

City Of Martinsburg
Regular City Council Meeting
Thursday, November 9, 2017
6:30 P.M.

1. Call to Order
2. Roll Call
3. Salute to Flag
4. Prayer—
5. Approve October 12, 2017 Regular Council Meeting Minutes
6. Approve October 26, 2017 Special Council Meeting Minutes
7. Approve September 2017 Administrative and Financial Report.
8. **Presentations**
 - a. Resolution of Appreciation for retiring Water Operator II Gerald Parsons
 - b. Proclamation—National Hunger and Homelessness Awareness
 - c. Empower U Program—Rousawn Dozier
9. **Petitions from Citizens (Two (2) Minute Maximum)**
10. **Receive and File Reports—Minutes—Correspondence of The Following:**
 - a. Planning Commission October 4, 2017 Meeting Minutes
 - b. For the Kids, by George Children Museum October 12, 2017 Board Minutes and Director's Report
 - c. Memo from Comcast, dated October 7, 2017, regarding upcoming channel changes
 - d. Martinsburg-Berkeley County Summary of Pool Seasons Revenue and Expenditure Reports through 2017 pool season
 - e. Memo from West Virginia Department of Highways, dated October 17, 2017, regarding award of the 2017 Transportation Alternative Grant for the Martinsburg Train Station Corridor Project

- f. Letter of Resignation from Mr. William Gain from the City of Martinsburg Police Civil Service Commission (City appointment), effective December 31, 2017
- g. Letter from Thomas Belfield (Chamber appointment) requesting not to be reappointed to the Police Civil Service Commission following the expiration of his term on December 27, 2017
- h. Letter of Resignation from Ms. Michelle Schoppert from the Board of Zoning Appeals, Effective November 1, 2017
- i. Shade Tree Commission October 5, 2017 Meeting Minutes

11. Reports of Chairpersons of Council Standing Committees:

- a. October 30, 2017 Council as a Whole Committee Minutes

12. Report of Mayor

- a. Appoint Thomas Johnson (current alternate) as regular member of the Board of Zoning Appeals to fill unexpired term ending 1/1/2019
- b. Fire Civil Service Commission Appointment (Information to be provided November 7)
- c. Report the following vacancies:
 - Board of Zoning Appeals (2 alternates)
 - Parking Authority (2)
 - Shade Tree Commission (1)
 - Historic Preservation Review Commission (1)
 - Police Civil Service Commission (1 City/1 Chamber)

13. Report of City Attorney

- a. Discuss Draft Agreement with Skinner Law Firm, and other associated documents

14. Report of City Manager

- a. Projects Update
 - See Council as a Whole Committee October 30, 2017 Meeting Minutes
 - City of Martinsburg/Municipal Court Building Update—Silling Architects

15. Unfinished Business

- a. Third and Final Reading of Ordinance 2017-15 providing for an election for additional levy, to renew the levy which expires June 30, 2019, by the City of Martinsburg, West Virginia May 8, 2018 Special Election, in conjunction with the WV Primary Election

16. New Business

- a. First and Second Reading of Ordinance 2017-16 To Amend the Rules and Regulations of The Fire Civil Service Commission of The City of Martinsburg, West Virginia, As Adopted By The Martinsburg City Council, At Physical Agility Test Standards

- b.** Resolution to Urge the President of the United States and the United States Congress to Continue the Federal Historic Tax Credit Program, and to Otherwise Provide with Respect, Thereto
- c.** Approve/deny Special Events Permit # 2017-30 for a “Christmas Eve on the Square event” requested by Kingdom of Love Ministries for Sunday, December 24, 2017 from 12-4 PM in the Town Square Pedestrian Plaza, contingent upon proof of adequate liability insurance and payment of any recommended fees for City Services (\$0.00)
- d.** Approve/deny Special Events Permit # 2017-31 for an “Our Lady of Guadalupe Procession” requested by St. Joseph Catholic Church for Saturday, December 9, 2017 from 7 AM until 7:45 AM, along described route, contingent upon proof of adequate liability insurance and payment of any recommended fees for City Services
- e.** Approve/deny Special Events Permit # 2017-32 for “Christmas in the Streets, requested by River’s Edge Ministries for Saturday, December 16, 2017 from 5-7 PM, in the Town Square Pedestrian Plaza, contingent upon proof of adequate liability insurance and payment of any recommended fees for City Services and any other conditions (pending departmental review)
- f.** Approve/deny amended scope of services and fees for Gateway/Wayfinding Signage Project—Frazier Associates--\$16,995/ Alpha Associates--\$27,707—Total--\$44,365
- g.** Approve/deny Final Design Concept for the Gateway Wayfinding Project—Per October 30, 2017 Council as a Whole Committee Meeting Consensus (see attachments to minutes)
- h.** Approve/deny Concept/Design Option # 4 for the Train Station Corridor Project—Per October 30, 2017 Council as a Whole Committee Meeting Consensus (see attachments to minutes)
- i.** Approve/deny purchase of uniforms for City of Martinsburg Police Department Honor Guard—Marlow White Company--\$2,615.85
- j.** Approve/deny funding for Martinsburg Police Department Officer Recognition and Awards Ceremony, December 7, 2017--\$1,065
- k.** Approve/deny of Computerized Maintenance Management Software subscription and associated programs, setup and installation for the Wastewater Treatment Plant—HACH--\$9,994 (2 year subscription)

- l.** Approve/deny Memorandum of Understanding (MOU) between the City of Martinsburg, Berkeley County Ambulance Authority and the Morgan County EMS outlining the creation and acceptance of the Eastern Panhandle EMS Education System (EPEMSES)
- m.** Approve/deny payment to HRI for Wastewater Treatment Plant Upgrade Project--\$150,000 (147,636.50 being retained)
- n.** Approve/deny Snyder Environmental Pay Application # 7 for N. Queen Street Underpass Utility Relocation Project--\$_____
- o.** Approve/deny Snyder Environmental Pay Application # 3 for Big Springs Water Treatment Plant Upgrade--\$265,700.64
- p.** Approve/deny Pro Contracting Pay Application #2 for Oak Street Bridge Utility Relocation Project--\$25,749

17. 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)

16. New Business Continued

- q.** Approve/deny agreement between City of Martinsburg and Executive Search Firm for Economic/Community Development Director