

**STATE OF WEST VIRGINIA, COUNTY OF MARSHALL, CITY OF  
MOUNDSVILLE, JULY 16, 2019**

The Council of the City of Moundsville met in Regular Session in the Council Chambers on July 16, 2019 at 7:00 p.m.

Meeting was called to order by Mayor Phil Remke who also gave the invocation.

City Clerk Hewitt called the roll and the following Councilpersons were in attendance: Haynes, Hunt, Saunders, Vice Mayor David Wood, S. Wood and Mayor Remke. Absent: DeWitt. Also present were City Manager Healy, Public Works Director Stocklask, Police Chief Mitchell, Fire Chief Brandon, Building Inspector Wilson, Parks & Recreation Director White, CPA Goddard, Attorney White and City Clerk Hewitt. Absent: Joe Richmond.

**MINUTES:**

**Regular Council Meeting of July 2, 2019.**

Councilperson S. Wood moved to accept and approve the minutes of the regular council meeting of July 2, 2019, seconded by Councilperson Haynes. Motion carried unanimously.

**MANAGER ITEMS:**

City Manager Healy provided the following report to council:

1. I want to thank everyone for their kind comments, cards, and visits last week with the passing of my father-in-law Paul Blaine Wayt. Other than his early youth when he resided on Roberts Ridge, he was a life-long resident of Moundsville, and had a 38-year career at Fostoria Glass.
2. Continued update on the new software system: The overall implementation of the entire system continues to be slow. We will be doing payroll for the third time this week, and have added the fireman and police pension checks into the system this week. We have an in-person visit scheduled and I'm hoping that answers some on-going questions, and alleviates some of the stress on the office staff. I have decided that while everything is important, this will be my number one

priority until all is up and running and everyone is comfortable with the system and its functions.

3. We received our first list of businesses from DataMax last week. It included 21 businesses that they believe are working in Moundsville, not on our current vendor list. City Clerk Hewitt will now work with them to review and begin the process of collection.

4. We received our second quarter 2019 municipal sales tax information today. The amount this quarter is \$499,729.33. That amount is the second highest since we have been receiving it.

5. I attended a ribbon cutting last week at Campbell's Signs & Banners on Jefferson Avenue. Congratulations to Clarence Campbell and best of luck.

6. The July Business After Hours is Thursday, July 25, at Ruttenbuck's starting at 5:00. Please call Marilyn tomorrow if you want to attend.

\* City Manager Healy asked for an Executive Session after the regular meeting for real estate matters. Councilperson Saunders moved for executive session for personnel matters, seconded by Councilperson Haynes. Motion carried unanimously.

## **OLD BUSINESS:**

### **Discussion and Approval of An Ordinance Concerning Term Clarification on the Historic Landmarks Design Review Board 159.08(b). (Second Reading)**

Attorney White read the following ordinance by title only to be passed by council on second and final reading:

#### **AN ORDINANCE OF THE COUNCIL OF THE CITY OF MOUNDSVILLE, WEST VIRGINIA, AMENDING SECTION 159.08(b) OF THE CODE OF THE CITY OF MOUNDSVILLE TO PROVIDE FOR AND CLARIFY THE TERMS OF APPOINTMENTS OF THE CITY DESIGN REVIEW BOARD (SECOND READING)**

Vice Mayor Wood moved to approve the above ordinance, seconded by Councilperson Saunders. Motion carried unanimously.

### **Other Items to be Discussed by Council.**

\* Councilperson Hunt asked Attorney White, in his research, what he found on Code Enforcement Officers? Attorney White said he found a number of things but did not find the section relating to the qualifications of a code enforcement officer. Which Manager Healy said was in the State Fire Code. Further discussion of a code enforcement officer lead to discussion of the Better Buildings Program.

Vice Mayor D. Wood moved to discuss at the August policy sub committee meeting revisiting the Better Building program, seconded by Councilperson Hunt. Councilperson Hunt. Motion carried unanimously.

\* Councilperson Haynes asked when the parking meters were going to be installed in the city lot beside Ruttenburg's? Manager Healy reported the parking lot needs striped and meter poles need straightened. After Mr. Maine repairs and paints the meters they will be installed in the lot.

\* Vice Mayor D. Wood asked for the check amount of the quarter Municipal Sales & Use Tax. Manager Healy replied \$499,729.33.

\* Vice Mayor D. Wood suggested devoting some time to discuss other uses for the Municipal Sales & Use Tax. Manager Healy said he has tentatively scheduled a meeting on Tuesday, July 30, 2019 to discuss the new proposed city building.

\* Councilperson Saunders made inquiry to the house on First Street. Manager Healy reported the owner was summons to Municipal Court.

## **NEW BUSINESS:**

### **City Manager's Sixth Month Evaluation by City Council.**

Mayor Remke moved to have an executive session for personnel matters after the regular council meeting, seconded by Councilperson Saunders. Motion carried unanimously.

### **Discussion of Budget Revision #1 for General Fund for 2019-2020.**

Councilperson Haynes moved to approve the General Fund Budget Revision, seconded by Councilperson Saunders. Motion carried unanimously.

**Discussion of Budget Revision #1 for Coal Severance Fund for 2019-2020.**

Councilperson Hunt moved to approve the Coal Severance Fund Budget Revision, seconded by Vice Mayor D. Wood. Motion carried unanimously.

**Appointment to the Moundsville Building Commission.**

Councilperson Saunders moved to re-appoint Dave Rickman to the Moundsville Building Commission, seconded by Councilperson Haynes. Motion carried unanimously.

**Appointment to the Moundsville Housing Authority Commission.**

Manager Healy received a letter from the Moundsville Housing Authority asking that Heather Martin be reappointed. Manager Healy appointed Mrs. Martin to the five year term.

