

**Minutes of City Council
October 16, 2018
Regular Session**

The Council of the City of Lewisburg met in regular session on Tuesday, October 16, 2018 at 7:30 p.m. in the Paul R. Cooley Council Chambers at 942 Washington St. West, Lewisburg, WV.

PRESENT: Mayor John Manchester; Recorder Shannon Patrick-Beatty; Council members, Heather Blake, Joseph Lutz, Arron Seams, Beverly White; Director of Public Works Roger Pence, Police Chief Tim Stover, Treasurer Susan Honaker, Fire Chief Joseph Thomas, City Administrator-in-Training Jacy Faulker and Zoning Officer Charles Smith.

ABSENT: Councilmember Mark Etten

VISITORS: Reporters Peggy Mackenzie with the Mountain Messenger; Robert Bordelon with the West Virginia Daily News and Tina Alvey with the Beckley Register Herald; Ed and Donna Johns; Brandon Cruz, Isela Casey, Terry Wodder and Emil Stalis.

CALL TO ORDER

Mayor Manchester called the meeting to order at 7:30 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

Councilmember Blake gave the invocation and Councilmember White led the Pledge of Allegiance.

VISITORS REPORTS:

No Visitors reports were given.

APPROVAL OF MINUTES:

September 18, 2018

Councilmember Lutz made a motion to approve the September 18, 2018 minutes as presented. Councilmember White seconded the motion. With four (4) in favor and one (1) absent (Etten) the motion carried.

COMMUNICATIONS FROM THE MAYOR:

Greenbrier County Convention & Visitors Bureau annual report

Kara Dense, the executive director of the Greenbrier County Convention and Visitor's Bureau presented the 2017-2018 annual report for the CVB to Council. She noted the CVB was only closed 3 days a year, had a 13 member Board of Directors and worked closely with local festivals facilitating the sale of tickets for events.

Set the Date and Time for Halloween Trick or Treating

Halloween Trick or Treating has been set for Wednesday, October 31, 2018 from 6:00 to 8:00 p.m. at homes which have their porch light turned on.

ORDINANCES:

Ordinance 277, Quorum for the Board of Zoning Appeals

Zoning Officer Chuck Smith stated during the zoning ordinance review the question came up as to why it was necessary to have four out of five votes to approve an application on the Board of Zoning Appeals rather than a majority of a quorum to approve an application. He stated passage of this ordinance will bring the City Code in line with the State Code on this issue. He noted that City Attorney Tom White had reviewed this issue for the City.

Councilmember Blake made a motion to approve Ordinance 277 on first reading. Councilmember Seams seconded the motion. With four (4) in favor and one (1) absent (Etten) the motion carried.

PROCLAMATIONS:

General Aviation Appreciation Month

Recorder Shannon Beatty read a portion of a proclamation announcing the month of October as General Aviation Appreciation Month in Lewisburg.

Municipal Government Week 2018

Recorder Shannon Beatty read a portion of a proclamation celebrating the week of October 15-19 as Municipal Government Week in Lewisburg.

COMMUNICATIONS FROM CITY COUNCIL MEMBERS:

America in Bloom Symposium

Recorder Beatty announced Lewisburg was the winner of the 3,500 – 10,000 population or “Tall” category in the Circle of Champions at the 2018 America in Bloom National Awards Program held in Lexington, KY on September 29. She noted these accomplishments have made it possible for Lewisburg to become part of and win in the prestigious Circle of Champions – participants which have won any combination of three major awards – outstanding achievement and/or population category winner. She also announced Lewisburg had received a special award for the “Coolest Downtown” from within all the cities participating in the America in Bloom competition.

Beatty stated all participating communities were evaluated on seven criteria: overall impression, environmental awareness, heritage preservation, urban forestry, landscaped areas, community vitality and floral displays. Additionally, they were judged on their community involvement

across municipal, residential, and commercial sectors. America in Bloom is the only national awards program that sends specially trained judges to personally visit participants. In addition, each participant receives a detailed written evaluation that can be used as a guide to future improvements. Lewisburg received an eight star rating out of a possible ten stars and special recognition for its Floral Displays. Beatty thanked the Lewisburg in Bloom Committee members, the Lewisburg Public Works Crews, the Lewisburg Foundation and the downtown merchants association for all of their hard work.

Diesel Spill Law Suit

Mayor Manchester stated the extended date to file a claim for the diesel spill lawsuit was October 24th. The diesel spill occurred at a tributary creek that flows into the Greenbrier River in January of 2015.

COMMUNICATIONS FROM BOARDS AND COMMISSIONS:

Planning Commission Report

Zoning Officer Chuck Smith reported that because no applications had been received and no October meeting had been held. He stated that a working session had been scheduled for Wednesday, November 7 to review ongoing City Code/Zoning Ordinance updates.

Parks Commission Report

Parks Chairperson Beverly White reported on the following events of the October 1, 2018 Parks Commission meeting:

- Roger Pence and Jacy Faulkner met with a representative from GameTime playground Equipment Company from Roanoke, VA, The representative assessed Dorie Miller Park and said some existing equipment could be rehabbed and updated with new paint and parts to match new components. Pence said the representative will put together three different play component layouts to start the selection process. He also suggested including shade structures on the playground.

COMMUNICATIONS FROM THE POLICE DEPARTMENT:

- Chief Stover distributed a quarterly activity report for the Police Department.
- Stover stated the Police Department did not have any problems during the annual Taste of Our Town festival.

