

1 **STATE OF WEST VIRGINIA, COUNTY OF MARSHALL, CITY OF**  
2 **MOUNDSVILLE, JULY 7, 2020**

3  
4 The Council of the City of Moundsville met in Regular Session in the Council  
5 Chambers on July 7, 2020 at 7:00 p.m.

6  
7 Meeting was called to order by Mayor David Wood.

8  
9 Invocation by Councilwoman Judy Hunt.

10  
11 City Clerk Hewitt called the roll and the following Councilpersons were in  
12 attendance: DeWitt, Hickman, Hunt, Remke, Saunders, S. Wood and Mayor David  
13 Wood. Also present were City Manager Healy, Police Chief Mitchell, Finance  
14 Director Ankrom, Attorney White and City Clerk Hewitt.

15  
16 **MINUTES:**

17  
18 **Regular Council Meeting of June 16, 2020.**

19 Councilman Remke moved to approve the minutes of the regular council meeting  
20 of June 16, 2020, seconded by Councilwoman DeWitt. Motion carried  
21 unanimously.

22  
23 **GENERAL PUBLIC HEARING:**

24  
25 \* Carole Wood, 106 Arlington Avenue, commended the city on the fireworks  
26 display saying the neighbors were very happy. Great show.

27  
28 \* Presentation of the Compilation Report of the 2018-2019 Audit by Amy  
29 Tickerhoof and Jaytee Herron of Kozicki, Hughes & Tickerhoof.

30  
31 Councilman Remke moved to receive and file the compilation report, seconded by  
32 Councilwoman DeWitt. Motion carried unanimously.

33  
34 **MANAGER ITEMS:**

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

37 Manager Healy announced he re-appointed Todd Morris to the Moundsville  
38 Planning Commission.

39  
40 \* City Manager Healy presented the following manager's report to council:

- 1 1. I had originally planned for this week to have the Department Heads back at  
2 Council. After the Governor’s Executive Order concerning face coverings, and the  
3 rise in cases, it was decided to continue Council without their presence. If there  
4 are any issues that Council would like addressed by them, please contact me with  
5 that information tomorrow, and I will get you the information. I also had planned  
6 on having all the new employees attend next week, but that also may be placed on  
7 hold due to limited space in Council Chambers for guests and families.
- 8 2. Last week, I submitted two grant applications. First, the West Virginia DEP  
9 REAP Recycling Program application was submitted on June 30, with a request of  
10 \$66,113.74 to provide funding for a recycling program. This design, differing  
11 from the previous years, proposes a drop-off program for mixed paper and  
12 cardboard. That award will be announced sometime this fall. An application to the  
13 State of West Virginia for reimbursement of certain payroll expenses was also  
14 submitted for funding under the CARES Act. This was for certain public safety  
15 payroll expenses in March and April. That result should be known sometime with  
16 the next couple of weeks. If approved, this reimbursement could be a considerable  
17 advantage to the budget. Additionally, I have been tracking invoices used to pay  
18 for PPE, and cleaning expenses, and those will be submitted to the County  
19 Commission for reimbursement.
- 20 3. July looks to be a good measuring stick month for the effects from the  
21 Coronavirus, with both quarterly Business & Occupation Taxes being paid, and the  
22 1% Municipal Sales Tax being paid this month. While some improvements are on-  
23 going, most new capital improvement projects are on hold, until we get at least into  
24 August. All Department Heads have done a great job staying within budget and  
25 adhering to the expenditure control policy.
- 26 4. There will be a COVID-19 testing this Saturday, July 11, from 9:00 AM – 4:00  
27 PM. This testing is available to all Marshall County residents including  
28 asymptomatic, regardless of income or insurance. A driver’s license or other form  
29 of identification is required. This will be handled as a “drive-through” testing,  
30 with all cars entering Court Avenue from 7<sup>th</sup> Street.
- 31 5. A reminder about the dedication of the new Historic Landmarks plaque at the  
32 former West Virginia Penitentiary is Wednesday, July 15 at 4:00. Guest speaker is  
33 WV Senator Shelley Moore Capito. Historic Landmarks Chairperson Carole  
34 Wood invites all to attend.
- 35 6. The Four Seasons Pool reopened on June 1. As most things are seeing an  
36 impact due to COVID-19, the pool is no exception. Total patrons numbered 1,445,  
37 a drop of only 148. Total revenue dropped, however, from \$9,911 to \$5,448, with  
38 revenue in every category declining somewhat, but mainly due to the cancellation  
39 of all pool parties. On an upside, Family Fun Night, which started on June 24, and  
40 will occur every Wednesday through the summer, had a good start, and is expected

1 to gain popularity as it continues. The first night, we had 40 patrons, and the  
2 second week, 60. I will include a copy of the June pool report with the Parks &  
3 Recreation monthly report next week. On the Pool Phase II restroom project, the  
4 architectural part is nearly complete, but the Mechanical Engineer is behind due to  
5 COVID. Their hope is that it can be in our hand to review by the end of next  
6 week, and then placed out for bid. The updated restrooms, which were part of the  
7 original Bring Back East End Project, is finally under construction. This includes  
8 the complete renovation of the ladies restroom, and the addition of a new unisex  
9 fully ADA accessible restroom. Due to bids being high originally, and then  
10 COVID, this project was delayed for some time.

