



*City of*  
**Moundsville**



2021

## YEAR-END REPORT

SUBMITTED TO CITY COUNCIL  
BY CITY MANAGER RICK HEALY

FEBRUARY 1, 2022



Mayor Judy Hunt  
Vice-Mayor Sara Wood-Shaw  
Councilman David Wood  
Councilman Eugene Saunders  
Councilwoman Ginger DeWitt  
Councilman Randy Chamberlain  
Councilman Denny Wallace

Copy to: City Clerk Sondra Hewitt, All Department Heads, Water Board Chair, Sanitary Board Chair, Other Interested Parties, File

RE: Year End Report

February 1, 2022

I am pleased to present this 2021 year-end report, which outlines accomplishments and finances, reviews my year as City Manager, and looks ahead to 2022 and beyond. As I begin my fourth year as your City Manager, I remain honored to hold this position. I know the progress we have made is beneficial to employees, residents, and businesses, and know the future is bright. Thank you again for this opportunity.

It has been stated by a local respected talk show host that Moundsville “may be the most progressive city in the Northern Panhandle”. From merriam-webster.com:

***Essential Meaning of progressive:***

***1: moving forward***

***2: happening or developing gradually over a period of time***

***3: using or interested in new or modern ideas especially in politics and education***

Each one of the possible definitions is positive and should put a smile on the face of every one of us. With daily demands from citizens, we often wonder if we are doing our jobs to the best of our ability. Although the comment made above is just one person’s opinion, it tells me we are moving in the proper direction. Change can be difficult but change for the good always is a benefit. To have accomplished that, and continue to accomplish that, we need to continue to work together and share the vision. The more people that buy into that vision, the easier it becomes to succeed. The possibilities for Moundsville are limitless.

On the following pages of this report, I will briefly discuss accomplishments we have made in 2021 by working together and look forward to 2022. City Manager, City Council, and Employees all working together!

## **COVID-19**

COVID-19 was in the news and was a part of all city planning and operation during 2021. Vaccinations became available in late 2020 and early 2021, and by mid-year, meetings were back in session, buildings were fully opened, and mask usage became mostly voluntary. Then

the Delta variant roared its head, and late in the year, the Omicron variant. A certain percentage of the population is vaccinated, and masks are still predominant, yet the city has dealt with numerous lost production cases due to positive results from employees. The bright spot that came out of COVID was the CARES Act reimbursements received in 2020, and the American Rescue Plan (ARP) funding received in 2021. The first time in history that the federal government allocated funds directly to municipalities occurred, and Moundsville took advantage of these funds. A total of \$1,863,000 was received from the ARP. Two Manager's Workshops were held and ideas on how to spend this funding were further defined. At this point infrastructure, business and homeowner grant programs, and non-profit assistance are targeted for funding. This once in a lifetime opportunity will allow for the city to make advances and improvements never thought possible. More about this later in the report.

## Gas & Oil Industry

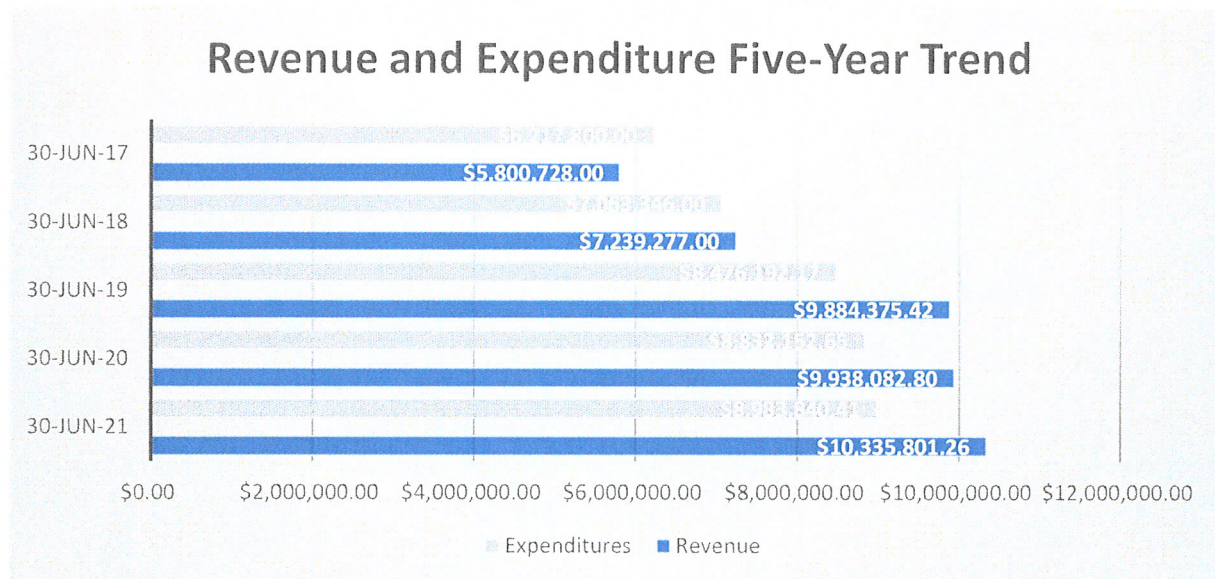
Again, in 2021, the final announcement on the Cracker Plant at Dilles Bottom was delayed. Although, recent discussions have been occurring, and the situation is more promising now than previously. The effect of the construction of the Cracker Plant have been discussed over and over, but suffice to say, from an economic standpoint, Moundsville is in a great position to prosper. The transient workers, often called the "white trucks" were limited in 2021, partially due to COVID, and partially due to the down market for natural gas, and in general. The hospitality industry takes a hit from this, which flows down to Hotel-Motel tax receipts, and our own RV Park. Rumblings that work may start back in the area in Spring 2022 bring hope to increasing these revenues.

## Financial

The city's overall budget for fiscal year 2021-2022 is \$14,772,381, with \$9,177,321 budgeted in new revenue. The leading source of revenue is, and always has been, the Business & Occupation (B&O) Tax, budgeted at \$2,400,000. This accounts for just over 26% of the new revenue. When the Municipal Sales Tax was implemented, that took some pressure off the B&O line item, by providing funds for extra and additional capital projects. This year the Sales Tax is budgeted at \$2,000,000. Both of these top revenue sources remain at the same budgeted levels as fiscal year 2020-2021. Together, they account for almost 48% of the new revenue. Any changes to the B&O or Municipal Sales Tax statutes that reduce these, could seriously damage the growth and progress in the city. A recent report completed by West Virginia University Bureau of Business and Economic Research states that municipalities must have, and rely on, a diversity of revenue sources. Eliminating, or reducing one or the other of our prime revenue sources, would be detrimental. Fortunately, COVID has not affected either line item as much as in the previous year when some businesses were shut down completely. In fact, at the halfway point of the fiscal year, both are on target to meet their budgeted amounts. As the budget preparation is now underway for next fiscal year, both of those line items will be increased slightly. The overall fiscal picture of the city is strong, with the Municipal Sales Tax continuing to provide the "extras" that is improving the quality of life, and that the citizens deserve.



