

***THE CITY OF MOUNDSVILLE  
2020 YEAR-END REPORT***



**SUBMITTED TO CITY COUNCIL  
BY CITY MANAGER RICK HEALY**

**February 24, 2021**

Mayor David Wood  
Vice-Mayor Judy Hunt  
Councilman Eugene Saunders  
Councilperson Ginger DeWitt  
Councilperson Sara Wood  
Councilman Randy Chamberlain  
Councilman Denny Wallace

Copy to: City Clerk Sondra Hewitt, All Department Heads, Water Board, Sanitary Board, File

RE: Year End Report

February 24, 2021

I am pleased to present to you this year-end report, which capsulizes our accomplishments in 2020, reviews my year as City Manager, and looks ahead to 2021 and beyond.

As I end my second year as your City Manager, I continue to appreciate this opportunity. Although this job can be taxing, it is a great feeling to be able to assist Council to make Moundsville a great place to live, work, and play. For that – I thank you! In this report, I will briefly discuss accomplishments we have made in 2020 by working together and look forward to 2021. To succeed as an individual, business, or government, you need a vision and support. With this vision, and the support of Council, Department Heads, and employees, the possibilities are limitless for this great community.

- **COVID-19**

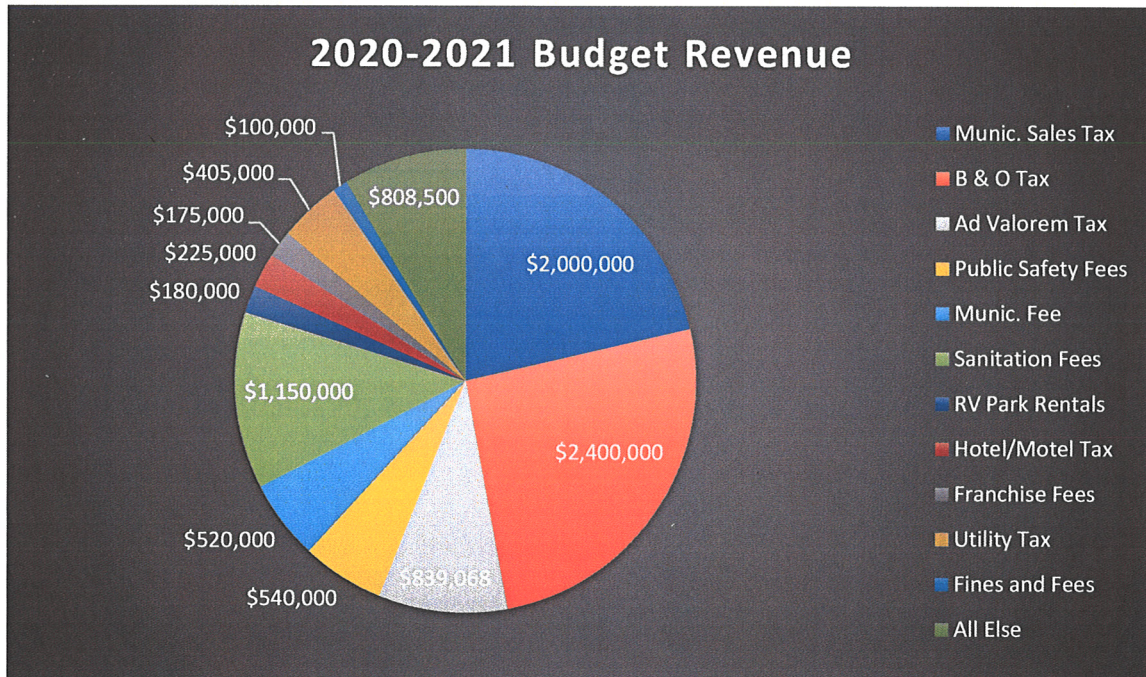
Although I hate to start this report with COVID-19 being the number one item, but because it took so much of my time this year, it must be. Unfortunately, most categories that I will report on today have been impacted by this global pandemic. I remember getting a text from my daughter-in-law during the second week of March telling me that the school system was most likely going to be closing the following week due to the Coronavirus. That was shocking in and of itself, but little did I realize the impact that it was going to make throughout the rest of 2020. The effects of COVID on the City of Moundsville started almost immediately, as protocol released by the State of West Virginia and safety consideration closed the City Building, and cancelled Council Meetings. Unprecedented changes were made, such as determining essential and non-essential employees, departments working half staff and taking time off, finding personal protective equipment and cleaning products, etc. I leaned heavily on the Marshall County Health Department for guidance and requested full compliance from all departments. Very early I issued an emergency declaration, knowing that this may be needed if funding were to become available later. This declaration was shared with other municipalities state-wide as everyone scrambled. Eventually, the CARES Act funding was released and the opportunity to request reimbursement for public safety forces became available. Marshall County also allotted \$25,000 (partial CARES Act funds from the State) to each municipality to reimburse for PPE, cleaning supplies, etc. I took advantage of both opportunities, with the city seeing over \$1 million in 2020 in reimbursements.

