

June 24, 2008

The regular meeting of the Council of the City of Martinsville, Virginia, was held on June 24, 2008, in Council Chambers, Municipal Building, at 7:30 PM, with Mayor Kimble Reynolds, Jr. presiding. Council Members present included: Kimble Reynolds, Jr., James Clark, Kathy Lawson, Ron Ferrill, and Gene Teague. Also present were Council members elect: Mark Stroud and Danny Turner. Staff present included: Clarence Monday, City Manager, Leon Towarnicki, Brenda Prillaman, Eric Monday, Linda Conover, Mike Rogers, Wayne Knox, and John Dyches, Dennis Bowles, and Sheriff Steve Draper.

Following the invocation by Council member Kathy Lawson and Pledge to the American Flag, Mayor Reynolds welcomed everyone to the meeting and asked outgoing Council members Ron Ferrill and James Clark to come down to the podium for a presentation. Council member Ferrill and Council member Clark were both then recognized for their years of service on Council and both were presented with keys to the city. Mayor Reynolds, Council member Lawson, and Council member Teague all made comments thanking the outgoing Council members for their contributions.

On a motion by Kathy Lawson, seconded by James Clark, Council approved with a 5-0 vote, the minutes of May 20, 2008, May 27, 2008, June 10, 2008 tour, and June 10, 2008 meetings.

Mayor Reynolds opened the public hearing to convey 107 Gravely Street to Douglas Johnson. Wayne Knox and City Attorney Eric Monday explained that this property is severely dilapidated and Mr. Johnson, who is currently renting a neighboring site, will commit to renovate the property within 18 months. The deed will have an owner-occupancy restriction clause. There being no public comment, Mayor Reynolds closed the public hearing. On a motion by Ron Ferrill, seconded by Kathy Lawson, with the following recorded vote: Mr. Reynolds, aye; Mr. Clark, aye; Mrs. Lawson, aye; Mr. Ferrill, aye; and Mr. Teague, aye, Council approved conveyance of the property at 107 Gravely to Douglas Johnson.

Mayor Reynolds opened the public hearing to convey Barrows Mill Road property to Bennie Gray. City Attorney Eric Monday explained that Bennie Gray submitted the high bid on this property, adjacent to the intersection of Barrows Mill Road and Burgess Street. The property, 1.810 acres, consists of land owned by the City and land transferred to the City by the School Board, so that the combined lot will meet

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setback requirements. There being no public comments, Mayor Reynolds closed the public hearing. On a motion by Kathy Lawson, seconded by Gene Teague, with the following recorded vote: Mr. Reynolds, aye; Mr. Clark, aye; Mrs. Lawson, aye; Mr. Ferrill, aye; and Mr. Teague, aye, Council approved conveyance of the property on Barrows Mill Road to Bennie Gray. There was brief discussion on the present condition of the property and the need for improvements on the property with no additional motion made.

Mayor Reynolds opened the public hearing to vacate and abandon Barton Street. City Attorney Eric Monday explained the property is a portion of Barton Street which runs from West Church to Fayette Street, through the block to be conveyed to the Southern Virginia Recreation Facilities Authority. Once vacated and abandoned, the right of way for Barton Street will become City property and can be conveyed along with the rest of the block. There being no public comment, Mayor Reynolds closed the public hearing. On a motion by James Clark, seconded by Ron Ferrill, with the following recorded vote: Mr. Reynolds, aye; Mr. Clark, aye; Mrs. Lawson, aye; Mr. Ferrill, aye; and Mr. Teague, aye, Council approved the vacation and abandonment of the Barton Street property which runs from West Church to Fayette Street.

Mayor Reynolds opened the public hearing to convey the block bordered by West Church, Market, Fayette and Moss Streets, the site of the future Sports Arena site, to the Southern Virginia Recreation Facilities Authority. City Attorney Eric Monday pointed out the conveyance of this block is in line with Council's Memorandum of Agreement dated October 18, 2006 with Harvest Foundation. Rev. Richardson inquired as to the make up of the Southern Virginia Recreation Facilities Authority Board and the number of city representatives serving. Mayor Reynolds then closed the public hearing. On a motion by Ron Ferrill, seconded by James Clark, with the following recorded vote: Mr. Reynolds, aye; Mr. Clark, aye; Mrs. Lawson, aye; Mr. Ferrill, aye; and Mr. Teague, aye, Council approved conveyance of the Sports Arena site which is the block bordered by West Church, Market, Fayette and Moss Streets to the Southern Virginia Recreation Facilities Authority.

