

August 22, 2023 Council Meeting

A meeting of the Council of the City of Martinsville, Virginia was held on August 22, 2023 in Council Chambers, Municipal Building, at 7:00 PM with Mayor LC Jones presiding. Other Council Members present included Kathy Lawson, Aaron Rawls, Lawrence Mitchell and Tammy Pearson. Staff present included Interim City Manager Glen Adams, Paul Jacobson, Attorney for Sands Anderson participating by phone, Public Information Officer Kendall Davis, and Police Chief Rob Fincher.

Mayor Jones called the meeting to order and advised Council would go into Closed Session beginning at 3:30 PM. In accordance with the Code of Virginia, Title 2.2 Chapter 37, Freedom of Information Act and upon a motion by Council Member Lawson and seconded by Vice Mayor Rawls with the following 5-0 recorded vote: Vice Mayor Rawls, aye; Council Member Pearson, aye; Mayor Jones, aye; and Council Member Lawson, aye. Council Member Mitchell joined the Closed meeting a few minutes later. Council convened in Closed Session to discuss the following matters: (A) Discussion concerning a prospective business or industry or the expansion of an existing business where a previous announcement has been made of the business' or industry's interest in locating or expanding the facilities in the community, as authorized by Subsection 5. 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 the meeting. A motion was made by Council Member Lawson and seconded by Vice Mayor Rawls with the following recorded 5-0 vote: Mayor Jones, aye; Vice Mayor Rawls, aye; Council Member Lawson, aye; Council Member Mitchell, aye; and Council Member Pearson, aye. No action was taken out of closed session.

Pledge to the flag and invocation were led by Council Member Pearson. Mayor Jones welcomed everyone to the meeting and advised that agendas could be found in the back of the room and on the City website.

Interim City Manager Glen Adams introduced the new Community Development Manager Keith Holland.

Approve minutes from the August 8, 2023 Council meeting, August 9, 2023 Time Management meeting and the August 14, 2023 Work Session – Council Member Lawson made a motion to approve the minutes as presented. Vice Mayor Rawls seconded the motion. Lawson requested that the PowerPoint presentation from the Time Management meeting be added to the minutes for August 9, 2023. All Council Members voted in favor.

Hear briefing from the ANCHOR Commission regarding the ANCHOR/Virginia Juvenile Community Crime Control Act Combined resolution – Ricky Walker, Administrator for the Anchor Group introduced himself, updated Council on the programs provided by the ANCHOR Group and shared letters from ANCHOR participants about how the program helped them. Walker explained the VJCCCA Resolution and the need for Council's approval. Martinsville as served as the fiscal agent for ANCHOR since VJCCCA began in 1995-96. Council Member

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Lawson made a motion to approve the resolution. Vice Mayor Rawls seconded the motion with all Council Members voting in favor. Council Member Pearson read the resolution which will be signed and forwarded to Walker.

 ANCHOR a new chance organization	ANCHOR Mission The mission of ANCHOR is to provide a new chance for youth in our community. While they remain close to home, ANCHOR provides comprehensive care and individualized treatment to assist youth and their families in achieving optimal health and well-being. ANCHOR a new chance organization
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ANCHOR – What does it mean? <u>A</u> <u>N</u>ew <u>C</u>Hance <u>O</u>Rganization • Started in 1972 by the persistent efforts of a citizen committee headed by Jane Bassett Spilman • ANCHOR I for boys was first • ANCHOR II for girls started in 1973 • Expanded services several times through the mid 1990's • At one time had 32 full-time and part-time employees • Other Services included Outreach, Family Preservation, Family Group Homes, Youth Empowering Solutions (Y.E.S.) and Wilderness Programs ANCHOR a new chance organization	Then the budget axe took its toll: • Lost many services due to budget cuts in the late 1990's through 2004: Family Preservation, Family Group Homes, and Wilderness Programs • Group Homes were combined into one co-ed facility • ANCHOR II Girls Group Home was closed in late 90's due to budget cuts and low utilization. ANCHOR now has 16 full-time and part-time staff ANCHOR a new chance organization
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ANCHOR – Today • 2022 was ANCHOR's 50th Anniversary! • ANCHOR Group Home and Shelter Care (SC since 2020!) • Outreach and GPS Monitoring • Seven Challenges Program (since 2017) • Brief Challenges Program (since 2019) • Aggression Replacement Training (ART) (since 2020) • Transitional Day Program (TDP) (since 2005) • Co-Parenting: Two Parents, Two Homes (since 2020) • Lee Ford Camp Recreational Facility ANCHOR a new chance organization	VJCCCA Resolution The Dept. of Juvenile Justice (DJJ) is asking ANCHOR to get an updated resolution from each locality. The resolution's main points are they will continue to participate in the local VJCCCA Plan with the Counties of Henry and Patrick. City Council will notify DJJ in writing if they should ever choose not to participate. The City of Martinsville will continue to act as the fiscal agent for ANCHOR. City Council also authorizes the City Manager to execute a local plan on behalf of the City of Martinsville. ANCHOR a new chance organization
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Council Members
L.C. Jones, Mayor
Aaron Rawls, Vice-Mayor
Kathy Lawson
Tammy Pearson
Lawrence E. Mitchell, Jr.



