



City of Weston, WV
Regular Session City Council Meeting
Lewis County Courthouse
October 2, 2023 at 6:00 p.m.

Call In#: (415) 762-9988

Meeting ID: 482-656-4989

Pass Code: 269

AMENDED AGENDA

Full Agenda Packets Available on www.CityofWestonwv.com

- 1) Call to Order/Moment of Silence
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Visitors Section (5 Minute Time Limit)
- 5) Presentations
Chris Jeffries/Panhandle Cleaning and Restoration Discussion on Emergency Response Plan
- 6) Approval of Minutes
Regular Session – September 5, 2023
Special Session – September 11, 2023
- 7) Receive and File Reports of City Boards, Commissions, and Outside Agencies
Reports
 - A. Weston Cemetery Board - Next Meeting – Tuesday, October 10, 2023, at 9:00 a.m.
 - i. at the Municipal Building
 - B. Historic Landmark Commission - Next Meeting – Thursday October 12, at 5:00 p.m.
 - i. at the Municipal Building.
 - ii. Minutes of August 10, 2023 and September 14, 2023 Meeting.
 - C. Weston Planning Commission - Next Meeting – October 11, 2023 at 6:00 p.m.
 - i. at the Municipal Building.
 - D. Board of Parks and Recreation - Next Meeting – Tuesday, October 10, 2023 at 6:00 p.m.
 - i. at the Municipal Building.
 - ii. Minutes of the August 18, 2023 Meeting.
 - E. Lewis County EDA - Next Meeting – Wednesday, October 25, 2023 at 5:00 p.m.
 - i. 110 Center Avenue, Second Floor
 - F. Board of Zoning Appeals - Next Meeting – Tuesday, October 10, 2023 at 6:00 p.m.
 - i. at the Municipal Building
 - G. Code Appeals Board - Next Meeting – Thursday, October 19, 2023 at 6:00 p.m.
 - i. at the Municipal Building.
 - H. Weston Tree Commission – Approval of Application for Robert Weaver Jr. and Bruce Loyd
 - I. Outside Agencies
 - i. Neighborhood Watch -Next Meeting - Wednesday, October 11, 2023 at 6:00 p.m. at the Weston Fire Department.
 - ii. SWA- Next Meeting Wednesday, October 18, 2023 at Jane Lew Park Building.
 - III. West Fork Conservation District Invitation to Inspect the Polk Creek Dam
Wednesday, October 4, 2023
 - J. Known Vacancies to be Filled - Board of Zoning Appeals - 1 available position plus an alternate (2 total)



Weston Municipal Appeals Board- 3 positions

- 8) Sanitary Board of Director Report
- 9) Department Reports
 - A. Finance – September Report
 - i. Transfer of Funds from General Fund to Vacant Structure (Action Requested)
 - B. Street Department - September Report in Packet.
 - C. Police Department – September Report in Packet.
 - D. Fire Department – September Report in Packet
 - E. Building/Code/Zoning – September Report in Packet
 - F. City Attorney Report
 - G. City Clerk – September Report in Packet
 - H. City Manager Report
- 10) Old Business
 - A. Ordinance 2023-16 City of Weston to Acquire Property at 210 North River Avenue (Second Reading) (Action Requested)
 - B. Ordinance 2023-17 Ordinance of the City of Weston Prohibiting Parking on Portions of West Seventh Street (Second Reading) (Action Requested)
 - C. Ordinance 2023-18 Ordinance of the City of Weston Creating 15 Mile Per Hour Speed Limit on Lynn Avenue. (Second Reading) (Action Requested)
- 11) New Business
 - A. Miracle on Main Saturday, November 25, 2023 from 12:00 to 6:00 p.m. (Action Requested)
 - B. Waive Business License and Business and Occupational (B & O) Tax for the Miracle on Main Venders (Action Requested)
 - C. Discussion of Bridge Dedication for SGM Joe H. Pringle
 - D. Ordinance 2023-19 to Enhance and Provide Sidewalk Maintenance Funding
 - E. Purchase of a Curbing Machine from Stormwater Funding (Action Requested)
 - F. Purchase of MSA Air Packs from Jackson Mills Fire Department Cost \$7000 (Action Requested)
 - G. Request for Executive Session to Discuss Sanitary Board Personnel Administration
- 12) Reports of City Council
- 13) Adjournment

Meeting Management Guidelines

- Regular meeting agendas will be posted and available to the public before closure two (2) days prior to the meeting.
- Persons wishing to address City Council must register before the meeting.
- Agenda items may require an executive session motioned per WV Code 6-9A-4.
- All votes are unanimous unless otherwise stated.
- Roberts Rule of Order is utilized as a guide for all Weston City Council meetings.



Weston City Council
Minutes

Lewis County Court House
117 Center Avenue
September 5, 2023 at 6:00 p.m.

Present: Mayor Kim Harrison-Edwards, Councilpersons Sherry Rogers, Steven White, Debbie Gump, Herb Curtis, City Manager Nate Stansberry, City Clerk Judy Piercy, City Attorney Brian Bailey, Finance Director Joe Solberg, Deputy Chief Cross, Deputy Fire Chief Talbert, Building/Code/Zoning Enforcement Officer Marty Lewis, Street Commissioner Mike Starett, Sanitary Board Director Dee Evans.

Call to Order/Moment of Silence: Mayor Harrison-Edwards asked everyone for a moment of silence and called the meeting to order at 6:00 p.m.

Pledge of Allegiance: Mayor Harrison-Edwards asked everyone to stand for the Pledge of Allegiance.

Presentation: No presentations.

Visitor Section (5 Minute Time Limit): Paul Bethards spoke to the council about the traffic situation on State Street and River Street. Mr. Bethards explained that there are no speed limit signs on the road and the police are out when there is an emergency. Mr. Bethards stated drivers have tried to beat the school bus before it stops and are afraid someone is going to get hit. City Manager Stansberry will talk with the Street Commissioner to get signs up and asked Deputy Chief Cross to have the police patrol more.

Approval of Minutes: Councilwoman Gump made a motion seconded by Councilwoman Rogers to **approve** the Regular Session Meeting on August 7, 2023 and the Special Session Meeting on August 21, 2023. **Motion carried.**

Receive and File Reports of City Boards, Commissions, and Outside Agencies: Mayor Harrison-Edwards read the times and dates of the upcoming meetings.

Know Vacancies to be Filled: Mayor Harrison-Edwards read the City Boards, Commissions that had vacancies to be filled which was Board of Zoning with one position and one alternate (two total) and the Weston Municipal Appeals Board with three positions open.

Sanitary Board Director Report: Report in the packet. Sanitary Director Evans informed the council of the following:

- The earmark money for the Phase II project was denied.
- DEP Inspection was held last week and no results back to us at this time.
- Talked with the accountant about the rate analysis.
- Looking into Solar Energy at the pump stations for savings.
- Checking on the critical needs' money for Station 7.

Department Reports

Finance Report: Finance Director Solberg provided the council at the meeting with the Profit & Loss of July through August 2023, the bank statements for the General Fund, Payroll Account, Police Equipment Fund, Coal Severance Tax Fund, Holding Account, K-9 Fund. Finance Director Solberg provided the council with the Annual Report on Policemen's and Firemen's Pension and Relief Funds to the Municipal Pensions Oversight Board. Finance Director Solberg explained the Fireman's Pension is at 8.4% and the Police Pension is at 7.7%. A year prior the pensions were down so we are rebounding. Councilwoman Rogers made a motion seconded by Councilwoman Gump that the pension report was received. **Motion carried.** Finance Director Solberg asked the council to move \$1900 from the General Fund to the Vacant Structure Fund. Councilwoman Gump made a motion seconded by Councilwoman Rogers to **approve** to move \$1900 from the General Fund to the Vacant Structure Fund. **Motion Carried.**

Street Department: Report was in the packet. Street Commissioner Starett provided the following updates:

- Working on putting conduit in the Water Street Parking Lot to allow electric accessibility.
- Working on the Simpsons Run Project.
- Currently repairing truck #6 GMC with body and brake work.

Councilwoman Gump asked about the two-hour parking and long-term parking. Street Commissioner Starett stated he has not talked with Chief Posey at this time.

Fire Department: Report was in the Packet. Deputy Chief Talbert informed the council that the ladder truck is back working and thanked everyone involved with taking the part off and helping to put it back on. Deputy Chief Talbert invited everyone over to see the new fire trucks that are at the station.

Building/Code/Zoning Report: Report was in the packet and Building/Code/Zoning Enforcement Officer Lewis told the council that later in the meeting he would be asking for the awarding of the demolition bids.

City Attorney Report: City Attorney Bailey reminded the council that the Codification Review will be on Monday at 4:40 p.m. A discussion on the time for the meeting due to another meeting being held and City Attorney Bailey will get back with the council.

City Clerk: July 2023 and August 2023 report was in the packet.

City Manager Report: City Manager Stansberry informed the council of the following:

- Referring to Mayor Harrison-Edwards' report, he attended meetings with her.
- Cameras – access the tower in a week or so, will need to upgrade the internet installation could be in a month or month and a half.
- Spoke with the DOH about the bridge lighting and the project was not bid out with lighting so it will not have lighting unless the city wants to absorb the \$100,000 cost.
- Spoke with different people about Annexation trying to get the word out.
- Spoke with John Ehmer about the upcoming event Hurst Mania on September 23, 2023.



- The Kayak Event is set for the same day as the Hurst Mania on September 23, 2023.
- Appreciates the hard work that the Street Department has done on the Simpson Run Project.
- The police have been working with the homeless, giving rides to housing centers and phone numbers for Jessica Carr for placement. The police patrol the downtown area as much as possible.

Councilwoman Gump made a motion seconded by Councilwoman Rogers to **approve** all department reports. **Motion carried.**

Old Business

Ordinance 2023-15 to Amend the Configuration of the Weston City Tree Commission (Second Reading) (Action Requested): Councilwoman Gump made a motion seconded by Councilwoman Rogers to **approve** to have the second reading of the Ordinance 2023-15 to Amend the Configuration of the Weston City Tree Commission be title only. **(Roll call of votes, Councilwoman Rogers yes, Councilwoman Gump yes, Councilman Curtis yes). Motion carried.**

City Clerk Judy Piercy read Ordinance 2023-15 to Amend the Configuration of the Weston City Tree Commission second reading by title only.

Councilwoman Gump made a motion seconded by Councilwoman Rogers to **approve** the second reading of Ordinance 2023-15 to Amend the Configuration of the Weston City Tree Commission by title only. **(Roll call of votes, Councilwoman Rogers yes, Councilwoman Gump yes, Councilman Curtis yes). Motion carried.**

The first reading by title only of Ordinance 2023-15 to Amend the Configuration of the Weston City Commission on August 7, 2023. The approval of the second reading enacts Ordinance 2023-15 to Amend the Configuration of the Weston City Tree Commission as of September 5, 2023.

Ordinance 2023-16 City of Weston to Acquire Property at 210 North River Avenue

(Second Reading): City Attorney Bailey explained to the council that the city has not received the deed signed from the landowner. Councilwoman Rogers made a motion seconded by Councilman Curtis to **table** the second reading of the Ordinance 2023-16 City of Weston to Acquire Property at 210 North River Avenue **Motion carried.**

Cat Policy and Creation of Animal Control (Action Requested): City Manager Stansberry provided the council with a copy of the job description and a printout of the budget it will be assigned too. City Manager Stansberry stated in different municipalities it is put under Code Enforcement and in our budget, we do have the available funds to put it under Code Enforcement. This position will be under Building/Code/Zoning Enforcement Officer Lewis and could have this person be licensed through the State Board. Further discussion on if the position will be seasonal and where the cats will be homed after caught. City Manager Stansberry stated that we can review the position at the budget year review and the police will follow the Cat Ordinance. Councilwoman Rogers made a motion seconded by Councilman Curtis to **approve** the Cat Policy and the Creation of the Animal Control. **Motion carried.**

Discussion of Municipal Fees: City Manager Stansberry provided the council with a handout of analysis for the City Streets needed paving and the City Alleys needed paving. The total funds needed annually for these projects which do not include milling to just keep up would be \$213,300, and to include the milling it would be \$278,530. The Municipal Fees generate around \$282,000 a year. The cost of sidewalk upkeep would run approximately \$311,163.30. City Manager Stansberry stated that to provide these services through the municipal fees we will need to have something to show the entire cost. Councilman Curtis stated that we need to look at the Sidewalk Ordinance to be able to replace the sidewalks as a tool to increase the municipal fees.

Update on the identified City Goals Discussion in July 2023: Councilman Curtis stated that the council identified the goals, and we need to keep the public updated. Councilwoman Gump asked for the update on the Cultural Center and City Manager Stansberry responded that we were awarded the money from Senator Machin. Councilwoman Rogers informed that there will be a town meeting at the Mexican Restaurant on September 7, at 6:30 p.m. to discuss the décor for the downtown Halloween. Councilman Curtis asked about the fencing and Street Commissioner Starett informed he was waiting on the deed to be signed and then the fencing will be put into place.

Discussion of Backpackers, Drug Use, Property Damage Addressing the Issues:

Councilman Curtis stated he has talked to people who are finding needles on the sidewalk and in their yard. Councilman Curtis asked if the task force were out of Clarksburg and if we could get them involved. Deputy Chief Cross stated that yes, they are in Clarksburg, but everyone in the area wants to use them, not enough to go around. City Manager Stansberry stated we do not have enough officers to provide one for the task force. Street Commissioner Starett and Councilwoman Rogers asked about the rules for bicyclers. Deputy Chief Cross stated that on the road they are to obey the traffic law. Discussion of calling the 911 Center if someone sees something to call, but it was stated that the people do not want to use the 911 call to have an officer dispatched out and wait until after the fact.

New Business

Lucky Stiffs Last Ride Event Saturday, September 23, 2023 at 6:00 p.m. (Action requested): The council was provided the event application for the Lucky Stiffs Last Ride Event on Saturday, September 23, 2023 at 6:00 p.m. Councilwoman Gump made a motion seconded by Councilwoman Rogers to **approve** the Lucky Stiffs Last Ride Event Saturday, September 23, 2023 at 6:00 p.m. **Motion carried.** Mayor Harrison-Edwards stated that the council was invited to participate as well as the staff.

The West Fork Conservation District Annual Banquet Tuesday, September 26, 2023 at 5:30 p.m. City Manager Stansberry explained the West Fork Conversation District is having their annual banquet on Tuesday, September 26, 2023 at 5:30 p.m. Mayor Harrison-Edwards commented that she attended last year's banquet and enjoyed it and this year it will be at the Vandalia Community Building.

Appoint Joyce Lamb to the Board of Directors for the Weston Housing Authority for the Unexpired Term of Betty Nicholson from January 2023 to September 2026 and Appoint



Robert King to the Board of Directors for the Weston Housing Authority for the Unexpired Term of Mary Mealey from January 2023 to September 2024 (Action Requested):

Councilwoman Rogers made a motion seconded by Councilwoman Gump to **approve** Joyce Lamb and Robert King to the Board of Directors for the Weston Housing Authority. **Motion carried.**

Ordinance 2023-17 Ordinance West Seventh Street Parking One Way (First Reading)

(Action Requested): Street Commissioner Starett provided the council a diagram of the Seventh Street Parking. Street Commissioner Starett spoke with Fire Chief Suttle about the concerns of getting a fire truck in that area in case of an emergency and it could not be done with how residents were parking. City Manager Stansberry stated that for the second reading we will have an open forum and door hangers will be put on the residents' doors. Councilwoman Gump made a motion seconded by Councilwoman Rogers to approve the first reading of Ordinance 2023-17 Ordinance West Seventh Street Parking One way by title only. **(Roll call of votes, Councilwoman Rogers yes, Councilwoman Gump yes, Councilman Curtis yes).**

Motion carried

City Clerk Judy Piercy read Ordinance 2023-17 Ordinance West Seventh Street Parking One Way first reading by title only.

Councilwoman Gump made a motion seconded by Councilwoman Rogers to **approve** the first reading of Ordinance 2023-17 Ordinance West Seventh Street Parking One Way by title only. **(Roll call of votes, Councilwoman Rogers yes, Councilwoman Gump yes, Councilman Curtis yes).** **Motion carried.**

Ordinance 2023-18 Ordinance Creation of 15 MPH Speed Limit on Lynn Avenue (First Reading) (Action Requested):

Councilwoman Rogers made a motion seconded Councilman Curtis to **approve** to have the first reading of Ordinance 2023-18 Ordinance Creation of 15MPH Speed Limit on Lynn Avenue by title only. **(Roll call of votes, Councilwoman Rogers yes, Councilwoman Gump yes, Councilman Curtis yes).** **Motion carried.**

City Clerk Judy Piercy read Ordinance 2023-18 Ordinance Creation of 15 MPH Speed Limit of Lynn Avenue by title only.

Councilwoman Rogers made a motion seconded by Councilwoman Gump to **approve** the first reading of Ordinance 2023-18 Ordinance Creation of 15 MPH Speed Limit on Lynn Avenue by title only. **(Roll call of votes, Councilwoman Rogers yes, Councilwoman Gump yes, Councilman Curtis yes).** **Motion carried.**

Awarding of Demolition Bids for 303 S. Main Avenue, 78 Henry Street, 301 Wright Street, 65 Alum Street, 67 Alum Street, 370 Broad Street, 844 Terrace Avenue (Action Requested):

Building/Code/Zoning Enforcement Officer Lewis provided the council with a comparison sheet of all the bidders and requested that on 65 Alum Street and 67 Alum Street be awarded together since 67 Alum Street has fallen onto 65 Alum Street. Councilwoman Rogers made a motion seconded by Councilwoman Gump to **approve** to award 301 Wright Street for \$7,200, 65 Alum Street for \$5,529.80 and 67 Alum for \$6,000 to 24/7 Environmental. 303 South Main Avenue for \$6,000, 78 Henry for \$7,000, 370 Broad Street for \$6,000 and 844 Terrace to Aster Oilfield Services, Inc. **(Roll call of votes, Councilwoman Rogers yes, Councilwoman Gump yes, Councilman Curtis yes).** **Motion carried.**



Christmas Parade Theme “Walking in a Winter Wonderland” on November 24, 2023 at 6:00 p.m. (Action Requested): Councilman Curtis made a motion seconded by Councilwoman Rogers to **approve** the Christmas Parade Theme Walking in a Winter Wonderland. **Motion carried.**

2024 Fairs and Festivals Grant for Chocolate Festival in the Amount of \$1188.00 to Submit the Acceptance Letter (Action Requested): Councilwoman Rogers recused herself because she signs the acceptance letter. Councilwoman Gump made a motion to **approve** to submit the acceptance letter for the 2024 Fairs and Festivals Grant for the Chocolate Festival in the amount of \$1188.00. **Motion carried.**

Reports of City Council

Mayor Harrison-Edwards handed out her report. Mayor Harrison-Edwards invited everyone to the town meeting at the Mexican Restaurant on September 7, 2023 at 6:30 p.m. to discuss Halloween for downtown area. Also, on September 7, 2023 at 12 noon at the Coffee House a meeting for the HubCap and City Manager Stansberry update on the Culture Center. Mayor Harrison-Edwards will be attending a meeting on the 12th and 13th of September at Brownsville.

Ward I Councilwoman Rogers received complements about each of the city’s departments. Councilwoman Rogers encourages everyone to attend the town meeting to discuss Halloween for downtown and the Hearst Mania event that is coming.

Ward III Councilwoman Gump thanked the staff for all the hard work. Councilwoman Gump thanked everyone for the transit issues, all the complaints and suggestions. Councilwoman Gump invited everyone to the Lewis County Homecoming at the end of September and would like to have a banner across the street for the alumni.

