

**STATE OF WEST VIRGINIA, COUNTY OF MARSHALL, CITY OF MOUNDSVILLE,
AUGUST 20, 2019**

The Council of the City of Moundsville met in Regular Session in the Council Chambers on August 20, 2019 at 7:00 p.m.

Meeting was called to order by Mayor Phil Remke who also gave the invocation.

City Clerk Hewitt called the roll and the following Councilpersons were in attendance: DeWitt, Saunders, Vice Mayor David Wood, S. Wood and Mayor Remke. Absent: Haynes & Hunt. Also present were City Manager Healy, Public Works Director Stocklask, Police Chief Mitchell, Fire Chief Brandon, Building Inspector Richmond, Parks & Recreation Director White, CPA Goddard, Attorney White and City Clerk Hewitt.

MINUTES:

Regular Council Meeting of August 5, 2019.

Councilperson DeWitt moved to accept and approve the minutes of the regular council meeting of August 5, 2019, seconded by Councilperson S. Wood. Motion carried unanimously.

GENERAL PUBLIC HEARING:

* Heather Kalb, Supervisor of the International Student Exchange Program, spoke to council and encouraged families to become a exchange student host.

* Suzi Dupke, Manager of the Goodwill Training Center, works with individuals with disabilities in helping them find jobs throughout the community. She wanted to thank City Manager Healy, Parks & Recreation Director White and Mayor Remke for providing jobs for their kids and hopes to return next year.

* Carl Boso, 305 10th Street, asked when Jim Kudlak was going to be cited for illegal burning on his 12th Street property? He also asked why Chief Mitchell removed his business from the towing list? Chief Mitchell said that he feels Mr. Boso does not represent the City of Moundsville very well as a business owner. He has had several complaints by people for Mr. Boso's actions as a towing company.

* Paul Lauter, 1500 Ninth Street, expressed concerns on the new computer billing process. He wants to pay his Public Safety for the year and was told if he did that, the credit would go toward his monthly garbage and municipal fee bill. City Manager Healy told Mr. Lauter he could meet with him when he wanted.

MANAGER ITEMS:

Appointment to the Moundsville Planning Commission. (Manager's Appointment)

City Manager Healy announced he will be reappointing Richard Littell to the Planning Commission and appointing David Bougher and David Simmons to two other vacancies of the commission.

Appointment to the Moundsville Fire Fighter's Civil Service Commission (Fire Fighter's Appointment)

Manager Healy received a letter from Assistant Fire Chief Kevin Kimple reappointing James Kudlak to the Moundsville Fire Fighter's Civil Service Commission.

City Manager Healy provided the following report to council:

1. In your packets is a copy of a letter from Sanitary Plant Superintendent Larry Bonar, and a copy of the annual Municipal Separate Storm Sewer System Report. This is an annual requirement to the WV DEP, and by reviewing, may give you some insight into the Stormwater Utility Board. Like our Water Plant, our Sanitary and Stormwater Plant continues to be a high-level operation, and City Council and our presidents should be proud of these.
2. Continued update on the new software system: The Public Safety fee was added to the Municipal Fee and Garbage bills, and bills were mailed out on Wednesday, August 14. Most residents received them on the 18th. Most residents are pleased with the switch to monthly billing on the Public Safety fees. This makes it easier on people to pay a smaller amount monthly, rather than getting a larger bill twice a year. This especially helps fixed income households. Next month's bills should go out on time. This was a big step in our transition process. I'm hoping to start seeing more modules added on soon.
3. Two updates on on-going projects:
 - a. I am in the process of setting up a pre-engagement call with a TIF specialist attorney to discuss the TIF Program. Due to scheduling conflicts, this has been delayed a week or so.
 - b. As you can see, we have started to install the A/V equipment in Council Chambers. Some of the equipment has been back ordered, and all is expected to be in this week. I have been following up on both of these projects, and continue to do so, as I do with all projects. I will report to Council at any time if they have questions about these or any projects.
4. I attended the Belomar Brownfields Task Force Meeting last week. Belomar was awarded a \$200,000 Area-Wide Assessment grant by the EPA to conduct Phase I and Phase II assessments. I submitted the property behind Busy Beaver as possible locations.
5. The City parking lot near Ruttenberg's was striped this past Monday. We will be straightening the meter poles and installing the meters very soon.
6. In front of you tonight is as copy of the RFP for the Architect/Engineer services for the Municipal/Public Safety Building that I recently completed. This will be advertised in the next

week. At the Municipal League Conference, I discussed this RFP with every engineer that I talked to. All of them are interested.

