



**Franklin City Council Agenda  
July 13, 2020  
Franklin City Hall Council Chambers  
207 West 2<sup>nd</sup> Avenue**

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

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

- 1. CONSENT AGENDA:**
  - A. Approval of June 22, 2020 regular meeting minutes
  
- 2. OATHS OF OFFICE**
  - A. Ward 1- Mark R. Kitchen
  - B. Ward 2- Ray Smith
  - C. Ward 4- Linwood Johnson
  - D. Mayor- Frank M. Rabil
  
- 3. BIENNEAL COUNCIL ORGANIZATIONAL MEETING**
  - A. Mayor's Organizational Remarks
  - B. Selection of Vice-Mayor
  - C. Board's and Commission Council Assignments
  - D. FY2019-2020 Regular Meeting Calendar
  
- 4. OLD/ NEW BUSINESS:**
  - A. Public Hearing Ward 3 and 6 School Board Members
  - B. City of Franklin Confederate Statue Discussion
  - C. Courthouse Update
  - D. City Manager's Report
  
- 5. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS**
  
- 6. 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, to discuss appointments to boards and commissions, to discuss the following subject or subjects: Eastern Virginia Regional Industrial Facility Authority, HREDA, HRTAC, HRPDC, Franklin Business Center Advisory Board, Western Tidewater Regional Jail Authority, HRMFA, Camp Community College Local Board, City of Franklin Race Relations Committee, and the City of Franklin Planning Commission.

And 2.2-3711A-5 to discuss a prospective business or industry interested in locating on City owned property where no announcement of the interest of the business or industry in the community has been made specifically regarding the Franklin Regional Airport, Fairview Drive, and Pretlow Industrial Park.

Motion Upon Returning to Open Session- I move that the City of Franklin, Virginia City Council adopt the attached closed meeting resolution to 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 July 13, 2020; (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (iii) no action was taken in closed meeting regarding the items discussed.

## **7. ADJOURNMENT**

The Franklin City Council held a Regular City Council Meeting on June 22, 2020 at 7:00 p.m. in the City Council Chambers.

**Council Members in Attendance:** Frank Rabil, Mayor; Barry Cheatham, Vice-Mayor; Councilman Linwood Johnson; Councilman Bobby Cutchins; Councilwoman Wynndolyn Copeland, Councilman Gregory McLemore and Councilman Benny Burgess

**Staff in Attendance:** Amanda Jarratt, City Manager and Leesa Barnes, Executive Assistant, Recording Minutes

**Other Staff in Attendance:** Steve Patterson, Franklin City Police Chief; Steve Newsome, Information Technology Specialist; Russ Pace, Director of Public Works; Brenda Rickman, Commissioner of the Revenue; Dinah Babb, City Treasurer; Gerald Griffin, Deputy Chief of Emergency Services; Vernie Francis, Chief of Emergency Services; Sarah Rexrode, Director of Social Services; Sammara Green-Bailey, Director of Parks & Recreation; Dan Howe, Director of Downtown Franklin Association; Robert Porti, Deputy Director of Franklin City Police Department; Patrick Wilson, Lieutenant in the Franklin City Police Department; Trevelyn Linton, Airport Manager; Michelle Dandridge, Director of Human Resources and Donald Goodwin, Director of Community Development

#### **Call to Order**

Mayor Frank Rabil called the June 22, 2020 regular City Council meeting to order at 7:00 p.m.

#### **Citizen's Time**

##### **Citizen One**

**Ray Smith;** resides at 217 Meadow Lane, Franklin, Virginia, and was recently elected to be the Councilman for Ward 2. Mr. Smith thanked Vice-Mayor Barry Cheatham and Councilman Burgess for their twelve years of service and for the outstanding job they have done. He also thanked Councilman Benny Burgess for his assistance throughout his candidacy and he stated he hopes he can follow in his footsteps.

##### **Citizen Two**

**Oscar Babb,** resides at 411 North High Street, Franklin, Virginia. Mr. Babb stated that Memorial Park located on Clay Street has become in disrepair and requested that the park become updated. He is in favor of removing the statue and making a memorial park for all veterans.

**City Manager Amanda Jarratt shared that due to social distancing requirements the following public comment was shared via email in advance of the meeting.**

**Citizen Three**

**Jamie Rook; received Thursday, June 11, 2020 at 1:21 p.m.**

“Dear Town Leaders,

My name is James Rook. I was born in Franklin. I live about an hour away now, but I always consider Franklin my home and visit often. I beg you, please leave the Confederate Monument alone. As a history teacher, it is just simply breaking my heart to see communities tearing down these historical memorials. For example, the monument in Franklin is a memorial to brave young Virginians who simply fought for their state, Virginia. Why in the world they should not be remembered also is baffling? They were fighting for their state. They were Virginian’s and residents of Franklin. They deserved to be remembered. Tearing down these monuments. Will not bring unity, but more resentment and division. I mean now you hear talks about doing away with police departments. How crazy is that? If we keep tearing down these monuments., this will lead to US citizens losing their freedoms and the eventual downfall of this once Great Country. The real problem in this country is not race, but people turning away from God. All you have to do is read the Bible and see that we all started form Adam and Eve. We are all one people, so race should not even be a problem. Please let’s start using common sense, and stop tearing down memorials. Thank you for your time!

**Amendments to Agenda**

Mayor Frank Rabil asked if there were any amendments to the agenda.

There were no amendments to the agenda.

**Consent Agenda**

Mayor Frank Rabil stated on the behalf of Council and the City of Franklin staff, City of Franklin’s Police Department, Public Works Department that he wanted to thank the citizens for maintaining peaceful protests throughout the City.

**Approval of June 8, 2020 Regular Meeting Minutes**

Mayor Frank Rabil asked if there were any additions or corrections to the minutes from the June 8, 2020 regular City Council meeting.

There being none Mayor Frank Rabil asked for approval.

Councilman Linwood Johnson made a motion to approve the minutes as presented from the June 8, 2020 regular City Council meeting. The motion was seconded by Vice-Mayor Barry Cheatham.

**The motion carried the vote by 7-0.**

**Resolution in Honor of Benny Burgess #2020-12**

Mayor Frank Rabil asked Councilman Bobby Cutchins to read Resolution #2020-12 which honored Councilman Benny Burgess' twelve years of service as Councilman on the City of Franklin's City Council.

Mayor Frank Rabil asked for a motion to accept Resolution #2020-12 honoring Councilman Benny Burgess for his years of service.

A motion was made by Vice-Mayor Barry Cheatham to accept Resolution #2020-12. The motion was seconded by Councilman Linwood Johnson.

**The motion carried the vote by 7-0.**

**Resolution in Honor of Vice-Mayor Barry Cheatham #2020-13**

Mayor Frank Rabil asked Councilwoman Wynndolyn Copeland to read Resolution #2020-13 which honored Vice-Mayor Barry Cheatham's twelve years of service as Vice-Mayor on the City of Franklin's City Council.