Ward IV Councilman Curtis thanked the staff and Law Enforcement for all they do. Councilman Curtis congratulated the Weston Fire Department for the two new engines.

Adjournment

Councilman Curtis made a motion seconded by Councilwoman Gump to **adjourn** at 7:42 p.m. **Motion carried.**

Attest

Mayor, Kim Harrison-Edwards

City Clerk, Judy Piercy



Weston, the  of West Virginia

102 W. Second Street
Weston, WV 26452

P 304.269.6141
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Kim Harrison
Mayor



Minutes

City Council Special Session
Monday, September 11, 2023 at 6:00 p.m.
City Municipal Building

Present: Mayor Kim Harison Edwards, Councilpersons Sherry Rogers, Steven White, Debbie Gump, City Manager Nate Stansberry, City Attorney Brian Bailey, City Clerk Judy Piercy, Building/Code/Zoning Enforcement Officer Marty Lewis, Street Commissioner Mike Starett.

Call to Order: Mayor Harrison-Edwards called the meeting to order at 6:01 p.m.

Pledge of Allegiance: Mayor Harrison-Edwards asked everyone to stand for the Pledge of Allegiance.

Public Comment: City Manager Stansberry discussed the issue with the video that circulated over the weekend and these types of issues need to be brought to the City Building first to work through the issues.

New Business:

Application to West Virginia “On Trac” Program (Action Requested): A copy of the “On Trac” Program was included in the packet along with the benefits of being an “On Trac” community. Mayor Harrison-Edwards and City Manager Stansberry completed the application, and the EDA, County Commission, Historic Landmark Commission, Chamber of Commerce and Congressman Mooney wrote a letter of recommendation. Mayor Harrison-Edwards informed us this program was a precursor to the Main Street Project. Councilwoman Rogers made a motion seconded by Councilwoman Gump to **approve** to support the Application to West Virginia “On Trac” Program. **Motion carried.**

Digital Literacy Program: A handout was included on the Digital Literacy Program. City Manager Stansberry explained to the council that the Digital Literacy Program was at zero cost to the city and felt it was a good opportunity for the employees. City Manager Stansberry stated that a meeting was held last week, and it will be opened to all employees that are interested and not just the administrative side. City Manager Stansberry has not worked out all the details at this time but will be trying to give the employees at least an hour to work and will be giving an incentive for certification.

Old Business



Codification Review

City Attorney Bailey provided the council with copies of Chapter 110: License, Chapter 111: Alcohol, Chapter 112: Food and Food Establishments, Chapter 114: Special Sales, Chapter 115: Adult Entertainment. City Attorney Bailey and the council discussed the five different chapters which included highlighted language changes that could be made and a line through what could be taken out.

Next Meeting Date:

The next meeting will be October 16, 2023 at 4:30 p.m.

Adjournment

Councilwoman Rogers made a motion seconded by Councilwoman Gump to adjourn at 6:54p.m.

Attest

Mayor, Kim Harrison-Edwards

City Clerk, Judy Piercy

Minutes of the Historic Landmarks Commission Meeting
Thursday, August 10, 2023 at 5:00p.m.
Weston Municipal Building

1. The Thursday, August 10, 2023 Historic Landmarks Commission meeting was called to order at 5:02 p.m. by President Anna Cardelli, appearing via telephone. In attendance were Secretary/Treasurer Kristen Bailey, HLC member Brian McClain (arrived at 5:17pm), HLC member Michele Simms, Councilperson Sherry Rogers, and City Code enforcement officer Marty Lewis (left before end of meeting).
2. **Review of Façade Grant Applications:** The primary agenda item of the evening was the review of twenty-eight applications for façade grants. Commission members reviewed all applications thoroughly, utilizing the grant rubric to gather individual scores, which were then tallied on an Excel Spreadsheet. For grant application 437 Court Ave, Councilperson Sherry Rogers recused herself from voting, and Code Enforcement Officer Marty Lewis scored in her place. The group determined that applicants who did not meet all application criteria or received lower scores and did not qualify for funding would receive letters advising that their projects merited strong consideration and should be resubmitted in future rounds. As a group, members pledged to host additional grant preparation sessions for any future rounds of funding, in order to assist citizens with that process. Sherry Rogers asked that all application material be kept, in order that the City Council might have the opportunity to review the quality and quantity of applications received in order to give strong consideration for additional future funding cycles. Kristen will send a list of top scores to City Finance Director Joseph Solbert on Friday, August 11, 2023 in order to assure that selected grants meet all necessary city financial requirements.
3. **Next Meeting Date:** The next HLC meeting is scheduled for Thursday, September 14, 2023 at 5:00pm at the Weston Municipal Building.
4. **Adjournment:** Kristen made a motion to adjourn the meeting at 8:27pm. Brian seconded, and the motion carried.

President, Anna Cardelli

Minutes of the Historic Landmarks Commission Meeting
Thursday, September 14, 2023 at 5:00p.m.
Weston Municipal Building

1. The Thursday, August 10, 2023 Historic Landmarks Commission meeting was called to order at 5:14 p.m. by President Anna Cardelli, appearing via telephone. In attendance were Secretary/Treasurer Kristen Bailey, HLC member Brian McClain, and Councilperson Sherry Rogers.
2. **Public Comment:** There were no members of the public in attendance.
3. **Approval of Minutes:** The minutes for the August 10, 2023 were conditionally approved pending the change of a date on a motion from Brian McClain, seconded by Sherry Roger.
4. **Treasurer's Report:** On a motion from Brian McClain, seconded by Sherry Rogers, the reading of the HLC current bank balance of \$6,915.76 was approved. A check for \$300.00 from an anonymous donor will be deposited next week and HLC signed a thank-you note for the donor.
5. **Cultural Center Update:** Anna reported that, while we have been advised that the Cultural Center is the intended recipient of federal funding, no monies have been released and were not anticipated prior to October, 2023. Sherry Rogers asked for status on the pending architectural drawings, and Anna reported that an architect had not yet been selected by City Manager, Nate Stansberry. Anna also noted that we have six remaining months on that remaining aspect of that \$17,000 grant. Anna noted that she submitted grant project updates to the state last week. HLC general discussion about the potential of scheduling a discussion with Nate concerning the role that HLC will play in managing the Cultural Center as it moves forward.
6. **Quarterly Update and Comprehensive Plan:** Anna will send a draft of the latest quarterly update to the group next week for review. At our October meeting, a member of West Virginia's State Historic Preservation Office will be on the agenda to discuss comprehensive planning.
7. **Facade Grant Update:** Sherry Rogers reported that City Council was impressed with the total dollar amount of improvement projects that the first round of funding will make possible. The group decided that, at the November 2023 meeting, priority will be given to addressing ways to improve the application process. Kristen will draft a feedback form to send to grant recipients to get their thoughts on the process. Anna and Sherry suggested having two public meetings should we be given authority for a second round of funding. During future public meetings, HLC members will review applications with citizens or otherwise help them with the grant process. Sherry Rogers suggested that we explore printing yard signs for projects being funded by the grant. Anna suggested that City Council members visit with their constituents who had been awarded grant funding in order to see first-hand the impact that the project has in their ward. Sherry Rogers explained that, per her calculations, all city wards had funded projects, although Ward 4 had the most. The group discussed putting together a comprehensive checklist for grant applicants for future funding cycles to ensure that they have all elements of the

grant completed prior to submission. The group would prefer one funding cycle yearly, rather than two.

8. **Public Comment:** There were no members of the public present.
9. **Next Meeting Date:** The next meeting date for Historic Landmarks Commission will be October 5, 2023 at 5:00pm.
10. **Adjournment:** Kristen made a motion to adjourn at 6:01pm, seconded by Sherry Rogers, and the motion carried.

President, Anna Cardelli



Boards of Parks and Recreation
Regular Meeting
Friday, August 18, 2023 at 6:00 p.m.

Minutes

Present: Members: Laura Anderson, Liz Moyta, Solaris Cardelli, Dee Evans
City Manager Nate Stansberry

1) Call to Order

The meeting was called to order at 6:22 p.m.

2) Approval of Minutes

- March 10, 2023
- March 31, 2023
- April 21, 2023
- June 7, 2023
- July 21, 2023

The listed minutes were motioned to be approved by Laura Anderson and seconded by Liz Moyta. All ayes confirmed.

3) Treasurer's Report

City Manager Stansberry provided a general overview of the current finances, but no report was given due to the absence of the Finance Manager.

4) Old Business

- Liz mentioned picking up some trash at Willow Park. No other items were discussed.

5) New Business

- Purchase of a Basketball Hoop for Willow Park

A discussion was held on the merits of the basketball hoop. Most felt it was not the appropriate location for one but would welcome a conversation with Mr. Nicholson who had requested it and invited him to a future meeting to discuss. L. Anderson made motion to deny, seconded by L. Moyta. All Ayes to deny.

6) Public Comment

City Manager Stansberry gave a quick update on old topics such as Carp Festival, potential Americorp position, Kayak Float and Hearsemania. He also requested a



special meeting to discuss Halloween events. Liz Moyta agreed to reach out to Jackson's Mill about the kayak float transportation. Laura Anderson was going to look into a potential cornhole tournament fundraiser during the fall months.

7) Next Meeting Date

The special meeting was determined to be held September 8th, 2023 at 6pm at the City Building. A potential regular meeting would be held on September 12th if they felt it was needed.

8) Adjournment

Motion to adjourn was entered at 7:21pm by L. Anderson. Seconded by Dee Evans with all eyes in approval.

Minutes written by City Manager Stansberry in Clerk Piercy's absence.



110 Center Avenue, 2nd Floor, Weston WV 26452
www.lceda.org 304-269-4993

**Lewis County Economic Development Authority Board Meeting
Sept 27th, 2023 - 5:00 PM**

Meeting Agenda

SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

1. Call Meeting to Order
2. Establishment of a Quorum via Sign-In Sheet (Action Required)
3. Review and Approval of Prior Meeting Minutes - (Action Required)
4. Review and Approval of Treasurer's Report (Action Required)
5. Executive Director's Report - Informational

Business

6. Committee and Municipality Reports
 - Site Survey Selection Committee - No Action
 - Website Committee - Ray
 - Strategic Plan Committee - Kevin
 - Director Evaluation Committee - Ruth
 - Evaluation attached
 - Lewis County - Agnes
 - City of Weston - Kim
 - Weston Sanitary Board Minutes / Update
 - HubCAP & On Trac programs
 - Weston Survey Questionnaire
 - Town of Jane Lew - Ruth
 - Jane Lew PSD Minutes / Update
7. Phase I Water Update- Ray
 - Vote to approve Phase 1 Water RFP # 4 for \$11,241.47 (Action Required)
 - Vote to appoint Ray Smith as LC EDA agent for WV DEP (Action Required)
 - Carrie Wallace, Region VII is here for RFP #4 and answer any questions.
 - Eric Sherrard - Thrasher updated notes
8. Brownfield Update - Ray
 - Assessment grant uses information sheet
9. Lewis County Housing Study - Ray
 - Partnership with Upshur
10. Warehouse Marine Property - Ray

11. Bylaw Review- Ray

12. Budget Review & Approval - Ray ([Action Required](#))

13. Guidance for Director - Project Evaluation and Prioritizing / Partnerships

Open Discussion

Adjournment ([Action Required](#))

Director Priorities

Phase 1 Water Project

Lewis County EDA Webpage development

Marina Warehouse development

Andy Lang Property acquisition and development

Infrastructure for Jane Lew (across interstate)

Infrastructure for Corridor H (I-79 to Countyline - possible in phases)

Attracting and aiding proposed businesses

Broadband

Business Incubator

Brownfields

Community Involvement

Contacting major out of county assets and businesses to see if they can utilize Lewis for anything.

Dilapidated and vacant buildings

Education

Housing

Legislation / Lobbying

Lewis County Welcome Center

Marketing - Facebook/LinkedIn posting

Meeting with major land owners and seeing plans/help

Population retention

Retaining and aiding local businesses

Quality of life projects

Trails

Transportation options within the county

Water project for economic development

Water project for rural areas in need

Partnerships & Committees

Appalachian Gateways Communities

Corridor H Highway Authority

Gas and Oil Association of WV

I-79 Development Council Board

 Regional Housing Sub-Committee

 Site Development Sub-Committee

Lewis County Blueprint Community

 Trail Subcommittee

Lewis County Planning Commission

Lewis County Safe Sites

Randolph Housing Authority

Region VII Board

WV Economic Development Council

WV EDA, North Central WV EDA Region One

WV Hardwood Alliance

WV HubCAP Weston



ROBERT C. BYRD CORRIDOR H HIGHWAY AUTHORITY

For Immediate Release
Contact Robbie Morris
304-637-0803
robbie@randolphwv.com
September 7, 2023

Corridor H Highway Authority Supports ROPA, Opposes Further Study of Northern Route

"We are disappointed the West Virginia Division of Highways has decided to conduct further studies of the Northern Route alternative," said Robbie Morris, Chairman of the Corridor H Highway Authority. "The DOH has already conducted an exhaustive study of all alternative routes and has concluded that the Revised Original Preferred Alignment (or "ROPA") is the best choice in terms of safety, length, smallest environmental impact, and preservation and enhancement of the towns of Thomas, Davis and other communities and historic assets in the region."

"Further study of the northern route alternative will only delay construction and completion of Corridor H," said Morris. "We also suspect that additional study will confirm what all prior due diligence, analysis and study has revealed, namely, that the northern route is longer; has far more severe environmental impacts than the ROPA; will require more bridges and crossings of Route 219 than the ROPA; and will adversely impact Thomas City Park, among other things."

"While we disagree with this decision by DOH, we wish to express our deep appreciation and thanks to Governor Justice and the DOH for their commitment to complete Corridor H as soon as possible. Completion of Corridor H will improve safety on the roads, and enhance lives, opportunity, and prosperity in the entire region served by Corridor H," Morris said.

"The Authority also expresses its appreciation and gratitude to Senator Manchin, Senator Capito, Congresswoman Miller and Congressmen Mooney for their tremendous work securing federal funding for the completion of Corridor H," noted Morris.

"If the additional study must proceed, the Corridor H Highway Authority strongly urges Secretary Wriston and his team at the West Virginia Department of Transportation to proceed as expeditiously as possible with this additional study and analysis," said Morris. "We look forward to seeing the results."

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110 Center Avenue, 2nd Floor, Weston WV 26452
www.lceda.org 304-269-4993

**LEWIS COUNTY ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES
August 30, 2023, 5:00 PM
Lewis County Court House
Weston, WV 26452**

MEMBERS PRESENT: Stephanie Wolverton, Agnes Queen, Kim Harrison Edwards, Ruth Straley, Chris Richards, Chris Heater, Johnny White, Herb Curtis, Kevin Stalnaker and Economic Development Director Ray Smith.

OTHERS PRESENT: Lewis County Commissioners Rod Wyman and Bobby Stewart; Region VII Project Manager Carrie Wallace and Thrasher Project Manager Eric Sherrard. On the phone was Dwaine Doss.

CALL TO ORDER: The meeting was called to order at 5:00 PM by President Stephanie Wolverton with a quorum of the membership present. The Pledge of Allegiance and a moment of silence were held at the start of the meeting.

APPROVAL OF MINUTES: Minutes of the June 28, 2023 meeting were presented and approved on a motion by Kim Harrison Edwards and a second by Johnny White. Approval vote was unanimous.

APPROVAL OF TREASURER'S REPORT: Treasurer Chris Heater was not present. The report will be delayed until the next meeting.

APPOINTMENTS: See correspondence.

CORRESPONDENCE: Bob Taylor submitted his resignation. John White made the motion to accept the resignation. Kevin Stalnaker seconded. Vote was unanimous. A discussion followed filling all EDA member slots. Ruth Straley made the motion and Chris Richards seconded to add Rod Wyman and Bobby Stewart as official voting members. They attend every meeting but sit in back and can't vote currently. Approval was unanimous. Ruth Straley made the motion and Chris Richards seconded to change the EDA by-laws to allow for 3 Commission members vice one. Unanimous vote was held.

The EDA Board received a letter from American Water identifying the rate increases they are requesting.

EDA DIRECTOR REPORT: Ray Smith reported on meetings and conferences he has attended. This report is will be retained for future information.

COMMITTEE AND MUNICIPALITY REPORTS:

Site Selection Committee: Nothing new to report.

Website: Vandalia Digital has been accepted as the EDA website developer. The target is to have a basic skeleton set up by September meeting.

Broadband: Agnes Queen reported that Lewis County is in the RDOF area. Agnes Queen reported that Frontier has been using its own funding and will be fined if not installed.

Weston: Kim Harrison Edwards reported the Sanitary Board learned that the IJDC passed phase 2 of sludge removal with drying beds. HubCap will begin sending out surveys in October. Weston Council requests a letter of support for being part of the On Track program which makes progress toward a Main Street designation. Agnes Queen made the motion for the EDA to provide a letter of support. John White seconded the motion. The vote was unanimous.

Phase 1 WATER PROJECT UPDATE: Carrie Wallace, Region VII, asked that the lawyer write letters to those not signed for easements (rights of way) so properties could have condemnations. Kim Harrison Edwards made the motion to move forward with letters and hire an Appraiser as needed for the process. Ruth Straley seconded. The vote was unanimous in taking these actions.

Thrasher Project Manager Eric Sherrard was present and said he will meet with landowners who haven't signed the letters of agreement. It won't be easy to see rights of ways already covered in dirt. The Lewis County Health Department has reviewed the plans. Next is identifying a DEP Point of contact.

Ray Smith said the Right of Way Agent has submitted two invoices for work already done. The amounts are \$3,200 and \$2,800. Agnes Queen made the motion to pay and Kim Harrison Edwards seconded. Vote was unanimous.

There was a Brownfield Grant meeting on Tuesday, August 28. Items of consideration are EDA's Marine Warehouse, house adjacent to Peterson Elementary, old Minuteman Muffler building, and Lang property behind Schlumberger warehouse.

Bill Goldsmith, previous tenant in building at marine warehouse. Chrissy Richards made the motion to rent at same rate as previously and to include a 30 day eviction notice. Kim Harrison Edwards seconded. Positive vote passed.

The WV Auditor for county officials and boards is on 21 Sep at the Bridgeport Best Western.

Kevin Stalnaker made a motion to approve Ray Smith's expenses. Johnny White seconded. Vote was unanimous.

Kevin Stalnaker announced Vandalia Health will be applying for grants and has put of signs on potential site.

The meeting was adjourned at 6:30pm.

