

# #INSPIRE

PERFORMANCE LEADERSHIP

MANAGEMENT

MOTIVATE

PLANNING

GROWTH

IDEAS

INCENTIVE

INNOVATION

PROGRESS

WV Municipal League  
**48th Annual Conference**

August 2-4, 2017

Waterfront Place Hotel

Morgantown, WV

Registration for Members

HOST CITIES:

Morgantown

Bridgeport

Fairmont

**West Virginia Municipal League  
Annual Conference Registration  
Waterfront Place Hotel, Morgantown, WV  
August 2-4, 2017**



**Please send payment with registration**

**REGISTRATION FEES:**

MEMBERS \$250.00  
SPOUSE/GUEST \$ 75.00  
REGISTRATION W/OUT PAYMENT: \$300.00 (Billed)  
NON-MEMBERS \$350.00

Online registration is available!

**LEGISLATIVE and AWARDS**

Resolutions to be considered for Legislative Action and all nominations must be received by July 15, 2017.

**REFUNDS/TICKETS**

Due to required guarantees, all refund requests must be made in writing prior to July 15, 2017.

The registration fee covers the entire conference. Extra tickets for all functions are available at registration. If you have special needs be sure to let us know and we will make every effort to accommodate you.

**CONTACT INFORMATION**

Municipality/Business \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I am a first time delegate: \_\_\_\_\_ I am new to City Government: \_\_\_\_\_

ARRIVAL DATE \_\_\_\_\_ a.m./p.m. DEPARTURE DATE \_\_\_\_\_ a.m./p.m.

ATTENDING SPOUSE/GUEST NAME \_\_\_\_\_

**I WILL ATTEND THE FOLLOWING EVENTS:**

(please circle)

WEDNESDAY Lunch w/Exhibitors	Y	N
WEDNESDAY EVE. Reception	Y	N
THURS Awards Luncheon	Y	N
THURS Dinner/Entertainment	Y	N
FRI Breakfast	Y	N

**MY GUEST WILL ATTEND:**

(please circle)

WEDNESDAY Lunch w/Exhibitors	Y	N
WEDNESDAY EVE. Reception	Y	N
THURS Awards Luncheon	Y	N
THURS Dinner/Entertainment	Y	N
FRI Breakfast	Y	N

Payment Due with Registration  
Amount Enclosed: \$ \_\_\_\_\_

RETURN TO: WV Municipal League, 2020 Kanawha Blvd., East  
Charleston, WV 25311  
or Fax 304-342-5586; Call 304-342-5564 with questions

OFFICE USE ONLY: Board	Committee	Voting Delegate	Alternate
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**WV Municipal League 48th Annual Conference  
Waterfront Place Hotel, Morgantown, WV  
August 2-4, 2017  
Tentative Agenda**

**Tuesday, August 1, 2017**

6:00 p.m. – 8:00 p.m.  
8:00 p.m.

**Committee Meetings: Bylaws; Policy; Resolutions; Credentials  
Nominating**

**Wednesday, August 2, 2017**

8:00 a.m. - 5:00 p.m.  
7:30 a.m.  
8:00 a.m.  
9:00 a.m. - 10:00 a.m.

**Registration Open-Exhibitors may set up throughout the day  
Golf Registration at Golf Course  
Shotgun Start-WVML Memorial Golf Tournament  
WV Municipal Clerk/Recorder's Annual Meeting**

10:00 a.m.- 11:00 a.m.  
Concurrent Workshops:

**Technology: Data Backup; Disaster Recovery & Business Continuity**  
*Scott Edwards & Hannah Gifford, Netranom*

**Removal of Elected Officials from Office**  
*Drannon Adkins & Duane Ruggier II, Attorneys at Law  
Pullin, Fowler, Flanagan, Brown & Poe PLLC*

11:00 a.m. - 12:00 Noon

**Tax Credits, Historical Buildings, etc.**  
*Randall Reid Smith, Commissioner, WV Division of Culture and History*

12:00 Noon  
1:00 p.m. - 5:00 p.m.  
1:00 p.m. - 1:45 p.m.

