

**AGENDA**  
**MORGAN COUNTY COMMISSION**  
**77 Fairfax Street, Room 101**  
**Berkeley Springs, WV 25411**

**May 17, 2012 - 9:00 AM Open Meeting**

**9:00 AM- ADMINISTRATION & APPROVE MINUTES**

Information packets for the website

**AGENDA ITEMS**

- 9:30 AM- Bertig Lustig- Paw Paw Bends Rail Trail Environmental Assessment
- 9:45 AM- Jane Doyle – Discussion regarding Animal Control
- 10:00 AM- Stephanie Rebant, Travel Berkeley Springs- Funds Request
- 10:15 AM- Paul Leftridge- High Taxes & Animal Control Issues
- 10:30 AM- Joseph Mogus- Middle of the road compromise for dogs
- 10:45 AM- Tammi Margraff, Berkeley Springs Museum- Funds Request
- 11:00 AM- Carolyn Zdziera- Community Alternatives to Violence Grant request- \$3060
- 11:15 AM- Contract Lease Agreement with Blue Ridge CTC/ Possible Announcement of Higher Education coming to Morgan County
- 11:30 AM- Pat Largent- Interview for 911 Board
- 11:45 AM- Gene Watkins, RAJ- Bill Reduction
- 12:00 NOON- Proposed location of Animal Control facility for Petco Foundation Grant
- 12:15 PM- -Possible Executive Session-  
Telephone conference call with Milestone Construction, Zurich Insurance,  
Remco & Silling Associates regarding the update on the bond for the courthouse

**ADMINISTRATORS ITEMS**

MORGAN COUNTY COMMISSION  
AGENDA REQUEST

DATE OF REQUEST: 5/14/12

NAME:  
Bert Lustig

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HOME PHONE: \_\_\_\_\_  
304-258-1195

BUSINESS PHONE: \_\_\_\_\_  
\_\_\_\_\_

DATE OF MEETING REQUESTED: May 17

TOPIC (S) OF DISCUSSION:  
Paw Paw Bend Rail Trail Environmental Assessment  
\_\_\_\_\_  
\_\_\_\_\_

SPECIAL EQUIPMENT NEEDS ( i.e. Powerpoint, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

\* Please include any handouts or material that will be discussed or  
Presented to the County Commission\*

Thank you !





# COME TO BERKELEY SPRINGS

## The Country's First Spa

Let us tell you why....



### COME FOR THE WATER

Ye fam'd warm springs from George Washington's time here continue to flow and provide the base for 21st century versions of "taking the waters." The pure spring water is available free from the town pump. Spring pools and channels in Berkeley Springs State Park make up the largest open display of thermal springs in the Blue Ridge. Kids love it year 'round.



### COME FOR THE SPAS

You can experience everything from Thai massage to acupuncture as well as a long list of rubs, scrubs and wraps -- more than 50 different choices in all. Settings range from the historic Roman Baths and newly renovated main bath house in Berkeley Springs State Park to four spas and several individual practitioners. Now a 21st century spa town, there are three times as many massage therapists as lawyers at these springs that were once George Washington's favorite getaway.

## COME FOR THE ART

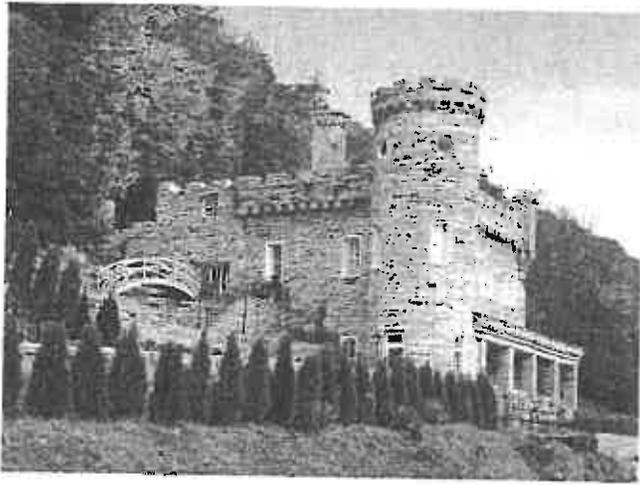
Consistently rated among the top 25 art destinations in America, Berkeley Springs overflows with galleries, local music, theater and events. Summer concerts in the park every Saturday feature a variety of music from reggae to bluegrass. There are a handfull of galleries, Studio Tours spring and fall, the WV Country Music Hall of Fame and a town full of quilts each May. The vintage movie theater is open week-ends year r;ound and is on the WV Historic Theaters Trail.



## COME FOR THE FOOD & FESTIVALS

A half dozen fine dining choices include WV's only James Beard listed chef and passionate supporters of the local foods movement. You can choose family-friendly eateries as well and enjoy everything from cherry soup in season to great barbecue. There's a popular Farmers Market every Sunday from April through December so you can take home some of the fresh ingredients used by the chefs. Even the festivals celebrate food from February's world famous Berkeley Springs international Water Tasting to April's Uniquely West Virginia Wine and Food Festival to the street-packing fun of Apple Butter Festival on Columbus Day weekend.





## COME FOR THE HISTORY

Stroll the Historic District of Bath and shop, dine and spa in historic buildings. Follow George Washington's footsteps along 56 miles of the Washington Heritage Trail National Scenic Byway in the county -- and don't miss George Washington Bathtub in the park : it has wifi! Visit the Museum of the Berkeley Springs and learn about geology, spa history and much more. Ogle Berkeley Castle and return for the Yule Tea in December.

## COME FOR THE GREAT OUTDOORS

There is enough outdoors for everyone from the Robert Trent Jones designed 18-hole golf course at Cacapon State Park to hiking trails along the C&O Canal featuring the Paw Paw Tunnel. In September, you can be part of a dove hunt or attend a Birding Festival. Challenging roads plus welcoming eateries and seven mapped rides make Berkeley Springs a motorcycle haven. Foliage drives past scenic splendors are popular in October ...and in April when redbud are in bloom. Tame water sports dominate the summer. Many cabins and vacation homes are tucked away on ridgetop or valley so you can see the outdoors up close and personal from the deck or hot tub.



## COME BECAUSE IT'S EASY!

An easy 90 mile drive west from the Washington, DC or Baltimore Beltways, we like to think that Berkeley Springs is closer than anywhere. Whether the circle is 100 miles or 200 miles, Berkeley Springs is in the center of it, only 6 miles south of Interstate 70 and 68.

## COME FOR THE DAY AND YOU'LL WANT TO STAY TWO.

More than 100 individual choices are yours for a place to stay the night -- or a week or more. There are elegant and historic B&Bs in town as well as an historic inn. The countryside boasts inns, the lodge and cabins at Cacapon State Park, and dozens of cabins and fully equipped vacation homes. Many welcome pets. Full listings on [berkeleysprings.com](http://berkeleysprings.com) make it easy to survey location, price range and amenities. All lodging places must be contacted directly to make reservations.



### EVERYTHING YOU NEED TO KNOW

[www.berkeleysprings.com](http://www.berkeleysprings.com)  
has a wealth of user-friendly information.

Travel Berkeley Springs, the convention and visitors bureau has accommodating staff ready to help six days a week. Call 1-800-447-8797.

## TRAVEL BERKELEY SPRINGS • ECONOMIC IMPACT OF TOURISM IN 2011

Morgan County's tourism dollars held steady through 2006 then began a decline initially because of lost lodging business from the closing of Coolfont Resort. By 2008, the weakening economy continued the trend downwards. As the economy continued to deteriorate, the drop in travel spending showed even deeper losses especially in county lodging revenue during 2009 and early 2010. Every sector of the local tourism industry was impacted in some way. The situation stabilized in mid 2010 and began to slowly but steadily improve with lodging being the prime indicator since it can be measured by hotel/motel tax revenue. Currently (spring 2012) virtually all lodging is showing increases, established restaurants and shops continue to stay open and new ones are opening. There was a significant state investment in 2010 with the upgrading of the main bathhouse in Berkeley Springs State Park and business there, and at Cacapon, remains excellent. Private spas are also doing well. The prime exception to industry improvement appears to be a single major entity.

Travel Berkeley Springs reports that tourism dollars in the industry as whole amount to \$40 million in 2011. This represents a dramatic increase of more than 30% over the most recent period calculated (2008).

During 2011, the hotel-motel tax of both town and county produced approximately \$140,000. Half of the tax receipts were used to promote tourism through Travel Berkeley Springs, while the other half, or \$70,000, was allocated to various community groups by the Morgan County commissioners and the Town of Bath council.

