

**AGENDA FOR PARKERSBURG CITY COUNCIL,  
TUESDAY, OCTOBER 25, 2016, 7:30 PM  
SECOND FLOOR, COUNCIL CHAMBERS  
MUNICIPAL BUILDING**

**PRAYER AND PLEDGE OF ALLEGIANCE**

- I. **CALL TO ORDER – Council President, John Rockhold**
- II. **ROLL CALL**
- III. **MINUTES – meeting held October 11, 2016**
- IV. **REPORTS FROM STANDING OR SPECIAL COMMITTEES**
- V. **MESSAGE FROM THE EXECUTIVE**
  - A. **Proclamation for October as our Community Planning Month**
- VI. **PUBLIC FORUM**
- VII. **RESOLUTIONS**
  1. **Resolution accepting the terms and conditions for a Congestion Mitigation and Air Quality Grant (CMAQ) and will continue the bicycle and pedestrian facilities between Camden Street and Wilson Street along Staunton Avenue, \$46,000.00 approved with the carryover) (Sponsored by Councilmen Lynch, Wilcox, Bigley, and Rockhold.)**
  2. **Resolution authorizing the City of Parkersburg to accept a COPS grant in the amount of \$250,000.00 for two police officers over a three year period, with the City's match to be \$151,116.00 over those three years. (minimum match 25%, up to 38%)(Sponsored by the Personnel Committee, and the Finance Committee)**
  3. **Resolution requesting a budget revision in the amount of \$30,000.00 from within the Police Department to fund cruiser cage upgrades. (Sponsored by the Personnel Committee, and the Finance Committee.)**
  4. **Resolution requesting a budget revision in the amount of \$303,377.00 from the fund balance for a 5% pay increase for City employees, excluding department heads and elected officials; and includes 2 new positions. (Sponsored by the Personnel Committee)**
- VIII. **ORDINANCE, FINAL READING:**
  5. **An ordinance amending eight (8) sections in Article 1327 and 1351 to better define wreckers and towing services. (Sponsored by the Municipal Planning Commission.) (originally adopted September 2014. This ordinance corrects and clarifies those changes.)**

6. An ordinance vacating a portion of a 20' unnamed alley south of 26<sup>th</sup> Street and west of Harrison Avenue, for 50'. (Municipal Planning Commission)

IX. ORDINANCE, FIRST READING:

7. An ordinance vacating a portion of a 10' alley east of Lincoln Avenue and south of 25<sup>th</sup> Street. (Municipal Planning Commission) (tabled from October 11, 2016 Council meeting.)
8. An ordinance authorizing the lease/purchase financing for twelve (12) police cars through United Bank at 1.8%, 60 months, \$349,164.00. (Sponsored by Councilmen Rockhold, Reed, Lynch)
9. An ordinance authorizing a 5% pay increase on the base rate for City employees, excluding department heads and elected officials. (Sponsored by the Personnel Committee)
10. An ordinance amending and re-enacting the Personnel Policy and Procedure Manual by adding an Executive Administrative Assistant position in the Mayor's Office at H-7; the Personnel/Legal Specialist will be H-8; and an assistant Information Technology Technician in the Finance Department at H-14. (Sponsored by the Personnel Committee)
11. An ordinance amending and re-enacting the Personnel Policy and Procedure Manual to realign Tables I, II, and III of the Compensation Plan to the new Department of Labor, Fair Labor Standards Act exemption threshold. (Sponsored by the Personnel Committee).

X. ADJOURNMENT

URA TO FOLLOW

NOTE – meetings in November are November 15<sup>th</sup> and 29<sup>th</sup>;  
meetings in December are December 13<sup>th</sup> and 20<sup>th</sup>.

The Council of the City of Parkersburg met in regular session Tuesday, October 11, 2016, at 7:30 PM in the Council Chambers on the second floor of the Municipal Building at One Government Square, Parkersburg, WV 26101 and joined in the Lord's Prayer and Pledge of Allegiance.

The meeting was called to order by Council President, John Rockhold, who presided over the meeting. The clerk noted the attendance and those present included Councilmen Nancy Wilcox, Sharon Lynch, Roger Brown, Kim Coram, JR Carpenter, Mike Reynolds, Warren Bigley, Jim Reed, and John Rockhold.

MINUTES – Mr. Reed moved, seconded by Mr. Bigley, to approve the minutes from the meeting held September 27, 2016 and the motion was adopted by unanimous vote.

REPORTS FROM STANDING OR SPECIAL COMMITTEES – Ms. Wilcox announced that the Finance Committee met last Tuesday and sent forth to Council several budget revisions for consideration this evening.

MESSAGE FROM THE EXECUTIVE – Mayor Jimmy Colombo announced that tomorrow at Fairplains School, the school would be honoring City workers for the sidewalk project, and extended an invitation to Council. Also, tomorrow the State of WV begins our annual audit.

PUBLIC FORUM – Ms. Sue Ellen Waybright, 2617 Division Street Extension, asked Council to send the budget revisions back to the Finance Committee. The fund balance money should be saved for unanticipated expenses she said, and safety of our citizens should be number one on our priority.

Mr. Larry Johnson, President of PKB, thanked Council and hoped for favorable consideration of \$30,000.00 in the revisions for wayfinding signs for our City.

Ms. Carrie Adams from Newport, Ohio, told Council she has partnered with our Boys and Girls Club for a Zombie Walk at the City Park for Halloween this coming weekend.