7. The Moundsville Police Department has entered into a memorandum of understanding with Serenity Hills Life Center. This is another effort to help those people afflicted with drug addiction. Chief Mitchell can answer any questions on that, if needed.

8. Speaking of the WV Municipal League Conference, I attended along with Councilmen Haynes and Saunders. I found several sessions to be valuable, especially ones on Funding for Community Revitalization, Building Your Brand, and Government Transparency. Additionally, the networking was valuable, and I see this conference to continue to be a worthwhile asset for the City.

9. Community Day is this Saturday August 24. The following activities have been booked: two bounce activities, balloon animals, National Guard rock climbing wall and military vehicle, Boy Scouts inflatable shooting range with instructors, slime activities, face painting, rock painting, sand art, food and drinks, and frozen treats. There will also be some informational booths set up. Please let me know if you will be able to attend and help at an activity. Thank you.

OLD BUSINESS:

**Discussion and Approval of an Ordinance to Revise the Building Enforcement Agency.
(Second Reading)**

Attorney White read the following ordinance by title only to be passed by council on second and final reading:

AN ORDINANCE OF THE CITY OF MOUNDSVILLE, WEST VIRGINIA PROVIDING TO AMEND SECTION 1717.01 OF CITY CODE TO RECONFIGURE THE MEMBERSHIP OF THE BUILDING ENFORCEMENT AGENCY (SECOND READING)

Councilperson Saunders moved to approve the above ordinance, seconded by Councilperson DeWitt.

Mayor Remke called for a voice vote. City Clerk Hewitt announced the following tally. 5 yeas. Motion carried unanimously.

Discussion and Approval of an Ordinance Pertaining to the Zoning Code Clarification Dealing with Acreage for RV Placement and Combining the Definition of RV Parks & Campgrounds. (Second Reading)

Attorney White read the following ordinance by title only to be passed by council on second and

final reading:

AN ORDINANCE OF THE CITY OF MOUNDSVILLE, WEST VIRGINIA PROVIDING TO AMEND AND CLARIFY ZONING AND REGULATION OF TOURIST CAMPS, TRAILER CAMPS, AND RV PARKS, AND THE AREA PROVISIONS THEREFOR. (SECOND READING)

Vice Mayor D. Wood moved to approve the above ordinance, seconded by Councilperson Saunders.

Mayor Remke called for a voice vote. City Clerk Hewitt announced the following tally. 5 yeas. Motion carried unanimously.

Other Items to be Discussed by Council.

* Councilperson S. Wood said the Arts & Culture Committee is looking for volunteers for the movie night on August 30 at the Riverfront if anyone is interested. Also, on September 13, Jefferson Avenue Friday Music Night to check ID's.

* Councilperson S. Wood asked if Manager Healy was able to obtain more information for the City of Moundsville to be highlighted on Comcast news makers. Manager Healy said he spoke with Jeff Fleahmann who is supposed to setting up a discussion between the manager and a Comcast representative.

* Councilperson Saunders asked for update concerning the tree on Center Street. Manager Healy reported the tree has not been taken care of so a letter will be resent.

* Councilperson Saunders asked for update on the Third Street property. Manager Healy said there has been progress.

* Councilperson DeWitt asked if Manager Healy discussed lines on 12th Street bridge with DOH? Manager Healy said he sent an email to WVDOT District Engineer Dave Brabham concerning the lines on bridge and speed limit sign on 12th Street.

* Vice Mayor Wood asked for update on the police department building. Manager Healy reported no progress until the bricklayers union representative is able to find a lift to rent.

* Vice Mayor Wood asked when Unified Bank will be breaking ground? Mayor Remke said supposedly the first of September.

* Vice Mayor Wood asked if he received any response from the Sanford Center concerning the

weeds growing on the building? Manager Healy reported the property has been cleaned up.

