

AGENDA--CITY COUNCIL -- CITY OF MARTINSVILLE, VIRGINIA
Council Chambers – Municipal Building
7:00 pm CLOSED SESSION **7:30 pm regular session**
Tuesday, March 12, 2013

7:00pm--Closed Session

1. Items to be considered in Closed Session, in accordance with the Code of Virginia, Title 2.2, Chapter 37—Freedom of Information Act, Section 2.2-3711(A)—Closed Meetings, the following:
 - A. A prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community as authorized by Subsection 5.
 - B. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body as authorized by Subsection 29.
 - C. A personnel matter as authorized by Subsection 1.

7:30pm-Regular Session

Invocation & Pledge to the American Flag—Vice Mayor Gene Teague

**City Council will recess and convene as
Martinsville Redevelopment & Housing Authority**

1. [Conduct a public hearing and approve the amended Administrative Plan on first reading and allow a 30-day comment period for any additional input regarding changes in the Administrative Plan for the Section 8 Housing Choice Voucher program.](#) (5 mins.)
2. Adjourn Martinsville Redevelopment & Housing Authority

City Council will re-convene regular session

1. [Consider approval of Council meeting minutes January 22, 2013, January 30, 2013, February 11, 2013 tour, and February 11, 2013 Neighborhood meeting.](#) (2 mins)
2. [Hear MHC Economic Development Corporation update on retail development plan.](#) (15 mins)
3. [Hear an update from city staff on the City's procedure for handling after-hours/emergency calls.](#) (10 mins)
4. [Consider review and a discussion of proposed write-off policies for utility bills, general/miscellaneous bills, and business licenses.](#) (20 mins)
5. [Consider approval of consent agenda.](#) (2 mins)

6. Business from the Floor

This section of the Council meeting provides citizens the opportunity to discuss matters, which are not listed on the printed agenda. In that the Council meetings are broadcast on Martinsville Government Television, the City Council is responsible for the content of the programming. Thus, any person wishing to bring a matter to Council's attention under this Section of the agenda should:

- (1) come to the podium and state name and address;**
- (2) state the matter that they wish to discuss and what action they would like for Council to take;**
- (3) limit remarks to five minutes;**
- (4) refrain from making any personal references or accusations of a factually false and/or malicious nature.**

Persons who violate these guidelines will be ruled out of order by the presiding officer and will be asked to leave the podium.

Persons who refuse to comply with the direction of the presiding officer may be removed from the chambers.

7. Comments by members of City Council. (5 minutes)
8. Comments by City Manager. (5 minutes)

Meeting Date: March 12, 2013

Item No: 1-MRHA

Department: Martinsville Redevelopment & Housing Authority

Issue: Conduct a public hearing and consider approval on first reading the amended Administrative Plan and allow a 30-day comment period for any additional public input regarding a complete rewrite of the Administrative Plan for the Section 8 Housing Choice Voucher program.

Summary: In order to fully comply with the Title 24 of the Code of Federal Regulations, a complete rewrite of the Administrative Plan for our Section 8 Housing Choice Voucher was conducted with the assistance of representatives of the HUD Office, Richmond. Because this action is a significant amendment to our existing administrative plan, it necessary that e hold a public hearing and have a required 30 – day comment period for any additional public input after the Authority’s approval. The Public Hearing was advertised in the Martinsville Bulletin before being held on March 12.

Attachments:

[Draft-MRHA Section 8 Housing Choice Voucher Program Administrative Plan.](http://www.martinsville-va.gov/index.cfm/go/news.details/ID/368) (385 pages-document can be viewed on city website at <http://www.martinsville-va.gov/index.cfm/go/news.details/ID/368>

[Executive Summary of Draft Administrative Plan](#)

Recommendations: (1) Conduct the public hearing. (2) Motion to approve the amended Administrative Plan on first reading, and allow for a required 30 day comment period for additional input prior to submitting to HUD for their final approval.

