yes, we gave them a grace period and had discussions (both written and virtual).

ADJOURNMENT

Upon motion made Commissioner Lewis seconded by Vice-Chairman Tunstall with all Commissioners present responding affirmatively, the meeting was adjourned at 7:02 p.m.

Sheila Flowers

Sheila V. Flowers, Chairman

Steven A. Benham, Jr.

Steven A. Benham, Secretary-Treasurer

901

HOPEWELL REDEVELOPMENT AND HOUSING AUTHORITY
350 East Poythress Street
Hopewell, VA 23860

EMERGENCY MEETING OF May 20, 2021

*** MINUTES ***

Minutes of the Emergency Meeting of the Board of Commissioners of the Hopewell Redevelopment and Housing Authority of the City of Hopewell, Virginia, held Thursday, May 20, 2021 at 6:00 p.m.

The meeting was called to order by the Chairman. Roll call, those present and absent were as follows:

Present: Sheila Flowers, Chairman
John Tunstall, Vice-Chairman
Ruth Johnson, Commissioner
Shamika Lewis, Commissioner
Anthony Bennett, Jr., Commissioner
Susan Temple, Commissioner

Absent: None

Also Present: Steven Benham, Chief Executive Officer
Madelyn Peay, Chief Operating Officer
Tarvaris McCoy, Chief Development Officer
Sherry Henderson, Executive Secretary
Kameko Coleman, Administrative Assistant

R-1 Request to approve Resolution No. 894, Resolution of the Hopewell Redevelopment and Housing Authority to approve accepting new Emergency Housing Vouchers (EHVs) as authorized by the American Rescue Plan Act of 2021 (Public Law No: 117-2).

Upon motion made by Vice-Chairman Tunstall and seconded by Commissioner Johnson, with all Commissioners present responding, approved Resolution No. 894, accepting new Emergency Housing Vouchers (EHVs) as authorized by the American Rescue Plan Act of 2021 (Public Law No: 117-2).

Upon roll call, the vote resulted:

Chairman Flowers - Yes
Vice-Chairman Tunstall - Yes
Commissioner Johnson - Yes
Commissioner Lewis - Yes
Commissioner Bennett - Yes
Commissioner Temple - Yes

6 Yes; Motion Passed

ADJOURNMENT

Upon motion made Commissioner Johnson seconded by Commissioner Temple with all Commissioners present responding affirmatively, the meeting was adjourned at 6:10 p.m.

Sheila Flowers

Sheila V. Flowers, Chairman

Steven A. Benham, Jr.

Steven A. Benham, Secretary-Treasurer

C-4

DATE: June 14, 2021
TO: The Honorable City Council
FROM: Jennifer Sears, Director of Human Resources
SUBJECT: Personnel Change Report – May 2021

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
DERYL GENSLER	FIRE	FIREFIGHTER / ALS	05/05/2021
MICHAEL MINNIX	FIRE	FIREFIGHTER / ALS	05/05/2021
TYLER SHELL	FIRE	FIREFIGHTER / ALS	05/05/2021
JORDAN HEATH	PUBLIC WORKS	PW MAINT SPEC	05/19/2021
JULIANNA WHYTE	TREASURER	DEPUTY TREAS II	05/19/2021
EVAN FLORES	FIRE	FIREFIGHTER / ALS	05/19/2021
STEVEN NUGENT	PUBLIC WORKS	CONV CTR MAIN SPC	05/19/2021
TYRELL LUTER	PUBLIC WORKS	PW MAINT SPEC	05/19/2021

SUSPENSIONS: 0 (Other information excluded under Va. Code § 2.2-3705.1(1) as Personnel information concerning identifiable individuals)

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
CODY EARLY	POLICE	POLICE OFFICER	05/03/2021
TRAVIS HARRIS	PUBLIC WORKS	PW MAINT SPEC	05/10/2021
ASHLEY ALESHIRE	FIRE	ALS / FIREFIGHTER	05/11/2021
WILLIAM BELL	SHERIFF	PT SHERIFF DEPUTY	05/12/2021
NICKANOR NEWMAN	POLICE	POLICE OFFICER I	05/16/2021
JOSEPH BATTIATA	STORMWATER	STRM WTR PROG MGR	05/19/2021
DAVID LEMING	FIRE	FIRE FIGHTER I	05/25/2021
KHARI RYDER	WATER RENEWAL	WWT OPER TRAINEE	05/27/2021
ESTHER HYATT	WATER RENEWAL	WWT OPERATOR I	05/28/2021

