

September 22 2020

The regular meeting of the Council of the City of Martinsville, Virginia was held on September 22, 2020 in Council Chambers, Municipal Building, at 7:30 PM with Mayor Kathy Lawson presiding. Other Council Members present included Jim Woods, Danny Turner, and Chad Martin. Jennifer Bowles was not in attendance. Staff present included City Manager Leon Towarnicki, Assistant City Manager/City Attorney Eric Monday, Community Development Mark McCaskill, Finance Director Linda Conover, Assistant Finance Director Mandy McGee and Deputy Police Chief Rob Fincher.

Mayor Lawson called the meeting to order. Following the Pledge to the American Flag and invocation by Council Member Woods, Lawson welcomed everyone to the meeting. Lawson explained that the meeting would follow COVID guidelines and recognizing social distancing recommendations.

Council Member Bowles was not in attendance, she notified the City Manager and Mayor that she may have been exposed to COVID and is self-quarantining. Pursuant to Code of Virginia 2.2-3708.2A1A, Bowles requested to participate electronically. Per City Attorney Monday, since this is a medical quarantine, this will not count towards her two electronic meetings per year. Vice Mayor Martin made a motion to allow Bowles to participate in the Council meeting electronically; Council Member Turner seconded the motion with all present Council members voting in favor.

Approve minutes from the August 25, 2020 Council Meeting – Council Member Woods made a motion to approve the minutes as presented; Vice Mayor Martin seconded the motion with all Council Members in favor.

Hear an update from the City Sheriff's Department regarding Jail Annex assistance with various City projects and activities – Sheriff Steve Draper, Major Laura Hopkins and Lieutenant Daniel Brannock were present to discuss the inmate work program. The Sheriff's Department is proud of the number of inmates who participate in the work crew and how hard they work. Draper said those participants are proud to be part of the program and take pride in their work. Work crews assist with various departments and other City locations, saving the City lots of money.

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City of Martinsville Sheriff's Office

The following is a breakdown of the jobs and manhours provided by inmate labor throughout the City for the past two fiscal years:

<u>Major Projects:</u>	<u>July 2018 – June 2019</u>	<u>July 2019 – June 2020</u>
Total Manhours	59,646 hours	64,103 hours
Bulk Trash Pickup	2,955 hours	3,320 hours
City Property/Lot Maintenance	5,819 hours	5,788 hours
Street Maintenance	4,040 hours	2,888 hours
City Dog Pound	3,015 hours	2,880 hours
Refuse Dept/Truck	4,080 hours	3,694 hours
Salvation Army	565 hours	773 hours
Museum of Natural History	483 hours	250 hours
SPCA (Just began this year)		1,445 hours
Henry County Litter Pickup	4,632 hours	5,050 hours
OTHER:		
Bags of litter Collected in City from Roadways	416 bags	382 bags
Bags pf litter collected in County from roadsides	4,613 bags	4,694 bags
We continue to provide recycling in the City. the following are some totals of articles collected:		
<u>Steel cans:</u>	52 75-gallon containers	54 75-gallon containers
<u>Paper:</u>	127 containers	197 containers
Our inmate work crews provide labor/assistance to 40 agencies /organizations in Martinsville and Henry County.		

Brannock is the workforce manager and liaison between Public Works and other departments. Brannock shared details on projects completed by the work crew over the past two years and how inmates would qualify for the work program. Sheriff Draper explained that inmates who participate on the work crew, gain experience to assist them in getting a job when they are released.

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Annex Larger Project Completion List 2018/2019

- Southside Fire Station – due to a roof leak, the plaster walls and ceiling were degrading. Removed and all plaster material which exposed all rotten ceiling pocket joists. Removed all framing and built new joists. Finished room out with new wiring and sheetrock along with lighting.
- Painted 3 offices in Commonwealth Attorney's Office area.
- Completely relocated the Boys and Girls Club from the basement of the Salvation Army building to 311 E Church Street in 1 day.
- Made a new rough opening through brick wall at the Electric Dept side of the warehouse on Fishel St. and installed a metal fire rated door with panic device for fire code.
- Hooker field – removed old rotten wood structures used for VIP seating at Hooker field and built newer, larger, sturdier pieces and affixed them to concrete. Painted railings and building exteriors and restrooms along with steps. Made repairs to the beer garden deck and installed Romex wiring and posts for lighting in the far deck area.
- City Shop – Removed garage door and hardware from bay on shop side. Framed and finished 2 window wall to close in the area to accommodate for office space and finished the exterior.
- Extensive furniture and appliance removal from the Chief Tassel building and cleaned the building until presentable for a perspective investor.
- United Way – unloaded a 53' trailer of home goods and furniture for their fundraising auction. Set up the area for them.
- Continue to maintain the People's Cemetery area. Set up for services at this site and also Carver Memorial Gardens.
- Camp Lee Ford (operated by Anchor Commission)
- Relocated the Salvation Army Family store from Collinsville to the main Corp office on Memorial Ave/Bridge St. Framed up 90' of gym wall space and installed department store shelving so they could hang heavy amounts of clothing and items. Set up the new store and assisted in sorting through all items that were to be sold.
- Built an awning system for the Chamber of commerce to be put up and taken down as needed over top of the performance stage.
- Installed a new metal roof on the firing range that MSO/MPD train at.
- Boarded up 12 condemned houses.

