



MARTINSVILLE CITY COUNCIL

SPECIAL MEETING AGENDA

Tuesday, April 29, 2025

Martinsville's Vision

Martinsville is a thriving, full-service city centrally located in southern Virginia, offering excellent education and superior quality of life in a picturesque setting while embracing inclusivity and opportunities to ensure a sustainable and fulfilling lifestyle to live, visit, and grow.

Martinsville's Mission

Martinsville City proudly promotes a safe, healthy, thriving community dedicated to delivering excellent services and meaningful public participation.

PRESIDING: LC Jones, Mayor

CITY COUNCIL MEMBERS: Kathy Lawson, Vice Mayor
Julian Mei
Rayshaun Gravely
Aaron Rawls

STAFF: Aretha R. Ferrell-Benavides, City Manager & City Clerk
Peyton Nibblett, Deputy City Clerk
Law Offices of Sands Anderson, City Attorney



AMENDED

Changes Highlighted.

Tour of Precinct Two - 4 PM

In order to allow members to carry out their responsibilities with greater accuracy and accountability, City Council takes a tour of each Precinct prior to the meeting. These tours ensure that decisions related to budgeting, infrastructure, and land use are based on direct observation rather than secondhand reports. Tours are conducted alongside City Departments: Fire, Police, Community Development, Electric, and Public Works.

Budget & Community Meeting Session - 5pm, Walker Lecture Hall, Virginia Museum of Natural History

1. Neighborhood Tour Update From Members of Council

Members of Council share observances from Tour

2. Briefings and Presentations

- a. Police
- b. Fire
- c. Public Works
- d. Electric
- e. Neighborhood Services and Community Development
SeeClickFix
- f. Presentation of Proposed FY 25-26 Budget

3. Citizen Comments and Questions

(Moved to Community Meeting Portion of the Schedule)

Special Meeting Session - 6pm, Walker Lecture Hall, Virginia Museum of Natural History

4. Call to Order

5. Pledge to the American Flag

6. Invocation

7. Public Hearing

- a. Public Hearing: Land Conveyance of Parcel on 302 Clearview Dr.



8. Regular Agenda or New Business

- a. Discuss and Consider Approval of Land Conveyance of 302 Clearview Dr.
- b. Discuss and Consider Building Relocation Options
- c. Discuss and Consider the Allocation of Funds for the Development of the Commonwealth Waterline

9. Adjournment



STAFF REPORT

To: City Council

From: Aretha R. Ferrell-Benavides, City Manager

Subject: Discuss and Consider Approval of Land Conveyance of 302 Clearview Dr.

Department/Office: City Management

Meeting Date: April 29, 2025

Summary:

Action to be taken after Public Hearing.

The City plans to subdivide and convey a parcel of approximately 2.487 acres, more or less, of the larger parcel owned by the City and bearing Tax Map Number 13 (05)00 /06 and having a street address of 302 Clearview Drive, Martinsville, Virginia. The existing parcel contains approximately 18.317 acres, from which the 2.487 acre parcel would be subdivided.

Policy Explanation:

Pursuant to Virginia Code §§ 15.2-1800 and 15.2-1813 regarding the purchase, sale, use, etc., of real property & notice when public hearings are required.

Recommended Action:

1. City Council Approve Land Conveyance
2. City Council Do Not Approve Land Conveyance
3. Other Action as Deemed Appropriate by Council

Fiscal Impact/Funding Source:

None

Available Budget: N/A

Purchase Amount: N/A

Attachments:

None



STAFF REPORT

To: City Council

From: Greg Maggard, Managing Director of Public Works, Eric Payne, Managing Director of Community Development

Subject: Discuss and Consider Building Relocation Options

Department/Office: Public Works

Meeting Date: April 29, 2025

Summary:

Due to current circumstances, staff have been directed to investigate alternative office spaces. A Facility Condition Assessment is scheduled to be completed, which may dictate the need to house all or part of the City Staff off-site or in temporary buildings. Multiple locations were visited, and the results of those visits have been summarized. Costs, building analysis, timelines, and building summaries will be discussed.