Mr. Mark Lewis, 1909 42<sup>nd</sup> Street, and Director of the Visitor's Bureau, also thanked Council for considering the \$30,000.00 for wayfinding signs for our City.

Councilwoman Kim Coram stated that all indications are that the new brewery on Market Street is a success and a fantastic business, and hopes it will encourage more development.

Councilman Carpenter asked the City to begin the sidewalk/street lighting project on Avery Street between 8<sup>th</sup> and 13<sup>th</sup>. We have a grant for this improvement and he does not want the project to be diminished.

#### RESOLUTION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Mayor, or his designee, be authorized to request approval from State Auditor's Office for the following budget revision within the General Fund for the Fiscal Years 2016-2017 prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, and to make said budget revisions upon the State Auditor's approval:

#### GENERAL FUND

Fund	Account	Description	Revenue Increase/ (Decrease)	Expenditure Increase/ (Decrease)	Fund Source / Description
001	368-000-000	CONTRIB - OUTSIDE ENTITIES	100,000		CITY PARK DONATION
001	900-458-000	CAPITAL OUTLAY - OTHER IMP		100,000	CITY PARK EXPENDITURE
			100,000	100,000	

The above resolution proposes a revision to properly account for a pledged donation reimbursement up to \$100,000 from a private foundation for City Park basketball and pickleball court renovations/upgrades.

MOTION – M. Reynolds moved, seconded by Mr. Bigley, to adopt the resolution, and the motion was adopted by unanimous vote.

MOTION – Mr. Reed moved, seconded by Mr. Reynolds, to adopt and combine this and the next three budget revisions.

MOTION TO TABLE – Ms. Coram moved, seconded by Mr. Carpenter, to table these four budget revisions until vetted financial reports are available. The motion failed with all members voting "no" with the exception of Mr. Brown, Ms. Coram, and Mr. Carpenter, who voted "yes".

CASTO & HARRIS, INC., SPENCER, WV RE-ORDER NO. 12275-13

RESOLUTION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Mayor, or his designee, be authorized to request approval from State Auditor's Office for the following budget revision within the General Fund for the Fiscal Years 2016-2017 prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, and to make said budget revisions upon the State Auditor's approval:

GENERAL FUND

Fund	Account	Description	Revenue Increase/ (Decrease)	Expenditure Increase/ (Decrease)	Fund Source / Description
001	299-00	FUND BALANCE	462,105		FY16 FUND BALANCE C/O
001	366-000-000	STATE GRANTS	7,670		WVDOG CMAQ REIMB.
001	369-000-000	CONTRIBUTIONS/OTHER FUNDS	35,000		BLDG. CAP RES CONTRIB.
001	414-230-000	CONTRACTUAL SERVICES		4,465	TYLER TECH PO CARRYOVER
001	414-353-000	COMPUTER SOFTWARE		70,000	INCODE 10 UPGRADE
001	421-230-000	CONTRACTUAL SERVICES		3,500	WVRCG GRANT CARRYOVER
001	421-458-000	CAPITAL OUTLAY - OTHER		46,019	CMAQ GRANT CARRYOVER
001	444-566-036	CONTRIB - USER FEE FUND		51,791	ADDTL STREET PAVING
001	444-566-082	CONTRIB - PARKS & REC FUND		60,000	SW/CP PL CHAIRS, CP FENCE
001	706-230-000	CONTRACTUAL SERVICES		50,000	FIREHOUSE A&E/RESEARCH
001	706-458-000	CAPITAL OUTLAY - OTHER		35,000	STATION 5 FOUND. REHAB
001	756-230-000	CONTRACTUAL SERVICES		30,000	WAYFINDING SIGNAGE
001	756-459-000	CAPITAL OUTLAY - EQUIP		25,000	SIGN PRINTER
001	805-458-000	CAPITAL OUTLAY - OTHER		80,000	MARY ST RETENTION POND
001	900-230-000	CONTRACTUAL SERVICES		4,000	COOPER CABIN ASSESS.
001	900-341-000	DEPARTMENTAL SUPPLIES		16,000	REPLENISH SUPPLIES
001	900-458-000	CAPITAL OUTLAY - OTHER		29,000	DOG PARK/SW SB FENCE
			504,775	504,775	

The above resolution proposes an appropriation of the FY16 surplus balance in order to improve the City's need to accommodate current and future needs. The proposed appropriations are detailed by department below:

**Finance:** The \$4,465 contractual service carryover accounts for a contract in progress but not completed by June 30th. The \$70,000 proposal for an upgrade to the City's INCODE ERP system is critical to enable all departments of the City to gain efficiency in many daily and routine tasks. Specifically, this upgrade contains a web-based user interface to provide staff the ability to requisition goods and services online with real-time available budget monitoring and workflow routing of approvals. Additionally, employee portal services and increased data security will become available. This will eliminate a significant amount of paper processing and further enable the City to respond to procedural and documented control deficiencies.

**Development:** Included in the above is the carryover of the WVRCG and CMAQ grant expenditures in the amounts of \$3,500 and \$38,349, respectively, and the related state grant reimbursements in the amount of \$7,670.

**Contributions to Other Funds:** Included in the above is a contribution to the User Fee Fund in the amount of \$51,791 toward the next season's paving contract. A \$60,000 contribution to the Parks & Rec (Pools) Fund is for the replacement of lifeguard and lounge chairs at both pools and the replacement of the fence surrounding the City Park Pool, among other safety-related repairs at both pools.