Analysis takes into account the increase in tax percentage from 3 to 4% in mid-2011. Tax receipts in 2011 are nearly as high as before the closing of Coolfont due in part to the increase in the percentage of the tax. They show approximately 30% increase over revenues in 2010.

With an average room cost of \$100 a night, the tax-revenue total represents payments for 47,000 room nights, or 94,000 overnight visitors, since nearly all rooms are occupied by a minimum of two persons. This again marks a significant increase in visitors over the past several years. Overall, the hotel/motel tax income translates into approximately \$16.45 million in lodging revenue alone.

Morgan County has approximately 5,000 vacation-home owners. The rush to sell second homes has slowed in the past year and this sector appears to have stabilized. Assuming each of the weekenders journey here just four times a year, and are accompanied by their spouses and friends, the number of vacation-days amounts to 65,000 a year.

TBS estimates that some 100,000 people come to Morgan County for a single-day visit. This number is extrapolated from downtown businesses, meals served by restaurants and a huge number reported by Cacapon State Park, which includes golfers, picnickers, hikers and local folks. The annual Apple Butter Festival alone draws thousands of day-trippers to Berkeley Springs.

There is no precise way of knowing what each of the 200,000 visitors spend each day although anecdotal evidence points to reduced spending even if the number of visitors has not declined dramatically. An estimate of \$250/ visitor seems modest for the 94,000

overnight visitors with expenditures that include lodging and meals, golf fees and gas, spa fees and shopping. This estimate results in a total expenditure of \$23.5 million. For weekenders and guests with their own lodging and the estimated 100,000 day trippers, TBS estimates \$100 is spent on items including food, shopping, spa services, golf fees, gas and other sundries on their visits to Morgan County for a total of \$16.5 million.

This brings to \$40 million the total amount pumped into Morgan County's economy by its visitors -- a significant increase over the past few years. This substantial amount makes tourism Morgan County's largest generator of revenues.

In economic analysis, a multiplier number is often used to determine the impact a particular sector has on the overall economy of a place. The standard is a multiplier of 7; we have chosen to use a more conservative multiplier of 5. Using this process, the impact tourism has on the economy of Morgan County is \$200 million.

Prepared by Jeanne Mozier – April 2012

NOTE: The process of calculation used in this memo has been the same used by Travel Berkeley Springs for more than a decade. The resulting figure of direct tourism spending over those years has always matched the revenue number calculated by WV Tourism using other methods.

## Hotel/Motel Quarterly Figures

1	A	B	C	D	E	F	G
2			<b>County</b>	Date Received		<b>Town</b>	Date Received
3							
4	Jan/Mar 99		\$10,786.76	4/23/99		\$3,974.84	8/17/99
5	Apr/June 99		\$8,907.57	7/23/99		\$4,402.51	9/8/99
6	July/Sept 99		\$11,728.12	10/22/99			
7	Oct/Dec 99		\$11,739.78	1/21/00		\$6,465.78	2/10/00
8							
9	<b>Total 1999</b>		<b>\$43,162.23</b>			<b>\$14,843.13</b>	
10							
11	Jan/Mar 00		\$10,845.82	4/21/00			
12	Apr/June 00		\$10,193.42	7/28/00		\$10,053.54	06/14/00
13	July/Sept 00		\$12,802.67	10/20/00			
14	Oct/Dec 00		\$13,327.42	1/26/01		\$8,583.37	12/18/00
15							
16	<b>Total 2000</b>		<b>\$47,169.33</b>			<b>\$18,636.91</b>	
17							
18	Jan/Mar 01		\$10,488.84	4/27/01		\$9,652.52	5/8/01
19	Apr/June 01		\$11,085.60	7/20/01		\$5,764.06	9/14/01
20	July/Sept 01		\$15,338.50	10/26/01		\$4,479.52	11/09/01
21	Oct/Dec 01		\$12,652.93	1/25/02		\$5,979.93	02/07/02
22							
23	<b>Total 2001</b>		<b>\$49,565.87</b>			<b>\$25,876.03</b>	
24							
25	Jan/Mar 02		\$14,097.58	4/19/02		\$3,693.48	5/27/02
26	Apr/June 02		\$12,469.05	7/19/02		\$6,392.91	8/19/02
27	July/Sept 02		\$17,838.32	10/22/02		\$3,928.68	11/13/02
28	Oct/Dec 02		\$17,347.13	01/27/03		\$4,077.73	01/30/03
29							
30	<b>Total 2002</b>		<b>\$61,752.08</b>			<b>\$18,092.80</b>	
31							
32	Jan/Mar 03		\$13,452.61	4/25/03		\$3,195.18	5/09/03
33	Apr/June 03		\$12,241.08	7/25/03		\$5,978.30	7/26/03
34	July/Sept 03		\$17,750.23	10/25/03		\$5,917.47	11/17/03
35	Oct/Dec 03		\$19,185.30	01/30/04		\$5,044.78	02/09/04
36	<b>Total 2003</b>		<b>\$62,629.22</b>			<b>\$20,135.73</b>	
37							
38	Jan/Mar 04		\$12,394.24	4/22/04		\$3,337.37	4/20/04
39	April/June 04		\$9,906.62	7/28/04		\$4,772.67	7/24/04
40	July/Sept 04		\$16,419.71	10/23/04		\$5,923.32	11/15/04
41	Oct/Dec 04		\$16,565.87	01/14/05		\$3,935.40	02/08/05
42	<b>Total 2004</b>		<b>\$55,286.44</b>	(\$7,342.78)		<b>\$17,968.76</b>	(\$2,166.97)
43							
44	Jan/Mar 05		\$10,252.43	4/26/05		\$4,551.40	4/25/05
45	April/June 05		\$10,470.38	7/26/05		\$4,939.36	9/09/05
46	July/Sept 05		\$17,795.97	10/25/05		\$4,245.78	11/12/05
47	Oct/Dec 05		\$20,583.33	1/27/06		\$4,938.12	02/02/06
48							
49	<b>Total 2005</b>		<b>\$59,102.11</b>			<b>\$18,674.66</b>	
50							
51							
52							

## Hotel/Motel Quarterly Figures

	A	B	C	D	E	F	G
53			<b>County</b>	Date Received		<b>TOWN</b>	Date Received
54							
55	Jan/Mar 06		\$10,135.02	4/25/06		\$3,692.69	5/11/06
56	April/June 06		\$11,742.87	7/25/06		\$6,022.75	8/09/06
57	July/Sept 06		\$15,810.07	10/24/06		\$5,632.51	12/05/06
58	Oct/Dec 06		\$20,459.40	01/26/07		\$3,135.52	02/12/07
59							
60	<b>Total 2006</b>		<b>\$58,147.36</b>			<b>\$18,483.47</b>	
61							
62	Jan/Mar 07	-\$2,597.97	\$7,537.05	4/22/07	-\$613.97	\$3,078.72	4/25/07
63	April/June 07	-\$3,338.06	\$8,404.81	7/28/07	-\$2,717.80	\$3,304.95	
64	July/Sept 07	\$953.28	\$16,763.35	10/23/07	-\$3,913.43	\$1,719.08	11/21/07
65	Oct/Dec 07	-\$8,985.21	\$11,474.19	01/25/08	\$9,381.50	\$12,517.02	01/30/08
66							
67	<b>Total 2007</b>		<b>\$44,179.40</b>			<b>\$20,619.77</b>	
68							
69	Jan/Mar 08	\$1,117.95	\$8,655.00	4/22/08	\$121.42	\$3,200.14	5/13/08
70	April/June 08	\$627.81	\$9,032.62	7/26/08	-\$2,241.19	\$1,063.76	8/13/08
71	July/Sept 08	\$66.21	\$16,829.56	10/20/08	\$2,249.28	\$3,968.36	11/1/08
72	Oct/Dec 08	\$1,210.21	\$12,684.40	01/24/09	-\$8,220.60	\$4,296.42	1/1/25/09
73							
74	<b>Total 2008</b>		<b>\$47,201.18</b>			<b>\$12,528.68</b>	
75							
76	Jan/Mar 09	-\$2,316.27	\$6,338.73	4/20/09	\$551.19	\$3,751.33	5/19/09
77	April/June 09	-\$1,350.52	\$7,682.10	7/25/09	\$3,351.99	\$4,415.75	7/29/09
78	July/Sept 09	\$419.98	\$17,249.54	10/19/09	-\$1,705.05	\$2,263.31	12/04/09
79	Oct/Dec 09	-\$269.31	\$12,415.09	01/25/10	-\$1,985.56	\$2,310.86	02/25/10
80							
81	<b>Total 2009</b>		<b>\$43,685.46</b>			<b>\$12,741.25</b>	
82							
83	Jan/Mar 10	-\$638.56	\$5,700.17	4/20/09	-\$3,174.12	\$577.21	05/14/10
84	April/June 10	-\$1,061.28	\$6,620.82	7/23/10	-\$2,742.49	\$1,673.26	09/04/10
85	July/Sept 10	-\$1.25	\$17,248.29	10/09/10	\$367.94	\$2,631.25	11/10/10
86	Oct/Dec 10	\$2,378.08	\$14,793.17	01/25/11	-\$1,120.59	\$1,190.27	02/07/11
87							
88	<b>Total 2010</b>		<b>\$44,362.45</b>			<b>\$6,071.99</b>	
89							
90	Jan/Mar 11	-\$232.77	\$5,467.40	4/23/11	\$2,246.96	\$2,824.17	05/13/11
91	April/June 11	\$3,524.36	\$10,145.18	7/23/11	\$372.48	\$2,046.74	07/28/11
92	July/Sept 11	\$5,900.51	\$23,148.80	10/24/11	\$1,000.64	\$3,631.89	02/08/12
93	Oct/Dec 11	\$5,115.00	\$19,908.17	01/30/12	\$656.86	\$1,847.13	02/08/12
94							
95	<b>Total 2011</b>		<b>\$58,669.55</b>			<b>\$10,349.93</b>	
96							
97	Jan/Mar 12	\$3,837.68	\$9,305.08	04/20/12			
98	April/June 12						
99	July/Sept 12						
100	Oct/Dec 12						
101							
102	<b>Total 2012</b>						