Mayor Frank Rabil asked for a motion to accept Resolution #2020-13

A motion was made by Councilman Linwood Johnson to accept Resolution #2020-13 honoring Vice-Chairman Barry Cheatham for his years of service. The motion was seconded by Councilwoman Wynndolyn Copeland.

**The motion carried the vote by 7-0.**

Mayor Frank Rabil presented Councilman Benny Burgess and Vice-Mayor Barry Cheatham with plaques celebrating their service to Franklin's City Council and thanked them personally for their service. He then gave them an opportunity to address Council and all in attendance.

Councilman Benny Burgess recognized and thanked the citizens of Ward 2 and his family for all their support through the years of his tenure.

Vice-Mayor Barry Cheatham also recognized and thanked the citizens of Ward 1 and his family for all their support through the years of his tenure.

**May 2020 Departmental Reports (Separate Document)**

Mayor Frank Rabil decided to table the May 2020 Departmental Reports due to the report did not get distributed in time for Council's review.

## Financial Matters

### Budget Amendment 2020-15

City Manager Amanda Jarratt reviewed the following information concerning Budget Amendment #2020-15:

1. Reallocate appropriations in the General Fund resulting in a decrease in the fund balance appropriated by \$19,881.00;
2. Recognize revenues related to various new grants and to appropriate such revenue for use;
3. Reallocate appropriations in the Department of Social Services' budget to agree with the State budget;
4. To authorize changes in the School's appropriations of Federal, State, grant and local revenues and to appropriate for use;

Vice-Mayor Barry Cheatham made a motion to approve Budget Amendment #2020-15. The motion was seconded by Councilman Benny Burgess.

### Budget Amendment 2020-16

City Manager Amanda Jarratt reviewed the following information concerning Budget Amendment #2020-16:

- The 2019 – 2020 City Budget is hereby amended to appropriate Coronavirus Relief Fund (CRF) revenue in the amount of \$695,090.00 and to appropriate such revenue for use.
- Appropriations designated for this grant will not lapse at the end of the fiscal year, but shall remain appropriated until the completion of the project or until the Council, by appropriate resolution, changes or eliminates the appropriation.

Vice-Mayor Barry Cheatham made a motion to approve Budget Amendment #2020-16. The motion was seconded by Councilman Linwood Johnson.

**The motion carried the vote by 7-0.**

### **CARES Act Agreement Franklin Regional Airport**

City Manager Amanda Jarratt gave the following overview of the Franklin Regional Airport CARES Act Agreement. She informed Council the Federal Government has allocated \$30,000.00 for the Franklin Regional Airport as a part of the CARES Act. In order to execute the agreement City Manager Jarratt needs authorization from Franklin City Council and this needs to be done by July 10, 2020.

Councilman Linwood Johnson made a motion to authorize City Manager Amanda Jarratt to execute the CARES Act Agreement. The motion was seconded by Councilwoman Wynndolyn Copeland.

Mayor Frank Rabil asked if there was any discussion.

Councilman Gregory McLemore stated he remembered a discussion of whether or not to execute the CARES Act Agreement for the Franklin Regional Airport because the City of Franklin would have to keep the Franklin Regional Airport in operation.

City Manager Jarratt replied that Council asked staff to run the numbers on the expenses to see if the cost outweighed expense of keeping airport personnel at the airport. The result was that if the City excepted the grant funds it would offset the cost through December 31, 2020. Council excepted this as part of the FY 21 Budget.

**The motion carried the vote by 7-0.**

### **Old / New Business**

#### **Appointment of Ward 1 and 3 School Board Members**

##### **Ward 1 School Board Seat**

City Manager Amanda Jarratt gave the following overview of the appointments to Ward 1 and Ward 3 Franklin City Public School Board. She informed Council the terms of Ward 1 and Ward 3 seats on the Franklin City School Board will end on June 30, 2020. The public hearing for these two seats was conducted at the Franklin City Council meeting on June 8, 2020. Interviews of those nominated were conducted on June 15, 2020 and a final interview was conducted on June 22, 2020 before the City Council meeting took place. She asked Council to consider appointment of the individuals that were nominated and interviewed for the Ward 1 and Ward 3 Franklin City School Board.

Mayor Frank Rabil opened the floor for Council's motions.

Vice-Mayor Barry Cheatham made a motion to approve Mr. Robert (Bob) Holt to represent Ward 1 for the Franklin City School Board seat. The motion was seconded by Councilman Gregory McLemore.

**The motion carried the vote by 7-0.**

Mayor Frank Rabil congratulated Mr. Holt and thanked him for his continued interest in the Franklin City Schools and his willingness to serve.

**Ward 3 School Board Seat**

Mayor Frank Rabil opened the floor for Council's motions.

Councilman Gregory McLemore made a motion to approve Mr. Jamaal Whitehurst to represent Ward 3 for the Franklin City School Board seat.

**The motion failed due to the lack of a second.**

Councilman Linwood Johnson made a motion to approve Ms. Cheryl Vincent to represent Ward 3 for the Franklin City School Board seat. The motion was seconded by Councilman Bobby Cutchins.

**The motion failed to carry the vote by 4-3.**

The motion was as follows:

Mayor Frank Rabil	NAY
Vice-Mayor Barry Cheatham	NAY
Councilman Linwood Johnson	AYE
Councilman Bobby Cutchins	AYE
Councilwoman Wynndolyn Copeland	AYE
Councilman Gregory McLemore	NAY
Councilman Benny Burgess	NAY

Mayor Frank Rabil asked for a motion to advertise for nominations for the Ward 3 seat on the Franklin City Public School Board.

Councilman Benny Burgess made a motion to advertise for nominations for the Ward 3 seat on the Franklin City School Board. The motion was seconded by Vice-Mayor Barry Cheatham.

Mayor Frank Rabil asked if there was any discussion.

Councilman Gregory McLemore stated he has expressed on several occasions that Council should be supportive of the nominations in their Wards. He stated that Council should have some say so in who represents their ward. He added he thinks it's sad that Franklin City Council refused to give someone the opportunity to someone who is willing to step forward and serve his community.



The motion carried the vote by 6-1.