Policy Explanation:

Not Applicable

Recommended Action:

Discussion Only

Fiscal Impact/Funding Source:

Unknown

Available Budget: Unknown

Purchase Amount: Unknown

Attachments:

1. City Hall



CITY HALL UPDATE

April 22, 2025

BUILDING HISTORY

The Municipal Building was built in the late 1960s, with a life expectancy of 50 years. Approximately 7 years ago, 2018, this building exceeded its useful life. We are long overdue to either renovate the building or construct a new one.

Multiple Natural Disasters have occurred over the years that have further impacted the building and its usefulness including:

- A. An earthquake in 2011 - Left numerous cracks in the perimeter walls, stairwells and caused structural damage to the sallyport.
- B. Repeated flooding during torrential rainstorms, which caused damage to walls, floors and the ceiling in locations throughout the building, especially the basement.

Building Concerns

Over the years, concerns over the conditions within the building have been raised.

These include:

Air Quality

Leaking Pipes

Ventilation Concerns

Safety

Security for Court Personnel

Lack of Additional Ingress/Egress Options

Show Cause Order

In July 2024, Judge Ziglar raised concerns over stained tiles and dripping pipes in her office, the clerk's offices, and the courtroom.

The EI Group was contracted to conduct air quality sampling of the building. The results did not identify any exceedances of EPA standards and provided recommendations for improving air quality. Staff immediately began addressing the concerns and recommendations from the study.



On September 8, 2024, a Show Cause Order was entered by multiple judges, citing building condition deficiencies, halting all ongoing efforts.

The Show Cause Order outlined a list of deficiencies, immediate remediation actions, and requirements for additional testing and investigation.

It should be noted that, unlike other localities that had similar issues, we did not meet and confer with the judges prior to the show cause order, which normally occurs when the parties can not reach an agreement on next steps based on the results.



On February 2, 2025 and April 3, 2025 the EI Group conducted additional comprehensive air quality testing throughout the municipal building.

Results of this testing showed elevated levels of particulates in a few first-floor areas.



As before, the report provided a list of recommended actions to address these elevated results. Efforts are currently being conducted based on the recommendations.

Requirements of Show Cause Order

Fully investigate all leaks in the Courts Facilities (both sewage and water), and take all necessary measures to stop all current leaks and prevent any future leaks. Staff have inspected and repaired all known leaks within the building. Additional insulation was added to pipes within Judge Ziglar's courtroom.

Fully investigate the air quality issues in the Courts Facilities, including having thorough testing by competent, qualified and licensed persons or organizations. Air Quality testing occurred on February 2 and April 3, 2025 by the EI Group.

Notify the Commonwealth as to whether the Council will provide temporary facilities for the General District Court of the City of Martinsville (the "General District Court") and/or the Juvenile & Domestic Relations District Court of the City of Martinsville (the "J&DR Court") in a structure other than the Building. Pending discussion on the potential relocation of Municipal Staff and the results of the Facility Condition Assessment.

Facility Condition Assessment

The City has contracted with Moseley Architects to perform a Facility Condition Assessment on the Municipal Building. The engagement contract is undergoing legal review and is expected to be executed this week.

Once engaged, Moseley Architects will provide a detailed report that will provide an assessment outlining potential building options, based on current building health and safety conditions, compliance with the Virginia Courthouse Guidelines, and current and future space needs.

This report will outline options to include building renovation, construction of a new building or a hybrid option, along with costs for each.

Moseley Architects has extensive experience in Virginia with similar courthouse assessments and litigation related to building conditions. They have also worked with Davenport on bond referendums, when needed.

If it is ultimately recommended that the courthouse be relocated, it will require a local vote/referendum to approve the same.

The anticipated completion date is August 1, 2025.



