

**Board of Directors
Bluefield, West Virginia
September 23, 2014
6:00 p.m.**

The Board of Directors of the City of Bluefield, West Virginia met in a regularly scheduled meeting September 23, 2014 at 6:00 p.m. 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.

Invocation and Pledge

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

Minutes

The minutes from the September 9, 2014 meeting were unanimously approved and so ordered.

Discussion Items

City Manager Dane Rideout distributed and discussed the following handout regarding department updates:

Code Enforcement

1. The Dollar General Store on Cumberland Road opened for business Thursday, the 18th. All inspections were completed and a Certificate of Occupancy issued.
2. Andre is off this week after knee surgery. This has delayed our asbestos abatement; however, the Street Department personnel are filling in for Andre to keep the downtown flowers watered.
3. We have an offer from Bill Erps, the demolition contractor. If the city provides the materials and dump truck, he will remove asbestos siding for \$1000 per site. Virginian Paving is licensed with the state and has four certified workers. Gerald will submit notifications and we will transport the material to Peterstown, WV for disposal. It will add some cost (about \$7000 more for the remaining 12 sites vs. using our people) but will improve the time factor from 2 months or more for us to about 1 day for each project for them, and help us avoid delays from bad weather/early winter.
4. A Bluefield State College student project is looking for existing buildings, which may be suitable to rehabilitate for dorms. This could lead to an actual school project. We identified the old Beaver High building, The Wells Fargo building and the original Commercial Bank building. They are working with Litton Associates, which is doing a like project in Wise, VA and are assessing available square footage, parking, public transportation and building design to determine feasibility.
5. We are working to determine a feasible location for Code Enforcement office and also type of equipment needed to fully mobilize the staff. This will be part of the overall reorganization of the office to support the intern program and clean up the appearance of the front office working space.

6. A call was received from Frank Lightfoot with Integrated Construction on the Nursing Home project. He found there is still a state permit for the site and hopes that we will allow him to begin grading. Steve Duffy is involved and met with him on Friday for approval. A permit has been issued for the preliminary site work, and the State has granted permission for initial work to begin moving earth.

Parks & Recreation

1. Claude Erps Construction Company has completed the playground installation at the following parks: Midway, Hardy Street and Genoa. Before the park playground equipment can be open for public use, the Park Maintenance staff must put down the safety surface materials.
2. P&R in partnership with Bluefield State College will offer an adult Flag Football League at Mitchell Stadium on Tuesday nights.
3. Parks and Recreation will partner with Almost Heaven Farmers Market to host a Winter/Holiday Market at the Recreation Center on Wednesdays starting November 5 from 10-2pm.
4. Staff should have the contract proposal from E.T. Boggess Architect, Inc. for the new bleacher-seating project at the City Tennis courts by September 25. Staff will review this contract proposal and provide a recommendation on how to proceed with this capital project.
5. P&R will enter in a partnership agreement with the Forza Wrestling Club to provide a youth wrestling program for k-12th grades at the Recreation Center.
6. P&R and Public Works staff will be working on weekends to keep up on our grass mowing duties.

Engineering

1. Working with Jessie Monn of AEP to set up a meeting and initial site walk to go over the details on a city energy audit.
2. Working the numbers for a city garage upgrade and acquire a cost estimate for ceiling and lights to bring up to OSHA standards and reduce energy costs.
3. Contracts have been signed with Southern West Virginia Paving to begin street paving in October. Looking into "stamped asphalt" options for Commerce Street.
4. Calculated cost estimates for the sidewalk in front of Mt. Zion Pentecostal Church on Pulaski Street +-(\$5122.00) and recapping the wall at the police station +-(\$1848.88).
5. Edgegrove has been paved by using the city crews and using +-65.23 tons +-(\$5006.41).
6. Prepared the alley from East River to Dearborn Ave. and Kell Street from Augusta Street to College Ave. to be paved by city crews.

Public Works

1. Paved Edgegrove and installed a new curb.
2. Fulton Street overhaul: cleared overgrowth, repaired sidewalk, finished cutting back alley.
3. Removed awnings from a building on Raleigh St., fixed and replaced street signs at various locations, repaired alley off of East River Ave.
4. Partnering with Parks and Recreation to haul mulch to playgrounds and assist in grass cutting backlog.
5. Poured another section of sidewalk on South Mercer St.
6. Repaired alley in between Maryland & Copley and between East River & Dearborn.