The graph below shows the impact that the Municipal Sales Tax has had, seeing the biggest increase when it was implemented. Other than that, we are seeing a modest growth in revenue.



The Department Heads review their own statements monthly, and it shows, with most every department ending last year, and remaining this year, at or below their budgeted expenses. Many capital expenditures were funded under the current fiscal year. Highlights include the Street Department receiving a new dump truck, pick-up truck and mini excavator; Sanitation Department receiving a new garbage truck; Fire Department replacing outdated air bags, general equipment upgrades, and adding technology; Police Department replacing two cruisers; and Parks & Recreation completing the Splash Pad.

Receipts from the 1% Municipal Sales and Use Tax were \$1,933,747.08 for the calendar year 2021. The implementation of the Sales Tax (adding \$2 million into the budget) has been a game-changer for the city. The funding received from this tax has allowed the city to make numerous improvements that otherwise may not have been made. It also allowed for replacement of items that were well overdue. In 2021, the following areas were recipients of Municipal Tax funding (among others):

- ✚ Capital Expenditures – A percentage was allotted to be used for the construction of a new municipal building. In 2021, \$345,053.64 was used for soft costs related to the construction of the new building.
- ✚ Demolition - \$103,528.85 was used to eliminate three dilapidated structures within the city. One additional structure was removed to allow for construction of the city building.
- ✚ Paving - \$738,604.42 was used to revitalize sections of dilapidated streets throughout the city.
- ✚ Recreation - \$577,156.49 was used for the construction (including soft costs) of a splash pad adjacent to the Four Seasons Pool. This will open in 2022. An additional \$156,239.61 was used for other general recreation improvements including fencing, shower room improvements, and glass door replacement. Some used as match money for Land & Water Conservation Fund grants.



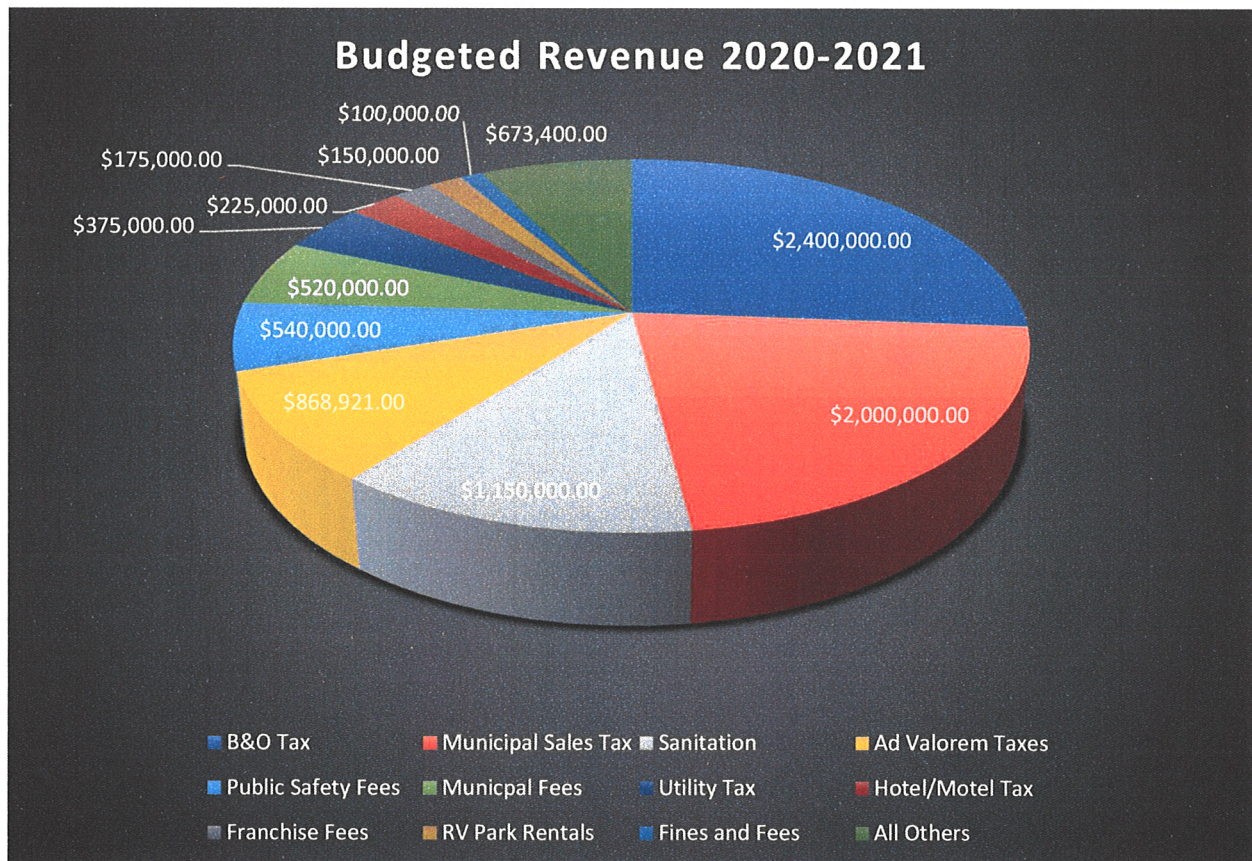
- ✦ Other improvements were realized in technology upgrades, arts and culture events, recycling programs, and public safety/public works equipment.
- ✦ A Buffer Fund was established to build an additional “Rainy Day” fund. This will be a blessing if and when an unexpected need arises, or a budgeted line item falls short.