## Financial Report 03/30/12

	A	B	C	D	E	F	G
1			Actual		Budget	Year to Date	% of Budget
2			10/11		2011-12	03/30/11	75.00%
3							
4	<b>Income</b>						
5							
6	Bank Interest		\$3.57		\$4.00	\$11.26	282.00%
7							
8	<b>EVENTS</b>						
9	<b>WFOV</b>						
10	Booth Fee		\$300.00		\$200.00	\$250.00	125.00%
11	Water Registration		\$3,910.00		\$4,800.00	\$2,880.00	60.00%
12	FOW State Grant		\$4,750.00		\$4,750.00	\$0.00	0.00%
13	Total WFOV		\$8,960.00		\$9,750.00	\$3,130.00	32.10%
14							
15							
16	<b>Spring Fest</b>						
17	Booth Fee		\$775.00		\$500.00	\$275.00	55.00%
18	State Grant		\$1,900.00		\$1,900.00	\$0.00	0.00%
19	Total Spring		\$2,675.00		\$2,400.00	\$275.00	11.46%
20							
21	Membership Dues		\$2,950.00		\$3,750.00	\$375.00	10.00%
22	Revenue-County		\$47,654.04		\$48,000.00	\$43,056.97	89.70%
23	Revenue-Town		\$8,692.43		\$9,000.00	\$20,025.76	222.50%
24					Includes Country Inn \$12,500.00		
25	<b>Sales</b>						
26	Products		\$0.00		\$0.00	\$0.00	0.00%
27	Postcards		\$85.50		\$80.00	\$0.00	0.00%
28	Books		\$176.50		\$170.00	\$0.00	0.00%
29	Total Sales		\$262.00		\$250.00	\$0.00	0.00%
30							
31							
32							
33							
34							
35	Total		\$71,197.04		\$73,154.00	\$66,873.99	91.42%
36							
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41							
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43							
44							
45							
46							
47							
48							

## Financial Report 03/30/12

	A	B	C	D	E	F	G
49			Actual		Budget	Year to Date	% of Budget
50			10/11		2011-12	03/30/11	75.00%
51	<b>Expense</b>						
52							
53	<b>Advertising</b>						
54	Brochure Reproductions		\$1,304.65		\$2,000.00	\$2,192.97	109.60%
55	Co-op Advertising		\$0.00		grant	\$0.00	0.00%
56	General Press Relations		\$0.00		\$0.00	\$0.00	0.00%
57	Print Advertising		\$19,154.78		\$4,000.00	\$2,689.00	67.23%
58	Design		\$0.00		\$1,000.00	\$720.00	72.00%
59	<b>Total Advertising</b>		<b>\$20,459.43</b>		<b>\$7,000.00</b>	<b>\$5,601.97</b>	<b>80.03%</b>
60							
61	<b>Capital Improvements</b>						
62	Computer Purchase		\$0.00		\$0.00	\$0.00	0.00%
63	Office Renovations		\$0.00		\$0.00	\$0.00	0.00%
64	<b>Total Improvements</b>		<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
65							
66	<b>Events</b>						
67	<b>WFOV</b>						
68	Contract Services		\$5,000.00		\$5,000.00	\$5,000.00	100.00%
69	Event Expenses		\$5,563.00		\$8,000.00	\$2,933.83	36.67%
70	Postage & Printing		\$408.84		\$325.00	\$674.96	207.70%
71	<b>Total-FOV</b>		<b>\$10,971.84</b>		<b>\$13,325.00</b>	<b>\$8,608.79</b>	<b>64.61%</b>
72							
73	<b>Spring Fest</b>						
74	Event Expenses		\$0.00		\$0.00	\$0.00	0.00%
75	Postage & Printing		\$140.72		\$175.00	\$0.00	0.00%
76	<b>Total Spring Fest</b>		<b>\$140.72</b>		<b>\$175.00</b>	<b>\$0.00</b>	<b>0.00%</b>
77							
78	<b>Internet Expenses</b>						
79	Design		\$0.00		\$1,000.00	\$1,720.00	172.00%
80	DSL		\$307.80		\$325.00	\$351.00	108.00%
81	Web Hosting		\$240.00		\$300.00	\$260.00	86.67%
82	Training		\$0.00		\$0.00	\$0.00	0.00%
83	<b>Total Internet</b>		<b>\$547.80</b>		<b>\$1,625.00</b>	<b>\$2,331.00</b>	<b>143.40%</b>
84							
85	<b>Products</b>						
86	Products		\$0.00		\$0.00	\$0.00	0.00%
87	Postcards		\$0.00		\$40.00	\$0.00	0.00%
88	Books		\$90.00		\$200.00	\$36.00	18.00%
89	<b>Total Products</b>		<b>\$90.00</b>		<b>\$240.00</b>	<b>\$36.00</b>	<b>15.00%</b>
90							
91							
92							
93							
94							
95							
96							

## Financial Report 03/30/12

	A	B	C	D	E	F	G
97			Actual		Budget	Year to Date	% of Budget
98			10/11		2011-12	03/30/11	75.00%
99							
100	<b>Office Expense</b>						
101	Dues/Subscriptions		\$0.00		\$0.00	\$0.00	0.00%
102	License		\$15.00		\$15.00	\$15.00	100.00%
103	Insurance		\$1,527.53		\$1,550.00	\$1,558.60	104.00%
104	Office Supplies		\$60.00		\$150.00	\$118.60	79.07%
105	Postage/Deliveries		\$88.00		\$176.00	\$0.00	0.00%
106	Travel/Conferences		\$0.00		\$0.00	\$0.00	0.00%
107	<b>Total Office Expense</b>		<b>\$1,690.53</b>		<b>\$1,891.00</b>	<b>\$1,692.20</b>	<b>85.68%</b>
108							
109	<b>Staff and Labor</b>						
110	Staff Payment		\$13,780.08		\$19,709.56	\$13,645.08	69.23%
111	Federal Tax		\$1,638.00		\$2,561.00	\$1,773.00	69.23%
112	Social Security		\$2,643.84		\$3,818.88	\$2,643.84	69.23%
113	State Tax		\$540.00		\$780.00	\$0.00	0.00%
114	<b>Total Staff and Labor</b>		<b>\$18,601.92</b>		<b>\$26,866.44</b>	<b>\$18,061.92</b>	<b>67.23%</b>
115							
116	<b>Professional Fees</b>						
117	Financial Services		\$0.00		\$50.00	\$0.00	0.00%
118	<b>Total Professional</b>		<b>\$0.00</b>		<b>\$50.00</b>	<b>\$0.00</b>	<b>0.00%</b>
119							
120	<b>Utilities</b>						
121	Telephone/Local Line		\$570.77		\$750.00	\$451.11	60.15%
122	<b>Total Utilities</b>		<b>\$570.77</b>		<b>\$750.00</b>	<b>\$451.11</b>	<b>60.15%</b>
123							
124	<b>TOTAL</b>		<b>\$54,930.23</b>		<b>\$51,922.44</b>	<b>\$36,782.99</b>	<b>70.84%</b>
125							
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## **4/20/12 NOTE:**

- The Strategic Business Plan outlined below “expired” several months ago. Standard procedure would have been to begin updating sometime in 2010. Because of severe budget restraints due to collection issues and decline in lodging, TBS has been in “survival” mode since approximately 2009. Annual board planning meetings in the past couple years have focused almost exclusively on the budget and how to keep the doors open and the information flowing with the funding available.