* Vice Mayor D. Wood asked what the next step will be concerning the facade program? Councilperson S. Wood said she remembered discussing a manager's workshop.

* Vice Mayor D. Wood asked Manager Healy to explain the idea of his five year plan. Manager Healy said he asked the department heads for five year budget requests which he has compiled into a spread sheet. He will meet with Kay to discuss employee and other costs. His idea is to present the information to council at a sub-committee meeting.

NEW BUSINESS:

Discussion and Approval of an Ordinance for a 4' Abandonment at 2119 Hancock Street (Running parallel to Olive Avenue side of property) (First Reading)

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

AN ORDINANCE VACATING, ABANDONING AND ANNULLING A PORTION OF OLIVE AVENUE NEAR HANCOCK STREET IN THE CITY OF MOUNDSVILLE. (SECOND READING)

Vice Mayor D. Wood moved to approve the above ordinance, seconded by Councilperson Saunders.

Mayor Remke called for a voice vote. City Clerk Hewitt announced the following tally. Motion carried unanimously.

Discussion and Award for Moundsville Police Cruiser Bids.

Councilperson Saunders moved to award the bid for 2 police cruisers to Stephen's Auto Center, Danville WV in the amount of \$50,476.00, seconded by Councilperson DeWitt. Motion carried unanimously.

Discussion and Award of Demolition Bids.

Councilperson DeWitt moved to award the demolition bids to Raze International in the amount of \$61,000.00, seconded by Vice Mayor D. Wood. Motion carried unanimously.

Discussion and Adoption of a Proclamation for the 2020 Census Partnership.

Councilperson S. Wood moved to adopt the proclamation for the 2020 Census Partnership, seconded by Councilperson DeWitt. Motion carried unanimously.

Discussion and Adoption of a Proclamation for the Month of October as National Substance Abuse and Awareness.

Manager Healy asked council to table this until we receive the proclamation.

Receive and File the Annual Financial Report from Marshall County CVB.

Councilperson S. Wood moved to receive and file the annual financial report, seconded by Councilperson D. Wood. Motion carried unanimously.

Other Items to be Discussed by Council.

* Vice Mayor D. Wood asked how Parks Director White feels the parks & recreation and pool are doing. Mr. White said the pool is doing a little better than 2018. The parks are very busy with events being scheduled daily. Hope to have a basketball tournament next year. More playground equipment is being installed as well as camera's at all the parks. Manager Healy mentioned the "buy a bench" program which can be purchased by individuals and installed by the city at the parks.

* Vice Mayor D. Wood noted concerning delinquent fees, the city can through Home Rule, publish names of delinquent residents in the local papers.

* Councilperson DeWitt said the recycling conference is scheduled for October 20, 21 & 22, 2019 in Canaan Valley. She hopes someone from council can attend.

* Councilperson Saunders asked what ever happened with the sanitation ordinance increasing the amount of bags allowed to be placed for pickup? Manager Healy said the ordinance failed.

* Councilperson Saunders asked for an update on the Third Street house. Building Inspector Richmond said the owner is making progress and is due back in court on September 5.

* Councilperson S. Wood announced the Community Medical Mobile Unit will be stationed in the parking lot between Feeding Body & Soul Soup Kitchen & Shepard's Pantry on September 25, 2019 & October 23, 2019 from 10:00 a.m. until 3:00 p.m. Schedule an appointment or walk-ins are welcome.

* Councilperson S. Wood moved to discuss at the policy committee meeting the possibility of organizing programs that help provide food for children during months they don't have school,

seconded by Councilperson DeWitt. Motion carried unanimously.

* Councilperson S. Wood suggested retaining nine of the goals suggested by council. Once every quarter compile a report to show the city and citizens the progress council is making.

After further discussion, Vice Mayor Wood moved to publicize goals approved by council, seconded by Councilperson DeWitt. Motion carried unanimously.