CC: March Altman, City Manager
Charles Dane, Assistant City Manager
Debbie Pershing, Administrative Services Manager
Elizabeth McGaha, Accounting Tech
Michael Terry, Finance Director
Dipo Muritala, Assistant Finance Director

Concetta Manker, IT Director
Jay Rezin, IT
Arlethia Dearing, Customer Service Mgr.
Kim Hunter, Payroll

UNFINISHED BUSINESS

**MINUTES OF THE FEBRUARY 25, 2021 MEETING
OF THE HISTORIC PRESERVATION COMMITTEE
City of Hopewell**

A meeting of the Historic Preservation Committee for the City of Hopewell was held virtually on Thursday, February 25, 2021 at 10:00 a.m.

Present:

Janice Denton
Debbie Randolph
Lewis Rogers
David Fratarcangelo
Rita Joyner
Jeanie Langford
Aaron Reidmiller
Becky McDonough

Staff:

Tevya Griffin, Director of Development
Chris Ward, Senior Planner

Guests:

Mary Calos

The meeting began at 10:02 a.m.

COMMITTEE MEMBERSHIP

Mr. Ward welcomed everyone to the meeting. He began by stating the some vacancies remain on the committee and need to be filled. Councilor Randolph noted that she had invited Mr. Avon Miles to serve on the committee but he declined. The following names were put forth as potential members to fill vacant slots: Malik Wheat, Keith Hayes, and Mr. Stoneking (couldn't hear first name) for vacant slot, and Daniel Jones to represent HHH. Mr. Ward noted that he erred when counting available spaces – if the current third city council position is changed to an at-large position, only one vacant position remains to be filled.

The committee decided to remove the 'William & Mary' designation on the college student position and select a student from an area college. Becky McDonough volunteered to reach out to area colleges.

The committee decided that staff should send a letter to Historic Hopewell Foundation asking if Daniel Jones would serve on the committee.

Debbie Randolph asked staff to provide her a write up of the requested changes to the committee and TBRs for new appointees so that she can have City Council take action. She also asked for the two architectural assessment reports be shared with all members.

POTENTIAL PROJECT FUNDING SOURCES

Mr. Ward informed the members that he has already shown the property to Todd Graham, Executive Director of the Cameron Foundation. He stated that Mr. Graham was encouraged by the city's efforts with this structure and City Point and thought that the Cameron Foundation may be able to play a financial role, particularly in the planning phase.

Mr. Rogers noted that NPS has a public-facing organization that may have funds available for a thorough, element-by-element, architectural assessment of the structure that will identify all the remaining historic fabric of the structure. He stated that he will investigate this opportunity further.

MISSION & VISION STATEMENT

Mr. Ward stated that a Mission and Vision Statement for the committee relating to the Shiloh Lodge project will be necessary for seeking project funding. Jeanie Langford, Lewis Rogers, David Fratarcangelo and Rita Joyner volunteered to draft a Mission and Vision statement that will be ready for committee review at the March meeting.

REGULAR MEETING DAY AND TIME

The committee decided that regular meetings should be held the last Thursday of each month at 4:00PM. Meetings will be held virtually until further notice.

PROJECT SIGN

Mr. Ward suggested that the members consider having a sign installed at the site to inform the public of the project. The committee decided that a project sign is warranted. Councilor Randolph offered using her Councilor funds to pay for the sign. Debbie Randolph, Aaron Reidmiller, and Chris Ward volunteered to develop the project sign and will present a draft sign design at the March meeting.

The meeting adjourned at 11:05AM.



APPROVED

Jeanie Langford
on 4/22/2021

**MINUTES OF THE APRIL 22, 2021 MEETING
OF THE HISTORIC PRESERVATION COMMITTEE
City of Hopewell**

A meeting of the Historic Preservation Committee for the City of Hopewell was held virtually on Thursday, April 22, 2021 at 4:00p.m.