Approved by: _____

Approved on: _____ 2023

10:43 AM

09/27/23

Accrual Basis

Lewis County Economic Development Authority
BANK ACCOUNT BALANCES
As of September 27, 2023

	<u>Sep 27, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
CD's, Savings and Investments	
Certificate of Deposit	256,123.92
Golden Investment 2091119	45,878.52
Golden Investment 2110431	10,032.40
Total CD's, Savings and Investments	<u>312,034.84</u>
Checking Accounts	
Allocated Water Fund Checking	96,190.92
Citizens Bank Checkmate II	22,524.22
LCEDA Housing Authority	1,035.00
Total Checking Accounts	<u>119,750.14</u>
Total Checking/Savings	<u>431,784.98</u>
Total Current Assets	<u>431,784.98</u>
TOTAL ASSETS	<u><u>431,784.98</u></u>
LIABILITIES & EQUITY	0.00

Lewis County Economic Development Authority
Check Detail
July 2023 through June 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	4025	08/28/2023	WV News		Citizens Bank C...	-599.00	-599.00
TOTAL					Print Advertising	-599.00	599.00
Check	4026	08/28/2023	WV News		Citizens Bank C...	-191.41	-191.41
TOTAL					Print Advertising	-191.41	191.41
Check	4027	08/28/2023	United Bankcard		Citizens Bank C...	-21.19	-21.19
TOTAL					Dues and Subsc...	-94.49	94.49
					Supplies	-8.69	8.69
					Meeting Registra...	-450.00	450.00
					Travel	-417.72	417.72
					Supplies	-47.17	47.17
TOTAL						-1,039.26	1,039.26
Check	4028	08/30/2023	Ray Smith		Citizens Bank C...	-497.86	-497.86
TOTAL					Mileage Reimbur...	-497.86	497.86
Check	4029	08/30/2023	Ray Smith		Citizens Bank C...	-20.86	-20.86
TOTAL					Supplies	-24.00	24.00
					Postage, Mailing...	-16.80	16.80
					Travel	-61.66	61.66
Check	4030	08/30/2023	Gas and Oil As...		Citizens Bank C...	-250.00	-250.00
TOTAL					Dues and Subsc...	-250.00	250.00

Lewis County Economic Development Authority
Check Detail
July 2023 through June 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	4031	08/30/2023	Ray Smith		Citizens Bank C...	-821.50	-821.50
					Mileage Reimbur...	-821.50	821.50
TOTAL						-821.50	821.50
Check	4032	09/15/2023	RHR Resources...		Citizens Bank C...	-3,200.00	-3,200.00
					Phase 1 Water ...	-3,200.00	3,200.00
TOTAL						-3,200.00	3,200.00
Check	4033	09/15/2023	RHR Resources...		Citizens Bank C...	-2,800.00	-2,800.00
					Phase 1 Water ...	-2,800.00	2,800.00
TOTAL						-2,800.00	2,800.00
Check	4034	09/20/2023	Infinity Marketi...		Citizens Bank C...	-3,250.00	-3,250.00
					Internet & Social...	-3,250.00	3,250.00
TOTAL						-3,250.00	3,250.00

Lewis County Economic Development Authority

Profit & Loss

July 2023 through June 2024

09/27/23

Accrual Basis

	<u>Jul '23 - Jun 24</u>
Ordinary Income/Expense	
Income	
Investments	
Interest-Savings, Short-term CD	9.08
Total Investments	<u>9.08</u>
Total Income	9.08
Expense	
Advertising	
Internet & Social Media	3,250.00
Print Advertising	<u>790.41</u>
Total Advertising	4,040.41
Business Expenses	
Meeting Registration Fees	<u>450.00</u>
Total Business Expenses	450.00
Operations	
Dues and Subscriptions	271.19
Postage, Mailing Service	24.00
Supplies	<u>171.21</u>
Total Operations	466.40
Travel and Meetings	
Mileage Reimbursement	1,319.36
Travel	<u>434.52</u>
Total Travel and Meetings	<u>1,753.88</u>
Total Expense	<u>6,710.69</u>
Net Ordinary Income	<u>-6,701.61</u>
Net Income	<u><u>-6,701.61</u></u>

Lewis County EDA
Director's Report
08/25/23 - 09/22/23

8/28 ROC Broadband Zoom - was a information and Q&A zoom for the unveiling of the ROC broadband map for Lewis county (and all 55 counties) in October of viable use of power poles to get fiber into households. Should get a decent map and addresses of those having existing service, RDOF address, address that can be assessed with this map and the unserviceable addresses.

8/29 Brownfield Zoom - Information in Partnerships
Safe Sites - Information in Partnerships

8/29 Ireland Community Meeting - Updated residents on EDA

8/30 Monthly meeting Phase 1 Water project - Information on Agenda

8/31 Zoom with Taylor Bennett; she is with WV Land Stewardship Corporation Land Bank. The discussion was about forming a countywide Land Reuse Agency, which would help develop properties the Safe Site Committee took over.

9/2 Meeting at Jackson's Mill for Apiary at the Mill; they showed their bee hives, pollinator garden, and cabin and discussed their projects and what they wanted to do in the future.

9/5 I drove up the right-a-way to check out the Lang Property. I believe it was a strip job because it has several layers of useable flat land.

9/6 Regional EDA meeting - information in partnerships.

9/7 Hubcap meeting where it was determined to use the 3k mini-grant to help Weston utilize the Halloween season to attract more visitors and give more for everyone to participate in.

The Blueprint Trail meeting discussed the trail path and getting things moving forward.

Public Hubcap meeting to get ideas for the month of Halloween. Representatives from TALA, Trunk-n-Treat, city, county, and the public to discuss ideas.

9/8 Virtual WV Hardwood Alliance meeting. We are preparing for the upcoming international show and updating our strategic plan. They will hire a firm to help with this plan, and several sessions will be scheduled to get together the plan and information for all counties.

Regional Region VII Council meeting - information in partnerships.

Agnes and I met with Robbie Skinner to discuss working together on a combined housing study and a site promotion agency. I will have more information at the meeting. We talk about working more together. On agenda to discuss.

9/11 Met with Marty Lewis (Weston Code Enforcement) about their dilapidated program and our Brownfield projects and how we might help each other in the future.

Attended ribbon cutting for new business Legacy Workforce Development. Gave them information on the Region 6 Workforce.

9/11-9/14 I attended the Brownfield conference and had some great meetings with Brownfield, EPA, and others that will help us expand the impact of our Brownfield program and funding with water and sewer projects for economic development. Will have several updates and information at the board meeting.

9/14 Regional Housing meeting - Information in Partnerships

9/18-9/20 I attended the WV Economic Development Council Fall Meeting. We received the scholarship to pay for the admission fee. Not as good as meeting in past, still good contacts and interactions with fellow directors and other agency heads.

9/21 Met with commissioners, Senator Queen, Jennifer (Capito's Rep), Army Corp of Engineers, National Park Service and Stonewall Resort. Went over concerns of cell coverage and broadband coverage with all. After this meeting, meet with commission and Senator Queen to go over concerns and projects for Lewis County.

9/22 Met with Costal Lumber - Dan Hackett on Oil Creek Road with Eric (Thrasher) to discuss right-a-way for their property.

Region VII Hazard Mitigation Meeting - Getting information on what is defined as important for FEMA funding.

LC EDA Partnerships, boards and collaborations

Appalachian Gateways Communities - No Action

Corridor H Highway Authority - No Action

Gas and Oil Association of WV - No action

I-79 Development Council Board - No Action

Regional Housing Sub-Committee Had first meeting of this sub-committee of the I-79 Development Council. Had several realtors, bankers and a good discussion. Each county is getting information for the next meeting.

Site Development Sub-Committee - No action

Lewis County Blueprint Community - No action

Trail Subcommittee - Several meetings to set up the composition of committee and membership. Also the actions to start with.

Lewis County Planning Commission - No action

Lewis County Safe Sites - Appointed and sworn in the committee.

Randolph Housing Authority - No action

Region VII Board - They updated their progress on various projects, budgets, and their renewed efforts to help all. They had a presentation with John King of WV DEP Dilapidated Properties Program (REAP); I discussed utilizing our Brownfield in conjunction with the city's REAP money. They can work together to benefit each other.

WV Economic Development Council - Had annual meeting at conference, just bookkeeping and election.

WV EDA, North Central WV EDA Region One - our quarterly Regional EDA meeting (Lewis, Harrison, Taylor, Preston, Marion, Monongalia, Doddridge, and Richie County); we discussed what was going on in our counties and how all discussed experiences and resources to help each other—learned on some regional funding that might help on future endeavors.

WV Hardwood Alliance - Discussion on what to do for the National Hardwood Lumber Association (NHLA) Convention in Louisville, KY in October. Also the Hardwood market remains low.

WV HubCAP Weston - Attending various group and public meetings to go over the survey with group and Jay Schlinsog, Went over the survey that will help identify public input on what businesses they would like to see in Weston, and also business owners input on what challenges, community information, help needed and other information to aid the Hubcap initiative.

Webinars

Best Practices in Agritourism in WV
Green Bank for Rural America - Community Engagement session

General

I received information from Jane Lew, PSD, that the grinder station on the other side of the interstate is at capacity. It is what I was worried about, but they finally confirmed it. I will talk to them to pursue solutions for future economic development in that area.

I worked on the Website with Vandalia, still had difficulties hosting our site, but basic landing page is up. Chris's drone doesn't work. Going to try my drone and work on copy.

Working on Phase 1 water, they have gotten a few more right-a-ways.

Working on mapping sites on the Corridor H to show the importance of developing this area.

Working with state, ROC, broadband providers and other businesses for mapping, finding out funding and areas of coverage/need.

Upcoming

By the numbers

		2023									
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
Website		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Facebook	Likes	50	161	195	201	210	219	240	256	273	
	Followers	74	266	322	334	339	351	375	393	412	
	Page Reach	5529	61178	15438	2501	1430	1390	8618	1820	1240	
	Page Visits	210	2113	492	58	133	42	320	107	82	
LinkedIn	Page Views	15	16	13	9	8	38	8	4	10	
	Followers	58	90	101	117	120	135	139	141	148	

Information on Eligible Planning Activities

Planning Activities Eligible Under an EPA Brownfield Assessment or Multipurpose Grant

Revitalizing a brownfield starts with understanding how the community's site reuse goals align with local economic, infrastructure, social and environmental conditions. Specific planning activities will help your community determine which reuses are feasible for the site. The reuse influences site assessment and cleanup decisions.

Good news! Planning activities that focus on brownfields reuse are eligible under an EPA Brownfields Assessment or Multipurpose Grant. Below are 12 fact sheets that explain eligible site planning activities to initiate brownfields revitalization and prepare a site for reuse.

Planning activities to initiate brownfields revitalization:

- Equitable Development Activities
- Brownfields Area-Wide Planning
- Site Reuse Assessment
- Land Use Assessment
- Market Study
- Infrastructure Evaluation
- Community Health Assessment
- Site Disposition Strategy

Planning activities to prepare your brownfields site for reuse:

- Site Reuse Vision
- Resource Roadmap
- Revitalization Plan
- Evaluation of Market Viability



Plan for Brownfields Redevelopment Success

Equitable Development Activities

Successful brownfields revitalization doesn't just happen. It's planned for.

Approach brownfields revitalization through creative, inclusive, and efficient planning activities.

- Early in the site selection process, consider the range of realistic site reuse options.
- Create a brownfields revitalization plan based on the community's need and vision, and site and surrounding area conditions such as environmental, economic, real estate market, assets, challenges and vulnerabilities. These factors will directly influence how the site is assessed and remediated.

Planning activities focused on brownfields revitalization and as described in this fact sheet are eligible under an EPA Brownfields Assessment or Multipurpose Grant.

Our community needs to:

- Ensure brownfields redevelopment benefits existing residents by addressing the potential for gentrification and displacement.
- Ensure community members' interests and priorities are incorporated into the decisions made about brownfields assessment, cleanup and reuse.

How establishing equitable development priorities can help: Ensuring historically underserved communities benefit from brownfields reuse requires a deliberate process. By directly engaging the residents affected by the brownfield site and prioritizing their needs, the redevelopment process will better serve existing community members.

Influence on brownfields assessment, cleanup, and reuse: Creating an inclusive process for planning and decision-making enhances the voices of community members who may be at risk of displacement. Their priorities will influence which sites are assessed, as well as when and how sites are cleaned up.

What is involved? Community engagement and planning practices that are designed to advance equitable development include:

- Community problem-solving conversations around displacement and gentrification issues.
- Community interviews to gain an understanding of community perceptions, site history and experience, contamination concerns and local aspirations for the future use of the site.
- A community benefits agreement developed via multi-stakeholder engagement which articulates what a community is seeking as remediation and establishes how the community will benefit from a proposed redevelopment.
- Participant support cost stipends for time and expertise shared at workshops and visioning sessions, as well as providing child care and light refreshments, to reduce a barrier to their involvement and help foster an inclusive and sustainable future within their neighborhoods. See [EPA's guidance](#) for providing participant support cost stipends under brownfield grants.
- Environmental justice (EJ) goals setting that prioritize quality of life, community health, local wealth building and engagement in decision-making. Setting EJ goals provides a benchmark to evaluate policies and creates a clear guideline for how community engagement should look and feel.
- A project framework that includes environmental, economic, and social benefits of brownfields redevelopment based on community priorities (such as parks, housing, public health, food access, art, and job opportunities).
- A change-focused action plan that includes the partnerships, funding sources, and implementation steps needed to produce a fair, inclusive and just outcome for the existing community.

When to conduct? Equitable development activities are designed to prevent displacement from redevelopment rather than **react to** displacement after redevelopment occurs. These planning and engagement activities are most helpful in early discussions of brownfield site reuse, e.g., prior to site assessment decisions.

What does it typically cost? Equitable development activities require a robust budget for various and sustained community engagement. Costs will range based on the needs and desires of community members affected by the brownfield site(s). Prioritizing these activities may cost \$50,000-\$100,000 or more.

Who should participate? Typically requires a diverse multi-disciplinary team including community representatives, community engagement specialists, planners, landscape architects, market analysts, financial strategists, and environmental professionals, among others.



Brownfields Area-Wide Planning

Successful brownfields revitalization doesn't just happen. It's planned for.

Approach brownfield revitalization through creative, inclusive, and efficient planning activities.

- Early on in the site selection process, consider the range of realistic site reuse options.
- Create a brownfields revitalization plan based on the community's vision, site and surrounding area conditions such as environmental, economic, real estate market, assets, challenges and vulnerabilities. These factors will directly influence how the site is assessed and remediated.

Planning activities focused on brownfields revitalization and as described in this fact sheet are eligible under an EPA Brownfields Assessment or Multipurpose Grant.

Our community needs to:

- Inventory the brownfield sites within a project area, such as a neighborhood, corridor, downtown district, waterfront, etc.
- Research and evaluate existing conditions within the brownfields area.
- Engage community members and other stakeholders on their priorities for the area and build agreement around a shared revitalization vision.
- Use community input and research results to identify the catalyst, high-priority brownfield site(s) which, once remediated and reused, have the strongest potential to spur additional revitalization within the area.
- Prepare and share our plan and implementation strategies for reusing catalyst, high-priority brownfield sites.

How brownfields area-wide planning can help: Brownfields area-wide planning helps identify cleanup and reuse opportunities for key brownfield sites that can serve as catalysts for revitalization of the surrounding area. The approach enables communities to consider local priorities, existing plans, market conditions, infrastructure, and resource availability alongside area environmental conditions. These planning activities help communities make informed decisions about where to direct scarce resources to benefit the existing community. Area-wide planning can also help implement locally-driven initiatives, such as housing, parks, environmental improvement, community wealth building, and equitable and environmentally-just economic development.

Influence on brownfields assessment, cleanup, and reuse: Helps to prioritize and sequence sites within a project area that need to be assessed and cleaned up. Knowing the potential site reuse(s) helps plan an efficient characterization and contaminant cleanup.

What is involved?

- Collect information and identify community priorities related to near- and long-term revitalization.
- Evaluate environmental conditions, local market potential, and infrastructure improvements.
- Select one or more catalyst, high-priority brownfield sites; develop site cleanup and reuse strategies.
- Identify resources or leveraging opportunities to implement the plans, including specific strategies for public and private sector investments necessary to help with cleanup and area revitalization.

When to conduct? Brownfields area-wide planning is helpful in early discussions of brownfield site reuse, e.g., prior to or during site assessment decisions. Communities that have already been working within a specific area to develop partnerships and identify stakeholder priorities will especially benefit.

What does it typically cost? Costs range from \$50,000 - \$200,000 based on the scale of the project, number of brownfield sites, level of plan detail and amount of stakeholder engagement.

Who can perform? Typically requires a diverse multi-disciplinary team including a community engagement specialist, planner, landscape architect, market analyst, engineer and environmental professional, among others.



Plan for Brownfields Redevelopment Success
Site Reuse Assessment

Successful brownfields revitalization doesn't just happen. It's planned for.

Approach brownfield revitalization through creative, inclusive, and efficient planning activities.

- Early on in the site selection process, consider the range of realistic site reuse options.
- Create a brownfields revitalization plan based on the community's vision, site and surrounding area conditions such as environmental, economic, real estate market, assets, challenges and vulnerabilities. These factors will directly influence how the site is assessed and remediated.

Planning activities that focus on brownfields revitalization are eligible under an EPA Brownfields Assessment or Multipurpose Grant.

Our community needs to:

- Identify potential reuse assets and barriers specific to our brownfield site.
- Understand the range of sustainable reuse options for our brownfield site.

How a Site Reuse Assessment can help: Provides a full evaluation of the opportunities, constraints and range of redevelopment possibilities related to the reuse of a brownfield site. Includes:

- Site characteristics and needs
- Area economy and demographics
- Physical, environmental conditions
- Applicable regulations
- Real estate market conditions

Influence on brownfields assessment, cleanup and reuse: Knowing the potential site reuse helps to plan efficient characterization and cleanup of contamination, and prospectively target appropriate real estate markets.

What is involved?

- Site walkthrough.
- Gathering and reviewing available site documentation.
- Interviews with key community members including local elected leaders and land use officials.
- Developing an inventory of site assets and infrastructure.
- Assessing market conditions.
- Analyzing opportunities and constraints.
- Identifying potential brownfield site reuse options.

When to conduct? As soon as possible after selecting the brownfield site to redevelop. Can be initiated anytime during the environmental investigation process, such as before, during or after the Phase I or Phase II environmental site assessments.

A Site Reuse Assessment can take **six months or longer** to complete, depending on the size and complexity of the site. Budget, timing and circumstances will determine whether a community completes the various activities concurrently vs. separately.

What does it typically cost? Costs range from \$35,000-\$75,000 depending on the size, location and complexity of the site and its assets, and whether it requires base mapping or specific research.

Who can perform? An experienced multi-disciplinary brownfields reuse team including a planner, market analyst, and environmental professional, among others.



Plan for Brownfields Redevelopment Success
Land Use Assessment

Successful brownfields revitalization doesn't just happen. It's planned for.

Approach brownfield revitalization through creative, inclusive, and efficient planning activities.

- Early on in the site selection process, consider the range of realistic site reuse options.
- Create a brownfields revitalization plan based on the community's vision, site and surrounding area conditions such as environmental, economic, real estate market, assets, challenges and vulnerabilities. These factors will directly influence how the site is assessed and remediated.

Planning activities that focus on brownfields revitalization are eligible under an EPA Brownfields Assessment or Multipurpose Grant.

Our community needs to:

- Understand regulatory opportunities and constraints for a brownfield site.
- Learn the land entitlement process, timeframes and potential approval barriers that can add time and money to our brownfields revitalization project.

How a Land Use Assessment can help: Analysis reveals surrounding land uses and local, regional and state land use regulations and strategies that pertain to redevelopment of the brownfield site. Includes review of local zoning laws, specialty zones and incentives, land use planning strategies and other entitlement requirements.

Influence on brownfields assessment, cleanup and reuse: Identifies land use incentives and opportunities to drive redevelopment. Targets potential and desired land uses based on community and economic development priorities. Clarifies the land entitlement process and timeline/strategy needed to obtain regulatory approvals and permits.

What is involved?

- Identifying, collecting, and reviewing local, regional and state land use regulations.
- Interviewing key land use officials.
- Documenting the necessary approval and permitting processes.

When to conduct? Early in the site reuse planning process. Typically, part of a site reuse assessment, but can be completed independently.