The motion was as follows:

Mayor Frank Rabil	AYE
Vice-Mayor Barry Cheatham	AYE
Councilman Linwood Johnson	AYE
Councilman Bobby Cutchins	AYE
Councilman Wynndolyn Copeland	AYE
Councilman Gregory McLemore	NAY
Councilman Benny Burgess	AYE

#### Equal Employment Opportunity Policies

City Manager Amanda Jarratt called Michelle Dandridge, Director of Human Resources to come forward and review the Equal Employment Opportunity Policies that are outlined in the Employee Handbook. Ms. Dandridge informed Council that the City of Franklin has not updated their Equal Employment Opportunity Policies in close to twenty years. She provided City Council with a handout with the revisions that are in compliance with newly adopted federal law which will be adopted on July 1, 2020 by the General Assembly. Mrs. Dandridge reviewed the following policies that would be updated:

- **001 General Provisions** – which deals with the fair treatment of applicants and employees in all aspects of personnel management without regard to race, color, religion, national origin, veteran status, age, sex, sexual orientation, gender identity, disability, political affiliation, marital status, pregnancy, childbirth, and related medical conditions, including lactation, or any other characteristic protected by law
- **103 Equal Employment Opportunity and Affirmative Action Policy** – It is the policy of the City of Franklin that employment decisions shall be based on educational background, experience and demonstrated ability. Except where required or permitted by law, employment practices shall not be influenced or affected by virtue of an applicant’s or employee’s race, color, religion national origin, veteran status, age, sex, sexual orientation, gender identity, disability, political affiliation, marital status, pregnancy, childbirth, and related medical conditions, including lactation, or any other characteristic protected by law. In addition, it is the City’s policy to provide an environment that is free of harassment of any kind, including that which is sexual, age-related, or ethnic. This policy governs all aspects of recruitment, employment promotion, assignment, lay off, discharge, and other terms and conditions of employment.
- **104 Employment Applications** – In compliance with Federal and State employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, age, religion, national origin, sex, sexual orientation, gender identity, marital status, pregnancy, childbirth and related medical conditions, or the presence of a non-job-related medical condition or disability.

- **705 Sexual Harassment and Other Unlawful Harassment** – The City is committed to providing a work environment that is free of discrimination and unlawful harassment. Employees shall deal with other employees with respect, courtesy and tact. Actions, words, jokes or comments based on an individual’s sex, sexual orientation, gender identity, race, ethnicity, age, religion, pregnancy, childbirth, and related medical conditions, including lactation, or any other legally-protected characteristic will not be tolerated. For example, sexually harassing conduct (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited. It may occur when the employee is required to submit to unwelcome sexual conduct in order to obtain employment or employment benefits or when the employee’s failure to submit to such conduct is used as a basis for negative employment decisions affecting the employee. It may also occur when there is unwelcome conduct of a sexual nature which has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if it doesn’t lead to adverse job consequences. Sexually offensive conduct may take the form of:
  - Suggestive remarks;
  - Teasing or taunting of a sexual nature;
  - Unwelcome physical contact or sexual advances;
  - Continual use of offensive language;
  - Sexual bantering;
  - Bragging about sexual prowess;
  - Office or locker-room pinups; and
  - Compliments with sexual overtones;

Mayor Frank Rabil opened the floor for questions.

Councilman Linwood Johnson asked for a time line on when the new policies would be finalized and put into place.

Director Dandridge replied that it would probably take six months to finalize everything and get the Employee Handbooks updated.

Councilman Benny Burgess made a motion to adopt the Equal Employment Opportunity Policies. The motion was seconded by Vice-Mayor Barry Cheatham.

**The motion carried the vote by 7-0.**

## **Courthouse Update**

### **Southampton County Courthouse**

City Manager Amanda Jarratt updated Council on the Southampton County Courthouse project. Glave and Holmes will present the second conceptual plan to the smaller group of judicial stakeholders on Wednesday, June 24, 2020 at 3:00 p.m. and present the plan to the judges and the larger group of stakeholders on Monday, June 29, 2020 at 3:00 p.m. for approval.

Councilman Benny Burgess asked what happens next.

City Manager Jarratt deferred the question to Councilman Bobby Cutchins and he stated it is not looking very promising and not sure that anything can be done that will be acceptable.

### **City of Franklin Courthouse**

City Manager Amanda Jarratt reported to Council that there was not an update at this time.

## **City Manager's Report**

City Manager Amanda Jarratt gave the following updates:

- The COVID-19 response accompanied with budget preparation and day to day operations process have been all consuming. City buildings reopened to the public on Wednesday, June 10, 2020. Masking is encouraged and social distancing is required to remain in compliance with Governor Northam's Executive Order.
- The City of Franklin public pool will not be opened this year due to the limitations and restrictions associated with COVID-19.
- A limited Summer Jam program is planned for July 6, 2020 – August 21, 2020. Participation is greatly limited and strict guidelines will be followed.
- The lead team is working through the priority list for CARES Act expenditures for the continued response to the COVID-19 pandemic. Some purchases are immediate and must proceed in order to accommodate upcoming testing sites. City Manager Jarratt and staff are working with the Virginia Department of Health to organize four pop-up testing sites in the next few weeks. These testing sites will be free of charge.
- The Franklin City Council implemented a suspension of utility cutoffs until June 10, 2020 due to Governor Northam's Stay at Home Order. City staff was also authorized to enter into payment plans with those individuals who demonstrated negative impacts from COVID-19. Letters were sent to those who would have been on the cut-off list advising them that cutoffs would resume on July 9, 2020 and the availability of a payment plan. We are now down to just over 300 households and businesses that would be cut off. The SCC has extended cutoffs through August 31, 2020. Community Electric has already been proceeding with cutoffs. Staff would not advise extending the cutoff deadline at this time.

Vice-Mayor Barry Cheatham asked what was the normal amount of citizens on the cut-off list.

City Manager Jarratt replied when she first started it was up to a 1,000 citizens, but now it is about 150 citizens.

Councilman Linwood Johnson requested to see how many were directly affected by the pandemic.

City Manager Jarratt stated that staff had corrected her first figure of a 150 citizens to 300 citizens.

Councilman Bobby Cutchins asked if there was a percentage of citizens affected by the pandemic.

City Manager Jarratt replied that there were sixty-eight and that includes residents and businesses.

Councilman Johnson asked if the Utility Department worked with citizens that were not affected by the pandemic.

City Manager Jarratt replied yes, if there were extenuating circumstances such as a lay-off or medical.

Councilman Benny Burgess asked what is the procedure if a citizen is on the cut-off list.

City Manager Jarratt replied the procedure is letter is generated to the customer to let them know that they are on the cut-off list.

Councilman Cutchins asked for a breakdown of how many on the cut-off list were businesses.

City Manager Jarratt replied she did not know at the time but the majority was residential.

Mayor Frank Rabil requested a breakdown of how many residences and businesses were on the cut-off list in the Council's Friday's email update.

- The Community Development Department transition is scheduled to take place on September 1, 2020.
- The VMA true-up will be \$323,000.00 which is a huge reduction over what was previously projected and budgeted for FY21.
- The Ward 6 School Board Public Hearing is scheduled for Monday, July 13, 2020. City Council will except nominations for the Ward 6 School Board seat in person or via email at [publichearing@franklinva.com](mailto:publichearing@franklinva.com) as well as Ward 3 nominations.

City Manager Jarratt told Vice-Mayor Cheatham and Councilman Burgess that she has enjoyed working with them and is looking forward to working with Councilman Ray Smith and Councilman Mark Kitchen.