2020 FY City of Moundsville Goals

1. Fund, maintain and improve city infrastructure
2. Preserve and expand inclusive recreational spaces and programs for those of all ages.
3. Effectively support municipal services, departments and appropriate capital projects.
4. Ensure an open, responsive and accountable city government.
5. Increase community engagement, participation and communication with citizens.
6. Encourage investment and revitalization of our business districts.
7. Act as responsible fiscal stewards for the city and ensure future financial resiliency.
8. Implement city-wide environmental sustainability initiatives
9. Promote property beautification and safety improvements.

* Councilperson S. Wood asked council to be thinking of some way to incentivise individuals to create rental properties in the city. Such as, revitalizing the second floors of businesses into apartments. She also asked Manager Healy to research other municipalities who are implementing private investment programs.

MAYOR ITEMS:

* Mayor Remke moved to have an executive session after the regular session for personnel and real estate matters, seconded by Councilperson DeWitt. Motion carried unanimously.

* Mayor Remke reported a vehicle on the sidewalk on Hickory Avenue.

* Mayor Remke said the municipal court judge is taking action on owners of dilapidated structures and junk on properties.

* Mayor Remke asked at the July 2nd meeting salaries for council members throughout WV. Manager Healy said he will email the information to council.

* Mayor Remke asked Attorney White if he researched the possibility of the City Firefighters using demo houses for training? Attorney White said he did not research.

* Mayor Remke asked Manager Healy if he spoke with Fire Chief Brandon concerning a Jr Firefighter Academy? Manager Healy spoke with both Chief Brandon & Chief Mitchell and will email the information to council.

* Mayor Remke asked if the city is collecting B&O tax on laydown yards from the company using the yard? Attorney White said B&O tax is only collected when companies are making money or operating in the city limits of Moundsville.

* Mayor Remke asked for an update on a code enforcement officer. Building Inspector Richmond said he and Manager Healy decided to follow the city code options for nuisance properties.

* Mayor Remke asked how much the city receives from the county dog taxes? And asked if the city works with the county animal control officer? Chief Mitchell said the police officers respond first. If officers are in need of the animal control officer and they are available, dispatch will make contact.

COMMITTEE REPORTS:

Discussion of Recommendations by the Police Committee.

1. Discussion of Impound Yard Storage Guidelines Relating to the Amount of Stored Vehicles. No Action Taken. Committee did recommend to direct Attorney White to draft an ordinance eliminating salvage yards in the City of Moundsville zoning codes.

Vice Mayor D. Wood moved to direct city attorney to draft the ordinance, seconded by Councilperson S. Wood. Motion carried unanimously.

2. Discussion of Definition of Interim City Manager Position and Compensation for Interim in Absence of City Manager. Committee recommends City Manager to present council with a proposal to be approved.

Vice Mayor D. Wood moved to approve the compensation proposal for the Acting City Manager, seconded by Councilperson DeWitt. Motion carried unanimously.

COUNCIL ITEMS:

* **Saunders** - Nothing at this time.

* **S. Wood** - Referencing the suggestion by Vice Mayor David Wood concerning posting names in the paper for delinquent fees, Ms. Wood said she would be very hesitant to vote for the suggestion due to different circumstances that citizens may have for not paying their fees. They

should not be publicly shamed.

* **D. Wood** - Nothing at this time.

* **DeWitt** - Nothing at this time.

* Mayor Remke moved to receive and file the legal ads published in the Moundsville Daily Echo, seconded by Councilperson S. Wood. Motion carried unanimously.

* Mayor Remke read a thank you card from Family Resource Network for the donations during the food drive. Mayor Remke moved to receive and file the card, seconded by Councilperson S. Wood. Motion carried unanimously.

* Mayor Remke suggested the City of Moundsville and Council host the 2021 Municipal League Conference.

Mayor Remke moved to recess for 5 minutes, seconded by Councilperson S. Wood. Motion carried unanimously.

Meeting recessed at 8:47 p.m.

Meeting reconvened at 8:55 p.m.

Executive session began at 8:55 p.m.

Executive session recessed at 9:40 p.m.

Regular session reconvened at 9:40 p.m.

Vice Mayor D. Wood moved to adjourn, seconded by Councilperson S. Wood. Motion carried unanimously.

Meeting adjourned at 9:41 p.m.

Sondra J. Hewitt, City Clerk

Phil Remke, Mayor