

Lewisburg City Council
Meeting Minutes
Via Zoom Teleconference meeting
May 19, 2020
7:30 p.m.

PRESENT: Recorder Shannon Beatty; Mayor Beverly White; City Council members Arron Seams, Joshua Edwards, Sarah Elkins, Mark Etten, Heather Blake; City Manager Jacy Faulkner; Assistant City Manager Misty Hill, Treasurer Susan Honaker, Zoning Officer Cunningham, Director of Public Works Roger Pence; Fire Chief Thomas and Chief of Police Chris Teubert.

CALL TO ORDER: Mayor White called the meeting to order at 7:30 p.m.

VISITORS: Reporter Peggy McKenzie with the Mountain Messenger newspaper

VISITOR'S REPORTS:

No reports were given.

APPROVAL OF MINUTES:

April 21, 2020 Regular Session Minutes

Councilmember Edwards made a motion to approve the March 17, 2020 regular session minutes as corrected. Councilmember Elkins seconded the motion. With all in favor the motion carried.

PROCLAMATION:

National Osteopathic Medicine Week

Mayor White read a proclamation designating May as National Osteopathic Medicine Week in Lewisburg.

RESOLUTION:

Resolution, Country Roads Lease Purchase Agreement for Police Vehicle

Mayor White read the following resolution by title for passage:

“RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF A MASTER EQUIPMENT LEASE-PURCHASE AGREEMENT, AND RELATED INSTRUMENTS, AND DETERMINING OTHER MATTERS IN CONNECTION THEREWITH.”

Councilmember Seams made a motion to approve the lease purchase agreement with Country Roads for a Police Department vehicle. Councilmember Edwards seconded the motion.

Councilmember Etten noted the lease purchase was for a three year lease to purchase a Dodge Durango.

With all in favor the motion carried.

COMMUNICATIONS FROM THE CITY MANAGER:

Mountaineer Computer Systems, Inc. Maintenance and Support Contract renewal

Jeff Feamster with Mountaineer Computer systems stated this was the annual renewal of the maintenance contract, (at the discounted cost of \$8,250.)

A lengthy discussion with Feamster occurred regarding considering the purchase and implementation of AccuFund Cloud as an additional online service for the City. Treasurer Honaker mentioned the potential for COVID-19 to reappear should be considered. She noted that if the virus reappeared it could force the City to shut down again. Given the unknowns the City is working with, the service would allow City administration to work from home and still have access to the files and records at City Hall. Should that happen, we would still have people on hand. The AccuFund Cloud access could be a good advantage for the City, she said.

Councilmember Edwards expressed his concerns regarding the Cloud service only offering 10 gigs of data. Feamster noted the City is only using 9 gigs of data that is only Accufund data. He mentioned it has taken many years to work up to using 9 gigs of data. Feamster mentioned that the Cloud would only be accessible on the internet. He noted that could be a good or bad thing. The city would not need to purchase a server for the Accufund data but that internet unreliability could be an issue.

Edwards asked what the annual cost was for the cloud service. Feamster answered it was \$15,000 a year. It noted the cost included running the application in their system, backups, updates and storage. Councilmember Etten stated that according to the contract there was a monthly charge if usage went over 10 gigs a month. Councilmember Blake asked Feamster to give a rough estimate of how much it would cost the City to buy a new server. Feamster answered the City could buy a server for less than what it costs to use the Cloud service for one year. Edwards asked what the cost would be for the City to purchase a VPN system. Feamster stated he would not venture to guess that. Etten stated he felt like the City should investigate the options and costs for a VPN. Edwards stated he felt the City could review all the options and costs and bring it back to the next meeting.

Councilmember Blake made a motion to approve the annual renewal of the maintenance contract with Mountaineer Computes at the discounted rate of \$8,250. Councilmember Etten seconded the motion. With all in favor the motion carried.

Councilmember Blake made a motion to table the Accufund Cloud online service agreement until more information about options could be gathered. Councilmember Edwards seconded the motion. With all in favor the motion carried.

Monthly Report

City Manager Faulkner reported that operations at City Hall have been slow but smooth. She noted that operations have been smoother in May than they were in April. She stated she felt like citizens had gotten used to the City Hall building being closed to the public. She stated that city hall employees have been brought in to work as needed. She stated things were going well overall.

She indicated the roof replacement project at City Hall was started.

