

AGENDA
NITRO CITY COUNCIL
MAY 3, 2016
7:00 pm

CALL TO ORDER: Mayor Dave Casebolt	Recorder Rita Cox
Ward 1 Councilman Al Walls	Ward 2 Councilman Bill Racer
Ward 3 Councilwoman Laurie Elkins	Ward 4 Councilman Andy Shamblin
Councilman at Large Bill Javins	Councilman at Large John Montgomery
Councilwoman at Large Brenda Tyler	

INVOCATION/PLEDGE OF ALLEGIANCE

FUTURE DATES OF COUNCIL: May 17, June 7 and 21

OLD BUSINESS

OPENING BIDS FOR GARBAGE BAGS: Recorder Rita Cox

OPENING BIDS SOFTWARE: John Young

RESOLUTION HAZARD MITIGATION GRANT ACQUISITION/DEMOLITION PROJECT:
Recorder Rita Cox

RECOMMENDATION OF COMMITTEE ON DRAINAGE STUDY IN EAST END OF
NITRO: Mayor Dave Casebolt

NEW BUSINESS

RECOMMENDATION PROPERTY MAINTENANCE BOARD TO CONDEMN PROPERTY
AT 1230 MAIN AVE. (MANOR COURT) AND 3904 39TH ST.: Councilwoman Brenda
Tyler

APPOINTMENT OF WALTER KINSEY TO PLANNING COMMISSION: Councilman
John Montgomery

CVB REPORT: Councilman Bill Javins

REQUEST FOR FUNDING OF PORTABLE TOILETS FOR BOAT LAUNCH TO BE PAID WITH HOTEL MOTEL FUNDS: Councilman Bill Javins

NDA REPORT AND MINUTES: Councilman Andy Shamblin

REAPPOINTMENT OF CHUCK BOGGS TO NDA BOARD OF DIRECTORS: Andy Shamblin

MOLLY HOLLY 5K RUN/MAY 14, 9:00 AM: Councilman Andy Shamblin

REQUEST FOR PERMISSION TO SOLICIT BIDS FOR LIBRARY FURNITURE: Mayor Dave Casebolt

ATTORNEY REPORT: Johnnie Brown

TREASURER REPORT: John Young

MAYOR COMMENTS

COUNCIL COMMENTS

PUBLIC COMMENTS

ADJOURNMENT



RESOLUTION

CITY OF NITRO HAZARD MITIGATION GRANT ACQUISITION / DEMOLITION PROJECT 2016

WHEREAS, THE ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT, PUBLIC LAW 93-288, AS AMENDED ("THE STAFFORD ACT") IDENTIFIES THE USE OF DISASTER RELIEF FUNDS UNDER SECTION 404 (HAZARD MITIGATION GRANT PROGRAM, "HMGP"), INCLUDING THE PUBLIC ACQUISITION AND RELOCATION OF FLOOD DAMAGED STRUCTURES, RESIDENTIAL AND COMMERCIAL STRUCTURES LOCATED IN THE FLOODPLAIN ;

WHEREAS, SECTION 404 OF THE STAFFORD ACT PROVIDES A PROCESS FOR A COMMUNITY, THROUGH THE STATE, TO MAKE APPLICATION FOR FUNDING TO BE USED TO ACQUIRE INTEREST IN PROPERTY, INCLUDING THE PURCHASE OF STRUCTURES IN THE FLOODPLAIN, TO DEMOLISH AND /OR REMOVE THE BUILDINGS, AND TO CONVERT THE LAND USE INTO PERPETUAL OPEN SPACE ;

WHEREAS, THE CITY OF NITRO, KANAWHA/PUTNAM COUNTIES, WEST VIRGINIA ACTING BY AND THROUGH THE CITY OF NITRO, HAS PREPARED AND SUBMITTED HMGP APPLICATION FOR PAST FLOOD EVENTS AND IF SELECTED FOR FUNDING, WILL ENTER INTO A COOPERATIVE GRANT AGREEMENT WITH THE STATE OF WEST VIRGINIA ("GRANT AGREEMENT") ;

WHEREAS, THE CITY OF NITRO RECOGNIZES THE NEED TO PRIORITIZE FOR SELECTION AS FOLLOWS:

1. OCCUPIED SUBSTANTIALLY AND/OR REPETITIVELY DAMAGED STRUCTURES IN THE FLOODWAY.
2. OCCUPIED SUBSTANTIALLY AND/OR REPETITIVELY FLOODED STRUCTURES IN THE 100 YEAR FLOODPLAIN.
3. OCCUPIED STRUCTURES LOCATED IN THE 100-YEAR FLOODPLAIN.