Dr. Scott Kizner, City School Superintendent, briefed Council on the following points regarding school capital funding options: top priority projects that need funding include one boiler at high school (\$110,000), roof replacements (\$250,000)

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and tennis courts repair (\$60,000); he distributed a list of capital needs prioritized through 2012; he recommended Council establish a School Capital Committee to meet quarterly with the following recommended nominees: Dr. Scott Kizner, Clarence Monday, Leon Towarnicki, Jerry Epling, one School Board member and one City Council member. Discussion points included: schools have a history of surplus funds in the school budget each year; questions on how much time schools actually use tennis courts and maybe it should be under Leisure Services; perhaps tennis court repairs should be a joint venture. On a motion by Gene Teague, seconded by Kathy Lawson, Council approved with a 5-0 vote, Council authorized the expenditure of \$420,000 for one boiler, roof work, and tennis court repairs to be financed over five years with debt paid initially from the City's fund balance and the schools to cover the annual debt using unexpended school funds with the goal being to finish the five year debt term with an ending combined school fund balance of \$1,732,186.

By consensus, Council approved the format of the recommended nominees for the School Capital Committee and Council will appoint the City Council member of the committee at the July 8, 2008 Council meeting. Dr. Kizner stated the School Board will appoint their representative at the next School Board meeting.

On a motion by Gene Teague, seconded by Kathy Lawson, with the following recorded vote: Mr. Reynolds, aye; Mr. Clark, aye; Mrs. Lawson, aye; Mr. Ferrill, aye; and Mr. Teague, aye, Council approved, on an emergency basis so as to become effective 7/1/08, the following amendments to the City of Martinsville Water & Sewer Services Terms & Conditions:

**ARTICLE V Water Service**

**Sec. 5.1 Separate Services Required**

There shall be a separate service connection from the water main to each residence or commercial enterprise in the City. In no case shall water be served to two or more residences or commercial enterprises through a single meter except as permitted below.

Industrial buildings, under a single ownership and situated on an undivided parcel of land, may receive water service through a single service connection and a single meter, provided that the owner of the buildings pay all connection fees to secure an appropriately sized service connection.

Apartment buildings, mobile home courts and unified housing projects developed and operated in conformance with the City's Zoning Ordinance may receive water service through a single service connection and a single meter, and; shopping centers situated on an undivided parcel of land may receive water service through one or more service connections and one or more meters serving multiple commercial establishments, provided:

- a. That the facility is under a single ownership;
- b. That the owner of the facility pays all connection fees to provide an appropriately sized service connection;
- c. That the owner pay a water rate for each apartment, living unit, or usable mobile home space, or commercial establishment as though each apartment, living unit mobile home space, or commercial establishment were separately metered and in accordance with the City's water rate schedule for 3/4-inch metering regardless of the master meter size. *The number of applicable apartments, living units, mobile home spaces or commercial establishments for minimum water/sewer service billing shall be determined by the number of functional electric meters serving the facility, except as allowed below.*

*Whenever the electric service to a unit has been inactive for more than 30 days, the owner may request, by completing a form available from the Billing Office, that the corresponding charge for water/sewer also be deleted. Normal minimum charges will be reinstated upon the owner or tenant reactivating the electric service. Minimum charges within each billing*

**ARTICLE VIII Payment of Service Charges**

**Sec. 8.1 Regular**

Water meters will be read and service charges for both water and sewer computed from those readings on a monthly basis, *except as noted herein*. Readings may be estimated on occasion as necessary, but all initial and final bills will be based on actual meter readings. In the event of a bypass, the stoppage of or the failure of any meter to register the full amount of water consumed, the customer will be billed for such period on an estimated consumption based upon his use

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of water in a similar period of like use. ~~In the event of a water leak exterior to the structure being served and on the customer's side of the meter, a billing credit may be given on normal sewer charges, based upon prior records of water consumption. (Moved to Sec. 8.2 below)~~

A delayed payment service charge will be applied to all accounts if a bill is not paid within twenty-two (22) days of the billing date. The delayed payment charge shall be ten (10) percent of any balance in arrears. The delayed payment charge shall not apply to any amount of the bill which the City collects as a consumer utility tax.

The customer will be charged a service charge of \$20.00 for any check received by the City and returned by a bank. Postmarks are not acceptable as proof of payment. To avoid late charges, the payment must be in the Treasurer's office before 5:00 p.m. on the due date.

**Sec. 8.2 Water Leaks**

*In the event of a water leak exterior to the structure being served and on the customer's side of the meter, a billing credit may be given on normal sewer charges, based upon prior records of water consumption.*

**Sec. 8.3 Irrigation Water**

*Sewer charges may be deleted from a separately metered non-domestic water service dedicated to irrigation or other usage with absolutely no return to sewer, if requested by the owner and verified to qualify by the city.*

**Sec. 8.4 Other Water Source**

Where a customer secures all or any part of his water service from a source other than the City, all or part of which is discharged into the City's sewers, that customer shall install and maintain at his expense a water meter of a type approved by the City. Such meter shall be read regularly by the City to determine the volume of water secured from the other source and sewer service charges shall be computed from such readings.