EXECUTIVE SUMMARY

ADMINISTRATIVE PLAN FOR THE HOUSING CHOICE VOUCHER PROGRAM

The draft of the proposed update of the Section 8 Housing Choice Voucher Program is being presented to make the Board of Commissioners of the Martinsville Redevelopment & Housing Authority, the investor owners, and program participants, aware of the many changes that have been enacted by the United States Department of Housing and Urban Development.

Once this draft has been presented as part of a public hearing, it will then be made available for public comment over a thirty (30) day period. Once this comment period has been completed, it will be brought back to the MRHA Board for its approval. Following that approval, it will be sent to the HUD office in Richmond, VA for final approval.

This draft document contains seventeen (17) chapters as compared to the twenty – two (22) sections of the present admin plan. The majority of this document contains information that is already in force. The purpose of this rewrite is to provide a more detailed explanation of the regulations governing the Housing Choice Voucher program. Thus, you will see the corresponding code of federal regulations (CFR) sections more prominently displayed. This draft contains a very detailed history of the Housing Choice Voucher program and an overview of the administrative plan. It delves in depth into the fair housing and equal opportunity aspects of the program. Some of the more defined writings in this document include improving access to services for persons with Limited English Proficiency (LEP) and provisions of the Violence Against Women Reauthorization Act of 2005 (VAWA). In addition, the chapter (3) on eligibility spells out in a very detailed manner, the defining characteristics of family and households.

Another detail that is prominent in this draft is greater emphasis on income and subsidy determinations (Chapter 6) and the verification of the same (7.) This has gained greater importance in determining the amount of assistance that HUD will allow for families applying for housing, as the funding for our local operation, through their own forecasting methods. These changes will involve more reviews, tougher enforcement, with greater communication and cooperation with the staff of HUD's Inspector General in Richmond.

This document will be available for public review on the City's website and in the Housing Office at 605 Fourth Street during regular business hours.



City Council Agenda Summary

Meeting Date: March 12, 2013

Item No: 1.

Department: Clerk of Council

Issue: Consider approval of minutes of City Council meetings January 22, 2013, January 30, 2013, February 11, 2013 tour, and February 11, 2013.

Summary: None

Attachments: [January 22, 2013](#)
[January 30, 2013](#)
[February 11, 2013 tour](#)
[February 11, 2013](#)

Recommendations: Motion to approve minutes as presented

January 22, 2013

The regular meeting of the Council of the City of Martinsville, Virginia, was held on January 22, 2013, in Council Chambers, Municipal Building, at 7:30 PM, Closed Session beginning at 7:00PM, with Mayor Kim Adkins presiding. Council Members present included: Mayor Kim Adkins, Vice Mayor Gene Teague, Mark Stroud, Danny Turner and Sharon Brooks Hodge. Staff present included: Leon Towarnicki, Interim City Manager, Brenda Prillaman, Eric Monday, Linda Conover, Wayne Knox, Cindy Dickerson, Ruth Easley, and Mike Rogers.

Closed Session: Mayor Adkins called the meeting to order and advised Council will go into Closed Session. In accordance with Section 2.1-344 (A) of the Code of Virginia (1950, and as amended) and upon a motion by Gene Teague, seconded by Mark Stroud, with the following 5-0 recorded vote: Adkins, aye; Teague, aye; Stroud, aye; Hodge, aye; and Turner, aye, Council convened in Closed Session, for the purpose of discussing the following matters: (A) A prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community as authorized by Subsection 5. (B) Consultation with legal counsel and briefings by staff members, attorneys, or consultants pertaining to actual or probable litigation, or other specific legal matters requiring the provision of legal advice by such counsel, as authorized by Subsection 7. (C) A personnel matter as authorized by Subsection 1. Council then returned to open session and Mayor Adkins advised Closed Session is recessed until end of meeting.

Following the invocation by Vice Mayor Teague and Pledge to the American Flag, the Mayor welcomed everyone to the meeting and noted changes in the agenda.

Minutes: On a motion by Mark Stroud, seconded by Gene Teague, with a 5-0 vote, Council approved the minutes of the November 27, 2012 meeting.

Update from Team Cole: Jesse Cole of Team Cole & Associates gave an update on planned activities for the Martinsville Mustangs and introduced the new General Manager, Tyler Parsons.

