

A Regular Meeting has been called of the Martinsburg City Council. Due to the recommendations of the Federal and State government and the CDC, members of the public are encouraged to view the meeting via media and social media outlets. All attempts will be made to stream via the City's Facebook page at Facebook.com/CityofMartinsburg or searching @CityofMartinsburg. Please address public comments regarding this agenda to glong@cityofmartinsburg.org

Emergency Revision

**City of Martinsburg
Regular City Council Meeting
Thursday, July 9, 2020
6:30 P.M.**

1. Call to Order
2. Roll Call
3. Salute to Flag
4. Prayer—
5. Approve June 11, 2020 Regular Council Meeting Minutes
6. Approve May 2020 Administrative and Financial Report
7. **Public Hearing** to solicit comment on substantial amendment to the City of Martinsburg's FY 2018 Annual Action Plan for the use of CDBG funds.
8. **Presentations**
9. **Petitions from Citizens**
10. **Receive and File Reports—Minutes—Correspondence of The Following:**
 - a. Convention and Visitors Bureau February 26 and March 12, 2020 Meeting Minutes and Financial Reports
 - b. Notification of Fraternal Order of Police appointment of Mike Laing to the Martinsburg Police Civil Service Commission, effective June 11, 2020
 - c. Memorandum(s) from Comcast notifying of programming changes (June 12 and June 24)
 - d. For the Kids, by George Children's Museum May 7 and June 4, 2020 Meeting Minutes
11. **Reports of Chairpersons of Council Standing Committees:**
12. **Report of Mayor**
 - a. Schedule Special City Council Meeting for Monday, July 20, 2020 at 6 PM for the

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purposes of Resolutions of Appreciation for retiring City employees, Administration of Oath of Office for new and recently promoted employees, and other business as needed

- b. Reminder of Special City Council Meeting for Monday, July 27 at 5 PM to approve FY 2020-2021 Budget Revisions, per State Code, and other business as needed
- c. Reminder of Special City Council Meeting for Monday, August 3, 2020, at 5 PM, for opening the canvass for the City of Martinsburg General Election
- d. Reminder of Special City Council Meeting for Wednesday, August 5, 2020, at 5 PM, for purposes of certifying the results of the City of Martinsburg General Election
- e. Reminder of Special City Council Meeting for Wednesday, August 5, 2020, immediately following the conclusion of the 5 PM Meeting, for purposes of administering oath of office to Mayor and Council
- f. Reappoint the following to the Eastern Panhandle Transit Authority through June 30, 2023
 - James McGowan
 - Kimberly Foore
 - Kelly Tanksley
- g. Reappoint Sara Douglass to the Martinsburg-Berkeley County Library Commission through 6/30/2025
- h. Appoint Keenan Puller to the Martinsburg Planning Commission to fill an expired term ending 1/21/2023 (vacated by Chris Ross)

Report the following vacancies:

- Parking Authority (2)
- Historic Preservation Review Commission (2)
- Planning Commission (1)
- Shade Tree Committee (1)
- Human Relations Committee (1)

13. Report of City Attorney

14. Report of City Manager

15. Unfinished Business

- a. Third and Final Reading of Ordinance 2020-06 to Amend and Reenact the City of Martinsburg Personnel Rules and Policies Section V: Employment at Subsection N: Compensatory Leave
- b. Third and Final Reading of Ordinance 2020-07 to Amend and Reenact the City of Martinsburg Personnel Rules and Policies Section VI: Benefits at Section K: Personal Leave