**Lunch - Visit with Exhibitor's  
WV Municipal Attorney's Association Meeting  
WV Board of Professional Engineers-Discussion re: Engineering Companies**

1:45 p.m. – 2:30 p.m.  
Concurrent Workshops:

**Three Million Dollars Later**  
*Steve Williams, Mayor of Huntington*

**Home Rule Cities and the Tax Dept.**

2:30 p.m. – 3:15 p.m.

**State Auditor, J.B. McCuskey**

3:00 p.m. - 4:00 p.m.  
5:30 p.m. – 8:00 p.m.  
6:30 p.m. - 8:00 p.m.

**WV City Management Association Meeting  
Board of Director's Photo-Private Reception  
Welcome Reception with Exhibitor's**

**Thursday, August 3, 2017**

7:30 a.m. - 8:45 a.m.  
7:30 a.m. - 5:00 p.m.  
7:30 a.m. - 2:15 p.m.

**Continental Breakfast with Exhibitors  
Registration Open  
Exhibitor's Open**  
Visit and speak with Businesses who support Municipalities and the League  
**Opening Session**  
**Presiding:** Councilor Tom Oxley, Oak Hill, WVML President  
**Invocation/Pledge:** Clerk Janice Jones, Wheeling  
**Welcome:** Mayor of Morgantown  
**Keynote:** TBA

8:45 a.m. - 10:00 a.m.

10:00 a.m. – 10:30 a.m.

**Break with Exhibitor's**

10:30 a.m. – 11:30 a.m.

**Financing Your City's Path to Excellence**  
*Ryan White & Mark Matkovich, White Law Office, PLLC*  
*The building blocks of municipal business and occupation taxes and strengthening basic knowledge of public finance such as tax increment financing.*

11:30 a.m. - 12:15 p.m.

**Cable Franchising/Telecom Right of Way Issues-Phil Fraga, Cohen Law Group**

12:15 p.m. - 2:15 p.m.

**Awards Luncheon**

2:15 p.m. - 3:00 p.m.

**Legislative Review- Lisa Dooley and Tim Stranko**  
**Home Rule (Tentative)**  
**Dilapidated Structures Legislation, Paul Ellis, Charleston City Attorney**  
*Rosemary Humway Warmuth, Wheeling Solicitor*  
**Land Banking, Christal Perry, Huntington Urban Renewal Authority**

3:00 p.m. – 3:45 p.m.

**Freedom of Information Act**  
*Mac Warner, WV Secretary of State*

5:30 p.m.

**Dinner & Host City Entertainment-“Fun Piano”**

**Friday, August 4, 2017**

6:45 a.m.

**Linda Tucker Clerk/Recorder's Fun Walk-Meet** in the Lobby at WVML Registration  
**Breakfast Buffet**

8:00 a.m. - 9:00 a.m.

9:00 a.m. – 10:30 a.m.

**Closing Event – Annual Business Meeting/Election of Officers & Board**  
*All members should attend. Election of Board, Officers, Resolutions for legislative changes presented with the Annual Report of the League*

9:00 a.m. - 2:00 p.m.

**Newly Appointed Municipal Judge Mandatory Training**

**Instructor: Floyd M. (Kin) Sayre, III, Bowles Rice, LLP**

This training may also be counted towards the mandatory continuing education required annually for all Municipal Judges

10:30 a.m. - 11:30 a.m.