WHEREAS, IN REGARDS TO FUNDING, ACQUISITIONS OF FLOODED PROPERTIES WILL RECEIVE A HIGHER PRIORITY THAN ELEVATION PROJECTS, MEANING SOME NON-ACQUISITIONS PROJECTS MAY GO UNFUNDED BECAUSE OF FINANCIAL LIMITATIONS, AND

WHEREAS, THE CITY OF NITRO DOES SUPPORT THROUGH THIS RESOLUTION THE CITY MAYOR AS OUR AUTHORIZED AGENT TO MANAGE THE HAZARD MITIGATION GRANT PROGRAM, AND

NOW THEREFORE BE IT RESOLVED, THE CITY OF NITRO WILL SUBMIT TO THE STATE HAZARD MITIGATION PROGRAM THE HMGP APPLICATION AND FURTHER RESOLVE CITY SUPPORT AND ASSISTANCE IN COMPLETING SUCH APPLICATIONS.

RESOLVED AND ORDERED THIS _____ DAY OF _____ 2016

DAVE CASEBOLT, HONORABLE MAYOR CITY OF NITRO

DAVE CASEBOLT
MAYOR
304-755-0705

P. O. BOX 308
NITRO, WEST VIRGINIA 25143

RITA COX
RECORDER
304-755-0707

Consumer Sales Tax
Budgeted vs Actual Revenues Expenses

	Total Budget Oct		Payments Oct -		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Budget Variance
	through June	\$	Apr	\$										
Receipts	\$ 1,070,071	\$	1,070,071	\$	242,931				417,956			409,184		
Expenditures														
Pensions	\$ 23,895	\$	41,817	\$	5,974			11,948	17,922					\$ (17,922)
Police	\$ 122,264	\$	38,963	\$	5,566		11,132	11,132						\$ 83,302
Vehicle Payments	\$ -	\$	-	\$	1,342			4,952	4,952					\$ -
Fire	\$ 29,709	\$	27,442	\$	1,810			3,711		4,952				\$ 2,267
Public Works	\$ 5,431	\$	7,331	\$	1,810					1,810				\$ (1,901)
Streetsweeper	\$ 47,500	\$	-	\$									47,500	\$ -
Equipment	\$ 19,500	\$	18,330	\$			900	17,430						\$ 1,170
Phone System	\$ 28,700	\$	30,747	\$							25,747			\$ (2,047)
Paving	\$ 95,000	\$	95,000	\$						95,000				\$ -
Concrete	\$ 100,000	\$	99,724	\$			50,000				49,724			\$ 276
City Hall	\$ 20,000	\$	19,400	\$							19,400			\$ 600
Drain	\$ 10,000	\$	-	\$									10,000	\$ -
MS 4 Funding	\$ 30,000	\$	36,093	\$			13,278	17,980						\$ (6,093)
Settlement Pond Drain	\$ 40,000	\$	-	\$										\$ -
Library	\$ 167,000	\$	-	\$										\$ -
Home Demolition	\$ 10,750	\$	-	\$										\$ -
B&O Reimbursements	\$ 21,000	\$	17,286	\$			7,972							\$ 3,714
Accounting Software	\$ 90,000	\$	-	\$										\$ -
Administrative	\$ -	\$	84	\$										\$ -
Savings	\$ 107,007	\$	100,713	\$			27	21	21	18	18			\$ (84)
Total Expenditures	\$ 967,756	\$	532,930	\$	14,693		103,919	69,436	69,436	143,575	64,008	95,852		\$ 6,294
Monthly Net Surplus/ Deficit	\$ 102,315	\$	537,141	\$	228,238		(103,919)	348,520	(41,448)	(143,575)	(64,008)	313,332		\$ 69,577
Cumulative Surplus/ Deficit	\$ -	\$	-	\$	228,238		82,871	431,391	431,391	287,816	223,809	537,141		\$ 171,891

NITRO CITY COUNCIL
MINUTES
MAY 3, 2016

Draft

CALL TO ORDER: Mayor Dave Casebolt called the meeting to order at 7:00 pm with the following in attendance: Recorder Rita Cox, Ward 1 Councilman Al Walls, Ward 2 Councilman Bill Racer, Ward 3 Councilwoman Laurie Elkins, Ward 4 Councilman Andy Shamblin, Councilwoman at Large Brenda Tyler, Councilmen at Large John Montgomery and Bill Javins, City Attorney Johnnie Brown, and City Treasurer John Young.

INVOCATION/PLEDGE OF ALLEGIANCE: The Invocation was given by Councilman Andy Shamblin and the Pledge of Allegiance was led by Councilman Bill Javins.

FUTURE DATES OF COUNCIL: Mayor Casebolt said the future dates of Council will be May 17, and June 21. Recorder Cox said that the June 7 Council date is the date of the city election and it will be on the agenda of the next council meeting to determine the new date.