What does it typically cost? Costs range from \$5,000-\$10,000 depending on the location and complexity of the site. Land use assessments generally are done in conjunction with site reuse assessments.

Who can perform? An experienced multi-disciplinary brownfields reuse team including a planner, engineer, and environmental professional, among others.



Successful brownfields revitalization doesn't just happen. It's planned for.

Approach brownfield revitalization through creative, inclusive, and efficient planning activities.

- Early on in the site selection process, consider the range of realistic site reuse options.
- Create a brownfields revitalization plan based on the community's vision, site and surrounding area conditions such as environmental, economic, real estate market, assets, challenges and vulnerabilities. These factors will directly influence how the site is assessed and remediated.

Planning activities that focus on brownfield revitalization are eligible under an EPA Brownfields Assessment or Multipurpose Grant.

Our community needs to:

- Know the local and regional real estate market demands, trends and competition relevant to our brownfield site.
- Understand realistic, market-driven future land use options for the brownfield site.

How a Market Study can help: Study results will indicate economically feasible reuse options for the brownfield site.

Influence on brownfields assessment, cleanup and reuse: The local economy and real estate market strongly affect long-term viability of a brownfield redevelopment. An upfront understanding of whether the site can support residential, commercial or some other type of reuse is critical to site disposition and redevelopment decisions. The redevelopment affects site assessment and cleanup decisions.

What is involved? A desktop review of publicly available real estate and economic development data, including recent development activity in the area. Identify key trends and demographics. Solicit stakeholder input to identify community needs. Discuss market study results with local real estate and economic development professionals to obtain insights and feedback.

When to conduct? Completed early in the reuse planning process. As a preferred site reuse scenario emerges, an interested developer will usually prepare a more thorough market analysis and/or property valuation to fill market data gaps.

What does it typically cost? Costs range from \$20,000-\$50,000 depending on the scope, location, and availability of public data for the site or area.

Who can perform? Usually performed by an experienced multi-disciplinary brownfields reuse team including a real estate professional, market analyst or planner. A municipality or nonprofit with these skillsets may conduct the market study in-house.



Plan for Brownfields Redevelopment Success
Infrastructure Evaluation

Successful brownfields revitalization doesn't just happen. It's planned for.

Approach brownfield revitalization through creative, inclusive, and efficient planning activities.

- Early on in the site selection process, consider the range of realistic site reuse options.
- Create a brownfields revitalization plan based on the community's vision, site and surrounding area conditions such as environmental, economic, real estate market, assets, challenges and vulnerabilities. These factors will directly influence how the site is assessed and remediated.

Planning activities that focus on brownfields revitalization are eligible under an EPA Brownfields Assessment or Multipurpose Grant.

Our community needs to:

- Understand the short- and long-term availability of public and private infrastructure servicing the brownfield site.
- Identify necessary infrastructure improvements and priority investments to support brownfield site reuse.

How an Infrastructure Evaluation can help: Provides availability and location of infrastructure servicing the brownfield site. Evaluation includes utilities (water, sewer, electric, broadband, gas, etc.), roads, nearby transit and on-site improvements. Can range from a simple inventory of existing or available infrastructure to a detailed analysis of age, condition and capacity.

Influence on brownfields assessment, cleanup and reuse: Factors long-term infrastructure availability and location into potential site reuse scenarios, which expands or limits site reuse options. Location of infrastructure onsite affects site preparations, assessment and cleanup decisions.

What is involved? An Infrastructure Evaluation depends on the type of property, its location, assets and the potential site reuse options. Includes an *Infrastructure Inventory*, which is a list of all infrastructure existing or available to and on the site, such as:

- Onsite infrastructure (such as fire and life safety; utilities such as boiler house, electrical substation; security; specialized industrial equipment, assets, services and chemicals).
- Infrastructure serving the site (electric, natural gas, fiber optic cable, water, sewer, stormwater, wastewater systems and other utilities or resources).

When to conduct? Early in the site reuse planning process. Typically, part of a site reuse assessment, but can be completed independently. As a preferred site reuse scenario emerges, a more in-depth infrastructure evaluation will fill data gaps.

What does it typically cost and who can perform?

- **Condition Assessment:** A visual inspection, review of existing documentation and studies, and interviews with utility and site personnel. Costs typically range from \$10,000 – \$20,000 depending on property size, quantity of assets and whether order-of-magnitude estimates are included. Properties with large facilities or many buildings may cost substantially more. Often performed by a multidisciplinary consulting team.
- **Infrastructure Condition and Capacity Study:** A specialized infrastructure condition and capacity study which may be necessary to determine the feasibility of a specific site reuse option. Typically necessary for large, high-value reuse opportunities (e.g., heavy industrial uses often require water and natural gas lines of a certain size or pressure). Studies cost \$40,000+. Usually performed by the utility company for a fee or by a licensed professional engineer.

Community Health Assessment

Successful brownfields revitalization doesn't just happen. It's planned for.

Approach brownfield revitalization through creative, inclusive, and efficient planning activities.

- Early on in the site selection process, consider the range of realistic site reuse options.
- Create a brownfields revitalization plan based on the community's vision, site and surrounding area conditions such as environmental, economic, real estate market, assets, challenges and vulnerabilities. These factors will directly influence how the site is assessed and remediated.

Planning activities that focus on brownfields revitalization are eligible under an EPA Brownfields Assessment or Multipurpose Grant.

Our community needs to:

- Understand specific public health challenges faced by residents within the brownfields area and their underlying causes.
- Identify opportunities to reuse brownfields to strengthen existing community health assets and prioritize community health improvement.

How a Community Health Assessment can help: Determines how community health needs and issues can be addressed through brownfield site assessment, cleanup and reuse by reviewing community public health information.

Influence on brownfields assessment, cleanup and reuse: Incorporates public health data and indicators into site selection, assessment and cleanup decisions. Prioritizes community input regarding safety, social and environmental concerns at the site. Shapes a reuse approach that helps alleviate, not exacerbate, local public health challenges.

What Is involved?

- Analyzing existing community health information such as a community health improvement plan or other health agency-led assessments.
- Engaging various community organizations such as youth groups, school teachers, churches and nonprofit organizations to gain perspectives on community health, environmental hazards, and social challenges affecting the brownfields area. Challenges may pertain to:
 - Safety: abandoned and derelict structures, open foundations, compromised infrastructure, inadequate lighting or barriers, etc.
 - Health: high incidence of diabetes, heart disease, asthma, drug addiction, etc.
 - Social: blight, crime, vagrancy, reduced social capital, community connectedness.
 - Economic: reduced tax base and private property values may lead to reduced social services.
 - Environmental: biological, physical and chemical effects resulting from site contamination, groundwater impacts, surface runoff migration of contaminants, wastes dumped on site, etc.
- Collecting or linking baseline health and environmental measures to inform redevelopment planning options. For example, health monitoring or health impact assessment results that show limited access to health care services or a lack of sidewalks, recreational opportunities or food access for the brownfields community can encourage increased health care services, green space, parks, trails and/or fresh grocers during site redevelopment planning

When to conduct? Implement early in the brownfields site selection and planning process to ensure that community health challenges are addressed to the extent possible. The community health assessment may take 3-12 months, depending on project scope and availability of data.

What does it typically cost? Cost varies; can range from \$15,000 – \$50,000 depending on scope, existing data and community characteristics.

Who Can Perform? A local government agency, nonprofit, university or multidisciplinary brownfields reuse team. Must be designed and implemented in collaboration with local, state or tribal health agencies.



Plan for Brownfields Redevelopment Success
Site Disposition Strategy

Successful brownfields revitalization doesn't just happen. It's planned for.

Approach brownfield revitalization through creative, inclusive, and efficient planning activities.

- Early on in the site selection process, consider the range of realistic site reuse options.
- Create a brownfields revitalization plan based on the community's vision, site and surrounding area conditions such as environmental, economic, real estate market, assets, challenges and vulnerabilities. These factors will directly influence how the site is assessed and remediated.

Planning activities that focus on brownfield revitalization are eligible under an EPA Brownfields Assessment or Multipurpose Grant.

Our community needs to:

- Identify an exit pathway before acquiring a site via tax foreclosure or eminent domain (*pre-acquisition situations*).
- Decide how to reposition and dispose of a brownfield site (*post-acquisition situations*).
- Define redevelopment and post-transaction responsibilities that will frame a brownfield site real estate transaction (*post-acquisition situations*).

How a Site Disposition Strategy can help: Establishes a framework for deciding how to transfer a brownfield site in a manner that provides value to the seller and buyer and supports site goals for sustainable reuse and remediation. Framework includes an analysis of pros/cons that help characterize risks associated with the range of brownfield site transfer options.

Influence on brownfields assessment, cleanup and reuse: Incorporates environmental considerations associated with a complex and contaminated site, including short- and long-term liabilities and obligations. Guides decision-making on property acquisition and/or disposition alternatives.

What is involved? Preparing a written document that evaluates and compares disposition alternatives for the brownfield site, such as property sale, ground-lease, or lease with option-to-purchase. Discusses benefits and challenges, liabilities, obligations and risk transfer options. Recommends a preferred alternative and associated actions for implementation.

When to conduct? Early stages of the reuse planning process. Reviewed and updated as new information becomes available.

What does it typically cost? Costs range \$35,000-\$100,000, based on whether the strategy is developed and administered by the municipality or a consultant, the role assigned to the consultant and the availability of necessary information. Additional legal fees associated with property transfer are not included in this estimate.

Who can perform? A multi-disciplinary team including an environmental professional, real estate professional, insurance consultant, planner and/or other related professionals.



United States
Environmental Protection
Agency

Plan for Brownfields Redevelopment Success *Site Reuse Vision*

Successful brownfields revitalization doesn't just happen. It's planned for.

Approach brownfield revitalization through creative, inclusive, and efficient planning activities.

- Early on in the site selection process, consider the range of realistic site reuse options.
- Create a brownfields revitalization plan based on the community's vision, site and surrounding area conditions such as environmental, economic, real estate market, assets, challenges and vulnerabilities. These factors will directly influence how the site is assessed and remediated.

Planning activities that focus on brownfields revitalization are eligible under an EPA Brownfields Assessment or Multipurpose Grant.

Our community needs to:

- Visually reflect stakeholder input, market data, environmental considerations and other opportunities uncovered during the brownfields Site Reuse Assessment.
- Communicate our desired brownfield site reuse concept to stakeholders, regulatory officials, economic development leaders and the real estate market.

How a Site Reuse Vision can help: *A picture is worth a thousand words!* Illustrates the potential or preferred redevelopment scenario for a brownfield site. Design concepts include visual representations such as sketch illustrations, renderings and/or 3D models of the potential and preferred brownfield site reuse options, proposed land uses, access and key infrastructure. Complements the brownfields revitalization plan.

Influence on brownfields assessment, cleanup and reuse: Illustrates the location of proposed site structures and site features as per the desired reuse scenarios. Structure and feature placement affect site preparations, assessment and cleanup decisions. The site reuse vision helps reposition the site for redevelopment, and attract interested developers, tenants, end users, funding and financing.

What is involved? Creating an illustration for the site that reflects the community's reuse priorities, integrates site assets and limitations, incorporates neighborhood features and satisfies market demand.

Generally, the Site Reuse Vision is the result of a public planning process that defines the site and reuse goals, gathers input from various stakeholders, and identifies feasible reuse alternatives. The extent of community participation in developing a Site Reuse Vision varies. Some communities:

- Host a design charrette (a collaborative meeting during which planning professionals lead stakeholders through a process of exploring options and sketching reuse designs).
- Have design professionals draft reuse alternatives and present the concepts to the community through a series of public meetings.

When to conduct? Upon completion of a Site Reuse Assessment, after brownfield site conditions and market information are obtained and analyzed.

What does it typically cost? Costs may range from \$35,000 – \$100,000, depending on the complexity of the site and the extent and type of public participation. Creating conceptual schematic designs compliant with local zoning can cost less.

Who can perform? Typically prepared by an experienced site planner, landscape architect or multi-disciplinary brownfields redevelopment team.



Successful brownfields revitalization doesn't just happen. It's planned for.

Approach brownfield revitalization through creative, inclusive, and efficient planning activities.

- Early on in the site selection process, consider the range of realistic site reuse options.
- Create a brownfields revitalization plan based on the community's vision, site and surrounding area conditions such as environmental, economic, real estate market, assets, challenges and vulnerabilities. These factors will directly influence how the site is assessed and remediated.

Planning activities that focus on brownfields revitalization are eligible under an EPA Brownfields Assessment or Multipurpose Grant.

Our community needs to:

- Condense the brownfields project into distinct, fundable components and assign lead responsibilities.
- Develop a multi-layered funding plan to support brownfields cleanup and reuse.
- Create a timeline for pursuing grants, loans, private and other sources of funds related to our brownfield project.

How a Resource Roadmap can help: Identifies the brownfield site and related revitalization priorities, key components and phases of the priority projects, and the estimated cost and potential funding and financing sources for each key component and phase. Typically designed as a matrix. Serves as a strategic guide to project leveraging by matching individual project components to appropriate funding and financing sources. Shows how matching-fund commitments will be met.

Influence on brownfields assessment, cleanup and reuse: Outlines a strategy for identifying and tapping into available funding sources for individual brownfield project components from federal, state, philanthropic, private sector and local financing sources such as bonds, loans, special districts, funding matches, or tax incentives.

What is involved?

- Defining the specific project components and phases for each priority brownfield project.
- Estimating costs for each component and phase.
- Identifying the best sources for funding each component and phase.
- Creating a chart or matrix with this information, organized by project component and phase.
- Updating the Resource Roadmap as funding commitments are pursued and secured.

When to conduct? Once site revitalization goals are defined and individual brownfields project components and phases are identified.

What does it typically cost? Costs range approximately \$20,000-\$35,000; influenced by the local knowledge of funding opportunities and level of effort needed to reach out to potential funding partners. More detailed roadmaps will better illustrate the timing of next steps and who is assigned responsibility to follow through on specific activities. Hosting a convening or workshop with state, federal, local government, private and nonprofit funders can be an efficient approach to developing the Resource Roadmap.

Who can perform? A roadmap will typically be developed by the organization or team overseeing the brownfields revitalization project. Local communities and their brownfield teams can conduct the research and planning to create an effective Resource Roadmap. Consider working with EPA's Technical Assistance to Brownfield Communities (TAB) providers, community funding organizations, and/or professional grant and funding consultants.

- For a helpful guide to creating a Resource Roadmap, see the U.S. EPA publication "[Setting the Stage for Leveraging Resources for Brownfields Revitalization](#)", which includes a sample Resource Roadmap at Appendix 1.



Plan for Brownfields Redevelopment Success
Brownfields Revitalization Plan

Successful brownfields revitalization doesn't just happen. It's planned for.

Approach brownfield revitalization through creative, inclusive, and efficient planning activities.

- Early on in the site selection process, consider the range of realistic site reuse options.
- Create a brownfields revitalization plan based on the community's vision, site and surrounding area conditions such as environmental, economic, real estate market, assets, challenges and vulnerabilities. These factors will directly influence how the site is assessed and remediated.

Planning activities that focus on brownfield revitalization are eligible under an EPA Brownfields Assessment or Multipurpose Grant.

Our community needs to:

- Synthesize reuse feasibility studies, community involvement and the preferred design concept for our brownfield site into an action plan.
- Prioritize public investments and incentives to support brownfield site reuse.
- Attract private funding, developers, tenants and other interested end-users to the site.

How a Brownfields Revitalization Plan can help: Document compiles and reflects feasible and actionable approaches to reusing and improving the site. Includes the opportunities and constraints analysis, other site feasibility studies, the site reuse vision and a multi-step implementation strategy for site remediation and redevelopment.

Influence on brownfields assessment, cleanup, and reuse: Guides the redevelopment process for a brownfield site or area. A revitalization plan can be adopted by the community and used to define reuse options for the brownfield site or area. The plan creates opportunities to convene and attract public funding (state, local or federal); tax incentives; and other investments (e.g., private and foundation funds) to support sustainable reuse.

What is involved? The Brownfields Revitalization Plan reflects the community's input and balances market and infrastructure evaluations, environmental considerations, zoning and land use regulations, partner leveraging and other opportunities and constraints. An effective plan is realistic, doable and includes short- and long-term wins. At a minimum, a revitalization plan addresses:

- Site revitalization goals, objectives, and reuse concepts/designs.
- Proposed land use regulation (e.g., zoning v. form-based code, easement, covenant, etc.).
- Site improvements needed (including remediation if necessary).
- Implementation strategy, including potential funding sources and regulatory requirements.

When to conduct? Whenever large and/or multiple brownfield sites need to be redeveloped. The Brownfields Revitalization Plan guides short- and long-term implementation. All information, data and resources gathered through the site reuse assessment are incorporated into the revitalization plan.

What does it typically cost? Costs range from \$50,000 - \$175,000 based on the scale of the project, level of plan detail and amount of stakeholder engagement. Aligning with previous plans, updating relevant studies and analyses and using existing workgroups can reduce costs.

Who can perform? Typically developed by an experienced multi-disciplinary brownfields team including a planner, market analyst, engineer and environmental professional, among others.



Plan for Brownfields Redevelopment Success

Evaluation of Market Viability

Successful brownfields revitalization doesn't just happen. It's planned for.

Approach brownfield revitalization through creative, inclusive, and efficient planning activities.

- Early on in the site selection process, consider the range of realistic site reuse options.
- Create a brownfields revitalization plan based on the community's vision, site and surrounding area conditions such as environmental, economic, real estate market, assets, challenges and vulnerabilities. These factors will directly influence how the site is assessed and remediated.

Planning activities that focus on brownfield revitalization are eligible under an EPA Brownfields Assessment or Multipurpose Grant.

Our community needs to:

- Identify parties interested in acquiring, redeveloping, leasing and using the brownfield site.
- Identify potential funding sources and financing vehicles.
- Aggregate information needed for decision-making related to site acquisition or disposition.

How an Evaluation of Market Viability can help: This in-depth, formal process helps identify sources of serious interest in brownfield site redevelopment and the range of potential end users. Process typically includes testing the market through an expression of interest and/or request for proposals.

Influence on brownfields assessment, cleanup and reuse: Understanding the level of interest from parties interested in redeveloping the site guides the local decision-making process. Outside interest may dictate the feasibility of certain site reuse scenarios, which affects assessment, cleanup and reuse. May also help determine whether and how to acquire a site (e.g., through foreclosure, eminent domain, fee purchase, etc.) or dispose of a site.

What is involved?

Expression of Interest (EOI) Process

An EOI is a formal, often confidential, process to gauge interest in a brownfield and identify potential redevelopment opportunities.

- Involves a written request for non-binding EOIs, site tours and review of responses.
- The EOI request describes the site, available utilities and infrastructure, and environmental status.
- Through the EOI process, communities can obtain conceptual development proposals and pre-qualify development teams.

Request for Proposal (RFP) Process

An RFP is a formal, competitive process for obtaining acquisition and redevelopment offers for a brownfield site.

- Involves a written RFP package with documentation on site conditions and assets, copies of existing surveys and deeds, as well as site tours, interviews and review of proposals.
- Usually implemented after completing a site reuse assessment because interested parties need reliable information on the site to submit a bid.

When to conduct? Test market interest by assessing market viability early in the reuse planning process. Obtain proposals from developers or end uses that respond to site opportunities/constraints by assessing market viability after completing the Site Reuse Assessment.

What does it typically cost? Costs range \$25,000-\$50,000, depending on the type of process, the size and complexity of the property, the extent of documentation and level of market interest. Drafting and reviewing solicitations are typically done as internal operations with municipal staff and/or project proponents. Additional developer engagement or feedback sessions may involve an outside consultant and require more funding.

