

City of Lewisburg  
Finance Committee Meeting  
Via Teleconference due to COVID-19 Pandemic  
Finance Committee Meeting Minutes  
April 13, 2021

**Present** Finance Committee Chairman Mark Etten, Mayor Beverly White, Heather Blake, Arron Seams, Sarah Elkins, Josh Edwards, City Manager Misty Hill, Treasurer Susan Honaker, Fire Chief Joseph Thomas, Public Works Director Roger Pence, Streets and Parks Supervisor Tony Legg

**Visitors** Nora Venezky, Executive Director of the Greenbrier Historical Society and Gordon Campbell, Board President of the Greenbrier Historical Society; Janet Mize and Alyson Dotson for Greenbrier East Project Graduation, Gary Williams for West Virginia Jazz Orchestra, and Tamara Pence.

**Call to Order** Chairman Etten called the Finance Committee meeting of the City of Lewisburg to order on Tuesday, April 13, 2021 at 7:00 pm

**Greenbrier Historical Society-sidewalk request on Randolph Street next to the Barracks**

Nora Venezky and Gordon Campbell presented a plan to connect a handicap ramp to the existing city sidewalk to make the property ADA compliant and handicap assessable. Also presented was a plan to improve the building and property for future teaching and meeting use. Discussion ensued.

City Manager Hill is to send the plan to Chapman Technical for review for issues that may occur.

City Manager Hill will follow-up on this item at the next Finance Committee meeting.

**Arts & Humanities Grant Request-West Virginia Jazz Orchestra**

Gary Williams presented a request for an Arts & Humanities grant for the amount of \$500, to perform a free concert in the Greenspace on September 4, 2021. A matching grant would be provided from the Music Performance Trust Fund. Also requested is a welcome message from Mayor White during the intermission of the concert. Discussion ensued.

Member Seams made a motion to recommend to City Council to approve the Arts & Humanities Grant request of West Virginia Jazz Orchestra in the amount of \$500. Member Elkins seconded the motion. With all in favor the motion carried.

**Video Lottery Grant Request-GEHS Project Graduation**

Alyson Dodson and Janet Mize presented a request for a Video Lottery Grant in the amount of \$4,000 for food for Project Graduation for the 240 graduating seniors at Greenbrier East High School. The event provides a safe alcohol free, three to four hour celebration with food, games and prizes. Discussion ensued.

Member Blake made a motion to recommend to City Council to approve the request for the Video Lottery Grant in the amount of \$4,000 for food for Greenbrier East Project Graduation. Member Edwards seconded the motion. With all in favor the motion carried.

**Fire Department-Bid approval for Forcible Entry Equipment**

Chief Joseph Thomas presented a request for the purchase of a Forcible Entry Door for Fire Department training purposes. The following bids were received:

Forcible Entry Inc.	\$11,205
Costal Fire Training Door	\$10,900
Firehouse Innovations Corp.	\$ 7,960

Discussion ensued.

Member Edwards made a motion to recommend to City Council to approve the purchase of a Forcible Entry Door from Firehouse Innovations Corp. for the amount of \$7,960. Member Seams seconded the motion. With all in favor the motion carried.

**Chapman Technical Group Task Order No.34; Hydrology & Hydraulics Study for proposed Raw Water intake relocation**

City Manager Misty Hill presented the Hydrology & Hydraulics study task order that is requested by the county for the new water plant. Discussion ensued.

Member Edwards made a motion to recommend to City Council to approve the Chapman Technical Group Task Order No.34 in the amount of \$9,000. Mayor White seconded the motion. Additional discussion ensued. With all in favor the motion carried.

**US 219 North Phase 2 Pay Application 1**

Chairman Etten inquired of Director Pence if there were any comments regarding the pay request #1 for US 219 North Phase 2. Director Pence responded no comments required. Discussion ensued regarding the time line of completion of Phase 2.

Member Elkins made a motion to recommend to City Council to approve the US 219 North Phase 2 Pay Application 1 for the amount of \$56,684.25. Member Edwards seconded the motion. With all in favor the motion carried.

**US 219 North Phase 3 Pay Application 3**

Chairman Etten inquired of Director Pence as to progress of the US 219 North Phase 3. Director Pence responded that a couple of water meters were moved for ease of maintenance purposes. Discussion ensued. Chairman Etten requested that a projection chart report from Chapman Technical be provided for the Council meeting next week.

Member Edwards made a motion to recommend to City Council to approve the US 219 North Phase 3 Pay Application 3 in the amount of \$145,410.98. Member Blake seconded the motion. With all in favor the motion carried.

**Storm Water bid approval for project in the alley behind City Hall**

Director Pence presented the storm water bid approval for project in the alley behind City Hall. The following bids were submitted:

JDL Contracting LLC	\$ 4,132
ALL Construction	\$19,785
Brent Baldwin	\$19,638

Discussion ensued.

Member Edwards made a motion to recommend to City Council to approve the bid from JDL Contracting LLC for the storm water project in the alley behind City Hall in the amount of \$4,132. Member Seams seconded the motion. Additional discussion ensued. With all in favor the motion carried.

