



## MINUTES City of Pleasant Valley

Tuesday, December 8, 2020  
WORK SESSION

### Council Work Session – Posted Agenda

- Authority and responsibilities – a broad discussion
- Boards, commissions, committees
- City contract review; other city services/business partners
- City events
- City office procedures – processing and process updates; needs; equipment; new initiatives
- Community partnering
- Current and new initiatives
- Drainage, flooding, and road work
- Financial overview
- Grant management
- Ordinance review – continuing (Ordinances 5 & 6)
- Sustainable growth discussion
- Visitor center ideas
- Year in review wrap-up

### DECEMBER 8, 2020 – WORK SESSION MINUTES

**OPENING REMARKS:** At 6:03 pm, Mayor Emily Haddix, welcomed Council and community to the City of Pleasant Valley December Work Session and read Work Session agenda as posted.

**PRESENT:** Ed Aberegg, Emily Haddix, Erin Henderson, Chip Phillips, Gary Timms, Mike Walls. Excused Absence: Chuck Ledson and John Miller, Code Enforcement. City Clerk, Sherry Roof was notetaker.

- **AUTHORITY AND RESPONSIBILITIES – A BROAD DISCUSSION:** Mayor Emily Haddix, opened a discussion to provide overview and summary of Council and staff authorities, to articulate such points as the City Clerk, Code Enforcement, Mayor, and Council members are each individually responsible, personally authorized and charged with using common sense and sound business practices in managing public funds. As public servants, when requiring and acquiring services, supplies, and equipment necessary to maintaining basic operations and any special needs, to include everything from spending for city office supplies and equipment, to routine, special or emergency building and grounds maintenance and other city management services, reasonable and necessary for the good of our citizens, we all must remember and consider approved and previously allocated budget amounts as well as any previous discussions and decisions per recorded minutes, as well as formal and informal discussions and agreements and/or resolutions with authority to proceed per sound fiscal management practices and in conjunction and correlation with any previous decisions as related, applicable, and appropriate. Mayor Haddix reiterated and emphasized that she is readily available for questions, comments, and collaboration outside of and beyond regular office hours on an as needed basis.
- **BOARDS, COMMISSIONS, COMMITTEES:** The first action item of the new Building Commission, once fully established, will be to establish by-laws to reflect Council review and approval as a final step to any Building Commission recommendations. Mayor Haddix requested that Council members volunteer to draft some potential language. Mayor Haddix with agreement from Council request that the leadership of all current city boards, commissions and/or committees report on a regular basis with Council to encourage collaboration and effectiveness of operations. Mayor Haddix and Council moved to reserve time in an upcoming work session and/or council meetings to conduct a detailed review of all current by-law documents/operational documentation specific to any city board, commission and/or committee with a move to try and encourage and adopt a continuity amongst and between city advisory teams and groups and to establish a regular system of good communications. The city attorney was asked to provide an opinion as to overlap of positions as a means for effective and efficient information sharing.