Present:

Debbie Randolph
Lewis Rogers
Rita Joyner
Aaron Reidmiller
Becky McDonough

Absent:

Janice Denton
David Fratarcangelo
Jeanie Langford

Staff:

Tevya Griffin, Director of Development
Chris Ward, Senior Planner

Guests:

Julie Steele, National Park Service

The meeting began at 4:06 a.m.

ADMINISTRATIVE MATTERS

Mr. Ward opened the meeting by having everyone introduce themselves. Ms. Griffin welcomed everyone to the meeting. She asked if there were any requests for withdrawal, deferral or amendments to the agenda. There were none.

Ms. Griffin asked if there were any changes to the minutes from the February 25, 2021 Historic Preservation Committee meeting. There were none. Councilor Randolph made a motion to approve the meeting minutes. Ms. Joyner seconded. The motion carried 5-0. Councilor Randolph asked Ms. Griffin to make sure a copy of the approved minutes was provided to the City Clerk. Ms. Griffin agreed.

Ms. Griffin stated that the purpose of the committee is to oversee historic preservation efforts in the city and that its mission may at times overlap with the Architectural Review Board. She continued that an effort will be made to clarify roles and responsibilities through the development of by-laws for the committee.

CITIZENS COMMENTS

There were none.

UNFINISHED BUSINESS

Ms. Griffin stated that the committee still has two positions to fill: a college student and an at-large member. Superintendent Rogers stated that he was unsure if he could serve on the committee in an official capacity and that he may have to serve in an advisory role. He continued that he is seeking advice from the National Park Service on the matter.

Draft Mission and Vision Statement

Mr. Ward stated that Ms. Langford, Ms. Joyner and Superintendent Rogers and Mr. Fratercangelo drafted a Mission and Vision Statement for the committee's consideration:

Mission Statement

To restore, preserve and protect the City Point House/Shiloh thereby opening it to the public as an educational site for our citizens and visitors.

Vision Statement

To preserve the City Point House/Shiloh as a witness to the transformational history of the City Point/Hopewell, Virginia area.

Draft Project Sign Design

Mr. Reidmiller stated that he developed an icon image of the lodge building to add to the project sign design. The members agreed that they liked the design but thought that 'City Point House' should be added to the icon image to be consistent with the sign text. Mr. Reidmiller replied that he could easily add that in. Mr. Ward stated that once the icon image was updated, he would send of the design to a sign maker to get a quote and mock-up.

Archaeology

Mr. Ward informed the group that he had once again reached out to Mike Clem, DHR Eastern Region Archaeologist, to inquire about proceeding with the archaeological dig that was scheduled for last year. He has not received a reply. Ms. Joyner stated that she would inquire with William & Mary about possibly conducting a dig.

Cameron Foundation

Mr. Ward informed the members that Letters of Intent were due to the Cameron Foundation by midnight May 3rd. He continued that Mr. Todd Graham, Executive Director of the Cameron Foundation, is familiar with the Shiloh Lodge project and encouraged the City to apply for planning funding. Mr. Ward asked if there were any volunteers willing to complete and submit a LOI to the Cameron Foundation for Shiloh Lodge Planning funds and Ms. Joyner agreed to undertake the task.

NEW BUSINESS

Election of Officers

Ms. Griffin noted that the Historic Preservation Committee needed to elect officers at the next meeting to include Chairman, Vice Chairman, and Secretary.

By-Laws

Ms. Griffin stated that the Committee also needed to adopt by-laws and that Mr. Ward would present draft by-laws for the members' consideration at the next meeting.

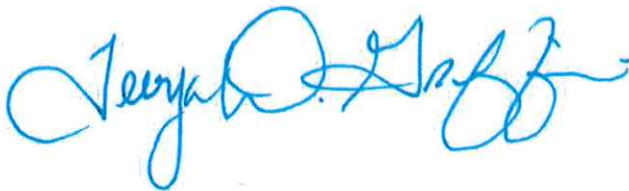
Shiloh Lodge Historical Research

Mr. Ward noted that Jeannie Langford continues her historical research of the property and referred members to the most recent brief write-up that Jeannie provided for additional information.

