

Minutes of City Council
April 15, 2025
Regular Session

The City of Lewisburg, City Council met in regular session on Tuesday April 15, 2025, at 7:00 p.m. in the Paul R. Cooley Council Chambers at 942 Washington St. West, Lewisburg, WV. Also available VIA a Zoom Teleconference call.

COUNCILMEMBERS PRESENT: Mayor Beverly White, Councilmembers, Franklin Johnson, John Little, Valerie Pritt and Arron Seams. City Manager Misty Hill, City Clerk Crystal Ratliff, Police Chief Christopher Teubert, Treasurer Susan Honaker

COUNCILMEMBERS ABSENT: Sarah Elkins

VISITORS: Scott Reigel, Helen Harless, and Tom Culver

CALL TO ORDER:

Mayor White called the meeting to order at 7:01 p.m.

Tree Survey

Mayor White welcomed guests on behalf of the Council in reference to the cities Tree Survey. Scott Reigel, Head of the Forestry program at Mountain Gateway Community College presented Council with the findings of the Tree survey him and his students conducted in the City of Lewisburg by a Grant obtained by him and Ms. Harless.

ORDINANCE

Ordinance 323

City Clerk Ratliff presented Ordinance 323, An Ordinance to Amend Article 143 of The Lewisburg City Code for a second reading.

The Mayor opened a public hearing on the ordinance at 7:14 p.m. Hearing no comments from the public, she closed the hearing at 7:15 p.m.

Councilmember Little made a motion, seconded by Councilmember Johnson, to approve Ordinance 323 as presented. With five (5) in favor one (1) absent (Elkins) motion passed.

ORDINANCE 323

Councilmember Little introduced the following Ordinance and moved for its adoption, which motion was seconded by Councilmember Johnson. The Ordinance being in the following words and figures:

“AN ORDINANCE TO AMEND ARTICLE 143 OF THE LEWISBURG CITY CODE.”

WHEREAS, pursuant to W. Va. Code § 8A-2-1(a), the governing body of a municipality may, by ordinance, create a planning commission to promote the orderly development of its jurisdiction; and

WHEREAS, the City previously enacted Article 143 of the Lewisburg City Code which establishes and governs the conduct of the City Planning Commission for the City of Lewisburg; and

WHEREAS, the Council of the City of Lewisburg desires to amend certain provisions of Article 143 in order to comply with current State law; and

WHEREAS, all provisions of the Lewisburg City Code not specifically amended in the attached ordinance shall remain in full force and effect.

NOW, THEREFORE, THE CITY OF LEWISBURG HEREBY ORDAINS that the Lewisburg City Code shall be AMENDED as follows:

143.01 COMPOSITION; APPOINTMENT; TERMS AND QUALIFICATIONS.

(a) The "City Planning Commission for the City of Lewisburg, West Virginia," which was previously created, shall consist of nine (9) citizens, all of whom shall be residents of the City, shall be qualified by knowledge and experience in matters pertaining to the development of the City, shall include representatives of business, industry and labor, two-thirds of whom shall have been residents of this City for at least three 3 years prior to nomination, and each shall be nominated by the Mayor and appointed by him or her after confirmation by the City Council. One member of this Commission shall also be a City Council person, and another member shall be a member of the administrative department of the City, the term of these two members to be coextensive with the term of office to which they have respectively been elected, appointed or employed, unless the City Council designates others to serve as the City's representatives. Such designation may occur for the first regular meeting of the Commission each year or as necessary to fill a vacancy.

(b) The nine citizen members shall each serve for terms of three (3) years each. Vacancies shall be filled for the unexpired terms only, in the same manner as original selections are made.

Members of the Commission shall serve without compensation but shall be reimbursed for actual expenses incurred in the performance of their official duties.

143.03 REGULAR AND SPECIAL MEETINGS.

- (a) The Planning Commission shall fix the time for holding regular meetings, which shall be held no less frequently than bi-annually.
- (b) Special meetings of the Planning Commission may be called by the president or by two members, upon written request. The secretary shall send to all the members, at least two days in advance of a special meeting, a written notice fixing the time and place of the meeting.
- (c) Written notice of special meetings is not required if the time of the special meeting has been fixed at a regular meeting, or if all members are present at the special meeting.

