

**City Of Martinsburg**  
**Regular City Council Meeting**  
**Thursday, September 8, 2016**  
**6:30 P.M.**

1. Call to Order
2. Roll Call
3. Salute to Flag
4. Prayer
5. Approve August 11, 2016 Special Meeting Minutes
6. Approve July 2016 Administrative and Financial Report.
7. **Presentations**
  - a. Resolution of Appreciation for retiring Fire Department Captain Donna Harmison
  - b. Resolution of Appreciation for retiring Fire Department Captain Allen Talbott
  - c. Proclamation Constitution Week Shenandoah Valley Chapter of the National Society Daughters of the American Revolution
  - d. Make comment on ABCA Zoning Form for Class B "Carry Out" License relating to Caribbean Produce--500 N. High Street
  - e. Make comment on ABCA Zoning Form for Class B "Carry Out" License relating to The Mill Phoenix Café 615 W. King Street
  - f. Make comment on ABCA Zoning Form for Class B "Carry Out" License relating to Shop "Save East (dba Shop "Save 2568-2881)" 1317 Old Courthouse Square
  - g. Make comment on ABCA Zoning Form for Class "A" License relating to Golden China Le, Inc. 1117 N. Queen Street
  - h. Boston Street Communications Tower Presentation
8. **Petitions from Citizens (Two (2) Minute Maximum)**
9. **Receive And File Reports—Minutes—Correspondence Of The Following:**
  - a. Letter of Resignation from Ms. Bridget Cohee resigning from the Board of Zoning Appeals, effective September 1, 2016

- b. Comcast correspondence, dated August 15, 2016, regarding a changes to the billing system
- c. Board of Zoning Appeals April 5, May 3 and June 7, 2016 Meeting Minutes
- d. Planning Commission April 6, May 4 and June 1, 2016 Meeting Minutes
- e. Historic Preservation Review Commission April 4, May 2 and June 6, 2016 Meeting Minutes
- f. WV Rte. 45 Traffic Operation and Safety Study
- g. Hagerstown/Eastern Panhandle Metropolitan Planning Organization (HEPMPO) May 18, 2016 Meeting Minutes and Berkeley County Projects Update
- h. For the Kids, by George Children's Museum August 4, 2016 Meeting Minutes and Director's Report

**10. Reports Of Chairpersons Of Council Standing Committees:**

- a. Council as a Whole Committee Meeting Minutes for Tuesday, August 16, 2016

**11. Report Of Mayor**

- a. Appoint the following to the Economic and Community Development Director Application Review Committee:
  - Mayor George Karos
  - HR Director Brenda Spaulding
  - City Manager Mark Baldwin
  - City Attorney Kin Sayre
  - Jay Garner, Garner Economics
- b. Appoint the following to the Economic and Community Development Director Applicant Interview Committee:
  - Mayor George Karos
  - HR Director Brenda Spaulding
  - City Manager Mark Baldwin
  - City Attorney Kin Sayre
  - Jay Garner, Garner Economics
  - City Council Members (7)
- c. Appoint the following to the Gateway/Wayfinding Signage Committee:
  - Mayor George Karos
  - City Manager Mark Baldwin
  - City Engineer/Planning Director Mike Covell
  - Public Works Director Jeff Wilkerson
  - Main Street Martinsburg Executive Director Randy Lewis

- Martinsburg/Berkeley County Chamber of Commerce President Tina Combs
  - Martinsburg/Berkeley County Convention and Visitorø Bureau Executive Director Laura Gassler
  - Councilwoman at Large Harriet Johnson
  - Ward 1 Councilman Dennis Etherington
  - Frazier Associates--Consultant
- d. Appoint Doreane Mosser (current alternate) as a regular member of the Board of Zoning Appeals to fill an unexpired term ending December 31, 2016
- e. Report the following vacancies:
- Board of Zoning Appeals (1 alternate)
  - Convention and Visitorø Bureau (1 as of December 31)
  - Parking Authority (2)
  - Shade Tree Commission (1)
  - Human Relations Committee (1)

## **12. Report Of City Attorney**

- a. Panhandling Ordinance Update
- b. Special Events Permit Ordinance Update

## **13. Report of City Manager**

## **14. Unfinished Business**

- a. Third and Final Reading of Ordinance 2016-24 to An Ordinance to Add and Amend the Text of The City of Martinsburg Zoning Ordinance At Article IV "General Regulations" Section 400 "Sign" to amend and reenact comprehensive sign regulations