### **Community Events**

- City of Franklin Independence Day celebration for July 1, 2020 – canceled as a result of COVID-19.
- National Night Out is scheduled has been rescheduled for October 6, 2020 as a result of COVID-19. The planning process will continue throughout the summer into the fall.

**Council / Staff Reports on Boards / Commissions**

Vice-Mayor Barry Cheatham reported on the Western Tidewater Regional Jail Board meeting. He informed Council that the jail parking lot would start going under construction in order to allow more parking.

Vice-Mayor Cheatham also reported on the meeting with the Workforce Council. He stated he had mentioned that the City of Franklin has set the pace on how to handle the stress of the pandemic situation successfully.

Councilman Linwood Johnson announced that Saturday, June 20, 2020 was the last day for the food distribution from the Food Bank but the food distribution was still available for individuals on special diets and this was located at the Hayden Center. He announced that coming soon there would be another food hub where individuals would be allowed to get food five days a week.

Mayor Frank Rabil reported that he had attended a HRTAC meeting where one of the topics of discussion was negotiations about tolling at Hampton Roads Bridge Tunnel.

**Closed Session**

Being nothing further to discuss Mayor Frank Rabil asked for a motion to go into closed session.

Councilwoman Wynndolyn Copeland moved that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, to discuss the following subject or subjects: Eastern Virginia Regional Industrial Facility Authority, Camp Community College Local Board, City of Franklin Race Relations Committee, and the City of Franklin Planning Commission.

And 2.2-3711A-5 to discuss a prospective business or industry interested in locating on City owned property where no announcement of the interest of the business or industry in the community has been made specifically regarding the Franklin Regional Airport.

The motion was seconded by Vice-mayor Barry Cheatham.

**The motion carried the vote by 7-0.**

**Motion Upon Returning to Open Session**

Councilwoman Wynndolyn Copeland moved that the City of Franklin, Virginia City Council adopt the attached closed meeting resolution to 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 June 22, 2020; (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (iii) no action was taken in closed meeting regarding the items discussed.

The motion was seconded by Vice-Mayor Barry Cheatham.

**The motion carried the vote by 7-0.**

**Adjournment**

Mayor Frank Rabil asked for a motion to adjourn the June 22, 2020 regular City Council meeting.

A motion was made by Vice-Mayor Barry Cheatham to adjourn the June 22, 2020 regular City Council meeting.

The motion was seconded by Councilman Linwood Johnson.

**The June 22, 2020 regular City Council meeting adjourned at 8:04 p.m.**

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**Clerk to City Council**

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**Mayor**



**COUNCIL REGULAR MEETING SCHEDULE**

**FISCAL YEAR 2020 – 2021**

<u>MONTH/YEAR</u>	<u>1<sup>ST</sup> MEETING</u>	<u>2<sup>ND</sup> MEETING</u>
<b><u>2020</u></b>		
JULY	13 <sup>th</sup>	27 <sup>th</sup>
AUGUST	10 <sup>th</sup>	24 <sup>th</sup>
SEPTEMBER	14 <sup>th</sup>	28 <sup>th</sup>
OCTOBER	Columbus Day (NO MEETING)	26 <sup>th</sup>
NOVEMBER	9 <sup>th</sup>	23 <sup>rd</sup>
DECEMBER	14 <sup>TH</sup>	(NO MEETING)
<hr/>		
<b><u>2021</u></b>		
JANUARY	11 <sup>th</sup>	25 <sup>TH</sup>
FEBRUARY	8 <sup>th</sup>	22 <sup>ND</sup>
MARCH	8 <sup>th</sup>	22 <sup>ND</sup>
APRIL	13 <sup>th</sup>	26 <sup>TH</sup>
MAY	10 <sup>th</sup>	Memorial Day (NO MEETING)
JUNE	11 <sup>th</sup>	25 <sup>th</sup>

**MEETING TIME:      REGULAR MEETINGS @ 7:00 p.m.**  
**Meetings held every 2<sup>nd</sup> & 4<sup>th</sup> Monday of every month excluding holidays.**  
**LOCATION:              City Hall – 207 West 2<sup>nd</sup> Avenue – Council Chambers**



*Office of the City Manager  
Amanda C. Jarratt*

July 7, 2020

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Ward 3 and Ward 6 School Board Nominations

**Background Information**

The term for the Ward 3 Franklin City School Board Seat expired on June 30, 2020. The individual selected for this seat will serve a four-year term. Ms. Jessica Grant who previously served in the Ward 6 seat resigned leaving a three-year term remaining. All individuals wishing to serve on the City of Franklin School Board must be nominated at a public hearing. The public hearing was properly advertised in the Tidewater News. Nominations will be accepted in person and also via e-mail due to COVID-19 concerns.

**Needed Action**

Conduct the public hearing for the Ward 3 and Ward 6 School Board seats and determine next steps. It has been the past practice of City Council to set up interviews of those individuals nominated to serve on the School Board.





## **NOTICE OF PUBLIC HEARING FOR APPOINTMENT TO FRANKLIN CITY SCHOOL BOARD**

The Franklin City Council will conduct a Public Hearing at its regular meeting to be held on Monday, July 13, 2020 at 7:00 p.m. in the Franklin City Council Chambers at 207 West Second Avenue, Franklin, Virginia 23851 pursuant to Virginia Code Section 22.1-29.1 for the purpose of receiving nominations of individuals for appointment to the Franklin City School Board. Nomination of persons to represent Ward 3 will be made for a 4 year term and Ward 6 can be made to serve a term for 3 years. Nominees must be a qualified voter and a bona fide resident of the ward for which they are nominated to represent. Appointments for Ward 3 and Ward 6 will begin immediately upon appointment and will expire July 30, 2024 and June 30, 2023 respectively. Nominations may be made in person at the public hearing or as a second option due to social distancing any persons desiring to nominate individuals to serve or apply to serve on the Franklin City School Board must send their public comment to [publichearing@franklinva.com](mailto:publichearing@franklinva.com) no later than 5:00 p.m. on July 13, 2020. A resume may be emailed to Council at the time of nomination. No person or applicant whose name has not been considered at a Public Hearing shall be appointed as a member of the Franklin City School Board.

**Franklin City Council**  
**Amanda C. Jarratt, Council Clerk**



Office of the City Manager  
Amanda C. Jarratt

July 9, 2020

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Confederate Moment Memorial Park

### **Background Information**

Earlier this year Governor Ralph Northam, signed a law allowing individual localities to remove, relocate or contextualize Confederate statues and monuments within their communities. Localities can begin using these powers starting July 1, 2020. Prior to removing, relocating, contextualizing, or covering any such publicly owned monument or memorial, the local governing body shall publish notice of such intent in a newspaper having general circulation in the locality. The notice shall specify the time and place of a public hearing at which interested persons may present their views, not less than 30 days after publication of the notice. After the completion of the hearing, the governing body may vote whether to remove, relocate, contextualize, or cover the monument or memorial. If the governing body votes to remove, relocate, contextualize, or cover the monument or memorial, the local governing body shall first, for a period of 30 days, offer the monument or memorial for relocation and placement to any museum, historical society, government, or military battlefield. The local governing body shall have sole authority to determine the final disposition of the monument or memorial.