**Sec. 8.5 Place of Payment**

All bills are payable at the City Treasurer's Office. Drive through and night depository facilities are available for customer convenience.

**Sec. 8.6 Direct Payment (Debit) by Bank Option**

All customers with satisfactory records of payment shall have the option to have their bills paid directly by cooperating local banks. Such an arrangement shall require execution by a customer of a standard authorization form to be supplied by the City. Upon acceptance of the authorization form by the City and the customer's bank, the customer's bill will be forwarded to the customer's bank for direct debiting to the customer's checking account. The customer will receive a duplicate of the bill, stamped "Advisory Notice" three to five days before the original of the bill is processed by the bank. Upon receiving the bill, the bank will handle it as though the bill were a check, debiting the account and forwarding payment to the City Treasurer within three working days. The customer's portion of the bill will be forwarded by the bank to the customer in accordance with the bank's standard procedures.

In the event a bank returns a debit bill, the customer will be required to pay a \$20.00 service charge. Should a second such incident occur, a second charge will be incurred and the customer's option for Direct Payment (Debit) by Bank will be terminated.

On a motion by Kathy Lawson, seconded by Gene Teague, with the following recorded vote: Mr. Reynolds, aye; Mr. Clark, aye; Mrs. Lawson, aye; Mr. Ferrill, aye; and Mr. Teague, aye, Council approved, on an emergency basis so as to become effective 7/1/08, the following proposed amendments to the City of Martinsville Electric Terms & Conditions with the change to be made in Article III. Sec.3 to state that all customers may complete contracts by facsimile or electronically with proper identification:

**Article I. Rates, Types of Service and Use of Energy**

**Section 1.1 Rates**

Rates and/or fuel costs charged to customers are established by the City Council and are normally identical to those charged by AEP Virginia; however, Council may levy a surcharge or set a higher rate at any time. The current rates and/or fuel costs are reflected in Appendix A for all schedules and types of service. Change to read: **Rate charges to customers are established by the City Council and a surcharge or higher rate may be set at anytime. The current rates are reflected in Appendix A for all schedules and types of service.**

**Article III Determination of Schedule and Contract**

**Section 3.2 Contract** Each service will be provided under the terms of a written contract, signed by the customer in his capacity as the owner, the agent of the owner, or tenant of the property to be served. Samples of the various contracts are to be found in Appendix B.

A copy of contract will be furnished to the customer. Where a single customer desires service at more than one point of delivery, each such point of delivery will require a separate contract and separate billing. Add the following: **Out of town customers may complete contracts by facsimile or electronically with proper identification. For joint account, obtain individual social security numbers and/or identification number for collections.**

**Article IV Deposits**

**Section 4.1 Required**

a. As security for the payment of bill, a deposit will be required of a customer. Such deposit is set forth in Appendix F, and is due at the time the contract is executed. At the request of a residential customer, a schedule will be arranged to allow payment of the required deposit in no more than three (3) equal monthly installments. Failure to pay the deposit installments when due will result in discontinuance of service. In such cases, service will not be reconnected until the deposit is paid in full and all utility charges. In lieu of a deposit, a customer may present documentation demonstrating a satisfactory credit record. Add the following: **An agency may pay a portion of the deposit equal to but not less than 1/3 of the deposit for a customer at which time service will be connected. The remaining balance of the deposit would be applied to customers account in one (1) or two (2) equal payments.**

b. As security for the payment of electric bills a deposit equal to the two (2) highest monthly bills within the previous twelve (12) month period will be required from a customer. Such deposit shall be based upon the experience of the previous tenant unless the customer can demonstrate to the Electric Department the proposed use of the facility is substantially different from that of the previous tenant. In the case of a new facility the Electric Department or Utility Billing will establish a deposit based upon a survey of the facility and an assessment of it intended use. Such deposit is payable in full prior to connection. Additionally, the City reserves the right to require additional deposits if a customer's payment record and/or consumption experiences reflect that a higher deposit is necessary to protect the interest of the City.

Replace first two (2) line of b. as follows: **As security for the payment of electric bills a deposit equal to the average twelve (12) month billing times two (2).**

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b. Good residential credit cannot be used to waive deposit of Professional/Commercial/Industrial account. Deposits for a second or third business may be waived if good credit exists on a City located business and the owner agrees to allow recourse against an existing business in case of non-payment. However a security bond or an irrevocable letter of credit from a lending organization will be accepted in lieu of such deposit.

