



**Franklin City Council Agenda
May 22 2023
Council Chambers
207 West Second Avenue
Franklin, Virginia 23851**

**7:00 P.M.
Regular Meeting**

**CALL TO ORDER. MAYOR BOBBY CUTCHINS
PLEASE TURN OFF CELL PHONES. MAYOR BOBBY CUTCHINS
PLEDGE OF ALLEGIANCE
CITIZEN'S TIME
AMENDMENTS TO AGENDA**

1. CONSENT AGENDA:

- A. Approval of May 8, 2023 minutes
- B. Governor's Environmental Excellence Award
- C. National Public Works Week 2023-17
- D. National EMS Week 2023-18

2. OLD/ NEW BUSINESS:

- A. Franklin City School Board Ward 1 and Ward 3 Public Hearing
- B. Franklin Business Center Economic Impact
- C. Social Services Building Update
- D. Southampton County Courthouse Update
- E. City Manager's Report

3. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS

4. CLOSED SESSION

I move that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. discussion of appointments to boards and commissions, and discussion of performance of employees of the public body to discuss the following subject or subjects: Industrial Development Authority, HRPDC Community Advisory Committee, Southview Cemetery Advisory Committee, Historic Preservation Commission, and;

2.2-37-11-A-2, Discussion or consideration of admission or disciplinary matters or any other matters that would involve the disclosure of information contained in a scholastic record concerning any student of any public institution of higher education in the Commonwealth or any state school system specifically related to the Children's Services Act.

2.2-3711-A-5, Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community specifically along Pretlow Industrial Park, Armory Drive, Downtown Franklin, and Franklin Regional Airport.

2.2-3711-A-7 Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body specifically regarding, Ferguson vs. City of Franklin.

Motion Upon Returning to Open Session- I move that the City of Franklin, Virginia City Council certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on May 22, 2023, meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (ii) no action was taken in closed meeting regarding the items discussed.

5. ADJOURNMENT

Regular City Council Meeting Minutes May 8, 2023

Call to order

The Franklin City Council held a regular City Council meeting on May 8, 2023 at 7:00 p.m. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

Council Members in Attendance: Robert “Bobby” Cutchins, Mayor; Wynndolyn Copeland, Vice-Mayor; Councilman Linwood Johnson; Councilwoman Jessica Banks; Councilman Mark Kitchen; Councilman Ray Smith; Councilman Gregory McLemore

Council Members not in Attendance:

Staff in Attendance: Amanda Jarratt, City Manager; A’Risha Jones, Executive Assistant, recording minutes.

Other Staff in Attendance: Steve Patterson, Chief of Police; Robert Porti, Deputy Chief of Police; Vernie Francis; Chief of EMS; Carlee Gurskiy, Director of Community Development; Zach Wright, Director of Power & Light; Dinah Babb, Treasurer; Chad Edwards, Director of Public Works; Matthew Jezierski, Director of IT; Rachel Trollinger, Director of Finance; Selenia Boone, Commissioner of the Revenue; Sarah Rexrode, Director of Social Services; Camara Jacobs, Director of Human Resources.

Citizen’s Time

Mr. Perry George of 1316 Mainer Street, Franklin, Virginia, had questions regarding his utility bill.

Mr. Ricky Sykes of 401 Morton Street, Franklin, Virginia, stated concerns of the Goknur Juice plant opening.

Amendments to Agenda

City Manager Amanda Jarratt stated that staff asks to amend the agenda to add Budget Amendment 2023-19 for a digger truck for Power & Light. Mayor Bobby Cutchins entertained a motion to amend the agenda. Councilman Mark Kitchen made a motion to amend the agenda with a second from Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye

Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins affirmed the motion carried.

Consent Agenda:

A. Approval of April 24, 2023 Meeting Minutes

Mayor Bobby Cutchins asked if there were any corrections or additions for the April 24, 2023 meeting minutes. Mayor Bobby Cutchins entertained a motion to approve the April 24, 2023 meeting minutes as presented.

Councilman Mark Kitchen made a motion to approve the April 24, 2023 meeting minutes with a second from Councilman Linwood Johnson.

The motion carried the vote 6-1-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Abstained

Mayor Bobby Cutchins affirmed the motion carried.

B. Introduction of New Employees

City Manager Amanda Jarratt asked Chief Steve Patterson to come forward to introduce the new employees for the Police Department. Chief Steve Patterson introduced Officer Jerry Wright, Ms. Cynthia Phippins, Animal Shelter attendant, and Officer Aubree Miller.

Mayor Bobby Cutchins welcomed the new employees to the team.

C. Councilwoman Amelia Ross-Hammond – Virginia African American Center

Councilwoman Amelia Ross-Hammond of Virginia Beach, Virginia, comes as the founder and Chairman of the Virginia African American Cultural Center. The mission of the VAACC is to collect, preserve, interpret, inform and celebrate Virginia’s African American history, culture and community and to

educate the public about African American contributions in all areas of endeavor. The vision of the VAACC will be the statewide leader in generating historical and cultural content through programs, artistic performances and curated exhibits. The VAACC goals are to create an opportunity for those who would love to learn more about African American culture, and to explore and revel in its history, to build partnerships with African American historic sites and cultural center in the regions and nationally. The VAACC would love to donate a check in the amount of \$15,000.00 to support Councilman Gregory McLemore’s Juneteenth Celebration here in the City of Franklin.

Councilman Gregory McLemore stepped out at 7:24 p.m.