A locality may, prior to initiating the provisions of subsection B, petition the judge of a circuit court having jurisdiction over the locality for an advisory referendum to be held on the question of the proposal to remove, relocate, contextualize, or cover any monument or memorial located on the locality's public property. Upon the receipt of such petition, the circuit court shall order an election to be held thereon at a time that is in conformity with § 24.2-682. The ballots shall be prepared, distributed, and voted, and the results of the election shall be ascertained and certified, in the manner prescribed by § 24.2-684.

The governing body may appropriate a sufficient sum of money out of its funds to complete or aid in the erection, removal, relocation, contextualizing, or covering of monuments or memorials to the veterans of such wars or conflicts, or any engagement of such wars or conflicts.

### **Needed Action**

Determine whether or not the City Council would like to schedule a public hearing to receive input on moving the monument currently located in Memorial Park.



*Office of the City Manager  
Amanda C. Jarratt*

July 8, 2020

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Courthouse Update

**Background**

**Southampton County Courthouse**

The conceptual plan attached was presented to the Courthouse broad stakeholder committee and all written comments were due on July 6, 2020. None of the comments received are considered fatal flaws and we are hopeful that we have a plan that can be approved by all bodies. City Council will approve the concept plan on July 27, 2020 and the Southampton County Board of Supervisors will approve the plan at their meeting on July 28, 2020. Once those formal approvals are issued we will begin full architectural design and the development of construction plans.

**City of Franklin Courthouse**

The fence project and sally port expansion is complete.

**Needed Action**

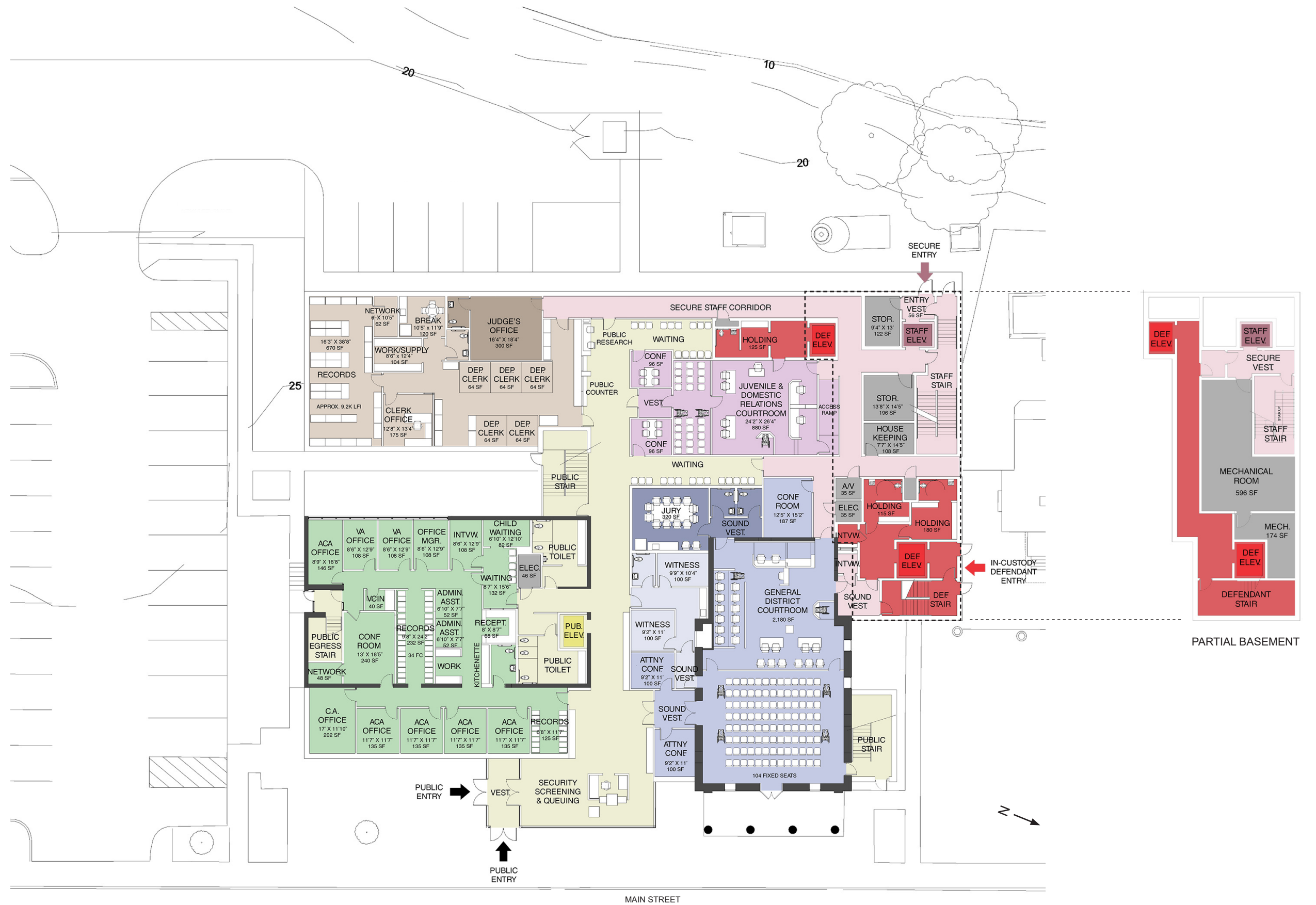
None at this time. Approve the provided conceptual plan for the Southampton County Courthouse renovation at the July 27, 2020 City Council meeting.