Add the following changes to replace the first sentence. **c. Satisfactory residential credit can be used to waive deposit on Professional, Commercial and Industrial account.**

**Article VI**

**Section 6.1 Payments**

Postmarks are not acceptable as proof of payment. To avoid late charges, the payment must be in the hands of the Treasurer's Office before 5:00 P.M. on the due date. Add the following changes: **Regular payments are due by 5:00 P.M. of the due date, except Saturday, Sunday and Holidays. Payments are then due the next business day by 5:00 P.M. in the Treasurer's Office.**

**Section 6.2 Budget Plan**

Residential customers with a satisfactory payment record shall have the option of paying bills under the City's equal payment plan (Budget Plan), whereby the total electric service for the succeeding twelve-month period will be estimated in advance, and bills will be rendered monthly on the basis of one-twelfth of the twelve-month estimate. The City may, at anytime during the twelve-month period, adjust the estimate to conform more nearly with the actual charge for service being experienced. The normal equal payment period will be twelve months, commencing in any month selected by the City, but those cases where billing is commenced during a month which leaves less than twelve months until the beginning of the next normal equal payment period to which the customer is assigned, payment shall be calculated on the basis of the months in such period.

Add the following change: **The City or customer may, at anytime during the twelve-month period, adjust the estimate to conform more nearly with the actual charge for service being experienced.**

**Section 6.3 Place of Payment**

All bills are payable at the City Treasurer's office. Drive through and night depository facilities are available for customer convenience.

Add the following sentence: **Online payments are also available. (Link)**

**Section 6.4 Direct Payment (Debit) by Bank Option**

All customers with satisfactory records of payment shall have the option to have their bills paid directly by cooperating banks.

Change to read the following: **All customers with satisfactory records of payment shall have the option to have their bills paid directly by any cooperating banks from either checking or saving accounts.**

**Article VIII**

**Section 8.1 Disconnection for Non-Payment**

A customer whose bill remains unpaid on the 10<sup>th</sup> day after the final notice will have his service disconnected, subject to the following conditions or exceptions:

c. Service shall not be disconnected when the outside temperature is below 35 degrees. Change to read the following:

**c. Service shall not be disconnected when the outside temperature is below 35 degrees or higher than 92 degrees.**

**g. Disconnection for delinquent final bills with more than one current account can be subject to disconnections of active locations.**

**h. Payment agreements will be accepted up to two (2) times per twelve (12) month period. Exceptions to this will be at the discretion of the Billing Department Supervisor or Management.**

**i. Arrangements should be made on or before the due date shown on bill.**

**Section 8.2 Disconnection for Fraud or Violation of Rules**

In cases where electric service is reconnected fraudulently to a residence after the City has disconnected service, the City will cut electrical power to the residence by any means necessary. The customer will be required to pay a \$100.00 reconnection fee. Change to read the following:

**In cases where electric service is reconnected fraudulently to a residence after the City has disconnected service, the City will cut electrical power the residence by any means necessary. The customer will be required to pay a \$100.00 reconnection fee per metered service and cost of reconnection of service. Additional cost may be incurred depending on severity of fraudulent actions or damages to equipment. Service will be reconnected within 24 hours of payment.**

**Section 8.3 Reconnection**

In cases of disconnection for non-payment, the City will levy a reconnection charge, as follows:

a. For residential and small general service customers a \$10.00 charge multiplied by the number of times the customer has been disconnected for non-payment over the last twelve (12) months. Change to read the following:

**a. For residential and small general service customers a \$30.00 reconnection fee will be charged between 8:00 A.M – 5:00 P.M and \$60.00 after hours**

**Appendix F Residential Electric Deposits**

**Residential Electric Deposits**

A deposit will be required for all customers who cannot meet the credit requirements under section 4.1 in accordance with the following schedule:

Electric Heat	\$250.00
Gas/Oil Heat	\$150.00

On a motion by James Clark, seconded by Kathy Lawson, Council approved with a 5-0 vote, the following resolution regarding state funding for transportation:

**Resolution to Address Virginia's Transportation Funding Crisis**

**WHEREAS**, the package of transportation taxes and fees enacted by the 2007 Session of the General Assembly to address statewide maintenance and regional transportation needs failed because the Virginia Supreme Court invalidated the Northern Virginia regional fees and because the 2008 General Assembly repealed the abusive driver fee program; and

