

OFFICIAL MINUTES OF THE REGULAR MEETING OF THE MANASSAS PARK GOVERNING BODY HELD ON TUESDAY, JUNE 6, 2017 AT 7:00PM AT MANASSAS PARK CITY HALL, ONE PARK CENTER COURT, MANASSAS PARK, VIRGINIA

Roll Call: Jeanette Rishell, Mayor
Suhas Naddoni, Vice Mayor
Preston Banks
Michael Carrera
Donald Shuemaker
Hector Cendejas
Miriam Machado

Absent: None

Staff: Lana A Conner, City Clerk
Dean Crowhurst, City Attorney
John Evans, Acting City Manager

1. Approval of Agenda:

MOTION: Councilmember Naddoni moved to approve the agenda with addition of one item under Closed Meeting, Contracts under Paragraph 29 of FOIA.

SECOND: Councilmember Shuemaker

VOTE: Unanimously passed

2. Moment of Silence/Pledge of Allegiance: Councilmember Machado

3. Citizens Time:

1. Teresa Polk, 9222 Arnie Court: Her father Robert Toner passed away on May 19, 2017 after a long illness. She thanked the members of the Fire Department, Police Department, Parks & Recreation and Governing Body for all of their help during this very difficult time. She gave donations to the three departments. Manassas Park has always had her heart and she is proud to be a citizen of Manassas Park.

2. Danica Roem 9814 Montyville Drive, Manassas, Virginia: She thanked the Governing for the Proclamation they are presenting tonight. Growing up she did not feel safe. She played ball at Costello Park was made fun of because of what she wore. She looks at where we are today. You have a very diverse Governing Body. This rapidly changing diverse community celebrates their residents. This what makes Manassas Park so special? She thanked Manassas Park for leading the way.

4 Presentations/Recognitions:

4a Proclamation: June 2017 as PRIDE month:

MOTION: Vice Mayor Naddoni moved to approve Proclamation as read into the record.

SECOND: Councilmember Shuemaker

VOTE: Unanimously passed

Equality Prince William (EPW): Jim O'Connor, President, stated they represent all communities in Prince William County. It is committed to recognizing the diversity of the greater Prince William County community. They just want equality for all. The constitution states we the people not some of the people but all. Some people still like to marginalize different elements of our society and that is where government has to step in to insure a perfect union can only exist when it includes all of the people.

The Governing Body has taken a step forward to let everyone know that in the City you all means all. He thanked the Governing Body for this proclamation. Their website is equalityprincewilliam.org. Councilmember Cendejas thanked everyone for coming. This is powerful to show that Manassas Park is becoming more inclusive. He has friends at the high school that came out. They showed trust and was open with him. He was an assistant teacher at MPHS, and during that time, he met students that identified as trans. The school has a great counselor, Heather Marston, who provides a safe place for students at the high school. We need to make sure our kids feel safe on their community. As a social worker, he has clients who identify as LGBT who come from other countries who are discriminated against. He will continue to work hard for all the students identified as LGBT.

4b PW: Calvin O'Dell Presentation on Street Paving: Summer 2017: Copy of paving report made part of the record

Pavement Evaluation: Perform "Windshield Survey" which qualifies for revenue sharing funding through the state. Refunding is not always available for resurfacing but we always want to try and get match funding for paving just because we are not accurately scoring our paving keeping track of the condition of the pavement. You check the condition of the paving by driving around and looking through your windshield. You look for two things underlying material underneath material underneath the road, utility buried and not compacted properly. 1) Load Related Distress, which is alligator cracking, rutting and potholes. 2) Non-load Related Distresses is not necessarily traffic related but underneath problems and is block cracking, longitudinal cracking, reflective cracking, and utility cuts. Prioritize rehabilitation / paving: Page 16 – 33 shows prioritization of streets.

Modified Evaluation: Time constraints prevented detailed evaluation of all pavement; Initial windshield survey identified three conditions; Good, Fair, Poor and detailed evaluation of all pavement in need of repaving / replacement

Determining Pavement Condition Index: All pavement starts with an assumed perfect value of 100 and each type is summed up, and the greater is subtracted from 100. The pavement with the lowest PCI is in the worst condition. Final prioritization informed by other factors: other factors that inform prioritization: water main upgrades particularly in areas with a high break rate. Staff does not want to pave a street that might have a water project approved. Other factors; water valve repairs/replacements, sanitary sewer repairs/replacements and anticipated development. Other work (e.g. valve replacement, water main upgrades, concrete repair, etc.) Detailed evaluation of all pavement in need of repaving / replacement. The gas company has many cuts on the west side. They are an eyesore but not a structural problem.

