



City of Moundsville

Sara Wood-Shaw, Mayor
David Wood, Vice-Mayor

Rick Healy, City Manager
Sondra J. Hewitt, City Clerk
Karen L. Ankrom, Finance Director
Thomas Mitchell, Police Chief
Gary Brandon, Fire Chief
Frank Stocklask, Public Works Director
Joe Richmond, Senior Building Inspector
John White, Parks & Recreation Director
Thomas E. White, City Attorney

Judy Hunt, 1st Ward Councilwoman
Eugene Saunders, 3rd Ward Councilman
Ginger DeWitt, 4th Ward Councilwoman
Randy Chamberlain, At-Large Councilman
Brianna Hickman, At-Large Councilwoman

REGULAR CITY COUNCIL MEETING AGENDA SEPTEMBER 5, 2023 - 6:00 PM CITY COUNCIL CHAMBERS 800 SIXTH STREET

- I. CALL TO ORDER
- II. INVOCATION
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL
- V. CONSIDER DISCUSSION AND APPROVAL OF MINUTES OF THE FOLLOWING MEETING
 - a. Discussion and Approval of the Minutes of the Regular Council Meeting of August 15, 2023.
- VI. CONSIDER GENERAL PUBLIC HEARING – (Anyone addressing City Council may speak for five minutes after rising and stating name and address.)
- VII. CONSIDER CITY MANAGER ITEMS
 - a. Report on Progress of New Municipal Building
 - b. Other Items to be Discussed by City Manager
- VIII. CONSIDER THE FOLLOWING OLD BUSINESS

800 6th Street, Moundsville, WV 26041
City Clerk's Office 304-845-3394
City Manager's Office 304-845-6300

- a. Other Items to be Discussed by Council

IX. CONSIDER THE FOLLOWING NEW BUSINESS

- a. Appointment of Ms. Amanda Weese to the Sanitary and Stormwater Boards.
- b. Other Items to be Discussed by Council

X. CONSIDER MAYOR ITEMS

- a. Other Items to be Discussed by the Mayor

XI. CONSIDER COUNCIL ITEMS

- a. Documents For Council Review

XII. ADJOURNMENT

1 **STATE OF WEST VIRGINIA, COUNTY OF MARSHALL, CITY OF**
2 **MOUNDSVILLE, AUGUST 15, 2023**

3
4 The Council of the City of Moundsville met in Regular Session in the Council
5 Chambers on August 15, 2023 at 6:00 pm.

6 Meeting was called to order by Mayor Wood-Shaw.

7 Introduction and Invocation by Pastor Kara Rowe.

8 City Manager Healy introduced Pastor Row, and her bio.

9 Kara Rowe is the new pastor of Calvary and Simpson United Methodist Churches.
10 Kara is married to Michael Rowe, a chaplain with Valley Hospice. Together they
11 have 3 children: Caleb, Abby, and Jakoba. She has served in ministry as a United
12 Methodist minister for 17 years now, serving in Mineral, Monongalia, Hancock,
13 Kanawha, and now Marshall counties. Before ministry, Kara was an educator in
14 the school system for 8 years. Kara enjoys serving in the community and reading.

15 Pastor Rowe gave the invocation.

16 Secretary Jasenec called the roll and the following Councilpersons were in
17 attendance: Mayor Wood-Shaw, Vice Mayor Wood, Hickman, Chamberlain,
18 DeWitt, Saunders. Also present were City Manager Healy, City Clerk Hewitt,
19 Finance Director Ankrom, Secretary Jasenec, and Chief Mitchell. Absent:
20 Councilwoman Hunt.

21 **MINUTES:**

22 **Special Council Meeting of July 27, 2023.**

23 Vice Mayor Wood moved to approve the minutes of the special council meeting of
24 July 27, 2023, seconded by Councilwoman DeWitt. Councilman Chamberlain
25 abstained. Motion carried unanimously.

26 **Regular Council Meeting of August 3, 2023.**

27 Councilman Chamberlain moved to approve the minutes of the regular council
28 meeting of August 3, 2023, seconded by Councilwoman Hickman. Motion carried
29 unanimously.

30 **GENERAL PUBLIC HEARING:**

1 Dennis Hall, 23 Oak Avenue, asked for additional time, 10 minutes total.
2 Councilman Saunders moved to approve additional time, 10 minutes total, for Mr.
3 Hall to speak, seconded by Councilman Chamberlain. Motion passed unanimously.

4 Mr. Hall asked the process of City Charter changes, the reason for the Moundsville
5 City Council Rules and Regulations booklet, and councilpersons missing meetings.
6 Due to City Attorney White's absence, Mr. Hall will return next council meeting
7 with the same questions.