**WHEREAS**, Cities across the Commonwealth have growing transportation needs and costs ranging from: 1) maintaining aging streets and bridges with complex adjacent utilities and high traffic volumes, 2) management responsibility for local urban and primary road projects under the Virginia Department of Transportation's urban construction management program, 3) meeting demand for added public transportation, and 4) needing increased intercity passenger rail service that requires additional state funds; and

**WHEREAS**, the Commonwealth Transportation Board is ready to approve a \$1.1 billion reduction in the official six-year forecast, forcing a 44 percent cut in primary, urban roads and secondary roads construction; and

**WHEREAS**, the impact of this reduction on the Salem District will be a loss of \$25.5 million in FY08, \$38 million in FY09, escalating to \$56.3 million in FY2014, and the City of Martinsville and surrounding localities in the District cannot and will not close this funding gap; and

**WHEREAS**, the costs for the City of Martinsville to maintain its street system continues to escalate more rapidly than annual increases in state maintenance payments; and

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**WHEREAS**, the City of Martinsville is assuming an increasing responsibility for managing its urban road construction projects, and completion of these projects is reliant on sufficient state funds; and

**WHEREAS**, the Governor's proposal would increase funding available to address the growing transportation infrastructure and construction needs statewide; and

**WHEREAS**, the City of Martinsville and its affiliated municipal organizations, the Virginia Municipal League and the Virginia First Cities Coalition, have advocated for a transportation funding model that is adequate, sustainable, and dedicated with non-general funds to support Virginia's transportation network; and

**WHEREAS**, Governor Timothy M. Kaine has called the General Assembly into special session on June 23, 2008 to address these funding matters;

**NOW, THEREFORE, BE IT RESOLVED THAT**, the City of Martinsville does hereby support efforts of the Governor and the General Assembly to act swiftly and decisively to approve legislation that will address the transportation funding crisis at the statewide, regional and local levels; and

**BE IT FURTHER RESOLVED THAT**, such legislation should recognize that it is the Commonwealth's responsibility to impose the new taxes and fees; that the funding purposes must be restricted to adequately maintaining transportation infrastructure, ensuring safe roads statewide, relieving traffic congestion, maintaining and increasing transit service, expanding intercity passenger rail, promoting economic development throughout the state, and providing multi-modal options; and that providing consumer choices, including the use of tolls on new transportation facilities, is part of the solution to the transportation crisis.

Wayne Knox, Community Development Director, briefed Council on the preliminary Comprehensive Plan. Because of a requirement of the State of Virginia, VDOT must be given a 100-day period to review the City's update prior to official approval by City Council. Mayor Reynolds pointed out that Council members should go by Wayne's office to review the full plan before July 4<sup>th</sup>. Following is a brief overview of the present comprehensive plan update as presented:

This document is an update to the most recent comprehensive plan entitled Vantage: Taking Control of the Future- Martinsville Comprehensive Plan 1996 Update. The Vantage plan followed earlier documents developed in 1978 and 1984. This Comprehensive Plan Update, while building on the concepts of earlier plans, attempts to address new challenges that the City of Martinsville will face over the next twenty years and to provide a framework to help guide public officials to meet the Goals and Initiatives established by the Martinsville City Council and the City's residents.

The report is broken down into ten (10) distinct areas which include population and demographics, economy, natural conditions, community facilities, and cultural /historic resources. In addition, housing analysis and planning, along with transportation and land use planning.

The main elements of this update are the economy, housing, transportation, and land use. The economy is always the driving force behind the growth and well being of a community. Some of the recommendations include:

- Support the development and expansion of identified target business clusters in healthcare, plastics manufacturing, tourism, logistics, and food processing to continue diversification of the local economy.
- In addition, continue to develop and support existing business resources to help maintain and strengthen existing businesses.
- Continue marketing efforts for the existing business and industrial parks. Increase the base of workers and residents in Uptown Martinsville.
- Develop new specialized retail clusters in Uptown focused on home furnishings, African – American culture, sports, and amenities to accommodate the potential growth of the new College Institute, Patrick Henry Community College and National College.
- Encourage the redevelopment of vacant buildings and industrial sites, along with a "land banking" program.
- When it comes to housing, it is recommended that the city:
  - Continue to market the Uptown area as residential neighborhood for the more urban – minded, middle – income and upper – income residents.
- Plan residential retirement areas and market the area as a desirable and affordable place for retirees to locate.
- Encourage the infill development of vacant lots for new residential housing.
- Encourage the development of a purchase / rehab and sale program for residential properties.
- Update or create an action plan to address the vacant and abandoned properties to ensure that all properties are maintained **in keeping** with the character of their respective neighborhoods.

