

1 **STATE OF WEST VIRGINIA, COUNTY OF MARSHALL, CITY OF**  
2 **MOUNDSVILLE, FEBRUARY 16, 2021**

3  
4 The Council of the City of Moundsville met in Regular Session via Zoom on  
5 February 16, 2021 at 7:00 p.m.

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

8  
9 Invocation by Vice Mayor Judy Hunt.

10  
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.

17  
18 **MINUTES:**

19  
20 **Regular Council Meeting of February 2, 2021.**

21 Councilman DeWitt moved to approve the minutes of the regular council meeting  
22 of February 2, 2021, seconded by Councilman Chamberlain. Motion carried  
23 unanimously.

24  
25 **CITY MANAGER ITEMS:**

26  
27 **Presentation of the Star of Life Award to Chief Brandon, Firefighter Williams**  
28 **and Firefighter Henry.**

29 City Manager Healy announced Chief Brandon, Firefighter Williams and  
30 Firefighter Henry were presented with the Star of Life Award after saving the life  
31 of an unresponsive female located in her vehicle. Councilmembers commended  
32 the Firefighters for a job well done!!

33  
34 City Manager Healy provided the following report to council:

- 35 1. Update on the new Municipal Building – the architect has supplied two  
36 different versions of the exterior design for Council to view this evening. The  
37 selection is on the agenda tonight, with the hopes that we can continue to move  
38 forward timely. The weather has held up the backfilling at the Wilson property, as  
39 well as the Geotech drilling over the entire site.  
40 2. We have readvertised for the Recycling Coordinator position, and applications

1 are due by the end of next week. The Public Works Department has completed the  
2 lighting and bathroom renovations at the building and the third-party hauler has  
3 been contacted. All city departments have been distributed blue recycling trash  
4 cans for their offices and will take the lead in recycling.

5 3. After the Sub-Committee Meeting last week, Finance Director Ankrom and I  
6 have made a few changes to the budget to move some of the wish list items into  
7 capital outlay. I have met with Superintendent Stocklask and we have decided to  
8 purchase needed parts for the leaf vac for next year and add that to the following  
9 year's budget. Director White and I have discussed his wish list items, with are all  
10 improvements. It is important to maintain a balance in the recreation fund to be  
11 prepared for a break down. Also, with the Splash Pad yet to be bid, we must be  
12 prepared for an overage on that. All other wish list items have been moved into the  
13 capital outlay category.

14 4. The Street Paving Priority List will be distributed in the next Council packets.  
15 Jack Tush will start working on the surveying for this soon, so we can bid this  
16 project out more timely.

17 5. I am excited to announce that Moundsville has been awarded a \$250,000 grant  
18 from the West Virginia Development Office to provide residents with mortgage,  
19 rent, and utility assistance, that are a result of COVID-19. Applicants must also  
20 meet certain income requirements. I want to thank A.C. Wiethe and Natalie  
21 Hamilton of Belomar Regional Council for their work on this application. I am  
22 working with them on the publicity portion of make all our residents aware of this  
23 wonderful opportunity. Belomar will also be handling the applications from  
24 residents. We have not yet received the grant agreement, so applications cannot be  
25 handed out until that happens, which we expect in the very near future.

26 6. With the resignation of Jack Tush and Stegman & Schellhase as the City  
27 Engineers, I am coordinating a procurement process in conjunction with the Water,  
28 Sanitary, and Stormwater Boards. The ideal scenario is that we procure an  
29 engineer using the 5-G process that will supply basic engineering consultation  
30 services to all entities. I will have the RFP on the March Sub-Committee policy  
31 agenda for further discussion.

32 7. DataMax update on the Business License and B&O Tax collections. For  
33 January 2020, the collections were \$8,135.52, with a net to the city of \$4,067.76.  
34 Cumulatively, we have received a net of \$170,604.42 from this program. I have  
35 signed the agreement for Data Max to begin the collections on the utility bills. We  
36 are working on creating the proper format to submit the first trial round to them.

