

Lewisburg City Council
Meeting Minutes
Via Zoom Teleconference meeting
June 6, 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, Interim City Manager Misty Hill, Treasurer Susan Honaker, Zoning Officer Cunningham, Fire Chief Thomas and Chief of Police Chris Teubert.

VISITORS: David and Micheline Craddock; Brent Burton with Encova and Jeff Feamster with Mountaineer Computers.

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

VISITOR'S REPORTS:

No reports were given.

APPROVAL OF MINUTES:

May 19, 2020 Regular Session Minutes

Councilmember Edwards made a motion to approve the May 19, 2020 regular session minutes. Councilmember Elkins seconded the motion. With all in favor the motion carried.

RESOLUTION:

Resolution 478, Budget Revision #2 Fiscal Year 2020

Recorder Beatty read the resolution by title for passage:

“Subject: the revision of the Levy Estimate Budget for the General Fund of the City of Lewisburg.”

Councilmember Etten made a motion to approve resolution 478 as presented. Councilmember Edwards seconded the motion. With all in favor the motion carried.

COMMUNICATIONS FROM THE CITY MAYOR:

Annual appointments to boards and commissions

Planning Commission: Mayor White presented the names of Dan Stephenson and John Little for appointment to a three year term on the Planning Commission.

Councilmember Blake made a motion to appoint Dan Stephenson and John Little to the Planning Commission to a three year term ending on June 30, 2023. Councilmember Elkins seconded the motion.

Historic Landmark Commission: Mayor White presented the names of Paul Lindquist and Clifford Gillian for appointment to a three year term ending on June 30, 2023 to the Historic Landmark Commission.

Councilmember Seams made a motion to appoint Paul Lindquist and Clifford Gillian for appointment to a three year term ending on June 30, 2023 to the Historic Landmark Commission. Councilmember Blake seconded the motion. With all in favor the motion carried.

Building Commission: Mayor White presented the name of Ann Fort for reappointment to a five year term ending on June 30, 2025 to the Building Commission.

Councilmember Blake made a motion to reappoint Ann Fort to a five year term ending on June 30, 2025 to the Building Commission. Councilmember Edwards seconded the motion. With all in favor the motion carried.

Parks Commission: Mayor White stated she did not have an appointee at this time.

Board of Zoning Appeals: Mayor White presented the name of Andrew Must to fill the unexpired term of the recently deceased Tom Issacs for a term ending on December 30, 2020.

Councilmember Elkins made a motion to appoint Andrew Must to fill an unexpired term on the Board of Zoning Appeals ending on December 30, 2020. Councilmember Seams seconded the motion. With all in favor the motion carried.

Greenbrier County Library Board of Director (a City Board for Library owned by the City):

Mayor White presented the name of Teresa Thompson for reappointment to a 5 year term ending on June 30, 2025 on the Greenbrier County Library Board of Directors.

Councilmember Blake made a motion to reappoint Teresa Thompson to a 5 year term ending on June 30, 2025 on the Greenbrier County Library Board of Directors. Councilmember Elkins seconded the motion. With all in favor the motion carried.

COMMUNICATIONS FROM THE INTERIM CITY MANAGER:*Accufund Cloud-Online Service Agreement*

Discussion centered on what services would be included in the \$14,000 annual fee to use the Accufund online service. Councilmembers asked the City Administration to research the cost of other options and using VPNs asking Greenbrier Technologies to provide price quotes. They discussed taking a comprehensive look at technology for the entire city to see what is available. Jeff Feamster with Mountaineer Computers explained to Council that using a VPN system requires the availability of a person to manage the VPN all the time with people trying to connect remotely. Feamster noted the contract with Accufund was only for one year.

Councilmember Etten made a motion to table consideration of an online service agreement for Accufund Cloud until more research could be completed. Councilmember Edwards seconded the motion. With all in favor the motion carried.

