



Office of the City Clerk

# The City of Morgantown

Linda L. Tucker, CMC  
389 Spruce Street, Room 10  
Morgantown, West Virginia 26505  
(304) 284-7439 Fax: (304) 284-7525  
ltucker@morgantownwv.gov

**AGENDA**  
**MORGANTOWN CITY COUNCIL**  
**SPECIAL MEETING**  
**City Hall - Council Chambers**  
**October 18, 2016**  
**6:00 p.m.**

1. **CALL TO ORDER**
2. **ROLL CALL BY CITY CLERK**
3. **UNFINISHED BUSINESS:**
  - A. **Interviews for Various Boards and Commission:**

6:00 pm	Amy Dale	Parking Authority
6:10 pm	Christian Hoffman	Traffic Commission
6:20 pm	Erica Hertzell	Traffic Commission
6:30 pm	Liz Finklea	Sister Cities
6:40 pm	Roy Nutter	Ward & Boundary Commission
4. **EXECUTIVE SESSION: Pursuant to WV State Code Section 6-9A-4(b) (2) (A) In Order to Discuss Personnel Matters in considering new appointments for **BOARDS & COMMISSIONS.****
5. **ADJOURNMENT**

**\*If you need an accommodation contact us at 284-7439\***

**To:** Linda Tucker City Clerk  
**From:** Tom Arnold, MPA Executive Director  
**Date:** October 10, 2016  
**Subject:** Appointment of Amy Dale to MPA Board

On behalf of the Morgantown Parking Authority, I am contacting you concerning the appointment of Ms. Amy Dale to the Parking Authority Board. The Morgantown Parking Authority voted unanimously in their September 14, 2016 monthly meeting to recommend her appointment to the Morgantown City Council.

Amy is a co-owner of the Elegant Alley Cat retail store on High Street. Her appointment would be the third business owner on the Authority. She has attended a MPA meeting and stated her desire to become a member of the Authority Board and asked to be submitted for the appointment to the Morgantown City Council.

# Application to Serve on City Boards and Commissions

THE CITY OF MORGANTOWN HAS NUMEROUS COMMITTEES, BOARDS, AND COMMISSIONS COMPRISED OF CITIZENS WHO GIVE OF THEIR TIME IN VERY IMPORTANT CAPACITIES. STATE LAWS PRESCRIBE THAT SOME OF THOSE BODIES RETAIN MEMBERS WHO HAVE CERTAIN EXPERIENCE, EDUCATION OR PROFESSIONAL CERTIFICATIONS. WE ASK THAT YOU PROVIDE THE FOLLOWING BASIC INFORMATION SO WE MAY EVALUATE PROSPECTIVE APPOINTEES' QUALIFICATIONS IN AN EXPEDIENT MANNER. A RESUME OR OTHER PERTINENT INFORMATION MAY BE SUBMITTED ALONG WITH THIS FORM.

MR/MS  Amy Dale WORK/CELL PHONE: 304-292-4433

ADDRESS: 1308 Parkview Dr. HOME PHONE: 304-657-2614

Morgantown WV 26505 ZIP: 26505

EMAILADDRESS: theelegantalleycat@gmail.com

CITY RESIDENT? YES  NO  YEARS OF CITY RESIDENCY 15 WARD 4

WHO IS YOUR EMPLOYER? (If Retired, Answer "Retired"): The Elegant Alley Cat

WHAT TYPE OF BUSINESS ARE (were) YOU EMPLOYED IN? Owner - The Elegant Alley Cat

JOB TITLE or JOB DESCRIPTION: Owner/Manager

PROFESSIONAL CERTIFICATIONS/LICENSES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SPECIAL INTERESTS: \_\_\_\_\_  
\_\_\_\_\_

