

City Of Martinsburg
Regular City Council Meeting
Thursday, March 13, 2014
6:30 P.M.

1. Call to Order
2. Roll Call
3. Salute to Flag
4. Prayer— Minister Ugima Tyson, New Beginnings Apostolic Church
5. Approve February 20, 2014 Special Meeting Minutes
6. Approve January 2014 Administrative and Financial Report.
7. **Presentations**
 - a. Proclamation—Fair Housing Month—April 2014
 - b. Laura Gassler—Martinsburg/Berkeley County Convention and Visitor's Bureau update
8. **Petitions From Citizens**
9. **Receive And File Reports—Minutes—Correspondence Of The Following:**
10. **Reports Of Chairpersons Of Council Standing Committees**
 - a. Budget and Finance Committee February 25, 2014 Meeting Minutes
 - b. Council as a Whole Committee March 4, 2014 Meeting Minutes
11. **Report Of Mayor**
 - a. Schedule Special City Council Meeting for Tuesday, March 25, 2014 at 5 PM for purposes of approving the FY 2014 budget and other business as needed
 - b. Schedule Special City Council Meeting for Tuesday, April 15, 2014 at 5 PM to approve/deny FY 2014-2015 levy rates and other business as needed
 - c. Reappoint Richard Lowman to the Parking Authority—term 3/31/2014-3/31/2017
 - d. Reappoint Buzz Poland to Martinsburg Parks and Recreation Board. Term 03/01/2014-03/01/2017
 - e. Appoint Christopher Ross to the Planning Commission to fill expired term beginning 1/25/2014-1/25/2017

- f. Appoint Scott Hamilton to the Planning Commission to fill expired term beginning 3/01/14-3/01/17
- g. Appoint Councilman Roger Lewis and Councilman Dennis Etherington as co-chairs for the “Take Pride in Your Community” Spring Clean-up event (See 15 K)
- h. Reminder of following vacancies
 - 1. Parking Authority (2)
 - 2. Code Appeals Board (1)
 - 3. Board of Zoning Appeals (1 alternate)

12. Report Of City Attorney

13. Report Of City Manager

- a. Projects Update

14. Unfinished Business

15. New Business

- a. First and Second Reading of Ordinance 2014-03: *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*
- b. First and Second Reading of Ordinance 2014-04: *An Ordinance Providing For The Conveyance Of Nine Thousand One Hundred Forty Nine (9,149) Square-Feet Located Adjacent To The Raleigh Street Extension To C & D Assets, LLC. In Exchange For Two Thousand Two Hundred (2,200) Square-Feet Adjacent To Baltimore Street, To the City Of Martinsburg.*
- c. Approve/deny Calvary United Methodist Church’s request to conduct the annual Good Friday Crosswalk on Friday, April 18, 2014 from 10:30 AM until 12:00 noon, contingent upon proof of adequate liability insurance
- d. Approve/deny Calvary United Methodist Church’s request to hold the annual CROP Hunger Walk on Sunday, October 12, 2014 from 2 PM until 5 PM, contingent upon proof of adequate liability insurance
- e. Discuss Budget and Finance Committee February 25, 2014 recommendations not to conduct public hearing to increase property tax revenue above 3% additional revenue, take action as necessary (Finance Director has additional information since Feb. 25 Budget and Finance Committee meeting—see attached letter from Secretary of State)
- f. Approve/Deny Draft FY 2014-2015 Community Development Block Grant Program (CDBG) and HOME investment Partnership Annual Action Plan (See February 25, 2014 Budget & Finance Committee minutes)

- g. 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
- h. Authorize Bowles Rice to prepare Home Rule Application per March 04, 2014 Council as a Whole Committee Recommendations (See March 4, 2014 Council as a Whole Committee Minutes)
- i. Approve/deny agreement between the City of Martinsburg and Patrolman Shane Everhart regarding the post-retirement care and ownership of K-9 Officer Rikki
- j. Approve/deny agreement between the City of Martinsburg and Sergeant Craig Phelps regarding the post-retirement care and ownership of K-9 Officer Kardiff
- k. Approve/deny City of Martinsburg's 24 Annual "Take Pride in Your Community" Spring Clean-up event for Saturday, May 17, 2013
- l. Approve/deny contract for fireworks between Zambelli Fireworks Manufacturing Corporation and the City of Martinsburg--\$10,000 (budgeted)
- m. Approve/deny HRI Inc.'s Application for Payment #3 (\$564,825.21) and summary of project completion status
- n. Confirm fees for Alpha Associates, LLC for North Queen Street Underpass Improvements
- o. Authorize City Manager to advertise for part-time contractual Community Development Administrator position (to administer HUD CDBG and HOME programs)
- p. Approve/deny agreement between City of Martinsburg and Dan Ryan Builders for City contribution of 50% of related costs up to \$50,000 for sewer line and laterals installation in conjunction with WWTP Upgrade Project Task "C" (Alternative Entrance Road and Second Water Line)

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