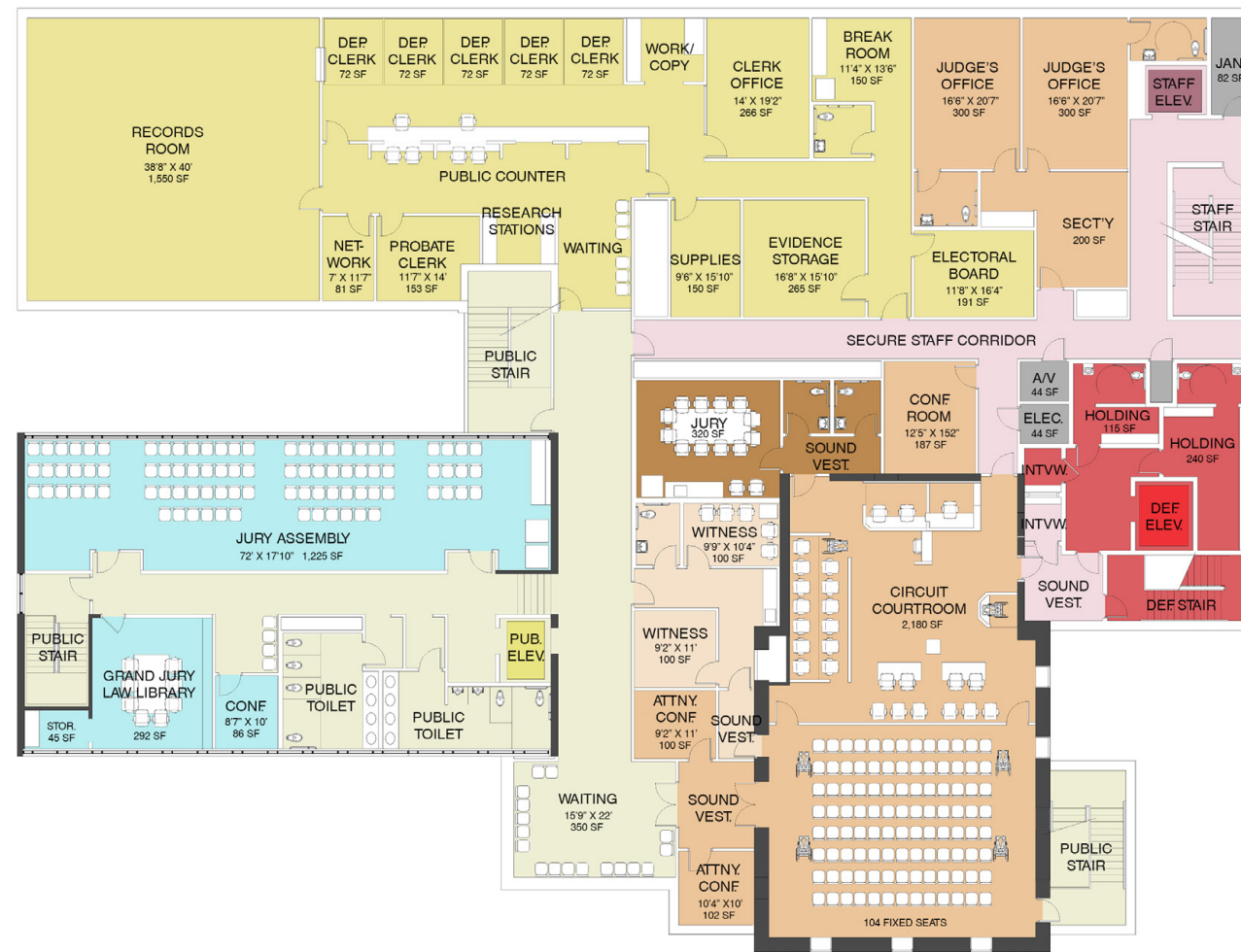
# REPAIR & RENOVATION OF COURTHOUSE FACILITIES