## PLEASE CHECK THE COMMISSIONS YOU ARE INTERESTED IN SERVING:

- |                                                                 |                                                            |
|-----------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> BOCA BOARD OF APPEALS                  | <input type="checkbox"/> MUSEUM COMMISSION                 |
| <input type="checkbox"/> BOARD OF PARKS AND RECREATION          | <input checked="" type="checkbox"/> PARKING AUTHORITY      |
| <input type="checkbox"/> BOARD OF ZONING APPEALS                | <input type="checkbox"/> PERSONNEL BOARD                   |
| <input type="checkbox"/> BUILDING COMMISSION                    | <input type="checkbox"/> PLANNING COMMISSION               |
| <input type="checkbox"/> FIRE BOARD OF APPEALS                  | <input type="checkbox"/> POLICE CIVIL SERVICE              |
| <input type="checkbox"/> FIRE CIVIL SERVICE                     | <input type="checkbox"/> SISTER CITIES COMMISSION          |
| <input checked="" type="checkbox"/> HISTORIC LANDMARKS          | <input type="checkbox"/> TRAFFIC COMMISSION                |
| <input type="checkbox"/> HUMAN RIGHTS                           | <input type="checkbox"/> TRANSIT AUTHORITY                 |
| <input type="checkbox"/> LIBRARY BOARD                          | <input type="checkbox"/> TREE BOARD                        |
| <input type="checkbox"/> MET BOARD                              | <input type="checkbox"/> URBAN LANDSCAPE COMMISSION        |
| <input type="checkbox"/> MORGANTOWN HOUSING ADVISORY COMMISSION | <input type="checkbox"/> WARD & BOUNDARY                   |
| <input type="checkbox"/> MORGANTOWN UTILITY BOARD               | <input type="checkbox"/> WOODBURN REDEVELOPMENT COMMISSION |

**Request Details**

# Request #31780 : Volunteer for Boards and Commissions

<p><b>Are you a Morgantown resident?</b> Yes</p> <p><b>Are you a Morgantown resident?</b> Yes</p> <p><b>If Yes, how many years have you lived in the City of Morgantown?</b> 11</p> <p><b>If Yes, how many years have you lived in the City of Morgantown?</b> 11</p> <p><b>In which City Ward do you reside?</b> Sixth</p> <p><b>Who is your current employer (If retired, answer "retired")?</b> WVU</p> <p><b>In which City Ward do you reside?</b> Sixth</p> <p><b>Who is your current employer (If retired, answer "retired")?</b> WVU</p> <p><b>On which Board, Commission, or Authority are you interested in being a volunteer?</b> Traffic Commission</p> <p><b>What type of business are you, or were you, employed in?</b> Research</p> <p><b>What type of business are you, or were you, employed in?</b> Research</p> <p><b>Do you have professional certifications or licenses?</b> Yes, but not applicable to this position (scientific research-related).</p> <p><b>Do you have professional certifications or licenses?</b> Yes, but not applicable to this position (scientific research-related).</p> <p><b>Do you have any pertinent special interests?</b> Community Education and Outreach, Community Parks and Recreation, Neighborhood Safety. Currently serve the Jerome Park Neighborhood Association, Neighborhood Coordinating Council, and Woodburn School Redevelopment Commission.</p> <p><b>Do you have any pertinent special interests?</b> Community Education and Outreach, Community Parks and Recreation, Neighborhood Safety. Currently serve the Jerome Park Neighborhood Association, Neighborhood Coordinating Council, and Woodburn School Redevelopment Commission.</p>	<div style="text-align: right; margin-bottom: 10px;"> <input type="text" value="Active"/> </div> <p>Priority <input type="text" value="Normal"/></p> <p>Received 9/26/2016 at 1:41 PM</p> <p>Source of Request Anon Online by Anonymous</p> <p>Assigned To: Heather Carl Reassign</p> <p>Associated To: Anonymous Reassociate</p> <p>Est. Completion <input type="text" value="10/1/2016"/></p> <p>Actual Completion <input type="text"/></p> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Update"/> <input type="button" value="Complete"/> <input type="button" value="Cancel"/> <input type="button" value="Print"/> </div> <hr/> <p><b>Citizen Information</b></p> <p>Christina Hoffman 1289 Carlisle Ave Morgantown, WV 26505 3042762663 cbyrne1@hsc.wvu.edu</p> <p><b>Preferred Response Method:</b> E-Mail</p> <hr/> <p><b>Communication</b></p> <p>Select Communication Template</p> <div style="text-align: right; margin-bottom: 10px;"> <input type="text" value="Standard"/> </div> <div style="text-align: center; margin-bottom: 10px;"> <input type="button" value="Print Letter"/> </div> <p><a href="#">View Email Text</a></p>
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<b>Staff Activities</b> <a href="#">Add New</a> <span style="float: right;"><a href="#">Sort</a></span>
<b>Public Activities</b> <a href="#">Add New</a> <span style="float: right;"><a href="#">Sort</a></span> Request was successfully submitted. by <a href="#">Cartegraph Support</a> on 9/26/2016 at 1:41 PM
<b>Attachments</b> <a href="#">Add New</a>