- **Gas & Oil Industry**

Again, in 2020, the final announcement on the Cracker Plant at Dilles Bottom was delayed. With natural gas prices bottoming, the industry decreased considerably nationwide and locally in 2020. The effect of the construction of the Cracker Plant have been discussed over and over, but suffice to say, from an economic standpoint, Moundsville is in a great position to prosper. A study done during the construction of the Shell cracker plant near Monaca, PA, noted that about 7,400 permanent long- term jobs, including downstream and support businesses, will be created. For a place like Moundsville that may never really recovered (if only psychologically) from the loss of steel, coal, glass, and chemical jobs, this would be a real boost.

- **Financial**

The city’s overall budget remained the same at \$12.5 million for fiscal year 2020-2021, with \$9,342,568 budgeted in new revenue. The two leading sources of revenue (outside of Sanitation) are the Business & Occupation Tax and the Municipal Sales Tax. These account for almost 36% of the revenue. COVID affected both line items, although not nearly as much as anticipated. Of the two quarters As of December 31, 2020 (half-way through the fiscal year), the financial position continues to look strong. The actual revenue is over the budget, while expenditures are below. Department Heads are to be commended for fiscal discipline in their departments.



The 1% Municipal Sales and Use Tax placed \$1,853,340.03 into the city coffers during calendar year 2020. Among the benefits to the city funded by this tax were street paving, one police cruiser, multiple recreation improvements, demolition of dilapidated structures, Arts & Culture events, Historic Landmarks improvements, public safety upgrades, technology upgrades, and more. Also, proceeds of this tax have been accruing for the Municipal Building and a “buffer” fund.

- **New Municipal/Public Safety Building**

Obviously, the single largest project for the City in years (maybe ever) is the construction of a new Municipal/Public Safety Building. Again, COVID dealt a blow to the progress of the design of the new building, with meetings postponed to work on the floor plans of the building. After much anticipation, those meetings began mid-year. During that approximate six-month period, the Committee progressed from a list of possible “spaces” to include in the building, to presenting two floor plans to City Council in early December. As it stands right now, this building will most likely finish out at around 26,000 square feet, and include space for city hall offices, fire, police, and dispatch. Having all departments under one roof will certainly aid in administration. A project like this is certainly one in a lifetime, and I am proud to be a part of it. This building, while providing a roomy, comfortable work environment, will make doing business with the city easier and more efficient for residents and businesses. All energy efficient concerns are being taken into consideration during design, as well.

The 1% Municipal Sales and Use Tax will be used to fund this construction. In my year-end 2021 report, a large portion should be dedicated to the building. City Council has taken a bold step in committing to this much-needed project. While all departments are suffering from lack of space, the Police Department will benefit the most – moving from an out of date, potentially unsafe building to a brand-new facility.

- **Technology**

All workstations in the main office, including the Building Inspectors are now equipped with up-to-date computers. With Accu-Fund replacing CSSI as the main software provider and hardware support company, we were forced to find another support company for the new hardware. Staying local, we brought on Technology Services Group (TSG), located at the Highlands. TSG also designed and hosts our website. They now cover all the computers in the main office, providing a 24-hour help desk, and two hours of preventative maintenance monthly. Initially, they were shocked at the lack of security within the system, especially with malware and ransomware being such a threat. Changes are being made slowly, as they learn our system, with security being an important part. Also, the Microsoft Office software is now kept up to date, giving every employee the same versions and updates when available.