143.08 ADMINISTRATIVE POWERS AND DUTIES.

To effectuate the purposes of this article, the Planning Commission shall have the following powers and duties:

- (a) Exercise general supervision for the administration of the affairs of the Planning Commission
- (b) Prescribe rules and regulations pertaining to administration, investigations and hearings: Provided, that the rules and regulations are adopted by the City Council;
- (c) Supervise the fiscal affairs and responsibilities of the Planning Commission;
- (d) With consent from City Council, hire employees necessary to carry out the duties and responsibilities of the Planning Commission: Provided< that the City Council sets the salaries;
- (e) Keep accurate and complete records of all Planning Commission proceedings;
- (f) Record and file all bonds and contracts;
- (g) Take responsibility for the custody and preservation of all papers and documents of the Planning Commission;

- (h) Make recommendations to the City Council concerning planning;
- (i) Make an annual report to the City Council concerning the operation of the Planning Commission and the status of the planning within the jurisdiction;
- (j) Prepare, publish and distribute reports, ordinances and other material relating to the activities authorized under this article;
- (k) Adopt a seal, and certify all official acts;
- (l) Invoke any legal, equitable or special remedy for the enforcement of the provisions of the article or any ordinance, rule and regulation or any action take thereunder;
- (m) Prepare and submit an annual budget to the City Council;
- (n) If necessary, establish advisory committees;
- (o) Delegate limited powers to a committee composed of one or more members of the commission
- (p) Contract for special or temporary services and professional counsel with the approval of the City Council.

143.09 EXPENDITURES; GIFTS; FEDERAL PLANNING ASSISTANCE PROGRAMS.

- (a) The City Council shall provide the Planning Commission with:
 - (i) Suitable offices for the holding of meetings and the preservation of plans, maps, documents and accounts; andAppropriate money to defray the reasonable expenses of the Planning Commission
- (b) The Planning Commission shall have authority to expend, under regular City procedure as provided by law, all sums appropriated to it for purposes and activities authorized under this article or other applicable ordinance.
- (c) Any gifts and donations accepted by this City for Planning Commission purposes shall be deposited with the City in a special non-reverting Planning Commission fund to be available for

expenditures by the Planning Commission for the purpose designated by the donor. The Treasurer shall draw warrants against such special non-reverting funds only upon vouchers signed by duly authorized members of the Planning Commission.

(d) The Planning Commission is authorized to spend funds made available for the purposes of this article, and to accept and use funds provided for the purposes of this article by the government of the United States and any other agency or group whose interests are in harmony with the purposes of this article, in accordance with federal requirements and under such conditions as the laws of the State may provide. In this connection, the Planning Commission is hereby expressly authorized to participate in the federal planning assistance programs set forth in the "Federal Housing Act of 1954," as amended, and any subsequent acts.

This Ordinance shall be effective upon passage.

I, the undersigned City Manager of the City of Lewisburg, State of West Virginia, do hereby certify that the foregoing amendment to an Ordinance was duly passed and adopted by the City Council of the City of Lewisburg, and that the proposed Ordinance was read by title at not less than two (2) meetings of the City Council with at least one (1) week intervening between each meeting, and that the Ordinance is now in full force and effect.

March 25, 2025
Passed First Reading

April 15, 2025
Passed Second Reading

Misty Hill, City Manager

RESOLUTIONS:

Resolution 580

Water Treatment Plant Improvement Project Pay Request 37

Councilmember Seams made a motion, seconded by Councilmember Pritt, to approve Resolution 580 in the amount of \$72,197.36. No further discussion. With five (5) in favor one (1) absent (Elkins) motion passed.

Resolution 581

Water Treatment Plant Improvement Project Pay Request 38

Councilmember Seams made a motion, seconded by Councilmember Pritt to approve Resolution 581 in the amount of \$339,381.16. No further discussion. With five (5) in favor one (1) absent (Elkins) motion passed.

PROCLAMATIONS

Celebrate Osteopathic Medicine Week and National Osteopathic Medicine Week

Mayor White read a proclamation proclaiming April 14-18, 2025, as Celebrate Osteopathic Medicine Week and April 14-20, 2025, as National Osteopathic Medicine Week in City of Lewisburg.

Children's Memorial Flag Day

Mayor White read a proclamation recognizing Friday, April 25, 2025, as Children's Memorial Flag Day in Lewisburg.

COMMUNICATIONS FROM THE MAYOR:

Mayor White asks with the weather getting nicer for citizens and visitors to be mindful of no pets in the Greenspace.

COMMUNICATIONS FROM THE CITY MANAGER:

Lay of the Levy

City Manager Hill presented the Lay of the Levy to Council, noting that the rates have not changed and the funds from Levy help offset the budgets of the Police, Fire and Streets Department. Full breakdown of the Lay of the Levy attached.

Mayor White opened a public hearing on the Lay of the Levy at 7:20p.m. Hearing no comments from the public she closed the hearing at 7:24p.m.

Councilmember Seams made a motion, seconded by Councilmember Pritt, to approve the Lay of the Levy as presented. With five (5) in favor one (1) absent (Elkins) motion passed.

Explosive Detection/Tracking & Apprehension Dual Purpose K9 Unit Contract

City Manager Hill presented the contract between the City of Lewisburg and Officer Yates for the Police Department Explosive Detection/Tracking & Apprehension Dual Purpose K9 Unit.