**2017-2018 Board of Director's Meeting**

# Waterfront Place Hotel Rooms

*The Waterfront Place Hotel provides thoughtfully designed Morgantown accommodations with modern amenities and quality comforts to make your stay positively memorable.*

*All hotel suites and rooms feature ample space, a large work desk with chair, complimentary wireless high-speed internet access, 42-inch Plasma High-Definition television, iron and ironing board, and hairdryer. A signature experience is offered in each of the spacious Morgantown hotel rooms and suites.*





## Dining

*Treat yourself to a unique culinary and social experience at the Regatta Bar and Grille. With scenic views of the Monongahela River, this Morgantown, West Virginia restaurant offers outside patio seating or indoor dining. The Restaurant offers an inviting seasonal dinner menu specializing in fresh seafood, steaks and salads. The talented chefs create tantalizing dishes and delicious breakfast and lunch buffets. Open for breakfast, lunch and dinner, the Regatta is perfect for a business meeting, family gathering, casual dining or a romantic dinner for two. Enjoy a warm breeze and a great view while dining on our outdoor patio, available to guests upon request. As always, parking is validated for guests who dine at the Regatta. Next time you visit, ask about our private dining room which is great for personal functions, small gatherings, rehearsal dinners and more!*

*Whether you seek a relaxed place for friendly conversation or simply wish to watch the game, you are always welcome at the Regatta Bar.*



**CALL FOR DELEGATES**

**ARTICLE VIII  
VOTING**

**SECTION 1: NUMBER OF VOTES AND VOTING PROCEDURES**

At all meetings of the League, each member municipality shall be entitled to one vote for each ten thousand (10,000) Population or fraction thereof, based on the most recent United States Census. Each vote shall be attested by the Mayor or his authorized representative of the member municipality which delegate represents. Associate members may not vote on any matter to come before the League.

**SECTION II  
DELEGATES**

Delegates to meetings of the League must be elected or appointed officials of the member municipality. Alternate delegates may be appointed under rules to be specified by the Credential Committee and may serve as the delegate member municipality if the primary delegate is unable to attend.

**SECTION III  
VOTING BY PROXY**

Voting by proxy shall not be permitted at either the meeting of the League or of the Board of Directors.

NOTE: The League will require that all municipal governments who are certified to vote, must have this CALL FOR DELEGATES FORM submitted on or before July 15, 2017.

Please list the names of your delegates who will be present at the meeting Friday, August 4, in Morgantown, West Virginia. Should you wish to send substitutes for delegates, please notify us as soon as possible.

**ARTICLE III  
SECTION III: DUES**

Annual dues of members should be paid on or before the first day of August to insure all members are in good standing before the Annual Conference, so delegates may have their voting rights.

**VOTING DELEGATES:**

NAME:

TITLE:

*	*
_____	_____
*	*
_____	_____
*	*
_____	_____
*	*
_____	_____
*	*
_____	_____

# 2017 MAYOR OF THE YEAR

The Awards Committee is now accepting nominees for the Mayor Of The Year Award to be given during the Annual Conference August 2-4, 2017, Morgantown, WV. All Mayors of member municipalities are eligible.

Your nomination should be formatted with regard to the following:

Prepare a one-page summary of your nominee consisting of:

1. Years of municipal service.
2. Outstanding municipal achievement
3. Contribution to quality of life in local government.
4. Involvement in the West Virginia Municipal League.
5. One paragraph of family life.
6. Name of submittor.

\*\* Return your summary by July 15, 2017, to:

West Virginia Municipal League Awards  
2020 Kanawha Blvd., East  
Charleston, West Virginia 25311





## MUNICIPAL OFFICIALS HALL OF FAME



The WV Municipal League's Hall of Fame will honor current or former municipal officials (living or deceased) who have served 20 years or more as a municipal elected official. Inductees will be recognized at the annual conference in Morgantown, WV during the annual awards presentation and their names will appear on a special plaque displayed at the WVML office in Charleston.