Interim City Manager
Glen Adams

Clerk of Council
Karen Roberts



**ANCHOR Commission
VJCCCA Combined Resolution**

WHEREAS, the ANCHOR Commission is a collaborative partner that supports youth and families; and works to provide supervision and services to keep youth out of detention and with their families, while remaining in our community; and

WHEREAS, the Virginia Juvenile Community Crime Control Act (VJCCCA) is a major funder of the programs offered by the ANCHOR Commission; and

WHEREAS, be it resolved that the City of Martinsville Council will participate in the Virginia Juvenile Community Crime Control Act and accept funds appropriate for the purpose set forth in this Act until it notifies the Department of Juvenile Justice, in writing, that it no longer wishes to participate.; and

WHEREAS, be it further resolved that the City of Martinsville will combine with the governing bodies of County of Henry and County of Patrick. The City of Martinsville will act as fiscal agent for these localities; and

WHEREAS, be it further resolved that the Martinsville City Manager is hereby authorized to execute a local plan on behalf of the City of Martinsville.

NOW THEREFORE, I, L. C. Jones, Mayor of Martinsville City Council, Virginia, do hereby proclaim and declare the City of Martinsville's support and urge our citizens to join with me in recognizing the value and importance of the ANCHOR Commission's services bring to our community.

L. C. Jones
Mayor

55 West Church Street, P. O. Box 1112, Martinsville, VA 24114-1112 276-403-5180 Fax: 276-403-5280
www.martinsville-va.gov

Consider approval of a Joint Resolution with Henry County referring to the proposed amended and restated revenue sharing agreements – Interim City Manager Glen Adams summarized the need for the resolution which will be sent to the State Commission on Local Government. Vice Mayor Rawls made a motion to approve the joint resolution. Council Member Pearson seconded the resolution with all Council Members voting in favor.

**JOINT RESOLUTION OF HENRY COUNTY AND THE CITY OF MARTINSVILLE
REFERRING THE PROPOSED AMENDED AND RESTATED REVENUE SHARING
AGREEMENTS BETWEEN HENRY COUNTY, THE CITY OF MARTINSVILLE AND
INDUSTRIAL DEVELOPMENT AUTHORITY OF HENRY COUNTY TO THE
COMMISSION ON LOCAL GOVERNMENT FOR REVIEW**

WHEREAS, Henry County, Virginia (the "County") and the City of Martinsville, Virginia (the "City") have a history of cooperation in promoting regional economic development, including administration of a joint enterprise zone program and mutual support of and cooperation with the Martinsville-Henry County Economic Development Corporation (the "EDC"); and

WHEREAS, the EDC is a public-private partnership among County, the City and the Harvest Foundation of the Piedmont with the goals of creating jobs in the City and the County and expanding the tax base in the County and the City, including support and development of local industry; and

WHEREAS, on or about September 25, 2007, the City, the County and the Industrial Development Authority of Henry County, Virginia (the "IDA") entered into a Revenue Sharing Agreement related to two separate industrial and business sites in the County (the "Original Agreement"), specifically the subject of the Patriot Centre Agreement (as defined below) and the subject of the Commonwealth Crossing Agreement (as defined below); and

WHEREAS, the City and the County have determined it is appropriate to separate the Original Agreement into two separate agreements, each agreement to relate to its respective industrial and business park property and to modify the Commonwealth Crossing Agreement to provide partial funding to the EDC; and