REMEDIATION EFFORT UPDATE

◆ Building Condition Assessment

- ◆ Three proposals were received. The Review Committee interviewed two finalists and decided on Moseley Architects.
- ◆ Contract currently under review by legal. Contract price \$108,412.

◆ Building-Wide Air Duct Cleaning

- ◆ Three companies performed tours of the building. Two proposals were received. Stanley Steamer was chosen from these contractors. Contract price \$31,500.

◆ Fire Department Inspection

- ◆ The Martinsville Fire Department, in conjunction with the Building Safety Official, conducted a safety inspection of the Municipal Building. A list of observations and corrective actions was received on 2/28/2025. Items included replacing stained ceiling tiles, making repairs to emergency lighting, and the removal of extension cords. Maintenance staff have been addressing these issues over the last few months.

◆ Judge Ziglar's Space Cleaning

- ◆ A request was made to have all surfaces, walls, and furniture professionally cleaned before allowing Judge Ziglar to return to her office and courtroom. A professional restoration company has been retained and will perform deep cleaning after the duct cleaning operations have concluded.

Potential Relocation Options Temporary and Long- Term

Municipal Building Relocation Assumptions:

All basement staff will be relocated to another space (external or internal)

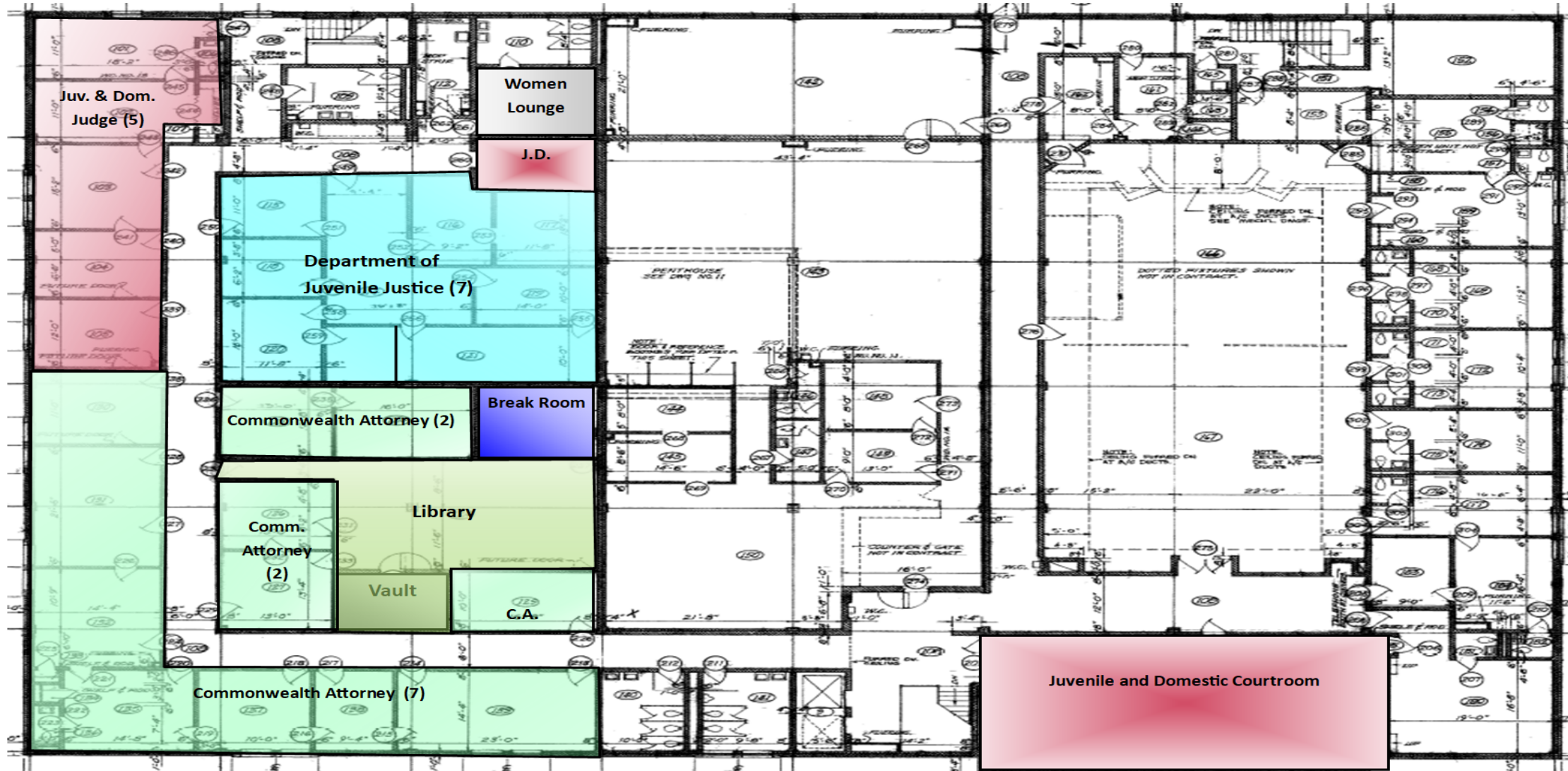
Separate courtrooms are required for each of the three (3) judges