- **CITY CONTRACT REVIEW; OTHER CITY SERVICES/BUSINESS PARTNERS:** Council and Mayor discussed the need to review our history of contracted services and applicants as well as all previous awards (contracts) to look at the specifics of services we have used in the past as a means of planning for the future. The City Clerk will work to put together and help prioritize an itemized list of regular city maintenance needs. Any contracted services should be openly solicited and re-bid with each new calendar or fiscal year. Additional and specific consideration should be directed to the idea of hiring additional city staff for regular and necessary services rather relying solely upon outside or private contracted/off-site services. The Mayor and Council are interested in seeing a list of ideas with a cost-benefit and fiscal estimate.
- **CITY EVENTS:**
  - Traditional city-wide community events are largely still “on hold” due to the ongoing and surging pandemic. Plans are to “beef up” and expand future holiday events, including more city sponsored seasonal beautification efforts and community engagement with more community input and help in the actual planning execution of events. Once we can return to more “normal” times, we will seek out citizen volunteers and work to encourage citizen groups to assist in event planning who are willing to commit to efforts and volunteer activities. This year’s special and first-time ever city-wide Christmas time efforts were to coordinate a local letter to Santa drop-off site by temporarily turning the city’s official outside night drop-box into a Santa letter drop site. The Mayor volunteered personally to monitor the box, ensuring that every Sant letter would get read and provided special attention via the spirit of the season.
  - Council held a brief discussion over the conclusion (successes and shortcomings) specific to new traffic patterns used to control the Morris Park Celebration of Lights traffic flow and congestion issues. The overall conclusion was that the new measures put in place were, for the most part, highly effective in helping to control and keep a reasonable flow of traffic and safe travel during the peak hours of the event. Some ideas were discussed to further tweak plans and planning to encourage more flow to the Kingmont exit.
- **CITY OFFICE PROCEDURES – PROCESSING AND PROCESS UPDATES; NEEDS; EQUIPMENT; NEW INITIATIVES**
  - Council has requested installation of another or upgraded printer to accommodate printing of maps.
  - An additional laptop and desktop, to include upgraded software packages already approved in budget for this fiscal year are still needed. The City Clerk has received two bids on similar packages. One bid is from the same Dell representative as used by the City of Fairmont, and a second is from a local Fairmont company of which the City of Pleasant Valley already has a history of service, the Fairmont Computer Repair on Locust Ave; owner and contact point is, Rob. Recommendation from the City Clerk is to move forward with the proposal from Fairmont Computer Repair as their prices seem competitive and service includes direct “hands-on” set-up and as well as follow-up servicing, which was not included with the Dell offer.
  - Another point of discussion is that we will be working to look at various features and limitations of online virtual formats for meetings, considering options such as ease of use, cost, and other important range of feature, and to find the best choice or choices that would work best for us as we continue to struggle with maintaining services and a continuity of activities throughout this prolonged pandemic period and will likely become an absolute necessity for future meetings to move to a virtual format.
  - The City Clerk, with agreement by city attorney, suggested city procedure be to create, maintain and employ specific and dedicated city sponsored, city specific email addresses and email accounts for each employee and official public service representative. Example may be: [cityclerk@cityofpleasantvalley.com](mailto:cityclerk@cityofpleasantvalley.com). These would be generic formal business only email addresses to be used by current and future persons holding city related council, board and staff positions that might require only a change in password for a continuity of continuing service whenever actual persons and individuals in city positions change.
  - Council and staff have noted potential upgrades and electrical service repairs needed specific to the city hall (municipal) building and surrounding area. Council person Gary Timms put together an itemized list of potential problem areas, fixes and upgrades needed to which we will be working to obtain bids.
- **COMMUNITY PARTNERING:** Mayor Haddix has an ongoing initiative to find new ways to integrate and expand efforts for partnering with the greater Marion County/West Virginia region. She plans to participate in monthly meetings of area mayors and is working to create additional means of networking with the greater business community and citizens as

well as other local public entities. The current City Clerk participates in meetings and information sharing events as part of the West Virginia Municipal League.

- **CURRENT AND NEW INITIATIVES:**

- The Mayor thanked community members again for their exceptional efforts in getting our “Little Food Pantry” program up and running and reminded everyone that community resource seems to be functioning well under the premise of “take what need; leave what you can.” Extra-large donations may be dropped off directly to the City Clerk during open business hours (M-F; 10am-2pm). We also have a new little book exchange box located immediately outside the Kingmont Post Office & Community building, with plans to start a second little library sharing box in the immediate area of the playground next to the city hall (municipal) building.
- Council discussed setting goals to review and renew ideas in moving to connect portions of the city that are still otherwise not. Example, we need to look for a way(s) to directly connect the Millersville area to Kingmont by way of roads, walking and/or bikeways. Council discussed knowledge of some previous initiatives and were encouraged to revisit some of these early discussion with an idea of some possible renewed efforts. One point of discussion involved Pump Station Road as a potential for another option to the high school traffic routes. Council members are encouraged to use their knowledge and authority to work to coordinate with state road plans and planning on ideas for betterment, growth, and expansion.
- Mayor Haddix spearheaded an idea to Council of addressing a facelift to our community area signs, those being the Millersville, Kingmont, Benton’s Ferry and Pleasant Valley point of entrance signs, with a proposal to mirror the colors and styles to match the colors and design of the official City of Pleasant Valley flag.
- Additional forward-facing backstop fencing on the city municipal athletic field still needs to be added.
- Council continues to work on a change in the fencing and a long-term plan for correcting flooding along the outside edge of the lower athletic field. Concerns remain over already agreed to work, payments and previous agreements. Council needs to revisit work performed by McCutchen’s to address remaining or outstanding issues and revisit agreements involving area private property, fencing and drainage. The City Attorney was asked to review any formal easement or conditional waiver documents as may be needed. Council member Ed Aberegg and Gary Timms agreed to take initiative in working to move forward in resolving these outstanding issues, and suggested a new meeting with Thrasher Inc.
- The Mayor and Council also discussed overall lawn care and maintenance and turf improvements for the park.
- Mayor Haddix and Council reported good services, fast response by all, and professional workmanship in response to a recent unstable/dangerous tree in the Betty Street area.

