

**CITY COUNCIL MEETING  
TUESDAY, JANUARY 17<sup>th</sup>, 2017, 7:00 PM**

**AGENDA ITEM I - CALL TO ORDER:**

Mayor Pierson called this meeting to order at 7:00 p.m.

**AGENDA ITEM II - MEMBERS PRESENT:**

City Clerk Stacey A. Dodson Pfaltzgraff reported all Council Members present: Dave Cheshire, Donnie Haines, Mike Anderson, Tony Grant and Jay Watson with the exception of Scott Coulter. Also present were City Manager Andy Blake, Chief William Roper, Assistant City Manager Edward Erfurt, Finance Director Lori Nice, and CVB Director Debbie McClure.

**AGENDA ITEM III – APPROVAL OF MINUTES – January 3, 2017, Regular Meeting**

Minutes of the **January 3, 2017**, Regular Meeting was presented for approval. There were no objections to the Minutes. Minutes was accepted as submitted.

**AGENDA ITEM IV – CITIZEN'S PRESENTATIONS/PETITIONS**

Bonnie Bell – Paint the Town Pink

**AGENDA V - CITY MANAGER/STAFF REPORTS**

**CITY MANAGER**

The following is a summary of some larger projects and tasks that City staff is planning on working on in 2017, consistent with Council direction.

1. **FAIRFAX BOULEVARD PHASE 2** – Kimley Horn, an engineering firm the City retained in the Spring of 2016 to conduct a preliminary engineering analysis on Phase 2 of Fairfax Boulevard, was asked to complete a scope of work to complete a design-build bid document. Kimley Horn provided the scope of work, which was provided for review. However, it is not ready for Council approval because it appears that cities, including Ranson, are subject to the WV Design-Build Board. I want to make sure that Ranson is complying with the procedures of the Act.

The Design-Build Procurement Act was enacted by the Legislature in 1999, as a means to select design-builders for authorized government construction projects. The Act created the Design-Build Board to review and approve these

state and local government construction projects utilizing design-build principles in construction.

In 2005, the Legislature modified the Design-Build Procurement Act, expanding the duties and responsibilities to include oversight and monitoring of approved projects.

The design-build method of construction places the design and construction components of a project with one entity. This concept provides for a single point of responsibility for quality, cost, and completion. The owner can focus on the scope and needs for the project and provide timely decision-making, rather than coordinate between designer and builder. Design and construction personnel working as a team allows more efficient and accurate evaluation of alternative materials and methods, which can lead to cost and time savings.

In reviewing proposed construction projects, the Board must ensure each project meets the criteria provided in West Virginia Code §5-22A-5, such as a shorter construction timeframe than traditional design-bid-build process, and a comprehensive funding plan.

The Design-Build Board is made up of nine members that are appointed by the Governor with advice and consent of the Senate. The members consist of two licensed contractors, one licensed architect, one licensed professional engineer, the Secretary of Administration (ex officio), one representative from labor, and three members of the public at large. The Board members serve three-year terms.

2. **FAIRFAX BOULEVARD (STATE PROJECT)** – The State has requested a meeting on January 17 to discuss items left to be completed. Frankly, there may be some leftover items the City has to complete, if the State doesn't agree to place on final punchlist (i.e. steps at corner of 10<sup>th</sup> and Fairfax). The City also has an estimate to install thumb curbs between Circle and 2<sup>nd</sup> Avenue in front of ROCS and would like to proceed with the installation in the spring.
3. **PSD PROJECT CERTIFICATE CASE** – A hearing before the WV PSC has been scheduled in Charleston for February 2<sup>nd</sup> and 3<sup>rd</sup>. Tim Stranko is handling the case for the City. Both he and I will be appearing on behalf of the City. Tim has filed written testimony on my behalf.
4. **MUNICIPAL LEAGUE** – I plan on going to Municipal League conference in February.
5. **CHRISTMAS TREE PICKUP** – Public Works will be picking up Christmas Trees on January 17.