WHEREAS, the two separate agreements are the Amended and Restated Revenue Sharing Agreement for Patriot Centre Expansion (the "Patriot Centre Agreement") and the Amended and Restated Revenue Sharing Agreement for Commonwealth Crossing Business Centre, as modified by the First Addendum to Amended and Restated Revenue Sharing Agreement for Commonwealth Crossing Business Centre (the "Commonwealth Crossing Agreement" and, together with the Patriot Centre Agreement, the "Agreements"); copies of the Patriot Centre Agreement and the Commonwealth Crossing Agreement, including the First Addendum thereto, are attached to this Resolution; and

WHEREAS, on July 11, 2023, the City Council of the City, the Board of Supervisors of the County and the Board of Directors of the IDA held a joint meeting and each body voted to approve the Agreements; and

WHEREAS, Code of Virginia §15.2-1301 provides that economic growth sharing agreements such as the Agreements shall be referred to the Virginia Commission on Local Government (the "Commission") for review and the making of findings as to the probable effect of such agreements on the people residing in the area affected by the agreements; and

WHEREAS, 1 VAC50-20-382 requires that referral of such agreements to the Commission shall be accompanied by resolutions, joint or separate, of the governing bodies of the localities that are parties to the proposed agreements requesting that the Commission review the agreement, stating the parties' intention to adopt the agreement, and providing certain information to the Commission.

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NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF HENRY COUNTY, VIRGINIA AND THE CITY COUNCIL OF THE CITY OF MARTINSVILLE, VIRGINIA THAT:

1. The County and the City each (a) request that the Commission review the Agreements and issue its findings in accordance with the requirements of Code of Virginia §15.2-1301 and (b) state their intention to adopt the Agreements in final form subsequent to the Commission's review.

2. The County Administrator, the City Manager and the County's and City's attorneys are authorized and directed to refer the Agreements, together with all necessary data and materials, to the Commission and to take all other actions as may be required to accomplish the Commission's review of the Agreements.

3. The County designates the following individual as the County's contact persons for communications with the Commission regarding the review of the Agreements:

Dale Wagoner, County Administrator, Henry County, Virginia

Physical Address:

3300 Kings Mountain Road
Martinsville, VA 24112

Mailing Address:

P.O. Box 7
Collinsville, VA 24078

Phone: 276-634-4601

Email address: dwagoner@co.henry.va.us

4. The City designates the following individual as the City's contact person for communications with the Commission regarding the review of the Agreement:

Glen Adams, Interim City Manager, City of Martinsville, Virginia

P.O. Box 1112
55 W Church Street, Room 216
Martinsville, VA 24112

Phone: 206-403-5182

Email: gadams@ci.martinsville.va.us

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Adopted by the Board of Supervisors of the County this 22nd day of August, 2023.

CERTIFICATE

The undersigned Clerk of the Board of Supervisors of Henry County, Virginia hereby certifies that the foregoing constitutes a true and correct copy of a Joint Resolution of Henry County and the City of Martinsville Requesting that the Commission on Local Government Review Proposed Amended and Restated Revenue Sharing Agreements between Henry County, the City of Martinsville and Industrial Development Authority of Henry County, adopted by the Board of Supervisors at a meeting held on August 22, 2023.

Date: _____, 2023

[SEAL]

Clerk of the Board of Supervisors
Henry County, Virginia

Adopted by the City Council of the City this 22nd day of August, 2023.

CERTIFICATE

The undersigned Clerk of the City Council of the City of Martinsville, Virginia hereby certifies that the foregoing constitutes a true and correct copy of a Joint Resolution of Henry County and the City of Martinsville Requesting that the Commission on Local Government Review Proposed Amended and Restated Revenue Sharing Agreements between Henry County, the City of Martinsville and Industrial Development Authority of Henry County, adopted by the City Council at a meeting held on August 22, 2023.

Date: _____, 2023

[SEAL]

Clerk of the City Council
City of Martinsville, Virginia

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Hear briefing on requested change to the organizational structure and hiring of new positions – Interim City Manager Glen Adams explained his suggestion of combining the Clerk of Council position with program manager responsibilities as well as the request for a new

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Business Manager for MiNET to better assist that department. Adams would like to post both positions as soon as possible. Council Member Lawson made the motion to approve both new positions. Vice Mayor Rawls seconded the motion with all Council Members voting in favor.