8 **CITY MANAGER ITEMS:**

9 **Report of Progress of New Municipal Building**

10 Since the last meeting, there has been continual progress. Above ground plumbing
11 for the city hall has been on-going, floor decking on the second and third floors are
12 almost completed, block work on the elevator shaft and north wall continues, and
13 work continues on the security area and the tower. The raised area on the rear of
14 city hall is also being framed and the underground plumbing has started on the Fire
15 Department side. The metal framework started yesterday on ceiling joists and wall
16 studs. The electrician continues to install conduit as needed in the walls and floor
17 areas.

18 **City Manager Presented the Following Report to Council**

19 1. Community Day is scheduled for this Saturday, August 19, 2023, from Noon to
20 4:00 at Riverfront Park. We met this morning to make final preparations. Many of
21 the same popular events will be back including Sno Biz, duck pond, sand art, hot
22 dogs, and some new attractions from some of our partners. We thank all of our
23 sponsors and partners who help to make this event a huge success. Put this on your
24 calendar, and plan to attend and/or help us make this the best one yet!

25 2. The bike rack has been installed, and we have one trial bike in place. When we
26 activated everything, we could not unlock the bike. We are working with the
27 company on this problem. Once corrected, the other bikes will be placed.

28 3. The lights and globes have arrived for Jefferson Avenue. The contractor is
29 getting the installation on his schedule and expects is to start over the next two
30 weeks.

31 4. During the heavy rain event this past Saturday night, my wife and I were out
32 checking certain areas during the entire storm. Clinton Avenue had no flooding
33 issues, in fact, it was one of the less flooded streets in that area. The repairs at

1 Jackson and Mulberry worked, with no overflows in that area. Incidentally, the
2 road repairs should be completed and the blockades down by next week in that
3 area. There will be some additional areas of remediation needed in the parking lot
4 and around the playground area. I consider this American Rescue Plan money well
5 spent!

6 5. Mayor Wood Shaw and I participated in a Webinar last week regarding the On-
7 Trac Program. The program had been suspended since COVID and is now being
8 re-started. Applications were made available last Friday for the new program, and
9 four communities will be selected. On-Trac is the required predecessor to Main
10 Street America.

11 6. Current update on the ARP Homeowner Repair Grant includes the completion
12 and final approval of sixty-two homes, with total grant money awarded of
13 \$298,435.89. The project totals were \$392,222.42. The city received additional
14 revenue in Building Permits of \$1,326.00, and B&O Tax of \$7,506.34. Types of
15 projects completed include: 139 windows replaced, 24 entry doors or storm doors
16 replaced, sixteen roofs repaired or replaced, nine gutter systems replaced, four
17 porches replaced, four garage doors replaced, and others including driveways,
18 sidewalks, fences, siding, steps, painting, and soffit and fascia.

19 7. Included in your packet today was the list of City Manager goals that was
20 requested by Vice-Mayor Wood. Also requested was a report on the 1% sales tax
21 and the plans to utilize it. Please review and contact me with any questions or
22 comments.

23 8. The program design for the Business Exterior Repair Program will be on the
24 September Policy Sub-Committee agenda.

25 9. The Strand is reserved for the Public Meeting on the Bus Levy. The date is
26 Tuesday, September 26, at 6:00 PM. Flyers are being developed and a press
27 release to the media and interested partners will be issued within the next two
28 weeks.

29 10. July HDL collections were \$2,380.70, netting \$1,191.35 for the city. Total
30 collections on this program are over \$480,000.00.

31 11. There are openings on the Building Commission and Historic Landmarks.
32 Please contact me if you have interest in serving your city on any of these boards.

1 12. I would like to take an opportunity to welcome back our City Clerk Sondra
2 Hewitt, who has been off for two months. We missed you Sondra!

3 **Reappointment of Colin Simmons to the Moundsville Fire Civil Service**
4 **Commission.**

5 This reappointment is nominated by the Fire Department. In council's packets
6 there is a letter from Mr. Simmons requesting to be reappointed and a letter from
7 Chief Brandon endorsing Mr. Simmons.

8 Councilman Gene Saunders moved to approve reappointing Mr. Simmons to the
9 Moundsville Fire Civil Service Commission, seconded by Councilman
10 Chamberlain. Motion passed unanimously.

11 ***Vice Mayor Wood** asked for someone to explain to the public what the On-Trac
12 Program is. Mayor Wood-Shaw stated On-Trac is a 2-year downtown revitalization
13 and development program where representatives provide resources to downtown
14 businesses to help develop and beautify the area. After 2 years, cities can then
15 apply for the Main Street Program which is a nationwide program that opens up
16 more resources and grant opportunities for development and beautification.