**Street Cleaning/Stormwater:** The sign shop in the Street Cleaning department is in need a sign printer, estimated at \$25,000. Currently, the City does not have a functioning printer and is outsourcing the signs at a much higher costs. \$30,000 is proposed for Wayfinding Signage for government building, museums, and other public attractions in the Downtown area. Additionally, property on Mary Street is being donated to the City and demolition work is required to build a storm water retention pond and is estimated to cost \$80,000.

**Parks:** Mulch is needed to complete the Southwood Park playground and is estimated to cost approximately \$16,000. A structural assessment is required for Cooper Cabin in City Park and is expected to cost \$4,000. \$9,000 of previously appropriated funds is required to be carried over for the completion of the Dog Park on Southside. Finally, the Southwood Park softball field is in need of new fencing and is estimated to cost approximately \$20,000.

## RESOLUTION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Mayor, or his designee, be authorized to request approval from State Auditor's Office for the following budget revision within the General Fund for the Fiscal Years 2016-2017 prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation

## GENERAL FUND

Fund	Account	Description	Revenue Increase/ (Decrease)	Expenditure Increase/ (Decrease)	Fund Source / Description
001	299-00	FUND BALANCE (current proposed)	27,711		FY16 FUND BALANCE C/O
001	361-000-015	PROCESS FEES	15,000		COLLECTION BILLINGS
001	365-000-001	FEDERAL GRANTS - JAG	(500)		JAG REV. CORRECTION
001	376-000-000	GAMING INCOME - TABLES	350		REVENUE RECLASSIFICATION
001	376-001-000	GAMING INCOME - GREENBRIER	(350)		REVENUE RECLASSIFICATION
001	377-000-000	CAPITAL LEASE REVENUE	39,800		
001	409-211-000	TELEPHONE/COMM EXPENSE		500	WIRELESS DATA/IPAD
001	410-211-000	TELEPHONE/COMM EXPENSE		1,000	WIRELESS DATA/IPAD
001	414-229-000	COURT COSTS		12,000	BILLED COURT COSTS
001	415-212-000	OUTSIDE PRINTING		(3,000)	ORDINANCE CODIFICATION
001	415-220-000	ADVERTISING & LEGAL PUB		500	MISC LEGAL ADVERTISING
001	415-230-000	CONTRACTUAL SERVICES		6,000	ORDINANCE CODIFICATION
001	436-220-000	ADVERTISING & LEGAL PUB		3,200	DEMO LEGAL ADS
001	436-230-000	CONTRACTUAL SERVICES		(3,200)	DEMO LEGAL ADS
001	436-341-000	DEPARTMENTAL SUPPLIES		3,000	ICC CODE BOOKS/SOFTWARE
001	440-211-000	TELEPHONE/COMM EXPENSE		(572)	TELEPHONE ALLOCATION
001	440-219-000	EQUIPMENT RENTAL		(60,059)	EQUIP LEASE, TANK RENTAL
001	440-343-001	GASOLINE		(8,900)	REALLOCATION OF GASOLINE
001	566-343-001	GASOLINE		1,000	REALLOCATION OF GASOLINE
001	590-230-000	CONTRACTUAL SERVICES		570	PEST CONTROL SERVICE
001	700-214-000	TRAVEL		(10,000)	COUNTY PRISONER TRANS.
001	700-222-000	DUES & SUBSCRIPTIONS		4,065	CALEA DUES APPROP.
001	700-230-000	CONTRACTUAL SERVICES		10,000	COUNTY PRISONER TRANS.
001	700-459-000	CAPITAL OUTLAY - EQUIP		39,800	PD LEASE VALUE CORRECT.
001	700-459-001	CAPITAL OUTLAY - JAG GRANT		9,500	FY16 JAG CARRYOVER
001	706-226-000	AUTO & LIAB INSURANCE		(1,982)	REALLOCATION OF INS EXP
001	714-226-000	AUTO & LIAB INSURANCE		3,800	REALLOCATION OF INS EXP
001	714-230-000	CONTRACTUAL SERVICES		650	WIRE/FIRE EXT. SERVICE
001	714-343-001	GASOLINE		(1,100)	REALLOCATION OF GASOLINE
001	750-216-000	MAINT & REPAIR - EQUIP		6,300	TRACKHOE HAMMER REP.
001	751-219-000	EQUIPMENT RENTAL		300	MISC EQUIP RENTAL
001	754-213-200	UTILITIES - WATER/SEWER		1,412	WATER REALLOCATION
001	754-216-000	MAINT & REPAIR - EQUIP		1,500	EQUIP SERVICE/REPAIR
001	754-219-000	EQUIPMENT RENTAL		132	MONTHLY CYLINDER RENTAL
001	756-213-200	UTILITIES - WATER/SEWER		(1,412)	WATER REALLOCATION
001	756-345-000	UNIFORMS		550	UNIFORM EXP ADJUSTMENT
001	800-216-000	MAINT & REPAIR - EQUIP		6,000	SAN. EQUIP. REPAIR
001	800-217-000	MAINT & REPAIR - AUTOS		7,000	AUTO SERVICE/MAINT
001	800-220-000	ADVERTISING & LEGAL PUB		300	ADVERTISING REVISED EST.
001	800-226-000	AUTO & LIAB INSURANCE		(599)	REALLOCATION OF INS EXP
001	800-230-000	CONTRACTUAL SERVICES		(8,500)	LANDFILL SERVICE
001	800-341-000	DEPARTMENTAL SUPPLIES		(6,000)	SAN. EQUIP. REPAIR
001	805-458-000	CAPITAL OUTLAY (current proposed)		(6,300)	TRACKHOE HAMMER REP.
001	900-211-000	TELEPHONE/COMM EXPENSE		1,600	TELEPHONE ALLOCATION
001	900-212-000	OUTSIDE PRINTING		300	REQ BOOKS, ETC.
001	900-216-000	MAINT & REPAIR - EQUIP		3,000	REPLENISH LINE ITEM
001	900-219-000	EQUIPMENT RENTAL		61,875	MONTHLY CYLINDER RENTAL
001	900-226-000	AUTO & LIAB INSURANCE		(1,219)	EQUIP LEASE, TANK RENTAL
001	900-343-001	GASOLINE		9,000	REALLOCATION OF GASOLINE
			82,011	82,011	