### American Rescue Plan

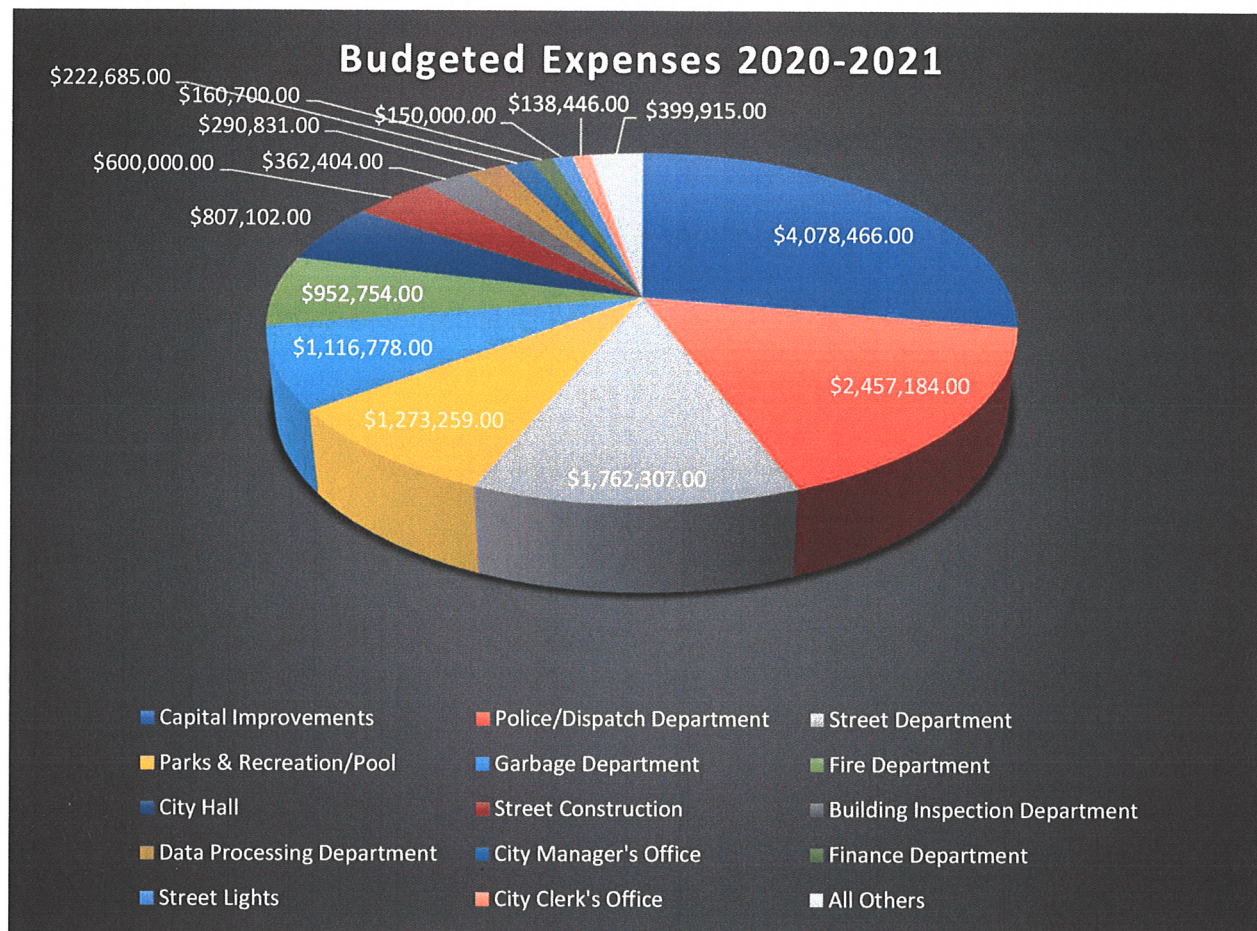
Unprecedented times call for unprecedented measures. In 2021, all municipalities across this great country received a direct allocation of funds from the federal government, through the American Rescue Plan Act (ARPA). Funds received were based on population, and Moundsville will receive a total of \$3,647,694.56, distributed in two tranches. In 2021, we received \$1,823,847.28. Two Manager’s Workshops were held to discuss the most beneficial ways to expend this once in a lifetime funding. While the final rule was never released during 2021, we used the Interim Rule, to begin our discussions. City Council have selected the following areas to receive funding, at least from the first tranche: infrastructure – including water, sanitary, and stormwater; resident and building assistance, premium pay for employees, and vaccine incentive program for employees. Only \$35,911.07 has been used from our funding at this point.

In 2022, the city will receive the second tranche of funding. Council will again be tasked with determining where this one-time funding can be best used to benefit the city and stay within the US Treasury’s guidelines.

Following are two pie charts with the 2020-2021 revenues and expenses.







## New Municipal/Public Safety Building

The groundbreaking of the new Municipal/Public Safety Building did not happen in 2021, as fully expected. Due to costs in the construction market at an all-time high, increased labor costs, material shortages, and a challenging foundation system, all bids received were rejected, as the lowest bid was \$3 million (plus) over the budget. Meetings with the architects to brainstorm on revisions were held in December, with new options to be provided in January 2022. I hold hope that this project can be started in 2022. This 26,000 plus square foot building will include space for city hall offices, fire, police, and dispatch. Having all departments under one roof will certainly aid in administration, and the current building was obviously not built for technology. My hope is that this project will continue to move forward, as it will be a huge asset to the city employees and residents.

As noted earlier, the 1% Municipal Sales and Use Tax will be used to fund this construction. City Council has taken a bold step in committing to this much-needed project. While all departments are suffering from lack of space, the Police Department will benefit the most – moving from an out of date, potentially unsafe building to a brand-new facility.



## Technology

With all workstations in the main office, including the Building Inspectors now equipped with up-to-date computers, our focus turns to staying current. A new workstation was provided to the Public Works Superintendent, and three workstations in the Fire Department were replaced in December, with plans for a new server in early 2022. The addition of a new Building Inspector required another workstation to be added, as well. With the Accu-Fund software system now over two years old, much less funding is needed for additional support, since the staff has become familiar with the product. Technology Services Group (TSG), located at the Highlands, continues to provide hardware support providing a 24-hour help desk, and two hours of preventative maintenance monthly. TSG also designed and supports our website ([www.cityofmoundsville.com](http://www.cityofmoundsville.com)). A plan to increase the app downloads is being developed, with hopes that that number can double by the end of 2022.

From a software standpoint, all modules within Accu-Fund are now being used. There are still two additional modules of Accu-Fund that I would like to purchase, that being the Purchase Order and Work Order. These will be placed into the 2022-2023 budget.

Technology is constantly changing and evolving, and Council had the foresight to allocate funds from the Municipal Sales Tax to help fund this effort.

## Communications/Social Media/Transparency

Electronic communication continues to evolve. The way the city reaches out to the residents is surely different today than it was even 10 years ago.

The city's website was re-branded in 2019. In 2021, the site hosted 46,180 visits, with 109,501 page views. Both numbers are down from 2020 (54,818 and 113,853). I attribute this to two things:

1. COVID Posts in 2020 – Changes in operations, cancellations, notices of building closures, etc. drove traffic to the website.
2. Still Fresh and New – Website was still new and not visited to many people. Changes in pictures should happen in 2022 to keep the website fresh.

The website's free app is also a valuable tool to transmit information and critical issues like water boil orders, road closures, emergency weather alerts, etc., can be sent in a quick and efficient manner. The items can be cross posted to Facebook at the same time. The Water Board uses this to issue and release all boil orders, and I encourage all departments use the site for their information, as well. In 2021, there was 387 downloads of the app. Also placed on the website are the agendas for Council and Sub-Committee Meetings, and the minutes once they become official. These minutes date back to 2007. Another feature of the website is the "Contact Us" section. This allows residents to send a quick comment, complaint, etc. through the website. I receive all of these and distribute them to the proper personnel. I also require them to copy me on any action, so I know it is completed. In 2022, I hope to publicize this feature more to increase its usage.



The City of Moundsville's Facebook Page is highly active and has grown exponentially since creation. Currently it has 3,856 followers. In 2021, many diverse types of posts were completed. Here are some post topics and their "reach":

🚧 Preview of the Splash Pad Project (February)	26,500 People
🚧 Local Business Ribbon Cutting (March)	25,400 People
🚧 City-Wide Water Boil Order (November)	21,800 People
🚧 Return of Jefferson Fridays (July)	21,500 People
🚧 County-Wide Dumpster Clean-up dates (March)	17,800 People
🚧 Splash Pad Component Arrival (July)	16,800 People

As you can see the potential to reach a lot of people at virtually no expense lies in social media. Additionally, we use the Facebook Messenger function to receive questions, comments, etc. In 2021, City Council passed a Social Media Policy for all employees. This was given to all employees and is now part of the new employee packet.

