

1 **STATE OF WEST VIRGINIA, COUNTY OF MARSHALL, CITY OF**  
2 **MOUNDSVILLE, FEBRUARY 2, 2021**

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4 The Council of the City of Moundsville met in Regular Session via Zoom on  
5 February 2, 2021 at 7:00 p.m.

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7 Meeting was called to order by Mayor David Wood.

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9 Invocation by Vice Mayor Judy Hunt.

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11 City Clerk Hewitt called the roll and the following Councilpersons were in  
12 attendance: Chamberlain, DeWitt, Vice Mayor Hunt, Saunders, Wallace, S. Wood  
13 and Mayor David Wood. Also present were City Manager Healy, City Clerk  
14 Hewitt, Finance Director Ankrom, Police Chief Mitchell, Secretary Scarbin,  
15 Building Inspector Richmond, Public Works Director Stocklask, Parks &  
16 Recreation Director White and Attorney Thomas White.

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18 **MINUTES:**

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20 **Regular Council Meeting of January 19, 2021.**

21 Councilman Saunders moved to approve the minutes of the regular council  
22 meeting of January 19, 2021. Councilman Chamberlain made a correction on page  
23 6, line 18 should say, “garages” not “edges”. Motion was seconded by Vice Mayor  
24 Hunt as amended. Motion carried unanimously.

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26 **Special Council Meeting of January 26, 2021.**

27 Councilman Chamberlain moved to approve the minutes of the special council  
28 meeting of January 26, 2021, seconded by Councilwoman S. Wood. Motion  
29 carried unanimously.

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31 **MANAGER ITEMS:**

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33 **Re-Appointment to the Moundsville Planning Commission.**

34 City Manager Healy announced he is re-appointing William McConnell to the  
35 Moundsville Planning Commission for another term.

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37 **Appointment to the Moundsville Historic Landmark Commission.**

38 City Manager Healy announced he is appointing Carole Wood to the Moundsville  
39 Historic Landmark Commission for a two year term.

1 City Manager Healy provided the following report to council:  
2 1. Update on the new Municipal Building – we viewed the initial elevation  
3 drawings last week. The architect will be making some minor changes to the  
4 design with the hopes that we can bring complete exterior design options to  
5 Council in the near future. Also, American Geotech submitted the lowest quote  
6 for the sub-surface investigation services. This will include drilling core samples  
7 around the building footprint and testing the existing soil.  
8 2. The demolition contractor has completed the 2<sup>nd</sup> Street and the 6<sup>th</sup> Street  
9 projects with both completely seeded and strawed. The Wilson property is also  
10 down awaiting proper fill. The other Jefferson Avenue property is close to being  
11 completely down.  
12 3. Two applications were received for the Recycling Coordinator position, but no  
13 interviews have been scheduled. The position will most likely be re-advertised.  
14 The Public Works Department has completed all necessary repairs to the building,  
15 and the roll-off company will be visiting the site next week. The amount of paper  
16 that the city offices are saving is unbelievable, and I still hope for an early March  
17 soft opening.  
18 4. Finance Director Ankrom and I have been meeting weekly to assemble the new  
19 budget, and currently have a balanced budget that is very close to present to  
20 Council. At the Finance Sub-Committee Meeting next week, we will have the  
21 Department Heads make their presentations and discuss the budget and capital  
22 improvements and wish lists. Additional information regarding the budget - I am  
23 meeting with our liability insurance broker tomorrow to get the 2021 rates, which  
24 will allow Karen to insert the exact amounts into the new budget.  
25 5. I talked with Tony Clark at the DOH concerning 1st Street. He advised me that  
26 it is still on the 2021 paving plan. The design work has been completed and the  
27 target date to submit the specification package to Charleston was last Thursday.  
28 He said it will be tough to say at this point when it will be targeted to start because  
29 that ultimately depends on which contractor is awarded the project and their  
30 workload at that time.  
31 6. Building Inspector Richmond received a second quote from a demolition  
32 company for the Sanford Center. This estimate was considerably less at \$150,000.  
33 Also, the Board has stopped paying the utilities, so we will be switching them over  
34 the City's name. We have paid a gas bill so far. The water has been turned off.  
35 7. The Municipal League will be offering a virtual conference this year on  
36 February 21<sup>st</sup> and 22<sup>nd</sup>. More information to follow on that.  
37 8. The Sanitary Board is completing preliminary engineering for a capital project.  
38 The project is set up as a two-phase project with Phase I including Digester  
39 Cleaning and Expansion/Upgrades, Replacement of a 15" and 18" Trunkline and  
40 Liner Installation and Junction Chamber Rehab. The estimate of probable costs for

1 Phase I are \$3,470,000. Phase II is a larger project at \$6.5 million. This  
2 information will be submitted to the IJDC in May. This will allow them to  
3 complete engineering overview and determine a potential funding package for the  
4 project. If approved, this is a long-term project that would not be completed until  
5 sometime in 2024. We are fortunate that we have relatively new water and  
6 wastewater treatment plants, but both are reaching the point where major parts or  
7 equipment is past the life span.