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16. New Business

- a.** First and Second Reading of Ordinance 2020-09 Amending Ordinance 2020-05, which Established Job Descriptions for Employees of the City of Martinsburg, West Virginia
- b.** Approve/deny Resolution 2020-12 authorizing Coal Severance Tax Fund Budget Revision #1 for FY 2020-2021
- c.** Approve/deny Resolution 2020-13 authorizing School Resource Officer Agreement between the City of Martinsburg and Berkeley County Schools
- d.** Approve/deny Resolution 2020-14 authorizing substantial amendment to the 2018 CDBG Annual Action Plan
- e.** Approve/deny Resolution 2020-15 authorizing and approving FY 2020 Annual Action Plans and Budget for CDBG/ CDBG-CV and HOME and filing said application with HUD
- f.** Approve/deny FY 2020-2021 CDBG/Annual Action Plan
- g.** Approve/deny FY 2020-2021 CDBG-CV Annual Action Plan
- h.** Approve/deny Resolution 2020-16 authorizing and approving Amended Citizen Participation Plan for FY 2019-2023 CDBG and HOME Programs
- i.** Approve/deny CDBG/HOME Citizen Participation Plan
- j.** Approve/deny General Fund and CDBG street repaving lists for FY 2020-2021
- k.** Approve/deny soliciting Request for Qualifications (RFQ) for engineering and architectural services
- l.** Approve/deny Special Events Permit 2020-29 for Faith Feeding Freedom Anointed Movers' Youth Jam events in the Town Square Pedestrian Plaza for Sunday, July 19 and Sunday, July 26 from 4-9 PM, contingent upon proof of adequate liability insurance, payment of any recommended fees for City Services and compliance with any COVID related guidelines as promulgated by the Berkeley County Health Department
- m.** Approve/deny Special Events Permit 2020-30 for One Light Church's OLC Street Outreach events in the Town Square Pedestrian Plaza for Monday, July 13, Monday, August 10, Monday September 14, Monday October 12 and Monday, November 9 from 5-8 PM, contingent upon proof of adequate liability insurance, payment of any recommended fees for City Services (\$0.00 recommended) and compliance with any COVID related guidelines as promulgated by the Berkeley County Health Department

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- n. Approve/deny Amended Memorandum of Understanding between the City of Martinsburg and Martinsburg-Berkeley County Parks and Recreation Board regarding renaming of Lambert Park to Steve Catlett Recreation Complex (Previous MOU approved 6/11/2020)
- o. Approve/deny renewal of City of Martinsburg property, causality and liability insurance with Travelers Insurance Company--\$944,513
- p. Approve/deny renewal of Worker's Compensation Insurance—\$263,720
- q. Approve/deny request of the Historic Preservation Review Commission to change its meeting time from 7 pm to 6:30 pm
- r. Discuss/take action as necessary regarding restricted access to City Hall and other governmental buildings for the public, in relation to COVID-19 protocols
- s. Approve/deny payment to retiring Utilities Director Steve Knipe for 127 hours of personal leave, upon retirement
- t. Approve/deny bid recommendation for engineering services for surveying and geotechnical services for green infrastructure practices to be installed in the S. Raleigh Street watershed—Public Works Department—Triad Surveying, Inc--\$34,120 (Surveying-\$18,000/Geotechnical \$16,120)—Chesapeake Bay Grant funded
- u. Approve/deny Submission of City of Martinsburg's intent to hold an Urban Deer Hunt to the WV Department of Natural Resources (due August 1, 2020) for the 2020-2021 archery hunting season (season dates to be announced)
- v. Approve/deny Pay Application #26 to W. Harley Miller for Martinsburg Police Department/Municipal Court Project--\$13,245
- w. Approve/deny quote recommendation to move Police Department to new facility—Lawrence and Family Mober--\$1,765
- x. Approve/deny location of Precinct 1 Polling Place from St. Luke's United Methodist Church to Martinsburg South Middle School (Precinct 6 Polling Location) due to COVID-19 related closure—emergency agenda item
- y. Approve/deny location of Precinct 17 Polling Place from Otterbein United Methodist Church to Berkeley Senior Services (Precinct 14 Polling Location) due to COVID-19 related closure—emergency agenda item

17. Executive Session

- (a) Discuss pending legal matters with Counsel (if necessary)
- (b) Discuss personnel matters (if necessary)

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(c) Discuss real estate matters involving competitive bids (if necessary)