Virtual meetings such as Zoom and Microsoft Teams continue to be used for many different meetings, but fortunately, City Council and all Boards and commissions have returned to in-person meetings. Still taking precautions, I use virtual meetings for certain interviews, Belomar meetings, trainings, and other general meetings. While in person is always the best, this platform allows meetings to occur in inopportune times such as a pandemic, but also saves travel costs. Council Chambers in the new building will be better suited for video/audio capability, which will allow for potential streaming or recording of our meetings. This continues our quest to remain as transparent as possible, and engage more public at our meetings, even if it is virtual.

## New Development

An exciting project was unveiled in 2021 – when my office completed development of a New Business Welcome Packet. This packet includes city contacts, pertinent information, forms, and a flow chart. Designed to be given to any person expressing interest in opening or expanding a business in Moundsville. This packet puts all needed information in one place, and has been well received by businesses and employees. This was a collaborative effort of the City Manager's Office, City Clerk, and Building Inspectors, and took many months to complete to perfection.

There were five projects (commercial, and public entities) that started new or redevelopment projects that had contract values of \$100,000 or more. The cumulative total being \$5,064,480.00. The largest projects are the former Naval/Marine Reserve Center at \$3,214,500.00. The publicity of a new Dunkin Donuts at the Wal Mart Plaza generated much excitement in the community and beyond. While construction halted during the Christmas shopping season (Wal-Mart regulations), it is to begin soon. Moundsville should be "Dunkin" by May! Others of note were renovations to Stonerise (former Mound View Nursing Home), work at the Kroger Plaza and AutoZone. Work continued on the Osaka Japanese Steak House/Hibachi at the former Pizza Hut most of 2021. An opening date for that has not been determined.



Long-time Moundsville businesses Varsity Pizza and Pink Door Pizza both closed in 2021. Fortunately, both were sold and have re-opened – PJ’s Varsity opened at the very end of 2021, and Your Hometown Pizza will be opening any day. Hometowne Floral on Jefferson Avenue was sold but continues to operate with the same offerings. The old Eagles building on Jefferson Avenue became the new Genesis Events Center, giving Moundsville a location for weddings, showers, parties, etc. Other new businesses in 2021 include: Mounds of Nutrition, Gumby’s (Wal-Mart), 1601 Custom Tattoo, WVU Medicine (Teletech Drive), Bonar Boutique Warehouse, Printing Shop, Dr. McDonald (Optometrist), Barn Yard Deli, E & K Sports Cards, and Vintage Vantage. Businesses (re)-opening due to a change of ownership include Liberty Tax, Cheers, Escape Nails Spa, and Nana’s Pizza. A few other changes included businesses re-opening after COVID, or due to closure from the Route 2 project.

## Building Inspection Department

2021 saw an additional staff member added to this busy department that oversees building permits, contractor licensing, inspections, property maintenance/nuisance complaints, junk car and overgrown grass complaints, among other things. Building permits decreased from 531 in 2020 to 465 in 2021. The staff completed 1,037 inspections (complaints, construction, occupancy, Fire Department), up from 757, which averages almost four daily. A total of 167 citations were issued, up from 113. The responsibility that takes the most time, however, are the nuisance complaints. Up drastically from 211 in 2020, the staff received 309 new complaints, and closed out 286. COVID caused the cancellation of many trainings, but staff completed seventy-two total hours. The addition of a new staff member will see training numbers increase in 2022.

The digitizing project continued, with the assistance of a summer college intern. Thousands of paper records are now safely stored digitally, freeing up needed office space.

Twenty-Six structures were demolished, some by the city, others privately. A State of West Virginia Community Development Block Grant was awarded in 2021 for an eight-house demolition project. The city will pay for two of the structures, with the grant paying for eight. Due to delays from the Development Office, these will take place in 2022. The Sanford Center, acquired by the city from the Marshall County Board of Education, closed in 2021, and a demolition contract was awarded. Asbestos abatement is on-going now, and demolition will begin in February.

## City Hall Offices

One staff member resigned in late 2021, and that spot will be filled in early 2022. The amount of cross training increased, with more staff learning other’s duties and roles. This has obvious benefits, and this will continue in 2022. All modules of the Accu-Fund system are now fully being used, and two additional modules are desired in 2022. Those are the Work Order and Purchase Order modules. I think both will increase productivity within the office.

The number of tasks that the staff in the office accomplish is astounding, being the primary question and answer point for the city. Staff in this office include the City Manager and his Administrative Secretary, City Clerk (who is also the Office Supervisor), Finance Director,



Treasurer, Cashier, Revenue Collector, and two Data Processing Clerks. The Building Inspectors fall under this category, as well.

## Parks & Recreation Department

This department made a big rebound in 2021, and overall attendance and usage re-gained momentum. The coronavirus continued to cancel several recreational activities during the year including our Daddy/Daughter Dance and the Easter Egg Hunt. Adapting, the Easter Egg Hunt became a drive-thru event, which satisfied over 170 local children with gift bags and a hello from the easter Bunny. All playgrounds continue to be sanitized daily, as well as extra sanitizing throughout the pool area. The pool remained open the entire year, with mask usage either enforced or mandated, and social distancing encouraged. The Department worked the entire year with no injuries to staff.

At year-end, Parks and Recreation had six certified lifeguards (2 less than last year end), 6 Desk Attendants (same as last year end), five part-time support workers (same as last year-end), one full-time Director, and one full-time Working Foreman for a total of nineteen people (3 less than last year-end).

The following Improvements and/or Modifications were completed in 2021:

- ✚ Continued to promote Pickleball. An Ohio Valley resident has volunteered to run a pickleball program when the Park View courts are upgraded in 2022.
- ✚ Installed a second “Little Free Library” at the Park View Playground. This library provides free books to patrons of all ages. Books are accepted at the pool anytime.
- ✚ Repaired failed compressors on Dectron unit at the pool.
- ✚ The main pool pump and motor failed, and both were removed. A new motor was installed, and the pump was disassembled and rebuilt. The outage lasted approximately two weeks.
- ✚ Utilized youth help from Goodwill, at no cost to the city, to paint/stain fencing. This is the third straight year for this partnership.
- ✚ Continued work on the Valley Fork Challenge Course by completing Obstacle #8, the horizontal climbing wall, and working on Obstacle #9, the swinging bridge.
- ✚ Continued with our “Buy A Bench” program, installing twenty-two benches in 2021. Since inception, fifty benches have been ordered for installation in our parks.

The following Capital Projects were completed:

- ✚ Completed the installation of an outdoor water play area at Four Seasons. The Splash Pad had a soft opening in late summer and worked through several issues which were resolved prior to seasonal shutdown. The grand opening will occur in 2022.
- ✚ Using a 50% match from Land & Water Fund, a complete refurbishment of the Four Seasons Pool locker room was completed in May. The project included new shower facilities, finished flooring, and ADA compliant restrooms.
- ✚ Added a new section of fencing at the Riverfront Park playground. This was done as a safety measure for children.



