

AGENDA--CITY COUNCIL
CITY OF MARTINSVILLE, VIRGINIA

Council Chambers – Municipal Building
6:30pm Closed Session 7:00pm Regular Session
Tuesday September 14, 2021

6:30 pm - 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. 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.

7:00 pm - Regular Session

Pledge to the American Flag and Invocation by Council Member Pearson

1. Approve minutes from the August 24, 2021 Council Meeting. (5 mins)
2. Consider reading and presenting a proclamation recognizing the week of September 19 – 25, 2021 as Adult Education Literacy Week. (5 mins)
3. Hear an update from Martinsville-Henry County Family YMCA regarding the City/YMCA contract for services related to City parks & recreation programs. (15 mins)
4. Consider approval of certain policies and certifications related to the Pine Hall Road Community Development Block Grant project. (20 mins)
5. Consider approval of Consent Agenda. (5 mins)

6. Business from the Floor - **CANCELLED**

The public comment portion of the Council meeting provides citizens the opportunity to discuss matters relevant to the operation of the City, which are not listed on the printed agenda.

Citizens who wish to participate in a meeting's public comment period may do so by emailing their comments to Karen Roberts, Clerk of Council, at kroberts@ci.martinsville.va.us, calling in their comments to 276-403-5182, faxing comments to 276-403-5280, or mailing comments to City of Martinsville, attn.: Karen Roberts, P.O. Drawer 1112, Martinsville, VA 24114. *Comments must be received by 12:00noon Monday September 13.* Citizens may also request to speak at the Council meeting in the same manner. Comments, or a request to speak, must be received by noon the day before a Council meeting for consideration by Council at the meeting.

Any person submitting comments or requesting to speak must identify themselves by name and address, including zip code, limit their remarks to 3 minutes or less (as read aloud), address a topic of City business, and refrain from making any personal references or accusations of a factually false and/or malicious nature. Priority for comments is given to City residents, taxpayers, and business owners. Speakers may not yield time. Groups of speakers on the same topic must designate a single representative. Comments violating these rules may not be presented at the Council meeting. Any speaker violating these rules may be removed from the podium or from the Council chamber.

This policy does not apply to public hearings, at which any citizen of Martinsville may appear and speak on the subject of the public hearing.

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

Meeting Date: September 14, 2021

Item No: 1.

Department: Clerk of Council

Issue: Consider approval of minutes

Summary: None

Attachments: August 24, 2021 Council Meeting

Recommendations: Motion to approve minutes as presented.

Date: September 14, 2021

Item No: 2.

Department: City Council

Issue: Consider reading and presenting a proclamation recognizing the week of September 19 – 25, 2021 as Adult Education Literacy Week.

Summary: Mrs. Lealice Hagwood with Martinsville Adult & Career Education Services will attend Council's meeting to provide brief remarks and accept the proclamation recognizing the week of September 19 – 25 at Adult Education Literacy Week.

Attachments: Proclamation will be provided at the meeting

Recommendations: Mayor to read and present the proclamation.

Meeting Date: September 14, 2021

Item No: 3.

Department: City Manager

Issue: Hear an update from Martinsville-Henry County Family YMCA regarding the City/YMCA contract for services related to City parks & recreation programs.

Summary: At Council's August 28, 2018 meeting, Council approved a memorandum of understanding between the City and Martinsville Henry County Family YMCA outlining details of a contract for services for the YMCA to begin managing City parks & recreational programming activities beginning September 1, 2018. The MOU requires regular updates from the YMCA regarding their management activities.

YMCA staff will be attending Council's September 14th meeting to provide an update and answer questions.

Attachments: None

Recommendations: Presented for information purposes – no Council action is necessary.

Date: September 14, 2021

Item No: 4.

Department: Community Development

Issue: Consider approval of certain policies and certifications related to the Pine Hall Road Community Development Block Grant project.

Summary: Attached is a staff report from Community Development Director Mark McCaskill, outlining the need for Council to approve certain documents and certifications in regard to compliance with DHCD and HUD regulations related to the Pine Hall Road Community Development Block Grant project contract.

Specifically the documents are Appendix 4 Section 3 – Business and Employee Plan; Appendix 6 – Non-Discrimination Policy; and Appendix 9 – Fair Housing Certification.

As noted in the staff report, additional items will be brought to Council for approval at a later meeting.

Attachments: Staff Report; Appendices 4, 6, and 9

Recommendation: Approve the policies outlined in Appendices 4 and 6, and the certification in Appendix 9. (can be done collectively by voice vote, with one motion & second)



Date: September 8, 2021

To: Leon Towarnicki

From: Mark McCaskill, Community Development Director

RE: Pine Hall Grant related City Council actions for September 14, 2021 City Council meeting.