Update Mark Heath: Mark Heath updated Council on January activities for the EDC. He presented information on a request for Council to consider participation in building another shell building in the Patriot Center. He reported that Henry County approved this project at their meeting today. After lengthy discussion, a motion was made by Gene Teague, seconded by Mark Stroud, with a 4-1 vote, (Turner voting nay) to approve the recommendation from the M-HC Economic Development Corporation to move forward with construction of the proposed shell building on Lot 8 in the Patriot Center with the City agreeing to begin sharing in interest expense with county at a 1/3 and 2/13 revenue sharing ratio in FY2015 if the building is not sold by that time (estimated city's share to be \$25,000 annually).

January 2013 Shell Building Recommendation:

Martinsville-Henry County EDC; Henry County Board of Supervisors; Martinsville City County; The Harvest Foundation

HISTORY:

Martinsville-Henry County's shell building track record is positive.

1. Owens Corning
2. Mehler
3. Masterbrand
4. RTI International Metals
5. Commonwealth Laminating

Shell buildings do not guarantee success but they do guarantee much improved prospect traffic when combined with a strong marketing strategy. Martinsville-Henry County's two most recent shell successes, RTI and Commonwealth Laminating represent a combined tax base investment of \$140M and approximately 90 new higher skill/higher paying jobs to date.

RECOMMENDATION:

Based on documented prospect interest and traffic that a new shell building initiative be undertaken on Lot 8 in the Patriot Centre, it is recommended that we follow the same successful format used for the RTI and Commonwealth shell buildings.

FINANCING:

1. Henry County IDA will be owner/borrower.
2. EDC will cover Architectural/Engineering costs and Interest and related maintenance costs through one year from completion.
3. County/City share carry costs after year 1 based on revenue sharing agreement (1/3, 2/3); most likely FY '15.
4. If shell has not sold in five years, Harvest will be approached, but is not a formal partner.

COST ESTIMATES:

1. 75,000 sq. ft. expandable to 150,000 sq. ft.
2. Construction cost of \$35 Per sq. ft. (\$2,625,000.)
3. Interest rate of 2.5%
4. A/E services and interest during construction and for 1 year from completion paid by EDC (\$150,000.)

TIMELINE:

1. EDC, County, City approve recommendation (January)

January 22, 2013

2. EDC selects A/E firm (January)
3. Develop plans/bid documents (February/March)
4. Meet with local Banks (February)
5. Bid project (April)
6. Select contractor (April)
7. Construction completion (end of 2013)

ACTION:

1. EDC Board January 17; APPROVED
2. Henry County Supervisors January 22, support of project, authorizing interest carry after first year based on revenue sharing agreement
3. City of Martinsville Council January 22, support of project, authorizing interest carry after first year based on revenue sharing agreement

Proclamation Teen Violence: Mayor Adkins presented a proclamation regarding Teen Dating Violence Awareness Month to Mitzi Marsh, Prevention Coordinator, Citizens Against Family Violence.

Public hearing and resolution establishing City's long-term highway construction priorities: Mr. Towarnicki briefed Council on the need to conduct a public hearing and approve the resolution establishing the City's long-term highway construction priorities with the inclusion of the Commonwealth Boulevard bridge project. After lengthy Council discussion, it was decided to modify the priorities by endorsing the I-73 project to be built in Henry County first beginning at the Patriot Center. Mayor Adkins opened the public hearing. No public comments were made and the Mayor closed the public hearing. On a motion by Gene Teague, seconded by Mark Stroud, with a 5-0 vote, Council approved the following resolution which will be forwarded to WPPDC along with comments regarding I-73:

RESOLUTION

**RESOLUTION ESTABLISHING CHANGES IN THE CITY OF MARTINSVILLE'S
TRANSPORTATION PRIORITIES FOR INCLUSION IN THE VDOT 2014 -2019 SIX-
YEAR IMPROVEMENT PROGRAM**

WHEREAS, in accordance with Virginia Department of Transportation construction allocation procedures, it is necessary that a request by Council Resolution be made in order that the Department add or make changes in programmed urban highway projects in the City of Martinsville; and