The subject of transportation is one that the Virginia Department of Transportation has decided to place a greater emphasis on as part of its overall statewide planning effort. This element has a profound effect on the land use decisions of a locality, thus is reviewed very closely by VDOT. This authority was given by the 2006 General Assembly, when it amended Section 15.2- 2223 of the Code of Virginia to expand the scope of the transportation of the locality's comprehensive plan. In essence, it stated that a locality shall submit the entire draft of the comprehensive plan to VDOT prior to final approval of the plan.

VDOT has 100 days to review and comment on the plan, with the main focus on the transportation section. Several elements are included in this section, such as an inventory of the existing transportation network, shown in written and graphic form. Assumptions covering population growth, employment growth and location of infrastructure facilities are included, as well as recommendations to improve or add to the transportation infrastructure.

Some of our more prominent recommendations include:

- Continue development of the trail system, along with a program for signing principal bicycle routes in the City, plus striping lanes on streets where this is practical. These walking trails and bicycle routes need to be integrated so that multi – use is encouraged.

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- Continue to develop a transit system so that the community has as inexpensive, accessible transit options as possible. Develop ways to make the Uptown central business district bicycle friendly.
- Continue to actively support the projects listed in the Six – Year Improvement Program, as well as the Roanoke Regional Airport and Piedmont Triad International Airport as important facilities to area economic development and transportation. This support will also include the actions necessary to develop Interstate 73 and the completion of Route 58 out to its intersection with Interstate 77.

The subject of land use goes hand in hand with all the other sections of the comprehensive plan. It is this section that most people relate to through the proposed land use map that is always referred to when it comes to rezoning and related ordinance revisions. Some of the recommendations that can affect and be affected by the land use decisions include:

- Encouraging the development of an Arts and Cultural district along Starling Avenue, as well as promoting the development of local historic district designations for Uptown Martinsville, and East Church Street/ Starling Avenue district.
- Promote development of City parks, green spaces, trails and other recreational opportunities.
- Encourage compact, mixed – use development that will make efficient use of the infrastructure while maintaining the character of the area. All new developments should have rear parking areas and landscape buffering.
- Develop Corridor Overlay districts to enhance the appearance of the gateways and major corridors in the City.

On a motion by Gene Teague, seconded by Ron Ferrill, Council approved with a 5-0 vote, the following recommendations from the Inspections Process Review Committee which were previously reviewed by Council at their April 22, 2008 meeting:

**INSPECTIONS PROCESS REVIEW COMMITTEE April 17, 2008**

The Inspections Process Review Committee was convened to examine some issues regarding the actual code enforcement process. In addition, the subject of the permitting process, with particular emphasis on ground signs. Further, this committee examined the challenges of modifying properties to keep contributing historical buildings up to code. Lastly, the “Go Green” initiative was examined to offer suggestions for implementation.

**FINDINGS OF THE COMMITTEE** The **inspection process** as it exists is workable, but is in need of some minor adjustments. Recommendations for improvement are as follows:

1. Whenever practical, request permit holders to group their inspection request, such as electrical, plumbing and framing rough – ins. This would enable the inspections to be scheduled at one time.
2. Small additions would not require engineered plans.
3. Develop new informational handouts explaining the permits and required inspections for contractors, business owners and the general public.
4. Develop a short customer service survey form that could be distributed as part of the permit packet.
5. Ensure that all city departments are familiar with the function of other departments to eliminate wasting time for the customers.
6. All new businesses that move into an existing building, when there is no change of occupancy, will be inspected by the Fire Marshal only.
7. Reduce the number of inspections on residential units. One of the first steps in that direction would be to eliminate the electrical reconnection inspection. In eliminating the electrical reconnection inspection, a disclaimer would be necessary to be placed on any required billing documents.

The main focal point of the **fee schedule** has centered on the installation of ground signs. Up to this present date, a two – part permit exists- a sign permit plus a building permit. The building permit is for the footing inspection involved with the ground sign installation.

Recommendation for improvement: The fee for the ground sign of \$50.88 is to include the footing inspection cost. In reviewing the records for ground signs over the first quarter of 2008, of which there was only one out of a total of twelve permitted signs, the savings would have been negligible (\$40.70). In addition, an effort should be made to preserve local historically significant signage, even when it may not today’s definitions, such as, neon – type signs in the Uptown area.