**Inductees must have completed at least 20 years as an elected municipal official by June 30, 2017.**

This recognition is on-going. If you will complete 20 years of municipal elected service this year, but after June 30, you are eligible to be inducted into the Hall of Fame the following year. Terms of service need not be consecutive. If you, or someone you know qualifies for this recognition, please provide the following:

Official's name \_\_\_\_\_

Municipality/Office \_\_\_\_\_

Number of total years served \_\_\_\_\_

Dates served \_\_\_\_\_

Living  Deceased

Name of official submitting nomination \_\_\_\_\_

Email: \_\_\_\_\_ Phone number: \_\_\_\_\_

**Please send this information to the attention of Kathy Burton at the WV Municipal League, 2020 Kanawha Blvd., East, Charleston, WV 25311 or email to [kburton@wvml.org](mailto:kburton@wvml.org) by June 15, 2017.**

# 2017 CLERK/RECORDER OF THE YEAR NOMINATION FORM

Name \_\_\_\_\_

Clerk or Recorder \_\_\_\_\_

Years \_\_\_\_\_ as Clerk/Recorder \_\_\_\_\_

Outstanding Municipal Achievements \_\_\_\_\_

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Contribution to Quality of Life in Local Government \_\_\_\_\_

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Involvement in the WV Clerks/Recorders Association \_\_\_\_\_

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Paragraph Describing Family Life \_\_\_\_\_

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Nominated By \_\_\_\_\_

Return on or before July 15, 2017, to:  
WVML Municipal Clerk/Recorder Award  
2020 Kanawha Blvd., East, Charleston, WV 25311

## WVML ALL-STAR COMMUNITY AWARDS

**The Purpose** - The goal of the annual WVML All-Star Community Awards Program is to recognize and encourage innovation and excellence in local government in West Virginia. The program provides the opportunity for officials and staff of League member cities to receive appropriate recognition by their peers and the public for superior and innovative efforts in their profession. In addition, the program provides a means of sharing the best public service ideas in West Virginia, demonstrating that local government public servants are progressive, competent and caring, and providing other city officials a chance to learn what works.

**The Rules** - Your city must be a member of the WVML to enter. A member city is allowed to enter only one entry in each category, and each city may win only one All-Star Community Award per year, however the second entry may qualify for a Certificate of Recognition. Entries must describe an individual program and project showing significant results brought to conclusion.

**Preparation of Entries** - The entry form has been designed to simplify the entry process. Specific instructions are included and you may request the entry form by calling the WVML at 1-800-344-7702. Answer the eight questions as clearly and completely as possible. Information requested includes a description of the project/activity, what makes the program innovative and/or progressive, community or citizen participation in planning and/or initiating the project, and the improvement in delivery of services and cost savings brought about because of the efforts. Materials illustrating your project or program should be included and attached as appendices to the entry. These can include charts, newspaper clippings, letters, photos, reports, brochures, videotapes and other program materials. This information is critical to providing the judges with the ultimate description of the entry. Two copies of each entry must be received in the League office by July 15, 2017. Entries will not be returned. The mayor and city manager - or city clerk in non-manager cities - are asked to sign the entry form. Please duplicate as many copies of the forms as you may require.

**The Categories** - One entry per city may be made in each of the following two categories:

\* **Enrichment** - Any program to improve the quality and/or quantity of city service delivery. Also, any programs or projects that improve physical or economic vitality of the community, such as business development, construction projects, housing projects, urban renewal, downtown revitalization, historic preservation or neighborhood development, public/private partnerships.

\* **Cost Reductions/Savings** - Any program innovations, training, communications, computer applications, utilization, fiscal applications, and intergovernmental cooperation that results in cost stabilization or savings in the delivery of services.

**The Judging** - Entries will be reviewed by a committee comprised of three individuals knowledgeable in local government. The judges will look for innovativeness of the program, the success of the program, and the adaptability of the program by other localities. The entries will be divided into four population divisions: 50,000 and more; 10,000 to 49,999; 2000 to 9,999; and less than 2000.

**The Prize** - The All-Star Community Award is an attractive, engraved, wood and lucite plaque suitable for display in your city hall. Runner-up entries worthy of recognition will receive a framed certificate. The awards will be presented during the League's Annual Conference held August 2-4, 2017, Waterfront Hotel, Morgantown, West Virginia. In addition, winning entries will be featured in an issue of the League Lites Newsletter and will be brought to the attention of local and statewide media.