D. Foster Care Awareness Month Resolution #2023-13 (Read by Vice-Mayor Wynndolyn Copeland)



Foster Care Awareness Month
Resolution #2023-13

WHEREAS, Virginia’s children and youth are our hope for the future, and we assert that all children deserve a safe, loving, stable, and nurturing home; and

WHEREAS, families, serving as the primary providers of love, identity, self-esteem, and support, are the very foundations of our communities and our Commonwealth; and

WHEREAS, a child’s success is best supported in a child welfare system that is family-focused, child-centered, and community-based; and preserving families is the primary goal of the child welfare system; and

WHEREAS, while Virginia has over 4,300 children and youth aged 18 and younger in foster care, there are at least 3,600 children and youth supported by a network of more than 5,000 dedicated, approved kinship, foster and adoptive families; and

WHEREAS, kinship families and foster families play a critical role in serving as a support, not a substitute for the parents of children in foster care to make family reunification possible; and

WHEREAS, many kinship families and foster families create permanency for children in foster care through adoption when those children cannot be safely reunified with their birth families; and

WHEREAS, through the partnerships among kinship, foster and adoptive families; child welfare staff; and public and private child-serving organizations, efforts are made to ensure that voices are heard and support offered for youth at every step of their foster care journey, including helping young adults successfully transition to independence; and

WHEREAS, we honor and celebrate the enduring contributions of kinship, foster and adoptive families during National Foster Care Awareness Month and recognize the outstanding service and commitment kinship, foster and adoptive families provide to Virginia’s children and youth, while recognizing that foster care supports entire families;

NOW, THEREFORE, I, Mayor Robert Cutchins, do hereby recognize May 2023, as Foster Care Awareness Month in the City of Franklin, Virginia, and I call this observance to the attention of our citizens.

Signed this 8th day of May 2023.

Robert “Bobby” Cutchins, Mayor
City of Franklin, Virginia

Mayor Bobby Cutchins entertained a motion to approve Resolution #2023-13. Councilwoman Jessica Banks made a motion to approve Resolution #2023-12 with a second from Councilman Mark Kitchen.

The motion carried the vote 6-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Absent (stepped out)

Mayor Bobby Cutchins affirmed the motion carried.

City Manager Amanda Jarratt stated the City currently has 14 children in the foster care system, in Franklin we do not have foster care homes. We want to raise awareness for the needs of foster care homes/parents to support these foster children needs.

E. Adult Abuse Awareness Month Resolution 2023-14 (Read by Councilman Jessica Banks)



Adult Abuse Prevention Month
Resolution #2023-14

WHEREAS, there are nearly 1.9 million Virginians aged 60 or older, a number that will increase to 2.2 million in 2030' and

WHEREAS, during fiscal year 2022, Virginia Adult Protective Services received over 40,000 reports of adult abuse, neglect, and exploitation, a three percent increase from the previous year; and

WHEREAS, older Virginians and Virginians with disabilities may become targets for abuse, which can occur in families and communities of all social, economic, racial, and ethnic backgrounds; and

WHEREAS, there are many government-supported programs that provide vital services to older Virginians and Virginians with disabilities, including a 24-hour hotline, crisis intervention, emergency shelter, home-based and community services, public education, and legal advocacy; and

WHEREAS, the Virginia Department for aging and Rehabilitative Services Adult Protective Services Division works collaboratively with state and local partners across the Commonwealth to help older Virginians and Virginians with disabilities live free of abuse, neglect, or exploitation;

Now, Therefore, I, Mayor Robert Cutchins, do hereby recognize May 2023, as Adult Abuse Prevention Month in the City of Franklin, Virginia, and I call this observance to the attention of our citizens.

Signed this 8th day May 2023.

Robert "Bobby" Cutchins, Mayor
City of Franklin, Virginia

Mayor Bobby Cutchins entertained a motion to approve Resolution #2023-14. Councilwoman Jessica Banks made a motion to approve Resolution #2023-14 with a second from Councilman Mark Kitchen.

The motion carried the vote 6-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Absent (stepped out)

Mayor Bobby Cutchins affirmed the motion carried.

F. National Police Week Resolution #2023-15 (Read by Councilman Mark Kitchen)



National Police Week
May 14th – 20th, 2023
Resolution #2023-15

WHEREAS, the United States Congress and President declared May 15th as Peace Officers Memorial Day and the week in which it falls as Police Week; and

WHEREAS, the City of Franklin joins the nation in honoring the memory of those officers who have made the ultimate sacrifice in service to their communities; and

WHEREAS, the City of Franklin would like to express its gratitude to the City's law enforcement officers for their contributions in making Franklin, Virginia a great place to live.

NOW, THEREFORE, I, Robert "Bobby" Cutchins, Mayor of the City of Franklin, Virginia, do hereby proclaim May 14th-20th, 2023, AS

"NATIONAL POLICE OFFICER MEMORIAL WEEK"

and call upon all residents to express their gratitude to law enforcement officers for their contributions in keeping Franklin, Virginia safe.

Signed this 8th day of May 2023

Robert "Bobby" Cutchins, Mayor
City of Franklin, Virginia

Mayor Bobby Cutchins entertained a motion to approve Resolution #2023-15. Councilman Mark Kitchen made a motion to approve Resolution #2023-15 with a second from Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 6-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Absent (stepped out)

Mayor Bobby Cutchins affirmed the motion carried.

Councilman Gregory McLemore returned to the meeting at 7:27 p.m.

G. Opioid Funds Resolution #2023-16 (Read by Councilman Mark Kitchen)



Virginia Opioid Abatement Authority Funds
Resolution #2023-16

WHEREAS, the City of Franklin, Virginia City Council, seeks to mitigate and abate the impacts of the opioid epidemic in the City of Franklin; and

WHEREAS, the mission of the Virginia Opioid Abatement Authority (OAA) is to abate and remediate the opioid epidemic in the Commonwealth through financial support in the form of grants, donations, or other assistance; and

WHEREAS, the OAA has invited each city and county in Virginia to submit proposals for grants to support efforts to treat, prevent, and reduce opioid use disorder and the misuse of opioids in the Commonwealth; and

WHEREAS, the financial assistance offered by the OAA is needed to provide opioid mitigation and abatement efforts in the City of Franklin; and

WHEREAS, the City of Franklin has prepared a grant proposal for Fiscal Years 2023 and 2024 that accepts the terms and conditions required by the OAA; and

WHEREAS, the City of Franklin voluntarily agrees to meet the OAA's "Gold Standard" requirements in return for a 25% increase in OAA funding eligibility during these two Fiscal Years; and

WHEREAS, the City of Franklin grant request for fiscal years 2023 and 2024 seeks a total of \$10,746.00 in grant funding from the OAA.