- ✚ Replaced the pool MVR (camera system) with a larger capacity one and added four new cameras, bringing the total to twenty-two.
- ✚ Continued with the pool sliding door replacement program. One set of pool doors were replaced during the year, and the glass in four other sets were replaced. That leaves five doors remaining to either fully replace or replace the glass.
- ✚ Installed a new section of split-rail fencing at the entrance to Valley Fork Sports complex. We also replaced several bad sections of split-rail fencing inside of the park.
- ✚ Installed a new regulation Wiffleball Field at Valley Fork baseball complex. This is the first of its kind in the area and can be used for fundraisers and family events.
- ✚ Replaced several areas of fencing at the East End complex including the Bronco field backstop and outfield fence.
- ✚ Resurfaced the East End basketball courts. Also, replaced the lighting on the main court with new LED lights.
- ✚ Received donations from The Boys of Summer, Evan G. Roberts Foundation, Delegate Charlie Reynolds, and two private donations to complete funding needed to install two electronic scoreboards at the East End Colt and Bronco fields.

#### Activities/Programs:

- ✚ Sponsored “Concert in the Park” at the East End Colt Field with Wyatt and James and Crandall Creek performing. Approximately one hundred people attended.
- ✚ ISR (Infant Swimming Resource) initial program at Four Seasons was completed during the fall season with approximately twenty-five babies/toddlers participating. This program is unique to the area and helps prepare children and parents in the case of a situation where a child falls into the water. It is truly amazing to see these kids finish the program in comparison to their first day in the water.
- ✚ Continued utilizing JDP in Pittsburgh for coaching background checks.
- ✚ The Four Seasons Pool hosted Family Fun Nights every Wednesday during the summer months from 6-8. Admission was \$1.00 per person which included a bottled water and bag of chips. The event was very well received averaging fifty patrons per night. This was followed up with a free Holiday Family Pool Party in December, with approximately 125 people attending.
- ✚ Partnered with the Public Library and provided locations for the “Story-walk” at both the East End and Riverfront. This is a walking story where kids of all ages are guided through the park reading pages mounted on placards that tell a story.
- ✚ Provided support for the indoor triathlon sponsored by Hudson Fitness Center. The first leg was a swimming event held at Four Seasons Pool.
- ✚ Hosted Tee-Ball Monday Nights at the East End Bronco field. Each team had the players’ names announced and had trivia questions between innings.
- ✚ With the pool at Grand Vue closed for the summer, we teamed with their staff to offer swimming, basketball, pickleball, and hockey at Four Seasons pool for their summer camp kids. These kids came twice per week, and the comments were exceptional. Future partnership with Grand Vue for campers is in the discussion stage.
- ✚ Movie Night with “Tom and Jerry” was sponsored by the Arts and Culture Commission at the East End Complex. This was very well received with many patrons attending.



- ✚ The Marshall County Flag Football Association utilized the East End Colt field for practice and games.
- ✚ Hosted a “Little Things” baseball/softball camp for youths in June. Thirty-five kids attended.
- ✚ Held a youth co-ed summer basketball camp/tournament for youths in 5<sup>th</sup> and 6<sup>th</sup> grade. Marshall County Schools partnered to assist with this endeavor. Four five-person teams participated over three days.
- ✚ Multiple softball leagues utilized our fields this season including Men’s, Women’s, Co-Ed, and Men’s weekday league.
- ✚ The JMHS swim team continued to utilize the pool for practices and hosted three swim meets. The Barnesville and St. Clairsville swim teams also utilized the pool at the beginning of the year.
- ✚ The Kayak club continued utilizing the pool during the winter months on Sunday mornings.
- ✚ Continued to host pool parties Friday and Saturday evenings and all-day Sunday.
- ✚ Offered a 15% holiday discount for pool passes during the holiday season and offered a one-day Black Friday deal on passes with a 25% discount.
- ✚ The Parks and Recreation Department lawn maintenance continued with contracting the service for Valley Fork Baseball/Soccer Complex and Riverfront Park and the Girls Softball Complex. All other lawn maintenance is done by staff.
- ✚ Completed painting of activity stencils on the blacktop area around the playground at no cost to the city. This was from a grant from the West Virginia University Extension Service.

To sum up, 2021 was a very good year for Parks & Recreation. Partnerships continue to grow, and grant money is being more available. Success breeds success. Grant funding allows for more to be done at a lesser cost. We are extremely fortunate to be gaining these partners.

## Public Works Department

This department is the “do-all” department for the city, handling everything from street and alley repair, snow removal, grass cutting, maintenance, decorating, vehicle maintenance, garbage collection, and much more. As Director Stocklask says “our job is to make the city pretty”. The sub-departments fall under Public Works: Street, Sanitation, and Recycling.

### Street Paving

Council again took street resurfacing seriously in 2021. Using Municipal Fee and Municipal Sales Tax fund, the 2021 paving program paved sections of fifteen streets in Moundsville, for a total commitment of \$ 724,014.42. In the last four years, Council has made a bold statement by approving over \$2.2 million for paving since 2018. Even with this large amount, there remains many streets to complete.

### Street Department

As for major projects completed in 2021, the Street Department achieved the following:



- ✚ Removed and replaced multiple sections of the concrete street on Mulberry Avenue.
- ✚ Working with the Stormwater Department, a retaining wall was built on Parrs Run near Division Street to correct the stream flow and support the adjacent road. This project required engineering and a permit from the Army Corps of Engineers.
- ✚ Replaced fifty-eight' of curb on 7<sup>th</sup> Street.
- ✚ Purchased and installed new LED lighting at Street Department Garage Parking Lot.
- ✚ Removed the baby pool at Four Seasons Pool, in preparation for the Splash Pad.
- ✚ Graded and graveled/cold patched 75 alleys.

This department is called on to assist other departments and aid with events regularly. Some highlights include:

- ✚ Marshall County FRN with food giveaways.
- ✚ All Arts & Culture events. (Chair Sara Wood-Shaw states “we couldn’t do any of our events without the Street Department’s assistance!”)
- ✚ Marshall County Chamber of Commerce for the Car Show and Christmas Parade.
- ✚ Parks & Recreation for back stop work, installation of new garbage can, riverbank clean-up, damaged tree clean-up, and more.
- ✚ Super Kids Soap Box Derby for line painting and traffic control material.
- ✚ UMAC and Non-Profit Groups for banner installing and removal.
- ✚ All city Christmas decorating.