OLD BUSINESS

OPENING BIDS FOR GARBAGE BAGS: Recorder Rita Cox opened the bids from Unipak for \$26,240 and Councilman Javins opened the bid from Hutchinson and Hutchinson for \$38,688. COUNCILMAN ANDY SHAMBLIN MADE THE MOTION THAT COUNCIL ACCEPT THE BID FROM UNIPAK FOR \$26,240. THERE WAS A SECOND BY COUNCILMAN JOHN MONTGOMERY AND VOTE WAS UNANIMOUS FOR THE MOTION.

OPENING BIDS FOR SOFTWARE: Recorder Cox opened the bid from Mountaineer Computer Systems for \$103,440.50 and Councilman Montgomery opened the bid from Tyler Technologies for \$86,710. COUNCILMAN BILL RACER MADE THE MOTION THAT COUNCIL ACCEPT THE BID FROM TYLER TECHNOLOGIES FOR \$86,710 WITH A SECOND BY RECORDER COX AND COUNCIL VOTED FOR THE MOTION.

RESOLUTION HAZARD MITIGATION GRANT ACQUISITION/DEMOLITION PROJECT: RECORDER RITA COX MADE THE MOTION THAT COUNCIL PASS THE RESOLUTION TO FURTHER THE HAZARD MITIGATION GRANT ACQUISITION/DEMOLITON PROJECT WITH A SECOND BY COUNCILMAN BILL JAVINS. VOTE WAS UNANIMOUS FOR THE MOTION.

RECOMMENDATION OF COMMITTEE ON DRAINAGE STUDY IN EAST END OF NITRO: COUNCILWOMAN BRENDA TYLER MADE THE MOTION THAT THE BID FROM TRIAD ENGINEERING FOR \$9800 BE ACCEPTED FOR THE DRAINAGE STUDY WITH A SECOND BY COUNCILMAN ANDY SHAMBLIN. Councilwoman Tyler said the committee considered the bids which were from Thrasher for \$10,000, S&S Engineering for \$14,500, Terra for \$27,765, GAI for \$23,950 and Triad for \$9800 and said she is pleased that Mayor Casebolt is taking action on this issue. VOTE WAS UNANIMOUS FOR THE MOTION.

NEW BUSINESS

RECOMMENDATION PROPERTY MAINTENANCE BOARD TO CONDEMN PROPERTY AT 1230 MAIN AVE. (MANOR COURT) AND 3904 39TH ST.: Councilwoman Brenda Tyler said at the recent meeting of the Property Maintenance Board it was determined that Manor Court had problems that make it unlivable

Draft

Recorder Rita Cox said that early voting will be held May 25 through June 4 in Nitro City Hall from 9:00 am to 4:00 pm for the Nitro City Election.

PUBLIC COMMENTS: Nathan Wills said the Nitro War Museum will hold an open house on May 21 with Larry Barnette in attendance.

ADJOURNMENT: COUNCILMAN JAVINS MADE THE MOTION THAT THE MEETING ADJOURN WITH A SECOND BY COUNCILMAN RACER. VOTE WAS FOR THE MOTION.

DAVE CASEBOLT, MAYOR

RITA COX, RECORDER

From: David Casebolt [<mailto:dcasebolt@cityofnitro.org>]

Sent: Tuesday, April 19, 2016 9:46 AM

To: Andy Shamblin; Bill Javins; Brenda Tyler; John Montgomery; jyoung@cityofnitro.org; Laurie Elkins; Rita Cox; rsmith@cityofnitro.org

Cc: Johnnie E. Brown

Subject: FW: PRI-07251241 City of Nitro: Contract Draft for Nitro

Currently Nitro and Dunbar share equally the costs of providing both cities with a Humane officer. After several meetings with the Kanawha Charleston Humane Association, both Mayor Greenlee and I believe that services could be improved by contracting with KCHA to provide animal sheltering and control services. This will not have a budget impact because the cost for these services will be equal to our current contract agreement with Dunbar. Please review the attached agreement and be prepared to discuss at the next council meeting.

Thanks,

Dave

From: madge reese - .gov [<mailto:madge.reese@cityofdunbarwv.gov>]

Sent: Monday, April 18, 2016 4:04 PM

To: dcasebolt@cityofnitro.org

Subject: Contract Draft

Mayor Casebolt,

Please find attached the contract.

Thank you,

Madge M. Reese



**WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION
1900 Kanawha Boulevard East • Building Five • Room 109
Charleston, West Virginia 25305-0440 • (304) 558-0444**

**Earl Ray Tomblin
Governor**

**Paul A. Mattox, Jr., P. E.
Cabinet Secretary**

April 18, 2016

**Dave Casebolt
Mayor of Nitro
2009 20th Street
Nitro, West Virginia 25143**

To whom it may concern:

NOTICE

OF

**INFORMATIONAL WORKSHOP PUBLIC MEETING
And Availability of the Approved Environmental Assessment**

**STATE PROJECT U340-64-41.37
FEDERAL PROJECT NH-0641(318)**

**I-64 WIDENING AND IMPROVEMENTS
PUTNAM COUNTY**

Your office has been designated as a location where members of the public may visit and peruse the enclosed information, which is being forwarded to you for display purposes. We ask that the enclosed be available for public viewing for 30 days.