Hot patching is the best way to repair the streets but city does not have a hot patching machine. Temporarily you can use cold patch but it does not last. At some point you have to mill and pave with a contractor. Blooms Crossing side is starting to show wear and tear on its roads.

PRTC funds are determined by a percentage and not per gallon. There is only \$1.5 million in PRTC fund. City is going to try to use about \$400,000 for paving. We do not want to use all of those funds. Right now, with our gas prices decreasing, so are our funds. The General Assembly refuses to place a floor on the gas tax.

Next Step: Request estimate from on-call contractor for high priority areas without anticipated projects: Andrew Drive at Manassas Drive, Manassas Drive from Cynthia Street to golf course, West Carondelet Drive at Manassas Drive, Walden Street. On-call contractor develops proposal, present proposal to Governing Body for approval. Schedule future work (valve repairs, water main upgrades, etc.) in anticipation of future paving.

Councilmember Banks stated he talked with a person who was associated with a large building material company and they stated there is a more durable material that can be used for roads. Our roads are not up to standards and are failing and it is because of the materials. Can we look into this upgraded material? He is talking specifically about the main roads like Manassas Drive and Euclid. We can better serve our citizens with quality roads.

City uses VDOT specifications and regulated cost for materials. Liquid asphalt prices fluctuates. Staff can look into using the more durable asphalt material but would have to go out for RFP for paving because we use VDOT specifications for asphalt at VDOT regulated price. When our paving contractor bids on a job; it is based on current VDOT rate based on specifications material from asphalt plant that provides asphalt for VDOT. If we switch to a proprietary material, we would have to go out for RFP for new paving contractor and call out different type of material city would want used in performance of the work. Right now, the City paving contractor, Branscome, is on an on-call basis. City must follow Virginia Procurement Laws.

Mayor Rishell stated when you do that you are looking at increased cost and we are limited with our budget.

Staff will look at setting up a paving related e-mail for reporting things like potholes in street. Laura Coughanour, Public Works, is the person that gets all complaints about streets. Vice Mayor Naddoni stated we could use social media where they could take a picture and report it. Councilmember Shuemaker did not want pictures out on social media of pothole information. He would like it to stay internal. He stated some other jurisdictions actually pour cement at strategic spots. Could the city look into that.

6. Consent Agenda

- 6a. **Approval of Minutes: May 2, 2017**
- 6b. **Ordinance 17-1700-1002 Years of Service Award**
- 6c. **Ordinance 17-1700-1003 CIP 2018-2023**
- 6d. **Ordinance 17-1700-1004 Increase in Cigarette Tax**
- 6e. **PR: Millennium Pool Replace SPA Heater \$10,982.50 plus installation:
Ratification**
- 6f. **Resolution 17-1000-2003 Budget for FY2017-2018 PRTC/VRE subsidies**
- 6g. **Approval of Financing: Ford Motor company: Street Sweeper and TV Truck:
Ford Motor Company Lease: \$363,799.29**
- 6h. **Purchase Four Solar Powered School Zone Signs: Safe Routes Grant:
\$25,200.00**
- 6i. **Manassas Park City: First Half of 2018 Appropriations: \$43,796.272.00**

MOTION: Vice Mayor Naddoni moved to approve Consent Agenda as presented

SECOND: Councilmember Banks

VOTE: Yes: Naddoni, Banks, Carrera Cendejas, Machado, Shuemaker, Rishell

7. UNFINISHED BUSINESS: None

8. New Business

8a. PW: Approval of AM-Liner East Task Order #1: Calvin O'Dell, Community Development and Public Works Director:

The sanitary sewer system is subject to infiltration and inflow (I/I) of storm water and ground water through leaks and cracks in sanitary sewer pipes. I/I consumes allocated capacity at the Upper Occoquan Sewer Authority treatment facility, consumes the capacity of the City's sanitary sewer collection system, and causes the citizenry of the City of Manassas Park to incur additional costs for sewage treatment because of increased sewer flows during periods of wet weather. In the long term, loss of capacity limits a community's ability to grow.