WHEREAS, to address the needs of the City of Martinsville in regard to highway projects Council desires to revise the City's previously established list of highway construction priorities, adding repairs/improvements to the Commonwealth Boulevard Bridge, Structure #1803, as the City's top priority; now, therefore;

BE IT RESOLVED, that the Council of the City of Martinsville, Virginia, requests the Virginia Department of Transportation to establish an urban system highway project for the improvement of the Commonwealth Boulevard Bridge, Structure #1803; and

BE IT FURTHER RESOLVED, that the Council of the City of Martinsville hereby agrees to pay its share of the total cost for preliminary engineering, right of way and construction of this project in accordance with Section 33.1-44 of the Code of Virginia, and that, if the City of Martinsville subsequently elects to cancel this project, the City of Martinsville hereby agrees to reimburse the Virginia Department of Transportation for the total amount of the costs expended by the Department through the date the Department is notified of such cancellation.

Adopted this 22nd day of January 2013

Skateboard ordinance and public input: City Attorney Eric Monday briefed Council on the skateboarding issue noting that, at present, the only city ordinance on skating/skateboarding makes it a Class 4 misdemeanor for anyone over 14 to skate on city sidewalks. The issue of skateboarding and in particular, destruction of private property has arisen, primarily in the Uptown area. The proposed

January 22, 2013

amendment bans this conduct Uptown and imposes an alternative civil penalty of \$50. Police Chief Mike Rogers spoke in support of banning skateboarding as a public safety issue as well as destruction of property and the noise element. Mr. Towarnicki reported efforts are underway to address the water issues at the skatepark. Public comment: Ethan Harr, Ridgeway-feels ban will not solve problem and the best way to deter Uptown skating is to expand current skatepark. Dr. Mervyn King, Jones St.-agreed with Chief Rogers' comments and feels the situation is an accident waiting to happen and feels the aggressive behavior he has seen is disturbing. Jim Wood, 116B Emmett St., branch manager at Blue Ridge Library on Church St.-skateboarding is a public safety issue and feels putting teeth in the ordinance with fines and signage will help. Mayor Adkins closed the public comment period. Council comments: Stroud-\$50 fine is good approach; Turner-whatever is passed will be enforced; Hodge- commented on difficulty in enforcing ordinance already in place and unsure that another ordinance will help; Teague-a skateboard park has been provided and the issues now are costs of damages being done and officers being able to give a ticket is a deterrent and is a reasonable approach; Adkins-will support the ordinance as it is a step in the right direction and asked that squeegees be placed at the skatepark for assistance with the water issues. On a motion by Gene Teague, seconded by Mark Stroud, with the following recorded 5-0 vote: Adkins, aye; Hodge aye; Teague, aye; Stroud, aye; and Turner, aye,

Sec. 19-22. – Skating and Skateboarding on sidewalks in the City.

- (A) It shall be unlawful and a Class 4 misdemeanor for any person over the age of fourteen (14) years to skate on any paved public sidewalk of the city.
- (B) It shall be unlawful and a Class 4 misdemeanor for any person shall ride or use rollerskates, rollerblades, skateboards, scooters, or similar devices on wheels or runners in any area whatsoever located within the Uptown Enterprise Zone, Uptown Historic District and Uptown Arts and Cultural District; provided however, that this prohibition shall not apply to on-duty police or other law enforcement officers and other uniformed emergency services personnel.
- (C) In lieu of criminal prosecution, a violation of this section may be subject to a civil penalty of \$50.00.
 - (1) Any city officer, or employee of the city who is (a) responsible for the enforcement of any provision of this code, (b) wearing a uniform and (c) carrying identification, may approach and question any person concerning a civil violation of this code and may cause a notice of the violation to be served on any or all persons committing or permitting such violation.
 - (2) The notice shall state that the person served has been charged with violating this section and shall provide that the person may elect to make an appearance in person before or in writing by mail to the treasurer of the city, and admit liability for or plead no contest to the violation and pay the civil penalty, all within the time period fixed in the notice.
 - (3) If a person charged with a violation does not elect to admit liability or plead no contest the violation shall be tried in the Martinsville general district court upon a warrant in debt or motion for judgment, with the same right of appeal as provided for civil actions at law. In the event the violation exceeds the jurisdictional limits of the general district court, the violation shall be tried in the circuit court.
 - (4) A finding or admission of liability for, or a plea of no contest to, a civil violation shall not be deemed a criminal conviction for any purpose. An admission of liability shall have the same force and effect as a judgment in court.