CITY OF MARTINSVILLE, VIRGINIA
JOB DESCRIPTION

JOB TITLE: PROGRAM MANAGER/CLERK OF COUNCIL	DEPARTMENT: CITY MANAGER'S OFFICE
REPORTS TO: CITY MANAGER/CITY COUNCIL	CLASSIFICATION: GRADE 20
FLSA STATUS: EXEMPT	DATE: 8/2023

NATURE OF WORK

Performs complex professional, administrative, & coordination of activities between multiple projects, some of which the City Council of Martinsville will propose. Project coordination and delegation. Optimize productivity and nurture program success from inception to completion. Delegate tasks to relevant departments or teams, monitor progress, and ensure that projects are executed within established timelines and budgets. Attends all Council meetings and keeps a record of all the proceedings; signs and attests all ordinances, resolutions, or other acts of the Council and is the custodian of all official records of the legislative branch.

EXAMPLES OF WORK

- Formulating, organizing and monitoring inter-connected projects
- Decide on suitable strategies and objectives
- Coordinate cross-project activities
- Lead and evaluate project managers and other staff
- Develop and control deadlines, budgets and activities
- Apply change, risk and resource management
- Assume responsibility for the program's people and vendors
- Resolve projects' higher scope issues
- Prepare reports for City Council
- Act as a liaison between the City Council and public
- Prepare and maintain official reports, legal documents, financial records, and reference material
- Transcribe, type and proofread documents
- Distribute public correspondence and ensure that municipal records are accessible to the public

REQUIREMENTS AND SKILLS

- Proven experience as a Program Manager or other managerial position
- Thorough understanding of project/program management techniques and methods
- Excellent knowledge of performance evaluation and change management principles
- Excellent knowledge of MS Office; working knowledge of program/project management software (Basecamp, MS Project etc.) is a strong advantage
- Outstanding leadership and organizational skills
- Excellent communication skills

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- Computer skills
- Excellent problem-solving ability

MINIMUM QUALIFICATIONS OF WORK

Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Program Management, or a related field and 3 years of experience in upper management role (preferably program management). Working knowledge of digital marketing. Outstanding knowledge of change management principles.

Any other combination of experience, college coursework, professional development courses, and progressively responsible municipal experience which provides the demonstrated knowledge, skills and abilities. Ability to express ideas effectively, both orally and in writing. Must have the use of sensory skills in order to effectively communicate and interact with employees, public, etc.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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CITY OF MARTINSVILLE, VIRGINIA
JOB DESCRIPTION

JOB TITLE: MiNet BUSINESS MANAGER	DEPARTMENT: TELECOMMUNICATIONS
REPORTS TO: TELECOMMUNICATIONS DIRECTOR	CLASSIFICATION: GRADE 20
FLSA STATUS: EXEMPT	DATE: 8/2023

NATURE OF WORK

This is an experienced position that will demonstrate advanced business management skills as adapted to support a diverse customer base. The Business Manager is responsible for overseeing business operations of MiNet. Also responsible for developing proactive strategies to improve productivity of MiNet.

Supervise and administer the Martinsville Informational Network (MiNet) that serves all City departments, schools, and customers outside of the City government. Requires coordination with other technical and related clerical support personnel inside and outside the department. Work is performed under the general supervision of the department director.

Assignments are reviewed orally or in writing with the department director; however, the employee in this class works with considerable independence in the administration of MiNet.

EXAMPLES OF WORK

- Supervise staff of MiNet Operations.
- Resolve client issues
- Ensure safety, security, and compliance with all government regulations
- Work with outside vendors to maintain necessary business supplies.
- Corrects identified problems; assures effective system performance and proper maintenance.
- Administers network securities under the guidance of the Telecommunications Manager.
- Evaluates existing infrastructure and inventories of services, hardware and assists in the development of network extension, replacement, upgrade, and consolidation plans.
- Resolve or serve as intermediary to resolve service issues with MiNet Customers.
- Generate reports as required.
- Attend training events as required.
- Increase customer understanding of MiNet products and pricing models, as well as competitive advantage over other service providers.

MINIMUM QUALIFICATIONS OF WORK

Education: Bachelor's degree in business or a related field required. An MBA is preferred.