The Public Works section of the City's Comprehensive Plan includes sewer rehabilitation through the installation of Cure-in-place pipe (CIPP) to reduce I/I. CIPP is the insertion of a resin-impregnated liner into the sewer; the resin is cured by heat circulated through a boiler. The resin not only seals the pipe, but also provides structural rehabilitation. The process is quick: typically 1,000 linear feet in one day, without excavation. Sewer service to individual properties is re-established using a robotic cutter. While I/I can occur anywhere, Staff anticipate that most of the I/I is concentrated in the western side of the City, where pipes are older and in poorer condition. The purpose of Task Order # 1 is to continue rehabilitating via CIPP the older sanitary sewers in the City. The proposal from AM-Liner includes a highlighted map which shows which sewers to be lined; the total cost in the proposal \$175,786.00. Since the total in the proposal is based on measurements of the sanitary sewers made by City staff rather than AM-Liner East, and since the number of services that will need to be re-instated is unknown, a 10% contingency (\$17,578.60) is recommended to ensure that sufficient payment is authorized based on final measured quantities. The final cost of the work shall not exceed \$193,364.60.

Staff recommends that the Governing Body direct the City Manager to sign Task Order # 1 with AM-Liner East. Amount: \$193,364.60 Budget Line Item: 501-9400-0154, Sewer & Manhole relining

MOTION: Councilmember Shuemaker moved to accept recommendation of Staff that the Governing Body direct the City Manager to sign Task Order # 1 with AM-Liner East pending final review by City Attorney.

SECOND: Councilmember Cendejas

VOTE: Unanimously passed

8b PW: Supplement Transportation Project Inspection Service: Bowman Engineering: Calvin O'Dell:

Prior to the start of construction on the Denver Drive Culvert Improvements, the City entered into an agreement with Bowman Consulting to provide roadway construction administration and inspection services on 3 separate projects (Denver Dr., Euclid Intersection, and SAFE Routes). At the time, all 3 of these projects were anticipated to be under construction simultaneously, and the term was set through June 1, 2017. However, due to delays in construction starts on SAFE Routes to School and Euclid Intersection Improvements projects, the City now needs to continue these services through until completion of these projects. The attached Change Order to Task EX001 dated May 25, 2017 provides for continuation of these services through the predicted project close out and completion dates. The bulk of the \$53,821.04 is for daily site supervision and documentation provided by ATCS as a sub consultant of Bowman. There have been cost savings discovered on all of these projects through the diligence of ATCS, and due to those cost savings, this change order should be covered under existing funding available for the projects. [Staff discovered a \$0.90 cent discrepancy between the consultant and sub consultant's tables. Not considered significant.] Budget 302-94100-0181-Manassas Dr/Euclid-\$32,463.90 302-94100-0253-SAFE Routes- \$21,357.14

The Safer Route project did not include a sidewalk all the way down to the school. It would have been too expensive. Sidewalk will transition to a eight foot asphalt trail to the school. It would have cost over a million dollars for sidewalk rather than asphalt. Councilmember Shuemaker stated the asphalt trail must be in before school starts because kids in his neighborhood must walk to school. Mr. O'Dell stated the sidewalk and asphalt trail would be completed before school starts.

Staff recommends that the Governing Body approves the Change Order to Task EX001 dated May 25, 2017, in the amount of \$53,821.03, and authorize the Acting City Manager to sign the Change Order.

MOTION: Councilmember Shuemaker moved to accept recommendation of Staff that the Governing Body approves the Change Order to Task EX001 dated May 25, 2017, in the amount of \$53,821.03, and authorize the Acting City Manager to sign the Change Order pending final review by City Attorney.

SECOND: Councilmember Carrera

Staff will work with schools on a maintenance plan.

VOTE: Unanimously passed

8c PW: Adtek Phase VI (6) Water Main Improvements:

(1) Approval of Rate Structure (Exhibit on Agreement)

Adtek was using a 2014 Rate Structure. We have to approve this rate structure before we approve the Adtek Phase 6 Water Main Improvements agreement. This is competitive because they started at a huge disadvantage because they had to provide a guaranteed overhead rate or they had to pay for an audit. The audit was not cost effective because they were a small business. We solicited all three-city engineers. This is a fair price. Some of the pipes were in the 1950's before there were regulations. There is cast iron pipe instead of duct align pipe.

MOTION: Councilmember Shuemaker moved to accept recommendation of Staff to approve rate structure for Adtek for Phase 6 Water Main Improvements.