©GovPartner 2016 :: GovPartner.GSS.Request

**Morgantown**

**Request ID:** 31780

**Request Form:** Volunteer for Boards and Commissions

**Received:** Monday, September 26, 2016

**Status:** Completed

**Priority:** Normal

**Assigned To:** Heather Carl

**Contact Details**

**From:** Christina Hoffman

**Email:** cbyrne1@hsc.wvu.edu

**Telephone:** 3042762663

**Address1:** 1289 Carlisle Ave

**Address2:**

**City:** Morgantown

**State:** WV

**Zip Code:**  
26505

**Pref. Method of Response:** E-Mail

**Request Address**

**Number:**

**Direction:**

**Street:**

**Type:**

**Apt:**

**City:**

**State:**

**Zip Code:**

**Questions and Answers**

**Are you a Morgantown resident?:**

Yes

**If Yes, how many years have you lived in the City of Morgantown?:**

11

**In which City Ward do you reside?:**

Sixth

**Who is your current employer (If retired, answer "retired")?:**

WVU

**What type of business are you, or were you, employed in?:**

Research

**Do you have professional certifications or licenses?:**

Yes, but not applicable to this position (scientific research-related).

**Do you have any pertinent special interests?:**

Community Education and Outreach,

**Community Parks and Recreation,  
Neighborhood Safety. Currently serve  
the Jerome Park Neighborhood  
Association, Neighborhood Coordinating  
Council, and Woodburn School  
Redevelopment Commission.**

**Are you a Morgantown resident?:  
Yes**

**If Yes, how many years have you lived in  
the City of Morgantown?:  
11**

**In which City Ward do you reside?:  
Sixth**

**On which Board, Commission, or  
Authority are you interested in being a  
volunteer?:  
Traffic Commission**

**Who is your current employer (If retired,  
answer "retired")?:  
WVU**

**What type of business are you, or were  
you, employed in?:  
Research**

**Do you have professional certifications or  
licenses?:  
Yes, but not applicable to this position  
(scientific research-related).**

**Do you have any pertinent special  
interests?:  
Community Education and Outreach,  
Community Parks and Recreation,  
Neighborhood Safety. Currently serve  
the Jerome Park Neighborhood  
Association, Neighborhood Coordinating  
Council, and Woodburn School  
Redevelopment Commission.**

#### **Staff Activities**

The status of the request was changed from Active to Completed. on 10/4/2016 at 9:14 AM

#### **Public Activities**

Request was successfully submitted. by Cartegraph Support on 9/26/2016 at 1:41 PM

## Application to Serve on City Boards and Commissions

THE CITY OF MORGANTOWN HAS NUMEROUS COMMITTEES, BOARDS, AND COMMISSIONS COMPRISED OF CITIZENS WHO GIVE OF THEIR TIME IN VERY IMPORTANT CAPACITIES. STATE LAWS PRESCRIBE THAT SOME OF THOSE BODIES RETAIN MEMBERS WHO HAVE CERTAIN EXPERIENCE, EDUCATION OR PROFESSIONAL CERTIFICATIONS. WE ASK THAT YOU PROVIDE THE FOLLOWING BASIC INFORMATION SO WE MAY EVALUATE PROSPECTIVE APPOINTEES' QUALIFICATIONS IN AN EXPEDIENT MANNER. A RESUME OR OTHER PERTINENT INFORMATION MAY BE SUBMITTED ALONG WITH THIS FORM.