SUBJECT:

Contracting period with Virginia Department of Housing and Community Development (DHCD) for the City of Martinsville's Pine Hall Housing Rehabilitation Project.

BACKGROUND:

The City of Martinsville was recently awarded \$1,183,310 in DHCD Funds to be matched by private and local funds (primarily in-kind) of \$496,425 for a total project cost of \$1,679,735 for the Pine Hall Housing Rehabilitation Project. We are currently in the contracting period with DHCD to develop a final contract that complies with DHCD and Federal Housing and Urban Development (HUD) regulations. We anticipate a final contract by mid-November. As a part of the contracting period, City Council will need to approve various Policies and Certifications, three of which are included as attachments to this staff report. It is anticipated that staff will provide additional items for approval at City Council's September 28th and October 12th meetings.

NEXT STEPS:

There are three items included for discussion and action:

- ***Appendix 4 SECTION 3 BUSINESS AND EMPLOYEE PLAN*** – This certifies to the greatest extent feasible we will take steps to encourage the

hiring of lower income persons residing in the City for the activities that are funded with CDBG funds.

- **Appendix 6 NON-DISCRIMINATION POLICY** – This is a formal adoption of a straightforward non-discrimination policy.
- **Appendix 9 FAIR HOUSING** – This is a standard resolution certifying that we will take at least one action each grant year with regards to fair housing. DHCD will provide a list of actions, from which we can select.

STAFF RECOMMENDATION:

Staff respectively recommends that City Council vote to approve Appendix 4, Appendix 6 and Appendix 9

Attachments:

Appendix 4 SECTION 3 BUSINESS AND EMPLOYEE PLAN

Appendix 6 NON-DISCRIMINATION POLICY

Appendix 9 FAIR HOUSING

SECTION 3

BUSINESS AND EMPLOYMENT PLAN

1. The *Martinsville City Council* designates as its Section 3 Business and Employment Project Area the City of Martinsville.
2. The *Martinsville City Council*, its contractors, and designated third parties shall in utilizing Community Development Block Grant (CDBG) funds utilize businesses and lower income residents of the City in carrying out all activities, to the greatest extent feasible.
3. In awarding contracts for construction, non-construction, materials, and supplies the *City of Martinsville, Virginia*, its contractors, and designated third parties shall take the following steps to utilize businesses which are located in or owned in substantial part by persons residing in the City:
 - (a) The *Martinsville City Council* shall identify the contracts required to conduct the CDBG activities.
 - (b) The *Martinsville City Council* shall identify through various and appropriate sources including:
 - The Henry County Enterprise or the Martinsville Bulletin
 - City of Martinsville Website
 - City of Martinsville Social Mediathe business concerns within the City which are likely to provide construction contracts, non-construction contracts, materials, and services which will be utilized in the activities funded through the CDBG.
 - (c) The identified contractors and suppliers shall be included on bid lists used to obtain bids, quotes or proposals for work or procurement contracts which utilize CDBG funds.
 - (d) To the greatest extent feasible the identified business and any other project area business concerns shall be utilized in activities which are funded with CDBG funds.
4. The *Martinsville City Council* and its contractors and subcontractors shall take the following steps to encourage the hiring of lower income persons residing in the City:
 - (a) The *Martinsville City Council* in consultation with its contractors (including design professionals) shall ascertain the types and number of positions for

both trainees and employees which are likely to be used to conduct CDBG activities.

- (b) The *Martinsville City Council* shall advertise through the following sources
The Henry County Enterprise or the Martinsville Bulletin
City of Martinsville Website
City of Martinsville Social Media
the availability of such positions with the information on how to apply.
 - (c) The *Martinsville City Council*, its contractors, and subcontractors shall be required to maintain a record of inquiries and applications by project area residents who respond to advertisements, and shall maintain a record of the status of such inquires and applications.
 - (d) To the greatest extent feasible, the *Martinsville City Council*, its contractors, and subcontractors shall hire lower income project area residents in filling training and employment positions necessary for implementing activities funded by the Community Development Block Grant (CDBG).
5. In order to document compliance with the above affirmative actions and Section 3 of the *Housing and Community Development Act of 1974, as amended*, the *Martinsville City Council* shall keep, and obtain from its contractors and subcontractors, *Registers of Contractors, Subcontractors and Suppliers* and *Registers of Assigned Employees* for all activities funded by the CDBG. Such listings shall be completed and shall be verified by site visits and employee interviews, crosschecking of payroll reports and invoices, and through audits if necessary.

Duly approved at the regular meeting of the Martinsville City Council on September 14, 2021.

Karen Roberts, Clerk of Council

The *City of Martinsville, Virginia* or any employee thereof will not discriminate in employment, housing or accommodations because of race, color, religion, national origin, sex or gender, age, familial status, source of income, veteran status, disability, sexual orientation or gender identity. Administrative and personnel officials will take affirmative action to ensure that this policy shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; rates of pay or other forms of compensation; and selection for training.