SECOND: Councilmember Cendejas

VOTE: Unanimously passed

(2) Approval of Adtek Phase 6 Agreement:

The City of Manassas Park experiences water main breaks in the western side of the City at an overall average rate of four times higher than the national average for the cast iron pipe. This pipe were installed in the City in the early 1950s. The water mains included in this project have a break rate of almost fourteen times the national average. This statistic comes from a review of the project area's water main break rate per mile, and a comparison with national averages developed in a nationwide study performed by the Utah State University. Staff proposes to upgrade these older six-inch cast iron pipes to eight-inch ductile iron pipes to reduce maintenance, and to improve flows. Ductile iron has a significantly lower break rate than cast iron; also, eight inch-lines are required under current standards if they service fire hydrants. All previous Water Main Improvement Phases have specified the use of ductile iron pipes. The purpose of this project is to upgrade the water lines in the project area from six inch cast iron to eight inch ductile iron (current standard),. ADTEK Engineering, Inc., one of the City's on-call engineers, has provided a proposal for design, survey, and support services related to the design of the project Water Main Improvements, Phase VI. This is for the mains and laterals. Mayor Rishell stated that ductal iron pipes have a life span of almost a century.

Staff recommends that the Governing Body approves the Task Order for ADTEK Engineers, Inc. to provide engineering services for the project Water Main Improvements, Phase VI for \$77,000, and authorizes the City Manager to sign the Task Order. Budget Line Item: 501-94100-0151-00-00-00 Water Pipeline & Hydrant Replacement

MOTION: Councilmember Shuemaker moved to accept recommendation of Staff that the Governing Body approves the Task Order for ADTEK Engineers, Inc. to provide engineering services for the project Water Main Improvements, Phase VI in the amount of \$77,000, and authorizes the City Manager to sign the Task Order pending final approval of City Attorney.

SECOND: Councilmember Cendejas

VOTE: Unanimously passed

9. Manager Report

Chief Evans thanked Calvin O'Dell and his staff for all their hard work on the above projects. Graduation: all members of governing body plan to attend and at least three members of Governing Body plan to attend the Honors Assembly on June 8, 2017. The City Clerk has given public notification that there is a possibility of at least three members being present at these events.

Chief Evans will be in training for the next two days but will be available by phone. Pon Yusuf will be Acting City Manager during that time.

Councilmember Shuemaker gave a report on Chesapeake Bay Awareness Week June 3-11, 2017 and the many events they will have that week. PRTC is encouraging Prince William County area residents to Dump the Pump on June 15, 2017 by leaving their vehicles at home and using transit instead.

Vice Mayor Naddoni stated there was a article in the Virginia Town & City regarding short term rentals. They have been the subject of discussion and negotiation by legislators for the last two session of the General Assembly as well as by a subcommittee of the Virginia Housing Commission over the 2016 summer. Legislation affirms that local governments have the authority to address issues regarding short-term rentals such as regulation the use of property and the ability to collect local taxes. SB1578 has an effective date of July 1, 2017. Short-term rental is defined as the provision of a room or space that is suitable or intended for occupancy for dwelling, sleeping, or lodging purposes, for a period of few than 30 consecutive days, in exchange for a charge for the occupancy (VA code Section 15.2-983). There are some exceptions noted in the article. He is asking the city to review the regulations to see how it might affect Manassas Park.

10. Closed Meeting State Code of Virginia Freedom of Information Act Section 2.2-3711 of the Code of Virginia: 8:09PM:

MOTION: Vice Mayor Naddoni moved that the Governing Body go into closed meeting to discuss the award of a public contract, and the terms of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the City, pursuant to paragraph 29 of Subsection 2.2-3711A of the Code of Virginia.

SECOND: Councilmember Carrera

VOTE: Unanimously passed

11. Return to Open Session: 8:58pm:

MOTION: Vice Mayor Naddoni

SECOND: Councilmember Carrera

VOTE: Unanimously passed

12. Certification & Action out of Closed Meeting if Necessary

MOTION: Councilmember Shuemaker moved the following Resolution:

WHEREAS, the Governing Body of the City of Manassas Park has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712(d) of the Code of Virginia requires a certification by this public body that such closed meeting was conducted in conformity with Virginia law.

NOW THEREFORE BE IT RESOLVED that the Governing Body of the City of Manassas Park hereby certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed session as convened were heard, discussed or considered in the meeting by the public body.

SECOND: Councilmember Carrera

VOTE ROLL CALL: Yes: Shuemaker, Carrera, Cendejas, Banks, Machado, Naddoni, Rishell

13. Adjournment: 8:59pm:

MOTION: Councilmember Shuemaker

SECOND: Councilmember Carrera

VOTE: Unanimously passed

Approved June 20, 2017

Jeanette Rishell, Mayor

Lana A Conner, City Clerk