37 8. After looking at the COVID numbers both nationwide and locally, the trend is  
38 finally heading in the right direction. Marshall County is currently in the gold  
39 category. I think Council did the right thing by remaining virtual for February.  
40 My intention is to re-open the building to the public on March 1, unless something

1 drastic happens. Additionally, Council can decide if they want to go back to in-  
2 person meetings on March 2. Council Meetings will still be limited in the number  
3 of people based on the Governor's guidelines at 25, and social distancing and  
4 masks will be mandatory.

5 9. Next Tuesday we will have a Special Council Meeting at 5:00. Per the Charter,  
6 a Budget Message must be delivered to Council prior to February 28. The agenda  
7 will include the reading of the Budget Message.

8 10. Please continue to patronize the local establishments, shops, and restaurants as  
9 they continue to struggle from the effects of COVID-19. As many are now saying  
10 "Stay Positive - Test Negative".

11  
12 Mayor D. Wood asked council if they had questions for the City Manager?

13 \* Councilwoman S. Wood thanked City Manager Healy and Belomar for applying  
14 for the grant funding.

15 \* Councilman Chamberlain asked Manager Healy if he contacted the individual to  
16 fill the vacancy on the Design Review Board? Manager Healy said he will make  
17 contact.

18  
19 **OLD BUSINESS:**

20 \* Councilwoman DeWitt asked what prompted the discussion of a no drilling  
21 ordinance for the area of Fostoria Avenue? Building Inspector Richmond  
22 explained this is part of the DEP clean up process. The area in question is actually  
23 for the Smith Mart property and a portion of Fostoria Avenue.

24 \* Councilman Chamberlain expressed appreciation toward the Street Department  
25 for their efforts in clearing the streets during the snow storms.

26 \* Councilwoman S. Wood said she would like to discuss allocating the Cares Act  
27 fund. Manager Healy said council can discuss that in a finance committee  
28 meeting. Councilwoman S. Wood moved to discuss the Cares Act fund at a  
29 finance sub committee meeting, seconded by Vice Mayor Hunt. Motion carried  
30 unanimously.

31 \* Vice Mayor Hunt said she would like to discuss in the near future the possibility  
32 of implementing a program to provide property owners with some guidance before  
33 their houses become dilapidated or in a state of disrepair.

34 \* Councilman Chamberlain echoed comments from Vice Mayor Hunt saying he  
35 agrees with implementing a program to reduce the number of properties that end  
36 up demolished.

37 \* Councilman Saunders reported numerous trucks parked on curbs mainly on First  
38 Street and Fourth Street. Chief Mitchell will look into the request.

1 **NEW BUSINESS:**

2  
3 **Discussion and Approval of Installing a Speed Bump on Jackson Street**  
4 **between Curtis Avenue and Elm Avenue.**

5 City Manager Healy noted the most recent speed bump the city installed was on  
6 Jackson Avenue at the Riverfront Park. They are actually called speed hump  
7 which serves the same purpose but not as hard on vehicles as a bump.

8  
9 Vice Mayor Hunt moved to approve installing a speed hump on Jackson Street  
10 between Curtis Avenue and Elm Avenue, seconded by Councilman Saunders.  
11 Motion carried unanimously.

12  
13 **Discussion and Approval of Drafting an Ordinance Forming an Audit**  
14 **Committee that Consists of the City Manager, the Finance Director and the**  
15 **Finance Committee Chairperson as Members.**

16 Councilman Chamberlain moved to direct the City Attorney to draft an ordinance  
17 forming an audit committee, seconded by Councilwoman S. Wood. After some  
18 discussion of audit members, Councilman Saunders moved to leave the City Clerk  
19 on the committee as a member, seconded by Councilman Chamberlain. Motion  
20 carried unanimously. Mayor D. Wood called for a vote on the original motion to  
21 direct the attorney to draft the ordinance. Motion carried unanimously.