(Code 1971, § 15-11) Cross reference— Penalty for Class 4 misdemeanor: Code of Virginia §18.2-11.

State law reference— Riding bicycles on sidewalks, Code of Virginia, §46.2-904.

Authorization BPOL refund: Commissioner of Revenue Ruth Easley briefed Council on the \$2,662.75 refund that requires Council authorization due to a verification update of the estimated BPOL Tax for Local Business for Tax Year 2009. The Commissioner of the Revenue office annually verifies and updates BPOL license fees based on federal tax return gross receipts information that is provided to the office by individual business taxpayers and until the gross receipts can be verified by the federal tax return gross receipts, the reported receipts are considered an estimate. A local business overestimated their gross receipts for the 2009 license year for their second year in business. The city's business license is based on the actual gross receipts that a business had for the prior tax year or the current year for first year businesses. Corrections to the 2009 license year assessment have been made by the Commissioner of the Revenue office and forwarded to the City Treasurer. Because the refund amount is over \$2,500, City Council must authorize the City Treasurer to issue the refunds so that the timing of the refund does not negatively impact the city's cash flow. On a motion by Gene Teague, seconded by Danny Turner, with a 5-0 vote, Council authorized the City

January 22, 2013

Treasurer to issue refund of \$2,662.75 to a city business for their 2009 business license effective January 23, 2013.

Consent agenda: On a motion by Gene Teague, seconded by Mark Stroud, with a 5-0 vote, Council approved the following consent agenda:

BUDGET ADDITIONS FOR 1/22/13				
ORG	OBJECT	DESCRIPTION	DEBIT	CREDIT
FY13				
General Fund:				
01100905	450209	Revenue from Use of Money/Prop - Surplus		5,190
01321102	506007	Fire Dept - Repair & Maint Supplies	2,000	
01322105	503300	EMS - ADP Software Maintenance	3,190	
		Sales of Hurst Tools through GovDeals for Ambulance Equipment		
Total General Fund:			5,190	5,190
FY13				
School Federal Programs Fund:				
20102926	401038	Title I		1,058,763
86011100	561120	Instructional S&W	516,957	
86011100	561151	Instructional S&W Aides	47,049	
86011100	562100	Social Security	43,512	
86011100	562210	Retirement	67,437	
86011100	562300	Insurance	72,240	
86011100	562400	Life Insurance	1,579	
86011100	562520	Disability	487	
86011100	563000	Purchased Services	91,817	
86011100	565503	Travel	19,984	
86011100	566013	Materials & Supplies	165,103	
86011310	561120	Admin S &W	25,200	
86011310	562100	Social Security	1,562	
86011310	562210	Retirement	2,855	
86011310	562300	Insurance	2,890	
86011310	562400	Life Insurance	71	
86011310	562520	Disability	21	
20102926	436738	Title IIA		128,829
86111100	561120	Instructional S & W	75,741	
86111100	562100	Social Security	5,794	
86111100	562210	Retirement	9,036	
86111100	562400	Life Insurance	212	
86111100	563000	Purchased Services	38,046	
86111100	565503	Travel	0	
20102926	436583	Title III		11,154
86311100	563000	Purchased Services	210	
86311100	565503	Travel	1,194	
86311100	566013	Materials & Supplies	9,750	
20102926	435838	Title VI Rural Ed		44,049
86411310	561120	Instructional S & W	20,000	
86411310	562150	Social Security	1,586	
86411310	563000	Purchased Services	22,463	
20102926	417338	Title VIB IDEA Pre School		6,472
86611100	561120	Instructional S&W	5,000	
86611100	562100	Social Security	310	
86611100	562150	Medicare	73	
86611100	566013	Materials & Supplies	1,089	
20102926	402738	Title VIB Flow Through		534,849
86511100	561120	Instructional S&W	134,883	
86511100	561151	Instructional S&W Aides	195,015	
86511100	562100	Social Security	20,454	
86511100	562150	Medicare	4,784	
86511100	562210	Retirement	51,662	
86511100	562300	Insurance	51,336	
86511100	562400	Life Insurance	3,926	
86511100	562520	Disability	452	
86511100	562750	retirement Credit	3,661	
86511100	563140	Purchased Services	35,000	
86511100	565503	Travel	5,000	
86511100	566013	Materials & Supplies	28,676	
20102926	428728	21st Century Community Learning		366,305
86901100	563000	Purchased Services	301,455	
86901100	565503	Travel	13,560	
86901100	565240	Communications	3,600	
86901100	566000	Supplies	47,690	
Total School Federal Program Fund:			2,150,421	2,150,421

