

**Board of Directors
Bluefield, West Virginia
September 9, 2014
12 noon**

The Board of Directors of the City of Bluefield, West Virginia met in a regularly scheduled meeting September 9, 2014 at 12 noon in the Municipal Building Boardroom. Present were Mayor Thomas Cole, Vice Mayor Barbara Thompson Smith, Directors Ellen Light, Chuck McGonagle and Michael Gibson, City Manager Dane Rideout, Assistant City Manager Josh Cline, Attorney Brian Cochran and City Clerk Bobbi Kersey.

Mayor Thomas Cole welcomed everyone to the meeting especially our new City Manager Dane Rideout.

Invocation and Pledge

Vice Mayor Barbara Thompson Smith gave the Invocation and led the Pledge of Allegiance.

Minutes

The minutes from the August 26, 2014 meeting were unanimously approved and so ordered.

Discussion Items

- City Manager Dane Rideout stated he has spent sixty percent of his time reviewing the city financial position. City Manager Rideout will be presenting a "picture" of the financial status for the City of Bluefield to the board and citizens at each board meeting. This morning at the work session there was a discussion on formatting a financial report. City Manager Rideout would like a "dashboard" concept that would allow "information at a glance," reporting on revenue and expenses of the City of Bluefield. The goal will be to make the process transparent to the board and citizens.
- City Manager Dane Rideout discussed two main concerns regarding the storm water infrastructure:
 1. Infrastructure is in serious need of repairs and a correction plan must be put in place.
 2. Not all stormwater is the responsibility of the city. Some stormwater is maintained by the state. The city needs to be proactive in keeping the state informed of areas of concern.
- City Manager Rideout has recommended the Board develop a long-term plan to address the catch basins, watersheds, retention ponds and various other areas of concern before it becomes catastrophic.
- City Manager Dane Rideout thinks it is important that the citizens of Bluefield and the City Board are aware of department activities. The following handout was distributed and discussed:

Department Updates

City Engineer

1. Final coordination with Southern West Virginia Paving to draft a performance and payment bond in order to complete paving contracts. Paving scheduled to start in October.
2. Oversight of AEP contractors on the vault work in the downtown area.
3. Preparing a cost estimate and plan to fix the wall at the police station due to safety concerns.
4. Coordinating an Energy audit and inspection of city facilities with AEP to reduce energy costs.
5. In coordination with City Attorney, a review of the contractual history between the City of Bluefield and the West Virginia Water Company is being conducted to determine the way ahead with a new contract for the Kee Dam. Current 30-year bond and contract expired June 2014. City is currently operating without a contract.
6. Kell Street and alley between East River and Augusta have been identified to complete the remaining \$22K in paving funds.
7. Preparing cost estimate to repair the sidewalks in front of Mt. Zion Pentecostal Church on Pulaski Street.
8. Set up Planning Commission meeting on September 17, to discuss the revision of the comprehensive plan for the City of Bluefield. Required to update every 10 years. Last revision was in 1996.

Parks & Recreation

1. P&R has contracted Claude Erps Construction to install the new playground equipment at Genoa, Midway and Hardy Neighborhood Parks.
2. The Park Maintenance staff will install new playground equipment at Bedford and Pulaski Neighborhood Parks.
3. P&R is working with Lowes of Bluefield, VA to volunteer their time to install our safety landscape timbers around the new play equipment.
4. Planning work has started for the new bleacher seating at the City Tennis courts. Initial meeting with Todd Boggess (ET Boggess and Associates) and Brian Cochran to address ADA compliance in concert with the Shott Foundation \$40K

donation. City will most likely have to fund additional cost to comply or re-engage Shott Foundation for additional monies.

Public Works

1. Maintenance & Construction actions:
 - a. Street Lights up on Commerce Street
 - b. Continued grass and weed cutting operations citywide
 - c. South Mercer Street sidewalk demolition completed removed and ready to pour
 - d. Pothole operations continue
 - e. Removed the two tree stumps on Walnut
 - f. Painted Cross walks & school crossings and several curbs, marking zones
 - g. Changed out Handicap signs at Tiffany Manor
 - h. Cut trees down on Dearborn Alley and continue to trim overgrown trees
 - i. Collected 20+ special orders for refuse removal
2. Coordinating the replacement of spill buckets on city fuel tanks. Both tanks have failed the last two EPA inspections and if not corrected will warrant fines. Initial estimate from EPA approved contractor (Envision Environmental, Inc.) is around \$8K.
3. Maintenance section is exploring bulk purchase of common "bench stock" items (i.e. filters, belts, spark plugs, replacement clutches) to reap savings. Computer and internet connectivity is being installed to allow access to maintenance schematics and future use of preventive maintenance scheduling software.