Municipal staff could relocate off-site

Government and court building share not ideal

Currently, Judges are unwilling to share a courtroom, although a shared courtroom would greatly simplify things during this transition.

Basement Relocation Plan



Second Floor Proposal

Relocation Plan Assumptions

The following Administrative Offices must relocate off-site:

- City Manager's Office
- Human Resources
- C.O.O.
- City Attorney
- Community Development
- Council Chambers
- Voter Registration Office

Juvenile and Domestic Judge must utilize the Counsel Chambers as courtroom

Judge Ziglar must return to the first-floor space

5-7 Years to complete the Courthouse Litigation Process

City to retain vault in Engineering room



TEMPORARY RELOCATION SOLUTIONS

101 E. Commonwealth Blvd. (Clock Tower Building) - 4th Floor

- ◆ 12,309 sf office space
- ◆ Offered at \$11.50/sf/yr
(includes Utilities)
- ◆ Approximately \$240,000 to
purchase office structures
- ◆ Currently Vacant





101 E. Commonwealth Blvd. (Clock Tower Building)

Pros

1. ADA Access throughout
2. Relatively easy to renovate (open space)
3. Can accommodate second-floor staff
4. Additional space options available to accommodate City Council

Cons

1. Outside Uptown area
2. Cannot accommodate Treasurer, Finance, and Utility Billing (no window)

Modular Trailers

Customizable based on need

ADA Compliant

Can rent or purchase

Placed in City Hall parking lot

Requires running of utilities

Standard 24' x 60' - 3 Needed

- Rent ~ \$2,000 month = \$6,000 month
- Purchase ~ \$200,000 = \$600,000 investment



730 E. Church Street (Patrick & Henry Mall – Old Call Center)

Pros

1. Relatively easy to renovate (open space)
2. ADA Access throughout
3. Plenty of parking
4. Can accommodate second-floor staff
5. Quick possession
6. Great potential for expansion
7. Helpful to existing businesses in that area
8. Rejuvenate a neglected section of our entry corridor

Cons

1. Outside Uptown area
2. Cannot accommodate Treasurer, Finance, and Utility Billing (no window)
3. Surrounding mall is relatively empty and somewhat dilapidated





OTHER VIEWED RENTAL PROPERTIES

132 East Church Street
(Showroom)

134 East Church Street
(Sun Trust Bank) - \$12.50 sf/yr

130 East Church Street





LONG-TERM RELOCATION SOLUTIONS



1 Ellsworth Street (Old BB&T Building)

- ◆ **10,800 sf office space**
- ◆ **Approximately \$330,000 to purchase office structures**
- ◆ **Currently Vacant**



1 Ellsworth Street (Old BB&T Building)

Pros

1. Owner willing to customize and build offices to fit the City's needs
2. Could potentially accommodate second-floor staff
3. Could accommodate City Council meetings
4. ADA accessible throughout
5. Plenty of parking
6. Uptown location

Cons

1. Cannot accommodate Treasurer, Finance, and Utility Billing (no window)
2. Relocation can not occur until May 2026, although the builder is attempting to expedite construction and facilitate an earlier move-in date.