NOW, THEREFORE, BE IT RESOLVED, the City of Franklin, Virginia City Council hereby authorizes City Manager Amanda Jarratt to execute the grant application to the Virginia Opioid Abatement Authority, to accept the grant award, and to execute all documents in connection therewith.

Signed this 8th day of May 2023.

Robert "Bobby" Cutchins, Mayor
City of Franklin, Virginia

Mayor Bobby Cutchins entertained a motion to approve Resolution #2023-16. Councilwoman Jessica Banks made a motion to approve Resolution #2023-16 with a second from Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins affirmed the motion carried.

Councilman Gregory McLemore asked what the funds would be used for. City Manager Amanda Jarratt stated the funds are used to help individuals that are victims of opioid use when they go through the program.

Financial Matters:

A. Budget Amendment 2023-18 & 2023-19

City Manager Amanda Jarratt stated that Ms. Rachel Trollinger, Director of Finance will present the Budget Amendments.

Ms. Rachel Trollinger stated be it resolved by the Council of the City of Franklin, Virginia that the 2022-2023 City Budget is hereby amended to:

1. Recognize the Airport Coronavirus Response Grant Program (ACRGP) Grant offer for the Airport and appropriate for use; and
2. Recognize the School’s supplemental appropriation of State and Federal revenue and to appropriate for use.

	2022-2023 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)
#1			
504 AIRPORT			
REVENUE			
504-3-33010-0426 CARES ACT Grant - Airport	\$ -	\$ 13,000	\$ 13,000
			<u>\$ 13,000</u>
EXPENDITURES			
504-4-20010-1101 Salaries and Wages - Regular	\$ 49,854	\$ 62,854	\$ 13,000
			<u>\$ 13,000</u>
#2			
250 SCHOOL OPERATIONS			
REVENUE			
250-3-33010-0273 NCLB Grant - Title III Part A	\$ 4,274	\$ 4,322	\$ 48
250-3-33010-0277 Title IV Part A LEA	\$ 78,261	\$ 79,702	\$ 1,441
250-3-33010-0230 Carl Perkins Grant	\$ 46,000	\$ 48,882	\$ 2,882
250-3-24000-0231 School Improvements Title I	\$ -	\$ 244,460	\$ 244,460
			<u>\$ 248,830</u>
EXPENDITURES			
250-4-60000-0073 NCLB Grant - Title III Part A	\$ 4,274	\$ 4,322	\$ 48
250-4-60000-0077 Title IV Part A LEA	\$ 78,261	\$ 79,702	\$ 1,441
250-4-60000-0009 Carl Perkins Grant	\$ 46,000	\$ 48,882	\$ 2,882
250-4-60000-0061 Title I - 1003A	\$ -	\$ 244,460	\$ 244,460
			<u>\$ 248,830</u>

Mayor Bobby Cutchins entertained a motion to approve Budget Amendment 2023-18. Councilman Linwood Johnson made a motion to approve Budget Amendment 2023-18 with a second from Councilwoman Jessica Banks.

The motion carried the vote 7-0

The vote was as follows:

- Councilman Linwood Johnson** **Aye**
- Councilman Mark Kitchen** **Aye**
- Councilwoman Jessica Banks** **Aye**
- Vice-Mayor Wynndolyn Copeland** **Aye**
- Mayor Bobby Cutchins** **Aye**
- Councilman Ray Smith** **Aye**
- Councilman Gregory McLemore** **Aye**

Mayor Bobby Cutchins affirmed the motion carried.

Budget Amendment 2023-19

Ms. Rachel Trollinger stated be it resolved by the Council of the City of Franklin, Virginia that the 2022-2023 City Budget is hereby amended to:

1. Reallocate appropriations within the Electric Fund for the purchase of the 47' Digger Derrick truck.

Ms. Trollinger stated that the current truck is over 10 years of life, which is normal use of life and it did fail inspection, the cost to fix the part is over \$150,000.00. City Manager Amanda Jarratt stated this was in the budget for next year, however, staff received a call that it was available now.

		2022-2023 BUDGET		AMENDED BUDGET		INCREASE (DECREASE)
			#1			
505 ELECTRIC FUND						
EXPENDITURES						
505-4-20010-1101	Salaries and Wages - Regular	\$ 1,067,996		\$ 811,149		\$ (256,847)
505-4-20020-8105	Automotive	\$ 72,000		\$ 328,847		\$ 256,847
				\$		-

Mayor Bobby Cutchins entertained a motion to approve Budget Amendment 2023-19. Councilman Linwood Johnson made a motion to approve Budget Amendment 2023-19 with a second from Councilman Mark Kitchen.

The motion carried the vote 6-1-0

The vote was as follows:

- Councilman Linwood Johnson** **Aye**
- Councilman Mark Kitchen** **Aye**
- Councilwoman Jessica Banks** **Aye**
- Vice-Mayor Wynndolyn Copeland** **Aye**
- Mayor Bobby Cutchins** **Aye**
- Councilman Ray Smith** **Aye**
- Councilman Gregory McLemore** **Abstained**

Mayor Bobby Cutchins affirmed the motion carried.