COMMUNICATIONS FROM THE FIRE DEPARTMENT:

Chief Thomas distributed and reviewed the monthly activity report for the Fire Department.

COMMUNICATIONS FROM COUNCIL COMMITTEES:

Finance Committee Report

Treasurer Honaker reported on the following events of the October 9, 2018 Finance Committee meeting:

- The Finance Committee recommended approval of the Blackbird Way Subdivision culvert engineering proposal.

Councilmember Blake made a motion to approve the Blackbird Way Subdivision culvert engineering proposal to calculate the watershed runoff entering the culvert, topographic field survey, engineering design of an improved side tapered culvert inlet and related site grading to mitigate overtopping in high-flow storm events in the amount of \$5,000. Councilmember White seconded the motion. With four (4) in favor and one (1) absent (Etten) the motion carried.

- The Finance Committee recommended authorizing City Administrator Manchester to contract out the services of an attorney to review the City National Bank Cash Management Proposal. City Attorney Tom White cannot review the contract because of a conflict of interest.

Councilmember Lutz made a motion to authorize City Administrator Manchester to contract out the services of an attorney to review the City National Bank Cash Management Proposal. Councilmember Seams seconded the motion.

Councilmember member Seams made a motion to amend the motion to also allow City Administrator Manchester to sign the City National Bank Cash Management agreement if the attorney gives it an favorable review. Councilmember Blake seconded the amended motion. With four (4) in favor and one (1) absent (Etten) the amended motion carried.

With four (4) in favor and one (1) absent (Etten) the motion carried.

- The Finance Committee recommended approval of the City Code review, work plan and estimate with attorney Tim Stranko at a cost not to exceed \$5,000 to review the City Code and recommend changes to conform to the amended City Charter.

Councilmember White made a motion to approve City Code review, work plan and estimate with attorney Tim Stranko at a cost not to exceed \$5,000 to review the City Code and recommend changes to conform to the amended City Charter. Councilmember Seams seconded the motion. With four (4) in favor and one (1) absent (Etten) the motion carried.

- The Finance Committee recommended approval to accept a bid from Greenbrier Motors in the amount of \$10,927.50 which includes the cost of labor to install the snowplows.

Councilmember Blake made a motion to accept a bid from Greenbrier Motors in the amount of \$10,927.50 which includes the cost of labor to install the snowplows. Councilmember Seams seconded the motion. With four (4) in favor and one (1) absent (Etten) the motion carried.

- The Finance Committee recommended approval of the consideration to raise the hourly rate of Marsha Cunningham, Tammy Ramsey and Amber Hinkle to \$10.50 an hour and to increase Roger Pence and Chuck Smith salary by \$2,000 a year.

Councilmember White made a motion to raise the hourly rate of Marsha Cunningham, Tammy Ramsey and Amber Hinkle to \$10.50 an hour and to increase Roger Pence and Chuck Smith salary by \$2,000 a year. Councilmember Seams seconded the motion. With four (4) in favor and one (1) absent (Etten) the motion carried.

- The City did not receive paperwork from the City Engineers for the Civil War Trail Project for Change Order Number 1.

Councilmember Blake made a motion to table the Civil War Trail Project Change Order Number 1. Councilmember Seams seconded the motion. With four (4) in favor and one (1) absent (Etten) the motion carried.

Public Works Committee Report

Director of Public Works Pence reported on the following events of the October 9, 2018 Public Works Committee meeting:

- Bids for new snow plows were reviewed.
- The unaccounted for water report was reviewed.
- Public Works projects were reviewed.
- The Blackbird Way Subdivision culvert project was discussed.
- A new Streets Department employee began working.
- A pre-construction meeting was held for the Civil War Trail Project.
- The City had received several complaints about debris hitting parked cars downtown while Precision Safe Sidewalks was completing their work.
- Public Works Committee member Blake asked if the City could pay for additional hanging baskets along Route 219 across from Arbuckle Lane. Sheila Robinette has been hanging plastic flower hanging baskets from the light poles there. Blake does not feel like the plastic flowers are a good look. Lewisburg in Bloom Coordinator Shannon Beatty stated the Savannah Garden Club is the entity who pays for the 78 hanging baskets downtown. The Club has indicated they cannot afford to pay for any more baskets. Beatty stated she would seek an estimate of the cost to add additional baskets and would have the information ready for the November Public Works Committee meeting.

Public Safety Committee Report

Public Safety Chairman Lutz stated that no meeting had been held.

Annual Review for the City Administrator

Councilmember Blake a made a motion to go into executive session to discuss the annual review of the City Administrator at 8:28 p.m. Councilmember Lutz seconded the motion. With four (4) in favor and one (1) absent (Etten) the motion carried.

Councilmember Blake made a motion to reconvene into regular session at 8:54 p.m. Councilmember White seconded the motion. With four (4) in favor and one (1) absent (Etten) the motion carried.

Councilmember Blake stated the City Administrator Annual Review Committee had completed the annual review and would schedule a time to go over the review with City Administrator Manchester. She noted that consideration of salary increase would be placed on the November Finance Committee agenda.

ADJOURNMENT:

Councilmember Lutz made a motion to adjourn the meeting at 8:56 p.m. Councilmember Seams seconded the motion. With four (4) in favor and one (1) absent (Etten) the motion carried.