Sincerely,

**Paul A. Mattox, Jr., P.E.
Secretary of Transportation
Commissioner of Highways**

By: *Laura Frye*

**Brent H. Walker, Director
Office of Communications**

PAM:Wt

Enclosure

NOTICE
OF
INFORMATIONAL WORKSHOP PUBLIC MEETING
And Availability of the Approved Environmental Assessment

STATE PROJECT U340-64-41.37
FEDERAL PROJECT NH-0641(318)

I-64 WIDENING AND IMPROVEMENTS
PUTNAM COUNTY

The West Virginia Division of Highways (WVDOH) will hold an informational public meeting on Tuesday, May 17, 2016, at Rock Branch Elementary School cafeteria, located at 4616 1st Avenue, Nitro, Putnam County, West Virginia on the proposed widening of I-64 from the new Interchange at Crooked Creek (Exit 39) to east of the Nitro Interchange (Exit 45). This 3.79 mile stretch of interstate lies between two existing six-lane sections of Interstate 64 and includes a new second truss bridge over the Kanawha River. This meeting complies with the public involvement requirements of the National Environmental Policy Act (NEPA) and Section 106 of the National Historic Preservation Act. The approved Environmental Assessment will be available for review.

NO FORMAL PRESENTATION WILL BE MADE. The scheduled public meeting is from 4:00 to 7:00 p.m. and the public will be afforded the opportunity to ask questions and give written comments on the project throughout the meeting. A handout with project details will be available at the meeting and on the WVDOH Website.

Those wishing to file written comments may send them to Mr. RJ Scites, P.E., Director, Engineering Division, West Virginia Division of Highways, 1334 Smith Street, Charleston, West Virginia 25301 on or before Tuesday, June 21, 2016. Visit the WVDOH Website at <http://go.wv.gov/dotcomment> for project information and the opportunity to comment on the project.

The West Virginia Department of Transportation will, upon request, provide reasonable accommodations including auxiliary aids and services necessary to afford an individual with a disability an equal opportunity to participate in our services, programs and activities. Please contact us at (304) 558-3931. Persons with hearing or speech impairments can reach all state agencies by calling (800) 982-8772 (voice to TDD) or (800) 982-8771 (TDD to voice), toll free.

Nitro Development Authority
Meeting Minutes

December 8, 2015

The meeting of the Nitro Development Authority was called to order at 6:00pm on December 8, 2015 by Tim Arnott, Vice President.

Directors Present - Tim Arnott, Danielle McGinnis, Susan Graves, Bill Fortune, Ivan Meadows, William Haynes, Donna Boggs, Andy Shamblin, Lee Painter.

Directors Absent- Chuck Boggs III, Chase Gunnoe, Joe Murphy.

Guest – Jim Caudill, Nitro Public Works employee

Approval of minutes prepared by Secretary, Danielle McGinnis, from November 10, 2015. Ivan Meadows moves to approve; 2nd by Bill Fortune; unanimous approval.

Approval of treasurer, Susan Graves', financials through November 10, 2015. Motion to approve by Andy Shamblin; 2nd by Bill Fortune; unanimous approval.

Committee Reports-

Finance committee- Susan, Chuck, Danielle

\$100,000 Loan- ready for closing. Need a resolution approved by the board and signed by all 4 officers to approve the president (Chuck) closing the loan with his signature alone. Terms are +1.5% Use as needed. Donna Boggs motions to approve, 2nd by Andy Shamblin; unanimous approval.

Peoples Federal- Still need to change signatures on deposit account. Just a reminder

Thomas Johnston –suggest we go ahead and pay Doug Skaff \$1,368.99 for stone. Claim filed in Magistrate Court of Kanawha County. Cost \$85. Mr. Johnston said he'd email Doug, he was given two different emails. Doug never heard from him. Susan Graves moves to pay Doug his \$1,368.99, Lee Painter 2nds, unanimous approval. Susan will cut check tomorrow.

Barber Shop- Still has a question about the real estate taxes we paid. Rich called the tax office, couldn't find anything out over the phone. Taking information to tax office to research. Michelle at attorney's office said it was owed, so they paid it to be able to close. Hopefully Rich can make it to the tax office tomorrow.

Pampered Poodle- Suggest we finance it for Victoria on Land Contract. We retain title until it's paid in full, but we are no longer a landlord. Plus, we can earn 6.25% or more on our money. Joe McDonie at Rock Branch offered to meet with her to see if there is anything that can be done for financing.