Purchase of Formstack

Jeff Feamster with Mountaineer Computers stated that Formstack is a 3rd party integration from Accufund that creates webforms such as work orders, water and business license applications and building permits. Formstack allows the webforms to be submitted and followed up on from the internet. Susan Honaker stated that during the Covid-19 pandemic shut down having Formstack would have made conducting city business easier. Feamster noted there are different plans that offer a total number of forms for a cost. The silver plan offers 20 forms and might be a good starting place.

Councilmember Etten made a motion to table consideration of the purchase of Formstack until more information can be provided about how many forms the City needs. Councilmember Seams seconded the motion. With all in favor the motion carried.

Fire Station Construction Fund

Treasurer Susan Honaker recommended the City apply \$200,000 into the fire station construction fund. She noted that City revenues are down right now because of the Covid-19 pandemic and that is why she does not recommend applying the usual \$250,000 into the fire construction fund.

Councilmember Etten made a motion to place \$200,000 into the fire construction fund. Councilmember Edwards seconded the motion. With all in favor the motion carried.

Enova Worker's Compensation Renewal

Councilmember Etten made a motion to approve the proposal from Enova for Worker's Compensation Insurance in the amount of \$41,433. Councilmember Elkins seconded the motion. With all in favor the motion carried.

Sidewalk Cleaner Quotes

Director of Public Works Roger Pence stated he had three quotes for a sidewalk cleaner and that he recommended the Alkota 5355 H Model from Whitgo from Beckley, WV in the amount of \$8,890.98. Councilmember Etten asked if this was currently in the budget. Pence answered yes.

Councilmember Edwards made a motion to purchase a sidewalk cleaner and that he recommended the Alkota 5355 H Model from Whitgo from Beckley, WV in the amount of \$8,890.98. Councilmember Blake seconded the motion. With all in favor the motion carried.

Water Leak Detection System quotes

Director of Public Works Pence stated he had received three quotes for water leak detection equipment. He noted that water department employees attended a demonstration on each of the three systems. He stated that most leak detection equipment work really well with metal pipes. The City has plastic pipe and Pence stated he would like to recommend the Sewerin leak detection equipment at a cost of \$17,249 because it works best with plastic pipe. Councilmember Etten asked if Pence has plans for the use of the equipment. Pence answered he has a team that will be dedicated to using the equipment to find leaks as soon as the equipment is purchased.

Councilmember Etten made a motion to approve the purchase of the Sewerin Leak Detection equipment at the cost of \$17,249. Councilmember Edwards seconded the motion. With all in favor the motion carried.

Grant Request funding for Firework Show at the Fairgrounds

Interim City Manager Misty Hill stated the applicant had not submitted their application after being asked to be on the city council agenda.

Mills Group Contract

Hill stated that Michael Mills with the Mills Group provided architectural and design consulting services to the Lewisburg Historic Landmark Commission for applications through this contract. The annual contract costs \$8,000 and has not gone up in price. Treasurer Honaker stated they bill by the hour but can only bill up to \$8,000.

Councilmember Elkins made a motion to renew the annual contract with the Mills Group in the amount of \$8,000. Councilmember Etten seconded the motion. With all in favor the motion carried.

Hudnall Wildlife Skunk Removal Contract

Councilmember Blake made a motion to approve the Hudnall Wildlife Skunk removal contract with the same terms and conditions as last year. Councilmember Edwards seconded the motion. With all in favor the motion carried.

Hudnall Wildlife Deer Removal Contract

Councilmember Edwards made a motion to approve the Hudnall Wildlife Deer Removal contract with the same terms and conditions as last year. Councilmember Elkins seconded the motion. With all in favor the motion carried.

Countrymen Communications Water Tank Lease Agreement

Interim City Manager Hill stated the Council information packets contained more information for Council to review. Councilmember Etten stated the water tank provides basic services to our citizens water customers. He said he felt it was important to make sure the site remained secure. He stated he felt like the City should take Countrymen up on the offer to install free Wi-Fi for security cameras to be placed at the site. Director of Public Works Pence stated that he agreed about the cameras. He stated he also felt that copies of the security clearance for Countrymen employees that would have access to the site should be kept on file.