**Entry Deadline** - Entries are due in the League office by July 15, 2017. For more information about the All-Star Community Awards program, please call us at 1-800-344-7702.



# REGISTRATION

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Representing the Municipality(ies) of: \_\_\_\_\_

Address: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

A Non-Refundable Fee covers your registration, lunch, breaks and all materials during the seminar: **Registration through the League must be made before July 15, 2017.**

My check is enclosed for:

Member of WVML & Municipal Judge

Association:

\_\_\_\_\_ \$125.00 August 4, 2017

*\*SUBMIT copy of judge's membership card w/registration to receive reduced rate*

Non-Member of WVML & Municipal Judge

Association:

\_\_\_\_\_ \$175.00 August 4, 2017

Return Registration Form to League Office at: 2020 Kanawha Blvd., E., Charleston, WV 25311 or fax: (304) 342-5586.

Call *Waterfront Place Hotel for accommodations:*

*1-304-296-1700; \$134 single/double room rate; Cut off date for rooms is 7/11/17; Group Name is WV Municipal League.*

Senate Bill 164, which became effective July 1, 1998, requires any municipal judge who is not an attorney, to participate in a training program conducted by the League. **Additionally**, HB 2120, which became effective May 21, 2007, now requires municipal judges who are not attorneys, to receive continuing legal training on an annual basis.

The League has prepared our training session for **Newly Elected/Appointed Municipal Judges**, scheduled for August 4, 2017, at the **Waterfront Place Hotel**, Morgantown, WV. This training is also open to judges who are wanting to fulfill their annual training requirement as well.

Certificates of Completion will be issued to each person attending the municipal judge training.

Please complete and return this registration with payment, to the League on or before July 15, 2017. Contact the League office if you have any questions, 1-800-344-7702.

## **ABOUT THE SPEAKER** **Floyd "Kin" Sayre**

- Bowles, Rice, McDavid, Graff & Love LLP Partner
- Certified Public Accountant
- City Attorney for Town of Mabscott, City of Beckley and City of Martinsburg
- Member, WV Home Rule Board
- Member of WV State Bar
- Member of WV State Bar Board of Governors
- Member, WV Ethics Commission
- Authored: Municipal Law, WV State Bar Practice Handbook
- Former Adjunct Faculty Bluefield State College, Mountain State University and Concord University

**2017/2018 NOMINATING FORM**  
**WVML BOARD OF DIRECTORS/OFFICE OF TREASURER**

**NAME OF CANDIDATE:** \_\_\_\_\_

**CANDIDATE'S TITLE:** \_\_\_\_\_

**CANDIDATE'S MUNICIPALITY:** \_\_\_\_\_

**FOR WVML TREASURER'S OFFICE**     **YES**             **NO**

This year's Treasurer's Candidate will be from a Class I or II municipality.

**BRIEF STATEMENT IN SUPPORT OF THE NOMINEE:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Breakdown of the Election for the Board of Directors:

**OFFICERS (4)**

1. President
2. Vice President
3. Secretary
4. Treasurer

**MAYORS (18)**

Six from each of the  
three Congressional  
Districts

**MAYORS (2)**

Elected At Large

**COUNCIL MEMBER (3)**

One from each of the three  
Congressional Districts

**COUNCIL MEMBER (3)**

Elected At Large

**REC/CLERK (2)**

Appointed by the  
Clerk/Recorder  
Association

**CITY MANAGER (2)**

President of  
City Manager's Association  
One other City Manager

**AUDITOR (1)**

Appointed

**PARLIAMENTARIAN**

Appointed

**EXECUTIVE DIRECTOR (1)**

Appointed

**PAST PRESIDENTS**

**CHAPLAIN**

Appointed

# WVML POLICY STATEMENT

The West Virginia Municipal League needs to hear from you!