Duly approved at the regular meeting of the Martinsville City Council on September 14, 2021

Karen Roberts, Clerk of Council

Fair Housing Certification

Compliance with Title VIII of the Civil Rights Act of 1968

WHEREAS, *City of Martinsville, Virginia* has been offered and intends to accept federal funds authorized under the Housing and Community Development Act of 1974, as amended, and

WHEREAS, recipients of funding under the Act are required to take action to affirmatively further fair housing;

NOW THEREFORE, on this 14th day of September, 2021, the *City of Martinsville, Virginia* agrees to take at least one action to affirmatively further fair housing each grant year, during the life of its project funded with Community Development Block Grant funds. The action taken will be selected from a list provided by the Virginia Department of Housing and Community Development.

Karen Roberts, Clerk of Council

Meeting Date: September 14, 2021

Item No: 5.

Department: Finance

Issue: Consider approval of the Consent Agenda

Summary:

The attachment amends the FY21 & FY22 budgets with the following appropriations:

FY21 Budget:

General Fund: \$ 31,545

FY22 Budget:

School ESSER/CARE Fund: \$ 2,948,571

School Operations Fund: \$ 100,361

Attachments:

Consent Agenda 9-14-21

Recommendations: Approve

BUDGET ADDITIONS FOR 09/14/21

ORG	OBJECT	DESCRIPTION	DEBIT	CREDIT
BUDGET ADDITIONS				
<u>FY2021</u>				
<u>General Fund:</u>				
01101918	443106	VDEM-SWVA INCIDENT MGMT TEAM		31,545
01322106	506100	SWVA IMT - MISCELLANEOUS EXPENSES REIMBURSEMENTS	31,545	
Total General Fund:			31,545	31,545

<u>FY2022</u>				
<u>School - ESSER/CARE Fund:</u>				
19102926	499995	ESSER II		2,948,571
91001100	561120	INSTRUCTIONAL S&W	587,340	
91001100	561151	INSTRUCTIONAL AIDES S&W	3,920	
91001100	562100	SOCIAL SECURITY PAYMENTS	37,944	
91001100	566013	INSTRUCTIONAL MATERIALS & SUPP	16,792	
92001100	561120	INSTRUCTIONAL S&W	79,628	
92001100	561151	INSTRUCTIONAL AIDES S&W	60,860	
92001100	562100	SOCIAL SECURITY PAYMENTS	10,075	
92001100	566013	INSTRUCTIONAL MATERIALS & SUPP	12,000	
97100110	566013	INSTRUCTIONAL MATERIALS & SUPP	961	
97100110	566056	NON-CAPITAL EQUIPMENT	19,585	
98000222	561190	SERVICE S&W	58,080	
98000222	562100	SOCIAL SECURITY PAYMENTS	30,904	
98000222	563000	PURCHASED SERVICES	1,000	
98000222	565503	TRAVEL	1,000	
98000222	566056	NON-CAPITAL EQUIPMENT	4,000	
98000325	561170	OPERATIVE S&W	39,255	
98000325	562100	SOCIAL SECURITY PAYMENTS	2,796	
98000340	568100	CAPITAL OUTLAY REPLACEMENT	197,274	
98000420	563000	PURCHASED SERVICES	950,938	
98000420	568100	CAPITAL OUTLAY REPLACEMENT	667,577	
98000810	566040	TECH SOFTWARE & ONLINE CONTENT	57,963	
98000810	568210	TECH HARDWARE ADDITIONS	20,925	
98000820	561300	PART-TIME SALARIES & WAGES	23,738	
98000820	562100	SOCIAL SECURITY PAYMENTS	1,974	
98003252	561170	OPERATIVE S&W	6,051	
98003252	562100	SOCIAL SECURITY PAYMENTS	463	
98003352	561190	SERVICE S&W	9,101	
98003352	562100	SOCIAL SECURITY PAYMENTS	697	
98102131	563000	PURCHASED SERVICES	45,730	
Total School ESSER/CARE Fund:			2,948,571	2,948,571

<u>School Operations Fund:</u>				
18102926	499992	ESSER MENTAL HEALTH SERVICES		15,399
81021100	563000	Purchased Services	15,399	
18102926	499993	ESSER UNIVERSAL SCREENER		4,354
82021100	566000	Materials & Supplies	4,354	
18102926	499996	GEER VISION		42,460
80008100	566040	Software & Online Content	42,460	
18102926	499997	ESSER CLEANING & SANITIZATION		17,617
80004200	566007	Custodial Supplies	8,597	
80004200	566056	Non Cap Equipment	9,020	
18102926	499998	ESSER FACILITIES UPGRADE		20,531
80004200	566056	Non Cap Equipment	20,531	
Total School Operations Fund:			100,361	100,361