Apartment, Pampered Poodle & Brenda's- Bill Huddleston for \$100,000. Bill Huddleston is no longer interested. Rich has contacted Val Young at RealCorp to possibly list it for sell. Rich is meeting him tomorrow at 1:30 pm at the 27th street site. We've invested \$130,000 in the building, we received \$40,000 from the barber. So anything over \$90,000 would be profit. Donna suggested getting CMOs for the property and send out via mass email so we can make a

decision for listing before next meeting. Will suggesting having them done on both properties, just in case.

New Business: Will Haynes- term expires December 31, 2015. Will accepts to continue, Donna Boggs motions to renew term, Susan Graves 2nds, unanimous approval.

Rich Hively, Executive Director Report

Flex E Grant- assessment completed. Waiting on report from Leslie Stone to wrap this up. Will have the report at the January meeting and we can decide if we want to go forward with the On-Trac program. Rich will also have all the financials at that time. Grant was for \$8,000, and we are responsible for \$2,000 additional expenses (includes in-kind, or non-monetary services- Rich's time, office use, mileage, etc). There were about 80 people at the meeting. Lee expressed concern with maintaining all the work that is done with the town. That needs to be in the plan.

Brim- 2015 Loss control report due December 31, 2015. Rich will be working on that until the end of the month.

City calendar- Rich has been working on this in conjunction with the CVB. It will have Then/Now pictures. Susan asked about invoices, they should be going out soon.

Work/Live- Presented to City Council... city code/ordinance changes. In process of researching other ordinances as a guideline. Have a photographer wanting to use a building to work/live, been a very difficult process. Should be in paper today or tomorrow. Planning commission is scheduled the 21st of December. Then vote with council via email next day to get approved.

Christmas Parade- Saturday, Dec. 12th 4:00 pm- be there at 3:30 pm. Serving Hot Cocoa... we have a 10' x 10' easy up canopy, (2) 5- gallon hot cocoa dispensers, 200 cups; lids, cocoa mix, and little bottles of water. Banners are being printed by Screen Graphics. We will be at the end of 21st street.

Minutes- Rich suggests to have minutes ready the week after meeting to give members time to review.

Non-NDA Reports: City Council- Andy Shamblin.

Committee studying feasibility of \$4.5 million budget to renovate the park. 20 year bond \$350,000/ year payment. Still in planning stages, may push back a year or two.

Adjournment- Andy motions to adjourn, Bill 2nds, unanimous.

Meeting was adjourned at 6:51 pm by Tim Arnott, Vice President. The next meeting will be at 6:00pm on January 12, 2016.

Nitro Development Authority
Meeting Minutes

January 12, 2016

The meeting of the Nitro Development Authority was called to order at 6:02pm on January 12, 2016 by Chuck Boggs III, President.

Directors Present-, Chuck Boggs III, Danielle McGinnis, Bill Fortune, Ivan Meadows, William Haynes, Donna Boggs, Andy Shamblin, Lee Painter, Joe Murphy
Directors Absent- Tim Arnott, Susan Graves, Chase Gunnoe.

Approval of minutes prepared by Secretary, Danielle McGinnis, from December 8, 2015. Lee Painter motions to approve; 2nd by Ivan Meadows; unanimous approval.

Approval of treasurer, Susan Graves', financials through December 31, 2015. Tabled until February meeting since Susan couldn't attend.

No changes to the agenda.

Old Business -

Rock Branch Community Bank-

\$100,000 Line of credit on the building we occupy, has been signed, sealed and delivered. Available to us when needed. No interest charges unless used. Thanks to Joe McDonie, president, for his assistance. \$109,420.38 deposited at Rock Branch from Huntington National Bank.

Peoples Federal- Still need to change signatures on deposit account. Chuck said we need to have this taken care of by next meeting.

Barber Shop Taxes - Rich went to the assessor's office and talked to Steve Duffield, supervisor of commercial real estate. We had to pay nine months of the 2015 taxes even though we are tax exempt. The taxes were prorated at closing with the Lemmas paying thru March-2015, which left the remaining 9 months still due. The additional taxes could have been paid by the Lemmas if it was part of the agreement, which it wasn't. Therefore, they were left for the NDA to pay. As owner of record on July 1, 2015 we will owe no taxes for 2016 or thereafter.

Pampered Poodle- Would the board have any interest in a land contract? Victoria told Rich she would go see Joe McDonie, but hasn't yet. Chuck recommended a joint appointment with Joe, Rich, and Victoria. Pampered poodle is closed on Monday's so Rich said he will schedule and offer to take her to get everything started.