6. **PSD – CHARLES TOWN- RANSON ACQUISITION** – Now that the new County Commission is seated, Charles Town-Ranson need to proceed with discussion with the County Commission about how to proceed. If the County Commission wishes to proceed, the City will have to conduct further due diligence in 2017.
7. **STORMWATER ENGINEERING** – Allegheny Surveys met with City staff last week about preliminary plans that have developed regarding stormwater management along Mildred Street from 13<sup>th</sup> Avenue to Beltline and along the Beltline Corridor. Survey work is being conducted along the corridor. Staff provided comments regarding the initial concept and design. The plan involves the installation of inlets and stormwater pipe from 13<sup>th</sup> to Beltline along Mildred Street and a combination trail and swale along Beltline Avenue to a new stormwater pond behind the former foundry site. Once engineering is complete, the City can apply for a stormwater grant to assist with construction from Region 9. Discussions have already taken place with Region 9 regarding the 50-50 match grant. It is clear from the work that has been presented thus far that City regulations need to reflect that individual property owners within Old Town need to manage their stormwater when new development occurs and should not be allowed to release stormwater onto City right-of-way.
8. **SEWER PROJECTS**– Allegheny Surveys is working on preliminary engineering for the Forest Street Pump Station and Fourth Avenue Pump Station diversion along with cost estimates to determine how much of a note the Sewer Fund will need to borrow to complete the projects. Complete engineering can be paid for with the total construction cost and folded in with the note.
9. **DRUG INTERDICTION** – Further discussions and decisions need to be made about how to proceed with tackling the community's drug issues and how we are going to pay for it.
10. **2017-18 BUDGET** – While very preliminary work has begun on the 2017-2018 budget numbers, substantive work will start almost immediately.
11. **1099S/W2S/AUDIT** – Finance staff is working on issuing 1099s, W2s and audit documents during January.
12. **CIVIC Center HVAC** – The mechanical engineer has completed a preliminary design of an HVAC system at the Civic Center and has received an estimate of \$249,000 to install a new system. The drawings and estimate were provided for review.
13. **ECONOMIC MARKETING** – Mudfoot Creative has provided some preliminary design concepts for some economic development marketing ideas. These concepts will be worked on throughout the first quarter of 2017.

14. **CITY ELECTION** – The election process has already been started and will be ongoing through election and certification.
15. **PUBLIC WORKS ACQUISITION** – the City received appraisals for the expansion of Public Works. Conversations began with various property owners at the end of 2016 and conversations resumed last week. Negotiations need finalized and a proposal and ordinance provided to Council for consideration.
16. **RENTAL REGISTRATION** – 154 Applications in 2016 - 77 applications have been finalized, 25 are waiting on inspections, and 52 have outstanding permit fees or licensing issues. Our Energov software provider is creating a new report that will give us the total number of units, but we believe that we are close to 600 individual units inspected. This program will continue in 2017.
17. **LANDLORD WORKSHOP** - A workshop will be held Wednesday, January 25. Notices have been sent to registered landlords in the City.
18. **INTERVIEWS OF PLANNING TECH AND BUILDING OFFICIAL** – The City has received resumes of candidates with proper credentials. Interviews have already begun with building code official candidates as it is a priority vacancy. The jobs close 1/13.
19. **CAFETERIA EMPLOYEE BENEFIT PLAN** - We have asked our benefit advisors for evaluation of the creation of a cafeteria benefit plan. In reality, given that it's January, I am not sure if this could be put into effect in time for July 1 and this may need to have an implementation date of July 1, 2018 if it's something Council wishes to pursue.
20. **FOUNDRY SITE** – I have contacted the City's Land Remediation Specialist, Dawn Seeburger, informing her that the City is ready to proceed with closure of foundry site and obtaining certificate of completion.
21. **TRANSPORTATION ALTERNATIVE GRANT** – The City filed a Notice of Intent to apply for a Transportation Alternative Grant for George Street/Beltline engineering and will apply for on or before January 18.
22. **FLAG GRANT** – Staff applied for a Flowing Springs Trail grant. Grant under review and decision expected in 2017.
23. **PERSONNEL POLICY MANUAL** – The draft personnel policy manual has been distributed to the Department Heads for comment until 1/13. If I receive comments, I will make necessary revisions and then present to Council for comment.

24. HOUSING MARKET STUDY – Housing market study should be complete by 1<sup>st</sup> quarter. Consultants have visited Ranson and have met with City staff. Currently, consultants are collecting information for results.

25. ENGINEERING STANDARDS – Kimley Horn will be working on City engineering standards book with input of Community Development, Utilities and Public Works.