Councilmember Etten made a motion to approve the contract with Countrymen Communications for a lease to place equipment on the water tank tower to provide internet service understanding that Countrymen employees must notify the Public Works Department when they go onto the site nad that Wi-Fi cameras will be placed onsite and that security clearance papers will be kept on file. Councilmember Seams seconded the motion. With all in favor the motion carried.

Harris Brothers Roofing Pay Application

Interm City Manager Hill stated the pay application and project had been inspected by the City's engineering firm, Chapman Technical Group. The pay application is in the amount of \$72, 585.

Councilmember Etten made a motion to approve a pay application in the amount of \$72,585 to Harris Brothers Roofing for the City Hall roof replacement project. Councilmember Blake seconded the motion. With all in favor the motion carried.

City Manager's Monthly Report

Interim City Manager Misty Hill thanked City Council for their encouragement and support to her as she serves as the Interim City Manager. She noted she was open to feedback and that she had worked with departing City Manager Jacy Faulkner over the past two weeks.

Hill stated that community “minority” testing for Covid-19 was going to be conducted at Dorie Miller Park on June 12 and 13 from 9:00 a.m. until 4:00 p.m. The testing will be conducted by the Greenbrier County Health Department and the National Guard.

Hill reported that she and Roger Pence had met with a representative regarding the Dorie Miller Park playground equipment. She indicated she was excited the project was going to be moving forward soon.

She stated the City Hall roof replacement project was almost complete.

Hill stated that state guidelines for pools during the Covid-19 pandemic did not really cover how to handle the splashpad or play fountain downtown. She said she didn't feel the city had personnel resources to do temperature checks on potential users of the play fountain or that the city could ensure that social distancing would happen. She recommended the City not open the play fountain at this time. Council expressed similar opinions and agreed to revisit the issue at the next City Council meeting for further review and discussion.

Domestic Chickens

Hill indicated that City Attorney White and the Administration did not have enough time to draft an ordinance. She noted she had spoken with city officials from the city of Fayetteville who indicated that their domestic chicken ordinance had not passed on second reading because of citizen opposition. David Craddock, a Lewisburg resident indicated his opposition to the idea of allowing domestic chickens in Lewisburg.

COMMUNICATIONS FROM CITY COUNCIL MEMBERS:

Councilmember Blake stated she had a Public Safety issue to bring forward. She stated it had been brought to her attention there was no stop sign at the corner of Austin and East Terrace. Director of Public Works Pence stated he would have a stop sign placed there.

Councilmember Seams thanked the City Police Department for their professionalism in dealing with the recent Black Lives Matters protest that occurred downtown.

COMMUNICATIONS FROM BOARDS AND COMMISSIONS:*Planning Commission Report*

Zoning Officer Marsha Cunningham reported on the following events from the June 4, 2020 ZOOM meeting of the Planning Commission:

A minor subdivision at 2141 Washington Street East and 1017 Judyville Road were approved by the Planning Commission.

COMMUNICATIONS FROM THE POLICE DEPARTMENT:

Police Chief Teubert stated that an incident report had been included in the Council Information packet. He noted that the Department answered 222 calls for service in May.

COMMUNICATOINS FROM THE FIRE DEPARTMENT:

Chief Thomas stated that Fire Department had answered 70 emergency calls for May. He stated the fire district had sustained a heavy loss from a structure fire on Price Run Road. He noted the new Chief's Aide, Jason Boone was going to start working for the Department on June 11, 2020.

EXECUTIVE SESSION:

Councilmember Seams made a motion to enter into executive session at 9:41 p.m. to discuss a property for sale for fire station #1. Councilmember Blake seconded the motion. With all in favor the motion carried.

Councilmember Elkins made a motion to re-enter into regular session at 10:14 p.m. Councilmember Etten seconded the motion. With all in favor the motion carried.

ADJOURNMENT:

Councilmember Seams made a motion to adjourn the meeting at 10:15 p.m. Councilmember Elkins seconded the motion. With all in favor the motion carried.