Transit Authority

1. Working with City Attorney on the contract to change over from DHHR to a brokerage firm for medical transportation. Transit employees will require certification, safety training and vehicles must pass brokerage inspection.
 2. Continue to prep for DHHR audit.
 3. Preparing August financials and expenditure reports to pull down grant proceeds.
 4. Coordinating with associations members discussing NEMT rates and contract language.
 5. Director attended state training and review of 5311 program guide. (Grant requirements)
- City Manager Dane Rideout reported that eleven applications have been received for the position of chief financial officer. Interviews will begin next week.
 - City Manager Dane Rideout stated one organizational change will be the consolidation of code enforcement officers. The code enforcement officers under the direction of the City Manager and Chief of Police Dennis Dillow now are working as a

team. This will allow the city to multitask, effectively utilizing its manpower to enforce codes and ordinances.

- City Manager Dane Rideout discussed that previous to his arrival a decision had been made to overhaul the city telephone plan. City Manager Rideout requested time to revisit the suggested telephone plan and consider all options. City Manager Rideout would like a system that is cost effective and can be expanded to meet the needs of the city in the future.

Public Comments

Art Riley, representing the Downtown Merchant's Association, gave the following reports/questions:

1. An invitation was extended to the City Board, Fire Department and Police Department to attend the Downtown Neighborhood Association Picnic on September 14 at two o'clock at Genoa Park.
2. Mr. Riley asked about the meeting on September 11 posted on the City Hall window. Assistant City Manager Josh Cline stated this was an invitation only breakfast with the City Manager.
3. Mr. Riley asked for the total amount spent with Parson Brinckerhoff. Assistant City Manager Josh Cline said he would have a report ready for the next meeting but did not have those figures available.

Action Items

City Manger Rideout updated the request to purchase an emergency generator for the fire and police department. Fire Chief Jeff Warden stated the total submitted for the generator was all-inclusive but an extra fee would be necessary if expanded to City Hall. Director Ellen Light made a motion to approve the purchase of an emergency generator at a cost of \$12,315; second. Unanimously approved and so ordered.

City Manager Rideout discussed the need and recommended to hire a third full time code enforcement officer. City Manager Rideout stated the City is deficient in manpower especially concerning rental real estate properties. Director Michael Gibson made a motion to hire a code enforcement officer according to the salary and benefits appropriate to the city; second. Unanimously approved and so ordered.

The City Board recommended approval for the City Manager to look at options concerning a vehicle lease to own plan. Hearing no objections, City Manager Rideout will proceed with researching various options regarding a vehicle lease to own plan for the city.

City Manager Rideout stated he has reviewed the present informational and technology system and budget. Currently the city infrastructure operating system is Windows 2003. This makes the City more susceptible to computer malware and basic operations being slow. City Manager Rideout requested \$25,543 to upgrade the infrastructure. The following is a breakdown of necessary upgrades:

IT Budget Report

1. Office 2013 Pro - \$12,157

City wide we are using Office 2003. Microsoft ended support for that version this past April, meaning they are no longer issuing security patches or service packs. That leaves every user extremely vulnerable to malicious malware, viruses, etc. Office 2003 is eleven years old, and Microsoft is now on its third version upgrade since the release of Office 2003.

This dollar amount includes licenses for existing employees only.

2. Updated transcription software - \$2,000

The city clerk and PD records clerk use transcription software. Both are currently using older computers with the Windows XP operating system. Those machines **require** an upgrade to Windows 7. The current version of their transcription software is not compatible with the newer operating system. In order for these employees to have the resources to perform some of their duties, this upgrade (operating system and transcription software) is mandatory.

3. Backup and recovery software - up to \$2,000

The existing backup software license agreement does not cover our new server configuration. We need to modify what we have to include additional licenses, or we need to find a new solution for our backup needs.