The subject of ensuring that **historic buildings** are brought up to code is one that boils down to the cost of performing this function. Recommendations for improvements:

1. Before beginning any repair work or restoration on any of these structures, schedule a pre – construction conference with the building official and city planner. The purpose of this meeting is to determine if it is a historically contributing building, and if it constitutes a safety hazard (Section 306.1 of the 2006 International Existing Building Code states “The provisions of this chapter relating to the construction, repair, alteration, addition, restoration and movement of structures and change of occupancy shall NOT be mandatory for historic buildings where such buildings are judged by the code official to NOT to constitute a distinct life safety hazard”).
2. Because most of the improvements to be undertaken on historical buildings involve dollars and cents, a revolving loan fund should be established to assist local owners of historic buildings in their pursuit of architectural improvements. Terms for loan payback should be long enough in order to limit any negative impact it could have on a property owner’s ability to repay.
3. Review tax abatement programs in other localities for possible institution in our city.
4. Investigate possibility of a “freeze period” on reassessing of properties being rehabbed or recently rehabbed.

The final issue of concern involved “**Green Building**”. There are many numerous suggestions, but these are just a few.

Recommendations: When owners or developers plan on additions, alterations or new buildings, they should use the NAHB green Home Building Guidelines as reference.

1. Attend workshops on “Green Building Techniques in Historic Preservation”.
2. In constructing new buildings, be aware of how you position the building on the lot to ensure that you can maximize exposure to the sunlight.
3. Incorporate the use of solar panels for heating and hot water.
4. Utilize ample landscaping to cut down on the impact of heat and cold to your residence.
5. Utilize recycled materials when constructing new buildings, such as flooring.
6. Place studs for one - story house for roof and ceilings 24 inches on center, instead of 16.
7. For existing homes, increase insulation to reduce the amount of heat loss and cut heating bills dramatically. Use insulation that is cellulose or recycled cotton, or have no added formaldehyde.

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8. In painting you homes, use paints that have low or no Volatile Organic Compounds.
9. Make sure ridge vents are properly installed on residential structures to ensure that the houses can breathe.

Hopefully, these ideas and recommendations will be of assistance in ensuring that the general public will have a better understanding of the workings of the Inspection Division and enable the City to provide a more efficient and consistent delivery of services.

Mr. Knox pointed out that the committee is not advocating changing the code regarding green building. He also reviewed with the council the department's results being received since beginning use of the customer survey card and stated that responses will be tabulated and reported to Council. Council Member Teague suggested that the committee needs to re-convene every so often to continue checking on customer service issues.

On a motion by Gene Teague, seconded by Kathy Lawson, with the following recorded vote: Mr. Reynolds, aye; Mr. Clark, aye; Mrs. Lawson, aye; Mr. Ferrill, aye; and Mr. Teague, aye, Council approved, on first reading, to repeal Sec. 22-85 and Sec. 22-88, regarding deregulating taxi rates entirely. The City Attorney stated there have been no changes to the rates since 1997 and staff is of the opinion that taxicab rates should not continue to be regulated and we should let the free market determine the rates; no other business in the City is regulated in this manner as to what they can charge for their services. Deregulating the taxi rates has no effect on the permitting process and taxi cab companies will still be required to obtain a taxi permit.

The Martinsville Sheriff's office and the City Public Works Department have been reviewing recycling options and the following three options were presented by Sheriff Steve Draper and Leon Towarnicki for Council's consideration: (1) Continue the current practice at the same location, modifying the materials collected to reflect market demands and conditions with estimated cost for this option at \$15,000 to \$20,000 and funds are included in the FY09 budget to continue this program; (2) Continue with the current drop-off site on Market Street, but expand the drop-off program by developing another drop-off site located on Clearview Drive at the Jail Annex property. Estimated first year costs are \$65,000 (\$20K to continue to operate Market Street, \$20K to operate the new site, \$15K for container purchases, and \$10K to develop the site) and \$30,000 to \$40,000 annually thereafter. (3) Eliminate drop off sites and implement curbside collection of recyclables. A cost estimate for this option has not yet been developed, but preliminary information indicates annual funding will be required for two or three additional employees, cost of operating a truck, cost of providing the container, as well as expenses associated with use of facility for



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unloading, sorting, and shipping of collected materials. Staff recommended that the city continue with current recycling program as outlined in Option 1 until a decision is made to pursue other options. Other points discussed were: there may be forthcoming legislation regarding recycling; need to keep area around recycle bins clean; Gateway compiles annual figures and 95% of our local recycling is done by business and industry; need to possibly do a trial area to recycle cardboard; need to look into possibilities of recycling pick up maybe twice a month, not necessarily every day in a trial area; recycling pick up can be done by a contract carrier rather than the municipality; need to continue looking for options to help us break even. Council decided to continue with Option 1 as outlined and to stop collecting glass at the city's recycle bins, and continue searching for recycling ideas that break even or do not cost the city any money.

On a motion by Kathy Lawson, seconded by Gene Teague, Council adopted the Goals & Initiatives document revised February 26, 2008 which included additional goals as well as priority rankings.