Who can perform? Typically administered by a public agency or private redevelopment consultant.

CITY OF WESTON BOARDS/COMMISSIONS

APPLICATION

Name: Bruce Loyd
Address: 104 Center Ave
Weston WV 26452
Telephone: office (Home) 304-269-4660 (Cell) 304-669-2397

office
I live
outside
of Weston

Please mark each board/commission you wish to be considered.

- Planning Commission
- Weston Fine Arts Committee
- Historical Landmarks Commission
- Fairs and Festival Committee
- Board of Parks and Recreation
- Municipal Fee Appeals Board
- Board of Zoning Appeals
- Weston Cemetery Board
- Weston Codes Appeal Board
- Weston Tree Commission

Please provide a detailed summary of your experience, education and/or training that would contribute to the board and/or commission you are requesting appointment:

31+ yrs. Extension Agent + trouble
shooting tree and landscape problems

Bruce M Loyd

Signature

9/28/23

Date

This application will be reviewed by the City of Weston Council. You will be contacted after the Council has rendered a decision. We appreciate your interest in assisting your local government!

Revised 9/7/23



CITY OF WESTON BOARDS/COMMISSIONS

APPLICATION

Name: Robert Weaver Jr
Address: 282 US Highway 19 North
Weston, WV 26452-1031
Telephone: (Home) 681.533.0925 (Cell) 304.695.0185

Please mark each board/commission you wish to be considered.

- Planning Commission
- Weston Fine Arts Committee
- Historical Landmarks Commission
- Fairs and Festival Committee
- Board of Parks and Recreation
- Municipal Fee Appeals Board
- Board of Zoning Appeals
- Weston Cemetery Board
- Weston Codes Appeal Board
- Weston Tree Commission

Please provide a detailed summary of your experience, education and/or training that would contribute to the board and/or commission you are requesting appointment:


Lifelong vocation/avocation in the field of landscaping/trees and how they benefit and contribute to the urban landscape. One year promoting and organizing an updated and reconfigured Tree Board (Commission) in an effort to better the community. Seeking a three year term

Robert Weaver Jr
Signature

September 11, 2023
Date

This application will be reviewed by the City of Weston Council. You will be contacted after the Council has rendered a decision. We appreciate your interest in assisting your local government!

Revised 9/7/23

Weston, the  of West Virginia

102 W. Second Street
Weston, WV 26452

P 304.269.6141
F 304.269.7842

Kim Harrison
Mayor



WEST FORK CONSERVATION DISTRICT

87 Ollie Lane, Suite 102 - Mount Clare, WV 26408 - Phone (304) 627-2160

City of Weston

102 W 2nd Street

Weston, WV 26452

September 8, 2023

Dear City of Weston,

We would like to invite you to join us on the inspection of the ^{Polk Creek}~~Salem Fork~~ Dam. This will take place on October 04 2023. We will be meeting everyone that the Go Mart @ 9:00AM.

Should you have any further questions or concerns, please feel free to contact us at West Fork Conservation District 304-627-2160.

Best regards,

West Fork Conservation District

87 Ollie Lane Suite 102

Mount Clare, WV 26408

WESTON SANITARY BOARD
702 N. MAIN AVENUE
WESTON, WV 26452
304-269-1300

COUNCIL REPORT-OCTOBER 2023

PROJECT UPDATES

PHASE I PROJECT

- SYNAGRO has finished this Sludge Removal Project. We Have signed the close out documents for SYNAGRO. Still have some additional items to settle with Engineer.

PHASE II PROJECT

- The PER for the Project has been approved by the IJDC Full Council.
- A Public Hearing will have to be held to discuss the Project
- WSB Audits are under contract to be completed by 12/23 for FY 21 & FY 22 and 2/24 for FY 23
- POTEITA is now preparing a facility plan document for submission to DEP
- Part of the funding for this project is a WDA Economic Enhancement Grant. The conditions of this grant require that the project be bid to a contractor by the end of December 2024. This makes the project schedule a little tighter, but still achievable.
- A final decision regarding the technology to be used must be made by the next WSB Meeting.

CORRIDOR H SEWER EXTENSION PROJECT

- Nothing further on this project at this time.

PLANT

- Performed the Yearly Chronic Toxicity Testing
- Sent off 25 HP Pump from Return Blower
- Sent off 2 Garman Rupp Motors from Filter Building
- Chlorine Delivery from CITCO
- Clean and Organized all Sewer Fittings
- Mowing at plant and pump stations
- Monthly Required State Reports Submitted
- Weekly UV and Filter Cleaning & Maintenance
- Cleaning and Maintenance on screens, buildings, filter membranes, UV, chlorine building and garages.
- Lab Sample deliveries 4 days a week

COLLECTION

- Located Taps at 78 Turner and Travelers Lane
- Repair High Street
- Repair School Drive where Water Company broke line
- Working with DOH on West Second Street
- Repaired line in Shadybrook-Water Company Contractor cracked line
- Miss Utility Mark-Outs

CALLS

- 7 Calls 3 Mains 4 Customer Laterals

PUMPS

- Pulled Pumps: DOH, Weston Manor, Cemetery, Jackson Mill
- Decon-Mice at Generators
- Weed Kill at all Pump Stations
- Maintenance Blowers at Plant
- Vac Out Weston Manor and DOH
- Worked on Controls for Jackson Mil
- Pulled burnt motors in Filter Building

DIRECTOR/OFFICE

- ≡ Assisting Region 7 with Critical Needs Application
- ≡ Assisting Accountant with Rate Analysis
- ≡ Meeting with City Manager/Finance Manager on Finance Issues of WSB
- ≡ Working with PSC and Customers on Requested Main Line Extensions
- ≡ Covering front office when necessary due to vacation/illness of staff
- ≡ Working on Audit prep and scheduling for Annual Audit
- ≡ Working on Audit prep and scheduling for Unemployment Comp 2 year Audit
- ≡ Working on 2023 Annual PSC Report Information Gathering
- ≡ Submitted 45 Water Terminations so far in August.
- ≡ Mailed over 3100 customer Bills to Residents in September.
- ≡ Mailed out over 320 Past Due/Termination Letters to Customers
- ≡ Ongoing Discussions/Meetings with Potesta regarding Phase II Sludge Removal Project
- ≡ Multiple Past Due Phone Calls and Follow-Up Calls made
- ≡ Negotiating with customers for Deferred Payment Arrangements
- ≡ Weekly Department Head Meetings with City Manager
- ≡ Monthly Adjustments
- ≡ Accounts Payable
- ≡ Payroll Reports

- ☐ Daily/Monthly Reports
- ☐ PEIA Maintenance and Billing
- ☐ PERS Reporting/Billing
- ☐ Daily/Weekly conversations with Engineers/Special Council regarding project
- ☐ Working with customers to obtain assistance from Mountaineer Rental for past due WSB Bills
- ☐ Taking calls for Plant to help alleviate extra work for guys at plant
- ☐ Working on Updating Employee Handbook



Dee Evans, Director

CITY OF WESTON
Vacant Structure Income

September 2023

Date	Name	Memo	Paid Amount
09/01/2023	7-Eleven- Kitsonville 274 SOUTH MAIN	vacant or partially vacant building	250.00
09/01/2023	7-ELEVEN -227 3RD ST	vacant or partially vacant building	250.00
09/01/2023	7 Eleven Inc- 736 N. MAIN	vacant or partially vacant building	250.00
09/11/2023	SECOND 237 E SMITH GREGORY	vacant or partially vacant building	250.00
09/25/2023	Charles 411, McCue Michael S	vacant or partially vacant building 1ST YEAR 1ST QUARTER 7/27/23	150.00
09/26/2023	MCGARY 12 PAMELA J. & JESSE E. DRIVER	vacant or partially vacant building	250.00
TOTAL			1,400.00
			1,400.00

CITY OF WESTON
Profit & Loss
 July 1 through September 29, 2023

	Jul 1 - Sep 29, 23
Ordinary Income/Expense	
Income	
301.000 · PROPERTY (AD VALOREM) TAXES	168,392.62
302.000 · TAX PENALTIES & INTEREST	2,624.03
304.000 · EXCISE TAX ON UTILITIES	63,082.33
305.000 · B & O TAX	158,533.79
306.000 · WINE & LIQUOR TAX (WLP)	12,947.66
307.000 · ANIMAL CONTROL TAX	550.80
314.000 · Sales Tax Revenue	122,104.75
320.000 · FINES, FEES & COURT COSTS	2,163.00
325.000 · LICENSES	8,548.91
326.000 · PERMIT FEES	7,664.56
328.000 · FRANCHISE FEES	5,878.94
330.000 · IRP FEES	18,039.35
341.000 · MUNICIPAL SERVICE FEES	183,603.61
343.000 · OFF STREET PARKING	140.00
376.000 · VIDEO LOTTERY/GAMBLING INCOME	
376.001 · GREENBRIER DISTRIBUTION INCOME	55.33
376.002 · TABLE GAMES DISTRIBUTION INCOME	1,848.42
Total 376.000 · VIDEO LOTTERY/GAMBLING INCOME	1,903.75
381.000 · REIMBURSEMENTS	26,330.96
389.000 · ACCIDENT REPORTS/INCIDENT	580.00
397.000 · Video Lottery (LVL)	3,680.74
Total Income	786,769.80
Gross Profit	786,769.80
Expense	
409.000 · MAYOR'S OFFICE	
409.103 · MAYOR'S OFFICE OFFICIALS SALARIE	1,000.00
409.104 · MAYOR'S OFFICE PAYROLL TAXES	76.50
Total 409.000 · MAYOR'S OFFICE	1,076.50
410.00 · CITY COUNCIL	
410.103 · CITY COUNCIL OFFICIAL'S SALARIES	1,600.00
410.104 · CITY COUNCIL PAYROLL TAXES	122.40
410.341 · CITY COUNCIL MATERIALS & SUPPLY	60.00
Total 410.00 · CITY COUNCIL	1,782.40
412.000 · CITY MANAGER	
412.103 · CITY MANAGER WAGES	10,269.04
412.104 · CITY MANAGER-PAYROLL TAXES	769.52
412.221 · CITY MANAGER TRAINING AND ED	38.39
Total 412.000 · CITY MANAGER	11,076.95
414.000 · FINANCE OFFICE	
414.103 · FINANCE OFFICE WAGES	10,505.74
414.104 · FINANCE DEPT PAYROLL TAXES	788.47
414.221 · FINANCE DEPT / TRAINING AND ED.	300.00
414.230 · FINANCE DEPT CONTRACT SERV	2,208.54
414.341 · FINANCE DEPT / SUPPLIES	40.61
Total 414.000 · FINANCE OFFICE	13,843.36
415.000 · CITY CLERK'S OFFICE	
415.103 · CITY CLERK'S OFFICE - WAGES	7,999.70
415.104 · CITY CLERK'S OFFICE-PAYROLL TAX	605.33
Total 415.000 · CITY CLERK'S OFFICE	8,605.03

CITY OF WESTON
Profit & Loss
 July 1 through September 29, 2023

	Jul 1 - Sep 29, 23
416.000 · POLICE JUDGE'S OFFICE	
416.103 · POLICE JUDGE'S OFFICAL'S SALARY	1,300.00
416.104 · POLICE JUDGE'S PAYROLL TAX	99.46
Total 416.000 · POLICE JUDGE'S OFFICE	1,399.46
417.000 · CITY ATTORNEY'S OFFICE	
417.103 · CITY ATTORNEY SALARIES & WAGES	4,374.38
417.104 · CITY ATTORNEY PAYROLL TAXES	334.63
417.220 · CITY ATTORNEY LEGAL FEES ADVICE	1,200.00
417.222 · CITY ATTORNEY DUES AND SUBSCRIP	1,059.48
417.223 · CITY ATTORNEY PROFESSION SERVIC	1,200.00
Total 417.000 · CITY ATTORNEY'S OFFICE	8,168.49
435.000 · REGIONAL DEVELOPMENT AUTHORITY	
435.222 · REGIONAL DEV AUTHORITY-DUES&SUB	4,545.00
Total 435.000 · REGIONAL DEVELOPMENT AUTHORITY	4,545.00
436.000 · BUILDING AND CODE	
436.103 · CODE ENFORCEMENT WAGES	5,807.70
436.104 · CODE ENFORCEMENT-PAYROLL TAX	434.02
436.217 · CODE ENFORMENT VEHICLE MAINT	2,695.21
436.220 · CODE ENFORCEMENT LEGAL ADS	39.65
436.230 · CODE ENFORCEMEMENT CONTRACT SVC	
436.600 · CODE ENFORCEMENT TREE REMOVAL	1,475.00
436.601 · CODE ENFORCEMENT DEMOLITION SER	40,138.61
436.602 · CODE ENFORCEMENT MOWING	5,545.00
Total 436.230 · CODE ENFORCEMEMENT CONTRACT SVC	47,158.61
436.341 · CODE ENFORCEMENT SUPPLIES	185.99
Total 436.000 · BUILDING AND CODE	56,321.18
438.000 · ELECTIONS	
438.221 · POLL WORKING TRAINING	100.00
Total 438.000 · ELECTIONS	100.00
440.000 · CITY HALL	
440.105 · CITY HALL CONTRIBUTION INSURANC	43,412.96
440.106 · CITY HALL / CPRB CONTRIBUTIONS	6,975.72
440.112 · CITY HALL WORKERS COMP	13,860.00
440.113 · CITY HALL / EYE & DENTAL INS	5,673.10
440.115 · CITY HALL / COLONIAL INS	662.20
440.211 · CITY HALL TELEPHONE	771.30
440.213 · CITY HALL UTILITIES	
440.250 · CITY HALL GAS UTILITY	85.34
440.251 · CITY HALL WATER	320.92
440.253 · CITY HALL ELECTRIC	1,471.85
Total 440.213 · CITY HALL UTILITIES	1,878.11
440.215 · CITY HALL M & R BLDGS & GROUNDS	530.00
440.220 · CITY HALL - ADVERTISING	11,672.63
440.221 · CITY HALL TRAINING / TUITION	334.41
440.229 · CITY HALL COMPUTER SER & SOFTWA	1,671.36
440.230 · CITY HALL CONTRACTED SERVICES	2,563.28
440.232 · CITY HALL BANK CHARGES	1,606.29
440.236 · CITY H ALL PROPERTY TAXES	760.07
440.252 · CITY HALL SANITARY SEWAGE	112.52
440.341 · CITY HALL SUPPLIES & MATERIALS	945.96
440.457 · CIT HALL CAPITAL OUTLAY BUILDIN	1,080.00
Total 440.000 · CITY HALL	94,509.91
700.000 · POLICE DEPARTMENT	
700.103 · POLICE SALARIES & WAGES	41,992.54
700.104 · POLICE PAYROLL TAXES	2,636.20

CITY OF WESTON
Profit & Loss
 July 1 through September 29, 2023

	Jul 1 - Sep 29, 23
700.216 · POLICE M & R EQUIPMENT	14.00
700.217 · POLICE M & R AUTOS/TRUCKS	42.00
700.221 · POLICE TRAINING & EDUCATION	1,500.00
700.222 · POLICE DUES & SUBSCRIPTION	6,244.00
700.229 · POLICE COURT COST & DAMAGES	590.00
700.230 · POLICE CONTRACTED SERVICES	50.00
700.341 · POLICE SUPPLIES & MATERIALS	666.53
700.343 · POLICE FUEL, OIL & TIRES	583.76
700.350 · POLICE - K-9 EXPENSES	3,150.00
700.459 · POLICE CAPITAL OUTLAY	4,184.31
Total 700.000 · POLICE DEPARTMENT	61,653.34
706.000 · FIRE DEPARTMENT	
706.103 · FIRE DEPT SALARIES & WAGES	35,541.84
706.104 · FIRE DEPT PAYROLL TAXES	1,387.89
706.211 · FIRE DEPT TELEPHONE	1,131.04
706.213 · FIRE DEPT UTILITIES	
706.250 · FIRE DEPT GAS UTILITY	302.88
706.251 · FIRE DEPT WATER	118.23
706.252 · FIRE DEPT SANITARY SEWAGE	57.12
706.253 · FIRE DEPT ELECTRIC	2,202.99
Total 706.213 · FIRE DEPT UTILITIES	2,681.22
706.216 · FIRE DEPT EQUIP MAINT	1,479.52
706.255 · FIRE DEPARTMENT WIRELESS PHONE	120.69
Total 706.000 · FIRE DEPARTMENT	42,342.20
711.000 · COMM. CNTR/CNTRL DISPATCH	
711.230 · COMM. CENTER 911 CONTRACTED SER	13,200.00
Total 711.000 · COMM. CNTR/CNTRL DISPATCH	13,200.00
715.000 · FIRE HYDRANTS	
715.251 · FIRE HYDRANT WATER UTILITY	1,493.91
Total 715.000 · FIRE HYDRANTS	1,493.91
750.000 · STREET DEPARTMENT	
750.103 · STREETS & HWY SALARIES & WAGES	44,125.71
750.104 · STREETS & HWY PAYROLL TAX	3,280.77
750.213 · STREETS & HWY UTILITIES	
750.250 · STREET DEPT GAS UTILITY	375.40
750.251 · STREET DEPT WATER	566.50
750.252 · STREET DEPT SANITARY SEWAGE	304.91
750.253 · STREET DEPT / ELECTRIC	580.55
Total 750.213 · STREETS & HWY UTILITIES	1,827.36
750.216 · STREETS & HWY M & R EQUIPMENT	3,950.00
750.217 · STREETS & HWY M & R AUTOS & TRU	42.00
750.341 · STREETS & HWY SUPPLIES & MAT	
750.600 · STREET DEPT HOT MIX ASPHALT	1,525.26
750.601 · STREET DEPT STONE	514.08
750.341 · STREETS & HWY SUPPLIES & MAT - Other	80.09
Total 750.341 · STREETS & HWY SUPPLIES & MAT	2,119.43
Total 750.000 · STREET DEPARTMENT	55,345.27
751.000 · STREET LIGHTS	
751.213 · STREET LIGHTS UTILITIES	16,749.67
Total 751.000 · STREET LIGHTS	16,749.67

CITY OF WESTON
Profit & Loss
 July 1 through September 29, 2023

	Jul 1 - Sep 29, 23
752.000 · SIGNS AND SIGNALS	
752.213 · SIGNS & SIGNALS UTILITIES	609.07
Total 752.000 · SIGNS AND SIGNALS	609.07
757.000 · SIDEWALKS	
757.341 · SIDEWALKS / SUPPLIES	2,155.59
Total 757.000 · SIDEWALKS	2,155.59
805.000 · STORMSEWER	
805.341 · STORM SEWER / SUPPLIES	8,251.72
Total 805.000 · STORMSEWER	8,251.72
900.000 · Parks and Recreation	
900.230 · RECREATION CONTRACTED SERVICES	
900.630 · RECREATION MOWING SERVICES	3,165.00
900.230 · RECREATION CONTRACTED SERVICES - Other	2,680.00
Total 900.230 · RECREATION CONTRACTED SERVICES	5,845.00
Total 900.000 · Parks and Recreation	5,845.00
911.000 · HISTORIC LANDMARKS COMMISSION	
911.230 · HISTORICAL COMM. CON. SERVICES	160.00
Total 911.000 · HISTORIC LANDMARKS COMMISSION	160.00
950.000 · BEAUTIFICATION	
950.341 · BEAUTIFICATION-SUPPLIES	813.04
Total 950.000 · BEAUTIFICATION	813.04
952.000 · CEMETERIES	
952.103 · CEMETARY / SALARIES	400.00
952.104 · CEMETARY / PAYROLL TAXES	30.60
952.230 · CEMETERIES CONTRACTED SERVICES	9,560.00
952.341 · Cemetary materials & supplies	242.97
Total 952.000 · CEMETERIES	10,233.57
Total Expense	420,280.66
Net Ordinary Income	366,489.14
Other Income/Expense	
Other Income	
Management Review	0.03
Total Other Income	0.03
Net Other Income	0.03
Net Income	366,489.17

