

**City of Martinsburg
Regular City Council Meeting
Thursday, March 8, 2018
6:30 P.M.**

1. Call to Order
2. Roll Call
3. Salute to Flag
4. Prayer
5. Approve February 8, 2018 Regular Council Meeting Minutes
6. Approve February 20, 2018 Special Council Meeting Minutes
7. Approve January 2018 Administrative and Financial Report.
8. **Presentations**
 - a. The Bridges Project—Dr. Joy Buck, PHD, APRN
9. **Petitions from Citizens (Two (2) Minute Maximum)**
10. **Receive and File Reports—Minutes—Correspondence of The Following:**
 - a. For the Kids, by George Children’s Museum February 1, 2018 Board Minutes and Director’s Report
 - b. Letter, dated February 20, 2018, from Congressman Alex Mooney, addressed to the Assistant Administrator for Grant Programs for the Department of Homeland Security expressing support for the City of Martinsburg’s request for Assistance to Firefighter Grant Funds
 - c. Letter, dated February 21, 2018, from Senator Joe Manchin, III expressing support for the City of Martinsburg’s request for Assistance to Firefighter Grant Funds and assurance that FEMA officials have been contacted
 - d. Eastern Panhandle Transit Authority Board of Directors December 18, 2017 Meeting Minutes, Second Half Calendar Year 2017 Profit and Loss Statement and January 2018 Profit and Loss Statement
 - e. Martinsburg Police Department 2017 Annual Report
11. **Reports of Chairpersons of Council Standing Committees:**
 - a. Council as a Whole Committee February 26, 2018 Meeting Minutes
12. **Report of Mayor**

- a. Schedule Council as a Whole Committee Meeting for Monday, March 19, 2018 at 4:30 PM to discuss budgets
- b. Schedule Special Council Meeting for Monday, March 26, 2018 at 5 PM to Approve Budgets and other items as necessary
- c. Schedule Special City Council Meeting for Tuesday, April 17, 2018 to approve levy rates (per State Code) and other business as needed (Time TBD)
- d. Reminder of upcoming Special Election to Renew Police Levy—Tuesday, May 8, 2018 (in conjunction with WV Primary Election)
- e. Report the following vacancies:
 - Board of Zoning Appeals (1 alternate)
 - Parking Authority (2)
 - Historic Preservation Review Commission (1)
 - Human Relations Commission (1)

13. Report of City Attorney

14. Report of City Manager

- a. Projects Update
- b. Opportunity Zone Designation Application

15. Unfinished Business

16. New Business

- a. First and Second Reading of Ordinance 2018-08 To Repeal Section 709.05—Advertising Permit Required—Of the City of Martinsburg Code, Part 7: Business and Taxation Code; Article 709: Advertising and Signs
- b. First and Second Reading of Ordinance 2018-09 To Amend and Reenact Section 7: Business and Taxation Code, of the City of Martinsburg Codified Ordinances, at Article 751: License Tax, by amending Section 751.14: Fees Imposed and repealing Sections 751.16-751.160, excepting Section 751.102: Laundries and 751.148: Theatrical Shows
- c. Approve/deny Issuance of Special Events Permit 1805 for Advocate Insurance’s 10 Year Celebration to be held on Saturday, October 13, 2018 (rain date 10/27/2018) from 1 PM until 3 PM in the Town Square Pedestrian Plaza, contingent upon proof of adequate liability insurance and payment of any required fees for City services, (\$0.00 recommended—no waiver per ordinance)
- d. Approve/deny Issuance of Special Events Permit 1806 for Main Street Martinsburg Truffle Shuffle 5K, along the described route, to take place on Saturday, April 28, 2018 from 8 AM until 9:15 AM, contingent upon proof of adequate liability insurance and payment of any

required fees for City services, (\$1,365 recommended unless waived via Ordinance)

- e. Approve/deny Issuance of Special Events Permit 1807 for Fridays at Five Summer Concert Series (beginning 6/1/18) and the Farmers' Market (beginning 5/18/18) to take place on Friday evenings, concurrently, through September 1, 2018, from 5-7 PM in the Town Square Pedestrian Plaza, contingent upon proof of adequate liability insurance and payment of any required fees for City services, (\$1,680 recommended unless waived by ordinance), includes a letter of endorsement to be forwarded to the ABCA in favor of alcohol sales during Fridays at Five Concerts
- f. Approve/deny Issuance of Special Events Permit 1808 for God's in the Square, as requested by God Won Ministries, International, Inc. to take place on Saturday, April 14, 2018 (secondary date—4/7/18) from noon until 4 PM in the Town Square Pedestrian plaza, contingent upon proof of adequate liability insurance and payment of any required fees for City services (\$0.00 recommended/no waiver per ordinance)
- g. Authorize City Recorder to schedule City of Martinsburg surplus auction--March 17, 2018
- h. Approve/deny submission of application for Assistance to Firefighters Fire Prevention and Education Grant—to be used to purchase smoke alarms to be installed within the City of Martinsburg--\$67,600 with 5% City Match of \$3,380
- i. Approve/deny bid recommendation for front concrete apron construction project at the Martinsburg Fire Department--\$113,606.00—Kirby's Custom Concrete
- j. Approve/deny Short Form Professional Services Agreement, Scope of Work and Payment of \$4,697 to Triad Engineering for Construction Observation and Testing Services for Martinsburg Fire Department Apron Project
- k. Approve/deny purchase of Hurco Super Power Smoker Smoke Blower for the Stormwater Management Illicit Discharge Detection and Elimination Program--\$2,525—USA Blue Book
- l. Approve/deny Snyder Environmental Pay Application # 9 for the N. Queen Street Underpass Utility Relocation Project \$_____
- m. Approve/deny Snyder Environmental Pay Application # 7 for the Big Springs Water Treatment Plant Upgrade--\$ 233,206.43
- n. Approve/deny Change Order # 1 between the City of Martinsburg and Pro Contracting, Inc. for the Oak Street Bridge Utility Relocation Project--\$2,218 credit to the City of Martinsburg
- o. Approve/deny Pro Contracting Pay Application # 5 for the Oak Street Bridge Utility Relocation Project--\$13,802.08 (final payment)

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)