The City received word from the State Auditor's office that the upcoming levy budget was approved and that everything was in place for the fiscal year beginning in July.

Faulkner reported that City employees have been participating in Zoom meetings for the West Virginia Municipal League the Greater Greenbrier County Covid-19 Task Force from home.

Faulkner stated that Assistant City Manager Misty Hill had been compiling cost information for any expenses related to Covid-19 in case the City is able to recoup any costs. Faulkner also stated the City is tracking revenue losses related to the Covid-19 shut downs, such as the Hotel Motel Tax and Video Lottery funds.

She stated the City is working hard to have two reusable face masks made for City employees. The City has been struggling to find disposable masks for the Fire and Police Departments.

Faulkner stated that Hill had brought to her attention the issue regarding pool openings and how that effects the City of Lewisburg. The City play fountain in the green space is the closest thing the City has to a pool. She noted that many other cities ae not opening pools this summer because of the Covid-19 pandemic. Councilmember Blake said it might be premature to make a decision about whether or not to close the play fountain for the entire season. She stated a month by month review might be the best choice. Faulkner and Elkins said they agreed with that idea. Councilmember Edwards asked if there were any occupancy limits for the use of the play fountain. Faulkner stated she would have to find out. Hill noted the City has to have a licensed pool operator on staff but that she did not think there was an occupancy limit. Edwards stated that if there was an occupancy limit they city could half that. Etten stated he remembered the play fountain being

regulated by the Greenbrier County Health Dept. Director of Public Works Pence stated he would check to see if there was an occupancy limit. Councilmember Seams stated he does not think it would be safe to open the play fountain for any part of the season. He stated he remembers times when he has seen 15 people gathered there. He said that if there continues to be any shortage of Personal Protective Equipment (PPE) it would be insensitive of the City to put pressures on health care workers and first responders who don't have enough PPE to protect themselves from the Covid-19 Virus. Hill stated that this the issues of not opening pools had been talked about a lot in the West Virginia Municipal League Zoom teleconference calls.

Faulkner indicated that City Hall and other city Departments were still closed to the public at this time. She said things were going well as internal operations between departments gets better. She said City Hall remains closed so that the City can maintain a controlled environment. She stated it was her recommendation to continue with that for the time being as a way to keep exposure down. She said she was not trying to rush into opening City Hall. She asked if any Council members felt differently about opening City Hall back up to the public to let her know. Councilmember Edwards stated he felt that Faulkner had done a really wonderful job handling the Covid-19 virus pandemic. He said he felt the City had functioned well. Etten said he agreed about maintaining the current status quo regarding operations but would like to look at measures to put into place when it is time to open City Hall. He mentioned demarcations on the floor for 6 feet of separation as visual reminders that are being used in many stores during the pandemic. Faulkner noted that the Administration has been discussing that. She stated they are thinking about moving the chairs out of the reception area where customers pay their water bill; requiring appointments to meet with staff members in their office and requiring masks be worn with interactions with the public. Hill added the City would continue to follow CDC guidelines regarding the Covid-19 virus pandemic for cleaning the building and wearing masks.

Faulkner stated she has been using her personal laptop to facilitate the Zoom meetings for all city meetings. She stated the City really needs to have its own laptop to use for purposes like this. She said she was going to review the budget to see where funds could be used to purchase a lap top. She said it should not be a huge expense.

Faulkner thanked City Council for their support. She stated she was going to be leaving the City soon and that she hated the timing of her departure.

Fire Department Fire-Dex Gear Purchase

Fire Chief Thomas stated that replacement of four sets of gear had been included in the budget at a cost of \$13,387.73. Councilmember Edwards asked what the life expectancy of gear was. Thomas answered it was ten years.

Councilmember Edwards made a motion to approve the purchase of four sets of Fire-Dex gear at a cost of \$13,387.73. Councilmember Elkins seconded the motion. With all in favor the motion carried.

Countrymen Communication Water Tank Lease Agreement

Faulkner stated that a few months ago Countrymen Communications had approached the City about leasing space on the Frankford water tank to place a devise that would provide internet service locally. At that time it was discovered the City had never carried through on the transfer of the property where the tank is located. City Attorney White has had the deed recorded. Faulkner stated the tower was always the property of the City but not the land. This agreement would allow Countrymen to place equipment on our tower which would allow them to provide internet service in that area. She noted the City Attorney had reviewed the agreement. Councilmember Etten stated he noticed on the agreement that it says they are to have access to the site. He asked Pence if the City would provide them with a key. Pence answered he would prefer to escort them to the site. Faulkner said she believed the City could discuss this with Countrymen and make the proper arrangements for access to the site. She stated she and Pence would make any necessary edits to the document and would share them with City Council before executing a document. Council also had a concern about the cost of the electricity being used.