Annex Larger Project Completion List 2019/2020

- Removed garage door and hardware from bay at city shop. Framed in a two window wall and finished out to turn the bay into office area for public works. Installed ceiling, wiring and lighting. Finished the exterior.
- Hooker Field – complete remodel of the Home team locker room. Repaired broken wooden lockers, Sprayed all lockers. Removed all old ceiling and installed new. Plumbing repairs. Removed carpet through entire building and installed rubber flooring. Painted all walls. Built awning cover and installed above main door. Replaced bathroom VCT tile.
- Hooker Field – Old irrigation pump house was falling apart and had to be crawled into to access irrigation controls. Demolished the old building and laid block. Framed it all up to common standing height and finished it completely. Newly built truss roof with metal.
- Hooker field- repairs to various buildings and structures. Repaired some doors. Cleaned out second locker room and repaired, painted lockers. Fix lighting so all fixtures work. Plumbing repairs and flooring repairs. Painted complete inside.
- Installed new lighting at firing range. Complete overhaul of exterior including all wood wrapped in vinyl and metal. Painted exterior, new gutters.
- Painted all remaining offices and assembled/removed office equipment at Commonwealth Attorney's Office.
- Renovated J&D judge's bench with new countertop and paint.
- Roof repairs on 13 Moss Street / MSO Admin Office.
- Bricked up fire place for MF/EMS Volunteers at Fireman's Cabin. Installed new metal roof on second building at the cabin.
- ANCHOR – stripped floor wax in group home and office building. Put new wax down.
- Wilson Park – Old shelter - Scabbed onto existing roof structure to lengthen past roof edge. Installed gutter boards and gutters to keep from washing out on the bottom side.
- Painted conference room and large multi-purpose room, and 3 office spaces at Incubator building.
- Chamber – Repaired ropes on flag poles so flags can be flown.
- Installed Covid Guards at Hooker Field at all buildings where there is public interaction.
- Boarded up 6 condemned houses.
- Installed door closure devices in Juvenile Probation Office of main doors.

Patrick Henry Community College donated a greenhouse to the Sheriff's Department Annex. Brannock is hoping to expand the space around greenhouse to grow more plants, add ornamental plants and flowers, add tables, build a hot-house to extend the growing season, and provide an option for those inmates who do not qualify for the work-crew to still be able to work the greenhouse and growing project. Mayor Lawson appreciates the work the Sheriff's Department work crews do, especially towards recycling. Brannock answered Council Member Bowles question about how the inmates and Public Works employees are staying safe during the COVID pandemic. Major Hopkins shared savings statistics, stating in FY19 crews worked 59,646 hours saving the City \$432,433 and in FY20 crews worked 64,103 hours which saved the City \$464,746. Hopkins detailed the cleaning procedures around the jail and the transport vehicles during the pandemic. City Manager Towarnicki explained the significance of the cost savings of the work crews and what a huge benefit they are for the City. Towarnicki said other localities have followed the City's system with the work crews. Recently when there was a COVID quarantine of inmates, it became very clear how important their assistance was in keeping the refuse department operating effectively. The Sheriff's Department work crews are invaluable to the City. Brannock shared details on the firewood program that benefits residents who can not afford to heat their homes.