## **15. New Business**

- a. First and Second Reading of Ordinance 2016-25 Amending The City Of Martinsburg Code, Part Three, Article 751- License Taxes, By Adding Sections 751.164 To Provide For A Temporary Special Event Vendor License
- b. First and Second Reading of Ordinance 2016-26 Repeal Section 709.08 "Projecting Signs-Of The City Of Martinsburg Code, Part 7, Business And Taxation Code, Article 709, Advertising And Signs
- c. First and Second Reading of Ordinance 2016-27 Amending The City Of Martinsburg Code, Part Three-Traffic Code, Chapter One - Administration - Article 303 "Enforcement, Impounding And Penalty -, By Amending And Reenacting Section 303.075 Immobilization Of Certain Vehicles
- d. First and Second Reading of Ordinance 2016-28 Amending The City Of Martinsburg Code, Part Three-Traffic Code, Article 365 "Parking Meters, By Amending And Reenacting Section 365.13 Fines (see Council as a Whole Minutes)

- e. First and Second Reading of Ordinance 2016-29 Amending The City Of Martinsburg Code, Part Seventeen-Building And Housing Code, Article 17 ó Building Fees, By Amending And Reenacting Section 1761.05ô Schedule Of Fees And Charges (see Committee as a Whole Minutes)
- f. First and Second Reading of Ordinance 2016-30 Amending Ordinance 2016-23 Which Established Job Descriptions For Employees Of The City Of Martinsburg, West Virginia (See Council as a Whole Minutes)
- g. Approve/deny Resolution 2016-23ô General Fund Budget Revision #2 for FY 2016-2017 (See Committee as Whole Minutes)
- h. Approve/deny AIA Agreement between the City of Martinsburg and Silling Associates--\$34,180--and proposal for professional design services (see Committee as a Whole Minutes)
- i. Approve/deny recommendations for additional staff (see Committee as a Whole Minutes)
- j. Approve/deny Sales Tax Revenue Budget (see Committee as a Whole Minutes)
- k. Approve/deny Resolution 2016-24 increasing starting wage for pay grade 1 be increased from \$17,982 to \$23,185; the difference between pay grades be adjusted to 3.5% for all pay grades; and the spread for each grade in the pay plan be increased from 55% to 70% from the minimum to the maximum for the fiscal year beginning July 1, 2016.
- l. Approve/deny Cost of Living Adjustment (COLA) for full time employees equal to the difference between new/old pay grade minimum, 2.5% COLA or \$2,000, whichever is higher; COLA for part time employees equal to ½ the difference between old/new pay grade minimum, 2.5% COLA or \$1,000, whichever is higher; and merit pay increases with an average of 2.5%.
- m. Resolution 2016-25 authorizing George Karos, Mayor of Martinsburg, to enter into a contractual agreement with the West Virginia Department of Motor Vehicles to receive and administer grant funds in the amount of \$529,113, pursuant to the provisions of the WV Governor's Highway Safety Program
- n. Approve/deny request for an ingress/egress curb cut on W. King Street (see memo)
- o. Authorize Letter of Endorsement to the ABCA regarding a temporary license to sell beer at the Berkeley 2000 Recreation Center on October 29, 2016 for the Hard Knocks MMA event and February 17<sup>th</sup> and 18<sup>th</sup>, 2017 for the 26<sup>th</sup> Annual Toughman Contest
- p. Approve/deny request from Breast Cancer Awareness-Cumberland Valley to tie pink ribbons to parking meters, utility poles and trees along the main thoroughfare(s) in Martinsburg, Monday, October 3-Friday, October 14, 2016
- q. Approve/deny request from Deliverance Ministry and Healing Center to hold a walk-a-thon along the provided route and use of the Town Square Pedestrian Plaza on Saturday, October 29, 2016, contingent upon proof of adequate liability insurance.

- r. Approve/deny request to hold a small wedding ceremony in the Town Square Pedestrian Plaza on Friday, October 28, 2016 from 6 PM until 8 PM
- s. Approve/deny Trick or Treat for children 12 and under in the City of Martinsburg Monday, October 31, 2016 from 6-8 PM
- t. Discuss holiday schedule for Christmas and New Year (see example), take action as necessary
- u. Approve/deny flu shots for City employees and elected officials--\$20 each
- v. Approve/deny request from the Apollo Civic Theatre to block a portion of E. Martin Street from 7 PM until 10 PM for Halloween on the following days: October 7, 8, 14, 15, 22, 28, 29 and 30, 2016
- w. Approve/deny bid recommendation for 2017 Freightliner Garbage Truck w/Leach Refuse Packer--\$145,066 (truck) + \$2,895 (container lift bar option) total \$147,961.00 Total Equipment Supplies
- x. Approve/deny bid recommendation for City Hall Replacement Windows--\$9,539 Berkeley Glass
- y. Approve/deny bid recommendation for forty-five (45) Martinsburg Police Department Body Cameras \$224,452 (five year total) + \$2,037.96 (additional equipment) Taser International
- z. Demo bids for 706 W. Martin Street and 634 Winchester Avenue (bid opening September 6)
- aa. Approve/deny HRI Inc. Application for September 2016 Payment #3 for the Church Street Stormwater Project--\$102,306.15
- bb. Approve Resolution 2016-26 authorizing HRI Inc. Application for September 2016 Payment # 33 for the WWTP Upgrade Project-- \$\_\_\_\_\_

## 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)