Daily, the department performs “routine” tasks such as street cold patching, alley grading and graveling, snow and ice removal from city streets and city-owned sidewalks, vehicle maintenance, and grass maintenance. In 2021, the department was responsible for thirty-eight areas to maintain grass. This starts in early spring and continues through fall – five days a week. Two pieces of equipment that the residents and businesses have grown to love and expect include the street sweeper and the leaf vac. In 2021 a new street sweeper was received and placed into service, replacing one ten years old. The leaf vac had some down-time and will be a budget request for 2022-2023. The department also ordered (as part of their approved 2021-2022 budget) a pick-up truck, dump truck, and have been receiving information on a mini excavator. Interesting statistics for materials used, include 300 ton of cinders, 600 ton of salt, 600 ton of alley gravel, and 66 ton of cold patch. Cost for those items alone was \$94,786.98. The department also operates a sign shop, which saves the city time and money when adding or replacing signs and banners. Some signs created in 2021 include: Splash Pad Construction, Recycling Program, Arts & Culture events, and Parks & Recreation.

## Sanitation Department

The Sanitation Building, constructed in 2018, began preparation to house the Fire Department temporarily during Municipal Building construction. That prompted capital improvements including air conditioning installed, and phone and wi-fi lines installed. Other projects included security cameras and additional lighting being installed on the property. On a daily basis, the department operates with seven employees and three garbage trucks on a six-day work week collecting all the residential and commercial garbage in the city. In 2021, the amount of garbage collected and dumped was over 8,100 ton! A new garbage truck/packer approved in the budget,



was ordered, and the 2016 trucks required major repairs. Twenty-five new dumpsters were purchased, using funds received from the dumpster rental fees, which began in 2019.

## Recycling

A Recycling Program began in May, funded by a \$41,752 grant from the WV Department of Environmental Protection. A Recycling Coordinator was hired and started on May 1<sup>st</sup>. A controlled drop-off site was established at the Sanitation property, utilizing the old garage. The program currently accepts mixed papers and cardboard. Following the program design submitted to the DEP Grant Committee, a roll-off is used to accept these items and is hauled away when filled. A program such as this requires time to build, with marketing and word of mouth needed to develop. Since the opening, a total of 1,263 vehicles have come through the center, averaging thirty-two weekly. Additionally, five local businesses routinely use the center. In 2021, 26,660 pounds or 14.2 ton have been recycled. An incentive featuring a monthly raffle began in June and was well received. The coordinator was registered to attend the annual DEP/Solid Waste Conference, a requirement of the grant, when it was cancelled due to COVID. The addition of other items to be accepted is a goal in 2022, with the closest being mixed glass. The DEP Grant is available for renewal in 2022, also, and the coordinator will start that application as soon as it is available.

## Public Safety

### Police Department

There were minimal personnel changes in 2021. Officer Eric Burton was hired, and Officer Haglock left the department to join the Wheeling Police Department. Three officers completed training at the Academy (Geary, Haglock, and Burton). The department is currently one officer short of full staff. In the Dispatch/Support Staff, one dispatcher left for a full-time opportunity elsewhere, and one part-time dispatcher was hired. A need for additional part-time dispatchers seems likely in the future. Sergeant William Whitelatch has transitioned back to patrol status but will continue to perform forensic investigations on electronic devices. Corporal Zach Muckeck is moving to the position of detective. The department has also moved from a steady shift to a rotating shift schedule on January 1, 2022. This change will occur every three months and will give officers a different view of the city.

The Department utilized more than \$10,000 from the Highway Safety Program for working DUI, Project Red, Click it or Ticket, and cell phone enforcement grants. They also received a HIDITA (Drug Task Force) reimbursement of \$18,000.

Previous to COVID, which caused suspension of the AAA Traffic Safety Award Program, Moundsville Police Department had received the “Community Traffic Safety Platinum Award” for eight consecutive years. AAA will be resuming this program in 2022.

Driving Under the Influence arrests numbered seventy-one (71) in 2021. That ranks fourteenth in the state among all agencies, seventh in municipal departments, third in the Northern Panhandle, and first in Marshall County. Sergeant Rob Shilling made the fifth most DUI arrests in the State of West Virginia.



The Department completed a total of 2,140 hours of in-service training. Trainings covered a wide range of topics including Forensic Pathology Investigator, Suppression Free Search Warrants, Investigating Missing and Abducted Children, Firearms Instructor, PR-24 Instructor, as well as the Basic Officer Class. Sergeant William Whitelatch was invited to a Forensic Computer Evidence Recovery class in Alabama. This was provided at no cost to the city, and the department also received \$28,000 worth of investigative equipment. This will allow Sergeant Whitelatch to expand his investigations into computers. Some trainings were cancelled due to COVID.

Two older cruisers (2005 and 2010 Ford Crown Victoria) were replaced with 2021 Ford Police Interceptors, AWD, on an SUV platform. The retired vehicles, along with a 2012 Ford Police Taurus, which was replaced last year, have been auctioned off.

The Department responded to 45,226 calls, an increase of 5.4% over 2020, which averages over fourteen calls per day. Citations rose considerably in 2021, from 419 to 698. The highest arresting offense was first offense shoplifting, with a total of sixty-four, followed by first offense DUI at 40. The Department collected 174 pounds, 14 ounces of unwanted pharmaceuticals in the drug drop box which were disposed of properly by the DEA. Since beginning this program in 2012, 2,567 pounds, 13 ounces of unwanted pharmaceuticals have been disposed safely.

### Fire Department

In 2021, the City Fire Department hit a new record for total calls, as they responded to 751 calls, up from 689 in 2020. This averages total calls, averaging almost three calls per day. The highest call total was for EMS assist calls at 477, almost two daily. Other calls included 61 motor vehicle accidents, 44 lift assists, 36 fire alarms, 21 call-outs, 21 service calls, 16 smoke calls, 15 structure fires, and 10 lines down. Other calls included lock outs, Hazmat, illegal burns, carbon monoxide, landing zone set-up, dive team, investigations, river rescues, searches, gas leaks, rope rescues, high water, and an elevator rescue. The highest month for calls was March with 84. The department also responded to 38 mutual aid calls (another record) and issued 152 burning permits. 147 business inspections were completed, and they completed 12 inspections for the Building Enforcement Agency. Trainings included National Registry Paramedic Refresher, EMT Refresher, EMS Safety, Officer Training, Pre-hospital Trauma Life Support, All Hazard Disaster Response, Open Water Diver, Building Construction, Hazmat, Water Rescue, Wilderness Rescue, EVOC, and Hazardous Weather Driving, among others.

The department again was approved as a West Virginia Certified Child Safety Seat Check Station and is Project Lifesaver certified. Community/educational activities were limited again by COVID, but the department did participate in a funeral detail, Bayer Credit Union Kids Day event, Community Day, numerous parades, and the Super Kids Soap Box Derby. They also assisted with Taser Trainings and completed inspections at the Marshall County Fair for carnival rides (one was closed, and two others were closed until changes were made). They also cleaned and disinfected their vehicles and assisted with COVID disinfecting for the Moundsville Police Department and Marshall County Sheriff's Department. Fire Chief Brandon is also responsible for the Fireworks Display area. There were nine fire prevention presentations made. Grass maintenance around the City Building was also completed.



A big change was made in February, when the dispatching duties were turned over to the Marshall County 911 Center. This move frees up the Police Department dispatchers to concentrate on their work, and provides more assistance to firefighters, especially in real emergency situations.