B. FY 24 Budget Public Adoption

City Manager Amanda Jarratt stated in accordance with the Budget calendar, the adoption is this evening. There are two items need for action this evening, the adoption of the Budget resolution and the Electric Rate Ordinance. The tax rate was advertised at \$1.05, but is budgeted for \$1.03, we are scheduled to adopt the budget on May 8th. The budget was balanced using unsustainable funds, Davenport laid out the plan with real estate tax over time. The budget was balance utilizing \$195,000 from the Water & Sewer Fund, and an additional \$360,000 from the Electric Fund above the normal transfer for operations. The proposed General Fund budget is \$29,482,277 an increase of \$2,298,942 or .5.9% above the fiscal year 2022-2023 amended budget. The Electric Fund proposed budget of \$18,926,759 is an increase of \$2,014,425 or 12.1% higher than fiscal year 2022-2023 adopted budget. There is no increase in basic monthly charge. For Franklin City Public Schools, the proposed budget includes current year funding of \$4,220,237. Management will continue to communicate to the school system that carryover funds should be restricted and utilized only for capital items and thus avoid the use of “one-time” or non-recurring funds (carryover) for recurring operating expenditures. There is a 5% COLA increase included in the current fiscal year 2024.

FY 23-24 Budget Resolution Adoption

Mayor Bobby Cutchins entertained a motion to approve FY 23-24 Budget Resolution. Councilman Linwood Johnson made a motion to approve FY 23-24 Budget Resolution with a second from Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins affirmed the motion carried.

Electric Rate Ordinance

Mayor Bobby Cutchins entertained a motion to approve the Electric Rate Ordinance. Councilman Linwood Johnson made a motion to approve the Electric Rate Ordinance with a second from Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins affirmed the motion carried.

Old/New Business:

- A. Department of Rail and Public Transit Grant Award

City Manager stated if Council recalls, Mr. Michael Baker was the consultant selected when initially awarded a feasibility study to see if Franklin should have transit. The Demonstration Grant was recommended for funding, this is tentative, as the Commonwealth Transportation Board is set to complete their review in June. If approved, the City of Franklin will receive \$240,554 in state funding and will require a local match of \$60,136. This funding can begin to be spent down on July 1, 2023. The City of Franklin must confirm the local match before May 12th to secure the funding. At the conclusion of the demonstration grant, if the City wants to continue the service, they will be established as a Federal Transit Administration Grantee.

City Manager Amanda Jarratt explained the fixed route service would be approximately 11 miles along, the loop would take 45-50 minutes to complete, hourly service meaning every stop has the same timing during any hour (i.e. YMCA is always at :15). Stop locations are derived from community feedback and potential to expand based on performance of route. The service hours would be Monday-Friday 7:00 a.m. to 6:00 p.m., Saturday 10:00 a.m. to 5:00 p.m., and Sunday no service. The cost:

Fixed Route Service Line Item	Year 1 Cost	Year 2 Cost	Notes
Annual Operations Cost	\$112,840	\$112,840	Based on \$35 per revenue hour estimate for 1 vehicle
Advertising and Support	\$50,000	\$25,000	*Assumed advertising costs
Total	\$162,840	\$137,840	
Local Match Requirement	\$32,568	\$27,568	
State Match:	\$130,272	\$110,272	

City Manager Amanda Jarratt stated that staff needs direction on whether to proceed and accept the City of Franklin Demonstration Grant.

Mayor Bobby Cutchins asked Council if there were any other discussion. Councilman Mark Kitchen made a motion to proceed and accept the City of Franklin Demonstration Grant with a second from Councilman Linwood Johnson.

The motion carried the vote 7-0

The vote was as follows:

- Councilman Linwood Johnson** **Aye**
- Councilman Mark Kitchen** **Aye**
- Councilwoman Jessica Banks** **Aye**
- Vice-Mayor Wynndolyn Copeland** **Aye**
- Mayor Bobby Cutchins** **Aye**
- Councilman Ray Smith** **Aye**
- Councilman Gregory McLemore** **Aye**

Mayor Bobby Cutchins affirmed the motion carried.

City Manager Amanda Jarratt stated the next course of action will be to notify them that Council has accepted the grant and get the proper paperwork together, at the next meeting there will be a Budget Amendment to move the funds from the Unassigned Fund balance for year one.

B. Utility Bill Change Discussion

City Manager Amanda Jarratt stated that staff has reached out to other localities, going back to one bill and placed an example to color code the bill. Staff needs direction on how to proceed. Staff has researched multiple options with BMS and Edmonds to determine how best to accomplish City Council's goals:

- There is not the ability to have one bill with two payment coupons.
- BMS is not able to put two bills in one envelope via their current system. They may have a way to do it with a PDF input for both files but that would require setting them up in our new BillztrackPro portal (\$600 charge for each file) plus quite a bit of programming to test and setup at \$150/hr. This would also take BMS 3-5 weeks to complete based on our current programming schedule. Otherwise the bills would have to be manually stuffed into the envelopes.
- Billing due dates will need to remain the same. The staggering is not possible based on current staffing levels across multiple departments.

Currently ten percent of our total customer base utilizes the online billing option. Staff will make a concerted effort to increase awareness about this option and reduce the number of accounts receiving paper bills.

Councilwoman Jessica Banks asked if we could just color code the bill. City Manager Amanda Jarratt stated that staff will move forward with color coding and get feedback.

No further action taken at this time.

C. Juneteenth Update

City Manager Amanda Jarratt stated that Councilman McLemore will provide an update on Juneteenth aka Virginia Mardi Gras.

Councilman Gregory McLemore stated that the Juneteenth Cultural Celebration is on track to be a wonderful start towards creating a national tourist destination for Franklin and Southampton County. The Virginia African American Cultural Center has joined forces to help in the efforts. Changes from original proposal include: free parking, city revenue being generated from taxes on food and retail sales from vendors, satellite parking fees, reduced shuttle buses, event park reduction, no events on Clay Street, Memorial Park, or Adkins Park. Confirmed events include: Wreath laying ceremony, computer bus, fashion show, black history program, Ra Jazz Band, Legacy Bank, Michael Jackson tribute, Luther Re-Lives, Nat Turner story tour, African drummers and dancers, public cookout, family sack races, and the red toast/closing address. Pending events/cancelled events include: marching band parade and competition, national recording artist, choir competition, remote control cars, black history play, firework show, and corn hole tournament. With the exception of the celebrity games, no event will be cancelled unless there is a shortage of funding or lack of participants. These potential cancellations create an opportunity to include them in next year's JCC/VMG as each year is meant to grow larger by adding events for the 5 year mission.

