

REVISED
City Of Martinsburg
Special City Council Meeting
Thursday, February 20, 2014
6:30 P.M.

1. Call to Order
2. Roll Call
3. Salute to Flag
4. Prayerô Pastor Eric Folk, First Church of the Nazarene
5. Approve January 9, 2014 Regular Meeting Minutes
6. Approve December 2013 Administrative and Financial Report.
7. **Presentations**
 - a. Administer Oath of Office to City of Martinsburg Police Lieutenant Scott Funkhouser
8. **Petitions From Citizens**
9. **Receive And File Reports—Minutes—Correspondence Of The Following:**
 - a. Martinsburg Historic Preservation Review Commission December 02, 2013 meeting minutes
 - b. Martinsburg Board of Zoning Appeals October 1, 2013, November 5, 2013 and January 07, 2014 meeting minutes
 - c. Martinsburg Planning Commission November 6, 2013 and December 4, 2013 meeting minutes
 - d. Berkeley County Development Authority December 11, 2013 meeting minutes and financial statement
 - e. Martinsburg Police Department Calendar Year 2013 Statistical Activities Report
 - f. Martinsburg Fire Department Calendar Year 2013 Annual Report
 - g. Berkeley County Animal Control December 1-31, 2103 Incident Report
 - h. Letter, dated January 27, from Mayor George Karos to Governor Earl Ray Tomblin requesting update on SB-245ô Chesapeake Bay/Wastewater Treatment Plant Projects Grant Funding
 - i. Centers for Disease Control and Prevention 2012 Water Fluoridation Quality Award

- j. City of Martinsburg Public Works Department Inclement Weather Cost Analysis for December 2012-2013 and December 2013-February 6, 2014

10. Reports Of Chairpersons Of Council Standing Committees

- a. Council as a Whole Committee January 28, 2014 meeting minutes
- b. Council as a Whole Committee February 6, 2014 meeting minutes
- c. Personnel Committee February 6, 2014 meeting minutes

11. Report Of Mayor

- a. Reappoint Reenie Raines to the Planning Commission term 3/1/2014-3/1/2017
- b. Reappoint Jeff Molenda to the Planning Commission term 3/1/2014-3/1/2017
- c. Reappoint George Reichard to the Planning Commission term 3/1/2014-3/1/2017
- d. Appoint Hugh Harvey III to the Historic Preservation Review Commission to fill expired term 1/21/2014-1/21/2017
- e. Appoint Walter Bowers to the Shade Tree Commission to fill expired term 5/09/2012-5/09/2015
- f. Reminder of following vacancies
 - ~~1. Shade Tree Commission (1)~~
 - 2. Code Appeals Board (1)
 - 3. Planning Commission (1 immediate, 1 upcoming in March)
 - 4. Board of Zoning Appeals (1 alternate)
 - ~~5. Historic Preservation Review Commission (1)~~

12. Report Of City Attorney

13. Report Of City Manager

- a. Projects Update

14. Unfinished Business

- a. Third and final reading of Ordinance 2014-01: *An Ordinance Amending The City Of Martinsburg Code, Part 3, Traffic Code, Chapter Seven Parking Article 361, Parking Generally By Adding Article 361, Section 15 Prohibiting The Parking Of Unlicensed Trailers Upon Any Street Or Highway*
- b. Third and final reading of Ordinance 2014-02: *An Ordinance Amending The City Of Martinsburg Code, Part 1, Administrative Code, Chapter Seven Judicial Article 171, Police Court By Adding Article 171, Section 14 Chief Magistrate, Magistrates And Court Clerks*