11 7. Data Max collections through June 30, 2020 since the beginning of the program  
12 in September 2019 equal \$124,141.28, resulting in a gain to the city of \$62,070.64.

13 8. In your packet tonight was an abbreviated version of the TIF application. Later  
14 in the agenda tonight we will discuss a resolution for a Public Hearing regarding  
15 this on July 21, during City Council.

16 9. City Clerk Hewitt and I met with Delegate Zukoff regarding House Bill 4859.  
17 She understands the impact that this has on communities and pending more  
18 information from us, she will start the process to write a new bill for next session  
19 to re-implement the portions of code that were removed. We will also work with  
20 the Municipal League to garner support from across the state.

21 10. As noted in an earlier report, the City Attorney, Prosecuting Attorney, and  
22 Municipal Court Judge met last week to discuss the Article 1109 (On-Site  
23 Citations). An adjustment in language was agreed upon, with the okay for the  
24 Building Inspectors to resume using this process. An amendment to the ordinance  
25 was prepared by Attorney White, and it is on the agenda for next week's sub-  
26 committee meeting. Currently, the Building Inspectors have issued warning letters  
27 to four property owners, most with multiple violations. At a minimum it will be  
28 around ten to twelve total violations, with an additional 50 plus properties to revisit  
29 and see how to proceed. I will continue to report on the success of this program.

30 11. Until regular updates start occurring from McKinley and Associates during  
31 Council Meetings, I will update on the process. This Thursday, the Mayor and  
32 Council Committee, City Clerk, Police Chief, Fire Chief, and I will meet with  
33 McKinley's design team to discuss the survey results and the needs assessment.  
34 This will begin the design process. They are also soliciting proposals to perform  
35 topographic survey work. The survey work shall include the following Services:  
36 property boundary research and marking; rights-of-way and easements, setbacks,  
37 flood zones and historical districts, etc.; a topographic survey; site improvement  
38 location services, and general survey services. Those proposals are due to  
39 McKinley by this Friday, July 10.

40 12. I had previously e-mailed this information to Council, but to update the public

1 on two bridge projects – the bridge replacement for the extension over Parr’s Run  
2 is expected to begin April 2021, and the Fostoria Avenue bridge replacement  
3 project has a projected start date of Spring or Summer 2021.

4 13. The July 4<sup>th</sup> fireworks were well received by the citizens, and I heard many  
5 positive comments both in person and on social media. The change in company  
6 and additional funding made the display better than ever. The residents needed  
7 something positive and fun, and this sure helped in that effort. I personally thank  
8 Council for their continued support of this event, and I know others do, as well. I  
9 would like to also pass on my thanks to Chief Brandon and his crew for their work  
10 on the 4<sup>th</sup>, keeping everything safe. I am aware of one serious incident in the City  
11 that was fireworks related, and I am sure the Police Department had their hands  
12 full that evening.

13 14. Please continue to patronize the local establishments and shops as they  
14 continue to struggle from the effects of COVID-19.

15  
16 **OLD BUSINESS:**

17  
18 **Discussion and Approval to Rename a Portion of 7<sup>th</sup> Street in Honor of**  
19 **Former Police Chief Thatcher.**

20 Councilperson Saunders moved to approve the 500 Block of 7<sup>th</sup> Street as Chief JP  
21 Thatcher, seconded by Councilwoman DeWitt. Motion carried unanimously.

22  
23 **Other Items to be Discussed by Council.**

24 \* Councilman Saunders reported high grass at the Third Street property again.  
25 This happens every spring & summer. Manager Healy said the owner has a  
26 summons for court on July 16, 2020.

27 \* Councilwoman S. Wood asked if the mile markers will be painted on the 12<sup>th</sup>  
28 Street walking trail? Manager Healy said they have not.

29 \* Councilwoman S. Wood asked if the city should worry about liability issues for  
30 kids playing on the challenge course equipment? Manager Healy said he spoke  
31 with the Commercial Insurance who advised they would not consider it any  
32 different than the city’s playground equipment.