From a software standpoint, all modules within Accu-Fund are now being used, with the Building Inspection Department now accepting Building Permits on-line. This has helped during the COVID crisis. There are two additional modules of Accu-Fund that I would like to purchase, that being the Purchase Order and Work Order. Surprisingly, neither were included in the original package. I would also like to add electronic time clocks that tie into Accu-Fund to make the payroll process more accurate and more efficient.

Other departments are still in need of upgrades, and I am pleased that Council has continued to fund a technology line item using the 1% Municipal Sales Tax. Increased usage of e-mails between administration, departments, and Council continues into 2021.

- **Communications/Transparency**

The City of Moundsville's Facebook Page is very active and has grown exponentially since creation. In 2020, it grew from 1,544 followers in January to 2,797 at the end of 2020. A post in early December about the new Little Free Library at East End reached over 8,000 people, with a follow up post reaching almost 6,000. Additionally, we use the Messenger function to receive questions, comments, etc. Our response time for this function is under two hours.

The website that was launched in 2019 continues to be strong. In 2020, the site hosted 54,818 visits, with 113,853 page views! The free app has been downloaded by 587 individuals, and 177 have signed up for the blast and e-mail subscriptions. The Water Board uses the website and Facebook page to issue and release all boil orders, and I encourage all departments use the site for their information, as well. Also placed on the website are the agendas for Council and Sub-Committee Meetings, and the minutes once they become official. These minutes date back to 2007.

COVID made the phrase "ZOOM Meeting" a common business phrase. After not meeting for a short time early in the pandemic, we began to meet and social distanced. We closed the meetings to the public and toyed with both Facebook Live and Zoom to meet the Open Meeting Laws. Ultimately, we opted for Zoom and used that platform most of the latter half of the year. All Boards and Commissions also were asked to comply with virtual meetings. Looking ahead, the ability to live stream and/or record our meetings for future viewing goes a long way to transparency.

- **New Development**

The long-awaited Holiday Inn Express & Suites finally cut the ribbon in December, giving Moundsville and visitors and beautiful five-story hotel, 123 room hotel. On that same plot of land is room for another hotel that will become official when PTT Global announces their Cracker Plant. There is also room for two or three restaurants, and MPH Hotels are actively trying to fill those spots.

There were thirteen projects (residential, commercial, and public entities) that started new or redevelopment projects that had contract values of \$100,000 or more. The cumulative total being \$15,676,340.50. The largest projects are the Straub Automotive remodel and the WVU Medicine remodel of the Teletech Building. Others of note were a building located at Monarch Stadium, Coen Oil remodel, and Accessories LTD. In late 2020, the Pizza Hut on North Lafayette Avenue closed, and the property was sold. Plans are being developed for a Japanese Steak House/Hibachi restaurant in that location, with potential for additional businesses.

Jefferson Avenue became home to Tranquil Touch Therapy, Angel Kay Photography, and Take-A-Bow Dance Studio – all transfers from the Sanford Center.

- **Building Inspection Department**

This current two-man department handles building permits, contractor licensing, inspections, property maintenance/nuisance complaints, junk car and high grass complaints, among other

things. Even in the COVID environment, building permits increased from 507 in 2019 to 531 in 2020, with values increasing by over \$475,000.00. Three new private homes and two commercial buildings were started, and 163 Contractor Licenses were issued. The staff completed 757 inspections, averaging almost 3 per day. After fully implementing the Article 1109 process, citations increased starting in August. A total of 113 were issued during the year, while the Police Department issued 11. They received 211 new nuisance complaints and closed out 304. Training was severely cut back due to COVID, but staff did manage to complete 139.5 hours. They also attended 50 different hearings in Municipal Court.

Dilapidated properties continue to be a high priority, with 19 buildings coming down in 2020, seven of which were city projects. An eight-house demolition project is scheduled, and I have applied to the State of West Virginia for Community Development Block Grant Funding to cover six of the structures. Those awards will be announced in 2021.

In the upcoming budget, I am hoping to add an additional person to this department. The numbers above are staggering for two people, and a third person would be a great asset to the City.