The above resolution proposes revisions to the various departmental budgets of the City to correct the original budget regarding allocations of expenditures, accommodate various unexpected repair and maintenance requirements, and anticipate the needs of the upcoming newly-elected Mayor and Council.

CASTO & HARRIS, INC., SPENCER, WV RE-ORDER NO. 12275-13

RESOLUTION

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GENERAL FUND

Fund	Account	Description	Revenue Increase/ (Decrease)	Expenditure Increase/ (Decrease)	Fund Source / Description
001	314-000-000	MUNICIPAL SALES TAX	420,000		REVISED FY17 ESTIMATE
001	440-458-000	CAPITAL OUTLAY - OTHER IMP		420,000	CITY BUILDING MAINT.
			420,000	420,000	

The above resolution proposes a revision to the Municipal Sales Tax estimate of revenue for the 2017 fiscal year, and appropriates the dollars toward significant deferred maintenance needs of the City Building.

The Municipal Building has reached a point where continued deferred maintenance will result in significant future losses to taxpayers. The highest priority involves the cleaning, sealing, caulking, and repair of the external panels and windows to protect the building's foundation. Currently, water damage is evidenced around the entire interior walls of the 1st floor. It is expected that the exterior maintenance, and repair of internal damage will cost approximately \$300,000 and will prevent further and more costly damage. The 1st and 2nd floor bathrooms are in need of update renovation and plumbing work to mitigate very prominent and unpleasant sewage odors. It is expected to cost approximately \$60,000 to renovate and repair the 6 bathrooms in question. The 2nd, 4th, and 5th floor are in need of new carpet for both appearance and safety reasons. It is expected to cost approximately \$60,000 to replace the carpeting.

RESOLUTION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Mayor, or his designee, be authorized to request approval from State Auditor's Office for the following budget revision within the General Fund for the Fiscal Years 2016-2017 prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, and to make said budget revisions upon the State Auditor's approval:

GENERAL FUND

Fund	Account	Description	Revenue Increase/ (Decrease)	Expenditure Increase/ (Decrease)	Fund Source / Description
<b>STORMWATER MANAGEMENT</b>					
001	750-458-001	CAPITAL OUTLAY - STORMWATER		(250,000)	EST STMWTR EXP OBJECT
001	805-212-000	OUTSIDE PRINTING		5,000	EST STMWTR EXP OBJECT
001	805-214-000	TRAVEL EXPENSES		1,000	EST STMWTR EXP OBJECT
001	805-220-000	ADVERTISING & LEGAL PUB		1,000	EST STMWTR EXP OBJECT
001	805-221-000	TRAINING & EDUCATION		1,000	EST STMWTR EXP OBJECT
001	805-222-000	DUES & SUBSCRIPTIONS		500	EST STMWTR EXP OBJECT
001	805-228-000	FREIGHT		300	EST STMWTR EXP OBJECT
001	805-341-000	DEPARTMENTAL SUPPLIES		15,000	EST STMWTR EXP OBJECT
001	805-458-000	CAPITAL OUTLAY (current proposed)		226,200	EST STMWTR EXP OBJECT

The above resolution proposes a revision to properly account for Stormwater Management expenses. Currently, the expenditures are being recorded in the Street Department; however, the expenditure are properly classified as related to sanitation and are properly accounted for in cost center account number 805, Stormwater Management, and allocated between contractual services, commodities, and capital outlay.

Ms. Coram asked how much money we had in the capital reserve fund, and how much was committed to building a new fire station. Mr. Jiles stated that we had approximately \$1,300,000.00 in that fund, with \$200,000.00 for a new station. Ms. Coram asked why we were not using the capital funds for the \$450,000.00 improvements to the Municipal Building.

Mayor Colombo stated that we have a \$33,000,000.00 budget. These funds are carried over from last fiscal year. We need to be smart and fix these things and this is how he is proposing to do it.

Ms. Coram said the budget should be reviewed, and she is not sure the figures on our financial statements are accurate, and she thinks we should wait.

VOTE – the motion to adopt all budget revisions was adopted by majority vote with all members voting “yes” with the exception of Ms. Coram and Mr. Carpenter, who voted “no”.

RESOLUTION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that meetings for the month of November shall be November 15<sup>th</sup> and 29<sup>th</sup>; and for December, meetings shall be December 13<sup>th</sup> and 20<sup>th</sup>.