**Water Distribution bid approval for new building-information only**

Director Pence presented the information regarding the water distribution bids. Discussion ensued. No Action was required on this item.

**Street Paving-North Court Street**

Director Pence presented a detailed report on the proposed North Court Street paving. Discussion ensued.

Member Edwards made a motion to recommend to City Council to approve the paving project on North Court Street for the next fiscal year. Member Elkins seconded the motion. Additional discussion ensued. With all in favor the motion carried.

**Public Works-Comprehensive Vehicle Plan**

Director Pence presented a detailed report regarding the Public Works comprehensive vehicle plan. Discussion ensued.

Mayor White made a motion to recommend to City Council to accept the Public Works Comprehensive Vehicle Plan as presented. Member Blake seconded the motion. With all in favor the motion carried.

**City Hall-Bid approval for rental space repairs (Massie's Insurance)**

City Manager Hill presented a report regarding the rental space repairs for the Massie Insurance office. The following labor only bids were submitted:

MOH Contracting	\$ 9,700
CS Construction	\$14,000

T White Construction            \$15,000

Discussion ensued.

Member Blake made a motion to recommend to City Council to accept the bid from MOH Contracting in the amount of \$9,700 for the rental space repairs to Massie Insurance space. Member Elkins seconded the motion. Additional discussion ensued. With all in favor the motion carried.

## **Water Fund Budget Preparation and Approval for Fiscal Year 2022**

Director Pence presented the water fund budget for fiscal year 2022 for approval. Discussion ensued.

Mayor White made a motion to recommend to City Council to approve the Water Fund Budget Preparation for Fiscal Year 2022 as presented. Member Edwards seconded the motion. With all in favor the motion carried.

## **Contribution for state wide Broadband Upgrade**

City Manager Hill stated that this issue was for informational purposes only. Member Edwards presented a report with regard to Senator Baldwin's task force. Discussion ensued. No Action was required on this item.

## **Cares Act Comprehensive Expenditure Plan**

City Manager Hill presented a detailed Cares Act Comprehensive Expenditure Plan. The following items were presented:

1. City Hall Brick Repointing - Michael Mill Group – approved
2. City Hall Maintenance (painting and restoring façade) – Michael Mills Group Contract
3. City Hall Generator – Lowes
4. Employee Hazard Pay
5. City Phone System
6. Park/Downtown Restrooms Winterized
7. Hollowell Park Plan
  1. Junior Field Synthetic Field
  2. Pickleball Courts
  3. Skate Park Lighting
  4. Ballfield Dugouts
  5. Walking Track Lighting
  6. Winterize Bathrooms
  7. Lights for Batting Cages
  8. Poles for LL Infield
  9. Privacy ADA restrooms for SB Field
  10. Announcing Booths
  11. Shelter Renovations
  12. Player Benches for Football
  13. Paving Marking Equipment
  14. Picnic Table
  15. Mini Shelter with Solar Light
8. Track asphalt repair
9. Public Works Demolition
10. Land Purchase for Street/Parks
11. Parks Surveillance Cameras

- 12. North Lewisburg Park Property
- 13. Broadband

Discussion ensued.

Member Edwards made a motion to recommend to City Council to move forward with the City Hall Maintenance (painting and restoring facade) with Michael Mills for the amount of \$14, 820. Mayor White seconded the motion. With all in favor the motion carried.

Discussion ensued regarding additional items to consider.

Member Edwards made a motion to recommend to City Council to move forward with the following Hollowell Park items:

	<u>Estimated Cost</u>
Skate Park Lighting	\$10,000
Ballfield Dugouts	\$18,000
Walking Track Lighting	\$18,000
Winterize Bathrooms	\$ 1,500
Lights for Batting Cages	\$ 1,000
Poles of LL Infield	\$20,000
Privacy ADA restroom for SB Field	\$19,000
Player Benches for Football	\$ 4,000
Paving Marking Equipment	\$ 8,000

Member Elkins seconded the motion. With all in favor the motion carried.

Additional discussion ensued. City Manager Hill is to find out who the owner of the proposed property for the Street/Parks location purchase as well as the property value and report to City Council next week.

**Communications from Members**

City Manager Hill commented on the Greenspace fountain splash pad and inquired for comments from committee members’ thoughts on the opening of the fountain. Discussion ensued. City Manager Hill will reach out to the Health Department regarding turning on the fountain.

Chairman Etten inquired about the possibility of the Finance Committee and City Council meeting in person. Discussion ensued.

Treasurer Honaker commented on the current Audit for City Hall and staff internal controls.

**Approval of minutes**

March 9, 2021

March 10, 2021

Member Edwards made a motion to recommend to City Council to approve the March 9, 2021 and March 10, 2021 Finance Committee minutes as presented. Member Elkins seconded the motion. With all in favor the motion carried.

**Adjournment**

Member Seams made a motion to adjourn the meeting. Mayor White seconded the motion. With all in favor the meeting was adjourned at 10:40 pm.

Respectfully Submitted,

Susan Nutter