- **City Hall Offices**

There were some major personnel changes in the main office during 2020. Data Processing clerk Karen Richmond retired early in 2020. Long-time City Manager Secretary Marilyn Kaufman retired in March, after 43 years of service. Shortly after, the Finance Director position (that was a contracted position) opened, and with the blessing of Council, I was able to promote City Treasurer Karen Ankrom into that position, giving the City a full-time in-house Finance Director. Lacey Williams, who was hired as Ms. Kaufman's replacement, was promoted to Treasurer. Kimberly Scarbin was then hired as the City Manager's Administrative Secretary. Amber Cunningham moved from the Dispatch Department to become the Revenue Collector.

Staff had to adjust to the COVID restrictions, like everyone. Starting with closing the building to the public, to working split shifts in March, to wearing gloves when handling the large amount of mail, to reopening, then limiting the number of people in the payment lobby, marking social distance spots in the hallway, and then closing again. Hand sanitizer, gloves, and masks were ordered and stocked for all employee's safety. The staff adapted well, instructing residents on payment options, and other ways to conduct business.

Considering additional sanitizing, and the difficulty retaining janitorial staff, it was decided to contract with a professional cleaning company. This was accomplished with a minimal change in cost and has proven to be successful.

The number of tasks that the staff in the office accomplish is astounding, being the primary question and answer point for the city. Staff in this office include the City Manager and his Administrative Secretary, City Clerk, Finance Director, Treasurer, Cashier, Revenue Collector, and two Data Processing Clerks. The Building Inspectors fall under this category, as well.

## • **Parks & Recreation Department**

This department suffered some big hits in 2020 because of COVID. The Four Seasons Pool, one of the very few indoor pools in the area, was closed during April and May. Playgrounds and shelters were also closed. Most shelter and pool rentals were canceled and refunded, and the playgrounds did not begin to attract children until late in the fall.

After having much success with the surveillance cameras, we upgraded the system to a thirty-two-channel capability NVR and added five additional cameras at a cost of \$8,138.75. This brings a total of 21 cameras at the pool and throughout East End Park. These additional cameras can (and have) aided the Police Department in investigations.

Concessions were added to the pool for the first time in many years. Packaged frozen novelties have been a big hit among pool and park goers and are very profitable. Hopes are to expand the packaged items in 2021.

Despite the challenges presented, the Department used the time to accomplish much during the year. Completed during 2020 was the following:

- Phase I of the Four Seasons Pool project was completed. This project was funded (50%) by a Land & Water Conservation Fund (LWCF) Grant. This project replaced the flat roof, replaced deteriorated lintels above doors and windows and replaced some doors and windows. Due to the project coming in under budget, the balance was moved to Phase II, and an amendment was requested.
- Phase II was also funded in 2020, with the LWCF approving an amendment and providing \$62,175. This project is a complete remodel of both bath/shower rooms, replacing flooring and all fixtures, bringing them to an approved ADA level.
- Constructed an ADA restroom at the maintenance building and refurbished one other restroom.
- Replaced four sets of sliding pool doors. To date, nine of twenty sets of doors have been replaced.
- Added 3 pieces of exercise equipment to the fitness area at the pool.
- Replaced several sections of fencing at East End, including the skate park side fence, and the colt field backstop and outfield fence.
- A walking trail linking 4<sup>th</sup> Street to the playground and parking lot at East End was installed and has been a huge success. Three different partners committed to funding an addition to this trail which will loop around the playground, with painted activity markings. This will be completed in the early Spring of 2021.
- An architect/engineer was selected to assist in the design of the splash pad, which will be a huge addition to the activity offering for children in Moundsville. Construction will hopefully begin in late winter 2021, with hopes that we can open sometime during this year.
- The addition of two new pickleball courts happened in 2020, with the transformation of an unused court at Park View playground. Pickleball, a growing sport for the baby

boomers, took off slowly, with much growth anticipated in 2021. Two rules clinics were held to introduce the game.