Councilman Gregory McLemore stated that there will be only beer sales located at Barrett's Landing one day only. The vendor's location is still being determined, street closures will be kept to a minimum

dependent upon pending events becoming active. The final line-up and locations will be confirmed by May 17th, to provide 30 days for adjustments by staff and official advertisement to begin. Sponsors, vendors, and volunteers are needed. Final report will be given to Council on June 8th.

Mayor Bobby Cutchins asked if there will be a backup plan in case of weather. Councilman Gregory McLemore stated that arrangements have been made with Dr. Carter, Superintendent of Franklin City Public Schools to utilize the schools as well as the Workforce Development Center at Camp Community College.

Councilman Mark Kitchen asked what number of participants the event is hoping to have. Councilman Gregory McLemore stated the goal originally over the 3 day event was to attract 25,000. Councilwoman Jessica Banks asked how much the vendor fee will be. Councilman Gregory McLemore stated that the fee will vary depending on if it's a corporate or individual vendor.

No action taken at times time.

D. City Manager's Report

City Manager stated there will be a public hearing for the School Board Ward 1 and Ward 3 seats during the next meeting on May 22nd. Interviews will be conducted during the first June City Council meeting. We received an update from Mr. Brian Thrower regarding the courthouse, update will be given once all information is obtained. Literary Loan should be approved for the \$2 million and we are still working on the issue with the juvenile detention. Thank you to those who attended the Lumberjack festival.

General Updates

- Staff continues to work on the various capital projects approved by City Council.
 - The staff committee for the Armory Project consists of Chad Edwards, Sammara Green, and Lin Darden. Carlee Gurskiy will also be involved. Camp Community College and other community partners will offer feedback throughout the design process. Staff has now participated in three webinars with HUD about our grant award.
 - The staff committee for the courthouse renovation project will consist of Chief Steve Patterson, Chad Edwards, and Lin Darden. The judges, Clerk of Court, and Sherriff's Department in addition to other stakeholders will be consulted throughout the design process. Questionnaires are being completed by various stakeholders.
 - The staff committee met regarding Riverkwalk Park.
 - The kayak design is underway. Survey is complete for the kayak launch additional area. We will incorporate this into the site plans.
 - Kayaks launch design underway.
 - Flood study (no-rise study) underway. Not all bridge crossings requested from City are available. Awaiting completion of kayak launch to update.
 - At the moment we're currently awaiting the final site plan and kayak launch design before we can move forward with the Joint Permit Application for the VMRC and Corps permits. Once we have the final design in hand, we can prepare the required impacts mapping and update details relating to the VMRC component of the application. It should take us around 2 weeks to finalize the application after the plans are received.
 - With the ongoing lag in Corps review timeframes, I believe we're likely looking at anywhere from 60-90 days to obtain the permits following submittal.

- Staff continues to work with DHCD and Summit Engineering on the Laurel Street CDBG Grant. Client intake and income verifications have begun.
- Staff continues to meet with regional partners to discuss next steps on the regional radio system as well as violence and crime prevention.
- Staff continues to work with Court Services and out other locality partners for both short and long term solutions to the juvenile detention situation.
- City Council held a retreat on March 2nd. The following topics were discussed and will be worked on by staff:
 - Food Trucks
 - A draft of updated regulations is being drafted by staff for review by the Planning Commission and Franklin City Council. An initial draft is schedule
 - Separation of City Utility Bills
 - Presented at City Council meeting. Waiting on direction from City Council.
 - Increased Code Enforcement
 - Staff is working on a demolition plan for the posted unsafe structures. We are putting a plan in place to prepare for high grass season. We are working with legal to draft updated ordinances for parking and vehicles.
 - Communication with Franklin City Public Schools
 - We held a joint meeting with Franklin City Public Schools on March 30th. Additional meetings are being scheduled to maintain communication.
 - Increased focus and investment in Public Safety
 - Additional positions are included in the FY24 budget. The updated radio system project is moving to Phase 2.
 - Historic District
 - Staff is reviewing the ordinance that is in place and providing a list of the individuals that need to be appoint. Staff is waiting on appointments from Franklin City Council.
 - Youth
 - Working on updated youth programming and additional partnerships.
 - Tethering
 - Completed, a press release is being drafted to inform the public.
 - Special Tax Districts
 - Under discussion and research ongoing.
 - Camp Community College Partnerships
 - Under discussion.
 - Improved Communication with the Public through various means
 - A review of the PEG Channel and necessary equipment purchases are underway. Staff is working to update City Clips. Staff is researching other best practices. An Instagram page has been created.
 - Electric Charging Stations
 - One charger with two plugs with a maintain contract for 5 years \$20,000
 - Gives you the option to charge the customers
 - Cloud based 24/7 support
 - One day response to request
 - Recurring cost after the first 5 years \$1,500-\$5,000 per year for maintain and service contract
 - Proposed location Emergency Services Building Municipal parking lot
 - Would lose one parking spot for transformer

- Cut asphalt for wire to be ran from existing junction box
- Install bollards and repair asphalt
- Cost of material and man hours \$25,000-\$50,000
- Should different location be chosen the cost could jump rapidly due to possibly having to bore the wire into a different location. Cost could jump to \$75,000-\$100,000 for installation of transformer

Upcoming Community Events

- June 17th-19th – Juneteenth Cultural Festival aka Virginia Mardi Gras
- June 28th – Independence Day Celebration
- August 1st – National Night Out
- December 2nd – Elf Parade & Holiday Market

Council/Staff Reports on Boards/Commissions:

No reports at this time.