Hear an update from the Finance Department on expenditures from the Coronavirus Aid, Relief, and Economic Security Act (CARES) funding the City has received – Finance Director Linda Conover shared that the City had received 2 allotments of CARES funding totaling \$2,190,000. These funds come with specific instruction on how the money can be used. The

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City’s goal is to have all funds disbursed by November 30 so that all paperwork can be completed by the end of the year. There is still a small business grant program open until October 2; requirements and forms can be found on the City website. City Manager Towarnicki shared that funds have been allocated to Grace Network, Salvation Army and Social Services to help residents who are delinquent on their utilities. Only \$10,000 of \$150,000 allocated to SS has been used for utility assistance so the funds to help residents is available. The Utilities Department began disconnects in September; the first week there were 7 disconnects, the second week there were 24 disconnects, and the third week there were 43 disconnects. Residents have the option to pay on their account, set up a payment plan and have their utilities reconnected. The organizations above will provide assistance if the resident has set up a payment plan and abide by the minimum payments agreed on.

Hear information regarding the Virginia Breeze Bus Line system that provides inter-city bus transportation – Community Development Director Mark McCaskill shared details about a new bus line which began routes from Martinsville to Washington, DC on August 7, 2020 and will run on a daily basis. Residents may choose to change buses at several different locations and travel to other destinations. Tickets can be purchased on the Virginia Breeze Bus website. The bus will be located on the backside of Belk in Martinsville. Mayor Lawson asked that lighting at this location be looked at to ensure security of vehicles left onsite.

Consider approval of Consent Agenda – Council Member Turner made a motion to approve the Consent Agenda as presented; Council Member Woods seconded the motion with all Council voting in favor.

BUDGET ADDITIONS FOR 9/22/20				
ORG	OBJECT	DESCRIPTION	DEBIT	CREDIT
BUDGET ADDITIONS				
FY2021				
General Fund:				
01102926	405555	Brownfields Grant - EPA		1,475
01812247	503136	Brownfields - Hazardous - Consultant	879	
01812249	503136	Brownfields - Petroleum - Consultant	596	
		Requisition #7		
01102926	405555	Brownfields Grant - EPA		3,576
01812249	503136	Brownfields - Petroleum - Consultant	3,576	
		Requisition #8		
01101917	442402	Categorical Other State - Confiscated Assets - CA		366
01221082	506105	Commonwealth's Atty - State Asset Forfeitures	366	
		Forfeited assets from Commonwealth		
Total General Fund:			5,417	5,417
SCHOOL FUND:				
18103919	489904	Donations/Contributions/Gifts		157,284
63001100	566013	Instructional Materials & Supplies	61,789	
63001100	566050	Non-Capital Tech Equip	37,102	
63001100	566056	Non-Capital Equip	11,728	
63001100	568200	Capital Outlay Additions	46,665	
		Vocational Instruction - Go Virginia Go Tec Grant		
Total School Fund:			157,284	157,284

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Business from the Floor – None received

Comments by City Council – Council Member Turner volunteered his services to help increase the percentage of residents that have completed the census. Council Member Bowles thanked Council for allowing her to participate by phone. Bowles reminded residents that they can vote early and November 3 is election day. Council Member Woods said he had offered to help with the census also but was told that he could not because he was an elected official. Vice Mayor Martin stated that Turner could volunteer but it would not be a paid position. Turner asked Martin to update Council on the Census status at the next meeting. Martin's official work with the census ends soon, he continues to encourage residents to complete the census to benefit local businesses, schools and non-profits in the area. Congratulations to Helen Howell, instructor for NSBE on their recent events and awards. Mayor Lawson thanked the fire department, sharing comments by local residents complimenting the department. The Junior Mustangs are doing very well this season and have several upcoming games. October 17 is the next Household Hazardous Waste Day.

Comments by the City Manager and City Attorney – City Manager Towarnicki shared that Veteran's Day is approaching and the City and County will be accepting applications for Outstanding Veteran's Award through October 22. The Water Resources department has been working on a water line on Cherokee Trail. Unfortunately, a raw water line from the Reservoir blew out and a sewer line on Askin Street collapsed so crews have been split between those two projects and have been unable to complete the Cherokee Trail project. Johnny Spencer of 1010 E Street brought a petition by Towarnicki's office, signed by local residents with concerns about the pavement in that area. Towarnicki said the City did not receive the Pine Hall Community Development Block Grant but they will reapply for that again when available. Residents in that area will be informed and discussions held before that reapplication process begins.

There being no further business, Council Member Turner made a motion to adjourn the meeting; the motion was seconded by Vice Mayor Martin with all Council Members voting in favor. The meeting adjourned at 8:45pm

Karen Roberts
Clerk of Council

Kathy Lawson
Mayor