The Department ended the year with four members, hiring two, but losing three in 2021. One member left for a larger Department (Wheeling). Two others left voluntarily. The Department is currently at a staff of four, one below the normal size.

The International Association of Firefighters (Union) raised and donated money to numerous non-profit groups, such as: WVU Children's Cancer Center, McNinch Special Needs Pre-K, Shriners, Gara's Dream, St. Jude's Children Hospital, and provided assistance to local families in need. The Child Safety Program continued, with seven swimming vests and nine bike helmets distributed at no charge. The Union also provided twenty-six smoke detectors that were donated to residents, and seven more that were installed. They also provided the "Santa Claus Ride through Town" at Christmas.

## Arts and Culture Commission

After abbreviated programming in 2020, This seven-member Commission had grandiose plans for 2021. It was weather, not COVID that played the spoiler, however, as two major events were cancelled. Two Jefferson Friday events were successfully held in 2021, with Eli Lambie and the Mojo Kings and Jukebox, both making appearances on Jefferson Avenue. Battling with a home John Marshall football game also caused smaller crowds. But overall, combined events totaled over 750 people. A Pumpkin Painting Event was held in October at the Riverfront Park with over four hundred people attending. This has become an extremely popular event. The wildly anticipated Christmas on the Avenue was cancelled due to rain, which was a huge disappointment. East End Park was the site for an outdoor Movie Night, which showed "Tom & Jerry", and provided free popcorn and snacks. Weather also became a factor in the "Shakespeare in the Park" slated for Riverfront Park. The event was moved to the Strand due to impending poor weather, but still had an attendance of approximately fifty people.

Other projects included highlighting local artists on the Commission's Facebook page, participating in the Super Kids Soap Box Derby by providing an activity station that allowed kids to paint their own mini cars and decorate sugar cookies. They were also a sponsor of the Ohio Valley Plein Air Paint Out, which had students from Marshall County Schools work with local artists. Developing partnerships continued, with the Commission joining forces with the Marshall County Chamber of Commerce, to present Wander Out Wednesday. This summer event included food truck on Jefferson Avenue during lunch hours on the first and third Wednesdays. The Commission paid for live music to perform on the first Wednesday of the months. This Commission, funded by a small portion of the 1% Municipal Sales Tax, continues to tweak past events, and develop innovative ideas – all in an effort to foster, promote, and inspire the arts in Moundsville.



## Safety & Risk Management

George Carter oversees the Safety & Risk Management Program. This program has proven to be successful, as accidents and claims have been reduced. In 2021, there were only four reported personal injuries. None of them had lost productivity, and only one required minimal medical attention. All were investigated and reviewed with the employee and during Safety Meetings. The following was also accomplished:

- ✚ 31 New Employee Orientations
- ✚ 2 Meetings of the Safety Committee
- ✚ 12 Monthly Safety Meetings covering:
  - ✚ Hand and Finger Injury Prevention
  - ✚ Slip, Trip, and Fall Protection
  - ✚ Back Injury Prevention
  - ✚ Handling Hazardous Materials
  - ✚ Illegal Discharge and Dumping
  - ✚ Defensive Driving
  - ✚ Working in Hot and Cold Weather
  - ✚ Lock Out/Tag Out Procedures
  - ✚ Machine Guarding
  - ✚ Control of Storm Water Run-off
  - ✚ General Safety
  - ✚ CPR and the Use of the AED

Mr. Carter also assists with the DEP Wastewater Permit for the Street Department garage, which requires groundwater testing twice a year. He had five coyote decoys made for Street Department and Parks & Recreation. The decoys helped improve the quality of the water run-off at the Street Department Garage and eliminate waste from the green spaces. He also worked with our insurance representative to obtain safety literature (signs, posters, stickers, etc.) for distribution to departments.

## Utilities

### Water Department

In the last year, the Moundsville Water Board had two retirements of long-time employees. Water Plant Operator Class III Richard Brown retired after 48 years, and Maintenance Employee Tim Holt after 46 years. A new Operator, Timothy Flint, was hired and trained to fill the open plant operator position.

Several in-plant projects were completed during the year, including:

- ✚ Replacement of pump and motor on Well #4.
  - ✚ Knowing the well was scheduled to be rehabbed in the fall, the replacement pump and motor installed were used pieces of equipment that had been kept as a backup for such a situation.



- ✚ Wells #9, #12 and #14 were cleaned. New pumps and pump motors were installed in all three wells to increase production. The removal and installation of the pumps and motors were completed in-house.
- ✚ The north and south filter beds were cleaned and returned to service.
- ✚ Actuator valves were replaced on both the north and the south bridges for the filter bed system.
- ✚ Repaired check valves on two wells.
- ✚ Replaced four monitoring probes throughout the Plant that had failed.

The Maintenance/Distribution Crew fixed thirty-nine separate main water line breaks and repaired or replaced multiple leaking service lines. Also, all the fire hydrants in the system (194) were flushed and repaired (as needed). Five new hydrants were replaced/installed to add additional fire protection for residents of the following areas: Eighth Street & Ash Avenue, Sycamore Avenue & Jackson Street, 7<sup>th</sup> Street & Tomlinson Avenue, Oak Avenue & Highland Avenue, and Maxwell Acres.

Routine distribution system maintenance and repairs were done on water meters and meter pits, as well as replacement of any defective meters. Other line repairs included: replacement of 10' of 12" main waterline at 1<sup>st</sup> Street and Fostoria Avenue, replacement of 15' of 6" main waterline on Ruby Street, removal of a split tee joint at 8<sup>th</sup> Street and Parriott Avenue, repair of a ruptured 4" valve on Parriott Avenue, and repair on a ruptured 8" valve on Garfield Avenue.

The upcoming replacement of the Fostoria Avenue Bridge has required enormous time to plan, layout, and design the waterline relocation required. Working with engineers, Superintendent Roberts has worked to make sure the design, material acquisition, and overall development of the Bridge Replacement Project progressed in an efficient and timely manner.

The Maintenance/Distribution Crew has mowed and trimmed acres of grass in the well field, around the Water Plant, and up at Reservoir throughout the spring/summer/fall growing season. They also worked with tons of concrete and blacktop to fill-in and maintain areas where repairs had been completed, and completed all maintenance and upkeep required for the sustainability of the vehicles and equipment.

The Maintenance/Distribution Crew often work during the night, and in all types of weather conditions, to fix leaks and maintain the entire water system. The Water Operators keep the Water Plant running smoothly and the Office Staff diligently works behind the scenes. Together the dedicated team is able to ensure that customers are receiving the highest quality of water and best customer service possible.

The Moundsville Water Board serves approximately 4500 customers in Moundsville and operates with a staff of sixteen. Included is one Superintendent, five Water Operators, six on the Maintenance/Distribution Crew, and four Office Staff (with one at the Water Treatment Plant and three in the Billing Office).