- Working with a West Liberty University student, a Little Free Library was installed at East End late in the year. Recreation staff was so impressed that they are currently building two more to be installed at other parks.
- Continued work on the Challenge Course located at Valley Fork. The course currently has 8 obstacles including a tire shuttle, hurdles, balance beam, 16' climbing wall, tunnels, cargo net climb, rope climbing, and a horizontal rock wall.
- Continued with the "Buy a Bench" Program, which now consists of 22 benches, located throughout the parks system.
- Oversaw construction of the playground at the 12<sup>th</sup> Street Boy's Baseball Complex. This was a joint effort of the City, Boy's Baseball, and Pirate Charities.

Although programs were cut back in 2020, several activities occurred. Among them were Family Fun Nights at Four Seasons Pool, which offered \$1.00 admission, free water and chips, every Wednesday evening. This event averaged 50 patrons. For the shortened year, 10,698 swimmers used the pool. Limited youth baseball and softball, adult softball, and flag football utilized fields throughout the year, also.

A background check system was implemented for all coaches of Moundsville Recreation sponsored leagues. This program was the first of its kind in the local area, and was met with early resistance, but ultimately became a cooperative program, completing checks on 113 coaches – all to keep our children and play areas safe.

Standard maintenance projects were also completed including painting, vehicle and equipment maintenance, and general repairs.

### • **Public Works Department**

This department is the "do-all" department for the City, handling everything from street and alley repair, snow removal, grass cutting, maintenance, decorating, vehicle maintenance, and anything else that needs done. As Director Stocklask says "our job is to make the city pretty". And they do a great job of that.

#### **Street Paving**

The 2020 paving program paved sections of eleven streets in Moundsville, for a total commitment of over \$585,843.00. In the last three years, Council has made a bold statement by approving over \$1.5 million for paving since 2018. It has made a difference in the city, and the residents' comment on it and appreciate it.

#### **Street Department**

The large capital project for the Street Department in 2020 was the construction of a salt shed. This has been needed for some time, in fact was mandated by the Department of Environmental Protection. City workers prepared the concrete base for the shed, and the block walls and large hoop structure was placed for bid. As for equipment, an asphalt crack sealing machine was



purchased in the fall. This machine uses hot asphalt to fill and seal the cracks on newer streets. This practice expects to extend the life of our newly paved streets. An improvement made by the department was the installation of LED light fixtures in some of the bays at the shop.

As for major projects completed in 2020, the Street Department lists the following:

- Sinking road on Highland Avenue repaired.
- Replaced 140' of curb on Highland Avenue.
- Replaced 165' of curb in the 500 block of 5<sup>th</sup> Street.
- Replaced 75' of curb at 2<sup>nd</sup> Street and Washington Avenue.
- Installed 165' of 8' wide sidewalk (1,320 square feet) at the Girls' Softball Complex.
- Removed and replaced a large section of damaged concrete street on Poplar Avenue.

On an almost daily basis, the staff patches the streets using cold patch and the Dura-Patcher machine. Likewise, alleys are graded and graveled regularly, with the number in 2020 reaching 67. Grass mowing and weed trimming is also completed on a regular basis. The Street Sweeper runs from early Spring to early Winter, and the popular leaf vac truck operates through the fall. The department also provided valuable assistance to other departments and agencies in 2020. Of note is the following:

- Assisting the Recreation Department with installing bollards at East End and the new Walking Trail. Also removed the old baby pool in preparation for the Splash Pad.
- Assisting the Fire and Police Departments with barricades and personnel for fires and accidents.
- Assisting the Arts & Culture Committee with their three events.
- Assisting the City Manager daily.
- Assisting UMAC by removing and installing banners along Jefferson Avenue, the Moundsville Historical Landmarks Commission by hanging flower baskets and installing all historic plaques, MEDC as needed, and others to clean and beautify the city.

The department also operates a sign shop, which saves the City time and money when adding or replacing signs.

### **Sanitation Department (& Recycling)**

The City operates three garbage trucks on a six-day work week collecting all the residential and commercial garbage in the city. The amount of garbage being hauled from the city daily continues to increase. With the addition of the Holiday Inn Express and Suites and other development, this amount will continue to increase. Looking ahead, the addition of another truck and two additional full-time personnel may be needed to meet the demands. The addition of a dumpster rental fee in 2019 continues to collect approximately \$20,000, which is used to purchase new dumpsters.