October 11, 2016

PARKERSBURG, W. VA., \_\_\_\_\_

MOTION – Ms. Wilcox moved, seconded by Mr. Reynolds, to adopt the resolution, and the motion was adopted by unanimous vote.

## ORDINANCE, FIRST READING:

AN ORDINANCE VACATING A PORTION OF A TWENTY (20) FOOT WIDE UNNAMED ALLEY LOCATED ON PARKERSBURG CITY TAX MAP 58 (NORTH). THE PORTION OF THE ABANDONED UNNAMED ALLEY RUNS OFF 26<sup>TH</sup> STREET BETWEEN PARCELS 14 AND 28

MOTION – Mr. Bigley moved, seconded by Mr. Reed, to adopt the ordinance on first reading, and the motion was adopted by majority vote with all members voting "yes" with the exception of Ms. Wilcox, who voted "no".

## ORDINANCE, FIRST READING:

AN ORDINANCE VACATING A PORTION OF A TEN (10) FOOT WIDE UNNAMED ALLEY LOCATED ON PARKERSBURG CITY TAX MAP 59 (NORTH). THE PORTION OF THE ABANDONED UNNAMED ALLEY RUNS OFF LINCOLN AVENUE BETWEEN PARCELS 59 AND PARCELS 9, 10, 11, AND 12.

MOTION – Mr. Bigley moved, seconded by Mr. Reed, to adopt the ordinance on first reading.

Mr. Carpenter asked if closing this alley would impede traffic, and Mr. Yeager said it was not accessible to drive through. There were no objections during the Municipal Planning Commission meeting.

Ms. Wilcox noted that this was a long alley, and we keep giving alleys away.

Mr. Yeager said one person, Mr. Fike, had concerns, but after it was explained that there would be no obstructions to getting access to his property, he no longer objected.

MOTION – Mr. Carpenter moved, seconded by Mr. Reynolds, to table the ordinance until October 25<sup>th</sup>, and the motion was adopted by majority vote with all members voting "yes" with the exception of Ms. Wilcox and Mr. Reed, who voted "no".

Mr. Yeager asked Council what additional information they needed – that the questions had been resolved during the Planning Commission meeting.

The meeting adjourned at 8:10 PM.

*Wanda Shaffer*  
\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Council President

# Community Planning Month Proclamation

**WHEREAS**, change is constant and affects all cities, towns, suburbs, counties, boroughs, townships, rural areas, and other places; and

**WHEREAS**, community planning and plans can help manage this change in a way that provides better choices for how people work and live; and

**WHEREAS**, community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and

**WHEREAS**, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

**WHEREAS**, the month of October is designated as National Community Planning Month throughout the United States of America and its territories, and

**WHEREAS**, The American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of our settlements and environment; and

**WHEREAS**, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of planning commissions and other citizen planners who have contributed their time and expertise to the improvement of the City of Parkersburg; and

**WHEREAS**, We recognize the many valuable contributions made by professional community planners of the City of Parkersburg and extend our heartfelt thanks for the continued commitment to public service by these professionals;

**NOW, THEREFORE**, BE IT PROCLAIMED THAT, the month of October 2016 is hereby designated as **Community Planning Month** in the City of Parkersburg in conjunction with the celebration of National Community Planning Month.

Adopted this \_\_\_\_\_ Day of \_\_\_\_\_, 2016.

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James E. Colombo, Mayor  
City of Parkersburg  
West Virginia

## **RESOLUTION**

**WHEREAS**, the City of Parkersburg recognizes the importance of recreational opportunities to the health and well being of the community; and

**WHEREAS** the City knows that recreational opportunities enhance the quality of life standards for its citizens and is an element that will attract individuals to live and work in the community; and

**WHEREAS**, the City of Parkersburg requests a change in the Scope of Work for a Congestion Mitigation and Air Quality Grant. Activities include; construction of paved trail/shared use path, drainage, striping/roadway marking, signage, lighting and other pedestrian amenities which will include the continuation of bicycle and pedestrian facilities between Camden Street and Wilson Street along Staunton Avenue.

**NOW THEREFORE BE IT RESOLVED** that the City Council of the City of Parkersburg accepts the terms and conditions of the grant and authorizes Mayor James E. Colombo to execute the supplemental agreement attached hereto; and

**BE IT FURTHER RESOLVED** that City Council approves the change to the scope of work.

Sponsored by: Sharon Lynch, Nancy Wilcox, Warren Bigley, John Rockhold

## RESOLUTION

9/16  
WHEREAS, the City of Parkersburg did, by resolution adopted May 3, 2016, apply for funding for a COPS (Community Oriented Policing Services) grant from the U. S. Department of Justice to secure funding for salaries for police officers; and

WHEREAS, the City of Parkersburg received confirmation that we have been awarded \$250,000.00 for two (2) officers over a three year period; and

WHEREAS, the City's share is a minimum of 25%, maximum 38%, and will amount to \$151,116.00 over that three year period.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the City of Parkersburg accept this grant for two additional police officers.