September Report 2023

Street Department

- Milled holes for blacktop patching in Ward 1
- Blacktop patched roughly 13 ton in Ward 1
- Assisted with removal of fallen tree on Maple Drive
- Purchased a new jackhammer for our E35 Mini Excavator
- Picked up donated 8x10 storage shed from Jane Lew Park and hauled it to the Holt Property to be used there
- Assisted gas company contractor with prep and patching of road cut on W 4th Street
- Used the jetter truck to clean drop inlet at the intersection of Center Avenue and E 5th Street
- Used the skid steer and sweeper attachment to clean rock and debris out of the intersection of John Street and Brown Avenue
- Used the jetter truck to clean drop inlet on Carroll Avenue
- Used the jetter truck to open up drain line on W 4th Street and clean 2 drop inlets within the same line
- Weedeated ditch lines on Depot Street
- Repaired stop sign at the Weston Church of God
- Weedeated 2 lots on South Main Avenue, 1 lot on Bennett Avenue, and around the Columbia Club
- Mowed and Weedeated at the shop
- Repaired stop sign on High Street
- Used the Mini Excavator and jackhammer attachment to bust up concrete sidewalk on Water Street beside of Citizens Bank then removed all debris and dressed the area with seed and straw
- Hauled old wood and trash to Grass Run Dump from the Street Department
- Weedeated sidewalk along Ember Arts and the W 2nd Street Bridge
- Cleaned the sidewalk and gutter drain along the front of TALA
- Assisted with prepping and setting up decorations around town
- Cut and removed danger tree on W 4th Street
- Cut and removed brush and debris from out of Polk Creek Water Channel
- Installed new banner across Main Street
- Installed new rocker panels, cab corners, floor pans, upper ball joint, speed sensor, ABS Module, ABS Pump, heater hose, and O-Ring on

Transmission Line on the GMC # 6

- **Repaired Hometown Hero banner on E 2nd Street**
- **Installed new starter on the F-250**
- **Repaired skid steer door**
- **Installed new fuel filter on Mini Excavator**
- **We excavated a walk way down to the dam in front of TALA to help make it easier for kayak access**
- **Assisted Penn Line Tree Company with removing trees on Arnold Street and Court Avenue**
- **Water flowers daily**
- **Trash Duty weekly**
- **We have been working on Simpsons Run to help eliminate water ponding in the areas needed. As of right now, all work that has taken place has been successful by removing the water through the french drain system we installed and all parties (property owners and city employees) are happy with the outcomes thus far. More work is planned to come in those areas as weather allows due to being in a saturated work environment.**

Black Tonnage for September 2023- Roughly 13 ton



WESTON FIRE DEPARTMENT

REPORT FOR THE MONTH OF

Septemebr 2023

"On the job 'til the job is done"



TOTAL CALLS
TOTAL MEETINGS & DRILLS
TOTAL CALLS INSIDE THE CITY
TOTAL CALLS OUTSIDE THE CITY

93
5
61
15

TOTAL MUTUAL-AID CALLS
ASSISTS TO JACKSONS MILL
ASSISTS TO JANE LEW
ASSISTS TO MIDWAY
ASSISTS TO PRICETOWN
ASSISTS TO WALKERSVILLE
ASSISTS TO THE SQUAD

17
0
1
0
2
2
47

FROM
FROM
FROM
FROM
FROM
FROM

0
4
0
1
0
0

OUT OF COUNTY CALLS
PAID MAN LEFT THE CITY
TOTAL MILES
TOTAL APPARATUS HOURS
TOTAL MAN HOURS
TOTAL LOSS IN THE CITY
TOTAL LOSS OUTSIDE THE CITY
BURNING PERMITS ISSUED
MVC'S INSIDE THE CITY
MVC'S OUTSIDE THE CITY
WORKING STRUCTURE FIRES
WORKING AUTO FIRES
WORKING BRUSH FIRES
WORKING FIRES, OTHER

1
3
620
41
265.85
\$3,100
\$0
32
3
4
1
1
1
1

SAVED
SAVED

\$2,000
\$0

ADDITIONAL REMARKS

Attended fire dept meetings and drills
 Worked several days getting new trucks in service
 Several days of pump operation and driver training on new trucks
 Had yearly pump test preformed on all trucks, all passed
 Set up Yearly Scba testing and ladder truck testing

Weston fire dept

Copy of Fire and EMS Combined List by Incident Num

Alarm Date Between {09/01/2023} And {09/27/2023}
and District = "1A "

Incident	Type	Date	Location	Description
23-0000837-0	FIRE	09/01/2023	503B Charles ST	Medical assist, assist EMS
23-0000838-0	FIRE	09/02/2023	410 Pratt AVE	Dumpster or other outside
23-0000841-0	FIRE	09/02/2023	569 W 2nd ST	Medical assist, assist EMS
23-0000842-0	FIRE	09/03/2023	306 Center AVE /Go-Mart	Smoke scare, odor of smoke
23-0000843-0	FIRE	09/03/2023	433 Charles ST	Medical assist, assist EMS
23-0000844-0	FIRE	09/03/2023	299 Butchers LANE	Medical assist, assist EMS
23-0000845-0	FIRE	09/03/2023	318 Broad ST	No Incident found on arrival
23-0000846-0	FIRE	09/03/2023	299 Butchers LANE	Medical assist, assist EMS
23-0000847-0	FIRE	09/03/2023	Heath CT	Authorized controlled
23-0000848-0	FIRE	09/04/2023	115 McGary AVE	Medical assist, assist EMS
23-0000849-0	FIRE	09/04/2023	124 E 1st ST /Criss Manor/607	Medical assist, assist EMS
23-0000850-0	FIRE	09/04/2023	124 E 1st ST /Criss Manor/402	Medical assist, assist EMS
23-0000852-0	FIRE	09/05/2023	346 Mid AVE	Medical assist, assist EMS
23-0000853-0	FIRE	09/05/2023	410 Monroe AVE	Medical assist, assist EMS
23-0000854-0	FIRE	09/05/2023	150 Olive ST	Medical assist, assist EMS
23-0000857-0	FIRE	09/05/2023	359 E 7th ST	Medical assist, assist EMS
23-0000858-0	FIRE	09/06/2023	667 Locust AVE	Medical assist, assist EMS
23-0000860-0	FIRE	09/06/2023	100.5 MM Interstate 79 /S.B.	No Incident found on arrival
23-0000861-0	FIRE	09/06/2023	546 Market Place Mall /Stonewall	Smoke detector activation,
23-0000862-0	FIRE	09/06/2023	358 Court AVE /RLBMS	Medical assist, assist EMS
23-0000863-0	FIRE	09/07/2023	201 Main AVE /Citizens Bank	Passenger vehicle fire
23-0000864-0	FIRE	09/07/2023	35 Garton PLZ /Hometown Outfitters	No Incident found on arrival
23-0000866-0	FIRE	09/07/2023	300 Broad ST /5	Medical assist, assist EMS
23-0000869-0	FIRE	09/08/2023	115 McGary AVE	Medical assist, assist EMS
23-0000871-0	FIRE	09/08/2023	201 Minuteman DR /LCHS Baseball	Service Call, other
23-0000872-0	FIRE	09/08/2023	210 Broad ST	Medical assist, assist EMS
23-0000873-0	FIRE	09/08/2023	456 Market Place Mall /Stonewall	Detector activation, no fire
23-0000874-0	FIRE	09/08/2023	124 E 1st ST /Criss Manor/504	Medical assist, assist EMS
23-0000876-0	FIRE	09/09/2023	208 E 4th ST	Medical assist, assist EMS
23-0000877-0	FIRE	09/10/2023	E 7th ST & Center AVE	Power line down
23-0000879-0	FIRE	09/10/2023	576 US Highway 33 E	Extrication of victim(s)
23-0000880-0	FIRE	09/11/2023	845 Walnut ST	Medical assist, assist EMS
23-0000881-0	FIRE	09/11/2023	627 Broad ST	Medical assist, assist EMS
23-0000882-0	FIRE	09/12/2023	401 John ST /305	Medical assist, assist EMS
23-0000884-0	FIRE	09/13/2023	650 Craig ST /Weston Commons/307	Medical assist, assist EMS
23-0000886-0	FIRE	09/13/2023	25 Garton PLZ /Stonewall Home	False alarm or false call,
23-0000887-0	FIRE	09/13/2023	401 John ST /Weston Arbors	False alarm or false call,

Weston fire dept

Copy of Fire and EMS Combined List by Incident Num

Alarm Date Between {09/01/2023} And {09/27/2023}
and District = "1A "

Incident	Type	Date	Location	Description
23-0000888-0	FIRE	09/13/2023	401 John ST /Weston Arbors	Alarm system sounded due to
23-0000889-0	FIRE	09/14/2023	244 W 2nd ST /3	Medical assist, assist EMS
23-0000890-0	FIRE	09/14/2023	124 E 1st ST /Criss Manor/104	Medical assist, assist EMS
23-0000892-0	FIRE	09/14/2023	401 John ST /Weston Arbors	Dispatched & cancelled en
23-0000894-0	FIRE	09/15/2023	546 W 2nd ST	Medical assist, assist EMS
23-0000895-0	FIRE	09/15/2023	Berlin RD & US Highway 33 E	Motor vehicle accident with
23-0000896-0	FIRE	09/16/2023	99 MM Interstate 79 /Exit Ramp	Medical assist, assist EMS
23-0000898-0	FIRE	09/16/2023	55 Jackson ST	Medical assist, assist EMS
23-0000901-0	FIRE	09/17/2023	55 Dolan Mobile Home PARK /13	Medical assist, assist EMS
23-0000902-0	FIRE	09/18/2023	W 4th ST /4th Street Bridge	Passenger vehicle fire
23-0000903-0	FIRE	09/18/2023	205 Minuteman DR /Baseball Field	Public service assistance,
23-0000909-0	FIRE	09/20/2023	650 Craig ST /Weston Commons/307	Medical assist, assist EMS
23-0000911-0	FIRE	09/20/2023	Main AVE & Bank ST	Medical assist, assist EMS
23-0000912-0	FIRE	09/20/2023	Mid AVE & School ST	Water or steam leak
23-0000913-0	FIRE	09/22/2023	100.5 MM Interstate 79 /N.B.	Motor vehicle accident with
23-0000914-0	FIRE	09/22/2023	290 Rada AVE	Medical assist, assist EMS
23-0000915-0	FIRE	09/22/2023	110 Bannister ST	Medical assist, assist EMS
23-0000916-0	FIRE	09/22/2023	401 John ST	Smoke detector activation
23-0000919-0	FIRE	09/24/2023	433 Charles ST	Medical assist, assist EMS
23-0000920-0	FIRE	09/24/2023	115.5 McGary AVE	Medical assist, assist EMS
23-0000921-0	FIRE	09/25/2023	124 E 1st ST /Criss Manor/205	Medical assist, assist EMS
23-0000922-0	FIRE	09/25/2023	331 Wright ST	Medical assist, assist EMS
23-0000926-0	FIRE	09/26/2023	774 W 2nd ST	Lock-in (if lock out , use
23-0000928-0	FIRE	09/26/2023	95 Elizebeth DR	Medical assist, assist EMS

Total Incident Count 61

Weston fire dept

Copy of Fire and EMS Combined List by Incident Num

Alarm Date Between {09/01/2023} And {09/27/2023}
and District = "1B "

Incident	Type	Date	Location	Description
23-0000836-0	FIRE	09/01/2023	6132 Georgetown RD	Motor vehicle accident with
23-0000839-0	FIRE	09/02/2023	547 Sauls Run RD	Public service assistance,
23-0000840-0	FIRE	09/02/2023	536 US Highway 19 N	Motor vehicle accident with
23-0000855-0	FIRE	09/05/2023	1 Royal LA	Dispatched & cancelled en
23-0000856-0	FIRE	09/05/2023	1258 Berlin RD	Prescribed fire
23-0000868-0	FIRE	09/07/2023	1186 Berlin RD	Motor Vehicle Accident with
23-0000870-0	FIRE	09/08/2023	66 Arnold Hollow RD	Medical assist, assist EMS
23-0000878-0	FIRE	09/10/2023	640 Beech Lick RD	Smoke scare, odor of smoke
23-0000885-0	FIRE	09/13/2023	85 MM Interstate 79 /S.B.	Motor Vehicle Accident with
23-0000891-0	FIRE	09/14/2023	85 MM Interstate 79	No Incident found on arrival
23-0000900-0	FIRE	09/17/2023	91 MM Interstate 79	No Incident found on arrival
23-0000908-0	FIRE	09/19/2023	2660 US Highway 19 N	Outside rubbish, trash or
23-0000923-0	FIRE	09/25/2023	93.5 MM Interstate 79	Medical assist, assist EMS
23-0000924-0	FIRE	09/25/2023	673 US Highway 33 E	Hazardous condition, Other
23-0000927-0	FIRE	09/26/2023	110 Berlin RD	Dispatched & cancelled en

Total Incident Count 15

Weston fire dept

Incident Type Report (Summary)

Alarm Date Between {09/01/2023} And {09/27/2023}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	2	2.15%	\$0	0.00%
131 Passenger vehicle fire	2	2.15%	\$3,100	100.00%
151 Outside rubbish, trash or waste fire	1	1.07%	\$0	0.00%
154 Dumpster or other outside trash receptacle	1	1.07%	\$0	0.00%
	6	6.45%	\$3,100	100.00%
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	40	43.01%	\$0	0.00%
322 Motor vehicle accident with injuries	6	6.45%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	4	4.30%	\$0	0.00%
331 Lock-in (if lock out , use 511)	1	1.07%	\$0	0.00%
352 Extrication of victim(s) from vehicle	1	1.07%	\$0	0.00%
	52	55.91%	\$0	0.00%
4 Hazardous Condition (No Fire)				
400 Hazardous condition, Other	1	1.07%	\$0	0.00%
444 Power line down	2	2.15%	\$0	0.00%
	3	3.22%	\$0	0.00%
5 Service Call				
500 Service Call, other	1	1.07%	\$0	0.00%
522 Water or steam leak	1	1.07%	\$0	0.00%
550 Public service assistance, Other	2	2.15%	\$0	0.00%
	4	4.30%	\$0	0.00%
6 Good Intent Call				
611 Dispatched & cancelled en route	13	13.97%	\$0	0.00%
622 No Incident found on arrival at dispatch	5	5.37%	\$0	0.00%
631 Authorized controlled burning	1	1.07%	\$0	0.00%
632 Prescribed fire	1	1.07%	\$0	0.00%
651 Smoke scare, odor of smoke	2	2.15%	\$0	0.00%
	22	23.65%	\$0	0.00%
7 False Alarm & False Call				
700 False alarm or false call, Other	2	2.15%	\$0	0.00%
733 Smoke detector activation due to	1	1.07%	\$0	0.00%
735 Alarm system sounded due to malfunction	1	1.07%	\$0	0.00%

Weston fire dept

Incident Type Report (Summary)

Alarm Date Between {09/01/2023} And {09/27/2023}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
7 False Alarm & False Call				
743 Smoke detector activation, no fire -	1	1.07%	\$0	0.00%
744 Detector activation, no fire -	1	1.07%	\$0	0.00%
	<u>6</u>	<u>6.45%</u>	<u>\$0</u>	<u>0.00%</u>

Total Incident Count: 93

Total Est Loss:

\$3,100

Weston fire dept

Dollar Value Saved & Loss Analysis

Alarm Date Between {09/01/2023} And {09/27/2023}

a

Incident Type	Count	Total Values	Total Losses	Total Saved	Percent Lost	Percent Saved
131 Passenger vehicle fire	2	\$5,500	\$3,100	\$2,400	56.36%	43.64%
Grand Totals	2	\$5,500	\$3,100	\$2,400		

Total Percent Lost: 56.36%

Total Percent Saved: 43.64%

Weston fire dept

Aid Responses by Department (Summary)

Alarm Date Between {09/01/2023} And {09/27/2023}

Type of Aid	Count
10 Out of County	
Automatic aid given	1
	<hr/>
	1
11 Buckhannon Fire Department	
Automatic aid received	1
Automatic aid given	1
	<hr/>
	2
2 Jane Lew Volunteer Fire Department	
Automatic aid received	4
Automatic aid given	1
	<hr/>
	5
3 Pricetown Volunteer Fire Department	
Automatic aid received	1
Automatic aid given	2
	<hr/>
	3
4 Walkersville Volunteer Fire Department	
Automatic aid given	2
	<hr/>
	2
8 Lewis County Emergency Ambulance Authority	
Automatic aid received	5
Mutual aid given	1
Automatic aid given	41
	<hr/>
	47



MARTY LEWIS
CODE ENFORCEMENT REPORT FOR
SEPTEMBER 2023

VIOLATIONS -3

PERMITS – 19

CITIZEN CONCERN -12

1. ATTENDED CODE ENFORCEMENT TRAINING IN FLATWOODS.
2. OVERSEEN 3 MORE DEMOLITIONS OF DILAPIDATED HOUSES.
 - 223 JOHN STREET
 - 120 DONLAN STREET
 - 114 DONLAN STREET
3. WORKED WITH THE POLICE ON HOMELESS PEOPLE ISSUES.
4. CONDEMNED 240 BROOKE STREET.
5. DID BUILDING INSPECTIONS.
6. INSPECTED TAYLOR BOARDING HOUSE W/HEALTH DEPT, FIRE DEPT, & POLICE DEPT.
7. DID ONLINE WEBINAR TRAINING.