A project that has been discussed for several years, and a dream of Councilperson Ginger DeWitt is the restarting of a Recycling Program. That will happen in 2021. In mid-2020, I applied for a grant from the WV Department of Environmental Protection to start a program. After being

denied the grant request in 2019, we completely revamped our plan, opting to start slowly by having a controlled drop-off only site that accepts mixed paper and cardboard. This time, we were successful in our request, and will be receiving \$41,752 to operate the program. This will also allow for the hiring of a part-time recycling Coordinator to oversee the program. This is a two-year grant, which allows us to re-apply in 2022.

- **Public Safety**

- Police Department**

There were multiple personnel changes in 2020. Sergeant Rob Wolfe retired after 23 years of service and Sergeant Brittany Earnest left after 12 years to pursue other interests. Peyton Geary and Howard Haglock IV were hired and await their Academy dates. Several tenure milestones and promotions were also achieved. Detective William Whitelatch marked his tenth year of service and was promoted to Sergeant, Robert Shilling marked his fifth year and was also promoted to Sergeant. Corporal Zach Mucke hit the five-year mark, and Richard Roar and Brad Shutler were both promoted to the rank of Corporal. In the Dispatch/Support Staff, one dispatcher left for an opportunity in the City Hall Office, one part-time dispatcher was promoted to full-time, and her spot was filled with a new hire.

The Department continues to participate in the Highway Safety Program, utilizing more than \$10,000 working DUI, Project Red, Click it or Ticket, and cell phone enforcement grants. They also received a HIDITA Drug Reimbursement of \$18,000.

COVID played a roll in training, which delayed the development of several officers. Even with that, the Department completed a total of 1,323 hours of in-service training. Trainings included Patrol Rifle, Taser, Cellular Devices, Law Enforcement Combative and Officer Survivability, Patrol Readiness Pistol, and Basic Officer Class.

Continuing our effort to update the fleet, four new cruisers were added in 2020, plus one additional vehicle for the Drug Task Force Officer.

The Department responded to 4,956 calls, a reduction from the 5,842 calls last year, but still averaging over 13 calls per day. Citations were also down in 2020, mainly due to COVID, to 419, a large drop from 746 in 2019. The highest arresting offense was first offense shoplifting, with a total of 47. The Department collected 169 pounds, 14 ounces of unwanted pharmaceuticals in the drug drop box which were disposed of properly by the DEA. Since beginning this program in 2012, 2,393 pounds, 15 ounces of unwanted pharmaceuticals have been disposed.

- Fire Department**

In 2020, the City Fire Department responded to 689 total calls, averaging just under two calls/day. Call breakdown included 436 EMS first responder calls, 63 vehicle accidents, 31 service calls, 25 fire alarms, 20 calls for lines down, 19 lift assists, 17 structure fires, 12 illegal burn calls, and numerous other calls including investigations, good intent, welfare checks, structure collapses, landing zone set-ups, water rescues, etc. The department also responded to

13 mutual aid calls and issued 152 burning permits. 118 inspections were completed, and the staff completed 1,125 training hours. Trainings included Hazmat Operations, Fire Instructor, Live Fire, EMS Safety, Prehospital Trauma, All Hazard Disaster Response, EMT, Psychological Trauma, Auto Extrication, CPR Instructor, Dive, and Basement Fire. The department also is a West Virginia Certified Child Safety Seat Check Station and is Project Lifesaver certified. At the request of the City Manager/Council, the crew hosed down Jefferson Avenue and the 12<sup>th</sup> Street Boys Baseball parking lot prior to the Movie Night hosted by Arts & Culture. Grass maintenance around the City Building was also completed.

The biggest addition to the Department, equipment wise, was the purchase of SCBA gear (breathing masks and tanks), replacing outdated gear the department was using. A new bunker gear washer and gear/hose dryer was installed in early 2020. This equipment not only washes the bunker gear but removed the harmful carcinogens. Both were installed by city employees, saving additional costs. This equipment will be easily removed to be moved to the new building.

The Department lost three members in 2020, with two leaving for a larger Department (Wheeling). The Department is currently at its full staff of five, with the hiring of two new firefighters in late 2020. Those firefighters are involved in the training process currently.