Closed Session:

Councilman Mark Kitchen moved that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. Discussion of appointments to boards and commissions, and discussion of performance of employees of the public body to discuss the following subject or subjects; Industrial Development Authority, HRPDC Community Advisory Committee, Southview Cemetery Advisory Committee, Historic Preservation Commission, Beautification Commission; and

2.2-3711-A-5, discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business’ or industry’s interest in locating or expanding its facilities in the community specifically along Pretlow Industrial Park, Armory Drive, Downtown Franklin, and Franklin Regional Airport.

2.2-3711-A-7, consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body specifically regarding Wellington vs. City of Franklin, Sandford vs. City of Franklin, Council vs. City of Franklin, and Ferguson vs. City of Franklin.

The motion was seconded by Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye

Mayor Bobby Cutchins Aye

Councilman Ray Smith Aye

Councilman Gregory McLemore Aye

Mayor Bobby Cutchins confirmed the motion carried the vote.

Motion Upon Returning to Open Session

Councilman Mark Kitchen move that the City of Franklin, Virginia City Council certify that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on May 8, 2023, meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (ii) no action was taken in closed meeting regarding the items discussed.

The motion was seconded by Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson Aye

Councilman Mark Kitchen Aye

Councilwoman Jessica Banks Aye

Vice-Mayor Wynndolyn Copeland Aye

Mayor Bobby Cutchins Aye

Councilman Ray Smith Aye

Councilman Gregory McLemore Aye

Mayor Bobby Cutchins confirmed the motion carried the vote.

Vice-Mayor Wynndolyn Copeland made a motion to appoint Mr. Ray Mooring to the Beautification Commission with a second from Councilman Gregory McLemore.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson Aye

Councilman Mark Kitchen Aye

Councilwoman Jessica Banks Aye

Vice-Mayor Wynndolyn Copeland Aye

Mayor Bobby Cutchins Aye

Councilman Ray Smith Aye

Councilman Gregory McLemore Aye

Mayor Bobby Cutchins confirmed the motion carried the vote.

Adjournment

Councilman Mark Kitchen made a motion to adjourn the May 8, 2023 City Council meeting with a second from Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson Aye

Councilman Mark Kitchen Aye

Councilwoman Jessica Banks Aye

Vice-Mayor Wynndolyn Copeland Aye

Mayor Bobby Cutchins Aye

Councilman Ray Smith Aye

Councilman Gregory McLemore Aye

Mayor Bobby Cutchins stated the meeting stands adjourned.

The May 8, 2023 City Council meeting was adjourned at 8:45 P.M.

Mayor

Clerk to City Council



National Public Works Week
May 21st – 27th, 2023
Resolution #2023-17

WHEREAS, Public Works professional focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the City of Franklin, Virginia; and

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of Public Works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

WHEREAS, it is the public interest for the citizens, civic leaders and children in the City of Franklin, Virginia, to gain knowledge of and to maintain an ongoing interest and understanding of the importance of Public Works and Public Works programs in their respective communities; and

WHEREAS, the year 2023 marks the 63rd annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Work Association'

BE IT NOW RESOLVED, I, Mayor Robert "Bobby" Cutchins, do hereby designate the week of May 21st-27th, 2023 as National Public Works Week. I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our Public Works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

Signed this 22nd day of May 2023.

Robert "Bobby" Cutchins, Mayor
City of Franklin, Virginia



Emergency Medical Services Week

May 21st – 27th 2023

Resolution #2023-18

WHEREAS, Emergency Medical Services is a vital public service; and

WHEREAS, the members of Emergency Medical Services teams are ready to provide life-saving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, Emergency Medical Services has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

WHEREAS, the Emergency Medical Services system consist of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

WHEREAS, the members of Emergency Medical Services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their life-saving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week,

NOW, THEREFORE, BE IT RESOLVED, I, Robert Cutchins, Mayor, City of Franklin, Virginia, in recognition of this event do hereby proclaim May 21st – 27th, 2023 as Emergency Medical Services Week and I call this observance to the attention of our citizens.

Signed this 22nd day of May 2023.

Robert "Bobby" Cutchins, Mayor
City of Franklin, Virginia



*Office of the City Manager
Amanda C. Jarratt*

May 16, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Ward 1 and Ward 3 School Board Public Hearing

Background Information

The terms for the Ward 1 and Ward 3 seats on the City of Franklin School Board are scheduled to end on June 30, 2023. The public notice was properly run in the Tidewater News to advertise the public hearing. An individual must be nominated during the public hearing in order to be considered for a position on the Franklin City School Board.

Needed Action

Conduct the public hearing and provide guidance to staff on next steps.



*Office of the City Manager
Amanda C. Jarratt*

May 18, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Franklin Business Center Economic Impact

Background Information

Karl Heck will be present to provide the latest economic impact from the Franklin Business Center.

Needed Action

None at this time.



ECONOMIC IMPACT 2022—PRELIMINARY

Number of Employees:	Full Time	133
	Part Time	59
Average Salary (FT employees only):		\$105,617.00
Client Rent Paid to Franklin:		178,242.40
Taxes Paid to Franklin:		\$22,923.00
Taxes Paid to Virginia		\$126,030.00
Taxes Paid to IRS:		\$349,061.00
Total Business Profits:		\$2,539,985.00

Seven (7) new and/or expanding clients signed leases at the Franklin Business Center.



*Office of the City Manager
Amanda C. Jarratt*

May 16, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Social Services Building Update

Background Information

As you all are aware, the current building that houses the Department of Social Services is inadequate and as a result the former Franklin Redevelopment and Housing Authority was purchased. The renovations to the building were initially bid out but the City only received one bid and it was over the allotted funds for renovation. The project was rebid recently and received two bids with the low bid being from A.R. Chesson Construction Company for a total project cost of \$1,195,749.00. This is \$600,000 more than what is currently budgeted for renovations. We have the following options:

- Utilize a portion of the funds that were borrowed for the courthouse and Amory until the permanent financing is complete later this summer and add the balance to that.
- Or do we use fund balance? If we use fund balance, the estimated evaluation would be at 35.82%.