15. New Business

- a. Authorize City Attorney to prepare an Ordinance to amend and reenact the City of Martinsburg personnel rules and policies Section VI: Benefits at Section S: Sick leave and Section K: Personal Leave (see memo)
- b. Approve/deny 2014 Main Street events, including letters of endorsement to ABC Commission for Bike Night (Saturday, August 16, 2014) Chili Cook-off (Saturday, October 4, 2014), and Fridays at Five (Fridays in June and July)
- c. Approve/deny Martinsburg/ Berkeley County Parks and Recreation's request to demolish house on the corner of Tennessee Avenue and Park Avenue (see attached memo)
- d. Approve/Deny amendment of contract for professional services dated April 11, 2013 between the City of Martinsburg and Urban Design Ventures, LLC for CDBG and HOME programs to include required preparation of the Analysis of Impediments to Fair Housing Choice at an additional cost of \$12,500.00
- e. Approve/deny sub-recipient agreement between City of Martinsburg and the Boys and Girls Club of the Eastern Panhandle for improvements to the gym floor---not to exceed \$53,815
- f. Approve/deny City of Martinsburg hosting/sponsoring 4th of July Fireworks for 2014 (see attached information)
- g. Approve/deny Grove & Dall'Olio Architects (GDA) Schematic Parking Layout #2 Revised for E. Burke Street Parking Lot Project estimated cost of \$326,500
- h. Approve/deny GDA to design and bid Schematic Parking Layout #2 Revised E. Burke Street Parking Lot Project GDA--\$3,900 & Gordon Associates--\$6,500
- i. Approve/deny improvements (City of Martinsburg and CXS responsibilities) for the N. Queen Street Underpass Project estimated cost of improvements, including cleaning, painting and anti-graffiti coating--\$417,740
- j. Approve/deny Alpha Associates to design and bid N. Queen Street Underpass Project--\$33,425 (8%) and a budget of \$4,750 to be billed hourly for coordination meetings between the City of Martinsburg, WVDOH and CSX
- k. Approve/deny Alpha Associates to complete stormwater study at Liberty Street and N. Queen Street (\$6,775) and consider sanitary sewer evaluation (\$2,250)
- l. Approve/deny Eastern Panhandle EMS Education System Policies and Procedures Manual
- m. Approve/deny renewal of billing agreement with Medical Claims Assistance, Inc (3rd party billing for ambulance user fees) through December 2015
- n. Approve/deny the following Fire Department Stand Operating Procedures:
 - Emergency Medical Services Drug Box Accountability
 - Social Media/Networking

- o. Approve/deny Financial software upgrade for the Finance Department computer network--\$207,572ô Harris Computer Systems (various budgets--see attached)
- p. Approve/deny hardware upgrade for the Finance Department computer network--\$6,673.89ô Innovative, Inc. (various budgetsô see attached)
- q. Approve/deny additional needed software upgrades and licenses for the Finance Department in conjunction with the above hardware upgrade--\$6,237.00ô Innovative, Inc. (various budgetsô see attached)
- r. Approve/deny hardware and software upgrade for the Martinsburg Police Department computer network--\$103,159.37ô Police Levy Fund (see attached)
- s. Approve/deny purchase of SRT training equipment for Martinsburg Police Department (see memo for complete list)ô total cost \$3,500.11ô TSSi (sole supplier)ô Police Levy Fund
- t. Approve/deny the following purchases by the Martinsburg Police Department: two (2) Ford Sport utility vehicles (Explorer style)--\$25,518, each; two (2) Ford AWD Cruisers (Taurus style), \$23,950, each; equipment for above vehicles, \$5,000 eachô total cost \$118,936ô Stephens Auto (state contract)ô Police Levy Fund (previously budgeted)
- u. Approve/deny purchase of used 2006 International Recycling Truck for the Public Works Department--\$34,873ô Tomø Truck Sales, LLCô Sanitation Fund
- v. Approve/deny purchase of two new dump truck beds for the Public Works Department--\$16,155 (total)ô Shade Equipment Companyô Street Dept. Fund
- w. Approve/deny mosquito control treatmentsô Erlich Pest Control--\$8,840
- x. Confirm 4 hours compensatory time for City Employees for weather related closure at noon on Tuesday, January 21, 2014
- y. Approve/deny acceptance of Strategic Economic Development Planô Garner Economics, LLC
- z. Approve/deny Bowles Rice to prepare City of Martinsburg Home Rule Applicationô not to exceed \$5,000
- aa. Confirm authorization to submit Chesapeake Bay Green Streetsô Green Jobsô Green Towns Grant for Church/King Streets Stormwater Project--\$250,000
- bb. Confirm submission of request for funding and project participation from WVDOH for Church/King Streets Stormwater Project
- cc. Authorize City Attorney to draft an Ordinance to trade a 20-foot right of way (approximately 2,200 square-feet) owned by C & D assets for a City-owned parcel located on Tax Map M5, Parcel 29 (approximately 9,149 square-feet)

- dd. Authorize City Attorney to prepare agreement for City contribution of up to \$50,000 for sewer line and laterals installation in conjunction with WWTP Upgrade Project Task 6C6 (Alternative Entrance Road and Second Water Line)6 see attached
- ee. Approve/deny Professional Engineering Services Proposal6 WWTP Upgrade Project6 Task 6C6 (Alternative Entrance Road and Second Water Line)6 Tasks 1: Design; 2:Bid-Phase; and 3: Construction Phase6 Change Order Request #26 Sewer line and laterals--\$11,231
- ff. Approve/deny HRI Inc.6 Application for Payment #2 (\$72,6453.65) and summary of project completion status
- gg. Approve/deny additional services outlined by Alpha Associates, Inc. for the North Queen Street Underpass
- hh. Confirm eight hours compensatory time for City employees for weather related closure on Thursday, February 13, 2014.

16. 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)

17. Adjournment