**Appointment to the Moundsville Zoning Appeals Board.**

Councilperson Saunders moved to reappoint Peggy Richmond to the Moundsville Zoning Appeals Board, seconded by Councilperson S. Wood. Motion carried unanimously.

**Appointments to the Design Review Board.**

Manager Healy reported the following individuals have provided letters asking to be appointed to the Design Review Board:

1. Katrina Bonar, Marshall County Chamber appointment for a 3 year term. Councilperson Saunders moved to appoint Katrina Bonar, seconded by Councilperson S. Wood. Motion carried unanimously.
2. Thomas Stiles, MEDC appointment for a 3 year term. Councilperson

Saunders moved to appoint Tom Stiles, seconded by Vice Mayor David Wood. Motion carried unanimously.

3. Carole Wood, Historic Landmark appointment for a 3 year term. Councilperson Saunders moved to appoint Carole Wood, seconded by Councilperson S. Wood. Motion carried unanimously.

4. Cassie Clark, Citizens appointment for a 3 year term. Councilperson Saunders moved to appoint Cassie Clark, seconded by Councilperson S. Wood. Motion carried unanimously.

### **Other Items to be Discussed by Council.**

\* Vice Mayor D. Wood moved to discuss at the finance sub committee the possibility of sponsoring a grant facade program for businesses in Moundsville, seconded by Councilperson Hunt. Motion carried unanimously. Councilperson S. Wood asked Manager Healy to research if other cities may sponsor a similar program and what they do.

\* Councilperson Hunt moved to discuss at the policy sub committee the definition of “interim” and repeal the resolution pertaining to the interim receiving the City Manager’s salary/hourly rate in his/her absence, seconded by Vice Mayor Wood.

Mayor Remke called for a voice vote. City Clerk Hewitt announced the following tally. 4 yeas, 2 nays. Haynes & Saunders voting nay. Motion carried.

\* Councilperson S. Wood reported the Arts & Culture committee met for their third meeting to discuss upcoming events. The “drive-in” movie night will be held at the Moundsville Riverfront August 30, 2019 starting at dusk. Children can make vehicles from cardboard boxes. One month free pool pass will be given away for best vehicle in each age group. Free popcorn and snacks will be provided. Also discussed was the Music Festival scheduled for September 13 from 7-10 on Jefferson Avenue consisting of live music, food vendors, beer vendor and shopping.

\* Councilperson S. Wood asked Manager Healy to meet with Jeff Fleahman from Comcast to interview for some marketing time for the city.

## **MAYOR ITEMS:**

\* Mayor Remke read from a thank you card from City Manager Rick Healy and family on the passing of his father in law. Mayor Remke moved to receive and file the card, seconded by Councilperson Haynes. Motion carried unanimously.

\* Mayor Remke also read from a thank you card from the family of Thom Ferris, former Water Board member. Councilperson S. Wood moved to receive and file the card, seconded by Councilperson Haynes. Motion carried unanimously.

\* Mayor Remke met with several individuals including the Historic Landmark members, RED and others concerning the facade program. Mayor Remke will provide the information to council.

\* Mayor Remke attended the ribbon cutting at Campbell Signs & Banners.

## **COMMITTEE REPORTS:**

### **Discussion and Approval of Recommendations by the Finance Committee.**

1. Discussion of TIF (Tax Increment Financing) Program in the City of Moundsville. Committee recommends to move forward on applying for the TIF program.

Councilperson Hunt moved to move forward with applying for the TIF program, seconded by Mayor Remke. Motion carried unanimously.

### **Discussion and Approval of Recommendations by the Policy Committee.**

1. Discussion & Revision of the Building Enforcement Agency; ordinance 1717.01. Committee recommends directing the City Attorney to draft a revision to the ordinance.

Councilperson Saunders moved to direct Attorney White to draft a revision to section 1717.01, seconded by Mayor D. Wood. Motion carried unanimously.

2. Discussion of Zoning Code Clarification Dealing with Acreage for RV Placement. Committee recommends directing Attorney White to draft an ordinance to include verbiage of “conditional uses: campsite must have one continuous empty acre of ground and combine the definition of RV Park and Campground.”

Vice Mayor D. Wood moved to direct Attorney White to draft an ordinance pertaining to acreage of campsites, seconded by Councilperson S. Wood. Motion carried unanimously.

### **COMMITTEE ITEMS:**

- \* **S. Wood** - Nothing at this time.
- \* **Hunt** - Commended the Appliance Connection for painting their store front.
- \* **Saunders** - Nothing at this time.
- \* **D. Wood** - Nothing at this time.
- \* **Haynes** - Nothing at this time.

Mayor Remke moved to have an executive session for personnel and real estate after a 5 minute recess, seconded by Councilperson S. Wood. Motion carried unanimously.

Meeting recessed at 8:00 p.m.  
Meeting reconvened at 8:05 p.m.  
Executive session began at 8:05 p.m.  
Executive session recessed at 9:10 p.m.  
Regular session reconvened at 9:10 p.m.

Councilperson Haynes excused himself from the regular session.

Councilperson Saunders moved to approve a 5% increase to the City Manager seconded by Councilperson S. Wood.

Mayor Remke called for a voice vote. Mayor Remke announced the following tally. 3 yeas, 2 nays. Hunt and D. Wood voting nay. Motion carried.

Councilperson S. Wood moved to adjourn, seconded by Vice Mayor D. Wood.  
Motion carried unanimously.

Meeting adjourned at 9:13 p.m.

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Sondra J. Hewitt, City Clerk

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Phil Remke, Mayor