8 9. Superintendent Stocklask and I drove the complete paving last Friday and are in  
9 the process of prioritizing this based on need. The rotation street for 2021 is  
10 Tomlinson Avenue from the Street Department to 10<sup>th</sup> Street.

11 10. The Street Department crew has been out with the plows and salt trucks a lot  
12 this past week, and especially over this past weekend. Last night crews started at  
13 9:00 and worked all night. I know the citizens appreciate their hard work and so  
14 do I. Thank you to them for all they do to keep our roads clear. We have also  
15 ordered additional salt.

16 11. Please continue to patronize the local establishments, shops, and restaurants as  
17 they continue to struggle from the effects of COVID-19.

18  
19 Mayor D. Wood opened the floor for any questions to the City Manager.

20  
21 \* Councilwoman DeWitt asked which Sanitation building is he speaking of  
22 utilizing for recycling? Manager Healy said the old Kittle's building located in the  
23 center of the property.

24 \* Councilwoman DeWitt said concerning the City Building being closed through  
25 February and with employees still contacting Covid. She doesn't feel the  
26 employees are taking precautions and should be wearing their masks at the work  
27 stations. Manager Healy said the city building is following the Marshall County  
28 Health Department guidelines which doesn't call for masks while in their work  
29 stations since they are at least 6 feet away from one another.

30 \* Councilwoman S. Wood asked if the Cares Act funds were being addressed in  
31 the 2021-2022 General Fund Budget? Manager Healy said at this point the funds  
32 are being kept separate in the budget. At some point Council will need to discuss  
33 potential uses for that money. Ms. Wood said a manager's workshop could be  
34 scheduled to discuss the funds.

35  
36 **OLD BUSINESS:**

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38 **Other Items to be Discussed by Council.**

39 \* Vice Mayor Hunt moved to discuss at a policy meeting forming an audit  
40 committee. The guidelines state that one member of council be appointed to that

1 committee, seconded by Councilwoman S. Wood. Motion carried unanimously.  
2 \* Councilwoman DeWitt is asking that no action be taken on her earlier request for  
3 a stop sign at 9<sup>th</sup> Street & Garfield Street.  
4

5 **NEW BUSINESS:**  
6

7 **Discussion and Approval of Final Design for Four Seasons Splash Pad and**  
8 **Authorization to Bid.**

9 Manager Healy said funding for the project is from the 1% Municipal Sales and  
10 Use Tax. He introduced Marcus Carnegie to answer questions. Mr. Carnegie  
11 announced the project is estimated at \$510,000.00. Time line for equipment is 12-  
12 14 weeks. Construction is estimated to start September 2021.  
13

14 Vice Mayor Hunt moved to approve the final design and authorize the City  
15 Manager to put the project out to bid, seconded by Councilman Saunders. Motion  
16 carried unanimously.  
17

18 **Discussion and Approval to Authorize the City Manager to Enter Into a**  
19 **Contractual Agreement with Jarvis, Downing & Emch for the Four Seasons**  
20 **Pool Restroom Phase II Project. (Land & Water Conservation Fund Project)**

21 City Manager Healy provided a cost estimate for the Phase II Restroom Project in  
22 the amount of \$202,530.00. Available fund from Land and Water Conservation  
23 Fund is \$115,923.00, city's 50% commitment of \$62,175.00 leaves a balance of  
24 \$24,432.00. Manager Healy is asking council to approve payment of the  
25 \$24,432.00 balance which would be funded by the 1% Sales Tax.  
26

27 Councilwoman DeWitt moved to authorize the City Manager to enter into the  
28 Contractual Agreement with Jarvis, Downing & Emch, seconded by  
29 Councilwoman S. Wood. Motion carried unanimously.  
30

31 **Discussion and Approval to Authorize the City Manager to Enter Into a**  
32 **Contractual Agreement with Data Max to Collect Delinquent Police Citations**  
33 **and Delinquent Utility Bills.**

34 Manager Healy explained under new WV State legislation municipalities have lost  
35 their ability to suspend driving privileges for non-payment of citations. Since  
36 citations are not being paid, Data Max is offering to collect unpaid citations for  
37 municipalities.  
38

39 Data Max representative Bobby Monroe was present on Zoom to explain the  
40 process. Mr. Monroe said Data Max has been in the collection business for many

1 years. This process will not cost the city however the defendant will be charged  
2 25% of the total fine cost. Mr. Monroe was advised today the collection process  
3 for citations is not quite ready. They are working with the state to correct some  
4 issues. He has requested this contract be put on hold until further notice. Mr.  
5 Monroe said Data Max can move forward with the contract to collect the city's  
6 utility bill delinquents. The percentage added to those amounts are between 20%-  
7 50% depending on the total of the bill.