It is hopeful that improved conditions will allow for a traditional daylong board planning session in the summer of 2012.

- Approximately 90% of the objectives and action items in this plan have been achieved and/or are ongoing. The few that are not occurring are ones that have been superseded by reality, made obsolete by technology, or lost their champions.

\* Given that the Mission, Vision, Values and Strategic Goals have remained basically unchanged for nearly two decades, and have generated impressive success in the industry, it is likely they will continue to be the guiding structure for the organization.

## **Travel Berkeley Springs Strategic Business Plan 2007-2011**

### **MISSION**

The mission of Travel Berkeley Springs is to enhance economic growth in Morgan County by promoting tourism and its historical, cultural and natural resources.

### **VISION**

Tourism in Morgan County is better than ever and is globally recognized: There are history, spas, cultural activities, art and entertainment and a standard of excellence. There are 4 seasons of natural beauty and outdoor adventure. The people are friendly and the pace restorative. Through partnership with the community, the tourism industry prospers. We have retained and enhanced our uniqueness as a resort community while expanding our economic health.

### **VALUES**

As tourism professionals, we are committed to expecting excellence and integrity-- and exceeding those expectations. We pledge to preserve the natural, historic, and environmental culture of our community while remaining sensitive and responsive to the opportunities for the future that tourism offers.

### **STRATEGIC GOALS**

1. Advertising, Marketing & Promotion

To advertise and promote Berkeley Springs and its surrounding area as a destination in an integrated, coordinated and cost-effective way through analyzing trends and tracking effectiveness.

2. Visitor Information

To provide visitors and potential visitors with quality information about attractions, lodgings and activities in Morgan County and Berkeley Springs area.

3. Festivals & Events

To create and support festivals, events and activities to attract visitors and press coverage to the area.

4. Partners in Tourism

To work with local businesses, individuals, organizations and government bodies to value, develop, promote tourism through civic leadership and shared vision and alignment.

5. Visitors and Guest Satisfaction

To encourage maximum return business by providing a positive experience through the quality and quantity of local attraction and tourism business.

6. Organizational Development

To maintain the administrative and financial operations of TBS.

7. Education

To protect, value and promote the environmental, natural, historical and tourism resources through education.

8. Historic Preservation and Beautification.

To support and ensure the preservation of the historic aspects and beautification of the town of Bath and other areas of Morgan County.

## **STRATEGIC GOALS AND OBJECTIVES**

1. **ADVERTISING & PROMOTION:** To advertise and promote Berkeley Springs and its surrounding area as a destination in an integrated, coordinated and cost-effective way through analyzing trends and tracking effectiveness.

A. Objective: Present a positive and unified image of tourism in Morgan County,

Responsible Board Member: All Members

Budget Projections: no costs

Actions Required:

- retain current name, logo and image as "The Country's First Spa"
- show our "best colors" in all promotions
- assist other organizations in promoting their events

B. Objective: Develop a coherent advertising campaign for Berkeley Springs as a destination.

Responsible Board Member: Tari Hampe-Deneen, Jeanne Mozier, Sandy Kauffman  
Budget Projections: \$30,000.00

Actions Required

- develop advertising plan and calendar for advertising
- determine slow times & target ads to them
  - advertise, market and promote entertainment
  - prepare state ad grant

C. Objective: Monitor and track Advertising responses

Responsible Board Member: Advertising Committee and Office Staff

Budget Projections:

Actions Required

- propose modifications to advertising Plan
- produce summary report
- use summary report to develop next years plan

D. Objective: Develop and maintain a coherent co-op advertising initiative.

Responsible Board Members: Advertising Committee

Budget Projections: \$5,000.00

Actions Required:

- reassess effectiveness
- encourage better co-op ads and placement
- have workshop for co-op advertising information
- develop co-op spas, convention and ecotourism ads

F. Objective: Maintain and enhance TBS presence on the Internet.

Responsible Board Members: Jeanne Mozier, Tari Hampe-Deneen, Sandy Kauffman

Budget Projections:\$5,000.00

Actions Required:

- research, plan and increase search engine placement; staff 1 day/week.
- market Web Address through print, bumper stickers, town signs
- staff to maintain Internet Site and do page revisions--use more personal

look

- develop strategy to update content, photos, streaming video etc.
- workshop to train TBS members on heightening their own web profile
  - explore linkages and ads with others on Internet
  - explore other website enhancements, pdf of brochures on site

G. Objective: Increase signage in Berkeley Springs as spa and tourist destination.

Responsible Board Members: Board and staff

Budget Projections: \$1,000.00

Actions Required:

- Improve town signage
- Identify additional signage requirements

H. Objective: Maintain a comprehensive press relations program to attract press and develop press coverage of the area.

Responsible Board Members: Jeanne Mozier

Budget Projections: \$8,000.00

Actions Required:

- promote TBS press tours; press kits
- proactive & reactive initiatives
- maintain accurate information on local tourism businesses & attractions
- mailing lists
- maintain a digital and regular photo library
- establish a photo library on the web site

**2. VISITOR INFORMATION:** To provide visitors and potential visitors with quality information about attractions, lodgings, and activities in Morgan County and the Berkeley Springs area.

A. Objective: Publish and distribute seasonal calendar of events.

Responsible Board Members: Jeanne Mozier and staff

Budget Projections: \$1,000

Actions Required:

- maintain weekly e-newsletter
- staff produce and send calendar quarterly
- publicize calendar fact sheet, deadline dates & format for members
- develop plan to use for electronic distribution as long term strategy

B. Objective: Continue to meet visitors information needs through various methods.

Responsible Board Members: Sally Marshall, Beth Curtin, staff

Budget Projections:

Actions Required:

- identify cost/benefit analysis of meeting visitors needs through various methods
- signage
- maintain a master notebook of information of visitors

C. Objective: Publish and mail various information brochures, maps and itineraries.

Responsible Board Members: Staff

Budget Projections: \$3,000

Actions Required:

- update general information brochure

D. Objective: Publish updated county map.

Responsible Board Members: Vince Cali, Kris O'Brien

Budget Projections:

Actions Required:

- Consider tear off maps

- Explore map options for web site

**3. MEDIA & MARKETING OPPORTUNITIES:** To create and support festivals, events and activities to attract visitors and press coverage to the area. Increase local involvement in events.

A. Objective: Produce the Winter Festival of the Waters and Uniquely West Virginia.

Responsible Board Members: Events Committee: Jeanne Mozier

Budget Projections: \$22,000

Actions Required:

- analyze and evaluate with the Board following each event.
- RFP's for WFOV and UWV for FY03 event cycle.
- increase revenues , donations, grants
- event growth
- invite local and state officials to events

B. Objective: Spring Festival

Responsible Board Members: Jeanne Mozier

Budget Projections: \$100.00

Actions Required:

- contact businesses to help with celebration

**4. PARTNERS IN TOURISM:** To work with local businesses, individuals, organizations and government bodies to value, develop and promote tourism through civic leadership and shared vision and alignment.

A. Objective: Establish a local outreach program for engaging businesses through civic leadership & shared vision.

Responsible Board Members: Board

Budget Projections: no cost

Actions Required:

- update information packets about the benefits of local tourism
- encourage local businesses to provide tourism info

B. Objective: Organize effort for promoting ecotourism locally

Responsible Board Member: Judy Webb

Budget:

Action Required:

- design plan

C. Objective: Keep local governments informed on TBS activities through annual reports on financing and activities.

Responsible Board Members: Sally Marshall, Michael Dennis and Marti Sikes

Budget Projections: no cost

Actions Required:

- develop plan to insure regular meetings with government bodies.
- present report in September to Town of Bath and Morgan County Commissioners.

5. **VISITORS AND GUEST SATISFACTION:** To encourage maximum return business by providing a positive experience through the quality and quantity of local attractions and tourism business.