Councilmember Johnson made a motion, seconded by Councilmember Seams, to approve the contract with correction as presented. With five (5) in favor one (1) absent (Elkins) motion passed.

Greenspace Update

City Manager Hill presented Council with the options available for updating and repairs needed for the City's Greenspace.

Councilmember Johnson made a motion, seconded by Councilmember Seams, to approve phase 1 of the updates and repairs of the Greenspace as presented. With five (5) in favor one (1) absent (Elkins) motion passed.

Water Plant Operator contracts

City Manager Hill presented Council with the 4 contracts for Water Plant Operators.

Councilmember Little made a motion, seconded by Councilmember Pritt, to accept the Water Plant Operator contracts as presented with date corrections. With five (5) in favor one (1) absent (Elkins) motion passed.

Other Items

City Manager Hill and Chief Teubert met with WVSOM in reference to renewing the contract.

City Manager Hill presented her yearend with LDBA it was well received. They have reached out in hopes to do a WV-Pepperoni Roll day with a cookoff and activities.

City Manager Hill stated that the sidewalk project on Feamster Road is currently waiting on one resident to sign the contract for temporary easement, she stated that City Attorney White may have to move forward with eminent domain proceedings.

Mayor White and City Manager Hill meet with an organization that wishes to go forward with a Juneteenth celebration at Dorie Miller Park.

The Chocolate Festival was this past weekend with a nice turnout and no issues.

City Manager Hill noted that the kiosk for the wayfinding is in production and the solar light panel has been approved by HLC and has also been ordered.

COMMUNICATIONS FROM CITY COUNCIL MEMBERS:

Councilmember Pritt announced the City of Lewisburg was voted Best Small Town Food Scene for the 3rd year in a row and voted 2nd Best Small Town in the South by USA Today 10 Best Reader's Choice.

Councilmember Pritt met with a local business owner in hopes of reviving and pushing First Fridays.

COMMUNICATIONS FROM THE POLICE DEPARTMENT:

Mayor White stated a copy of the report from Chief Teubert was included in Council's packet. Mayor White asks if anyone has any questions or concerns for Chief Teubert. Council had no questions or concerns.

COMMUNICATIONS FROM THE FIRE DEPARTMENT:

Mayor White stated a copy of the report from Chief Thomas has been included in Council's packet. Mayor White noted Chief Thomas was not present but asked if anyone has any questions or concerns to be passed on to Chief Thomas. Council had no questions or concerns at this time.

COMMUNICATIONS FROM COUNCIL COMMITTEES:

Finance Committee Report

Arts & Humanities Funding Request – Greenbrier Valley Chorale

Councilmember Seams made a motion, seconded by Councilmember Pritt, to approve a grant request, recommended by the Finance Committee, from the Greenbrier Valley Chorale for \$3000.00 from the Arts and Humanity Funding Program. This is to benefit their spring concert. With five (5) in favor one (1) absent (Elkins) motion passed.

Empire Salvage & Recycling, Inc. Request for reduction in the amount of the retainage

Councilmember Seams made a motion, Councilmember Johnson seconded, to approve the request from Empire Salvage for a reduction in the amount of the retainage from 10% to 5%. This item was tabled during the Finance Committee meeting due to the request of more information. The work from Empire Salvage is nearly 95% completed. With five (5) in favor one (1) absent (Elkins) motion passed.

Fire Department Approval of Annual Physicals

Councilmember Seams made a motion by recommendation from the Finance Committee, seconded by Councilmember Johnson, to approve the annual physicals for the Fire Department

as presented but not to exceed \$38,000.00. With five (5) in favor one (1) absent (Elkins) motion passed.

Police Department – New K-9 Unit

Councilmember Seams made a motion by recommendation from the Finance Committee, seconded by Councilmember Pritt, to approve the Mayor and City Manager to move forward with the creation of a new K9 officer in the Police department as an Explosive Detection/Tracking & Apprehension Dual Purpose Unit. Pending the receipt of adequate amount of funding through donations before the K9 has been picked up. Chief Teubert noted that businesses and community members are very supportive of the apprehension of the K9. With five (5) in favor one (1) absent (Elkins) motion passed.

Ryan Bostic and Dakota Adkins pay increase for certification

Councilmember Seams made a motion by recommendation from the Finance Committee, seconded by Councilmember Pritt, to approve the pay increase for Ryan Bostic and Dakota Adkins for job related certification, this is a \$0.50 an hour pay increase to be reflected to date of certification. With five (5) in favor one (1) absent (Elkins) motion passed.

Committee selection to review Engineering Firms for Sidewalk Grant Project

Councilmember Seams made a motion by recommendation of the Finance Committee, seconded by Councilmember Johnson, to approve the committee selection of the members for reviewing of the engineering companies for the Sidewalk Grant project. This committee's members would be Mayor White, City Manager Hill, Treasurer Honaker, and Public Works Director Legg. With five (5) in favor one (1) absent (Elkins) motion passed.