Social Services employees cannot continue to work in the current condition and the project needs to move forward.

Needed Action

Provide guidance to staff on next steps.



SOCIAL SERVICES BUILDING UPDATE

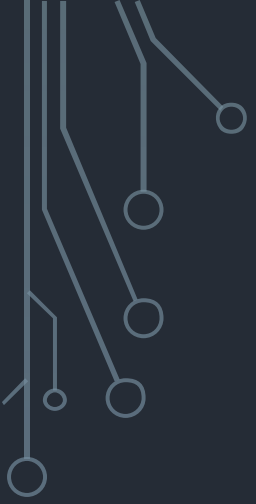
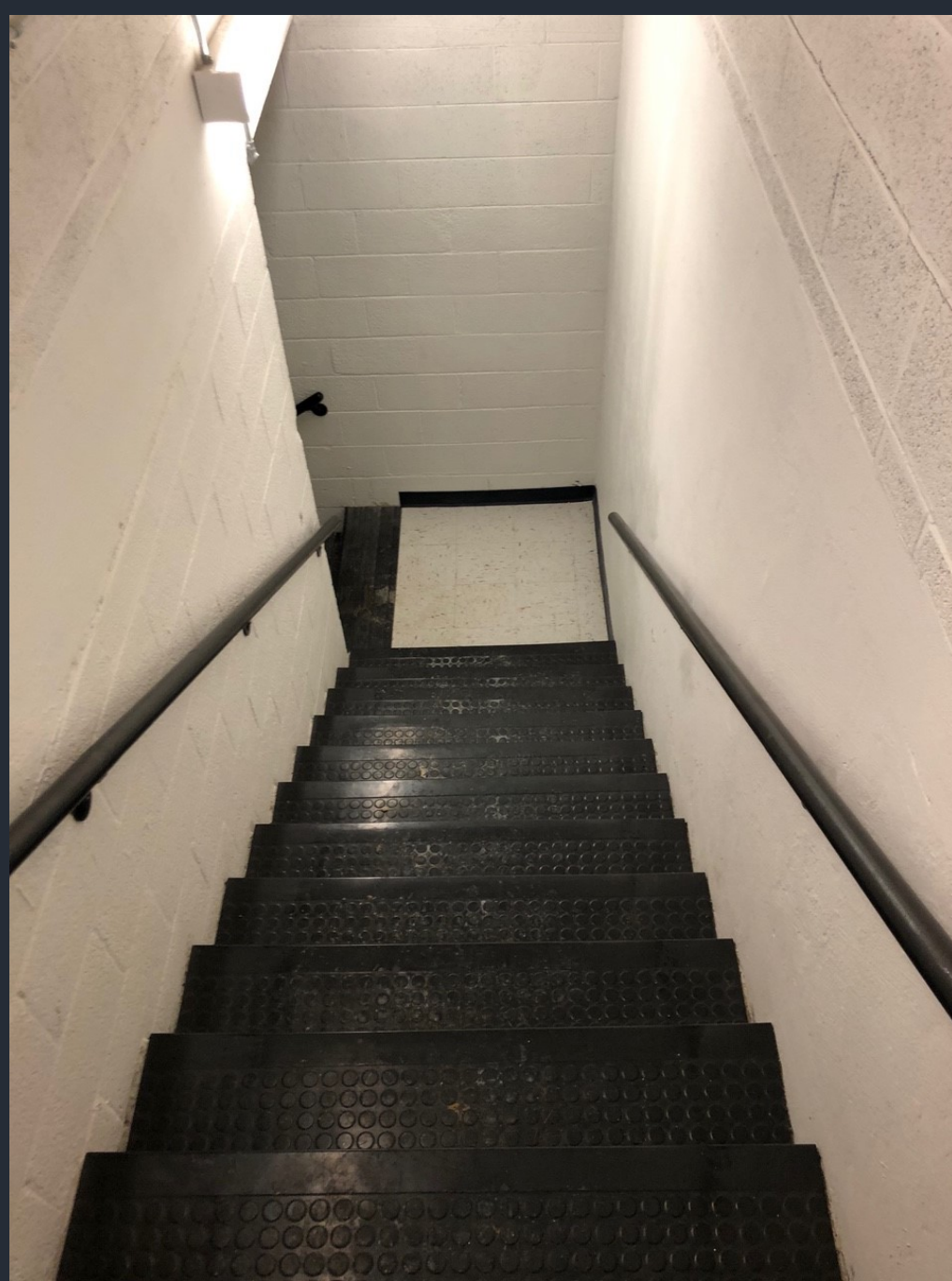
MAY 22, 2023













*Office of the City Manager
Amanda C. Jarratt*

May 16, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Southampton County Courthouse Update

Background Information

Per the latest schedule provided by Heartland Construction, substantial completion is slated to occur on December 22, 2023 while final completion is projected to occur in January of 2024. The total construction contract, including change orders now stands at \$22,106,957.14.

Needed Action

None at this time.