A. Objective: Support industry-wide training efforts

Responsible Board Members: Sally Marshall, Jeanne Mozier

Budget Projections:

Actions Required:

- develop plan

B. Objective: To support winter and mid-week incentives for tourists.

Responsible Board Members: Tari Hampe-Deneen

Budget Projections:

Actions Required:

- wear & distribute "Come see us this winter" buttons.
- print "come see us this winter" rack cards to be distributed to local

businesses

- encourage businesses to run specials
- 10% off mid-week passport

C. Objective: To provide feedback to members

Responsible Board Members: Sandy Kauffman, Staff

Budget Projections: No Cost

Actions Required:

- pass on any comments or complaints to involved business
- provide a guest book at visitors center
- design survey rack card

6. **ORGANIZATIONAL DEVELOPMENT:** To strengthen the administrative and financial operations of TBS.

A. Objective: review and evaluate staff/hiring needs.

Responsible Board Members: Sally Marshall

Budget Projections:

Actions Required:

- Identify cost/benefit
- Review budget for increased hours for employee or additional part-time

staff

- Do yearly staff evaluation

B. Objective: Increase revenue and develop new lines from TBS products

Responsible Board Members: Staff

Budget Projections:

Actions Required:

- Order, price and distribute products

C. Objective: Establish and maintain a presence in statewide and regional tourism activities and organizations.

Responsible Board Members: Jeanne Mozier

Budget Projections:

Actions Required:

- contact WVHTTA about membership--Jeanne Mozier
- attend Governor's conference on tourism
- pursue CVB association

D. Objective: Involve members in TBS activities.

Responsible Board Members: Sally Marshall

Budget Projections:

Actions Required:

- schedule/plan annual membership meetings
- schedule/plan workshop for members as appropriate
- seek volunteers to serve on all committees

Revised June 27, 2007

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# TRAVEL BERKELEY SPRINGS BYLAWS Revised May 19, 2009

## Article I -- Name

The name of the organization shall be Travel Berkeley Springs, herein after called TBS.

## Article II -- Purpose

The purpose of TBS shall be to enhance the economy of Berkeley Springs and Morgan County through promotion and development of the travel and tourism industry.

## Article III -- Structure

TBS shall be a membership organization established as a private, non-stock, non-profit corporation.

## Article IV -- Membership

### Section 1. Categories of membership:

1. Lodging industry
2. Other businesses, organizations, and individuals
3. Government bodies with taxing authority
4. Associate

Every member who rents rooms to visitors shall be in the lodging category. Associate members will be non-voting. They will receive the TBS newsletter, be invited to attend annual membership meeting and be allowed to place their brochures in the Visitors Center. These privileges only will be provided at the same cost as a regular membership.

**Section 2.** TBS membership is open to any Morgan County business, organization or individual upon the payment of dues, and cannot be denied on the basis of race, creed, sex, religion or national origin.

**Section 3.** Term of membership is one year renewable at the annual membership meeting in May. Members may join at any time during the year but the term shall remain renewable in May.

**Section 4.** Each membership shall have a designated representative. TBS must be advised in writing of any decision to change the designated representative prior to the new representative attending a meeting.

### Section 5. Termination.

- A. Any membership shall be terminated by a 3/4 vote of the Board of Directors for non-payment of dues after 90 days from the due date unless otherwise extended for good cause.
- B. When a complaint in writing is made against a member to the Board, the member shall be afforded 10-days notice of an opportunity for a hearing by the Board. After said hearing, any membership may be terminated by 3/4 vote of the Board of Directors at a regularly scheduled meeting thereof for conduct unbecoming a member or prejudicial to the aims or repute of Travel Berkeley Springs. Upon termination of membership, all plaques or other evidence of membership shall be returned to the Board.

## Article V -- Dues.

**Section 1.** Membership dues shall be at such rates or rates, schedule or formula as may be from time to time prescribed by the board. Dues shall be paid annually in advance and are not

refundable.

**Section 2.** The dues schedule shall be established by the board of directors and ratified by a simple majority of the members present at a general membership meeting. Any changes proposed by the board after reviewing the budget must be ratified in the same way.

#### **Article VI -- Membership meetings.**

**Section 1.** The annual membership meeting of TBS shall be held during the month of May.

**Section 2.** Special membership meetings may be called by the president at any time and for any purpose the board may order. Special membership meetings may also be called by a petition of twenty-five percent members presented to the president. All members will be notified of special meetings five days in advance.

**Section 3.** Forty percent of the members will constitute a quorum for the transaction of business at any regular or special meeting of the membership.

#### **Article VII -- Election of the board of directors.**

**Section 1.** The TBS board consists of eleven members. Five directors will be elected from the members of category 1. Four directors will be elected from category 2. Both the town and county taxing authorities will have a seat on the board.

**Section 2.** Vacant seats on the board will be filled by election at the annual membership meeting held in May. Voting by the membership for the board may be done in person at the meeting. Each member will have only one vote.

**Section 3.** Candidates. Prior to April 1st of each year, members must declare their candidacy for open seats in writing to the Secretary. Notice of open seats shall be sent to all members by March 1. Terms expiring must be replaced by members in the category designated for that seat. If there are not sufficient candidates for the vacancies, the board may act as a nominating committee and solicit candidates.

**Section 4.** Publicity. The secretary will be instructed to notify the membership no later than April 10th of the list of declared candidates for directors. The list shall also be kept on file in the TBS office.

**Section 5.** Eligibility. Any business -- including owners, managers, employees and immediate family members -- can hold only one seat on the board of directors at the same time. This restriction also applies to individual members.

**Section 6.** Ballots. The names of all businesses, organizations and individuals shall be arranged on the ballot in alphabetical order within each category. The names of the official representative shall be listed next to the business or organization.

**Section 7.** Election. The president is responsible for assuring that the election of directors is carried out according to the terms and conditions of these bylaws. The voting will proceed one vacancy at a time, beginning with lodging. The highest number of votes wins the seat; the voting

then proceeds to the next vacant seat. In case of a tie, votes for just those involved in the tie will be taken until the tie is resolved.

**Section 8. Terms.** Directors will be elected for terms of two years. Terms will be staggered. Three lodging and two other will be alternated with two lodging and two others.

**Section 9. Vacancies.** If a director misses four consecutive meetings they will be deemed to have resigned.

## **Article VIII -- Board of Directors.**

**Section 1.** Scheduled meetings of the board will be held as follows:

March-Late to plan annual meeting, discuss elections, establish budget committee, outline ad plan.

May-Annual meeting.

June-Planning meeting-Late to elect officers, present proposed budget, approve plans for upcoming fiscal year, establish committees.

September-Fall quarter meeting-adopt budget.

November-Winter quarter meeting.

January-Winter Festival of the Waters meeting.

All meetings are open to the public. General membership may attend but not vote. Notice will be made in the local newspaper at least one week prior to any meeting.

**Section 2.** Special meetings of the board may be called at any time and for any purpose by the president or two members of the board. Notice will be posted on the Morgan County Courthouse door and all board members will be notified 48 hours in advance.

**Section 3. Duties.** The policy-making responsibilities of TBS, the direction of its work to promote tourism in Morgan County, and the control of its property will be vested in the board as the governing body.

**Section 4. Voting.** Each member of the board has one vote. Board members must be present to vote.

**Section 5. Quorum.** Five members of the board shall constitute a quorum.

**Section 6. Limitation of membership debate.** Board of Directors meetings are "working meetings" to promote tourism in Morgan County. The agenda will allocate time at the end of business for members to speak unless the member is on the agenda or requested to speak by the president.

## **Article IX ---Officers**

**Section 1. Election of officers.** There shall be four officers: President, Vice President, Secretary and Treasurer. Each position will be filled by a member of the board elected by a majority of the board at a meeting immediately following the annual meeting election. Except for Secretary which may be filled by TBS staff at the will of the board. New officers take office upon election. Officers will serve one year terms. The individual is elected as officer, not the business. The official representative to TBS of any government taxing authority is not eligible

to hold office.

**Section 2. Vacancies.** All vacancies in the officers including a permanent vacancy caused by a permanent change of representative, shall be filled by vote of the board.

**Section 3. President.** The president shall preside at all meetings of TBS. The president shall perform all duties incident to the office and advise such action as may be deemed likely to promote and carry out the purpose of TBS. The president, with the approval of the board, shall engage, discharge and have supervision over all employees including, with the approval of the board, fixing their duties and compensation.

**Section 4. Vice president.** The vice president shall act in the absence of the president; in the absence or disability of the vice president, the secretary shall be asked to act temporarily for the vice president. The vice president shall administer all contracts and programs, and report on their progress to the board.

**Section 5. Treasurer.** The treasurer will maintain audit able records to record the receipt and disbursement of TBS funds. All TBS monies shall be deposited in its name. The treasurer shall present a detailed financial statement to the board at each regular monthly meeting and assist in the annual audit as required.