Sponsored by the Personnel Committee of City Council and the Finance Committee of City Council



**Award Document  
COPS Hiring Program**

CFDA - 16.710 – Public Safety Partnership and Community Policing Grants  
Treasury Account Symbol (TAS) 15X0406

**Award Number:** 2016UMWX0108  
**ORI Number:** WV05401  
**OJP Vendor Number:** 556000227  
**Applicant Organization's Legal Name:** Parkersburg Police Department  
**DUNS Number:** 070484782

**Law Enforcement Executive:** Chief of Police Joseph Martin  
**Government Executive:** Mayor James Columbo

**Award Start Date:** 09/01/2016 **Award End Date:** 08/31/2019  
**Full-Time Officers Funded:** 2  
**New Hires:** 2 **Rehires - Scheduled for Lay-Off:** 0  
**Rehires - Previously Laid Off:** 0  
**Award Amount:** \$250,000.00

The FY 2016 COPS Hiring Program (CHP) provides funding directly to law enforcement agencies to hire and/or rehire career law enforcement officers in an effort to increase their community policing capacity and crime prevention efforts. CHP awards provide up to 75 percent of the approved entry-level salaries and fringe benefits of full-time officers for a 36-month award period, with a minimum 25 percent local cash match requirement and a maximum federal share of \$125,000 per officer position.

The Financial Clearance Memorandum (FCM), included in your award package, is incorporated by reference into this Award Document and shall become part of this Award Document. By signing this Award Document, the recipient agrees to abide by all FY 2016 COPS Hiring Program Award Terms and Conditions, the approved budget in the FCM, and if applicable, the Special Award Conditions and/or High Risk Conditions in the Award Document.

Ronald L. Davis  
Director

Date: 09/08/2016

False statements or claims made in connection with COPS awards may result in fines, imprisonment, debarment from participating in federal awards or contracts, and/or any remedy available by law to the Federal Government.

**ADVANCING PUBLIC SAFETY THROUGH COMMUNITY POLICING**



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES

**COPS**

145 N Street, N.E., Washington, DC 20530

Memorandum

**COPS Hiring Program (CHP)**

To: Chief of Police Joseph Martin  
Parkersburg Police Department

Re: COPS Hiring Program Financial Clearance Memo  
A financial analysis of budgeted costs has been completed. Costs under this award appear reasonable, allowable, and consistent with existing guidelines. Exceptions / Adjustments are noted below.

ORI #: WV05401

Award #: 2016UMWX0108

Total Officers Awarded: 2

	Year 1 – Approved Costs Per Entry-level Officer	Year 2 – Approved Costs Per Entry-level Officer	Year 3 – Approved Costs Per Entry-level Officer
Base Salary Information:	\$35,443.20	\$35,443.20	\$35,443.20
Fringe Benefits	\$31,409.54	\$31,409.54	\$31,409.54
Social Security:	\$0.00	\$0.00	\$0.00
Medicare:	\$513.93	\$513.93	\$513.93
Health Insurance:	\$9,135.34	\$9,135.34	\$9,135.34
Life Insurance:	\$79.20	\$79.20	\$79.20
Vacation:	\$0.00	\$0.00	\$0.00
Sick Leave:	\$0.00	\$0.00	\$0.00
Retirement:	\$21,032.46	\$21,032.46	\$21,032.46
Worker's Compensation:	\$648.61	\$648.61	\$648.61
Unemployment Insurance:	\$0.00	\$0.00	\$0.00
Other Costs:	\$0.00	\$0.00	\$0.00
<b>Total Per Year:</b>	<b>\$66,852.74</b>	<b>\$66,852.74</b>	<b>\$66,852.74</b>

**Officer Costs:**

Project Costs Per Officer:		Grand Total Project Costs:	
Salaries and Fringe Benefits:	\$200,558.00	Salaries and Fringe Benefits:	\$401,116.00
Federal Share:	\$125,000.00	Federal Share:	\$250,000.00
Applicant Share:	\$75,558.00	Applicant Share:	\$151,116.00

Waiver Granted: No

Budget Cleared Date: 09/08/2016

**Overall Comments:**

A financial analysis of budget costs has been completed, and this Financial Clearance Memorandum (FCM) reflects the amount of federal funds awarded to your agency for officer salaries and approved benefits. Please note that the salary and benefit costs requested in your original application may have been updated or corrected from the original version submitted to COPS. You should carefully review your FCM. The FCM contains the final officer salary and fringe benefit categories and amounts for which your agency was approved. You will note that some costs may have been adjusted or removed. Your agency may only be reimbursed for the approved cost categories that are documented within the FCM. Fringe benefits already reflected in the base salary may not be drawn down individually under Fringe Benefits.



*Handwritten signature and date: [Signature] 09/08/2016*

**RESOLUTION**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Mayor, or his designee, be authorized to revise the Adopted Budget for Fiscal Year 2016-2017 to reflect the following changes:

**GENERAL FUND**



<b>Fund</b>	<b>Account</b>	<b>Description</b>	<b>Revenue Increase/ (Decrease)</b>	<b>Expenditure Increase/ (Decrease)</b>	<b>Fund Source / Description</b>
001	700-459-000	CAPITAL OUTLAY - EQUIPMENT		30,000.00	CRUISER CAGE UPGRADES
001	700-103-109	PATROLMEN SALARIES		(29,571.00)	CRUISER CAGE UPGRADES
001	700-104-000	FICA EXPENSE		(429.00)	CRUISER CAGE UPGRADES

The above revision proposes to fund Police cruiser cage upgrades from Patrolmen salary amount unexpended due to position vacancies this fiscal year-to-date.