On a motion by Gene Teague, seconded by Ron Ferrill, Council unanimously approved the following consent agenda:

<b>BUDGET ADDITIONS FOR 06/24/2008</b>				
<b>ORG</b>	<b>OBJECT</b>	<b>DESCRIPTION</b>	<b>DEBIT</b>	<b>CREDIT</b>
<b>FY08</b>				
<b>GENERAL FUND:</b>				
01101916	434705	Categorical Shared Expenses - Clerk Cir Ct Equipment		63,576
01216076	508208	Clerk of Circuit Court - ADP Software (Technology Trust Funds from Compensation Board)	63,576	
01100908	480401	Miscellaneous - Donation - Police Dept		1,000
01311085	501200	Police Department - Overtime (anonymous donation)	1,000	
<b>Total General Fund:</b>			64,576	64,576
<b>SCHOOL FUND:</b>				
18103908	418285	Miscellaneous Revenue		1,230
85001014	566032	Exec. Admin. Services - Public & Community Outreach	346	
21001001	566013	CV Regular Instruction - Instructional Materials & Sup. (check from Endowment Fund/grant awards)	884	
<b>Total School Fund:</b>			1,230	1,230

The Mayor asked for business from the floor with no responses.

Comments from City Council: Vice Mayor Clark asked the city attorney to answer the following inquiries for the benefit of the public: water being diverted to Raleigh from Dan River basin--Eric Monday reported he had checked with Danville

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legislators and no plans are in place to divert any water; State of Pennsylvania and AMP-Ohio issues—Eric Monday reported Pennsylvania legislation has not been approved to prohibit AMP-Ohio participation and cities will be able to participate; bond rating—Eric Monday reported the bond rating for AMP-Ohio has not been down rated from their A rating and their bond rating remains unaffected. Vice Mayor Clark also spoke about Council's accomplishments during his term on City Council. Council Member Ferrill thanked the city and council for the privilege to serve on City Council. Mayor Reynolds commented on his recent trip to Martensville, Saskatchewan, Canada where he saw an emphasis put on land use planning and people with excitement and enthusiasm for their community. He paralleled his remarks about outgoing Council Members Clark and Ferrill to both of these characteristics he saw in people of Canada.

Comments from the City Manager: City Manager Clarence Monday updated Council on the grant from the Commonwealth Transportation Board regarding the area's public transportation plans. He reported he has received information that the grant has been approved for the pilot program and the program should be up and running around late 2008.

In accordance with Section 2.1-344 (A) of the Code of Virginia (1950, and as amended) and upon a motion by Ron Ferrill, seconded by James Clark, with the following recorded vote: Mr. Reynolds, aye; Mr. Clark, aye; Mrs. Lawson, aye; Mr. Ferrill, aye; and Mr. Teague, aye, Council convened in Closed Session, for the purpose of discussing the following matters: (A) appointments to Boards and Commissions as authorized by Subsection 1 and (B) a personnel matter as authorized by Subsection 1.

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 said Session. On a motion by Ron Ferrill, seconded by James Clark, with the following recorded vote: Mr. Reynolds, aye; Mr. Clark, aye; Mrs. Lawson, aye; Mr. Ferrill, aye; and Mr. Teague, aye, Council returned to Open Session.

Council took the following action regarding Boards and Commissions:

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Martinsville-Henry County Economic Development Board--On a motion by Gene Teague, seconded by James Clark, with a 4-1 vote, with Ferrill voting nay, Council approved appointing Lance Heater, 615 Mulberry Road, to a three year term ending 6/30/11.

Transportation Safety Commission—On a motion by James Clark, seconded by Ron Ferrill, with a 5-0 vote, Council approved appointing Tim Byrd, 707 Druid Lane, to a 4 year term unexpired ending 12/31/10.

Architectural Review Board and Tree Board—On a motion by Kathy Lawson, seconded by Ron Ferrill, with a 5-0 vote, Council approved appointing Ashby Pritchett, 715 Corn Tassel Trail, to an unexpired one year term ending 3/31/09 on the Architectural Review Board and to an expired three year term ending 3/31/11 on the Tree Board.

On a motion by Kathy Lawson, seconded by Gene Teague, Council approved re-appointing Kimble Reynolds, Jr., 401 Starling Avenue, as a governing body member of the West Piedmont Planning District Commission with term ending 6/30/12 to coincide with elected term of office.

No action was taken on the personnel matter.

Other action taken: Council unanimously approved transferring \$3,000 in the FY09 budget from City Manager travel line item to City Manager car allowance line item.

There being no further business, Mayor Reynolds adjourned the meeting at 11:25 PM.

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Clarence C. Monday  
Clerk of Council

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Kimble Reynolds, Jr.  
Mayor