APPLICATION AND CERTIFICATE FOR PAYMENT

To (OWNER): Southampton County, Virginia

Project: Courthouse Facil Repair & Reno
 22350 Main Street - Courtland
 23190 Sedley Road - Franklin
 Courtland, VA 23837
 Project No: 19081

Application No: 18
 Invoice No: 215019
 Period To: 4/30/2023

From: Heartland Construction, Inc.
 4120 S. Military Highway
 Chesapeake, VA 23321

Via (Architect): Glave & Holmes Architecture
 2101 E. Main Street
 Richmond, VA 23223

Architect's 215
 Project No:

Contract Date: 10/15/2021

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Approved previous months	573,414.14	49,510.00
Approved this month	0.00	0.00
TOTALS	573,414.14	49,510.00
Net change by change orders	523,904.14	

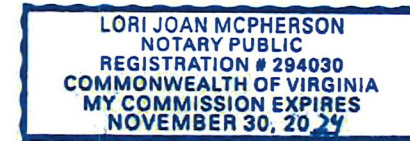
1. ORIGINAL CONTRACT SUM	\$	21,583,053.00
2. Net change by Change Orders	\$	523,904.14
3. CONTRACT SUM TO DATE (LINE 1+/-2)	\$	22,106,957.14
4. TOTAL COMPLETED & STORED TO DATE (Column G on Continuation Sheet)	\$	13,320,394.00
5. RETAINAGE	\$	666,019.70
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5)	\$	12,654,374.30
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	12,025,516.97
8. SALES TAX	\$	0.00
9. CURRENT PAYMENT DUE	\$	628,857.33
10. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6)	\$	9,452,582.84

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payment received from the Owner, and that current payment shown herein is now due.

Commonwealth of: Virginia County of: Chesapeake
 Subscribed and sworn to before me this 3rd day of May, 2023
 Notary Public: Lori Joan McPherson
 My Commission expires: 11/30/24

CONTRACTOR: Heartland Construction, Inc.

By: [Signature] Date: 5/13/23



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....\$ 628,857.33
 (Attach explanation if amount certified differs from the amount applied for.)

ARCHITECT: [Signature]
 By: [Signature] Date: 5/9/2023

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



Office of the City Manager
Amanda C. Jarratt

May 3, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

General Updates

- Staff continues to work on the various capital projects approved by City Council.
 - The staff committee for the Armory Project consists of Chad Edwards, Sammara Green, and Lin Darden. Carlee Gurskiy will also be involved. Camp Community College and other community partners will offer feedback throughout the design process. Staff has now participated in three webinars with HUD about our grant award.
 - The staff committee for the courthouse renovation project will consist of Chief Steve Patterson, Chad Edwards, and Lin Darden. The judges, Clerk of Court, and Sherriff's Department in addition to other stakeholders will be consulted throughout the design process. A meeting with the judges is scheduled for June 30th.
 - The staff committee met regarding Riverwalk Park.
 - The kayak design is underway. Survey is complete for the kayak launch additional area. We will incorporate this into the site plans.
 - Kayak launch design underway.
 - Flood study (no-rise study) underway. Not all bridge crossings requested from City are available. Awaiting completion of kayak launch to update.
 - At the moment we're currently awaiting the final site plan and kayak launch design before we can move forward with the Joint Permit Application for the VMRC and Corps permits. Once we have the final design in hand, we can prepare the required impacts mapping and update details relating to the VMRC component of the application. It should take us around 2 weeks to finalize the application after the plans are received.
 - With the ongoing lag in Corps review timeframes.
- Staff continues to work with DHCD and Summit Engineering on the Laurel Street CDBG Grant. Client intake and income verifications have begun.
- Staff continues to meet with regional partners to discuss next steps on the regional radio system as well as violence and crime prevention.
- Staff continues to work with Court Services and our other locality partners for both short and long term solutions to the juvenile detention situation.
- The Literary Loan process continues with Franklin City Public Schools. A new contractor has been selected to assist the schools. The project estimates originally provided are not accurate and the project is estimated to cost an additional \$3M. We are working with the school system to phase the project and Davenport to

develop a plan of finance. The Literary Loan was approved and we are working with our partners to complete the process.

- City Council held a retreat on March 2nd. The following topics were discussed and will be worked on by staff:
 - Food Trucks
 - A draft of updated regulations is being drafted by staff for review by the Planning Commission and Franklin City Council.
 - Separation of City Utility Bills
 - Presented at City Council meeting. Waiting on direction from City Council.
 - Increased Code Enforcement
 - Staff is working on a demolition plan for the posted unsafe structures. We are putting a plan in place to prepare for high grass season. We are working with legal to draft updated ordinances for parking and vehicles.
 - Communication with Franklin City Public Schools
 - We held a joint meeting with Franklin City Public Schools on March 30th. Additional meetings are being scheduled to maintain communication.
 - Increased focus and investment in Public Safety
 - Additional positions are included in the FY 24 budget. The updated radio system project is moving to Phase 2.
 - Historic District
 - Staff is reviewing the ordinance that is in place and providing a list of the individuals that need to be appointed. Staff is waiting on appointments from Franklin City Council.
 - Youth
 - Working on updated youth programming and additional partnerships.
 - The Virginia Foundation of Healthy Youth awarded the City of Franklin a grant to replace the antiquated equipment at the College Drive Park. The park will be built by City Employees on July 10th. There was no local match.
 - Special Tax Districts
 - Under discussion and research ongoing.
 - Camp Community College Partnerships
 - Under discussion.
 - Improved Communication with the Public through various means
 - A review of the PEG Channel and necessary equipment purchases are underway. Staff is working to update City Clips. Staff is researching other best practices. An Instagram page has been created.
 - Electric Charging Stations
 - One charger with two plugs with a maintain contract for 5 years \$20,000
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 - Cost of material and man hours \$25,000-\$50,000
 - Should different location be chosen the cost could jump rapidly due to possibly having to bore the wire into a different location. Cost could jump to \$75,000-\$100,000 for installation of transformer.

Upcoming Community Events

- Every Wednesday Franklin Cruise In
- June 15th Third Thursday Concert Series Kick Off
- June 17-19th - Juneteenth Cultural Festival aka Virginia Mardi Gras
- June 28th - Independence Day Celebration
- June 29th – Mayor Cup Blood Drive
- September 30th – Fall Festival
- December 1st-Holiday Parade
- December 2nd - Elf Parade & Holiday Market