33 \* Councilwoman S. Wood asked for an update of the Volunteer Fire Department  
34 contract. Manager Healy said the contract will be in the sub committee packets to  
35 be discussed at the Policy meeting.

36 \* Councilwoman S. Wood reminded everyone of a Community Food Distribution  
37 event on July 23, 2020 sponsored by Family Resource Network and the  
38 Mountaineer Food Bank. The distribution will be at the Four Seasons Pool parking  
39 lot from 11-1.

40 \* Councilman Remke asked that future council meetings and sub-committee

1 meetings be viewed on Zoom.

2

3 **NEW BUSINESS:**

4

5 **Appointment to the Moundsville Arts & Culture Commission. (Council's**  
6 **Appointments – Choose Three (3))**

7 Letters of Interest were received from Joy VanScyoc, Nick Healy and Cathy Fox.  
8 Councilwoman S. Wood moved to appoint Nick Healy to a six year term, Cathy  
9 Fox to the four year term and Joy VanScyoc to the two year term, seconded by  
10 Councilman Saunders. Motion carried unanimously.

11

12 **Receive and File the City of Moundsville Sanitary Board & Stormwater**  
13 **Board 2020-2021 Operating Budget.**

14 Vice Mayor Hunt moved to receive and file the operating budget of the Sanitary  
15 and Stormwater Boards, seconded by Councilwoman DeWitt. Motion carried  
16 unanimously.

17

18 **Receive and File the City of Moundsville Water Board 2020-2021 Operating**  
19 **Budget.**

20 Councilperson DeWitt moved to received and file the operating budget of the  
21 Water Board, seconded by Councilman Remke. Motion carried unanimously.

22

23 **Discussion and Approval of a Resolution Regarding the Tax Increment**  
24 **Financing (TIF) Application for the City of Moundsville.**

25 Councilman Remke moved to approve the TIF Resolution, seconded by  
26 Councilwoman S. Wood. Motion carried unanimously.

27

28 **Discussion and Approval of the Chamber of Commerce Appointment to the**  
29 **Moundsville Police Civil Service Board.**

30 Councilman Saunders moved to approve Karen Baker as the Chamber of  
31 Commerce's appointment to the Moundsville Police Civil Service Board, seconded  
32 by Vice Mayor Hunt. Motion carried unanimously.

33

34 **Discussion and Approval of a Resolution for Budget Revision #1 2020-2021**  
35 **Coal Severance Fund.**

36 Councilman Saunders moved to approve the budget revision for the Coal Severance  
37 Fund, seconded by Councilwoman S. Wood. Motion carried unanimously.

38

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

40 \* Vice Mayor Hunt said she has attended the last two Family Pool Nights and looks

1 forward to the others.

2 \* Vice Mayor Hunt reported the sidewalk needing repaired on Sixth Street beside  
3 Wilson Law Office.

4 \* Vice Mayor Hunt asked for the cost of the Audit compilation. Finance Director  
5 Ankrom said approximately \$8,000.00.

6 \* Vice Mayor Hunt said after reading Ethics Commission information concerning  
7 employee recognition prizes, she will refuse the \$50 donation by Wesbanco but still  
8 recognize them as a sponsor.

9 \* Councilman Saunders asked if he could schedule a Sanitation sub committee  
10 meeting? Manager Healy said he would check with Public Works Director  
11 Stocklask to see if there is anything he wants to discuss.

12 \* Councilwoman S. Wood announced the annual Back to School Kids Fun Fair will  
13 be held on August 5, 2020 from 9 a.m. to 12 p.m. Items will be pre-packaged. She  
14 asked Manager Healy if the city may have items to be put in bags.

15 \* Councilwoman S. Wood announced July 8, 2020 from 2-3 p.m., the WV  
16 Community Development Hub is sponsoring a webinar on local governments  
17 engaging citizens. Anyone interested Ms. Wood will provide the link.

18 \* Councilwoman S. Wood asked Manager Healy to provide an update on the  
19 Sanitary Boards alternative methods for billing. Manager Healy reported the  
20 possibility of integrating the Water & Sanitary billing into the city's billing system.  
21 There would be a cost to purchase the readings from the Water Department. The  
22 other option would be for the Sanitary Board to purchase their own billing system  
23 and do their own billing. The downside to that is that citizens would receive 3 bills.  
24 The Sanitary Boards is trying to come up with a cost amount at this point.

25 \* Councilwoman S. Wood commended newly hired Secretary Kimberly Scarbin for  
26 her kindness and punctual responses to emails and phones calls. Manager Healy  
27 said Ms. Scarbin is a great asset to the City Clerk's Office.