4. Server 2012 licenses - \$1,285

Upgrade one server from 2003 operating system and another from 2008. Having all of the servers running the same OS (our other servers have the new OS) keeps everything uniform, makes maintaining the servers easier and eliminates the need to have multiple versions of software such as virus protection and printer drivers.

5. Eight computers - \$5,400

Eleven (11) machines are 5+ years old and need replacing. To replace three of those with "hand-me-downs," they will receive operating system and memory upgrades. The users of these machines need a decent, reliable computer, but are not heavy users.

The new machines will go to employees such as the city clerk, PD LT, PD records clerk and staff members at our remote offices that rely on their computers daily.

6. Replacement computer monitors - \$2,200

Roughly nineteen workstations with 17" or 19" monitors. Many employees are using software today that we did not have a few years ago. With smaller monitors, sometimes the user will need to scroll vertically or horizontally (sometimes both) in order to view portions of the displayed content. Larger monitors also allow users with less than perfect eyesight to enlarge the image on the screen and still are able to view the material as needed.

7. Hardware upgrades for existing computers / replacement parts - \$500

The operating system on several of our existing machines is being upgraded which allows the machine to take advantage of using more RAM (memory). Computers with the new OS, and more importantly, additional RAM, will see improved performance.

This money would also be available for the occasional replacement part such as network or video cards, power supply, etc.

Total - \$25,542

Other annual expenses such as ESRI (GIS), Genesis (time clock), WatchGuard (firewall) and Milestone (downtown security cameras) service/software maintenance agreements may not be included in the current budget and are not represented here.

A motion was made to approve IT upgrades in the amount of \$25,542; second. Unanimously approved and so ordered.

City Manager Rideout stated the city had approximately eighty dogs registered in the city last year. It is difficult for the city to get an accurate account of animals within the city making it problematic in accounting for up to date vaccinations and neuter/spaying issues. City Manager Rideout would like to pursue a levy outsource concept were local veterinarians would be deputized/authorized to provide customers the opportunity to purchase a city animal tag. Director Michael Gibson made a motion to approve the levy outsource concept; second. Unanimously approved and so ordered.

Director Michael Gibson made a motion to approve payment to Parsons Brinckerhoff for Task Order #4-Final Design utilizing FTA Grant Funds in the amount of \$27,000; second. Unanimously approved and so ordered.

Mr. Riley requested a total on monies spent for the Intermodal Site Project. Mayor Cole stated he has requested a presentation by Parson Brinckerhoff to update.

Mayor Cole read an ordinance regarding proposed changes for real estate agents and brokers.

AN ORDINANCE AMENDING AND ADDING TO PART II, CODE OF ORDINANCES OF THE CITY OF BLUEFIELD; CHAPTER 8 BUSINESSES AND BUSINESS REGULATIONS; ARTICLE I. IN GENERAL; SECTION 8-31 REAL ESTATE BUSINESSES, AGENTS.

WHEREAS, the City of Bluefield, pursuant to the provisions of West Virginia Code Sections 11-12-4 and 8-13-4, provides for the regulation of business and fees associated therewith; and

WHEREAS, the Board of Directors of the City of Bluefield, upon recommendation of the City Manager, finds that in order to facilitate the housing market within the City, the fees derived from Real Estate Business need reduced and amended; and

WHEREAS, prior to adoption, notice of this proposed Ordinance has been properly advertised in the Bluefield Daily Telegraph, a newspaper of general circulation in the City of Bluefield, in compliance with West Virginia Code §§ 8-13-13 and 8-11-4; and

- **The Almost Heaven Farmer's Market** is in full swing on Tuesdays and Saturdays in the K-Mart Parking Lot. The market opens at 10:00 a.m. For more information, please call 304.327.7501.
- Join thousands of fans as they watch the annual gridiron challenge between Bluefield High School and Graham High School, August 29.
- The City Board of Directors is interested in hearing from the residents, business owners, employees and visitors to Bluefield. To hear directly from you in a casual setting, "Lunch with the Mayor" was established by Mayor Tom Cole. Mayor Cole or a City Board of Directors member will meet with four individuals at a local establishment on Mondays at noon for lunch and general conversation. Individuals on the City website may request to be added to the list by completing form. For additional questions, please call Joshua Cline at 304.327.5568.

Adjournment

Director Ellen Light made a motion to adjourn. Unanimously approved and so ordered.

Bobbi Kersey, City Clerk

Thomas J. Cole, Mayor