Transit

1. Completed brokerage deal and all training has been completed. Vehicles are now approved.
2. Prepared for the DHHR audit on the 31st.
3. Department Head attended production meeting in Flint, Michigan on Monday with lead transit mechanic to tour plant and finalized new vehicles.
4. Working with a representative from National Bus sales (who has our contract), to discuss some of the pros and cons of the CNG conversion. We are exploring conversion options as they are replaced so we can order the proper engine package for durability and warranty issues.

IT Updates

1. Working with Josh and Gerald on relocating Code Enforcement staff.
 - a. Our suggested plan involves expanding the vacant front office into the Treasury Department, closing in the space currently occupied by the front counter. The plan also includes enclosing the Treasury Department.
 - b. Billy is working on quotes to address the need for additional office furniture.
 - c. We will utilize the Fire Department to spray water on the building at various areas to try to recreate the condition in which water flows into the front office. We have water infiltration and mold issues that presently make the office inhabitable.
2. Ordered additional cable drop at Public Works shop to get them online for inventory and deferred maintenance software.
3. Scheduled meeting with US Cellular to discuss our current plan and options to better meet our needs as we move the board to a "paperless tablet option."
4. Visiting Fairmont on Wednesday, September 24 to meet with the City Manager, City Clerk, IT and other staff members to review their processes for sharing information between Board meeting participants.
5. New Phone System
 - a. Arranged for Advanced Network Systems to give a demonstration of the Shoretel IP based phone system.
 - b. Working on updating the RFP for this project; will go out this week.
6. IT MISC Tasks
 - a. Setup three new computers for Parks & Recreation and city manager secretary.
 - b. Researching digital bulletin board.
 - c. Assisted Treasury staff with customer/account issues, setup new businesses, preparing for 4th quarter billing for city fees.
 - d. Ordered, stocked and distributed office/janitorial supplies to all departments.

Police Department Updates

1. On September 10, 2014, we received the final seven patrol rifles that were ordered in July.
2. The week of September 15th-19th, patrolman Adams is attending a weeklong firearms instructor school.
3. Patrolman Demorne has completed his 3rd week of training at the WV State Police Academy.
4. On the September 14, 2014, we started our 12 hours shifts. This has already paid dividends to the schedule and saved overtime. With Sgt. McPherson on vacation and

PtIm. Adams in school normally we would have paid someone overtime every day this week (40 hours). With this schedule, we only paid 4 hours.

5. A saturated patrol of Bluefield Ave. has netted seven arrests. These include various charges of drugs, public intoxication and prostitution.
 6. Lt. Pennington is currently working with the Huntington Police Department to acquire the funding for the Heads Up Bluefield app. As of 9-14-14 he has completed the writing of the grant and has done an excellent job.
 7. As of 9-12-14 all members of the Bluefield Police Dept. have completed 75% of the annual in-service required by July 1, 2015.
 8. As of 9-15-14 I have assigned detective Adams an internal investigation into the misuse of city resources by the Bluefield recreation department.
- City Manager Dane Rideout stated that several projects are moving forward and gave the following examples:
 1. Dog Park to be located at old Fairview Junior High School site.
 2. Citizens' obtaining a building permit on the computer once computers are upgraded.
 3. City land bank through which the city would purchase properties.
 4. Reorganization with departments: now expanding into code and maintenance.
 5. Utilization of an intern program with local colleges.
 6. Rental property ordinance.
 7. City fees and collections.
 8. Mass Notification Act that would be funded through a grant.
 9. Internal Review Process.
 - City Manager Dane Rideout stated the last City Comprehensive Plan was written in 1996. The West Virginia State statute requires a comprehensive plan to be written every ten years. The City Manger is requesting approval for the Planning Commission to initiate a Comprehensive Plan review. City Manager Rideout requested that the public get involved in the process and provide feedback as to where the City will be going in the future. A presentation regarding the Comprehensive Plan will be detailed at the Town Hall Meeting on September 30 at 6:00 p.m. at the Mid-Way Christian Church. The public was encouraged to attend.
 - City Manager Dane Rideout said he is still researching the ISO (Insurance Services Organization) rate impacts. City Manager is working with Fire Chief Jeff Warden and will have more information at a later date.
 - City Manager Dane Rideout requested Assistant Manager Josh Cline to give an update on Parson Brinckerhoff accounting, which is the design firm for the Roundhouse Square/ Intermodal project. To date a payment of \$576,250 from the \$600,000 grant has been paid. The entire task order payment was approved on May 28, 2013 by the former board. We have paid 90% of the project and Parson Brinckerhoff will be coming to a meeting for an update.
 - City Manager Dane Rideout stated that long time city employee Sharon Leffel had lost her battle with cancer. Funeral services will be held at Mercer Funeral Home Wednesday, September 24 with family receiving friends at 5:00 p.m.