28 \* Councilwoman DeWitt noted receiving a letter from the WV Insurance Federation  
29 concerning an answer to Asst. Fire Chief Kimple's request to charge a "crash" tax  
30 to individuals for vehicle accidents that happen in the City of Moundsville. The  
31 letter states that municipalities are not permitted to charge such a tax.

32 \* Councilman Remke asked if the Marshall County Commission could impose the  
33 "crash" tax for the city? Manager Healy said the county can not impose the tax for  
34 the city.

35 \* Councilman Remke asked why the steel plates are on 7<sup>th</sup> Street at Ash Avenue?  
36 Manager Healy will look into the problem.

37 \* Councilman Remke said concerning the splash pad meeting. He feels the splash  
38 pad should include some type of shade for the kids.

39 \* Councilman Remke asked Manager Healy to research if ISTEA Grants are still  
40 available.

- 1 \*Councilman Remke said the garbage cans need emptied on Jefferson Avenue. He  
2 would also like to purchase new cans.
- 3 \* Councilman Remke reported trees need trimmed in front of the Brooks building,  
4 (former Reichart's) on Jefferson Avenue.
- 5 \* Councilman Remke moved to go into an Executive Session for real estate matters,  
6 seconded by Councilwoman S. Wood. Motion carried unanimously.
- 7 \* Councilwoman Hickman asked Manager Healy if council should have guidelines  
8 to hold council meetings on Zoom for themselves as well as citizens. Attorney White  
9 will research.
- 10 \*Councilwoman Hickman moved to discuss at the policy meeting creating a  
11 municipal holiday on June 19, 2020 to celebrate commemoration to abolish slavery  
12 in the United States, seconded by Councilman Saunders. Motion carried  
13 unanimously.
- 14 \* Mayor D. Wood asked Councilwoman S. Wood if she could have the goals for  
15 2020 ready for policy sub committee meetings.
- 16 \* Mayor D. Wood recognized Councilwoman DeWitt for making 1,030 face masks  
17 during the Covid pandemic.

18

19 **MAYOR ITEMS:**

20

- 21 \* Mayor D. Wood announced the Parks & Recreation is sponsoring a Family Swim  
22 Night on Wednesday, July 8, 2020.
- 23 \* Thanked City Clerk Hewitt for providing Ethics Information & Opinions.
- 24 \* Noticed the Pickle Ball Court was resurfaced but no stripping yet.
- 25 \* The recycling application has been submitted by Manager Healy.
- 26 \* Asked for an update on Paving and Demolition. Manager Healy said the  
27 demolition award was done sometime ago. We ran into an ownership issue with one  
28 of the properties. Demolition on the other three will continue. We are waiting on  
29 specifications for the bid packages, hopefully we can have them by the end of the  
30 week.
- 31 \* This July we will have another Municipal Sales & Use Tax check.
- 32 \* Announced the Splash Pool committee will meet on Wednesday at 1:00 p.m.
- 33 \* And announced Thursday at 2:30 p.m. Manager Healy, Mayor Wood, Councilman  
34 Saunders and Department Heads will meet with McKinley & Associates to discuss  
35 the new proposed Municipal Building.

36

37 **COMMITTEE ITEMS:**

38

39 **Reports by the Finance Committee.**

40 The finance committee will meet on July 14, 2020 at 5:00 p.m.

1 **Reports by the Traffic Committee.**  
2 The traffic committee will follow the finance meeting.  
3 **Reports by the Policy Committee.**  
4 The policy committee will follow the traffic meeting.

5  
6 **COUNCIL ITEMS:**

- 7  
8 \* **Remke** – Nothing at this time.  
9 \* **DeWitt** – Nothing at this time.  
10 \* **Hickman** – Nothing at this time.  
11 \* **S. Wood** – Nothing at this time.  
12 \* **Saunders** – Nothing at this time.  
13 \* **Hunt** – Nothing at this time.

14  
15 Councilman Remke moved to go into an Executive Session for Real Estate matters,  
16 seconded by Councilwoman S. Wood. Motion carried unanimously.

17  
18 Meeting recessed at 8:45 p.m.  
19 Meeting reconvened at 8:50 p.m.  
20 Executive session began at 8:50 p.m.  
21 Executive session recessed at 8:51 p.m.  
22 Regular session reconvened at 8:52 p.m.

23  
24 Councilman Remke made a motion to receive and file the legal ads published in the  
25 Moundsville Daily Echo, seconded by Councilman Saunders. Motion carried  
26 unanimously.

27  
28 Councilman Remke moved to adjourn, seconded by Councilwoman Hickman.  
29 Motion carried unanimously.

30  
31 Meeting adjourned at 8:52 p.m.  
32  
33  
34

35  
36 \_\_\_\_\_  
Sondra J. Hewitt, City Clerk

\_\_\_\_\_

David Wood, Mayor