MR/MS: Erica Hetzel WORK/CELL PHONE: 304-293-4633

ADDRESS: 1257 Jersey Avenue HOME PHONE: 757-645-7976

Morgantown, WV ZIP: 26505

EMAILADDRESS: erica.hetzel@mail.wvu.edu

CITY RESIDENT? YES  NO  YEARS OF CITY RESIDENCY >1 <sup>(June 1, 2015)</sup> WARD 6

WHO IS YOUR EMPLOYER? (If Retired, Answer "Retired"): West Virginia University Research Corporation

WHAT TYPE OF BUSINESS ARE (were) YOU EMPLOYED IN? Legal/Education

JOB TITLE or JOB DESCRIPTION: Office Manager, Land Use & Sustainable Development Law Clinic

PROFESSIONAL CERTIFICATIONS/LICENSES: Bachelor of Science, Environmental Policy & Planning (Virginia Tech, 2013)

SPECIAL INTERESTS: Environment, sustainability, zoning, planning

PLEASE CHECK THE COMMISSIONS YOU ARE INTERESTED IN SERVING:

- |                                                                 |                                                                        |
|-----------------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> BOCA BOARD OF APPEALS                  | <input type="checkbox"/> MUSEUM COMMISSION                             |
| <input type="checkbox"/> BOARD OF PARKS AND RECREATION          | <input type="checkbox"/> PARKING AUTHORITY                             |
| <input type="checkbox"/> BOARD OF ZONING APPEALS                | <input type="checkbox"/> PERSONNEL BOARD                               |
| <input type="checkbox"/> BUILDING COMMISSION                    | <input type="checkbox"/> PLANNING COMMISSION                           |
| <input type="checkbox"/> FIRE CIVIL SERVICE                     | <input type="checkbox"/> POLICE CIVIL SERVICE                          |
| <input type="checkbox"/> HISTORIC LANDMARKS                     | <input type="checkbox"/> SISTER CITIES COMMISSION                      |
| <input type="checkbox"/> HUMAN RIGHTS                           | <input checked="" type="checkbox"/> TRAFFIC COMMISSION <i>6/17 wsd</i> |
| <input type="checkbox"/> LIBRARY BOARD                          | <input type="checkbox"/> TRANSIT AUTHORITY                             |
| <input type="checkbox"/> MET BOARD                              | <input type="checkbox"/> TREE BOARD                                    |
| <input type="checkbox"/> MORGANTOWN HOUSING ADVISORY COMMISSION | <input type="checkbox"/> URBAN LANDSCAPE COMMISSION                    |
| <input type="checkbox"/> MORGANTOWN UTILITY BOARD               | <input type="checkbox"/> WARD & BOUNDARY                               |
| <input type="checkbox"/> WOODBURN REDEVELOPMENT COMMISSION      |                                                                        |

SUBMIT TO: CITY CLERK, 389 SPRUCE STREET, RM.10, MORGANTOWN, WV, 26505.

APPLICATIONS WILL REMAIN ON FILE IN THE CITY CLERK'S OFFICE FOR 6 MONTHS

UPDATED: 7/15

## ERICA LEE HETZEL

1257 JERSEY AVENUE • MORGANTOWN, WEST VIRGINIA 26505 • (757) 645-7976 • EHETZEL@VT.EDU

### EDUCATION

---

Virginia Polytechnic Institute & State University, Blacksburg, Virginia May 2013  
Bachelor of Science, Environmental Policy & Planning Cumulative G.P.A.: 3.38  
Minor, Agricultural & Applied Economics In-Major G.P.A.: 3.57

### PROFESSIONAL EXPERIENCE

---

West Virginia University College of Law • Morgantown, WV • June 2015 – present • *Office Manager*