17 ***Vice Mayor Wood** also thanked Manager Healy for his Manager's Goals and the
18 breakdown of the 1% Municipal Sales Tax Report.

19 ***Councilwoman Hickman** asked if the Bus Levy Public Hearing could also be
20 posted as a Facebook Event, along with other forms of publication, so the public
21 can save it to their calendars. Manager Healy stated he would create the event.

22 **OLD BUSINESS:**

23 **Ordinance to Amend the Employee Policy Manual to Allow the City Manager**
24 **to Declare Certain Holidays Previously Granted as Statewide Holidays by the**
25 **Governor. Second Reading**

26 **Mayor Wood-Shaw Read the Ordinance by Title Only.**

27 Councilman Saunders moved to approve amending the employee Policy Manual to
28 allow the City Manager to declare certain holidays previously granted as statewide
29 holidays by the Governor, seconded by Councilwoman Hickman. Roll call vote- 6
30 yeas. Motion passed.

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

1 ***Vice Mayor Wood** asked if the Attorney is still reviewing the Policy Handbook.
2 Manager Healy confirmed that it is still under review.

3 **NEW BUSINESS:**

4 **Discussion and Approval of Revising the 1% Municipal Sales Tax Allocation**
5 **to Move 2% from the Buffer Account to a New Future Land Reuse Agency**
6 **Account (Effective with Next Receipt in October 2023).**

7 Councilwoman Hickman moved to approve revising the 1% Municipal Sales Tax
8 allocation to move 2% from the Buffer Account to a new future Land Reuse
9 Agency Account, seconded by Vice Mayor Wood.

10 ***Vice Mayor Wood** asked how would this benefit Moundsville and its citizens.
11 Mayor Wood-Shaw stated a Land Bank would be the next step in fighting
12 dilapidated properties. It would allow the city to have funds to purchase these
13 properties at tax sales and redevelop them.

14 ***Manager Healy** noted this vote is only for moving funds from the Buffer
15 Account to a Land Reuse Agency Account. Council has not decided to develop a
16 Land Reuse Agency at this time, but if council decides to start a Land Bank, we
17 would already have funds available.

18 Motion passed unanimously.

19 **Discussion and Approval of Participating in the West Virginia Checkbook**
20 **Transparency Program.**

21 Vice Mayor Wood moved to approve participating in the West Virginia
22 Checkbook Transparency Program, seconded by Councilwoman Hickman.

23 *Councilwoman Hickman asked what the turnaround time would be to have the
24 information available for the public. Manager Healy stated the estimated time
25 would be 6 weeks depending on the amount of work placed on our finance staff.

26 Motion passed unanimously.

27 **Discussion and Approval of Support Letter for the Affordable Connectivity**
28 **Program.**

29 Mayor Wood-Shaw explained the Affordable Connectivity Program.

1 Councilman Chamberlain moved to approve a support letter for the Affordable
2 Connectivity Program, seconded by Councilwoman DeWitt. Motion passed
3 unanimously.

4 **Discussion and Approval of a Resolution Supporting the Affordable**
5 **Connectivity Program.**

6 Councilwoman Hickman moved to approve a resolution supporting the Affordable
7 Connectivity Program, seconded by Councilman Chamberlain. Motion passed
8 unanimously.

9 **Discussion and Approval of Donating \$50.00 to MEDC Kids' Night Scheduled**
10 **for October 25, 2023.**

11 Councilman Saunders moved to approve donating \$50.00 to MEDC Kids' Night,
12 seconded by Councilwoman DeWitt. Motion passed unanimously.

13 **Discussion and Approval of Donating \$50.00 for a Trophy Sponsorship to**
14 **Moundsville Country Club Second Annual Car Show.**

15 Councilman Chamberlain moved to approve donating \$50.00 for a Trophy
16 Sponsorship to Moundsville Country Club Second Annual Car Show, seconded by
17 Councilwoman DeWitt.

18 ***Councilman Saunders** asked why we were donating to this cause. Mayor Wood-
19 Shaw stated that this went before the Finance Committee and they agreed to move
20 forward with the donation since City Council has supported organizations outside
21 of Moundsville's city limits if our community members attend.

22 Opposed Councilman Saunders; motion passed.

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

24 ***Vice Mayor Wood** asked Chief Mitchell who develops the Entry Level Police
25 Officer exam and if tutoring could be available. Chief Mitchell stated that the
26 exams are purchased from Stanard and Associates, Inc and they offer study guides
27 and practice tests.