COVID precautions were a large factor in 2020, with the crew paying close attention to CDC protocol, to keep everyone safe. They also purchased supplies to decontaminate vehicles, and offered those services to other City departments, as well. Many of their normal public participation events were cancelled, including the Fire Prevention Program for the local schools. The Child Safety Program continued modestly, with 13 swimming vests, 6 bike helmets distributed at no charge.

With the impending demolition of the majority of the Fire Department, the crew is currently cleaning and organizing to prepare for that move. The temporary move, most likely to the Sanitation Building, will be made in 2021, and will remain until the new building is complete.

- **Arts and Culture Commission**

After being formed in 2019 as a Council Committee, successful events urged the Committee to become a Commission, which happened in 2020. Two Council members and three citizens now form this Commission and are tasked with keeping the arts in the forefront of the community. After an ultra-successful 2019, this Committee went into 2020 with large ideas and plans. Those plans were halted due to COVID, but they were able to host a drive-thru Christmas event, and provided the Christmas tree located along Jefferson Avenue. I expect 2021 to be a banner year for this Commission as their members are collectively “bursting at the seams” to get going.

- **Infrastructure**

  - **Water Department**

The Water Board works to complete projects with the intention of improving water service to its approximate 4,500 customers. With long-time employee Jim Woods stepping down from the Superintendent position, Terry Roberts was named to take his place. Almost immediately,

Superintendent Roberts was faced with adjusting staff and operations due to COVID. The staff is split into two crews. The Maintenance/Distribution crew maintains the entire water system outside the plant. This crew often works in adverse weather conditions and is on call 365 days per year. The Water Operators are responsible for the plant operation. The billing office and other support staff complete the operation.

Beyond the routine operation of the Water Plant and maintenance of the distribution system, the following projects were completed in 2020:

- Three wells were cleaned, and new pumps and motors installed to increase production. Two other wells had motors replaced.
- Although the water plant still seems new, many parts and systems are reaching or have gone beyond their life span. Because, of that, the east side ozone generator convertor was replaced, and the ozone generator vessel was cleaned. This project was done in-house which saved several thousand dollars. Also replaced was the north traveling bridge filter bed pump lift, and the backwash filter. Others were cleaned multiple times.
- In the distribution system, 43 separate line breaks and multiple service line leaks were repaired.
- The 194 fire hydrants in the system were flushed and repaired (as needed). Six new hydrants were installed for additional fire protection.
- Assisted with the emergency sanitary manhole breach at 7<sup>th</sup> and Lockwood, by capping off an 8" water line.
- Repaired and replaced numerous valves, packing, and overflow line at the storage tank.
- After much discussion, a valve insertion machine was purchased, allowing for new valves to be installed in-house during a main line repair, saving an extraordinary amount of money. Seven new valves were installed using this machine.
- Other issues completed were grass maintenance, concrete and blacktop repair, and vehicle and equipment maintenance.

### **Sanitary/Stormwater Department**

Like the Water Department, there are two distinct crews within the system – a sewer line crew and the plant staff. Although COVID reduced opportunities for training in 2020, three operators had their WV licenses renewed and two attended collection system school. Additionally, employees had 143 hours of safety and continuing education hours.

There were no new employees hired during 2020, and there was no lost time to injuries or Workers Compensation claims.

The plant also worked split shifts due to COVID, and spent considerable time cleaning, sanitizing, and instructing employees about the pandemic. The office was closed to the public, and employees eliminated going into the residences, unless necessary.

Many projects were completed in 2020, in addition to regular preventative maintenance. Projects of note include the update of the plant's SCADA software system, installed a new

dissolved oxygen control system, rebuilt the grit chamber pump, and installed a new belt on the press. Most projects were completed by in-house labor, saving thousand in costs.

The Collection System for Sanitary assisted 202 customers, installed 14 new laterals, opened 66 pipes with the H-Vac truck, repaired 24 main lines, cleaned 3,850' of main line, installed 6 back-flow preventers, investigated and/or marked 480 "Call Before You Dig" requests, and treated 3,180 ' of main line for roots. The department also maintains flow meters and records at 36 combined sewer overflows (CSO) and cleaned baskets at those locations. The manhole project at 7<sup>th</sup> Street and Lockwood Avenue was completed in 2020, which forced the Board to investigate a rate increase.

