

AGENDA--CITY COUNCIL -- CITY OF MARTINSVILLE, VIRGINIA
Council Chambers – Municipal Building
7:15 pm Closed Session 7:30 pm Regular Session
Tuesday, June 25, 2019

6:30 pm - Reception

Reception for Wayne Knox

7:15 - Closed Session

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. Appointments to boards and commissions, as authorized by Subsection 1.
- 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.

7:30 - Regular Session

Pledge to the American Flag and Invocation by Vice Mayor Martin

1. Recognize retiring Assistant City Manager and Director of Community Development Wayne Knox. (15 mins)
2. Hear an update from Lisa Watkins of the M-HC Chamber of Commerce regarding activities related to the City/C-PED Small Business Development contract. (15 mins)
3. Consider approval of a Memorandum of Understanding with the Martinsville-Henry County Chamber of Commerce's Partnership for Economic Growth (C-PEG) for services related to efforts involving small business development in the City of Martinsville for FY20. (5 mins)
4. Hear an update from the Public Works Department regarding various projects and operations. (15 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. 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 and City Attorney. (5 minutes)

Date: June 25, 2019

Item No: 1.

Department: City Council

Issue: Recognize retiring Assistant City Manager and Director of Community Development Wayne Knox.

Summary: Assistant City Manager and Director of Community Development Wayne Knox is retiring at the end of June, ending a career with the City spanning 24 years that began in June 1995.

Attachments: Proclamation recognizing Wayne Knox for his service to the City.

Recommendations: The Mayor will read the proclamation and present to Wayne Knox.



Proclamation

HONORING WAYNE KNOX

WHEREAS, Wayne Knox was employed by the City of Martinsville in June, 1995 as the Director of Community Development; and

WHEREAS, during his tenure with the City, Wayne Knox has exemplified professionalism, leadership, and dedication to providing the best service possible to the citizens of Martinsville through his work in Community Development; and

WHEREAS, through his efforts, many community and neighborhood improvements have occurred, particularly regarding block grant projects that have been implemented improving housing and infrastructure; and

WHEREAS, Wayne Knox will be retiring at the end of June, 2019, culminating a career of service to the City spanning over more than 24 years;

NOW, THEREFORE, on this 25th day of June, 2019, Martinsville City Council hereby offers its sincere thanks and appreciation to Wayne Knox for his outstanding service to the City of Martinsville and extends to him and his family our best wishes for a long and happy retirement.

Kathy Lawson, Mayor



City Council Agenda Summary

Date: June 25, 2019

Item No: 2.

Department: City Manager

Issue: Hear an update from Lisa Watkins of the M-HC Chamber of Commerce regarding activities related to the City/C-PEG Small Business Development contract.

Summary: Information will be provided regarding activities related to the City/C-PEG Small Business Development contract, West Piedmont Business Development Center (incubator), the Farmer's Market, and other issues.

Attachments: None

Recommendations: No action needed - presented for information purposes only.



City Council Agenda Summary

Meeting Date: June 25, 2019

Item No: 3.

Department: City Manager

Issue: Consider approval of a Memorandum of Understanding with the Martinsville-Henry County Chamber of Commerce's Partnership for Economic Growth (C-PEG) for services related to efforts involving small business development in the City of Martinsville for FY20.

Summary: In the FY20 budget, City Council approved funding of \$60,000 for a continuation of efforts related to small business development in the City, in partnership with C-PEG. A Memorandum of Understanding between the City and C-PEG was developed originally for this project and has been updated annually to reflect ongoing changes.

Attachments: City/CPEG Small Business Development Memorandum of Understanding

Recommendations: Staff recommends approval of the MOU as presented.

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING, (the “MOU”) made and entered into this the 25th day of June, 2019 by and between the City of Martinsville, a municipal corporation created and existing under and by virtue of the laws of the State of Virginia (hereinafter referred to as “City”), party of the first part, and the Martinsville-Henry County Chamber of Commerce’s Partnership for Economic Growth (C-PEG) party of the second part;

WITNESSETH:

THAT, WHEREAS the City of Martinsville desires to allocate resources toward small business development to include (but not limited to) recruitment, marketing, expanded technical support and services, incentive programs, etc., for the purpose of expanding the City’s tax base, job creation, and increased business growth and activity in the Uptown and other commercial areas; and,

WHEREAS, C-PEG has agreed to contract with the City to provide those and related services for the FY20 fiscal year;

NOW, THEREFORE, in consideration of the mutual and respective covenants and agreements contained herein and made with respect to the performance of the services by C-PEG, the parties to this MOU hereby agree as follows:

1. Term– The term of this MOU shall cover a one (1) year period from July 1, 2019 through June 30, 2020. During and as part of the FY21 City budget deliberations, City Council and C-PEG will evaluate the results/success of the program and mutually agree regarding extension of the program for additional periods of time and/or any changes or modifications as may be needed in regard to the scope of work.
2. Payment – The City will compensate C-PEG for the services described in this MOU in the amount of \$60,000 for the FY19 fiscal year, payable in two installments of \$30,000 each in July, 2019 and January, 2020.
3. Council Updates - C-PEG will provide updates to City Council no less than on a quarterly basis, and more frequently if necessary to keep Council apprised of activities and efforts in regard to the execution of this MOU.
4. Scope of Work – The scope of work included under this MOU shall include at a minimum, the following:
 - a) CPEG will continue to explore ways to utilize the second-floor space of the incubator with a focus on partnerships.
 - b) CPEG will continue to maintain a comprehensive list of incentives currently available through the City, MURA, CPEG, EDC, and others; will evaluate how effective those incentives are in fostering new and expanded small business development; will evaluate incentives offered in other communities; and will provide recommendations/suggestions regarding changes that might be beneficial. This information will be made available to businesses/prospective

businesses, entrepreneurs, etc. as it currently exists in written and electronic format. Additional microloan funding will be sought as an additional benefit for businesses in Martinsville. CPEG will also continue to craft an aggressive incentive package for new businesses willing to locate in the City of Martinsville to include startup costs, utilities, telecom/MINET, staggered tax plan, etc. Efforts will be directed toward targeting selected “anchor” stores or businesses to complement what currently exists.