22  
23 **Discussion and Approval of an Ordinance to Provide for a Restricted Use for**  
24 **the Purpose of Prohibiting the Drilling into and the Extraction of Groundwater**  
25 **within said Restricted Use Area (Four Parcels in Addition to Fostoria Avenue,**  
26 **Near Smith Mart, 1306 First Street). (First Reading)**

27 Attorney White read the following ordinance by title only to be passed by council  
28 on first reading:

29  
30 **AN ORDINANCE OF THE COUNCIL OF THE CITY OF MOUNDSVILLE,**  
31 **WEST VIRGINIA, CREATING AND ENACTING SECTION 1381.21(c) OF**  
32 **THE MUNICIPAL CODE OF THE CITY OF MOUNDSVILLE TO**  
33 **PROVIDE FOR A RESTRICTED USE AREA IN THE CITY OF**  
34 **MOUNDSVILLE FOR THE PURPOSE OF PROHIBITING THE DRILLING**  
35 **INTO AND THE EXTRACTION OF GROUNDWATER WITHIN SAID**  
36 **RESTRICTED USE AREA. (FIRST READING)**

37  
38 Councilman Chamberlain moved to approve the above ordinance, seconded by  
39 Councilman Saunders. Mayor D. Wood called for a voice vote. City Clerk Hewitt  
40 announced the following tally. 7 yeas. Motion carried unanimously.

1  
2 **Discussion and Approval of a Zone Change at 1601 Third Street R-1 Residential**  
3 **Single Family to M Mixed. (First Reading)**

4 Attorney White read the following ordinance by title only to be passed by council  
5 on first reading:

6  
7 **AN ORDINANCE OF THE CITY OF MOUNDSVILLE, WEST VIRGINIA,**  
8 **PROVIDING TO CHANGE A CERTAIN DESIGNATED AREA AT THIRD**  
9 **STREET AND CEDAR AVENUE IN THE CITY OF MOUNDSVILLE FROM**  
10 **A RESIDENTIAL SINGLE- FAMILY ZONE TO A MIXED-USE ZONE.**  
11 **(FIRST READING)**

12  
13 Councilwoman DeWitt moved to approve the above ordinance, seconded by  
14 Councilman Saunders. Mayor D. Wood called for a voice vote. City Clerk Hewitt  
15 announced the following tally. 7 yeas. Motion carried unanimously.

16  
17 **Discussion and Approval of Amending Zoning Code to provide for Tattoo**  
18 **Parlors / Body Piercing Studios as Conditional Uses in Mixed-Use Zones. (First**  
19 **Reading)**

20 Attorney White read the following ordinance by title only to be passed by council  
21 on first reading:

22  
23 **AN ORDINANCE OF THE CITY OF MOUNDSVILLE AMENDING THE**  
24 **ZONING CODE TO PROVIDE FOR TATTOO PARLORS / BODY**  
25 **PIERCING STUDIOS AS CONDITIONAL USES IN MIXED-USE ZONES.**  
26 **(FIRST READING)**

27  
28 Vice Mayor Hunt moved to approve the above ordinance, seconded by  
29 Councilwoman DeWitt. Mayor D. Wood called for a voice vote. City Clerk Hewitt  
30 announced the following tally. 7 yeas. Motion carried unanimously.

31  
32 **Discussion and Approval of the 2021 Liability Insurance Renewal with Zurich.**

33 Councilwoman DeWitt moved to approve the resolution for the 2021 Liability  
34 Insurance renewal, seconded by Councilman Chamberlain. Motion carried  
35 unanimously.

36  
37 **Discussion and Approval of Budget Revision #2 of the 2020-2021 General Fund.**

38 Vice Mayor Hunt moved to approve Budget Revision #2, seconded by  
39 Councilwoman DeWitt. Motion carried unanimously.

1 **Discussion of Reallocating Distribution of the 1% Municipal Sales & Use Tax.**

2 Councilwoman S. Wood said she would like to discuss reallocating the city's 1%  
3 Municipal Sales & Use Tax to different departments. Councilman Chamberlain  
4 moved to discuss this request at the finance sub committee meeting, seconded by  
5 Vice Mayor Hunt. Motion carried unanimously.

6  
7 **Discussion and Approval of General Exterior Design for New Municipal**  
8 **Building.**

9 Manager Healy said Engineers Christina Schessler and Ernie Dellatorre were present  
10 to show the color options of the proposed city building. Councilman Chamberlain  
11 moved to choose the red brick option for the city building, seconded by  
12 Councilwoman S. Wood. Mayor D. Wood called for a voice vote. City Clerk Hewitt  
13 announced the following tally. 6 yeas, 1 nay. DeWitt voting nay. Motion carried.