Apartment & Retail space- We prefer no pets, Board decided to call references on Curtis Tobia and Daniel Carney to make a final decision. Donna motions for the executive committee to decide between the two once the references are contacted. Joe 2nds, unanimous approval. Daniel needs to view the apartment in the next couple days to be sure he is really interested. We would like to ask Val what his marketing technique would be since Real Corp does not use MLS to list. Donna recommended 3 months on contract instead of 1 year and Victoria will be excluded from the contract. Donna motions to give Victoria until the end of the month to proceed with purchasing or we will list with realtor. Andy 2nds, unanimous approval.

New Business:

Rich Hively, Executive Director Report

Flex E Grant- assessment completed. Report Filed. Excellent community meeting with attendance of around 80. Rich requested the additional \$1,600 grant money. Chuck would like for us to see the report. Rich will email out to the board.

Brim- 2015 Loss control report filed. It is an annual requirement for our insurance to keep the reduced rates.

Work/Live- Received approval for Tracy Toler (commercial photographer). Still working on city code.

Christmas Parade- Served 2 gallons of hot chocolate, 5 gallons of sweet tea and 89 bottles of water. Rich recommends doing something similar for every event in Nitro. Cost for canopy (\$199.98), drink dispensers (\$267.72), banners (\$180.00) & drinks (73.04) was \$720.74 . Next event will be Easter Eggstravaganza March 19th.

Job description- Rich is compiling a list of what his position entails on a regular basis and 2016 objectives. His objectives for 2016 are:

- Lease former Brenda's retail space \$800 + electricity
- Lease apartment \$650+ electricity
- Sell Brenda's, Apartment & Pampered Poodle
- Create and publish a city map with business ads as a fundraiser. Chuck recommends Rich to check out Discovery Maps.
- Repeat the Lemma building acquisition. Purchase a commercial building on 1st avenue or downtown to remodel and resell. Need to do one of these every year if possible. This will be after the sale of current assets. Jeff Roy property between 27th and 28th streets is a possibility.
- Sell or develop 3419-3421 2nd avenue-mostly in a flood zone.
- Sell 1st avenue property- 65' x 106'- across from Twin City Bible Church. It is mostly hillside.
- Promote the NDA by participating in all city events. We now have the canopy and banners. Set up tables with promotional literature and give-a-ways. Similar to what we did at the Christmas parade.
- Work with the CVB to hold a "unique event" in town... i.e. Story Tellers Convention, remote control boat races at Ridenour, Frisbee golf tournament, Railroad Days, etc. Lee said it would cost around \$5,000 to do 9 holes for Frisbee golf, but is pretty sure there are no grants available for that.
- Hold a free services/products day in town- free haircuts, free nails, free antique appraisals, free product/door prizes at all businesses.
- Possibly a Nitro coupon book with our businesses.

Non-NDA Reports: City Council- Andy Shamblin.

Nothing new to add, still waiting on funding for streetscape.

Adjournment- Lee motions to adjourn, Andy 2nds, unanimous.
Meeting was adjourned at 7:28 pm by Chuck Boggs III, President

The next meeting will be at 6:00pm on February 9, 2016.

Nitro Development Authority
Meeting Minutes

March 8, 2016

The meeting of the Nitro Development Authority was called to order at 6:00pm on March 8, 2016 by Chuck Boggs III, President.

Directors Present-, Chuck Boggs III, Tim Arnott, Susan Graves, Bill Fortune, Ivan Meadows, Lee Painter, Joe Murphy

Directors Absent- Danielle McGinnis, William Haynes, Donna Boggs, Andy Shamblin & Chase Gunnoe.

Approval of Minutes by Secretary, Danielle McGinnis, from February 09, 2016. Ivan motions to approve; 2nd by Lee ... unanimous approval.

Approval of Financials by treasurer, Susan Graves, through February 29, 2016. Bill motions to approve; 2nd by Lee ... unanimous approval.

No changes to the agenda.

OLD BUSINESS:

RealCorp / Val Young has officially listed the 2702 1st Ave. property, which includes the Pampered Poodle, Apartment & empty retail space for \$149,900. Val will market the property all together and also separately. Will also endeavor to lease the empty retail space. This will increase the investment value.

The CVB / City Easter Eggstravaganza will be Saturday the 19th, starting at 11:00am. The NDA will set up a canopy and have free drinks. Chuck suggested Lemonade along with iced tea & water. We will also give away a giant Easter Basket valued at over \$500. Chuck & Joe agreed to meet with Rich at the NDA office to pack up the canopy, tables, etc. & take to the park. Danielle, Bill, Ivan said they would be there to help. Rich will have everything ready to go.

Roof Repairs still need completed. Rich said Jason from Public Works can do the repairs, but will have to work it into the schedule as weather permits. This will be completed on city time. Bill made a motion for the NDA to pay for all materials; Lee 2nd ... unanimous approval.

Peoples Federal – we still need to change the signatures on the deposit account. Chuck agreed to send out an email to the executive committee & get a time where all can meet & get this done.