- c) CPEG will continue to research and create new activities and events other than those that currently exist for the Uptown area to help draw visitors/shoppers. CPEG will also discuss longer or altered hours for uptown merchants during such events. C-PEG will continue to facilitate an uptown planning process to determine appropriate ways to target incentives to assist with the development of unused/underutilized properties. CPEG will continue with efforts to develop and grow new businesses, partnering with PHCC (and other groups as may be appropriate) for business development training. CPEG will also review prior retail strategy studies and make changes/additions/corrections to those studies to meet changing market conditions as well as to meet City needs and initiatives.
 - d) CPEG will continue to work diligently to reach out to small businesses within the city limits to make them aware of any opportunities to assist with business development. This includes bulk mail, phone calls, one-on-one meetings, email blasts as well as utilizing MGTV as a conduit to deliver these messages. CPEG will also provide data regarding city businesses, the opportunities available for them, how the information is communicated to small businesses, and how many have taken advantage of any such opportunities.
 - e) CPEG and the Chamber will continue providing mentoring assistance for small businesses in both the City and the County and will develop a process to assign or match a staff contact with individual cases to assist in navigating through small business development issues. This process will move to a more intensive level with efforts geared toward development of a one-stop-shop/start-up-in-a-day concept for communicating from start to finish what it takes to have a successful business in our community. This includes business plan assistance, financial planning, permitting issues, legal, business licensing, zoning, efforts to identify a suitable space for start-up, parking/loading/unloading, etc. C-PEG will also continue to follow up with businesses on a regular basis.
 - f) C-PEG will continue efforts related to the development and startup of new businesses, providing follow-up as needed with those businesses awarded grants to ensure maximum opportunity for success. C-PEG will continue discussions with those businesses not awarded grants, seeking opportunities for funding and/or other start-up assistance as may be available for those specific situations. C-PEG will also annually implement a “business launch program,” expanding the footprint to include all commercial areas of the City.
5. Changes/Additions – During the execution of tasks related to this MOU, through frequent interaction between C-PEG, City Staff, and Council, there may be opportunities or need to refocus or redirect efforts. The City will provide assistance as needed in regard to information available through City

records.

6. The City will maintain one seat on C-PEG's Board.

IN WITNESS WHEREOF, Martinsville City Council, party of the first part, has caused this MOU to be executed in its name by its City Manager; and C-PEG, party of the second part, has caused this MOU to be executed in its name by its Board President; this the day and year first above written.

MARTINSVILLE CITY COUNCIL

C-PEG

BY: _____

BY: _____

City Manager

Board President

Meeting Date: June 25, 2019

Item No: 4.

Department: Public Works

Issue: Hear an update from the Public Works Department regarding various projects and operations.

Summary: Chris Morris, Public Works Director, will present a brief update on projects and activities in the Public Works Department.

Attachments: None. Information will be presented at the meeting.

Recommendations: This is for informational purposes only. No action is required of Council

Meeting Date: June 25, 2019
Item No: 5.
Department: Finance
Issue: Consent Agenda

Summary:

The attachment amends the FY19 Budget with appropriations in the following funds:

General: \$ 28,938 – Surplus Sales, Grant, Reimbursements

Attachments:

Consent Agenda 6-25-19

Recommendations: Approve

BUDGET ADDITIONS FOR 6/25/19

ORG	OBJECT	DESCRIPTION	DEBIT	CREDIT
BUDGET ADDITIONS				
General Fund:				
01100905	450209	Sale of Salvage/Surplus		5,007
01321102	506008	Fire Department - Vehicle Equipment & Maint. Sale of vehicle through GovDeals	5,007	
01102925	436142	Non-categorical Federal- US Marshal OT Grant		2,069
01311085	501200	Police Dept - Overtime wages Grant funds	2,069	
01100909	490104	Advanced/Recovered Costs		3,480
01812242	506067	Misc Expense - RADAR Transit Program Reimbursement for fuel	3,480	
01100909	490104	Advanced/Recovered Costs		6,084
01812242	506089	Misc Expense - County Ambulance Fuels Reimbursement for fuel	6,084	
1100909	490104	Advance/Recovered Costs		11,582
1331108	501300	Sheriff/Corrections - Part-time & Temporary Wages	8,570	
1331108	502100	Sheriff/Corrections - Social Security	532	
1331108	502110	Sheriff/Corrections - Medicare	124	
1331108	506008	Sheriff/Corrections - Vehicle Equipment & Maint.	1,714	
1331110	506200	Sheriff/Annex - Prisoner Allowance Reimbursement for inmate litter pickup - various months	642	
01100909	490104	Advanced/Recovered Costs		716
01322105	505500	EMS - Travel SWVA Incident Mgmt Team Reimbursement	716	
Total General Fund:			28,938	28,938