

**City of Martinsburg**  
**Regular City Council Meeting**  
**Thursday, August 16, 2018**  
**6:30 P.M.**

1. Call to Order
2. Roll Call
3. Salute to Flag
4. Prayer—
5. Approve July 12, 2018 Regular Council Meeting Minutes
6. Approve July 30, 2018 Special Council Meeting Minutes
7. Approve June 2018 Administrative and Financial Report
8. **Presentations**
  - a. Administer Oath of Office to Police Officers Kevin Gayle and Michael Roberts, II
  - b. Proclamation—National Payroll Week, September 3-7
9. **Petitions from Citizens (Two (2) Minute Maximum)**
10. **Receive and File Reports—Minutes—Correspondence of The Following:**
  - a. Eastern WV Airport Authority June 27, 2018 Special Meeting Minutes and Financial Reports
  - b. Comcast Correspondence(s), dated July 31, 2018, regarding programing changes
  - c. For the Kids, by George Board of Directors August 2, 2018 Meeting Minutes and Director's Report
11. **Reports of Chairpersons of Council Standing Committees:**
  - a. Council as a Whole Committee July 30, 2018 Meeting Minutes
12. **Report of Mayor**
  - a. Reminder of Special City Council Meeting scheduled for Wednesday, September 5, 2018 at 6:00 PM for public presentation of the City-wide update to the Comprehensive Plan (joint meeting with Planning Commission)
  - b. Report the following vacancies:
    - Board of Zoning Appeals (1 alternate)
    - Parking Authority (2)
    - Human Relations Committee (2)

- Airport Authority (1)
- Code Appeals Board (engineer or architect) and alternate (2)

### **13. Report of City Attorney**

### **14. Report of City Manager**

- a. Street repaving list-- bid opening September 5, 2018

### **15. Unfinished Business**

### **16. New Business**

- a. First and Second Reading of Ordinance 2018-15 Amending Ordinance 2018-11 Which Established Job Descriptions for Employees of The City of Martinsburg, West Virginia
- b. First and Second Reading of Ordinance 2018-16 Amending the City of Martinsburg Zoning Map to Rezone an Unimproved Parcel South of Meridian Parkway Containing Approximately 14.52 Acres from BP (Planned Business) to BC (Community Business)
- c. First and Second Reading of Ordinance 2018-17 annexing to the City of Martinsburg a parcel of real estate consisting of .8821 acres and identified upon Berkeley County, West Virginia tax maps in the Opequon tax district, map 10 as parcel 8.3 and providing for the institution of the necessary proceedings before the County Council of Berkeley County, West Virginia, in accordance with West Virginia code § 8-6-4 (annexation without election).
- d. First and Second Reading of Ordinance 2018-18 Amending the City of Martinsburg Zoning Map to Rezone an Unimproved Parcel Identified as the South-Western end of Triamigas Drive, Containing Approximately .8821 Acres from Unzoned to BC (Community Business)
- e. Approve/deny Resolution 2018-13 Concerning FY 2018-2019 General Fund Revision #2
- f. Approve/deny Resolution 2018-14 Amending the FY 2017 CDBG Program Budget and Annual Plan
- g. Approve/deny Change Order between the City of Martinsburg and Jefferson Asphalt Products Company (CDBG Street Repaving and ADA Ramps)--\$5,328
- h. Authorize Mayor to sign agreement between the City of Martinsburg and Habitat for Humanity of the Eastern Panhandle for Lot 21 (108 Humanitarian Way) in the Auburndale Subdivision--\$49,473—FY 2016 CHDO Funds
- i. Authorize Mayor to sign FY 2016 HOME Match Agreement between the City of Martinsburg and Habitat for Humanity of the Eastern Panhandle for Lot 21 (108 Humanitarian Way) in the Auburndale Subdivision
- j. Approve/deny Special Events Permit 1820 for The Alzheimer's Association's Walk to End Alzheimer's, Saturday, September 29, 2018 from 9 AM until 12 noon, contingent upon proof of adequate liability insurance and payment of any recommended fees for City services (\$210.00 recommended)
- k. Confirm Receipt of Submission to Applicable Elected Representative in relation to the

Kings Daughters Apartment Multifamily Housing Revenue Bonds

- l.** Confirm receipt of MSRB Rule G-17 Disclosure in relation to the Kings Daughters Apartment Multifamily Housing Revenue Bonds
- m.** Authorize the Mayor to sign Bond Purchase Agreement and the Rule 15 C 2(12) Certificate and any other documents to effectuate the closing
- n.** Authorize the Mayor to execute the approval of issuance of the City of Martinsburg, West Virginia Multifamily Housing Revenue Bonds (Kings Daughters Apartments) Series 2018 A-1, Taxable Series 2018A-2 and Subordinate Series 2018B
- o.** Approve/deny Memorandum of Agreement between the City of Martinsburg and Berkeley County Emergency Ambulance Authority for a Single Service Event; City to provide two (2) Advanced Life Support Crews on September 22, 2018 from 5 PM until midnight
- p.** Discuss and take action as necessary on Gateway/Wayfinding Signage bid from Color.ad--\$552,160
- q.** Approve/deny bid recommendation for two (2) garbage trucks for the Public Works Department—Total Equipment Solutions--\$287,754 (total)
- r.** Authorize City Attorney to draft Memorandum of Understanding between the City of Martinsburg and W. Harley Miller for use of the structure located at 128 W. Race Street for contractor storage
- s.** Approve/deny Pay Application # 3 for W. Harley Miller for the Martinsburg Police Department/Municipal Court building--\$397,890
- t.** Approve/deny Stormwater Design Projects in reference to National Fish and Wildlife Technical Assistance Grant (see memo)
- u.** Discuss and take action as necessary regarding Urban Deer Hunt on City-owned properties

**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, cont'd.**

- i.** Discuss and take action as necessary regarding FY 2018-2019 Animal Control Agreement