Councilmember Elkins made a motion to approve the Countrymen Communication Water Tank Lease agreement with the concession that edits be made and that the cost of the electricity be researched. Councilmember Etten seconded the motion. With all in favor the motion carried.

Lee Street Curb Installation

Director of Public Works Pence stated the City had removed a section of sidewalk across the street on Lee Street from the West Virginia Osteopathic School of Medicine. When the city removed the sidewalk they lost the curb for storm water controls. The sidewalk was non-compliant with ADA guidelines. He said the City had received two bids to replace the curb from Radford and Radford (\$12,929.00) and Jim Richmond Construction (\$18,460.00). Pence noted that Radford Radford is finishing up a job at the school and is available immediately to work on the curb project. Pence recommends accepting the bid from Radford and Radford.

Councilmember Etten made a motion to accept the bid from Radford and Radford for the Lee Street Curb project in the amount of (\$12,929.00). Councilmember Seams seconded the motion. With all in favor the motion carried.

Dorie Miller Playground Components purchase

Faulkner said the City was purchasing the playground components through a nationwide contract pricing program called US Communities. She stated the City was going to renovate some of current playground components to match the new Game Time playground components at a cost of \$9,913.08. The renovated and new components will cost \$110,201.13. Faulkner stated that some of the current swings will also be refreshed for an overall uniform look. She said that City Public Works crews would complete some site leveling work.

Councilmember Edwards made a motion to approve the renovation of current playground components and the purchase and installation of new playground components from Game Time through the nationwide contract pricing program at a cost of \$110,201.13. Councilmember Elkins seconded the motion. With all in favor the motion carried.

Hollowell Park restroom foundation construction quotes

Director of Public Works Pence stated City staff will complete most of the work on the two unit ADA compliant restroom at Hollowell Park. He noted that he wished to hire a skilled contractor to complete the foundation to get the project started. He stated the City had received two bids and would like to recommend acceptance of a bid in the amount of \$ 5,250 from JDL Contracting.

Councilmember Edwards made a motion to accept a bid in the amount of \$5,250 for the Hollowell Park foundation project from JDL Contracting. Councilmember Blake seconded the motion. With all in favor the motion carried.

COMMUNICATIONS FROM THE POLICE DEPARTMENT:

Police Chief Tuebert stated the Police Department had answered 217 calls for service which was slightly down from last year. He stated the Department had received their bullet proof vests. He noted that most trainings had been cancelled during this Covid-19 Virus pandemic. He noted he had received 12 applications for the new officer position and that 6 interviews had been completed. He stated he has seen a slight increase in domestic violence calls and an increase in shoplifting during this pandemic.

COMMUNICATION FROM THE FIRE DEPARTMENT:

Fire Chief Thomas reported the Fire Department had answered 72 calls for service and had received 4 applications for the Chief's Aide position. He said the City would conduct interviews for the position soon.

COMMUNICATIONS FROM CITY COUNCIL MEMBERS:

Discussion of Domestic Chickens

Council discussed the possibility of the consideration of allowing domestic chickens to be kept in the city limits of Lewisburg. Councilmember Elkins had put together information from several cities that allow chickens to be kept. Council discussed the pros and cons of allowing domestic chickens and asked Faulkner to have City Attorney White draft an ordinance for review.

COMMUNICATIONS FROM THE MAYOR:

Appointment of Interim City Manager

Mayor White stated that City Manager Faulkner's last day with the City would be Friday, June 5. She stated she wished her well and appreciated all of her hard work. Mayor White suggested appointing Misty Hill as the interim City Manager with a salary that matched what Faulkner made.

Councilmember Etten made a motion to appoint Misty Hill the interim City Manager with a salary making what Faulkner made effective on Faulkner's departure. Councilmember Edwards seconded the motion. With all in favor the motion carried.

ADJOURNMENT:

Councilmember Edwards made a motion to adjourn the meeting at 10:03 p.m. Councilmember Etten seconded the motion. With all in favor the motion carried.