CIP Budget

Mr. Ward informed the committee members that the Development Department had submitted a monetary request for the Shiloh Lodge project in the City's CIP budget totaling \$40,000. Councilor Randolph cautioned that budget negotiations were ongoing and that the outcome of the final CIP is yet to be determined.

The meeting adjourned at 5:03PM.



REPORTS OF
BOARDS &
COMMISSIONS

REPORTS OF CITY MANAGER

REGULAR BUSINESS

REPORTS OF
THE CITY
ATTORNEY

City of Hopewell's Annual FOIA Report
Chief FOIA Officer
June 2021



TO: Honorable Members
Hopewell City Council

FROM: Sandra R. Robinson *SR*
City Attorney/Chief Freedom of Information Act Officer

DATE: June 4, 2021

RE: Reporting Period: FY21 (May 12, 2020 – May 31, 2021)

In compliance with the Hopewell City Council Resolution designating the City Attorney as the City's Chief Freedom of Information Act ("FOIA") Officer, and the Legal Assistant/Paralegal as the City's FOIA Officer, this memo constitutes the annual report that summarizes the City's compliance with the FOIA statute for the above-referenced period.

STATISTICAL INFORMATION

Total Number of FOIAs received between May 12, 2020 and May 31, 2021: 202

Total Number of FOIAs processed between May 12, 2020 and May 31, 2021: 183

Number of FOIAs pending on May 12, 2020: 20

Number of FOIAs pending on May 31, 2021: 4

Number of Requests Disposed Due to Lack of Va. Residency: 8

Number of Requests Cancelled by Requestor: 5

Number of Requests that were cancelled due to duplication: 2

Most utilized exemptions: Most of the exemptions used were relative to FOIA requests made to the Hopewell Police Department. The exemptions used specific to that department's records are: Va. Code §2.2-3706(A)(1)(c) – regarding juvenile information, §2.2-3706(A)(2)(j)- regarding witness information, and §2.2-3706(A)(2)(f)- regarding ongoing investigation.

City of Hopewell's Annual FOIA Report
Chief FOIA Officer
June 2021

Department/Agency FOIA Request Breakdown:

Code Enforcement – 46
Police Department - 110
City Manager/Clerk- 3
Treasurer- 4
City Attorney- 4
Fire Department - 5
Payroll/Finance – 3
Water Renewal – 4
Public Works- 3
Voter Registration- 1

FINANCIAL IMPACT

City's Direct Costs to Respond/Billed: \$3,687.75

City's Costs Waived: \$0.00

City's Costs Recouped/Reimbursement Received: \$2,297.23

RESPONSIBLE STAFF

Ms. Marta Leon, the City Attorney's Legal Assistant and Paralegal serves as the City's designated FOIA Officer. Once a FOIA request is received, the FOIA Officer logs the request into an internal database and sends it by email to the appropriate departments (based on the subject matter of the request). In that departmental transmission, the department is provided a deadline by which its responsive documents are due to the City Attorney's office for final processing. (The deadline for departments is usually a day or two before the response deadline to allow the City Attorney's Office to review for completeness/sufficiency, conference, and a determination on whether exemption(s) are applicable. Once all documentation is received a virtual folder is created which includes all scanned documents inclusive of the request, the response, invoice, and responsive documents (both redacted and unredacted). FOIA responses are then distributed through the platforms received or through any specified request made. If the documents include documents that are too large or if the requestor prefers a mailed copy, the responses are sent through the USPS.

Sandra Robinson, the City Attorney serves as the City's Chief FOIA Officer. Upon request, the Chief FOIA Officer reviews records and makes the legal determinations as to when records may be withheld due to the application of a statutory exemption to what has been requested. Depending on the availability of the FOIA Officer, the Chief FOIA Officer assists with the handling and process of FOIA requests.

cc: Marta Leon, FOIA Officer
John M. Altman, Jr., City Manager
Mollie Bess, Acting City Clerk
Dr. Concetta Manker, IT Director

REPORTS OF CITY CLERK

REPORTS OF
CITY
COUNCIL

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PRESENTATIONS
FROM BOARDS &
COMMISSIONS

OTHER COUNCIL COMMUNICATIONS

ADJOURNMENT