- **DRAINAGE, FLOODING, AND OTHER ROAD WORK:** Council person Chip Phillips reported the Laurel Lane area still needs some paving and drainage work that will happen once the road materials shop has materials available again, which are weather dependent and seasonally available. Roadwork patching will resume in spring.
- **FINANCIAL OVERVIEW:** Mayor Haddix reminded council that February is rapidly approaching, and everyone should start thinking now about upcoming projects as well as budget funding for this next fiscal year.
- **GRANT MANAGEMENT:** For the next MCPARC Community Grant program, the Mayor suggests applying for doggie waste stations to be made available and installed around our walking trail and looking into the possibility of installing a 911 buzzer/pull station for our municipal park. We may also be able to partner with area university landscape or engineering departments on projects of public design, to include installations.
- **ORDINANCE REVIEW – CONTINUING (ORDINANCES 5 & 6):** As part of the continuing initiative to systematically revisit and review all existing city ordinances, council worked on Ordinances #5 and 6 at this session. Initial thoughts after some discussion to existing Ordinance #5 – Prohibiting Distribution and Exhibition of Obscene Matter, were to repeal it in its entirety because of lack of enforcement and overlap with existing statewide rule. Council then agreed that Ordinance #6 – Providing for the Election of Municipal Officers (already repealed and renumbered and updated February 27, 2002 to Ordinance #14) should remain unchanged and appeared effective “as is.”
- **SUSTAINABLE GROWTH DISCUSSION:** Council engaged in a short current discussion regarding sustainable growth efforts. Council Gary Timms proposed holding more and an expanded future discussion specific to building variance processes.

- **VISITOR CENTER IDEAS:** Council discussed updates to the idea of a dedicated and planned City of Pleasant Valley visitor center. Discussion included some additional details to potential sites and options being discussed, including the site of the previous (now vacant) corner gas station at the corner of Kingmont and Airport roads. Additional discussion continued regarding the option for purchasing the current Kingmont Community Building, which could include also current offering current community building board members an opportunity to volunteer as visitor center board members. The current city hall (municipal) building has also been discussed as another viable site. Council agreed that all ideas should continue to be explored and could be an appropriate initiative to be studied by the newly developing city Building Commission. Mayor Haddix reported that we do now, in fact, have enough applicants to form a building commission, assuming each is approved as qualified, so to formally establish the minimum requirements to move forward in establishing the commission and taking up new building and a managed community growth business plan and planning activities. The city attorney reiterated three to be the minimum number of seats (representatives) required.
- **YEAR IN REVIEW WRAP-UP:** Mat 8:40 p.m., Mayor Haddix suggested adjourning the work session and thanked everyone for their good efforts and work in coming together for the community.

**NEXT COUNCIL WORK SESSION/COUNCIL MEETING:** TBD.

*Special notice: Due to COVID-19, the City of Pleasant Valley anticipates holding online/web-based meetings only. In-person business at the city municipal building is currently "by appointment only" until further notice.*  
Watch for news and updates at: [www.cityofpleasantvalley.com](http://www.cityofpleasantvalley.com)

~~ IMPORTANT MEETING SCHEDULE AND FORMAT CHANGE! ~~

Due to COVID-19, next Work Session/Council Meeting is being rescheduled for January 26, 2021.  
(Because of the ongoing pandemic, this next meeting(s) will mostly be via Zoom)

---

---