

City of Lewisburg
Finance Committee Meeting
Paul R. Cooley Council Chamber
942 Washington Street, West
Lewisburg, West Virginia 24901
Finance Committee Meeting Minutes
August 10, 2021

Present: Finance Committee Chairman Arron Seams, Mayor Beverly White; Councilmembers: Sarah Elkins, Frank Johnson, John Little, Valerie Pritt; City Manager Misty Hill, Treasurer Susan Honaker, Police Chief Chris Teubert, Fire Chief Joseph Thomas

Visitors: Gary Williams

Call to Order: Chairman Seams called the Finance Committee meeting of the City of Lewisburg to order on Tuesday, August 10, 2021 at 7:00 pm

Center Green Space Enhancement Plan:

Gary Williams presented an enhancement proposal for the Green Space. Discussion ensued. Mr. Williams is to obtain a plan and financial impact and report back to the Finance Committee.

City Hall Repairs Bid Approval:

City Manager Hill presented the submitted bid for City Hall Repairs from Schleiff Construction. Discussion ensued.

Mayor White made a motion to recommend to City Council to accept the bid from Schleiff Construction, LLC in the amount of \$286,639.80 as presented. Councilmember Pritt seconded the motion. With all in favor the motion carried.

Schleiff Construction, LLC – City Hall Repairs Pay Request No.1:

City Manager Hill presented the City Hall Repairs Pay Request No. 1 from Schleiff Construction, LLC. This pay request is to cover the cost of the door for the City's rental spaces. Discussion ensued.

Councilmember Elkins made a motion to recommend to City Council to approve the payment of the Schleiff Construction, LLC City Hall Repairs Pay Request No. 1 in the amount of \$57,327.90. Councilmember Little seconded the motion. With all in favor the motion carried.

Water Treatment Plant Maintenance Repair List:

City Manager Hill presented the need of repairs to the water treatment plant filters to become compliant with state requirements. Discussion ensued.

Mayor White made a motion to recommend to City Council to approve the Water Treatment Plant Maintenance Repair List in the amount of \$155,861.36 as presented. Councilmember Little seconded the motion. With all in favor the motion carried.

Lease Purchase of 5 Chevrolet Tahoe Police Vehicles and the Equipping of Vehicles:

Police Chief Teubert presented the request to Lease Purchase of 5 Chevrolet Tahoe vehicles and the equipping of the vehicles. Discussion ensued.

Councilmember Little made a motion to recommend to City Council to approve the 5 year Lease Purchase of 5 Chevrolet Tahoe Police Vehicles and the Equipping of Vehicles in the amount of \$276,657. Councilmember Johnson seconded the motion. With all in favor the motion carried.

Lease Purchase of Mobil Data Terminals for Police Department Fleet:

Police Chief Teubert presented a detailed need for the lease purchase of mobil data terminals for the police department fleet. Discussion ensued.

Mayor White made a motion to recommend to City Council to accept the 3 year Lease Purchase of the Mobil Data Terminals for the Police Department Fleet at 3.5% interest rate in the amount of \$2,980.81 per month. Councilmember Elkins seconded the motion. With all in favor the motion carried.

Fairlea/Lewisburg Fire Departments Automatic Mutual Aid Agreement:

Fire Chief Thomas presented the Fairlea/Lewisburg Fire Departments Automatic Mutual Aid Agreement. Discussion ensued.

No action required on this item, it will be presented to City Council for approval.

Fire Station Committee:

City Manager Hill presented a recommendation for a replacement member to the Fire Station Committee vacated by Mark Etten. She recommended Valarie Pritt. Discussion ensued.

Mayor White made a motion to recommend to City Council to approve the appointment of Valarie Pritt to the Fire Station Committee. Councilmember Elkins seconded the motion. With all in favor the motion carried.

Parks Rental Fee Schedule

Councilmember Elkins presented recommendations from the Parks Committee for fee adjustments of the parks shelters, ball fields and concession stands reservations. Discussion ensued.

Councilmember Elkins made a motion to recommend to City Council to amend the parks shelter fee schedule to \$50 a day, the ball field rental \$100 per league per season, concession stands \$100 per season, to be effective January 1, 2022 . Mayor White seconded the motion. With all in favor the motion carried.

Mills Group LLC – Way Finding:

City Manager Hill presented a recommendation for the Mills Group LLC to provide a master plan for way finding in the City downtown area. Discussion ensued.

Mayor White made a motion to recommend to City Council to approve the Mills Group LLC for professional services for a ways finding plan in an amount not to exceed \$10,000. Councilmember Johnson seconded the motion. With all in favor the motion carried.

CARES Act Reimbursement Review:

City Manager Hill presented an update on the CARES Act Reimbursement. Discussion ensued. No action required on this item.

American Rescue Plan Update

City Manager Hill presented an update on the American Rescue Plan. Discussion ensued.

Councilmember Pritt made a motion to recommend to City Council to approve allocation of \$840,081.66 of American Rescue Plan funds toward water plant construction. Councilmember Little seconded the motion. With all in favor the motion carried.

Holiday Schedule

City Manager Hill presented the following recommended holiday schedule amendment. Halloween trick or treat date will be coordinated with other local cities. The day after Thanksgiving, Christmas Eve, New Year’s Eve are recommended to be amended in the employee policy. Discussion ensued.

Mayor White made a motion to recommend to City Council to amend the employee holiday schedule as presented. Councilmember Elkins seconded the motion. Additional discussion ensued. With all in favor the motion carried.

Mayor White made an amended motion to recommend to City Council to approve the amendment of the employee policy regarding holiday schedule to include Christmas Eve, New Year’s Eve, the day after Thanksgiving and Juneteenth. Councilmember Elkins seconded the amended motion. With all in favor the amended motion carried.

Communications from Members:

City Manager Hill announced that Mayor White is being served papers for a lawsuit against the City regarding the county wrecker policy. Chief Teubert and Chief Thomas gave details with regard to the lawsuit issues.

Chairman Seams commented on an obstructed stop sign on the corner of Lafayette and Frazier St.

Approval of minutes: July 13, 2021

Mayor White made a motion to approve the July 13, 2021 Finance Committee meeting minutes as presented. Councilmember Pritt seconded the motion. With all in favor the motion carried.

Adjournment:

Councilmember Elkins made a motion to adjourn the meeting. Councilmember Johnson seconded the motion. With all in favor the Finance Committee meeting was adjourned at 10:02pm.

Respectfully Submitted,
Susan Nutter