

City Of Martinsburg
Regular City Council Meeting
Thursday, July 13, 2017
6:30 P.M.

1. Call to Order
2. Roll Call
3. Salute to Flag
4. Prayer
5. Approve June 8, 2017 Regular Meeting Minutes
6. Approve May 2017 Administrative and Financial Report.
7. **Presentations**
 - a. Resolution of Appreciation for retiring City Engineer/Planning Director Michael Covell for his 20 years of service
 - b. Resolution of Appreciation for retiring Public Works Laborer Ed Johnson for his 26 years of service
 - c. Introduction of Robbie Babbit, Interim Director of For the Kids, by George Children's Museum
8. **Petitions from Citizens (Two (2) Minute Maximum)**
9. **Receive And File Reports—Minutes—Correspondence Of The Following:**
 - a. Historic Preservation Review Commission May 1, 2017 Meeting Minutes
 - b. Board of Zoning Appeals February 7, 2017 Meeting Minutes
 - c. Martinsburg/Berkeley County Public Library Commission Bylaws, as amended to take effect July 1, 2017
 - d. Notification from the US Department of Housing and Urban Development (HUD) regarding the City of Martinsburg's FY 2017 for CDBG and HOME programs
 - e. American Heart Association's Mission Lifeline EMS Gold Plus Award as awarded to the City of Martinsburg Fire Department
 - f. Human Relations Committee January 27, 2017 Meeting Minutes

- g. Human Relations Committee FY 2016-17 Annual Report

10. Reports Of Chairpersons Of Council Standing Committees:

- a. Council as a Whole Committee June 7, 2017 Meeting Minutes
- b. Council as a Whole Committee June 26, 2017 Meeting Minutes

11. Report Of Mayor

- a. Reminder Special City Council Meeting for Monday, July 31, 2017 at 5 PM to approve FY 2017-2018 budget amendments, per State code, and other business as needed
- b. Reappoint the following to the Eastern Panhandle Transit Authority Board of Directors 8/1/2017-8/1/2020
 - James McGowan
 - Kimberly Foore
- c. Appoint Kelly Tanksley to the Eastern Panhandle Transit Authority (EPTA) Board of Directors to fill an expired term-- 8/1/2017-8/1/2020
- d. Appoint Harriet Johnson to the Martinsburg/ Berkeley County Housing Authority to fill an unexpired termô 5/4/2014-5/4/2019
- e. Appoint Larry Dunn to the Eastern West Virginia Regional Airport Authority to fill an expired termô 7/1/2017-6/30/2020
- f. Appoint Leonard Harris to the Human Relations Committee to fill an expired termô 7/1/2017-6/30/2019
- g. Appoint Elaine Bartoldson to the Human Relations Committee to fill an expired termô 7/1/2017-6/30-2019
- h. Appoint Steve Workings to the Planning Commission to fill an expired termô 1/21/2017-1/21/2020
- i. Reappoint Ted Morgan to the Martinsburg/Berkeley County Parks and Recreation Board-8/1/2017-8/1/2020
- j. Report the following vacancies:
 - Board of Zoning Appeals (1 alternate)
 - Parking Authority (2)
 - Shade Tree Commission (1)
 - Historic Preservation Review Commission (1)
 - Airport Authority (1)

12. Report Of City Attorney

- a. Annexation Update

- b. Professional Court Dedication Request

13. Report of City Manager

- a. Projects Update

14. Unfinished Business

- a. Third and Final Reading of Ordinance 2017-09 Amending Ordinance 2016-34 Which Established Job Descriptions For Employees Of The City Of Martinsburg, West Virginia

15. New Business

- a. Approve/deny Resolution 2017-10: Coal Severance Budget Revision # 1 for FY 2017-2018
- b. Approve/deny Resolution 2017-11 authorizing an agreement between the City of Martinsburg and Berkeley County Schools for the provision of a School Resource Officer--\$60,000 payable to the City of Martinsburg effective July 1, 2017
- c. Appoint the following as part time/ alternate municipal court judge through 6/30/2017: Suzanne Williams-McAuliffe and Jared Adams
- d. Authorize Letter of Endorsement to the ABCA for CASA's Flamingo Fandango Event, Friday, August 19, 2017 from 8 PM until 10 PM
- e. Approve/deny Special Events Permit # 2017-22 for Trinity Temple Church of God's request to close a portion of Tuskegee Drive between Martin and Burke Streets for purpose of holding a community event on Friday, August 11, 2017 from 6 PM until 8 PM, contingent upon proof of adequate liability insurance and payment of any recommended fees for City services (\$0.00 recommended)
- f. Approve/deny Special Events Permit # 2017-23 for Trinity Temple Church of God's request to close a portion of Tuskegee Drive between Martin and Burke Streets for purpose of holding a community event on Saturday, September 16, 2017 from 8 AM until 4 PM, contingent upon proof of adequate liability insurance and payment of any recommended fees for City service (\$0.00 recommended)
- g. Approve/deny Audit Procurement Committee recommendation to contract Cox Hollida & Professionals LLP to perform the City of Martinsburg audit for fiscal years ending June 30, 2017 and June 30, 2018
- h. Approve/deny bid recommendation for HVAC unit for Big Springs Water Treatment Plant (bid opening 7/11/2017)--\$_____
- i. Approve/deny bid recommendation for Oak Street Bridge Project utility relocation (bid opening 7/11/2017)--\$_____

- j. Approve/deny donation of four (4) police bicycles to Veterans Administration Police Department (see memo)
- k. Approve/deny donation of decommissioned police vehicle to James Rumsey Technical Institute (see memo)
- l. Approve/deny agreement between the City of Martinsburg and FEMA for Assistance to Firefighters Grant program (FEMA Share--\$286,343 95%/City Match--\$14,317 5%) and approve additional funding in amount of \$116,580 for air cylinders (not funded by grant)
- m. Approve/deny recommendation to retain Innovative, Inc. to provide long-term professional IT service and equipment to the City--\$8,183.28 hardware/\$11270.66 IT services total monthly--\$19,453.94
- n. Approve/deny bid recommendation for large format scanner/copier for stormwater management program Ameritel--\$8,995.00
- o. Approve/deny purchase of ESRI GIS Software contract Option 2--\$30,000 (3 years @ \$10K per year)
- p. Approve/deny the Right of First Refusal to purchase the property located at 650 W. Race Street from the Habitat for Humanity of the Eastern Panhandle
- q. Approve/deny the Right of First Refusal to purchase the property located at 122 W. Race Street from Oak Hall
- r. Approve/deny Snyder Environmental Services, Inc. Pay Application #3 for N. Queen Street Underpass Utility Relocation Project \$171,841.37
- s. Approve/deny Change Order #1 between the City of Martinsburg, O'Brien and Gere Engineers, Inc. and TIGG, LLC for purchase of one (1) additional GAC unit--\$774,176.00 and 102 additional days

16. Executive Session

- (a) Discuss pending legal matters with Counsel (if necessary)
- (b) Discuss personnel matters (if necessary)
- (c) Discuss real estate matters involving competitive bids (if necessary)