14  
15 **Other Items to be Discussed by Council.**

16 \* Councilwoman S. Wood noticed in the Fire Department reports, Moundsville is  
17 seeing an increase of overdoses, which called for the use of Narcan. She asked if  
18 the Fire Department and Police Department officers are providing information to  
19 those individuals or families on treatment options? Chief Mitchell said they try to  
20 provide that information.

21 \* Councilman Wallace said the proposed new city building looks great! He asked  
22 what will be located in the tower? Manager Healy said the stairwell to the second  
23 floor and the upper part is more architectural.

24 \* Councilwoman DeWitt asked the purpose of the stairwell? Manager Healy said  
25 the stairwell takes you to the police department on the second floor. She feels there  
26 are too many textures and too many pitches to the roofs of the building. There is not  
27 a cohesive floor to the building.

28 \* Councilman Saunders said the garbage truck had trouble getting up his street due  
29 to water running down and freezing. He asked if someone could take a look at it.  
30 Manager Healy said he is aware of the problem and that he and Stormwater  
31 Superintendent Larry Bonar will look at it.

32  
33 **MAYOR ITEMS:**

34 \* Mayor D. Wood asked for an update on the Sanford building. Manager Healy said  
35 we have a couple of estimates for demolition as well as asbestos testing. We have  
36 currently taken over the utility payments for gas and electric. All tenants have  
37 moved out of the building. Council will need to discuss how they want to proceed  
38 with the Sanford building.

39 \* West Virginia Municipal League Conference virtual February 21 & 22, 2021.

40 \* Mayor D. Wood said he is looking forward to the live council meetings starting

1 March 2, 2021 in the Council Chambers.  
2 \* Mayor D. Wood asked if the Fire Department started receiving dispatch from 911.  
3 Manager Healy said the agreement will be discussed and approved at the Marshall  
4 County Commission next meeting.  
5 \* Council Rules and Regulations will be discussed at the March sub committee  
6 meeting.  
7 \* Mayor D. Wood asked for an executive session for real estate matters at the end  
8 of the regular session. Councilwoman S. Wood moved to have an executive  
9 session for real estate matters, seconded by Councilman Chamberlain. Motion  
10 carried unanimously.

11

12 **COMMITTEE REPORTS:**

13 **Reports by the Finance Committee.**

14 The Finance Committee report was given by Vice Mayor Judy Hunt.

15 **Reports by the Traffic Committee.**

16 The Traffic Committee report was given by Councilman Gene Saunders.

17 **Reports by the Policy Committee.**

18 The Policy Committee report was given by Councilwoman Sara Wood.

19

20 **COUNCIL ITEMS:**

21 \* **Chamberlain** – Nothing at this time.

22 \* **DeWitt** – Nothing at this time.

23 \* **Hunt** – Thanked City Manager for his concentrated efforts in obtaining several  
24 grant funds for the city.

25 \* Congratulations to Fire Chief Brandon, Firefighter Williams and Firefighter  
26 Henry for receiving the Star of Life award.

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

28 \* **Wallace** – Commended the Firefighters for saving a life and thanked them for  
29 the job they do. Also thanked the Police and Street Department, Water, Sanitation  
30 Department and all departments for the jobs they do for the citizens of  
31 Moundsville.

32 \* **S. Wood** - Wished to thank the Firefighters for their life saving efforts.

33 \* Welcome to Mr. Randy Oiler to the City of Moundsville on his new business.

34

35 Councilwoman S. Wood moved go into an executive session for real estate matters  
36 after a 3 minute recess, seconded by Vice Mayor Hunt. Motion carried  
37 unanimously.

38

39 Meeting recessed at 8:40 p.m.

40 Meeting reconvened at 8:45 p.m.

1 Executive session began at 8:45 p.m.  
2 Executive session recessed at 9:09 p.m.  
3 Regular session reconvened at 9:09 p.m.  
4  
5 Councilwoman S. Wood moved to adjourn, seconded by Councilman  
6 Chamberlain. Motion carried unanimously.  
7  
8 Meeting adjourned at 9:10 p.m.

9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19

---

Sondra J. Hewitt, City Clerk

---

David Wood, Mayor