We discussed the NDA buying shirts and/or jackets for the NDA Board of Directors. Susan said she researched this and this cannot be done. We can do it individually, but the NDA cannot pay for it.

Rich said the apartment exhaust fan above the kitchen stove is not an issue with the tenant and suggested we hold off replacing it until it became an issue or replace it in between tenants.

NEW BUSINESS:

We discussed the “On-Trac” program. The question was whether the NDA wants to be the sponsoring organization. Tim suggested we reach out to Ric Cavendar, who is the Charleston East End Main Street director & see if he will meet with us at a future meeting.

Rich presented the Board of Directors with information on the Section 457, Deferred Retirement Plan, administered by the State Treasurer's Office. This may be of interest in recruiting a future Executive Director, but is of no current interest. When & if the Board shows interest, Roger Hughes will come to a meeting & review it with us.

City Council Report – no report as Andy could not be here.

Next meeting scheduled for April 12th.

Bill made a motion to adjourn; Tim 2nd ... unanimous. Meeting adjourned at 7:17pm

Nitro Development Authority
Meeting Minutes

February 9, 2016

The meeting of the Nitro Development Authority was called to order at 6:04pm on February 9, 2016 by Chuck Boggs III, President.

Directors Present-, Chuck Boggs III, Tim Arnott, Danielle McGinnis, Susan Graves, Bill Fortune, Ivan Meadows, Donna Boggs, Andy Shamblin, Lee Painter, Joe Murphy
Directors Absent- William Haynes, Chase Gunnoe.

Approval of minutes prepared by Secretary, Danielle McGinnis, from January 12, 2016. Andy motions to approve; 2nd by Lee; unanimous approval.

Approval of treasurer, Susan Graves', financials through December 31, 2015 and Financials through January 31, 2016. Bill motions to approve January and December; Ivan 2nds; unanimous.

No changes to the agenda.

Old Business -

Apartment- 1 year lease to Daniel Carney, who works at the Fret 'N Fiddle in St. Albans. Thanks to Donna Boggs and son for passing along an application to Daniel. Effective Jan. 17, 2016. Paid 1st month rent of \$650+ \$500 security deposit. New whirlpool refrigerator- \$468 delivered (Lowe's)- matches stove. Purchased a 2-story escape ladder \$34.97, added a shower rod \$15.98, toilet paper holder \$4.98 (there were none), installed door stops on all doors \$14.97 (there were none). Replaced lock on exterior entrance door - Schlage \$37.85. Replaced hot water tank \$550.00 - old one of 18+ years quit working, AO Smith, 40 gallon, 6 yr tank and parts warranty. Installed by Keith of "Plumb Crazy." We still need to repair/replace the exhaust fan over the kitchen stove.

Retail Space- promoting on Facebook and on Craig's List, plus signage on site. Have shown to a possible Thrift Store, Pawn Shop and Office Space (Delivery service for Act Fast Careers), plus Autism Management Group. We need to update to a current photo for advertising (currently has picture with old awning). Chuck going to have his marketing person send the sites they use.

Peoples Federal- Still need to change signatures on deposit account. We need to set a date to meet over the next week or so.

Sale of Buildings- Pampered Poodle, Retail Space + Apartment \$149,900. Val Young of Real Corp- 6 month listing, 6% Commission. Excludes Pampered Poodle if they purchase their own building. Will market separately and together. Val's listing will be effective March 1st per motion at last meeting. Ask Val to be sure if we bring someone to lease, we don't have to pay them. If okay with that, we will sign. Andy moves to approve with mentioned change; Lee seconds; unanimous approval.

Pampered Poodle- She was going to see Joe McDonie when the big snow hit. Says she will still get there on her own. Says Rich doesn't need to be there. As of Friday she hadn't made it. We will go ahead and sign the listing agreement.

New Business:

Rich Hively, Executive Director Report

Next Up-Easter Eggstravaganza- Saturday, March 19th at noon. What do we want to do? Linda said bags are needed, Ivan thinks the Moose gives them out. Rich will double check. Could hand out Candy or Hot Chocolate to make a presence. Chuck suggested a “drawing” for an Easter Basket. City will possibly donate a family pool pass, Andy will work on that. Businesses may donate as well. Spend \$200-\$250 to put together the basket. Sell one ticket for \$1 or 6 tickets for \$5. Tim, Rich, Chuck, and Joe will put the basket together.

Nitro City Map with Business Listing- Dunbar printing gave us these quotes (they do the calendars). 56 possible Business Card Type Ads @ \$100.00 each, Size will be 22” wide x 17” high, 2 sided. Need an actual sample to show when soliciting. Maybe charge some for name and more for map. We can revisit options after we see what interest there may be.