8 Lester Street

- ◆ 13,000 sf office space
- ◆ Offered at \$615,000
- ◆ Approximately \$850,000 to renovate
- ◆ Currently Vacant



8 Lester Street (Bank Building)

Pros

1. Could accommodate entire second-floor staff
2. Could accommodate Treasurer, Finance, and Utility Billing with existing teller window
3. Uptown location
4. The first floor requires minor renovations
5. ADA accessible first floor from sidewalk.

Cons

1. Asbestos remediation required
2. Entire second floor must be renovated
3. No ADA access to the second floor. ADA internal lift would be required
4. Parking limited
5. Unknown status of HVAC system



20 Ellsworth Street

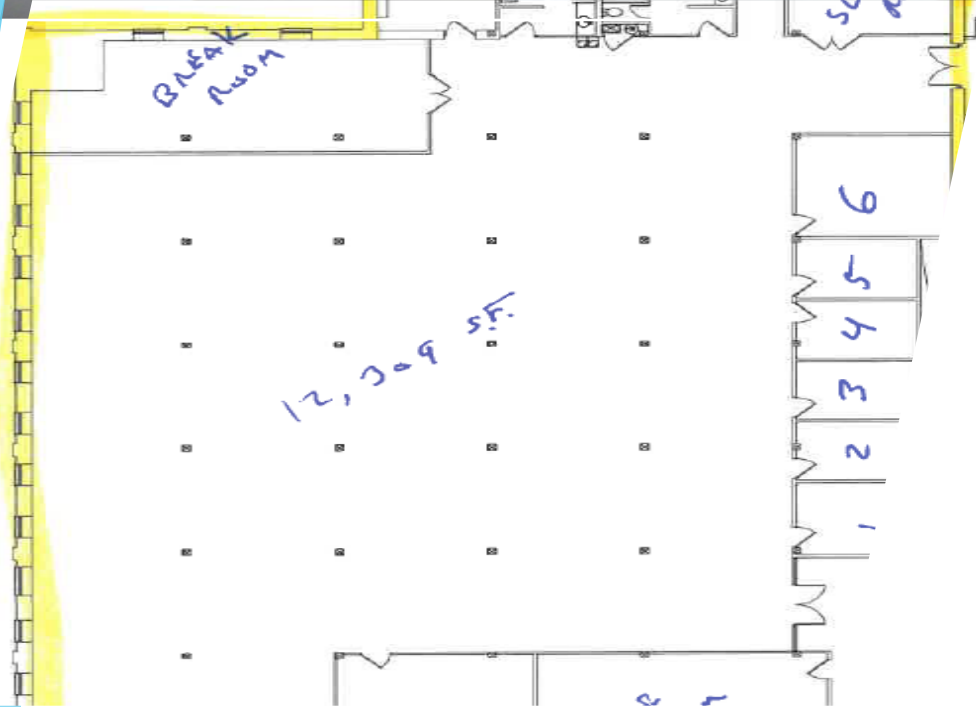
- ◆ 3900 sf office space
- ◆ Offered at \$325,000
- ◆ Approximately \$45,000 to renovate
- ◆ Currently Vacant





101 E. Commonwealth Blvd. (Clock Tower Building) - 4th Floor

- ◆ 12,309 sf office space
- ◆ Offered at \$12.00/sf/yr
(includes Utilities)
- ◆ Approximately \$240,000 to
purchase office structures
- ◆ Currently Vacant