- Provide managerial and administrative support to Land Use and Sustainable Development Law Clinic attorneys & planners; supervise student clinicians; conflict checks for intake of new clients & projects
- Compile & maintain database of local governmental comprehensive plans and zoning ordinances in WV
- Contribute to and review & revise final attorney work products such as certified title opinions for real property, West Virginia Legal Education to Address Abandoned Properties “WV LEAP” Toolkit
- Manage travel itineraries, authorization, and reimbursement for staff and student clinicians
- Organize and plan events and conferences, including client meetings, regional land use planning workshops and the statewide annual Mountain State Land Use Academy
- Develop & update clinic office manual and semester syllabus; maintain clinic website and blog

Roylance, Abrams, Berdo & Goodman, LLP • Washington, D.C. • May 2014 – May 2015 • *Paralegal*

- Assisted senior partner & of counsel in patent and trademark prosecution in the U.S. Patent and Trademark Office; protection of intellectual property rights in U.S. district courts & Federal Circuit Court of Appeals
- Drafted and revised client correspondence, patent infringement and validity opinions, patent specifications, amendments, briefs on appeal, reply briefs, trademark renewal applications, and miscellaneous documents
- Developed and maintained individual client and comprehensive dockets of required deadlines for filing responses, appeals, declarations, statements of use, and other necessary actions
- Facilitated filing of U.S. and International Patent Cooperation Treaty patent applications

Finkelstein Thompson LLP • Washington, D.C. • May 2013 – March 2014 • *Paralegal*

- Provided legal assistance to staff attorneys in all aspects of litigation from inception through conclusion
- Performed legal research & factual investigations on antitrust, securities, commodities, class action, intellectual property, whistleblower, consumer protection, bankruptcy, and landlord/tenant law issues
- Drafted pleadings, memoranda of law, and motions in federal, Virginia, Maryland, and District of Columbia courts and the Fourth and District of Columbia Circuit Courts of Appeals
- Created tables of contents and authorities, applications for admission *pro hac vice*, requests for admission, production of documents, and interrogatories, and other supporting litigation materials
- Maintained firm website, Facebook, Twitter, and LinkedIn accounts

Crag Law Center • Portland, OR • May – August 2012 • *Summer Legal Intern*

- Assisted staff attorneys in preparing for trials and hearings for cases involving public interest, environmental, energy, land use, planning & zoning, conservation, and natural resource law
- Created and revised grant proposals, quarterly newsletter, and 501(c)(3) non-profit articles of dissolution
- Drafted and edited pleadings, motions, memoranda, and other supporting litigation documents in federal, Washington, and Oregon courts and the Ninth Circuit Court of Appeals
- Helped plan and organize film screening of Tapped, a documentary, and annual summer fundraising party

VT Office of University Development • Blacksburg, VA • September 2009 – January 2013 • *Office Assistant*

- Provided assistance and performed specialized projects for the Office of Gift Planning’s professional staff
- Created and organized prospect & major donor portfolios for each staff member and the Office as an entity
- Analyzed prospects by generating reports to establish priorities & ensure ongoing expansion of donor base
- Performed general administrative duties such as mailers, drafting correspondence, shredding, copying, etc.

## **PROFESSIONAL CERTIFICATIONS**

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Notary Public, State of West Virginia

Commission Expires April 18, 2021

- Verify signatures, administer oaths & affirmations, and certify true and accurate copies of documents

## **RELEVANT COURSES**

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- Law of Critical Environmental Areas
- Administrative Law & Policy
- Legal Foundations of Planning

## **HONORS & AWARDS**

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- The Honor Society of Phi Kappa Phi
- Dean's List: F'11, S'12, F'12, S'13
- UAP Growth & Development Award

## **INDEPENDENT RESEARCH & CONFERENCE PRESENTATIONS**

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*Ain't No Mountain High Enough? Direct & Indirect Regulation of Mountaintop Removal Coal Mining*

