

City of Martinsburg
J. Oakley Seibert Council Chambers
Regular City Council Meeting
Thursday, September 12, 2019
6:30 P.M.

1. Call to Order
2. Roll Call
3. Salute to Flag
4. Prayer—
5. Approve August 15, 2019 Regular Council Meeting Minutes/August 15, 2019 Special Meeting Minutes
6. Approve July 2019 Administrative and Financial Report
7. **Presentations**
 - a. Proclamation—Constitution Week—Shenandoah Valley Chapter National Society Daughters of the American Revolution
8. **Petitions from Citizens (Two (2) Minute Maximum)**
9. **Receive and File Reports—Minutes—Correspondence of The Following:**
 - a. Eastern Panhandle Transit Authority July 15, 2019 Meeting Minutes and Financial Reports
 - b. Main Street Martinsburg June 24, 2019 Meeting Minutes and financial statements
 - c. Development Authority of Berkeley County Board of Director’s Minutes, January 2019-July 10, 2019
 - d. Resolution of Appreciation—Retired Police Officer Brian Rouse—33 years of service
 - e. For the Kids, by George, Children’s Museum August 1, 2019 Meeting Minutes and Director’s Report
 - f. Eastern WV Regional Airport Authority July 8, 2019 Meeting Minutes and Financial Reports
 - g. Planning Commission August 7, 2019 Meeting Minutes
 - h. Board of Zoning Appeals August 6, 2019 Meeting Minutes
10. **Reports of Chairpersons of Council Standing Committees:**
 - a. Council as a Whole August 19, 2019 Committee Meeting Minutes
11. **Report of Mayor**

Report the following vacancies:

- Parking Authority (2)
- Historic Preservation Review Commission (1)

12. Report of City Attorney

- a. Discuss potential text amendment regarding AirBnB in the City of Martinsburg

13. Report of City Manager

14. Unfinished Business

15. New Business

- a. First and Second Reading of Ordinance 2019-08 Amending Ordinance 2018-15 Which Established Job Descriptions for Employees of The City of Martinsburg, West Virginia
- b. Approve/deny Resolution 2019-18—General Fund Revision #2 for FY 2019-2020
- c. Approve/deny Police Levy Fund Budget Revision # 1 for FY 2019-2020
- d. Approve/deny Sanitation Fund Budget Revision #1 for FY 2019-2020
- e. Approve/deny contract for professional services between the City of Martinsburg and Urban Design Ventures, LLC, for FY 2020 -2022 CDBG/HOME Programs-- \$29,500 annually.
- f. Approve Resolution 2019-19 adopting agreement between the City of Martinsburg and Morgan County Sheriff's Office for donation of two de-commissioned Martinsburg Police Vehicles
- g. Approve/deny Trick or Treat for children, 12 and under, in the City of Martinsburg—Thursday, October 31, 2019 from 6-8 PM
- h. Discuss and take action as necessary regarding holiday schedule for Christmas and New Year's
- i. Approve/deny flu shots for City employees and elected officials--\$20 per employee
- j. Approve/deny Life Chain Prayer Vigil in the Town Square Pedestrian Plaza on Sunday, October 6, 2019 from 2-3 PM, contingent upon proof of adequate liability insurance and payment of recommended fees for City services--\$0.00 recommended
- k. Approve/deny Special Events Permit 2019-36 for Mountain State Apple Harvest Festival Parade and Apple Trample Race on Saturday, October 19, 2019 along attached route, contingent upon proof of adequate liability insurance and payment of recommended fees for City services, unless waived by ordinance--\$10,673.50 recommended
- l. Approve/deny Special Events Permit 1937 for Walk to End Alzheimer's on Saturday, September 28, 2019 from 9 AM until noon, along attached route, contingent upon proof of adequate liability insurance and payment of recommended fees for City services--\$210.00 recommended
- m. Approve/deny Special Events Permit 1938 for the Hope Event in the Town Square Pedestrian Plaza on Saturday, October 26, 2019 from 11 AM until 5PM (total hours), contingent upon proof of adequate liability insurance and payment of any recommended fees for City services--\$0.00

recommended

- n. Approve/deny request from Ghostly Gala for letter of endorsement to the ABCA for wine and beer sales and to temporarily close the 100 block of E. Martin on Saturday, October 26, 2019 from 6 PM until 2 AM
- o. Approve/deny request from For the Kids, by George Children's Museum to serve alcohol at the Caperton Train Station on October 18, 2019 for a fundraising event; Approval to include Letter of Endorsement to the ABCA
- p. Approve/deny request from West Virginia Sports Promotions for Letter of Endorsement to ABCA for Annual Toughman Contest on Friday, February 28-Saturday, February 29, 2020, to be held at the Berkeley 2000 Recreation Center
- q. Approve/deny Amendment to Special Events Permit 2019-15, approved March 14, 2019, to change the date of the Main Street Martinsburg Christmas Parade from Saturday, November 30, 2019 to Tuesday, December 3, 2019 at 7:00 PM.
- r. Discuss and take action as necessary on The Martinsburg Initiative Center for Disease Control (CDC) Grand Funding (see attached)
- s. Approve/deny bid recommendation for purchase of two (2) 2019 F-550 dump trucks for the Public Works Department with associated equipment and warranties--\$140,066 (total)
- t. Approve/deny bid recommendation for 2019 winter salt recommendation—Clearlane Salt—Cargill Deicing Technology--\$107.31/ton
- u. Approve/deny bid recommendation for Public Works Department asphalt vibratory compactor--\$2,283.95—Tri-County Rental
- v. Approve/deny Pay Application # 14 for W. Harley Miller for the Martinsburg Police Department/Municipal Court building--\$482,760.00
- w. Approve/deny Change Order #4 between the City of Martinsburg and Silling Associates for the Martinsburg Police Department/Municipal Court-\$11,705 and 0 days.
- x. Approve/deny Pay Application #1 for Rite Lite Signs for Gateway/Wayfinding Signage Project--\$105,767.10

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)