Public Comments

Art Riley, representing the Downtown Merchant's Association, gave the following

reports/questions:

1. A thank you was given to those who participated in the Downtown Neighborhood Association Picnic on September 14 at Genoa Park.
2. The Bluefield Christmas parade will be December 13 at 1:00 p.m. The theme this year, *Christmas in Bluefield*.

Citizen Bill Elrod stated he is having a problem with someone riding a three-wheeler late at night. Mayor Cole suggested that he call the Bluefield Police Department concerning the noise ordinance. Mr. Elrod said he would call the police department.

Action Items

Director Ellen Light made a motion to approve the planning commission in initiating a comprehensive plan for the City of Bluefield, second; unanimously approved and so ordered.

Mayor Cole read the second reading of 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

WHEREAS, the duly elected governing authority of the City of Bluefield is the Board of Directors thereof.

NOW, THEREFORE, WITNESSETH the following Ordinance:

Sec. 8-31. Real estate businesses, brokers, salespersons, agents.

A license is required to carry on the business of selling real estate or acting as a broker, salesperson, agent or rental agent therefore as defined by West Virginia Code 30-40-4. The annual fee for the business shall be \$25.00. The annual fee for salespersons, agents and rental agents shall be \$25.00. The annual fee for brokers shall be \$40.00. No license shall be required to rent one unit within an individual's own home or to rent one single-family dwelling.

This ordinance shall be in full force and effect upon date of adoption.

Vice Mayor Barbara Thompson Smith made a motion to approve the second reading of 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, second; unanimously approved and so ordered.

PASSED AND ADOPTED this 23rd day of September, 2014 by the following vote: 5-0
unanimously approved

Passed on First Reading: **September 9, 2014**

Passed on Second Reading Following Public Hearing: September 23, 2014

Attest: _____
City Clerk, Bobbi Kersey

Mayor, Thomas J. Cole

Director Chuck McGonagle made a motion to approve the reappointment of George McGonagle and Dave Shields to the Planning Commission for a three-year term, second; unanimously approved so ordered. (September 23, 2014 – September 23, 2017)

Director Ellen Light made a motion to change the Board of Directors regular scheduled meeting time 6:00 p.m. to noon on October 28 due to the Community Foundation Dinner event being the same night, second; unanimously approved and so ordered.

Mayor Cole requested that the Board of Directors be excused for an executive session, after announcement, to discuss personnel matters, only to return to adjourn the meeting. Unanimously approved and so ordered.

Other

The City Board of Directors expressed their deepest condolences to the family and friends of Mary Kathryn Burton, Sharon Kay Leffel and Alice J. Pujari.

Announcements

- Town Hall meeting will be held on September 30 at Mid-Way Christian Church at 6:00 p.m. The agenda: a presentation concerning the City of Bluefield comprehensive plan and a town hall forum format for public comments. The public is invited.
- 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 the form. For additional questions, please call Joshua Cline at 304.327.5568.
- **HALLOWEEN** will be observed on Friday, October 31 from 6:00p.m – 8:00p.m. Participating households should turn on their porch light during trick-or-treat hours and for everyone's safety, we ask trick-or-treaters to only visit those homes or those decorated for Halloween.

- **The City of Bluefield Calendar** - for a more detailed list of events and activities in Bluefield and the surrounding area visit the cityofbluefield.com website.
- Winter's Almost Heaven Farmers Market will begin in November.

Adjournment

The City Board went into executive session.

Bobbi Kersey, City Clerk

Thomas J. Cole, Mayor