The Municipal League is beginning the legislative policy process that will end with a statement of policy adopted by the members at the Annual Conference in August. The current statement of policy can be found at [www.wvml.org](http://www.wvml.org). WVML staff and the Legislative Committee use the Policy Statement adopted by the members at the Annual Business Meeting to develop a package of Legislation to the next Legislative Session. In addition, the staff uses the policies to guide positions taken by the Municipal League in response to legislation brought forward by others, and to answer questions about the League's position on a variety of issues.

We need to hear what you think should be priorities for the Municipal League!

If you have thoughts or suggestions you would like to have addressed by the Municipal League in the West Virginia Legislature, please explain them below (use additional sheets if necessary) and return this by July 15, 2017 to:

Lisa Dooley, Executive Director  
WV Municipal League  
2020 Kanawha Blvd., East  
Charleston, WV 25311

Or FAX to: 304-342-5586  
Or Email: [wvml@wvml.org](mailto:wvml@wvml.org)

We will take any suggestions to the Policy Committee, where they will consider them for incorporation into the WVML Policy Statement. Suggestions may also be brought up from the floor on August 4, 2017, during the Annual Business Meeting, held at the WVML Annual Conference, August 2-4, 2017 in Morgantown, WV.

**CITY:** \_\_\_\_\_

**YOUR NAME:** \_\_\_\_\_ **PHONE NUMBER:** \_\_\_\_\_

**Suggested Legislative Or Policy Change:** \_\_\_\_\_

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**WV MUNICIPAL LEAGUE  
2017 MEMORIAL GOLF TOURNAMENT**



The WV Municipal League Memorial Golf Tournament will be held in conjunction with the Annual Conference August 2, 2017 at Lakeview Golf Resort and Spa, Morgantown, WV.

Several prizes will be awarded including: The CURTIS M. UHL Memorial Award and The M. MURRILL RALSTEN Memorial Award.

Registration begins at 7:30 a.m. and the Tournament will begin at 8:00 a.m. (modified shotgun start) on August 2, 2017. The entry price per person will be \$100.00. This price covers player's Lunch, Green Fees and Cart.

**Names of Foursome:**

Captain  
Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

**Email:** \_\_\_\_\_ ☆

**Email:** \_\_\_\_\_ ☆

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

**Email:** \_\_\_\_\_ ☆

**Email:** \_\_\_\_\_ ☆

**Make check payable and return to:**

WVML Golf  
2020 Kanawha Blvd., E.  
Charleston, WV 25311

Please send your entry and fee by July 15, 2017



## **WV MUNICIPAL LEAGUE**

2020 KANAWHA BLVD., EAST  
CHARLESTON, WV 25311  
1-800-344-7702

Non-Profit  
US Postage  
**PAID**  
Permit No. 1041  
Chas. WV 25311

**RETURN SERVICE REQUESTED**

**Annual Conference Registration Info**

### **Dear Newly Elected Municipal Members:**

Enclosed you will find information regarding the WV Municipal League's 2017 Annual Conference, Waterfront Place Hotel, Morgantown, WV, August 2-4, 2017.

Since no one enters public office knowing everything, there is no better time to begin networking with seasoned municipal officials than during our annual conference. The League offers informative workshops/seminars related to municipal government operations during each annual conference. There is a wealth of information to take with you from these sessions, as well as, what you gain from meeting and talking with other municipal officials. There's no need to reinvent the wheel as you begin to tackle problems and issues within your municipality. I guarantee you, one of your municipal peers has either faced or is dealing with a similar situation in their community so don't be afraid to ask questions of those municipal officials you will meet during this conference.

I also want to invite you to access the League's website, [www.wvml.org](http://www.wvml.org), anytime you are looking for municipal information. All you need do is register to gain access into the municipal members area of the website in order to research questions of a municipal nature.

As a member of the WV Municipal League, your municipality has access to any publication, sample ordinance, or research concern you may have, simply by calling the office, **1-800-344-7702** and speaking with staff. So, as you begin serving as a local elected official, remember to call on us anytime you need assistance.

I welcome each of you and wish you every success in your endeavors!

**Tom Oxley, Councilor & WVML President  
Oak Hill, WV**