Experience: 5+ years of leadership, management, goal setting and business optimization.

Skills: Should have strong communication, interpersonal, problem-solving, organizational, and leadership skills. Manages all facets of project management (budget, schedule, procurement, quality & risk). Interfaces directly with clients to define project requirements. Prepares scope of work, project delivery resource requirements, cost estimate & budget, work plan schedule. Excellent written and verbal communication skills. Strong organizational and analytical skills. Ability to provide efficient, timely, reliable and courteous service to customers. Ability to effectively present information.

- Be able to work independently with minimal oversight. Have excellent teamwork and customer service skills.

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- Strong organization, time-management and multi-tasking skills
- Outstanding interpersonal skills.
- The ability to work independently with minimum supervision
- Intellectual curiosity and the desire to keep up with new aspects of business and technology needs
- General optical fiber optic knowledge or experience.
- General network knowledge or experience
- General electrical knowledge or experience

SPECIAL REQUIREMENTS

Must possess a valid Driver's License.

PHYSICAL DEMANDS

Must be able to physically lift, carry, push, pull or otherwise move objects in an office environment. May need to sit for long periods of time and also involves standing or walking during some periods. Vocal communication is required for expressing or exchanging ideas by means of spoken words. Visual acuity is required for preparing, and analyzing written computer data, determining the accuracy and completeness of work, and observing general surroundings and activity.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is a combination of indoor/outdoor work.

Ability to proficiently distinguish between the following colors "Blue, Orange, Green, Brown, Grey, White, Red, Black, Yellow, Violet, Pink, Aqua"

Hand-eye coordination is necessary to operate drafting instruments, computers, office equipment. While performing the duties of this job, the employee is occasionally required to stand, walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; stoop, kneel, crouch, or crawl; talk or hear. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

NOTE: The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Business from the Floor – Mike Sanguedolce 708 Starling Avenue and Chairperson for the Transportation Safety Commission updated Council on their previous meeting in August where they updated new locations around Martinsville that needed attention and provided copies for Council Members. John Farnham wanted to thank Randy Gregory and the Public Works crew for fixing a water run off issue. Farnham asked about kudzu in the area and if anything is being done to get rid of that. Council Member Lawson said the City is working to cut back kudzu and spray areas but unfortunately the City can not do that on private property.

Comments by members of City Council – Council Member Mitchell said he rode the school bus from his home to Albert Harris the first day of school and said it was exciting to watch the students on their first day back. Mitchel said the event prior to The Paradise Inn being demolished was a good tribute and said 20 years from now, the Vice Mayor's daughter will say she was able to experience something exciting about that landmark. Council Member Pearson welcomed Keith Holland as the Community Development Director and said she has a very long list of projects to discuss with him soon. Pearson said the beginning of the school year for Martinsville and surrounding areas is always an exciting day and encouraged residents to mentor the children, send snacks to classrooms, be nice to the teachers and pray for all involved. Pearson said that the TGIF series, the Smith River Fest, the Duck Race and the Uptown Music Fest at the museum this past weekend were great examples of fun activities going on around Martinsville. Council Member Lawson said several residents have asked when the lines will be painted on Cleveland Avenue and asked the City Manager to look into that. Lawson shared details about the Park input sessions dates, times and locations. September 4 will be the next Flag Day Uptown. Lawson recognized Jamie in Utility Billing who was very helpful last week in getting a resident's concern addressed. Lawson updated residents on the Pine Hall project with one unit complete, a second unit will be completed by week end and others in the works. This is great news since this project was delayed initially due to lack of contractors. Vice Mayor Rawls welcome Keith Holland to the City and thanked John Farnham for offering a compliment to the public works department. Rawls encouraged residents to apply for the Industrial Development Authority. Rawls shared that Council would be interviewing seven candidates for the City Manager position on Friday and Saturday. Mayor Jones thanked everyone for attending and welcomed Mr. Holland as well. Thank you to Interim City Manager Glen Adams for his work day and night and the vibe he's brought to the City and the department heads.

Comments by Interim City Manager – City Manager Glen Adams reminded residents that Martinsville High School will have their first home game on Friday night. There is a potential candidate for a new Public Works Director.

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There being no further business, Council Member Lawson made a motion to adjourn. The meeting adjourned at 8:20 pm.

Karen Roberts, Clerk of Council

LC Jones, Mayor