Business from floor: Melody Cartwright, Jefferson St.-commented on issues she has had recently with animal cruelty and her concerns with the legality of using pneumatic guns in the city limits. Chad Martin-

January 22, 2013

comments on child poverty rates and high suicide rates in the area. Dr. Mervyn King, Jones St.-commented that air guns are as dangerous as a firearm and agreed Council should look at legislation to make it illegal.

Council comments: Stroud-reminded citizens to check on neighbors during cold weather. Adkins-thanked churches and local agencies for their efforts to celebrate Martin Luther King Day.

Interim City Manager comments: Mr. Towarnicki reminded Council that the Fiber Optic Worksession is to be held January 30. He reported that the following letter was received from the Phoenix CDC advising they will not pursue the Fayette St. project at this time and withdrawing their request for transfer of the parking lot.

January 17, 2013
Leon Towarnicki, PE, City Manager
City of Martinsville
55 West Church Street (PO Box 1112)
Martinsville, VA 24114
RE: Fayette Street Parking Lot

Dear Mr. Towarnicki: After extensive Due Diligence, the Board of Directors of Phoenix Community Development Corporation (CDC) has decided that will no longer, at this time, be pursuing the mixed use development we had proposed for the Fayette Street Public Parking Lot. As such we wish to withdraw our request of the transfer of this public parcel to Phoenix CDC. We appreciate the consideration of the City of Martinsville for this potential development. While we believe that this proposal would have had long term benefits to the area, the current neighborhood concern and short term disruption was not something that we wanted to subject the area to. We believe the future is bright for this area of Uptown and hope that we may be a part of it resurgence in the future.

If you have any questions, please feel free to give me a call.

Sincerely,



Raymond J. Gibbs, ASLA

CLOSED SESSION RE-CONVENED:

At the conclusion of Closed Session, each returning member of Council certified that (1) only public business matters exempt from open meeting requirements were discussed in said Closed Session; and (2) only those business matters identified in the motion convening the Closed Session were heard, discussed, or considered during Session. On a motion by Gene Teague, seconded by Mark Stroud, with the following recorded 5-0 vote: Adkins, aye; Hodge aye; Teague, aye; Stroud, aye; and Turner, aye, Council returned to Open Session. No action was taken.

There being no further business, the meeting adjourned at 10:45 pm.

Brenda Prillaman
Clerk of Council

Kim Adkins
Mayor

January 30, 2013

A called worksession of the Council of the City of Martinsville, Virginia, was held on January 30, 2013, in Council Chambers, Municipal Building, at 6pm, for discussion of the fiber optic business plan with Mayor Kim Adkins presiding. Council Members present included: Mayor Adkins, Vice Mayor Gene Teague, Mark Stroud, Sr., Sharon Brooks Hodge and Danny Turner. Staff present included: Leon Towarnicki, Interim City Manager, Brenda Prillaman, Linda Conover, Eric Monday, and Mike Scaffidi.

Mayor Adkins called the meeting to order.

Overview/background/history: Mr. Towarnicki gave an overview of the need to develop such a plan as well as background and history on the City's current system. At present, the city system is a 4 person crew and has 38 MINet customers with approximate revenue of \$200,000 with 17 businesses on a waiting list for the service.