Projects for the Stormwater Department included: installing 20' of 5' galvanized pipe at East End, installed 80' of 8" storm pipe and catch basins at Pine and Sycamore alley, replaced 110' of 12" pipe, and 30' of 26" storm sewer. The Stormwater crew responded to 27 customer assistance requests, replaced 3 catch basins and repaired 15 more. They also completed 4 main line repairs, installed 220' of pipe, cleaned 1,400' of lines and 700' of ditches. Catch basins were checked and/or cleaned on 226 occasions. Over 8,000 dog poop bags have also been provided to install at city parks. The Stormwater Management Plan, including 6 minimum controls, continues to be implemented.

Much discussion from the Board centered around a potential raise in commercial rates for Stormwater fees, and commercial properties were surveyed to determine square footage. Four potential projects totaling over \$2,205,393.75 were identified.

- **Safety & Risk Management**

Our Safety & Risk Manager George Carter conducts monthly safety trainings for all departments, and quarterly Safety Committee meetings. Additionally, Mr. Carter provides orientation training for all new employees and completes injury reviews and follow-ups. In 2020, due to COVID, trainings were shifted to the individual departments to minimize the group size. In late 2020, trainings were halted completely, due to increasing COVID numbers. However, all new employees (15) did receive new employee orientations. The following topics were covered in Safety Meetings: defensive driving, snow and ice removal, fire prevention, illegal discharge, traffic control/flagging, working in winter (and hot) weather, lock out/tag out, hazardous spill cleanup, hand and finger injuries, officer safety, and HAZMAT. Mr. Carter completed five accident reviews, three involving hand and finger injuries and two vehicle accidents. Due to COVID, only one quarterly safety committee meeting was held. He also assists with the DEP testing and reporting requirements for the Street Department garage. This program helps reduce lost man hours and reduces our Worker's Compensation rates, as well.

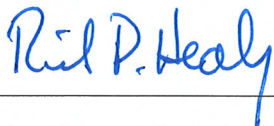
- **City Manager Overview**

My first year of 2019 was a year filled with firsts and accomplishments. As we saw Moundsville booming and so many things happening, I was so excited to see what 2020 had to bring. As we know, 2020 was much slower. I learned that even if it is only "bad" news to report – I still must report it. Cancellation of meetings, events, public appearances, etc. became the norm for 2020.

The cancellation of trick-or-treat alone caused much dismay in the community, and even more backlash on social media. I learned that while administering a city of over 8,000 with over 80 employees, decisions often must be made and made quickly. In the light of a global pandemic, there were no previous books or manuals to read to assist in making these decisions. Every decision I made was made with the City of Moundsville employees, residents, and others in mind. New opportunities like CARES Act funding and county reimbursements of first responder salaries and Personal Protective Equipment (PPE) were brand new and took precedence. The closing of city facilities and employees being asked to “stay home” were, again, new hurdles that I had to get over. Goals were changed to keeping employees safe and the City running. The inability to be in the public, speaking to community groups, and attending various functions hampered my capacity to spread the good word about Moundsville – one of my favorite tasks. As we move into 2021, the City has weathered the storm well and is prepared to move ahead once that time comes. In 2019, I also completed Part 1 of my goal to work a partial shift with every department, by working with the sanitation crew. 2020 halted that, and hopefully I will see that restart in 2021. I was able to participate in two food giveaway events sponsored by the Marshall County Family Resource Network and the City of Moundsville. I attend all the quarterly Belomar meetings (virtual in 2020) and serve on their Brownfields Task Force, the Executive Committee and Audit Committee.

I think each of you will agree that 2020 was an interesting year. This was achieved by having the following: a vision, proper finances, strong administration, a supportive Council, and employees – all working together to keep Moundsville progressing. In 2021, among other things, I hope to begin a door-to-door business tour to determine what we can do as a city, to help our businesses thrive (postponed from 2020).

2021 brings us two “new” Council members, but goals remain the same. Moundsville is a great place to live, and we will continue to work together to keep it that way. Thank you again for the opportunity to serve in this role, and I look forward to an exciting and productive year.



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Richard P. Healy, City Manager



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Date