Staff Recommendations

City Administrative Staff Relocation

➤ Short Term

- Utilize either temporary trailers or the available rental space at 101 East Commonwealth Boulevard (Clocktower Building)

➤ Long Term

- Exercise option to lease space at 1 Ellsworth Street (BB&T Building)
- Purchase and renovate 8 Lester Street

Judicial Staff Relocation

➤ Short Term

- Relocate the Commonwealth Attorney, Juvenile and Domestic Court Judges and Probation Offices to the second floor of the Municipal Building as proposed in the Relocation Plan Drawing

➤ Long Term

- Await the results of the Facility Assessment and act accordingly. FCA Report will be completed by August 1, 2025.
- Renovations of Municipal Building and/or construction of a new facility; and resolution of the courthouse litigation is expected to take 5 - 7 years.

Questions?



STAFF REPORT

To: City Council

From: Greg Maggard, Managing Director of Public Works

Subject: Discuss and Consider the Allocation of Funds for the Development of the Commonwealth Waterline

Department/Office: City Management

Meeting Date: April 29, 2025

Summary:

The City's water distribution system currently serves the north side of Commonwealth Boulevard in the vicinity of Memorial Boulevard. Water service is not currently available along the south side of Commonwealth Boulevard in this same area. The City wishes to provide water service to commercial properties along the south side of Commonwealth Boulevard to Memorial Boulevard. Two development projects are awaiting the installation of the water main for their use. Additionally, there is potential for approximately 11 more developed lots along the water main line.

Policy Explanation:

N/A

Recommended Action:

1. City Council Approve the Appropriation of \$1,200,000 from the Water and Sewer Fund Balance for the Construction of the Commonwealth Blvd. Waterline Project.
2. City Council Do Not Approve
3. Other Action as directed by City Council

Fiscal Impact/Funding Source:

Funding from Fund Balance

Available Budget: N/A

Purchase Amount: 1,200,000

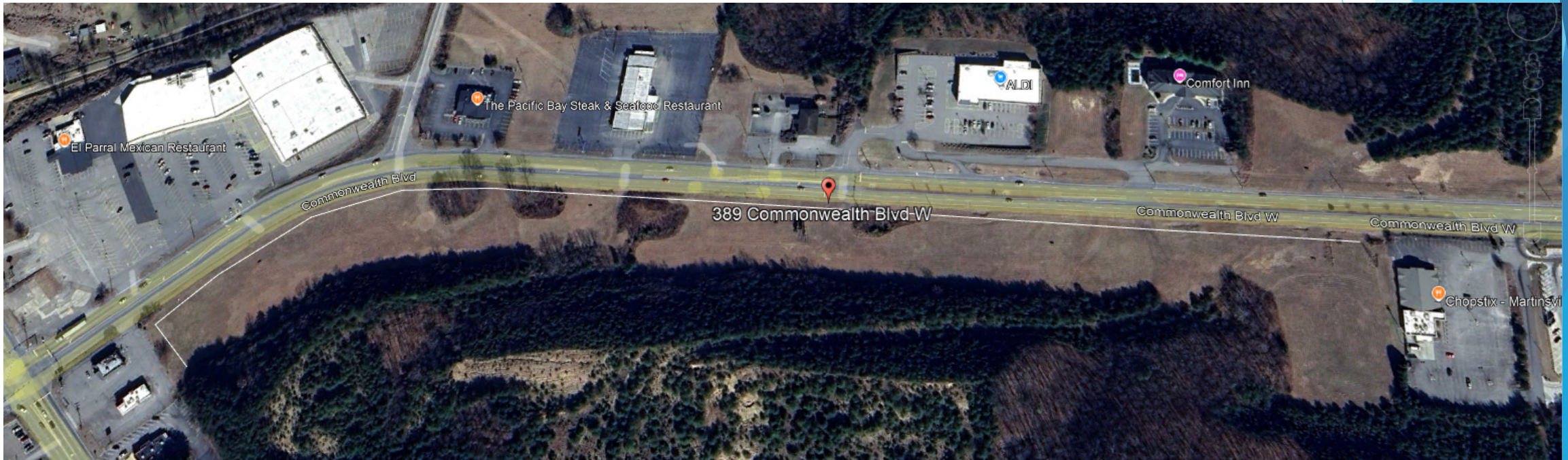
Attachments:

1. WATERLINE 4.22



Martinsville
A CITY WITHOUT LIMITS

Commonwealth Blvd. Waterline Extension Update



April 22, 2025

Project Description



Extension of approximately 3,000 LF of 8" waterline, with all associated appurtenances, along Commonwealth Boulevard West to Memorial Boulevard.



This line will serve undeveloped property along the south side of Commonwealth Boulevard (approx. 12 lots).



Project Cost Estimate

Martinsville Commonwealth Waterline Extension Cost Estimate

Project: Martinsville Commonwealth Waterline Extension

Engineer's Project Number: 50185809

Owner: City of Martinsville

Commonwealth Blvd Waterline					
LI	Description	Qty	Unit	Unit Price	Total Price
1	Mobilization and Site Prep	1	LS	\$ 65,000	\$ 65,000
2	Erosion and Sediment Control	1	LS	\$ 35,000	\$ 35,000
3	Geotextile Fabric	1	LS	\$ 2,500	\$ 2,500
4	Site Restoration	1	LS	\$ 20,000	\$ 20,000
5	8" DIP Pressure Pipe in Pavement	300	LF	\$ 290	\$ 87,000
6	8" DIP Pressure Pipe	2544	LF	\$ 245	\$ 623,280
7	12" Wet Tap with Gate Valve and Box	1	EA	\$ 16,000	\$ 16,000
8	12" Tie-in Connection with Gate Valve and Box	1	EA	\$ 12,000	\$ 12,000
9	8" Gate Valve and Box	1	EA	\$ 8,000	\$ 8,000
10	Air Release Valve Assembly	1	EA	\$ 7,500	\$ 7,500
11	Fire Hydrant Assembly	5	EA	\$ 8,000	\$ 40,000
12	Waterline Disinfection	1	LS	\$ 2,000	\$ 2,000
13	Meter Vault (verify customer needs)	1	LS	\$ 25,000	\$ 25,000
14	3/4" Water Service (verify size requirements)	1	LS	\$ 400	\$ 400
15	Asphalt Driveway Repair	1	LS	\$ 10,000	\$ 10,000
16	#57 Stone (extra for misc bedding)	500	CY	\$ 50	\$ 25,000
17	Rock Removal (not to be added in bid price)	275	CY	\$ 150	\$ 41,250
18	VDOT LUP Fee and Traffic Control MOT	1	LS	\$ 35,000	\$ 35,000
19	Geotechnical Compaction Testing	1	LS	\$ 7,000	\$ 7,000
				Subtotal	\$ 1,061,930
				10% Contingency	\$ 106,193
				Total Construction	\$ 1,168,123



Martinsville
A CITY WITHOUT LIMITS

Pending Development Pro Forma

Firestone Tire Store

- Sales Estimate - 2 Million Annually
- 10-12 New Employees
- Project Cost - 4.1 Million

Popeyes Restaurant

- Sales Estimate - 1.5 Million Annually with an Anticipated 2% Increase per Year
- 40 Full-Time and 20 Part-Time Employees
- Project Cost - 1.2 Million

Funding Options

Property owner (developer) pays 100% of the cost of construction

Cost Recovery by City - The City utilizes fund balance and pays 100% of the construction cost with a Cost Recovery Mechanism in place

Owner/Developer provides nonmonetary compensation to the City in exchange for the City installing the lines

Other Source



Questions?