Audit Report for Fiscal Year 2024

Councilmember Seams made a motion by recommendation of the Finance Committee, seconded by Councilmember Pritt, to approve the Audit Report for Fiscal Year 2024 from Ferrari & Associates, PLLC as presented. Councilmember Seams acknowledge the appreciation and effort put forth by City Treasurer Honaker and Department heads for the audit. City Manager Hill noted that it was a clean audit with no issues or concerns. With five (5) in favor one (1) absent (Elkins) motion passed.

PUBLIC WORKS DEPARTMENT REPORT:

Mayor White stated that a copy of Public Works Director Legg's report has been included in Council's packet. Mayor White noted that Director Legg was not present but asked if anyone has any questions or concerns to be passed on to Director Legg. Council had no questions or concerns at this time.

APPROVAL OF MINUTES:

Regular Session,

Councilmember Seams made a motion, seconded by Councilmember Pritt, to approve the minutes from the City Council meeting on March 25, 2025, as presented. No further discussion. With five (5) in favor one (1) absent (Elkins) motion passed.

ADJOURNMENT:

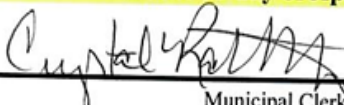
Councilmember Seams made a motion, seconded by Councilmember Johnson to adjourn at 8:40p.m. With five (5) in favor one (1) absent (Elkins) motion passed.

Respectfully submitted

City Clerk, Crystal Ratliff

MUNICIPALITY OF LEWISBURG, WEST VIRGINIA
LEVY ORDER AND RATE SHEET
2025 - 2026

The following is a true copy from the record of orders entered by this entity
on the 15 day of April, 2025.

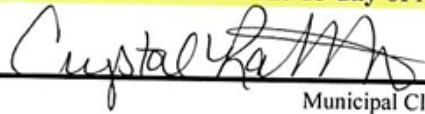
SIGNATURE: 
Municipal Clerk or Recorder

		Column E		
		Certificate of Valuation	Levy	Taxes
		Assessed Value for Tax Purposes	Rate/\$100	Levied
Current Year				
Class I				
	Personal Property	\$ 0	12.480	\$ 0
	Public Utility	0		0
Total Class I		\$ 0		\$ 0
Class II				
	Real Estate	\$ 149,314,810	24.960	\$ 372,690
	Personal Property	0		0
Total Class II		\$ 149,314,810		\$ 372,690
Class IV				
	Real Estate	\$ 117,148,390	49.920	\$ 584,805
	Personal Property	43,049,932		214,905
	Public Utility	12,371,549		61,759
Total Class IV		\$ 172,569,871		\$ 861,469
Total Value & Projected Revenue		\$ 321,884,681		\$ 1,234,159
Less Delinquencies, Exonerations & Uncollectable Taxes			3.00%	37,025
Less Tax Discounts			1.00%	11,971
Less Allowance for Tax Increment Financing - see worksheet (Subtracted from regular current expense taxes levied only)				0
Total Projected Property Tax Collection				1,185,163
Less Assessor Valuation Fund (Subtracted from regular current expense taxes levied only)			2.00%	23,703
Net Amount to be Raised by Levy of Property Taxes For Budget Purposes				\$ 1,161,460

MUNICIPALITY OF LEWISBURG, WEST VIRGINIA
LEVY ORDER AND RATE SHEET SUPPLEMENT
Street, Police and Fire
2025 - 2026

The following is a true copy from the record of orders entered by this entity
on the 15 day of April, 2025.

SIGNATURE



Municipal Clerk or Recorder

Column E			
	Certificate of Valuation	Levy	Taxes
	<u>Assessed Value for Tax Purposes</u>	<u>Rate/\$100</u>	<u>Levied</u>
Current Year			
Class I			
Personal Property	\$ 0	6.250	\$ 0
Public Utility	0		0
Total Class I	\$ 0		\$ 0
Class II			
Real Estate	\$ 149,314,810	12.500	\$ 186,644
Personal Property	0		0
Total Class II	\$ 149,314,810		\$ 186,644
Class IV			
Real Estate	\$ 117,148,390	25.000	\$ 292,871
Personal Property	43,049,932		107,625
Public Utility	12,371,549		30,929
Total Class IV	\$ 172,569,871		\$ 431,425
Total Value & Projected Rev.	\$ 321,884,681		\$ 618,069
Less Delinquencies, Exonerations & Uncollectable Taxes			
		3.00% . . .	18,542
Less Tax Discounts			
		1.00% . . .	5,995
Net Amount to be Raised by Levy For Budget Purposes:			\$ 593,532