28 ***Vice Mayor Wood** stated that there have been times where councilpersons
29 remain silent during the voting process and he would like to develop a method that
30 would require all councilpersons to vote or abstain. Manager Healy stated that with
31 City Clerk Hewitt back from leave, we will begin learning the electronic voting

process through CivicClerk. Councilperson's votes will be displayed on a publicly visible screen in real time.

***Councilman Chamberlain** asked if there will be an ability to abstain with CivicClerk. Manager Healy responded "Yes".

MAYOR ITEMS:

***Reappointment of James Kudlak to the Moundsville Fire Civil Service Commission.**

This reappointment is nominated by the Mayor. In council's packets there is a letter from Mr. Kudlak requesting to be reappointed.

Councilman Gene Saunders moved to approve reappointing Mr. Kudlak to the Moundsville Fire Civil Service Commission, seconded by Councilwoman Hickman. Motion passed unanimously.

***Mayor Wood-Shaw** reminded council that they have been invited to the August 17, 2023, groundbreaking ceremony for the Marshall County Health Department at 10:00am.

***Mayor Wood-Shaw** stated August 19th is the next Arts & Culture Commissions Family Movie Night with free popcorn and drinks. She thanked Marshall County Schools for the activity books that will be available. The Super Mario Brother movie will be shown and characters Mario and Luigi will be there for photos.

COUNCIL ITEMS:

***Councilman Chamberlain** asked when Virginia Street will be completed. Manager Healy stated that the Moundsville Street Department and Sanitary Department will be working together on this project and he will get back to council with an estimated timeframe.

***Councilwoman Hickman** thanked the city's administrative for utilizing CivicClerk to maximize Moundsville effectiveness and efficiency.

Councilman Saunders moved to adjourn, seconded by Councilman Chamberlain. Motion carried unanimously, and meeting adjourned 6:50pm.

Sara Jasenec, Secretary

Sara Wood-Shaw, Mayor



City of Moundsville

Judy Hunt, Mayor
Sara Wood-Shaw, Vice-Mayor

Rick Healy, City Manager
Sondra J. Hewitt, City Clerk
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COUNCIL AGENDA ITEM REPORT

Meeting Date and Time

September 5, 2023, 6:00 PM

Prepared By

Date Prepared

August 30, 2023

Topic

Appointment of Ms. Amanda Weese to the Sanitary and Stormwater Boards.

Background

A vacancy exists on both boards due to the death of Mr. Joe Richmond, Sr.

Recommendation

Recommend appointment of Ms. Weese to fill the unexpired term of Mr. Richmond. This term will expire on 04/15/26.

800 6th Street, Moundsville, WV 26041
City Clerk's Office 304-845-3394
City Manager's Office 304-845-6300

Fiscal Impact

There is no fiscal impact to the city.

Attachments

1. Mandy Weese

August 1, 2023

Amanda Weese
1307 4th St
Moundsville, Wv 26041
304-905-3549
mandyweese@ymail.com

Mr. Rick Healy and to whom it may concern:

This letter is to express my interest in the vacant seat on the Sanitary/Stormwater Board. The following statement will be a brief explanation of why I believe I would be a good candidate to fill this vacancy.

I am 35 years old and currently reside in Moundsville. My partner Caleb and I have a beautiful 6-year-old daughter, Emilia, who will be attending first grade at McNinch Primary. We have two cats Freya & Tully who we adopted from the MCAS. Our family likes living in Moundsville and are constantly bragging about all of the things the city has been doing. I believe a big reason I am interested in filling this vacancy is the experience I will receive in doing so... many people have opinions about how the city should do things but so often there is a very limited understanding of the inner workings of how a city actually operates. I would love to get my foot in the door to start that better understanding of our city and I believe this presents a great opportunity to do just that.

I am currently only working part time and staying home with my daughter; however I do have an extensive previous resume that has given me a lot of customer service experience. I was previously a CPR instructor, office manager and retail merchandiser. I have had to learn to be appropriate as well as professional. I also have no issues expressing opinion, sharing ideas and standing up for what I believe is right. I will be honest and transparent with you as board members but also with the residents. I am a very quick learner and pick up on things very easily and will ask questions on anything I don't understand. As a resident of Marshall County myself, I notice the time and effort that is currently being given to our city and only want to learn about it and make it flourish. I would like to show my daughter that putting yourself out there is rewarding as much as it can be intimidating.

I may not have done this before but I can tell you I am excited, energized and eager to learn. I do hope that you take me into consideration for this vacancy and look forward to meeting everyone.

Thank you for your time,
Amanda Weese