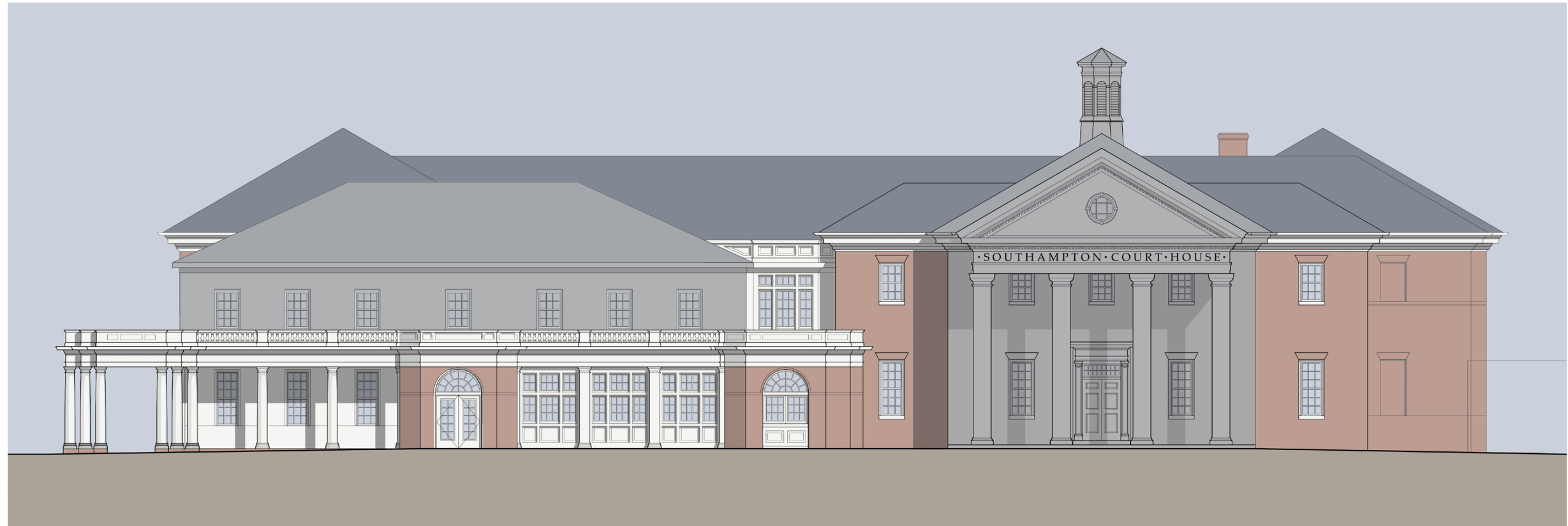
CONCEPT UPDATE



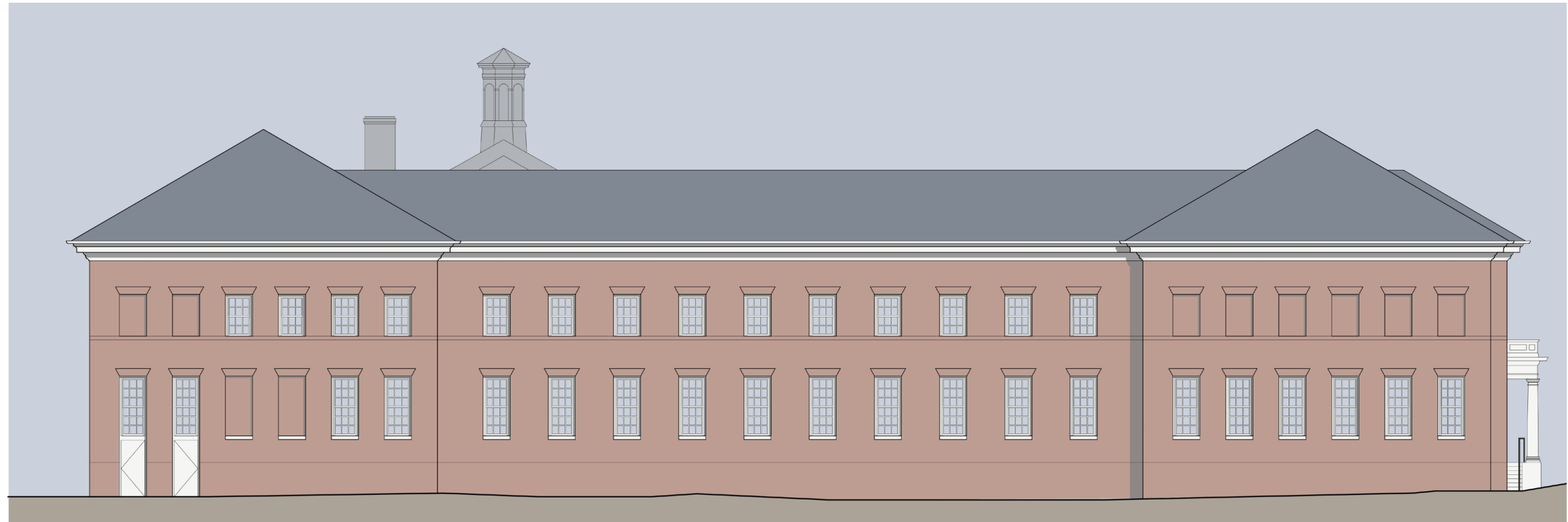
June 29, 2020







EAST ELEVATION



WEST ELEVATION



NORTH ELEVATION



SOUTH ELEVATION





## MEETING MINUTES

**Meeting Date:** June 29, 2020, 3:00 pm – 4:30 pm  
**Project:** Repair and Renovation of Courthouse Facilities  
**Project No.:** 19081  
**Location:** GoToMeeting  
**Subject:** Southampton Courthouse Concept Update

### Participants and Organizations

Name	Organization	Contact
Mike Johnson	Southampton County Administrator	mjohnson@southamptoncounty.org
William Hart Gillette	Southampton County Board of Supervisors, Vice-Chairman	wgillette@southamptoncounty.org
Christopher Cornwell	Southampton County Board of Supervisors	ccornwell@southamptoncounty.org
Lynette Lowe	Southampton County Deputy Administrator	llowe@southamptoncounty.org
Amanda Jarratt	City of Franklin – City Manager	ajarratt@franklinva.com
Bobby Cutchins	City of Franklin – City Council, Ward 6	ward-6@franklinva.com
Wynndolyn Copeland	City of Franklin – City Council, Ward 5	ward-5@franklinva.com
Hon. Carl Edward Eason, Jr.	Chief Judge, Circuit Court	ceason@vacourts.gov
Hon. Matthew A. Glassman	Judge, Circuit Court	
Hon. Alfred W. Bates III	Chief Judge, General District Court	abates@vacourts.gov
Hon. Nicole A. Belote	Judge, General District Court	nbelote@vacourts.gov
Hon. Stan D. Clark	Judge, J&DR Court	sdclark@vacourts.gov
Rick Francis	Circuit Court Clerk	rfrancis@vacourts.gov
Belinda Jones	General District and J&DR Court Clerk	bjones@vacourts.gov
Eric Cooke	Commonwealth’s Attorney	eric.cooke@shcwa.org
Capt. Josh Wyche	Southampton County Sheriff	jwyche@shso.org
Maj. Camden Cobb	Southampton County Sheriff’s Department	ccobb@shso.org
Lt. E. L. Parsons	Southampton County Sheriff’s Department	
Tom Potts	Silling Architects	tpotts@silling.com
Andrew Moore	Glavé & Holmes Architecture	amoore@glaveandholmes.com
Kate Hershey	Glavé & Holmes Architecture	khershey@glaveandholmes.com

\*Stephen Faleski from *The Tidewater News* also attended the call.

MEETING MINUTES

Project Name: Repair and Renovation of Courthouse Facilities

Project No.: 19081

Subject: Southampton Courthouse Concept Update

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Item	Description	Action
1.	<p><b>MEETING OVERVIEW</b></p> <p>The design team (G&amp;HA and Silling) met with the Stakeholder Group and Courthouse User Group to present the revised concept previously reviewed with the Stakeholder Group. The revised concept attempted to address the feedback received from the users at and following the presentation of the previous concept.</p>	
2.	<p><b>FLOOR PLAN</b></p> <p>The group reviewed the proposed concept (refer to “2020 06 29 Southampton Courthouse Concept Update.pdf”). Items of note:</p> <ol style="list-style-type: none"> <li>1. Walls with black fill indicate existing construction to remain; walls with white fill are new construction.</li> <li>2. The existing loggia will be removed to allow for expansion towards the street.</li> <li>3. The secure parking area is now closer to the public parking area and will be further back from the riverbank.               <ol style="list-style-type: none"> <li>a. Sheriff Wyche commented that the view across the river may be a security threat. The sightlines and topography change across the river will be considered in future design phases.</li> </ol> </li> <li>4. A single public corridor provides easy navigation.</li> <li>5. The existing courtroom and new adjacent holding area have the same configuration on both floor levels.               <ol style="list-style-type: none"> <li>a. The door to the holding area has been shifted away from the Judge’s bench.                   <ol style="list-style-type: none"> <li>i. The holding area includes one attorney/in-custody defendant non-contact interview room at each floor level. The group reviewed options for adding a second non-contact interview room at each floor level and agreed to review remote (videoconferencing) meeting configurations.</li> </ol> </li> <li>b. Each courtroom accommodates 104 seats by relocating the egress stair and removing the existing conference rooms.</li> <li>c. The litigation well is larger and reconfigured from the previous concept. A 14-person jury box is provided.</li> <li>d. The public entry into the courtroom has been relocated.</li> </ol> </li> </ol>	<p>The design team will assess visibility concerns and propose solutions if needed in future project phases.</p> <p>The design team will identify locations for remote conferencing with in-custody defendants.</p>