**RESOLUTION**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Mayor, or his designee, be authorized to request approval from State Auditor's Office for the following budget revision within the General Fund for the Fiscal Years 2016-2017 prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, and to make said budget revisions upon the State Auditor's approval:

**GENERAL FUND**

<b>Fund</b>	<b>Account</b>	<b>Description</b>	<b>Revenue Increase/ (Decrease)</b>	<b>Expenditure Increase/ (Decrease)</b>	<b>Fund Source / Description</b>
001	299-00	FUND BALANCE	303,377.00		FY16 FUND BALANCE C/O
001	409-103-315	OTHER SALARIES & WAGES		7,008.00	5% INC., EXEC ADMIN ASST
001	409-104-000	FICA/MEDICARE		536.00	5% WAGE INCREASE
001	409-106-000	RETIREMENT EXPENSE		841.00	5% WAGE INCREASE
001	409-226-005	W/C PREMIUM		129.00	5% WAGE INCREASE
001	414-103-315	OTHER SALARIES & WAGES		37,220.00	5% INC., IT TECH POSITION
001	414-104-000	FICA/MEDICARE		2,848.00	5% WAGE INCREASE
001	414-106-000	RETIREMENT EXPENSE		4,466.00	5% WAGE INCREASE
001	414-226-005	W/C PREMIUM		682.00	5% WAGE INCREASE
001	415-103-000	DEPARTMENT HEAD SALARY		1,738.00	5% WAGE INCREASE
001	415-103-315	OTHER SALARIES & WAGES		206.00	5% WAGE INCREASE
001	415-104-000	FICA/MEDICARE		149.00	5% WAGE INCREASE
001	415-106-000	RETIREMENT EXPENSE		179.00	5% WAGE INCREASE
001	415-226-005	W/C PREMIUM		35.00	5% WAGE INCREASE
001	416-103-000	DEPARTMENT HEAD SALARY		545.00	5% WAGE INCREASE
001	416-103-315	OTHER SALARIES & WAGES		1,223.00	5% WAGE INCREASE
001	416-104-000	FICA/MEDICARE		134.00	5% WAGE INCREASE
001	416-106-000	RETIREMENT EXPENSE		212.00	5% WAGE INCREASE
001	416-226-005	W/C PREMIUM		33.00	5% WAGE INCREASE
001	417-103-315	OTHER SALARIES & WAGES		3,596.00	5% INC., ADMIN ASST
001	417-104-000	FICA/MEDICARE		275.00	5% WAGE INCREASE
001	417-106-000	RETIREMENT EXPENSE		432.00	5% WAGE INCREASE
001	417-226-005	W/C PREMIUM		66.00	5% WAGE INCREASE
001	420-103-000	DEPARTMENT HEAD SALARY		1,983.00	5% WAGE INCREASE
001	420-103-315	OTHER SALARIES & WAGES		3,836.00	5% WAGE INCREASE
001	420-104-000	FICA/MEDICARE		446.00	5% WAGE INCREASE
001	420-106-000	RETIREMENT EXPENSE		699.00	5% WAGE INCREASE
001	420-226-005	W/C PREMIUM		107.00	5% WAGE INCREASE
001	421-103-315	OTHER SALARIES & WAGES		4,276.00	5% WAGE INCREASE
001	421-104-000	FICA/MEDICARE		327.00	5% WAGE INCREASE
001	421-106-000	RETIREMENT EXPENSE		513.00	5% WAGE INCREASE
001	421-226-005	W/C PREMIUM		79.00	5% WAGE INCREASE
001	422-103-315	OTHER SALARIES & WAGES		3,596.00	5% INC., ADMIN ASST
001	422-104-000	FICA/MEDICARE		275.00	5% WAGE INCREASE
001	422-106-000	RETIREMENT EXPENSE		432.00	5% WAGE INCREASE
001	422-226-005	W/C PREMIUM		65.00	5% WAGE INCREASE
001	436-103-000	DEPARTMENT HEAD SALARY		1,240.00	5% WAGE INCREASE
001	436-103-315	OTHER SALARIES & WAGES		5,187.00	5% WAGE INCREASE
001	436-104-000	FICA/MEDICARE		491.00	5% WAGE INCREASE