### Sanitary/Stormwater Department

The Moundsville Sanitary/Stormwater Utility Board and Department had a big change in 2021, with long-time Superintendent Larry Bonar retiring. Assistant Superintendent Tim Minor was



appointed Interim Superintendent by the Board. In September, Brock Castilow was hired as Superintendent. Mr. Castilow brings almost thirty years of experience, having been employed by the City of Wheeling Wastewater Treatment Plant. The City of Moundsville plant is maintained by a staff of thirteen, including a Superintendent, Assistant Superintendent, Laboratory Technician, three plant operators, one mechanic/electrician, one sanitary/stormwater foreman, two sanitary system maintenance workers, two stormwater system maintenance workers and one Administrative Assistant. The treatment plant is staffed seven days a week with at least one operator working day turn and afternoon shifts.

The Supervisor, Assistant Superintendent, Lab Technicians, Plant Operators and Maintenance /Electrician are all required to and do hold a Wastewater Certification with the state of West Virginia. All Sanitary and Stormwater employees must and do hold a Collection System Certification with the state of West Virginia. The laboratory must be certified yearly by WVDEP. To remain a WVDEP Certified Laboratory, the Lab Technician must pass an on-sight inspection and two sets of unknown samples. Laboratory testing is performed on plant composite samples and grab samples two days a week to assure compliance with the discharge permit. In addition to the testing performed in our lab, outside labs are utilized monthly for required additional testing. In addition to the continuing education credits, employees also attend onsite training covering various topics. In 2021 the employee training hours reached 116.

A rate increase was passed by the Sanitary Board and subsequently City Council in January. An emergency repair on a manhole located at 7th and Lockwood was part of the increase. Staying compliant with West Virginia Senate Bill 234 caused a small rate increase to become a large rate increase. This bill requires a Working Capital Reserve fund be created and paid through the rates. Approximately 19% of the 34% rate increase goes directly to this new fund. A much-needed project to replace a portion of the 15" main trunk line located near the plant and complete in-plant repairs has been approved by the West Virginia Infrastructure and Jobs Council (IJDC) to be eligible for loan funding through the West Virginia Clean Water Revolving Fund. This loan will necessitate a rate increase, and that process will begin in early 2022.

The Wastewater Treatment Plant processed 636.2 million gallons of treated discharge for the calendar year 2021. Treatment of the wastewater includes flow through bar screens, grit tank, primary clarifiers, aeration tanks, final clarifiers and through a UV system before entering the Ohio River at mile point 102.5. The treatment process averaged a daily removal of 92% of CBOD and 96% of the suspended solids. Digested sludge is processed by two Ashbrook Belt Presses to remove water and create a sludge cake averaging 25.5% solids. Operators processed 1,149 wet tons of sludge cake for the year. Sludge cake is disposed at Short Creek Landfill.

In addition to regular preventative maintenance, several major plant projects were completed in 2021, including: replacing three grinders (\$43,707), replacing the clarifier drive (\$12,051), PLC for the bar screens (\$5,493), a new pick-up truck (\$31,650), and new UV bulbs and sleeves (\$5,600).

The Collection System projects for Sanitary included:

- ✚ Sewer Truck Repairs
- ✚ Installed 11 Back Flow Preventors



- ✚ Installed 5 New Service Lines
- ✚ Repaired 37 Service Lines
- ✚ Repaired Main Line – Sandy Avenue
- ✚ Manhole Repair - Mulberry Avenue
- ✚ Main Line Replacement - 1<sup>st</sup> Street and Arlington Avenue
- ✚ Main Line Repair – Ash Avenue
- ✚ Manhole Installed – South Park
- ✚ Main Line Extension – Kanawha Street

The Stormwater Board also approved a rate increase in 2021. This was for commercial entities only and increases a flat rate to a flat plus square footage rate. This increase will assist the efforts, but is minimal, and will take time to make any effect on the operating funds. The Stormwater Management Plan, including six minimum controls, continues to be implemented.

Notable projects for Stormwater included work at: Seventh Street and Baker Avenue, 15<sup>th</sup> Street, 4<sup>th</sup> Street and Baker Avenue, 2<sup>nd</sup> Street, and Ash Avenue. Regular services include catch basins checked and cleaned, ditches cleared, and line cleaning. Smoke testing, televising, and cleaning of several feet of sewer main and service laterals were also accomplished.

## City Manager Overview

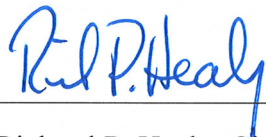
When the pandemic hit us in March of 2020, I surely did not think that I would still be discussing it in January 2022. It has changed so much over the last almost two years, yet it is still evolving. The option to be out in the public returned in earnest in 2021. I was fortunate to speak to the Lion's Club, Rotary Club, and the Moundsville Women's Club. I value these opportunities, because it gives me the chance to spread the good news about Moundsville and discuss all the remarkable things that are happening. I continue to cultivate partnerships, something that you will hear me discuss regularly. Success breeds success, and people/groups/agencies will jump to be a part of something good. Since my tenure began, the city has received almost **\$600,000** in grants or donations! With federal COVID funds, that number swells to almost **\$4,000,000!** The city also continued their partnership with the Marshall County FRN hosting food giveaways, something that will continue in 2022. As one of the city's representatives, I attend all the quarterly Belomar meetings and serve on their Brownfields Task Force, and the Executive and Audit Committees. I also serve on the Marshall County Senior Center Board of Directors.

The CARES Act funding and the American Rescue Plan (ARP) funding were unprecedented. While the CARES Act funding was designed to reimburse expenses incurred during COVID, the ARP is money that can make a difference in our community. Infrastructure, businesses, residents, and employees will all benefit from this. We have to utilize this money in the best possible way – to make the most impact. Coming down the road will be the Infrastructure Investment and Jobs Act funding. While it is still uncertain exactly where and how these funds will be available, there will be funds available somewhere. We have to be ready. Our Water and Sanitary Boards have to make sure there are plans moving for eligible projects. The phrase “shovel-ready” will be heard. With the water and sanitary rates in Moundsville in the bottom quarter across the state, grant funds will never be available. This may be an opportunity to access grant funds that may otherwise never have been available



As I begin my fourth year, I often ponder how fortunate I am to be in a position to have influence on so many people. Some may look at my job as solely administrative, I choose to look at it as a difference maker. I continue to love what I do and look forward to the challenge that each day brings. To quote Gabrielle Giffords, former United States House of Representatives member - *"Be Passionate. Be Courageous. Be Your Best."* I am passionate about the City of Moundsville, I am courageous when making tough decisions, and I do my best every day. It takes so much to keep this train moving in the proper direction. Included must be a vision, fiscal responsibility, strong administration, a supportive Council, Department Heads that buy into that vision, and employees – all working together to keep Moundsville progressing. The negativity of the past is waning. Jump on the positive train – we're rolling!

2022 brings us a new Mayor and Vice-Mayor, making history as the first female duo in the leadership positions of Council, but goals remain the same. Moundsville is a wonderful place to live, work, and play, and we must continue to work together to keep it that way. Thank you again for the opportunity to serve in this role, and I look forward to another exciting and productive year.



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Richard P. Healy, City Manager

2-1-22

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Date