1000	\$696.30	69.7¢ ea
3000	\$1005.00	33.50¢ ea
5000	\$1274.00	25.50¢ ea

Jim Lively Insurance- underwriter for BRIM insurance- 13 page underwriting information packet. Rich is filling out.

Roof Repairs- Water is leaking through metal cap and walls... Brian Jones \$5,695 + \$400 interior repairs. Seems high for price. Need continuous piece of metal for cap. Need 2nd estimate and to ask Doug.

NDA Jackets- Susan suggests to table until she can check to be sure if we can do it. Ivan can beat the price quotes we have so far. He’ll bring them next meeting. If NDA can’t purchase them, we could look at getting them individually.

Non-NDA Reports: City Council- Andy Shamblin.

Streetscape should be out for bid within next month & work started this spring.

Adjournment- Lee motions to adjourn, Andy 2nds, unanimous.

Meeting was adjourned at 7:07 pm by Chuck Boggs III, President. The next meeting will be at 6:00pm on March 8, 2016.

Call For Service By Call Type Report

Print Date/Time: 04/06/2016 12:30
Login ID: metrohbhybert
Layer: ORI
Areas: WV0200400

From Date: 03/01/2016 00:00(Continuous)
To Date: 03/31/2016 23:59
Agency Type: Police

CALL FOR SERVICE TYPE	CALLS FOR SERVICE	PERCENT OF TOTAL
744-OTHER	6	0.63
911 HANG-UP / OPEN LINE	9	0.94
ABDUCTION	1	0.1
ACCIDENT - NO INJURIES	17	1.77
ACCIDENT - w/INJURIES	14	1.46
ALARM B&E	28	2.92
ALARM BURGLARY	8	0.83
ALARM FIRE	1	0.1
ALARM HOLDUP	3	0.31
ANIMAL BITE	1	0.1
ANIMAL COMPLAINT	29	3.02
ASSAULT	2	0.21
ASSAULT w/INJURIES	1	0.1
ASSIST POLICE	6	0.63
B&E (STRUCTURE)	2	0.21
B&E (VEHICLE)	7	0.73
BOLO	18	1.88
BURGLARY	9	0.94
CARDIAC ARREST	1	0.1
CHECK WELL-BEING (LE & EMS)	2	0.21
CHECK WELL-BEING (LE ONLY)	11	1.15
COMPLAINT	205	21.38
DESTRUCTION of PROPERTY	7	0.73
DETAIL	2	0.21
DISABLED VEHICLE	8	0.83
DISTURBANCE	32	3.34

Call For Service By Call Type Report

Print Date/Time: 04/06/2016 12:30
Login ID: metro\byhbert
Layer: ORI
Areas: WV0200400

From Date: 03/01/2016 00:00(Continuous)
To Date: 03/31/2016 23:59
Agency Type: Police

CALL FOR SERVICE TYPE	CALLS FOR SERVICE	PERCENT OF TOTAL
DOMESTIC	11	1.15
DOMESTIC W/INJURIES	2	0.21
DRUG ACTIVITY	3	0.31
DRUNK	1	0.1
DUI	2	0.21
ESCORT	3	0.31
EXTRA PATROL	145	15.12
FI	33	3.44
FIGHT	3	0.31
FOOT PATROL	13	1.36
FORGERY / FRAUD	4	0.42
GUN SHOTS	3	0.31
INJURED PERSON	1	0.1
INVESTIGATION FIRE	1	0.1
INVESTIGATION POLICE	30	3.13
LARCENY	13	1.36
LEAVING the SCENE	4	0.42
LOCK OUT	1	0.1
MENTAL	2	0.21
METH LAB INVESTIGATION	1	0.1
MISSING	2	0.21
MUSIC/NOISE COMPLAINT	5	0.52
OVERDOSE	2	0.21
PERSON DOWN	5	0.52
PROWLER	1	0.1
RECOVERED	4	0.42

Call For Service By Call Type Report

Print Date/Time: 04/06/2016 12:30
Login ID: metro/bhylbert
Layer: ORI
Areas: WV0200400

From Date: 03/01/2016 00:00(Continuous)
To Date: 03/31/2016 23:59
Agency Type: Police

CALL FOR SERVICE TYPE	CALLS FOR SERVICE	PERCENT OF TOTAL
SEIZURES	1	0.1
SERVE	7	0.73
SERVICE CALL (FIRE)	1	0.1
SHOPLIFTING	26	2.71
STOLEN VEHICLE	3	0.31
STRUCTURE FIRE	6	0.63
SUICIDAL THOUGHTS	1	0.1
SUSPICIOUS ACTIVITY	15	1.56
SUSPICIOUS PERSON	12	1.25
SUSPICIOUS VEHICLE	13	1.36
TRAFFIC	16	1.67
TRESPASSING	4	0.42
TS	125	13.03
WANTED PERSON	4	0.42
Total Calls For Service:	959	