Business License Report

For the Month of

September 2023

<u>Name</u>	<u>Occupation</u>	<u>Date</u>
Ringers Inc. Nick Ringer 265 Vicksburg Road Buckhannon, WV 26201 304-439-1321	All Other Businesses	9/10/2023
DBMC Construction 1089 Peel Tree Road Volga, WV 26238	New Contractor	9/10/2023
Harberts Handyman Service 44 Broken Road Jane Lew, WV 26378 681-495-2835	Handyman Service	9/28/2023

City Manager Status of Works

as of 9/29/23

City Attorney

Status

Acquisition of American Water Dam Property
 Codification
 Municipal Court Prosecutions
 Annexation
 Kenny Hall apartment development
 Ongoing dilapidated property acquisitions

awaiting appraisal from American Water
 continuing periodic meetings with
 ongoing
 received draft powerpoint from Steptoe
 working with trust for land clarifications
 ongoing

City Clerk

Municipal Court
 B&O Tax Collections

working on backlog tickets
 intend to review with Finance Manager for better efficiencies

City Finance Manager

Municipal Fee Study
 Municipal Fee Setup and Possible Migration
 Americorps Program Planning Year

working with City Manager
 awaitng WSB merger possibility
 interviewing candidates

City Manager

New Signage for City Hall
 New Office Space for City Hall
 First Due Fire Fee
 HubCAP Community

working with Mayor
 creation of new workspace for WSB and Chamber
 providing more information
 Nov 2-3 conference; monthly meetings

Code Enforcement/Building Department

Creation of Vacant Structures Database
 Creation of Building Permit Database
 Dilapidated Building Grant Program Admin
 Feline Control

software sales call with Iworks
 software sales call with Iworks
 ongoing
 hiring week of 10/3

Fire Department

Emergency Response Planning for City
 School Outreach

Panhandle Cleaning

Historic Landmark Commission

Façade Grant Program
 Weston Cultural Center
 Updated Historic Registry

first rounds awarded
 awaiting federal award next steps

Parks and Recreation

Riverfront Park Project
 Whelan Park Partnership
 Mary Conrad Park Planning
 Carp Festival
 Christmas Parade

agreement submittals under federal review
 awaiting contact with owners
 submitted draft plan to Army Corp for review and comment
 early planning for 2024
 Clerk is ready to send invites; float contest sponsorship

Planning Commission

Updated Comprehensive Plan

Meeting in October; working on draft plan

	Police Department	
	Downtown Camera Project	awaiting fiber installation in two weeks.
	Body Camera Installation	awaiting fiber installation
	Speed Data Monitoring	will work to deploy device soon
	Street Department/Stormwater	
	Stormwater Mapping	winter work
	Paving Works	Paving contractor arrive in 2-3 weeks
	4th St Sidewalk @ Lively	end of year project
	Brown Avenue Stormsewer	awaiting Nate and Mike design
	Downtown Beautification	needs lights quoted for possible ARPA acquisition
	Downtown Historic Signage	awaiting design from HLC
	Sidewalk Planning/Program	present new policy to Council
	Street and Curb Painting	Machine to be delivered/pickued up 10/3
	Sanitary Sewer Department	
	System Mapping	winter work
	Pump Station #1 Rehabilitations	
	Disconnection of Rooftop Gutters	need to develop plan with Code Enforcement
	Merger Discussion	
	Sludge Project	awaiting next steps from IJDC funding; timeline resubmitted

Ordinance 2023- 16

City of Weston to Acquire Property at 210 North River Avenue

WHEREAS, the City of Weston wishes to acquire the property identified in the title of this ordinance;

WHEREAS, the owner of said properties wishes to transfer said properties to the City of Weston;

WHEREAS, the cost to obtain all of the properties is release of city liens on the property;

The City of Weston now approves acquisition of property at the following locations (as identified by reasonable addresses):

- 210 North River Avenue

The owner of these properties reasonably appears to be Steven W. King as identified in Deed Book 738 Page 425 of record in the office of the Clerk of the County Commission in Lewis County, West Virginia; further being identified as Lot 1 River Avenue 75X60X75X60, being .1119 acres more or less.

If any court of competent jurisdiction determines that any part of this ordinance is unconstitutional then the remaining portions of the ordinance shall remain in force.

First Reading 8/7/2023

Second Reading _____

Kim Harrison-Edwards, Mayor

Judy Piercy, City Clerk

Ordinance No: 2023-17

An Ordinance of the City of Weston Prohibiting Parking on Portions of West Seventh Street

Pursuant to Chapter 28 Article 18 of the Weston Traffic Code, West Virginia Code §8-11-1(a)(1), West Virginia Code §8-12-2(a)(5), West Virginia Code §17C-13-3 the City of Weston prohibits parking on a certain sections of West Seventh Street.

Parking is now prohibited on LEFT side of West Seventh Street;

The LEFT SIDE shall be defined as the left side of the road after a driver turns onto West Seventh Street from North River Avenue;

Attached to this ordinance is a map on which a solid yellow line indicates where parking is prohibited; indicating where parking is prohibited on West Seventh Street;

The map will control in determining where parking is prohibited;

The parking prohibition shall apply to the entire length of West Seventh Street;

The area of prohibited parking shall be labeled with signs indicating No Parking or other markings or symbols deemed appropriate by the Street Commissioner;

The City of Weston shall enforce this Ordinance through its Police Department or other personnel designated by the City of Weston.

Pursuant to Chapter 28.18.7, penalties for violating this Ordinance shall be: \$25 for first violation, \$50 for second violation, \$100 for third or more violations.

Payment of any fines, fees, forfeitures, or other penalties related to this Ordinance shall be made in a manner consistent with Chapter 28.18.7 of the Weston City Traffic Code, or any replacement of Chapter 28.18.7. The offender shall have 30 days to pay any fines, fees, forfeitures, or other penalties resulting from said violation.

If an alleged offender does not pay any fees, fines, forfeitures, related to this Ordinance then the City of Weston may institute available legal proceedings against alleged offender.

This Ordinance is not meant to repeal other Ordinances concerning parking on West Seventh Street unless other Ordinances are in conflict with this Ordinance, in which case this ordinance shall control.

First Reading 9/5/2023

Second Reading _____

Adopted _____

Filed _____

Kim Harrison-Edwards, Mayor

Judy Piercy, City Clerk

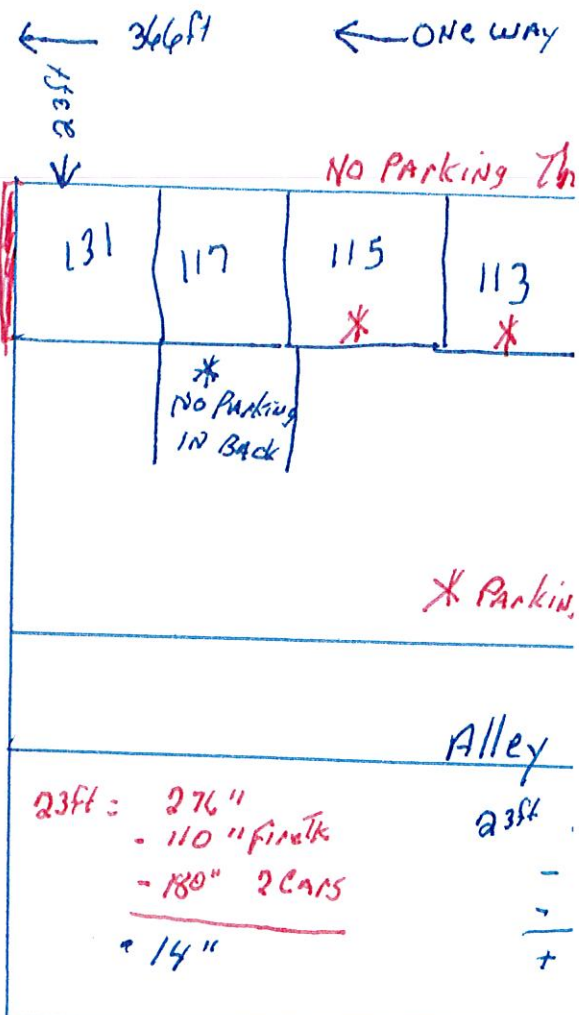
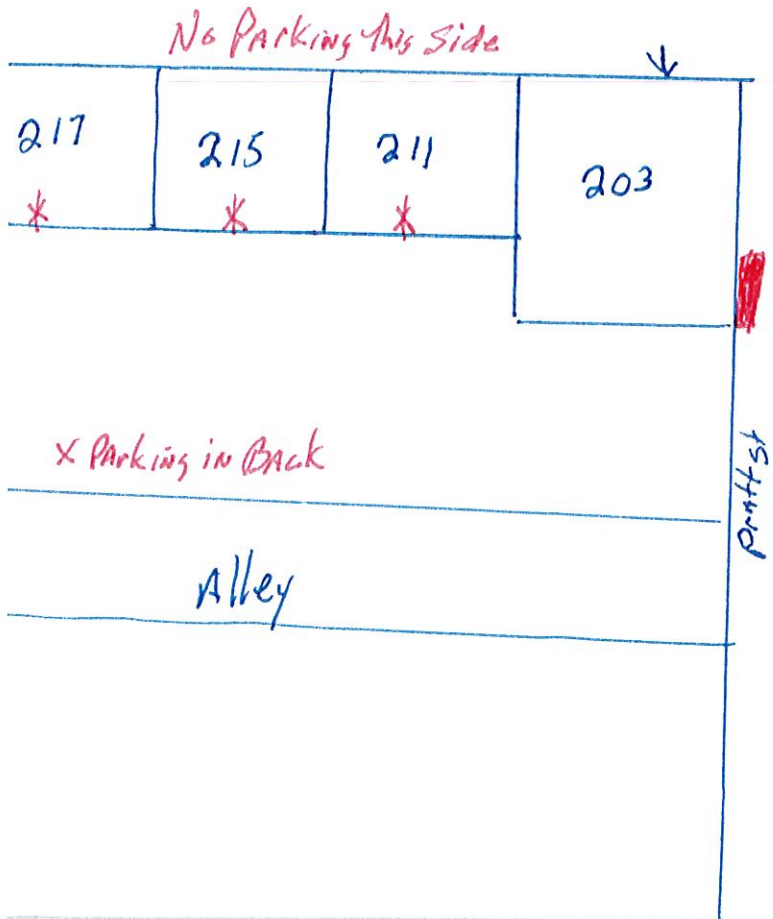
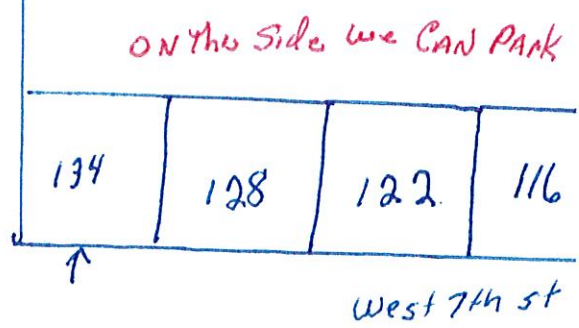
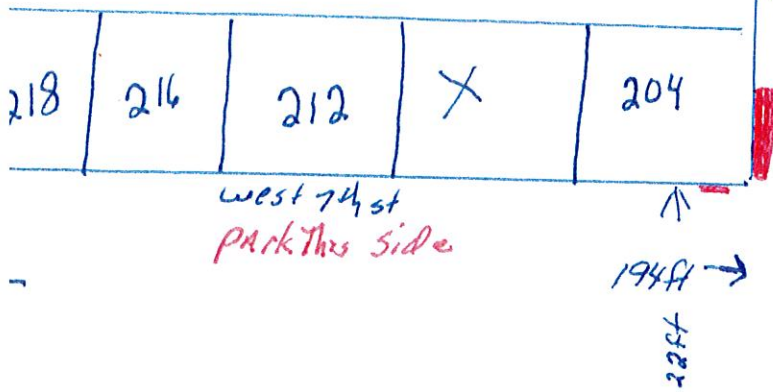


— New No Parking Area

Attachment A

This map is not a valid survey plat and the data on this map does not imply any official status to such data. The City of Weston assumes no liability that might result from the use of this map.





Ordinance 2023-18

Ordinance of the City of Weston Creating 15 Mile Per Hour Speed Limit on Lynn Avenue

Whereas West Virginia Code §17C-6-3(d) gives municipalities the authority to reduce speed limits below 25 miles per hour on local dedicated rights-of-way in a residential district or portions thereof,

Whereas the City of Weston desires to reduce speed limits on Lynn Avenue;

That now the City of Weston, through this ordinance, is reducing the speed limit to 15 miles per hour on the following streets/avenues:

- Lynn Avenue

Lynn Avenue shall be labeled with signs indicating 15 Mile Per Hour Speed Limit or other markings or symbols deemed appropriate by the Street Commissioner;

The City of Weston shall enforce this Ordinance through its Police Department or other personnel designated by the City of Weston.

Anyone violating the 15 mile per hour speed limit shall be subject to fines and penalties found in Weston Traffic Code Chapter 28.6.99.

This ordinance shall become effective the day after it is passed.

First Reading 9/5/2023

Second Reading _____

Mayor

City Clerk



APPLICATION FOR DEMONSTRATION, PARADE OR EVENT

Name of demonstration, parade

or event: MIRACLE ON MAIN STREET

Date of Application: AUGUST 16, 2023 Time of Application: 8:54

Date Planned: NOVEMBER 25, 2023 Time Planned: 11:00-7:00

Location to be held (Include Map): MAIN FROM 1ST - 2ND pt. of
BANK ALLEY

Special Accommodations Requested: Street Dept. for street closure

Number of People/Vehicles/Floats:

Sponsor: MIRACLE ON MAIN STREET

Person Making Application: BETH JO BROOKS

Signature: Beth Jo Brooks

Telephone Number: 304-439-4461

Email Address: brooksie04@netzero.net

For office use only:

Approved: _____ Not Approved: _____

Conditions and/or Restrictions: _____

Chief of Police: [Signature]

Fire Department Chief: [Signature]

Mayor: _____

City Manager: [Signature]

Street Department: _____



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

Office of the District Engineer/Manager
District Seven

Jimmy Wriston, P. E.
Secretary of Transportation

1900 Kanawha Blvd. E * Charleston, WV 25305 *
September 20, 2023

BROOKS, BETTY

855 WALNUT ST
WESTON, WV 26452

Dear Applicant:

Your approved copy of Permit Number 07-2023-0300 for a T - Temporary

permit type is enclosed. A description of the work is on the permit.

Please contact the District Seven office:

Michelle Miller 304-517-1474

at least 48 hours in advance of the date you plan to begin work so arrangements can be made to inspect the work authorized by the permit.

Failure to comply will result in cancellation of your permit.

A copy of this permit is to be available on the job at all times while the work is in progress for inspection by the West Virginia Division of Highways' personnel.

Sincerely,

District Engineer / District Manager

Permit Supervisor

Initials:

Attachments: No

Enclosure: No

West Virginia Department of Transportation
Division of Highways
Right of Way Entry Permit Application

07-2023-0300

PERMIT NO.

By signing below, APPLICANT agrees to all terms and conditions (see page 2) associated with this permit to enter upon, under, over, or across the state road right(s) of way of the State of West Virginia.

Applicant: MIRACLE CV MAIN STREET - Betty Jo Brooks
Address: 855 Walnut Street City: Weston State: WV Zip: 26452
Phone Number: 304-484-4461 Email: BROOKSJO04@NETZED.NET

Route Type: [X] US [] WV [] County Route Number: Milepost: County: LEWIS

Latitude/Longitude at/along Roadway (in whole degrees): If known TIMES -

Description of Work: Closure of MAIN STREET - 1st Street TO 2nd Street
November 25th Saturday - yearly event - (Pt. of BRINK ALLEY)
City of Weston Street Dept. will be asked to put police SIGNS

Length of Installation: Estimated Construction Duration:

DOH Project Number/Name (if applicable):

Inspection Fees (must check one):
[] For any inspection fees incurred under this permit
[] At \$0.85 per linear foot of water line installed under this permit
[] At \$3.37 per linear foot of sewer line installed under this permit
11:00 AM. - 7:00 P.M. 8 HRS

Applicant Signature: Betty Jo Brooks Applicant Title: Secretary / VP APPROPRIATED

Applicant Printed Name: Betty Jo Brooks Date: August 16, 2023

DOH Reviewer: Michelle Miller DOH Reviewer Title: PERMIT SUPERVISOR

DOH Approver: [Signature] DOH Approver Title: DISTRICT ENGINEER

FOR DIVISION USE ONLY

DEPOSIT/BOND REQUIRED: [] YES [X] NO DEPOSIT/BOND AMOUNT:
[] Check Attached [] Bond Attached [] Bond On File BOND NUMBER: DATE:

INSPECTION: [] By Owner/Consultant [] By Division
[] Full Time [] Part Time
[] Reimbursable (Authorization) [] Periodic
[] No Cost

PERMIT ISSUE DATE:

07-2023-0300

TERMS AND CONDITIONS

1. This permit, between the WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS, a statutory corporation, hereinafter called "DIVISION" and APPLICANT, a person, firm or corporation, listed on page one.
2. In consideration of the conditions hereinafter set forth and in accordance with all state and federal laws, including but not limited to, W. Va. Code §17-2E-1 et seq., §17-4-8, §17-16-6, §17-16-9, §31H-1-1 et seq., and any related rules, regulations, policies, manuals, or guidelines, APPLICANT does hereby apply to enter DIVISION's right(s) of way listed on page one, for the purpose listed in Description of Work on page one.
3. APPLICANT shall deposit with DIVISION an official, certified or cashier's check, or executed bond with surety satisfactory to DIVISION to cover any damage and inspection costs DIVISION may sustain by reason of the issuing of this permit, including any expense incurred in restoring said right(s) of way to original condition or the proper repair of any and all damages arising from, related to, or otherwise connected to said entry.
4. APPLICANT agrees to reimburse DIVISION for inspection costs as listed on page one.
5. **APPLICANT shall notify DIVISION at least 48 hours in advance of the date the work will begin. Failure to comply may result in cancellation of this permit.**
6. APPLICANT shall notify DIVISION upon completion of any work authorized under this permit. If APPLICANT's work is anticipated to extend beyond the estimated construction duration indicated on page one, APPLICANT shall notify the DIVISION as soon as possible. Failure to comply may result in additional charges.
7. APPLICANT agrees to protect all users of the road right(s) of way, as well as all employees and equipment of APPLICANT and DIVISION, at all times in accordance with the current Division of Highways manual, "Manual on Temporary Traffic Control for Streets and Highways" (<https://transportation.wv.gov/highways/traffic/Pages/default.aspx>).
8. APPLICANT agrees to comply with all applicable state and federal laws related to the entry that is the subject of this permit, including but not limited to the requirement to provide DIVISION copies of any NEPA clearance documentation for utility installations along or across the Interstate Highway System and/or controlled-access right(s) of way.
9. The person, firm or corporation to whom a permit is issued agrees to defend, indemnify, and hold the State of West Virginia and DIVISION harmless on account of any damages to persons or property which may arise during the process of the work authorized by this permit or by reason thereof.
10. Applications for permission to perform work within highway right(s) of way shall be made on DIVISION's standard permit form and shall be signed by the authorized representative of the person, firm or corporation applying.
11. The APPLICANT shall give detailed information concerning the nature of the entry and any work to be performed, and the application must include plans sufficient to show the same.
12. Any work authorized under this permit shall be completed on or before one calendar year from the issue date listed on page one, unless otherwise specified or approved by DIVISION.
13. APPLICANT, its agents, successor, heirs or assigns, contractors or any other person, firm or corporation working under APPLICANT's real or apparent authority, shall perform the work in a manner satisfactory to DIVISION. Damage to the right(s) of way resulting at any time from work authorized under this permit shall be repaired by APPLICANT. Unsatisfactory repairs, at the sole discretion of DIVISION, may be corrected by DIVISION or its authorized agent and the cost thereof paid by APPLICANT.
14. DIVISION shall not be liable for any damage or costs incurred by APPLICANT arising from or related to DIVISION's construction or maintenance of DIVISION's facilities.
15. Utility installation(s) shall be in accordance with the current manual, "Accommodation of Utilities on Highway Right of Way" (<https://transportation.wv.gov/highways/right-of-way/Pages/Utility-Publications.aspx>).
16. Driveway construction shall be in accordance with the current manual, "Rules and Regulations for Constructing Driveways on State Highway Rights-of-Way" (<https://transportation.wv.gov/highways/traffic/Pages/default.aspx>).
17. DIVISION reserves the right to cancel this permit at any time.
18. This permit is issued only insofar as DIVISION has a right to do so. APPLICANT has sole responsibility to secure all necessary rights or permissions for any third-party property interests related to the entry, known or unknown. APPLICANT, by signing on page one, hereby warrants that, to the extent its entry onto DIVISION's right(s) of way involves or affects any other entity's property, real or personal, on or within DIVISION's right(s) of way, that APPLICANT has full legal authorization or the legal right to do so. To the fullest extent permitted by law, APPLICANT agrees to defend, indemnify, and hold harmless DIVISION for damage to any persons or property arising from APPLICANT's breach of this representation and warranty.
19. All attachments are incorporated into this permit. To the extent of any conflict, the terms of this permit shall control.