MEETING MINUTES

Project Name: Repair and Renovation of Courthouse Facilities  
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	<ol style="list-style-type: none"> <li>6. The Commonwealth’s Attorney’s suite includes one office for the Commonwealth’s Attorney, five offices for Assistant Commonwealth’s Attorneys, public waiting area, and the requested filing capacity.</li> <li>7. A third courtroom has been provided for J&amp;DR court proceedings.             <ol style="list-style-type: none"> <li>a. The holding area is accessed through the basement. The circulation path for in-custody defendants is separate from the public and staff circulation corridors.</li> <li>b. Two separate waiting areas are provided.                 <ol style="list-style-type: none"> <li>i. The users requested additional waiting space, possibly by extending the corridor and decreasing the conference room size (code permitting).</li> </ol> </li> <li>c. Accessibility to the Judge’s bench is provided via a ramp in the adjacent corridor.</li> </ol> </li> <li>8. The Combined Court Clerk’s office provides a minimum of 9,000 linear feet of filing storage (more is achievable if a high-density storage solution is used). The Clerk noted that her office is far from the courtroom, and the design team noted that the location was necessary given the other parameters of the project (e.g., separated circulation, circulation between holding areas, etc.).</li> <li>9. A/V will be coordinated in future design phases.</li> <li>10. The Jury Assembly Room has a 90-seat capacity, kitchenette, and vending area.</li> <li>11. The Grand Jury/Law Library labeled on the second floor plan will likely serve as a conference room and law library.</li> </ol>	<p>The design team will consider options for expanding the available waiting area.</p> <p>The design team will consider options for electronic or pneumatic tube delivery between the courtroom and Clerk’s office if directed to do so in future project phases.</p>
<p>3.</p>	<p><b>EXTERIOR ENVELOPE</b></p> <p>The group reviewed the proposed elevations related to the concept massing (refer to “2020 06 29 Southampton Courthouse Concept Update.pdf”). Items of note:</p> <ol style="list-style-type: none"> <li>1. The primary exterior wall cladding is brick masonry.</li> <li>2. A new stair and symmetrical mass will flank the historic courthouse.</li> <li>3. The existing loggia will be replaced by a new loggia closer to the street. The loggia is partially enclosed to provide additional interior queuing for security.</li> <li>4. A new side porch and exterior opening pattern will be provided at the two-story 1960s building to remain.</li> </ol>	<p>The design team will update the exterior concepts as necessary to accommodate any changes to the plan.</p>

MEETING MINUTES

Project Name: Repair and Renovation of Courthouse Facilities  
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	5. Blind openings (i.e., shallow brick recesses matching the size of adjacent window openings) are shown where windows are not desirable on the interior.	
7.	<p>CONCLUSIONS AND NEXT STEPS</p> <p>The group agreed to pursue the future development of the presented concepts.</p> <ol style="list-style-type: none"><li>1. Additional questions and comments should be submitted to Southampton County by Monday, July 6.</li><li>2. Feedback received during and after the meeting will be integrated in the final concept.</li><li>3. We estimate a six- to nine-month design duration and a fourteen- to sixteen-month construction duration. Construction is expected to begin in Spring or Summer of 2021.</li></ol>	The design team will prepare the final Concept Design package.

Please review these Minutes as an accurate record of this meeting and notify Glavé & Holmes Architecture of any changes. If comments are not received by July 10, 2020, these Minutes will become a part of the permanent record as submitted.

Submitted by:



Katherine E. L. Hershey, RA  
For Glavé & Holmes Architecture, P.C.

Attachments: 2020 06 29 Southampton Courthouse Concept Update.pdf  
Recipients: Meeting attendees, Hon. Warren Parker Councill, Hon. James E. Wisner, Robert H. Powell III, David Vaughan, Stephen Newsome

END OF DOCUMENT



*Office of the City Manager  
Amanda C. Jarratt*

June 18, 2020

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

### **General Updates**

- The COVID-19 cases in the City of Franklin continue to slowly increase. Precautions remain in place and we ask that all citizens continue to follow the recommendations of the Virginia Department of Health and Center for Disease Control. Test for COVID-19 will available in the City of Franklin on the following dates and times:
  - July 13, 2020  
1:00p.m.-3:00p.m. Franklin City Health Department
  - July 14, 2020  
9:00a.m.-11:00 a.m. Sportsman's Association  
1300-1500 Dorchester Square Apartments
  - July 15, 2020  
9:00a.m.-11:00a.m. Forest Pines Apartments  
1:00p.m.-3:00p.m. Hunterdale Volunteer Fire Department
- The Chalk it Up Franklin Event was a great success with broad community participation.
- Attached are the CARES Act proposed expenditures developed and vetted by Department Heads. Staff would request a formal motion to proceed as presented.

### **Community Events**

- National Night Out is scheduled has been rescheduled for October 6, 2020 as a result of COVID-19. The planning process will continue throughout the summer into the fall.

	A	B	C	D	E
1	Department	Item/Equipment	Cost Per Unit	Quantity	Total
2	Public Works				
3		Custodian		1	\$3,449.16
4	Social Services				
5		Electronic Sign-in System	\$992.14	1	\$992.14
6		Fujitsu Scanner & Document	\$3,782.00	1	\$3,782.00
7	Parks & Recreation				
8		PPE Supplies	\$1,319.98	1	\$1,319.98
9		Summer Jam Supplies	\$7,913.99		\$7,913.33
10		Playground & Parks	\$5,700.00		\$5,700.00
11		Farmers Market Supplies	\$1,454.99		\$1,454.99
12	Franklin Police Dept				
13		InstAlert Portable Message Dis	\$7,200.00	3	\$21,600.00
14		10X20 Canopy Tent	\$539.95	2	\$1,079.90
15		7X14 Cargo Trailer	\$4,799.00	2	\$9,598.00
16		Chev Tahoe w Tow Package	\$35,768.00	1	\$35,768.00
17		Honda 2200 Generator	\$1,049.00	2	\$2,098.00
18		EOC Laptop/equipment	\$29,607.17		\$29,607.17
19		Traffic Cones	\$15.25	300	\$4,575.00
20		Retractable Cone Bar	\$15.00	100	\$1,500.00
21					
22					
23					
24	Fire Dept.				
25		Disinfectant Fogger	\$670.00	3	\$2,010.00
26		PS Communication Equipment	\$6,850.00		\$6,850.00
27		10X20 Canopy Tent	\$539.95	2	\$1,079.90
28		Chev Tahoe w Tow Package	\$35,768.00	1	\$35,768.00
29		PPE City & Shelter	\$10,000.00		\$10,000.00
30		Shelter Generator	215,000.00	1	\$215,000.00
31					
32	Social Services				
33		Remodel Front Offices	\$2,520.00	1	\$2,520.00

	A	B	C	D	E
34		Remodel Restroom add shower	\$4,883.00	1	\$4,883.00
35		Remodel RR add Washer/Dryer	\$4,993.00	1	\$4,993.00
36					
37	Fire Dept.				
38		Respiratory Protection	\$8,500.00	15	\$127,500.00
39					
40	Franklin Police Dept.				
41		InstAlert 24 Trailerd Message	\$11,105.00	2	\$22,210.00
42		600w LED Light Cart	\$6,818.00	4	\$27,272.00
43		1000w LED light Tower Trailer	\$12,925.00	1	\$12,925.00
44		Samsung 55" LCD Display EOC	\$419.54	1	\$419.54
45		Wall Mount For EOC	\$57.70	1	\$57.70
46		Additional Phones/Lic EOC	\$527.00	10	\$5,270.00
47					
48					
49	Fire Dept.				
50		PS Building Security Doors	\$50,000.00	1	\$50,000.00
51		Shelter Privacy Screens	\$218.00	30	\$6,540.00
52					
53	Finance				
54		LaserFiche Cloud	\$22,450.00	1	\$22,450.00
55					
56				Total:	\$688,185.81