Legal issues to expanding system: Mr. Towarnicki shared information received from attorneys regarding the legality question which states that the city can provide telephone service and internet service, but not cable television. The city can provide the "pipeline" to cable television providers and make the fiber available, but the city would only own the "pipeline". Mike Scaffidi pointed there will still be a need for legal representation in order to keep up with all the SCC regulations in expansion efforts.

Business plan feasibility study review & potential expansion opportunities: Doug Dawson of CCG Consulting reviewed the proposed business plan. His comments included: the city cannot stay on current path and continue to break even; potential is there to do a lot better by marketing the city's service to get another 50-100 customers; there would be need for another staff person to service the 17 customers on the waiting list; city could set up an enterprise fund to let profits accumulate; city should build a specific plan showing step by step how much the entity would make; in order to see true profitability city will need to build a detailed business plan; other communities are offering this service as incentive for businesses to locate; need to make sure rates are fair and need to charge what the service is worth and not subsidize; need to build a staffing plan and figure out how much it would cost to service 300-400 businesses; Council is not required to set the

January 30, 2013

rates; city must be ready to provide the service if decision is made to start marketing the service.

Options for path forward: The consensus of Council is to move forward in developing a business plan for the business component and Council to review business plan before taking next step. Mr. Towarnicki said it will look similar to the electric fund budget and should be able to have ready by budget time. He also thanked Council for putting time into this as he thinks this is a good opportunity for the city and he thanked Mike Scaffidi and his crew for their excellent work.

The meeting adjourned at 7:25 pm.

Brenda Prillaman, Clerk of Council

Kim Adkins, Mayor

February 11, 2013

Martinsville City Council Neighborhood Meeting for the Northside area was held on February 11, 2013, at Clearview Wesleyan Church, 925 Barrows Mill Road, Martinsville, VA at 7:30 PM, with Mayor Kim Adkins presiding and Council members present including: Vice Mayor Gene Teague, Mark Stroud, Sr., Sharon Brooks Hodge and Danny Turner. Staff present: Leon Towarnicki, Brenda Prillaman, Eric Monday, Coretha Gravely, Mike Rogers, and Andy Powers. Three citizens were present.

Mayor Adkins called the meeting to order and asked Andy Powers to present his property maintenance report, and then opened the floor for public comment.

Citizen comments: George Sloan, 218 Greyson-concerns about drug dealing and pit bull dogs running loose; Kathy Lawson, 909 Barrows Mill Rd.-concerns with landlords dumping contents of rental properties in yards. City staff will address specific properties and concerns as pointed out by citizens.

There being no further business, Mayor Adkins adjourned the meeting at 7:55 pm.

Brenda Prillaman
Clerk of Council

Kim E. Adkins
Mayor

February 11, 2013

The City Council of the City of Martinsville, Virginia, assembled on February 11, 2013 at 5:30 P.M. to tour the Northside area neighborhoods prior to their quarterly Neighborhood Focus Meeting scheduled for February 11, 2013 at 7:30pm at Clearview Wesleyan Church, 925 Barrows Mill Road.

Council Members present for the tour included: Mayor Kim Adkins, Vice Mayor Gene Teague, Council Member Sharon Brooks Hodge and Council Member Mark Stroud. Council Member Danny Turner was absent. Others present included: Leon Towarnicki, Andy Powers, Coretha Gravely, Mike Rogers, Martinsville Bulletin reporter and one citizen.

No other business was conducted during the tour and immediately after the tour ended, Council members disbursed.

Brenda Prillaman
Clerk of Council

Kim Adkins
Mayor



City Council Agenda Summary

Meeting Date: March 12, 2013

Item No: 2.

Department: City Manager

Issue: Hear an update from the Martinsville-Henry County Economic Development Corporation regarding retail development plan.

Summary: Mark Heath of the EDC will give this update and answer any questions.

Attachments: None

Recommendations: No action required



City Council Agenda Summary

Meeting Date: March 12, 2013

Item No: 3.