8  
9 Councilman Chamberlain moved to table, seconded by Councilman Saunders.  
10 Motion carried unanimously.

11  
12 Vice Mayor Hunt moved to approve the contract with Data Max for collection of  
13 the delinquent utility bills, seconded by Councilman Chamberlain.

14  
15 **Discussion and Approval to Authorize the City Manager to Enter Into a**  
16 **Contractual Agreement With the Marshall County Commission 911 for all**  
17 **City Fire Dispatch Services.**

18 Manager Healy said he and Attorney White made some changes to the original  
19 agreement which were then approved by the Marshall County Commission. The  
20 dispatch services are for Fire Department calls only. There is no attempt to  
21 eliminate police dispatch or anyone's job.

22  
23 Councilman Chamberlain moved to authorize the City Manager to enter into a  
24 contractual agreement with the Marshall County Commission 911, seconded by  
25 Vice Mayor Hunt. Motion carried unanimously.

26  
27 **Discussion and Approval of a Recommendation by the Moundsville Planning**  
28 **Commission to Approve a Zone Change at 1601 Third Street R-1 Residential**  
29 **Single Family to M Mixed Use With Permitted Use for a Tattoo Parlor/Body**  
30 **Piercing Studio.**

31 Councilman Chamberlain moved to approve the recommendation by the  
32 Moundsville Planning Commission, seconded by Councilwoman DeWitt. After  
33 more discussion on the process of directing the attorney to draft an ordinance for a  
34 zone change, Councilman Chamberlain withdrew his motion and Councilwoman  
35 DeWitt withdrew her second.

36  
37 Councilman Chamberlain then moved to direct the City Attorney to draft a zone  
38 change ordinance from R-1 to M with Conditional Use for a Tattoo Parlor/Body  
39 Piercing Studio, seconded by Councilwoman DeWitt. Motion carried unanimously.

1 **MAYOR ITEMS:**

2 \* Mayor D. Wood noted the policy sub committee will be discussing the proposed  
3 Rules & Regulations of Council at the next meeting.

4 \* Mayor D. Wood asked what degree Manager Healy will be involving council on  
5 the budget? Manager Healy said he and the Finance Director will finalize their  
6 figures, which will be available for council in their sub committee packets. The  
7 Department Heads will give their presentations at the finance sub committee  
8 meeting.

9 \* Mayor D. Wood urges council to review and read Manager Healy's end of the year  
10 report. It was well done and pertinent information in that report.

11  
12 **COMMITTEE REPORTS:**

13 **Reports by the Traffic Committee.**

14 The traffic committee will meet on February 9, 2021 at 5:00 p.m.

15 **Reports by the Policy Committee.**

16 The policy meeting will follow the traffic meeting.

17 **Reports by the Finance Committee.**

18 The finance meeting will follow the policy meeting.

19  
20 **COUNCIL ITEMS:**

21 \* **S. Wood** – She asked that fellow council members keep on their radar the  
22 possibility of eliminating the state income and increasing the sales tax. This would  
23 have an effect at the Municipal level.

24 \* Said she was happy to hear that one of the reasons Mr. Oiler wanted to move his  
25 tattoo shop to Moundsville was because he was excited about the work being done  
26 by the Moundsville Arts & Culture Commission.

27 \* **Wallace** – Nothing at this time.

28 \* **Saunders** – Nothing at this time.

29 \* **DeWitt** – Concerning the proposed budget, asked if council was going to hear  
30 from the city health insurance broker, Jonette Lazasz. Manager Healy said Mrs.  
31 Lazasz can be asked to speak at a Zoom meeting but they don't have any idea of  
32 any increases at this point. But there is no change in the group plan.

33 \* Said she spoke to former Councilman Remke who advised he was still in the  
34 hospital. She asked everyone to keep him in their prayers.

35 \* **Hunt** – Thanked City Manager Healy for obtaining the paving information on  
36 First Street. And thanks for the quick response in removing a dresser on the  
37 sidewalk by Bob's Lunch.

38 \* Asked Manager Healy if he distributed the break down of the 1% Municipal  
39 Sales and Use Tax. Manager said he didn't yet but will provide it in the  
40 subcommittee packets.

1 \* **Chamberlain** – Made a motion to discuss at the Traffic Sub Committee meeting  
2 the request for a speed bump on Jackson Street between Curtis Avenue and Elm  
3 Avenue, seconded by Vice Mayor Hunt. Motion carried unanimously.

4 \* Commended the City Workers for the job they do year round, especially when  
5 they have to work in the weather we've been having lately.

6  
7 Councilwoman DeWitt moved to adjourn, seconded by Councilman Chamberlain.  
8 Motion carried unanimously.

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10 Meeting adjourned at 8:50 p.m.

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14 Sondra J. Hewitt, City Clerk

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David Wood, Mayor

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