- Virginia Commonwealth University 6<sup>th</sup> Annual Student Research Conference, April 2012, Richmond, VA
- Virginia Tech 10<sup>th</sup> Annual Undergraduate Research Conference, April 2012, Blacksburg, VA
- American Agricultural Law Association 33<sup>rd</sup> Annual Symposium, October 2012, Nashville, TN

**Linda Little**

---

**From:** DO-NOT-REPLY@govtsystems.com  
**Sent:** Monday, April 19, 2010 11:56 AM  
**To:** Linda Little  
**Subject:** Request Partner Email

Linda Little,

The Request ID 24986 was just assigned to you.  
The details of the request are presented below.

\*\*\*\*\*  
Request Form Name: Volunteer for City Boards and Commissions Request Form Description:  
Use this form to apply for a seat on a City Boards, Commissions, and Authorities. Not all  
Boards and Commissions have vacancies at this time. The City Clerk will contact you when  
a vacancy arises. Your application will remain active for six months.  
\*\*\*\*\*

First Name: Elizabeth ✓  
Last Name: Finklea  
Email: liz.finklea@mail.wvu.edu  
Telephone: 304-291-1755  
Address1: 100 Maple Avenue  
Address2:  
City: Morgantown  
State: WV  
Zip Code: 26501  
Language Preference:  
Preferred Method of Response: E-Mail  
Request Entry Method: Anon Online

Are you a Morgantown resident?:  
Yes

In which City Ward do you live?:  
Second

Who is your employer?:  
WVU

If Yes, how many years have you lived in the City of Morgantown?:  
almost 24 years

What type of business are you employed in?:  
education (support services)

What is your job description?:  
Community outreach coordinator/Web Administrator for the Office of International Students  
and Scholars, Events Coordinator/Web Administrator for the Center for Women's Studies

Do you have any professional certifications or licenses?:  
No

Do you have any pertinent special interests?:  
As an immigrant (from the UK - my husband is an American) I am interested in helping  
international visitors to Morgantown navigate American culture, understand the differences  
and realize the similarities between us. I have been working with Women Across Cultures  
and Girl Scouts for many years to this end.

On which commission(s) are you interested in serving?:

**Linda Little**

---

**From:** DO-NOT-REPLY@govtsystems.com  
**Sent:** Monday, April 19, 2010 11:56 AM  
**To:** Linda Little  
**Subject:** Request Partner Email

Linda Little,

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Boards and Commissions have vacancies at this time. The City Clerk will contact you when  
a vacancy arises. Your application will remain active for six months.  
\*\*\*\*\*

First Name: Elizabeth ✓  
Last Name: Finklea  
Email: liz.finklea@mail.wvu.edu  
Telephone: 304-291-1755  
Address1: [REDACTED]  
Address2:  
City: Morgantown  
State: WV  
Zip Code: 26501  
Language Preference:  
Preferred Method of Response: E-Mail  
Request Entry Method: Anon Online

Are you a Morgantown resident?:  
Yes

In which City Ward do you live?:  
Second

Who is your employer?:  
WVU

If Yes, how many years have you lived in the City of Morgantown?:  
almost 24 years

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and realize the similarities between us. I have been working with Women Across Cultures  
and Girl Scouts for many years to this end.

On which commission(s) are you interested in serving?:

Stephen G. Carpenter  
456 Rotary Street  
Morgantown, WV 26505

September 1, 2016

The Honorable Marti Shamberger, Mayor  
The City of Morgantown  
389 Spruce Street  
Morgantown, WV 26505

Dear Mayor Shamberger,

Please accept this as official notice of my resignation from the Morgantown Wards and Boundary Commission effective immediately. I have retired and spend significant time out-of-state particularly during the fall and winter months.

I am grateful for having had the opportunity to serve on the commission since 1994, and I offer my best wishes as you work to make Morgantown a better place in which to live.

Sincerely,

  
Stephen G. Carpenter

cc: Linda L. Tucker, CMC, Morgantown  
Dr. Alan Donaldson, President, Wards and Boundaries Commission