Department: Electric

Issue: Hear an update from city staff on the City's procedure for handling after-hours/emergency calls.

Summary: City staff will provide this update and answer any questions.

Attachments: None

Recommendations: For information/no action required

Meeting Date: March 12, 2013
Item No: 4.
Department: Finance/City Manager

Issue: Consider a review and discussion of proposed write-off policies for utility bills, general/miscellaneous bills, and business licenses.

Summary: At the meeting, staff will present and discuss a proposed write-off policy for utility bills, general/miscellaneous bills, and business licenses that have gone uncollected/unpaid for an extended period of time. This subject was mentioned again during the recent discussion of the City's FY12 audit.

Attachments: If available prior to the Council meeting, the draft policy will be e-mailed to Council and posted with other agenda materials. Otherwise, the draft policy will be distributed at the meeting.

Recommendations: Staff recommends that Council review the proposed policy and provide any questions/comments that may be appropriate. No action is recommended at the March 12 meeting. Assuming Council concurs, the matter will be placed back on Council's agenda for March 26th for approval.



City Council Agenda Summary

Meeting Date: March 12, 2013
Item No: 5.
Department: Finance
Issue: Consider approval of consent agenda.

Summary:

The attachments amend the FY13 Budgets with appropriations in the following funds:

FY13:

General Fund: \$59,142 – Grants, Reimbursements, Donations

Water Fund: \$638 – Reimbursement

Capital Reserve Fund: \$7,185 - Reimbursement

Attachments: [Consent Agenda - 3-12-13.xls](#)

Recommendations: Motion to approve

BUDGET ADDITIONS FOR 3/12/13

ORG	OBJECT	DESCRIPTION	DEBIT	CREDIT
<u>FY13</u>				
<u>General Fund:</u>				
01101918	443156	Grants - State - VDEQ Environmental Site Assessment		17,800
01812242	503143	Misc Expense - Environmental Evaluations Grant funding	17,800	
01101917	442810	Categorical Other - State - Highway Projects		458
01413151	503140	Thorofare Construction - Prof.Serv. - Utility Relocation Reimbursement-Liberty St Project	458	
01100909	490104	Advance/Recovered Costs		7,010
01331108	501300	Sheriff/Corrections - Part-time & Temporary Wages	5,100	
01331108	502100	Sheriff/Corrections - Social Security	316	
01331108	502110	Sheriff/Corrections - Medicare	74	
01331108	506008	Sheriff/Corrections - Vehicle Equipment & Maint.	1,020	
01331110	506200	Sheriff/Annex - Prisoner Allowance Reimbursement from Henry County for litter pickup - Oct 2012-Jan 2013	500	
01100909	490104	Advance/Recovered Costs		31,131
01127060	503190	Garage - Prof. Service - Bldg/Grnd Maintenance	970	
01127060	506007	Garage - Repair & Maintenance Supplies	3,342	
01413147	506010	Signals - Traffic Signal Maintenance	22,069	
01126055	503320	Info Services - Maint. Service Contracts Insurance Reimbursement from Derecho expenses	4,750	
01100909	490801	Recovered Costs - Senior Citizens		2,293
01714212	506016	Senior Citizens - Program Supplies Reimbursements from trips and Bingo	2,293	
01100908	480420	Donations - Senior Citizens		450
01714212	506016	Senior Citizens - Program Supplies Donations for Health Fair	450	
01102926	436430	Categorical Federal - SCAAP Funds		1,236
1331108	508220	Sheriff - Corrections - Physical Plant Expansion SCAAP Funding	1,236	
Total General Fund:			59,142	59,142
<u>Water Fund:</u>				
12100909	490104	Advance/Recovered Costs		638
12541311	506007	Water Plant - Repairs & Maintenance Insurance Reimbursement from Derecho expenses	638	
Total Water Fund:			638	638
<u>Capital Reserve Fund:</u>				
16100909	490104	Advance/Recovered Costs		7,185
16576366	508055	ADP Equipment - Information Services Insurance Reimbursement from Derecho expenses	7,185	
Total Capital Reserve Fund:			7,185	7,185