26. DEVELOPMENT –

- a. *Fairfax Crossing and Briar Run* – last met with Dan Ryan in November. Status is unknown. Bond work has been completed, inspection has been completed and bonds in process of being released.
- b. *Shenandoah Springs* – K Hovanian is applying for building permits, mobilizing and getting ready to complete remainder of Shenandoah Springs Phase 1.
- c. *Presidents Pointe* – have notified us of intent to turn in construction drawings this quarter. Have not done so as of this date.
- d. *Locust Knoll* – city has been informed that investor wants to go forward. City and developer will need to enter into Alternate mainline sewer agreement and developer will have to turn in development plans.
- e. *Home 2 Suites* – under construction and scheduled for mid-2017 opening.
- f. *UPS* – under construction for spring opening.
- g. *Valley Health Urgent Care* – under construction and scheduled for late spring opening.
- h. *Jefferson Medical Center* – sign rebranding project completed transitioning to WVU Medicine and construction of new operating room underway.
- i. *Flowing Springs Pub and former Cowboy Heaven* – both of indicated intent of reopening.
- j. *Former Lighthouse Tile & Carpet* - building adjacent to City Hall has been bought and will be in process of renovation and new commercial tenant lease has been signed.
- k. *Old Billie's* – permits issued and work being done in Old Billie's across the street from City Hall.
- l. *IStar (former Freeman)* - notified that they have completed asphalt and concrete work as part of bond reduction work.
- m. *Wild Rose* – bond released; have not heard about agreement regarding Hot Wheels Drive.
- n. *ING Clarion (Kohl's side of Marketplace)* – the owner is working on subdivision application of Marshalls' piece of property.
- o. *Jefferson Orchard* – site submitted for manufacturer as part of RFP process. Have not heard status.

## AGENDA ITEM VI – COMMUNICATIONS FROM THE MAYOR

1. Invitation - Inauguration of Jim Justice as Governor of the State of West Virginia - January 16th, 2017, 1:00 pm - State Capitol
2. VSP - Vision coverage rates remain the same - Renewal period May 1, 2017 - April 30, 2019
3. State Auditor's 2017 Budget Preparation and Workshop - February 1, 2016, 6:00 pm - 8:30 pm - Holiday Inn, Martinsburg

## AGENDA ITEM VII – COUNCIL BUSINESS

1. **Ordinance #2017-297 – 2<sup>nd</sup> READING** of an Ordinance Amending the City of Ranson Municipal Code, Chapter 2, Section 2-15, by Adding Subsection (B) "Resignation by Inactivity" *Resignation by "Inactivity."* Duty appointed members of City boards and commissions shall be required to attend no less than half the official meetings held within a given calendar year. Failure to attend no less than half of the official meetings within a given calendar year, without a prior written excuse from the Chairman contained in the minutes, shall be considered as formal notice of resignation from said board or commission. In addition, failure to attend three-consecutive regular meetings or special meetings without notice or prior written excuse from the Chairman contained in the minutes shall be considered as formal notice of resignation. Members who have missed three consecutive meetings or more before the adoption of this Ordinance are considered to have resigned.

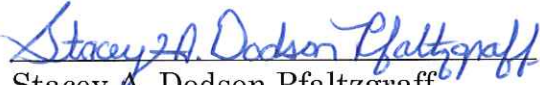
If an individual becomes inactive or has been inactive as described above, the City Clerk shall send a notice accepting the individual's resignation effective immediately by certified mail, return-receipt requested, or by hand delivery to the individual whose resignation is being accepted and such letter shall be placed in the minutes of the board or commission. The City Council shall then appoint replacement board or commissioner in accordance with applicable law for the remainder of the resigned individual's term. Motion was made by Council Member Haines to approve the **2<sup>nd</sup> READING of Ordinance #2017-297**. Motion was seconded by Council Member Anderson. Motion carried unanimously.

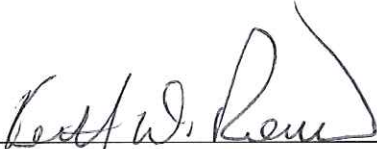
2. **Second Quarter Financial Report – Fiscal Year 2017** – Finance Director Lori Nice provided the second quarter financial report for fiscal year 2017, to Council for review.
3. **Proclamation – Mayor's Day of Recognition** - Service to others is a hallmark of the American character, and central to how we meet our

challenges. The Nation's cities are increasingly turning to national service and volunteerism as a cost-effective strategy to meet their needs. AmeriCorps and Senior Corps participants address the most pressing challenges facing our communities, from educating students for the jobs of the 21<sup>st</sup> century and supporting veterans and military families to providing health services and helping communities recover from natural disasters; and the Corporation for National and Community Service shares a priority with county officials and mayors nationwide to engage citizens, improve lives, and strengthen communities; and is joining with the National League of Cities, the National Association of Counties, Cities of Service, and mayors and county officials across the country for Mayor and County Recognition Day for National Service on April 4<sup>th</sup>, 2017. Motion was made by Council Member Grant to approve said **Proclamation**. Motion was seconded by Council Member Watson. Motion carried unanimously.

#### AGENDA ITEM VIII - ADJOURNMENT

Motion was made by Council Member Haines to adjourn. Motion was seconded by Council Member Anderson. The Regular Council Session adjourned at 7:29 pm. The next Regular Council meeting was scheduled for Tuesday, February 7<sup>th</sup>, 2017, at 7:00 pm.

  
Stacey A. Dodson Pfaltzgraff  
City Clerk

  
Keith D. Pierson  
Mayor