**Section 6. Secretary.** The secretary shall accurately record and present the minutes of all board meetings and dispense the approved minutes to the membership. The secretary shall also maintain all records, conduct correspondence, and receive and dispense daily mail. The secretary is responsible for establishing the agenda. The secretary must be notified at least 24 hours in advance of the meeting to place any items or members on the agenda. At the end of the term, the secretary shall deliver to the board all books, papers and property of TBS.

## **Article X -- Committees**

**Section 1. Appointment.** The board will appoint all committees. The budget and advertising committees will be standing committees.

**Section 2. Authority of committees.** Each committee must have at least one board member. It shall be the function of committees to investigate and make reports to the board. No standing or special committee will represent TBS in advocacy of, or opposition to, any project without the specific confirmation of the board.

## **Article XI -- Finances**

**Section 1.** All funds of TBS will be deposited in a bank or banks designated by the board.

**Section 2. Disbursements.** An annual budget will be approved by the board. Disbursements of TBS funds included in the approved budget shall be made without the need for additional board action. Expenditure not included in the approved budget require specific board approval. Checks may be signed by any two members of the board.

**Section 3. Competitive bidding.** All material purchases other than advertising must be competitively bid if the total cost exceeds \$3,000. Contracted services require requests for proposals to be publicized in local newspapers for all contracts in excess of \$5,000.

**Section 4. Audit.** The annual audit will take place within 60 days of the close of the fiscal year. The treasurer will oversee the audit, insure acceptable accounting procedures are followed, and assure its completion.

**Section 5. Annual presentation to tax authorizing bodies.** TBS will provide copies of the yearly audit to all local tax authorizing bodies annually by September 30.

#### **Article XII - Parliamentary Rules**

The proceedings of TBS meetings and of the board will be governed by and conducted according to the latest edition of Roberts Rules of Order when not in conflict with these by-laws which will have precedence.

#### **Article XIII -- Amendments**

These bylaws as adopted may be amended by a 2/3 vote of the general membership voting on any such proposal. Amendments must be proposed by the board. A copy of the proposed amendments, and the date of the meeting, will have been mailed to each member of the organization not less than 10 days before the vote on such amendments is taken.

#### **Article XIV -- Financial Structure**

**Section 1. Fiscal year.** The fiscal year will end on the the 30th day of June.

**Section 2. Annual budget.** The president, treasurer and budget committee will prepare a budget of anticipated revenues and expenses. This budget will be submitted to the board for approval no later than mid-September.

**Section 3. Compensation of board members.** No member of the board will receive any compensation for serving as a member of the board. Any member of the board may receive reimbursement for any necessary expenses in connection with the performance of his or her official duties. Board and general members may be compensated for professional services provided to the board as long as such services are disclosed and receive board approval.

#### **Article XV -- Dissolution**

TBS can be dissolved at a membership meeting by 2/3 of its total membership in good standing after notifying members within 10 days of the purpose of the meeting.

#### **Article XVI -- Disposition of Property and Funds**

**Section 1.** All TBS records will be returned to the local tax authorizing bodies for archive if there is no qualified travel council to receive them.

**Section 2.** Liquidate all assets. Any unspent tax funds will be returned to the local tax authorizing bodies based on a percentage of their contribution. Funds from all other sources will be directed to another qualified non-profit organization for the work of promoting tourism in Morgan County.

# ***Travel Berkeley Springs*** **Board of Directors**

President: **Stephanie Rebant** - Berkeley Springs Cottage Rentals  
120 Independence St  
Berkeley Springs, WV 25411 Term expires 5/12  
304-258-5300  
vacations@berkeleyspringscottagerentals.com

Vice President: **Jeanne Mozier** - Star Theatre  
3041 Pine Grove Rd  
Berkeley Springs, WV 25411 Term expires 5/13  
304-258-4248  
star@starwv.com

Treasurer: **Wayne Omps** - Berkeley Springs Inn Best Western  
1776 Valley Road  
Berkeley Springs, WV 25411 Term expires 5/13  
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County Rep: **Marti Sites** - Morgan County Commission  
51 Independence St  
Berkeley Springs, WV 25411 Appointed by Commission  
304-258-6678  
martisikes@hotmail.com

Town Rep: **Michael Dennis** - Town of Bath  
PO Box 826  
Berkeley Springs, WV 25411 Appointed by Council  
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**Judy Webb** - Nature Niche  
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**Lisa Bowman** - Ambrae House  
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sinopes16@aol.com

**Ellen Lewis** - The Manor Inn  
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Term expires 5/12

**Kat Braun** - River House WV  
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**Barry White**-Creekside Creamery Market & Cafe  
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Term expires 5/12

**Patti Miller** - Panorama at the Peak  
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Term expires 5/12

### ***Travel Berkeley Springs***

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Frog Valley Artisans  
12 Powerline Lane  
Berkeley Springs, WV 25411

Stephanie Rebant  
Berkeley Springs Cottage Rentals  
45 Fairfax St  
Berkeley Springs, WV 25411

Lynn Lavin  
Peace House Co-Op Gallery  
Independence and Mercer  
Berkeley Springs, WV 25411

Sylvia Thomas  
Gobblers' Knob  
2442 Creek Rd  
Berkeley Springs, WV 25411

David & Kris O'Brien  
Cabin by O'Briens  
1678 Cherry Run Rd  
Hedgesville, WV 25427

Joe Lillard  
Washington Homeopathic Products  
33 Fairfax St  
Berkeley Springs, WV 25411

Connie Perry  
Perry Realty  
11 N Washington St  
Berkeley Springs, WV 25411

Jody Gill  
Community Garden Market  
148 N Washington St  
Berkeley Springs, WV 25411

Sam Herrmann  
Berkeley House  
Rt 1 Box 167  
Law Paw, WV 25434

Jan & Jonathan Heath  
Heath Studio Gallery  
327 N Washington St  
Berkeley Springs, WV 25411

Sean-Pierre Hsu  
Hsu Studios  
PO Box 63  
Berkeley Springs, WV 25411

Heena Mehta  
Berkeley Springs Motel  
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Berkeley Springs, WV 25411

Sandra Kauffman  
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Patti Miller  
Panorama at the Peak  
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Sandy Kay  
Sunset Mountain Farm  
PO Box 323  
Berkeley Springs, WV 25411

Ellen Lewis  
The Manor Inn  
234 Fairfax St  
Berkeley Springs, WV 25411

Trish Shunney  
The Rag Shop  
109 North Washington St  
Berkeley Springs, WV 25411

Kerry Noon  
Sleepy Creek Tree Farm B&B  
37 Shades Lane  
Berkeley Springs, WV 25411

Bertha McCoy  
Troubadour Lounge  
15 Troubadour Lane  
Berkeley Springs, WV 25411

Chuck Wheeler  
Mountain Laurel Gallery  
PO Box 369  
Berkeley Springs, WV 25411

Chris Hansroth  
Berkeley Springs State Park  
15 S Washington St  
Berkeley Springs, WV 25411

Robin Ryan  
Century 21 Colonial Realty, Inc  
92 N Washington St  
Berkeley Springs, WV 25411

Betsy Heath  
Lot 12, Public House  
17 Warren St  
Berkeley Springs, WV 25411

Margaret Perry  
Maria's Garden and Inn  
42 Independence St  
Berkeley Springs, WV 25411

Kat Braun  
River House WV, LLC  
PO Box 110  
Great Cacapon, WV 25422

Bill Clark  
Possum Holler Band  
94 South Laurel Ave  
Berkeley Springs, WV 25411

James Unger  
Cold Run Driving Range & Miniature Golf  
PO Box 362  
Berkeley Springs, WV 25411

Dale Winstead  
Sleepy Creek Mountain Inn  
877 Winstead Rd  
Berkeley Springs, WV 25411

Frankie Tan  
Atasia Spa  
11 Congress St  
Berkeley Springs, WV 25411

Vicki Boutin  
Appalachian A-Frame  
287 Over the Hill Rd  
Berkeley Springs, WV 25411

Jack Costello  
Sleepy Creek Clay Sports  
PO Box 220  
Berkeley Springs, WV 25411

Happy Rone  
Jules Enchanting Gifts and Collectibles  
13 Fairfax St  
Berkeley Springs, WV 25411

Tom Ambrose  
Cacapon State Park  
118 Cacapon Lodge Dr  
Berkeley Springs, WV 25411

Nancy Sostaic  
The Country Inn at Berkeley Springs  
110 South Washington St  
Berkeley Springs, WV 25411

Deanne Mozier  
Star Theatre  
1041 Pine Grove Rd  
Berkeley Springs, WV 25411

Betty Lou Harmison  
Bathkeeper's Cottage  
146 S Washington St  
Berkeley Springs, WV 25411