Right-of-way Encroachment Information

07-2023-0300

INSTRUCTIONS-TO APPLICANT

- 1. Complete this form and attach it to the Right of Way Entry permit Application.
- 2. This form must be completed by the property owner or agents working for applicant. Applications signed by a contractor are unacceptable.
- 3. Complete this form (some questions may not apply to you), attach all necessary documents, and submit the package to the Division of Highways District Office Permits Department. See last sheet.
- 4. Mail original sheets to: WV DOH C/O Michelle Miller 131 Highland Drive, Weston WV 26452

APPLICANT: (Current mailing address)

Name: MIRACLE ANNAH STREET

Address: 838 WALNUT STREET County: LEWIS

City: WESTON State: WV Zip: 26450

Phone: 304 214 5969 Cell: 304 439 4461

Email: BRECKSIE04@NETZERO.NET

SINGLE RESIDENTIAL DRIVEWAYS AND MISCELLANEOUS

Existing Driveway _____ Is existing driveway at the above address? _____

Proposed Driveway _____ Is proposed driveway at the above address? _____

Address of driveway if different than address above _____ Address unknown: _____

Address: _____ County: _____

City: _____ State: _____ Zip: _____

DRIVEWAY LOCATION INFORMATION:

GPS Coordinates: (Decimal Degrees) N: _____ W: _____

On the (N) (S) (E) (W) side of (Interstate) (US) (WV) (County Route) (Harp) Route: _____

Approximately _____ Miles (N) (S) (E) (W) of intersection of _____

*Tax District: _____ *Tax Map: _____ *Parcel No. or ID: _____

What will driveway access? (i.e. existing house, future house, field, barn, cabin, etc.)

Explain the work you are proposing to do:

Attach four photos, one looking at approach, one looking across from approach, one looking each direction up and down the road.
Mark area with stakes and ribbon.
* If known

Right-of-way Encroachment Information Continued

LOGGING AND COMMERCIAL APPROACHES

Company: _____ Contact Name: _____

New Access: _____ Existing Access: _____ Temporary or Permanent: _____

DRIVEWAY LOCATION INFORMATION:

GPS Coordinates: (Decimal Degrees) N: _____ W: _____ County: _____

On the (N) (S) (E) (W) side of (Interstate) (US) (WV) (County Route) (Harp) Route: _____

Approximately _____ Miles (N) (S) (E) (W) of intersection of _____

What will driveway access? (i.e. Log Landing, Logging access road, Well Pad, Pipeline ROW, Booster Station, etc.)

Explain the work you are proposing to do:

closure of main street

Loggers

Expected length of time access needed: _____

Expected number of trucks per day: _____

**Mark area with stakes and ribbon.

Attachments: Road map with location marked.
Four photos of location.

Commercial

Type of Business: _____

Expected number of trucks a day: _____

Attachments: _____

Number of employees: _____
Sq. Ft. of proposed business: _____

Site Plan.

Drainage Plan.

Photos of location.

**Mark area with stakes and ribbons.

Contact Information:

Permits Coordinator: Michelle Miller

For commercial work contact: 304-517-1474 Email: michelle.l.miller2@wv.gov

District 7

Mailing Address:

WV DOH

Attent: Permits

131 Highland Drive

Weston WV 26452

Street Closure

Street Closure
Approach on Main Street
between 25, 2023 - Saturday
1st - 2nd - pt. Bank Alley

2ND St

X Closure

St

AI
X Closure

Uey

X Closure

St

September 20, 2023

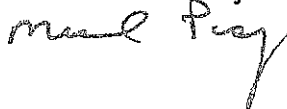
Michelle Miller
Department of Highway

The Miracle on Main will be held on Saturday, November 25, 2023. The City of Weston Police will close a portion of Main Street to West Second Street and a portion of Bank Alley for the stage. The roads will be closed from 11:00 a.m. until 7:00 p.m.


Street Commissioner Mike Starett



Chief Mike Posey



Betty Brooks
304-439-4461

Weston, the  of West Virginia

102 W. Second Street
Weston, WV 26452

F 304.269.6141
F 304 269 7842

Kim Harrison
Mayor

8 September 2023

102 West 2nd Street
Weston, West Virginia 26452

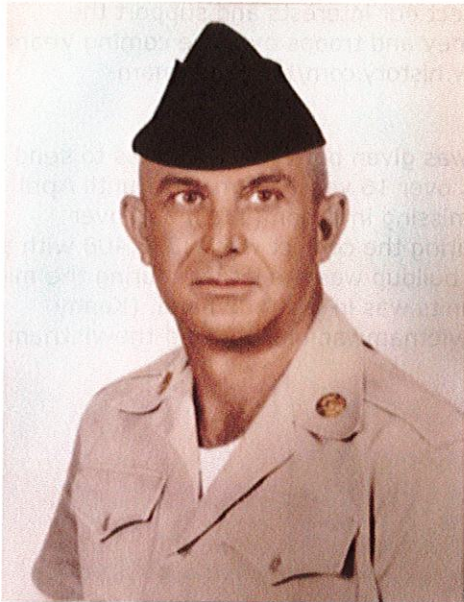
Dear Mayor Harrison:

I am writing to you to request a bridge dedication in the city of Weston, Lewis County in honor of my father, SGM Joe H. Pringle who is one of the 17 remaining service members from West Virginia to be listed Missing in Action during the Vietnam War. He was born and raised in Lewis County where he first enlisted in the U.S. Army in July 1946 at the age of 17. He left the Army for a short period from 1950 until 1954 to start and raise a family in Lewis County. During that break in Active Duty, he also served as a member of the U.S. Army Reserve in the artillery unit in Weston and was a member of VFW Post 3663 in Buckhannon. During a Maintenance Mission to Chu Lai, South Vietnam, the Air Traffic Controllers lost both radio and radar contact with my father's helicopter as it was on approach to Da Nang Air Base on 2 February 1968.

I have attached a copy of his biography that was prepared by a JROTC Cadet Haleema Boukhemis and Instructor SFC (Ret) Johnathan Normand from George Washington High School in Charleston for the West Virginia Archives. On Veterans Day 2019 was a ceremony at the State Archives where his and other biographies that were written the previous school year were inducted, and WOWK Channel 13 was there to cover the event. If you have any questions after reading it, please feel free to contact me so that I may answer them. I have also sent a request to Delegate Adam Burkhammer and Senator Patrick Martin for this bridge dedication. Thank you for your consideration of my request.

Sincerely,


LTC (Ret) Fred J. Pringle



Courtesy Fred Pringle,
son of Joe Harold Pringle

West Virginia Veterans Memorial

Remember...

**Joe Harold Pringle
1929-1968**

"Every day courage has few witnesses. But yours is no less noble because no drum beats for you and no crowds shout your name."

Robert Louis Stevenson

Joe Harold Pringle was born on June 28, 1929, to Acel D. and Nellie M. Cunningham Pringle at their farm near Vandalia, Lewis County, West Virginia. He grew up there with his parents and two younger sisters, Janet E. (married name: Tenney) and Linda K. (married name: Riffle). He attended White School, a one-room schoolhouse along the Horner Route from 1935 until he graduated in 1943. He attended Weston High School until May 1945 but left to work on his family's farm fulltime. Lewis County had a population of about 18,000 at that time. The stock market crash of 1929 and Great Depression had a moderate impact on the area, which was mostly agriculture, glass blowing, and mental health care through the Trans-Allegheny Lunatic Asylum in Weston, about 20 miles to the west of his home.

Joe enlisted in the U.S. Army on July 24, 1946, and entered the service at the induction center located at Fort Hayes, Columbus, Ohio. From there he was shipped to the reception center at Camp Atterbury, Indiana, and transported to the Army Training Center at Fort Knox, Kentucky, in August 1946. At Fort Knox, he completed Basic Combat Training (BCT) and Advanced Individual Training (AIT) and was awarded the military occupation specialty (MOS) #345, Truck Driver, Light Trucks, at the end of September 1946. His first duty was to report to the Overseas Replacement Center at Camp Stoneman, California, in October 1946, where he took a troop ship on November 21, 1946, to his first overseas assignment in the post-World War II occupied territory of Korea. He served with the 63rd Infantry Regiment as a scout and rifleman from December 10, 1946, until March 10, 1948, and returned on another troop ship to Camp Stoneman on March 22, 1948. Korea had been a territory of Japan prior to World War II, and anyone stationed there after the war would be considered a veteran of that war until 1948.

After returning from Korea in 1948, he spent some time at Camp Stoneman, where he met and married Irene Pamplin in May of 1948. They had two children, Patricia J. and James E. Pringle. He would report to the Overseas Replacement Center at Camp Kilmer, New Jersey, to be shipped to Trieste, Italy, and assigned to the 9th Truck Company from August 1948 until February 1949. He left the U.S. Army on February 1, 1950, and returned with his family to West Virginia, where he had various civilian jobs. During the time he left active duty, he enlisted in the Army Reserves on June 21, 1950, for three years as a member of A Battery, 374th Field Artillery Battalion, in Weston, West Virginia. He would eventually divorce Irene in 1954.

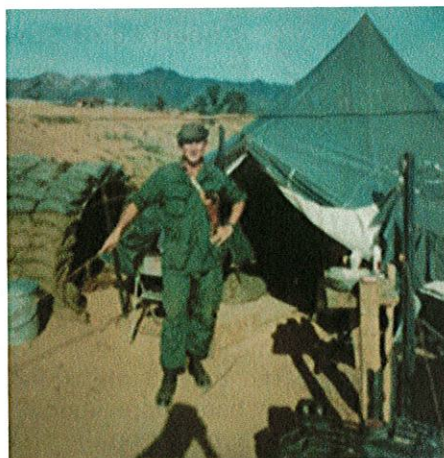
He returned to active duty at the processing center at Fort Jackson, South Carolina, on July 14, 1954. He then reported to the Overseas Replacement Center at Fort Lewis, Washington, where he served in Eta Jima, Japan, and Naha, Okinawa, from August 1954 until July 1956. While there, Joe completed his GED and was awarded his diploma through the West Virginia Department of Education on December 23, 1955. He would have various assignments in the United States, Germany, and Korea before being assigned to the U.S. Army Recruiting Station at Fort Hayes in Columbus, Ohio, in October 1960. While serving as the truck master at the recruiting station, he was introduced to Grace I. Haynes. They would marry in August 1961 and have two children, Fred J. and Robert D. Pringle. Sergeant First Class Pringle would later be stationed again in Germany and return stateside at Camp Drum, New York, prior to being alerted for Vietnam in 1967.

The Vietnam War was a conflict between the communist government of North Vietnam and South Vietnam with massive assistance from the United States. During this time many countries in Asia were heavily influenced or forced

to live under the Communistic rule of law. This form of government promised that all the citizens were equal on all aspects of life; however, they would learn that their freedoms were dramatically limited with no ability to escape. Western powers saw this as a global threat. President Dwight D. Eisenhower believed a domino effect would ensue if the U.S. didn't provide a means to stop the spread of communism to other Asian countries not already under communist rule. He would send around 800 advisors at first to Vietnam to protect our interests and support the French in the first Indochina War, but eventually the U.S. would send more money and troops over the coming years. ("Roots of the Vietnam War," History.com, accessed 12 April 2019, <https://www.history.com/topics/vietnam-war/vietnam-war-history>.)

The official start of the Vietnam War came when President Lyndon B. Johnson was given power by Congress to send troops due to the Gulf of Tonkin incident. The U.S. involvement in Vietnam was over 16 years, from 1959 until April 30, 1975. The U.S. lost 58,220 service members, 2,583 members were listed missing in action (MIA), and over 300,000 suffered physical and mental injuries. Total number of people killed during the conflict was 1,376,408 with an estimated 1,100,000 of those deaths incurred by the North Vietnamese. Troop buildup was the largest during the mid-1960s, especially after the Tet Offensive in 1968, and the need for air mobile units was in great demand. (Kenny Rogers, "How Did the Vietnam War Start?" accessed 12 April 2019, <https://thevietnamwar.info/how-did-the-vietnam-war-start/>.)

As a result, Sfc. Joe H. Pringle would be sent to the U.S. Army Aviation School at Fort Rucker, Alabama, for training on the UH-1 helicopter. He was the honor graduate of his class when he graduated on June 5, 1967 with the MOS of 67N, UH-1 Huey Helicopter Repairman. He would spend some time with his family prior to his deployment. Sfc. Pringle then proceeded to Fort Lewis, Washington, on June 26, 1967, where he would fly from McChord Air Force Base to Vietnam. He started his tour in Vietnam on July 2, 1967, where he was a member of Bravo Troop, 1st Squadron, 9th Cavalry Regiment of the 1st Cavalry Division (Airmobile) as the Squadron Maintenance Supervisor. During his tour in Vietnam, there was a large shortage of pilots, and the U.S. Army was filling that shortage with highly skilled non-commissioned officers. Sfc. Pringle was taught to fly by other pilots within his unit allowing him to fly as the co-pilot on several missions. Sfc. Pringle was officially credited with more than 150 aerial missions over hostile territory in support of



Sfc. Joe H. Pringle in Vietnam. Courtesy Fred Pringle

counterinsurgency
operations.

On February 2, 1968, Sergeant First Class Pringle and four others were on a maintenance mission from Camp Evans, Quang Tri Province, to Chu Lai, South Vietnam, when the air traffic controller lost both radio and radar contact with the helicopter on its approach to the Da Nang Airbase. All attempts to re-establish communication failed, and a visual reconnaissance of the last known area where the helicopter lost communications failed to turn up the helicopter and its crew. Sfc. Joe H. Pringle, along with the pilot, crew chief and two others aboard UH-1H with Tail No. 66-16442 were listed as missing in action.

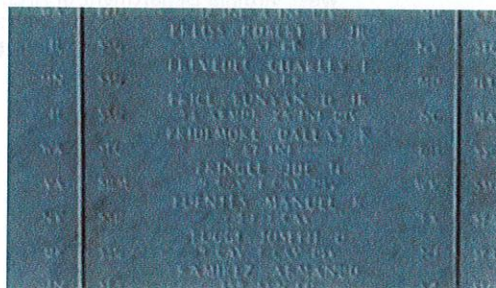


Map indicating where UH-1H (Tail No. 66-16442) was located. Courtesy Task Force Omega, Inc.

On May 28, 1968, a U.S. recovery team located a crash and burned UH-1H helicopter with tail number 16442 in a heavily wooded area 12 miles north of the Da Nang Airbase. Searchers found an ID tag belonging to Sfc. Pringle along with several weapons and some human bone fragments. All remains were transferred to the U.S. Army Mortuary in Da Nang and subsequently determined to be unidentifiable. Without any further evidence, Joe and the other four members of UH-1H 66-16442 remained listed as MIA. There have been several attempts to locate the crash site over the years, but with no success. The Defense POW/MIA Accounting Agency (DPAA) has scheduled a joint investigation of Sergeant Major Pringle's case in August/September 2019 in which they will perform a five-day survey of the site. They are trying to relocate the crash site and attempt to recover any further items not found from the May 1968 recovery mission. ("Pringle, Joe Harold," Task Force Omega, accessed 12 April 2019, <http://taskforceomegainc.org/p052.html>.)

While listed as MIA, Sfc. Joe H. Pringle was promoted to master sergeant on January 3, 1969, and later to sergeant major on December 1, 1974. On 26 October 1978, Sergeant Major Pringle's status was changed from "Missing in Action" to "Presumptive Finding of Death." Although the U.S. Army declared Joe H. Pringle dead in 1978, his family holds out hope to find out what happened to him

Joe Harold Pringle is remembered at several memorials across the United States. He is listed at the Courts of the Missing at the Honolulu Memorial, an American Battle Monuments Commission venue located in Honolulu, Hawaii. He is also honored on the Vietnam Veterans Memorial in Washington, D.C., where his name is inscribed on Panel 36E, Line 82. He is listed on the West Virginia Veterans Memorial in Charleston, West Virginia, and the memorial dedicated to the 14



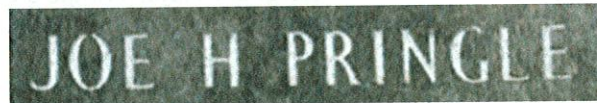
Joe H. Pringle's name on the Courts of the Missing, Honolulu Memorial. Courtesy Joseph Sunderland, Find A Grave

casualties of the Vietnam War from Lewis County at the Mountaineer Military Museum in Weston, West Virginia. Sergeant Major Pringle is also recognized by the state of Ohio at the Linden War Memorial in Columbus, Ohio. His wife Grace passed away in July 1999 and is buried beside his cenotaph in Newark Memorial Gardens in Newark, Ohio.

His awards include the Bronze Star (awarded March 10, 1968), the Purple Heart (awarded posthumously October 29, 1980), the Army Air Medal, 7th Award (awarded August 21, 1968), the Good Conduct Medal with bronze clasp with four loops (awarded January 12, 1968), the World War II Victory Medal, the Army Occupation Medal with Japan clasp for service in Korea, the National Defense Service Medal with service star, the Vietnam Service Medal, the Republic of Vietnam Campaign Medal with 1960 device, the Air Crewman Badge (awarded December 4, 1967) and the Sharpshooter Badge with rifle and carbine bars. (Some information regarding medals and memorials is from "Joe Harold Pringle," HonorStates.org, accessed 12 April 2019, <https://www.honorstates.org/index.php?id=293416>.)

Article prepared by Haleema Boukhemis and SFC (Ret) Johnathan Normand, with the assistance of LTC (Ret) Fred J. Pringle, son of SGM Joe H. Pringle, George Washington High School JROTC April 2019

Honor...



West Virginia Archives and History welcomes any additional information that can be provided about these veterans, including photographs, family names, letters and other relevant personal history.

[Veterans Memorial Database](#)

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Ordinance to Amend Section 25-19 of the Weston City Code in Order to Enhance the Ability of Citizens to Repair Sidewalks

WHEREAS, the City of Weston finds that many areas of sidewalks are in disrepair;

WHEREAS, the City of Weston finds that these areas of sidewalks need repaired;

WHEREAS, the City of Weston wishes to collaborate with property owners to address the repair of these areas of sidewalks;

WHEREAS, the City of Weston now amends Section 25-19 of the Weston City Code and adds the following subsections:

(F) (1) The City Council may allocate funding for sidewalk improvements and repairs. A property owner with property abutting a sidewalk or a property owner in an area eligible for a sidewalk to be placed may apply for funds to cover costs of materials or labor. A property owner may either apply for A) labor performed by the City of Weston or B) materials provided by the City of Weston. The City of Weston shall not provide material and labor under this subsection. The property owner shall apply for the funds by contacting the City Clerk and making an application through the City Clerk. Any liability for sidewalks shall not change based on the City of Weston’s involvement in the repair of a sidewalk.

(2) The City Manager shall be charged with creating a program to achieve the goals set out in Subsection (F)(1), including how to determine what sidewalks are eligible for receiving labor or materials from the City of Weston. Said program shall be approved by the City Council prior to any funds or labor being distributed for sidewalk repair. Any material changes to the program must be approved by City Council.

(3) The City Council shall never be obligated to allocate money for sidewalk repair under this subsection (F) and the program shall only be in effect when City Council has obligated funds specifically for the program.

If any court of competent jurisdiction finds any portion of this ordinance to be defective, then the rest of the ordinance shall remain in full effect.

First Reading _____

Second Reading _____

Kim Harrison-Edwards, Mayor

Judy Piercy, City Clerk