Beth Curtin  
Chamber of Commerce  
27 Fairfax St  
Berkeley Springs, WV 25411

Dawn Forsythe  
The Bath House Day Spa  
21 Fairfax St  
Berkeley Springs, WV 25411

Billy Marshall  
Berkeley Springs Antique Mall  
100 Fairfax St  
Berkeley Springs, WV 25411

Edward George  
Mountain Morning Vacations  
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Berkeley Springs, WV 25411

Tina Pirrone  
Sage Moon Herb Shop  
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Berkeley Springs, WV 25411

Vicki Boutin  
Miss B Haven  
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Berkeley Springs, WV 25411

Carol Kreit  
C. J. 'S Floral & Gift Shop  
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Berkeley Springs, WV 25411

Colleen Bohlman  
Gingerbread Cottage  
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Rockville, MD 23146

Tom Grinder  
Portals  
13 Fairfax St  
Berkeley Springs, WV 25411

Janet Younker  
Lighthouse Latte & Donut  
114 N. Mercer St  
Berkeley Springs, WV 25411

Barb Wolfe  
Villa Firenze Bed and Breakfast  
Jobcat Drive  
Berkeley Springs, WV 25411

J.M. Biggar  
Castle View  
Berkeley Springs, WV 25411

Matt Omps  
Best Western Berkeley Springs Inn  
776 Valley Road  
Berkeley Springs, WV 25411

Charles L. Crouse, Jr.  
Cacapon Country Hideaway  
PO Box 204  
Great Cacapon, WV 25422

Lamme Rae Marggraf  
Berkeley Springs Acupuncture  
17 Fairfax St  
Berkeley Springs, WV 25411

Barry White  
Creekside Creamery Market & Cafe  
123 Congress St  
Berkeley Springs, WV 25411

Chuck Wheeler  
Fairfax Coffee House  
PO Box 369  
Berkeley Springs, WV 25411

Angela Matthews  
Lion's Lair  
81B North Washington St  
Berkeley Springs, WV 25411

Nancy Sostaric  
Home on Fairfax  
51 Fairfax St  
Berkeley Springs, WV 25411

Sally Brinkmann  
The Old Homestead  
217 Linden Farm Lane  
Berkeley Springs, WV 25411

Matthew Gosline  
Old Factory Antique Mall  
182 Williams Street  
Berkeley Springs, WV 25411

Jimmy Reardon  
Bear Garden Retreat  
210 Tub Run Hollow Rd  
Hedgesville, WV 25427

Judy Webb  
Nature Niche  
60 North Washington St  
Berkeley Springs, WV 25411

Ellen Kardell  
Pocket Meadow Farm Fiber Arts  
116 Peter Yost Road  
Berkeley Springs, WV 25411

Pat Graybeal  
Berkeley Springs Books  
11 North Washington St  
Berkeley Springs, WV 25411

Tony Guinta  
Tony's Butcher Block  
Valley Rd  
Berkeley Springs, WV 25411

Stephanie Rebant  
Mountain Home Real Estate  
15 Fairfax St  
Berkeley Springs, WV 25411

Sally Unger  
Grandview Point Vacation Rental and Retreat  
140 Dollhouse Ln  
Berkeley Springs, WV 25411

Mark Garfinkel  
Wilkes Street Wine Shop  
17 Independence St  
Berkeley Springs, WV 25411

Ragtime  
1000 Points of Peace  
20 Daveda Ct  
Berkeley Springs, WV 25411

Mark Garfinkel  
Himalayan Trade's Tour  
17 Independence St  
Berkeley Springs, WV 25411

Tanya Hershey  
Tanya's Gathering Place  
87 N Washington St  
Berkeley Springs, WV 25411

Julie Bishop  
The Stop and Shop  
5 N Washington St  
Berkeley Springs, WV 25411

Peter Smith  
Potomac Audubon Society  
PO Box 578  
Shepherdstown, WV 25443

Janine Glascock  
Quail Hollow Farm Herb and Flowers  
1285 Highland Ridge Rd  
Berkeley Springs, WV 25411

Vicki Boutin  
Sleepy Spring  
287 Over the Hill Rd  
Berkeley Springs, WV 25411

Steve Glascock  
Quail Hollow Hunts  
1285 Highland Ridge Rd  
Berkeley Springs, WV 25411

Vicki Boutin  
Cross Creek Cabins  
287 Over the Hill Rd  
Berkeley Springs, WV 25411

Philip Kesecker  
Philip Kesecker, Inc Real Estate  
PO Box 400  
Berkeley Springs, WV 25411

Liz Dane  
Inn 2 the Woods

Mike Bergen  
Bergen Realty  
294 Valley Rd  
Berkeley Springs, WV 25411

Jeff Reiman  
Temptations Cafe  
174 North Washington St  
Berkeley Springs, WV 25411

Michael Pushkin  
Able Body Wellness  
22 Independence St  
Berkeley Springs, WV 25411

Francisco Trujillo  
Georgies Pizza/Mountain Side Restaurant  
91 Sugar Hollow Rd Suite C  
Berkeley Springs, WV 25411

ane Frenke's  
Fiesta Fibers  
50 Johnson Mill Rd  
Berkeley Springs, WV 25411

Susie Allen  
Earth Dog Cafe  
398 S Washington St  
Berkeley Springs, WV 25411

Swendolyn Vining  
The Memorable Years  
20 Independence St  
Berkeley Springs, WV 25411

Martha J Sikes  
Awakening Health Center  
35 Fairfax St  
Berkeley Springs, WV 25411

Jandra Lombardo  
Angus And Ale  
776 Valley Rd  
Berkeley Springs, WV 25411

Jackie Hovermale  
The Vintage Kitchen  
110 S Green St  
Berkeley Springs, WV 25411

Claudio Meia  
WV Cabin Retreat  
104 Whetstone Glen St  
Faithersburg, MD 20877

Lisa Bowman  
Ambraehouse At Berkeley Springs  
98 North Washington St  
Berkeley Springs, WV 25411

Osman A Gomez  
Mountain Rest Inn  
17 Warren St  
Berkeley Springs, WV 25411

Oscar Robles  
Mi Ranchito Mexican Restaurant  
141 Independence St  
Berkeley Springs, WV 25411

Osman A Gomez  
Brookside Cottage  
17 Warren St  
Berkeley Springs, WV 25411

Charles Campbell  
Temptations Cafe  
147 N Washington St  
Berkeley Springs, WV 25411

Adam Kary  
Blackcat Music  
11 North Washington St  
Berkeley Springs, WV 25411

Marcia George  
Laurel Vacation Rentals  
285 S Laurel Ave  
Berkeley Springs, WV 25411

Ann Gallarano  
Bella Mattina B&B  
10 Beulahland Ln  
Berkeley Springs, WV 25411

John Henderson  
Somatic Energy Therapies  
PO Box 253  
Berkeley Springs, WV 25411

Rocks-N-Glass  
11A North Washington St  
Berkeley Springs, WV 25411

MORGAN COUNTY COMMISSION  
AGENDA REQUEST

DATE OF REQUEST: 5/04/12

NAME:

Paul Leftridge

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HOME PHONE: \_

304-258-2205

BUSINESS PHONE:

\_\_\_\_\_

DATE OF MEETING REQUESTED: May 17

TOPIC (S) OF DISCUSSION:

High taxes & animal control issues

\_\_\_\_\_

\_\_\_\_\_

SPECIAL EQUIPMENT NEEDS ( i.e. Powerpoint, etc.)

\_\_\_\_\_

\_\_\_\_\_

\* Please include any handouts or material that will be discussed or  
Presented to the County Commission\*

Thank you !

MORGAN COUNTY COMMISSION  
AGENDA REQUEST

DATE OF REQUEST: 5/03/12

NAME:

Joseph Mogus

ADDRESS: 294 Concord Ave. Apt 4  
Berkeley Springs, WV 25411

HOME PHONE: \_

304-258-0955

BUSINESS PHONE:

DATE OF MEETING REQUESTED: May 17

TOPIC (S) OF DISCUSSION:

Compromise on dog issue in Morgan County

SPECIAL EQUIPMENT NEEDS ( i.e. Powerpoint, etc.)

\* Please include any handouts or material that will be discussed or  
Presented to the County Commission\*

Thank you !

MORGAN COUNTY COMMISSION  
AGENDA REQUEST

DATE OF REQUEST: 5/03/12

NAME:  
Tammi Margraff

ADDRESS: Berkeley Springs Museum  
PO Box 99  
Berkeley Springs, WV 25411

HOME PHONE:

BUSINESS PHONE:  
304-258-2272

DATE OF MEETING REQUESTED: May 17

TOPIC (S) OF DISCUSSION:  
Funds Request - \$3,000

SPECIAL EQUIPMENT NEEDS ( i.e. Powerpoint, etc.)

\* Please include any handouts or material that will be discussed or  
Presented to the County Commission\*

Thank you !

REQUEST FOR FUNDS APPLICATION

Request #: \_\_\_\_\_  
(to be completed by Commission)

<b>Organization Name &amp; Mailing Address</b> Museum of the Berkeley Springs PO Box 99 Berkeley Springs, WV 25411	<b>Amount Requested</b> \$ 4000	<b>Date of Request</b> 5/14/2012
<b>Requestor Name</b> Tamme Mangum	<b>Requestor Telephone # and e-mail address:</b> 304-258-2272 purplepalace212Frontier.com	<b>Check should be made payable to:</b> Museum of the Berkeley Springs
<b>Describe in detail what funds will be used for and include a cost breakdown: (use back of form if necessary)</b> The Museum has acquired a huge crystal specimen from Slica/Sevier Center. MOVE \$500 TABLE \$500 VISUAL INTERPRETION \$900 UPDATED LIGHTBOX \$2100 Unexpected expenses have come up as the geology exhibit needs overdue updating as soon as possible.		
<b>List other sources of funding that have been pursued</b>		
<b>Name of organization or grant</b> CNB	<b>Date of activity</b> 3/31/2012	<b>Result of efforts/Status</b> unknown
Washington Heritage Trail		unknown

**Required Attachments:**

- A recent estimate or quote for equipment, services or work to be performed
- Copy of 501 c(3) non-profit status certification, form 990
- Prior year income statement
- Current year income statement (year-to-date)
- Prior year balance sheet
- Current year balance sheet (year-to-date)
- Current year budget

**For Commission Use Only:**

Amount Approved	Date Approved	Name/Account # of Fund	Date To Be Allocated

<b>Approved by:</b>  Stacy A. Dugan President Morgan County Commission	<b>Approved by:</b>  Brenda J. Hutchinson Commissioner Morgan County Commission	<b>Approved by:</b>  Bradley J. Close Commissioner Morgan County Commission
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891 Auto Parts Place Box 136  
Martinsburg, WV 25403  
304-262-4424  
866-332-2906 (fax)  
www.commav.org  
ending violence...one home at a time

April 24, 2012

Ms. Stacy Dugan  
President  
Morgan County Commission  
77 Fairfax St. Room 101  
Berkeley Springs, WV 25411

Dear Ms. Dugan:

Community Alternatives to Violence, a 501 (c) 3 nonprofit corporation, respectfully submits this grant request for \$3,000 to the Morgan County Commission.

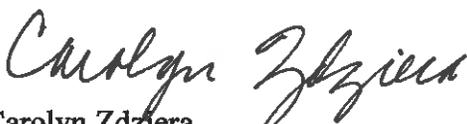
As you are aware, Community Alternatives to Violence has been conducting classes to eliminate family violence since 1996. St. Vincent de Paul Church has hosted our groups almost since that time and we are forever grateful. Morgan County residents currently comprise 15% of our total enrollment of 70 clients.

CAV continues to be licensed for 12 years by the West Virginia Family Protection Services Board and this license is reviewed and renewed annually. Our education curriculum, aimed at establishing opportunities for respectful relationships, has been adopted statewide. Our program for women who use force is one of only two in operation in the state.

We hope you will consider our request for training costs for our facilitators currently conducting groups for Morgan County clients.

Please feel free to contact me should you have questions.

Sincerely,

  
Carolyn Zdziera  
Executive Director

**MORGAN COUNTY COMMISSION**  
77 Fairfax Street, Room 101 Berkeley Springs, WV 25411 \* 304.258.8540

**REQUEST FOR FUNDS APPLICATION**

**Request #:** \_\_\_\_\_  
(to be completed by Commission)

<b>Organization Name &amp; Mailing Address</b>   891 Auto Parts Place Box 136 Martinsburg, WV 25403	<b>Amount Requested</b>  \$3,060	<b>Date of Request</b>  4/25/12
<b>F</b>  Cardlyn Zdziera	<b>Requestor Telephone # and e-mail address:</b> 304-262-4424 CZdziera@msn.com	<b>Check should be made payable to:</b> Community Alternatives to Violence
<b>Describe in detail what funds will be used for and include a cost breakdown: (use back of form if necessary)</b>  Community Alternatives to Violence is a "barebones" organization with a 2012 budget of \$50,000 and one part-time paid staff. Volunteers conduct three weekly classes attended by Morgan County men and women. Classes containing Morgan residents are held weekly in Morgan and in Berkeley Counties and are composed of men and women involved in family violence cases. (cont'd on p.2)		
<b>List other sources of funding that have been pursued</b>		
<b>Name of organization or grant</b> Jefferson Co. Comm.	<b>Date of activity</b> 2/12	<b>Result of efforts/Status</b> Pending

**Required Attachments:**

- A recent estimate or quote for equipment, services or work to be performed
- Copy of 501 c(3) non-profit status certification, form 990
- Prior year income statement
- Current year income statement (year-to-date)
- Prior year balance sheet
- Current year balance sheet (year-to-date)
- Current year budget

**For Commission Use Only:**

Amount Approved	Date Approved	Name/Account # of Fund	Date To Be Allocated

Approved by:	Approved by:	Approved by:
Stacy A. Dugan President Morgan County Commission	Brenda J. Hutchinson Commissioner Morgan County Commission	Bradley J. Close Commissioner Morgan County Commission



891 Auto Parts Place Box 136  
Martinsburg, WV 25403  
304-262-4424  
866-332-2906 (fax)  
www.commav.org  
ending violence...one home at a time

Page 2

CAV is in critical need of training cost subsidies for Morgan facilitators. The level of difficulty in this work requires constant education on nationwide trends and networking with others in the state doing the same work with abusers. Training is the only way to continue to challenge abusive behavior and to protect victims and children.

While some training is held locally, most is held at the West Virginia Coalition Against Domestic Violence near Charleston, and occurs quarterly. Estimated costs are as follows:

Lodging for quarterly trainings	\$ 1,620
Mileage @.55/mile (3 round.trips)	990
Meals @\$30/day for 3 trips	<u>450</u>
Total	\$ 3,060

MORGAN COUNTY COMMISSION  
AGENDA REQUEST

DATE OF REQUEST: 5/03/12

NAME:  
Pat Largent

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HOME PHONE: \_\_\_\_\_  
304-268-9306

BUSINESS PHONE: \_\_\_\_\_  
\_\_\_\_\_

DATE OF MEETING REQUESTED: May 17

TOPIC (S) OF DISCUSSION:  
Interview for 911 Board  
\_\_\_\_\_  
\_\_\_\_\_

SPECIAL EQUIPMENT NEEDS ( i.e. Powerpoint, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

\* Please include any handouts or material that will be discussed or  
Presented to the County Commission\*

Thank you !

# Morgan County Boards, Authorities & Commissions

## INTERESTED VOLUNTEER APPLICATION

DATE: 1/26/2012  
NAME: PATRICK J LARGENT  
ADDRESS: 1884 Valley Rd  
Berkeley Springs WV 25411  
TELEPHONE: 304-254 3203 CELL: 304 268 9306

BOARD, AUTHORITY OR COMMISSION (interested in serving on)

911 Board.

REASON: To Aid & Help The County.

BRIEF SUMMARY OF LIFE EXPERIENCE (if resume available, please attach)

Have Been Around Berkeley Springs  
& Morgan Co For Ever and with Fire  
& Rescue 28 Years in W.VA.

Are you available now? Yes, if not, when? \_\_\_\_\_

\* Please return form to COUNTY COMMISSION OFFICE in the COURTHOUSE  
or mail to : MORGAN COUNTY COMMISSION, 77 FAIRFAX ST., RM. 101  
BERKELEY SPRINGS, WV 25411\*

MORGAN COUNTY COMMISSION  
AGENDA REQUEST

DATE OF REQUEST: 5/11/12

NAME:  
Gene Watkins

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HOME PHONE: \_\_\_\_\_  
\_\_\_\_\_

BUSINESS PHONE:  
304-488-4441

DATE OF MEETING REQUESTED: May 17

TOPIC (S) OF DISCUSSION:  
RAJ Bill Reduction  
\_\_\_\_\_  
\_\_\_\_\_

SPECIAL EQUIPMENT NEEDS ( i.e. Powerpoint, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

\* Please include any handouts or material that will be discussed or  
Presented to the County Commission\*

Thank you !