001	436-106-000	RETIREMENT EXPENSE	771.00	5% WAGE INCREASE
001	436-226-005	W/C PREMIUM	117.00	5% WAGE INCREASE
001	440-103-315	OTHER SALARIES & WAGES	2,990.00	5% WAGE INCREASE
001	440-104-000	FICA/MEDICARE	228.00	5% WAGE INCREASE
001	440-106-000	RETIREMENT EXPENSE	359.00	5% WAGE INCREASE
001	440-226-005	W/C PREMIUM	55.00	5% WAGE INCREASE
001	566-103-315	OTHER SALARIES & WAGES	1,604.00	5% WAGE INCREASE
001	566-104-000	FICA/MEDICARE	123.00	5% WAGE INCREASE
001	566-106-000	RETIREMENT EXPENSE	192.00	5% WAGE INCREASE
001	566-226-005	W/C PREMIUM	29.00	5% WAGE INCREASE
001	700-103-303	CAPTAIN SALARIES	2,666.00	5% WAGE INCREASE
001	700-103-304	LIEUTENANT SALARIES	6,215.00	5% WAGE INCREASE
001	700-103-305	SERGEANT SALARIES	9,226.00	5% WAGE INCREASE
001	700-103-309	PATROLMEN SALARIES	38,746.00	5% WAGE INCREASE
001	700-103-312	CROSSING GUARD SALARIES	3,032.00	5% WAGE INCREASE
001	700-103-315	OTHER SALARIES & WAGES	8,937.00	5% WAGE INCREASE
001	700-104-000	FICA/MEDICARE	1,669.00	5% WAGE INCREASE
001	700-106-000	RETIREMENT EXPENSE	861.00	5% WAGE INCREASE
001	700-226-005	W/C PREMIUM	1,260.00	5% WAGE INCREASE
001	706-103-303	CAPTAIN SALARIES	61,832.00	5% INC., LT./CPN. CORRECT.
001	706-103-304	LIEUTENANT SALARIES	(34,086.00)	5% INC., LT./CPN. CORRECT.
001	706-103-308	INSPECTOR SALARIES	1,604.00	5% WAGE INCREASE
001	706-103-310	FIREMEN SALARIES	40,817.00	5% WAGE INCREASE
001	706-103-315	OTHER SALARIES & WAGES	927.00	5% WAGE INCREASE
001	706-104-000	FICA/MEDICARE	1,087.00	5% WAGE INCREASE
001	706-106-000	RETIREMENT EXPENSE	111.00	5% WAGE INCREASE
001	706-226-005	W/C PREMIUM	1,301.00	5% WAGE INCREASE
001	714-103-315	OTHER SALARIES & WAGES	1,293.00	5% WAGE INCREASE
001	714-104-000	FICA/MEDICARE	99.00	5% WAGE INCREASE
001	714-106-000	RETIREMENT EXPENSE	155.00	5% WAGE INCREASE
001	714-226-005	W/C PREMIUM	24.00	5% WAGE INCREASE
001	750-103-000	DEPARTMENT HEAD SALARY	11,116.00	5% WAGE INCREASE
001	750-103-315	OTHER SALARIES & WAGES	(1,454.00)	5% INC., BUDGET CORRECT.
001	750-104-000	FICA/MEDICARE	739.00	5% WAGE INCREASE
001	750-106-000	RETIREMENT EXPENSE	1,159.00	5% WAGE INCREASE
001	750-226-005	W/C PREMIUM	177.00	5% WAGE INCREASE
001	751-103-000	DEPARTMENT HEAD SALARY	1,132.00	5% WAGE INCREASE
001	751-103-315	OTHER SALARIES & WAGES	3,016.00	5% WAGE INCREASE
001	751-104-000	FICA/MEDICARE	317.00	5% WAGE INCREASE
001	751-106-000	RETIREMENT EXPENSE	498.00	5% WAGE INCREASE
001	751-226-005	W/C PREMIUM	76.00	5% WAGE INCREASE
001	754-103-000	DEPARTMENT HEAD SALARY	1,028.00	5% WAGE INCREASE
001	754-103-315	OTHER SALARIES & WAGES	(2,801.00)	5% INC., BUDGET CORRECT.
001	754-104-000	FICA/MEDICARE	(136.00)	5% INC., BUDGET CORRECT.
001	754-106-000	RETIREMENT EXPENSE	(213.00)	5% INC., BUDGET CORRECT.
001	754-226-005	W/C PREMIUM	(32.00)	5% INC., BUDGET CORRECT.
001	756-103-000	DEPARTMENT HEAD SALARY	1,028.00	5% WAGE INCREASE
001	756-103-315	OTHER SALARIES & WAGES	6,293.00	5% WAGE INCREASE
001	756-104-000	FICA/MEDICARE	560.00	5% WAGE INCREASE
001	756-106-000	RETIREMENT EXPENSE	879.00	5% WAGE INCREASE
001	756-226-005	W/C PREMIUM	134.00	5% WAGE INCREASE

001	800-103-000	DEPARTMENT HEAD SALARY	2,900.00	5% WAGE INCREASE
001	800-103-315	OTHER SALARIES & WAGES	15,885.00	5% WAGE INCREASE
001	800-104-000	FICA/MEDICARE	1,437.00	5% WAGE INCREASE
001	800-106-000	RETIREMENT EXPENSE	2,182.00	5% WAGE INCREASE
001	800-226-005	W/C PREMIUM	344.00	5% WAGE INCREASE
001	900-103-000	DEPARTMENT HEAD SALARY	9,889.00	5% WAGE INCREASE
001	900-103-315	OTHER SALARIES & WAGES	4,154.00	5% WAGE INCREASE
001	900-104-000	FICA/MEDICARE	1,074.00	5% WAGE INCREASE
001	900-106-000	RETIREMENT EXPENSE	1,390.00	5% WAGE INCREASE
001	900-226-005	W/C PREMIUM	257.00	5% WAGE INCREASE
			303,377.00	303,377.00

The above resolution reflects a 5% wage increase for all City personnel, prorated for the current year estimated to become effective with the first pay period in December. Elected positions and department heads are not included in the calculation. Note that only an employee's base is factored into the calculation with longevity excluded, resulting in a lower effective increase at 4.77%. The amount of the increase for an entire year is approximately \$560,000.

Also included in the revision is the addition of two positions: 1) An Administrative Assistant position to be allocated 50/50 between the City Attorney and Personnel offices at an H-8 classification (\$31,122 annual - after proposed increase) and prorated for half of the fiscal year beginning in January is included in the respective budgets. Beginning in January, the Executive Administrative Assistant is proposed to be reclassified to an H-8 (\$31,122 annual - after proposed increase) and will report to the Mayor only and be allocated in that department only. 2) An IT Technician position has been added to the Finance Department at an H-12 classification (\$37,390 annual - after proposed increase) and prorated for 7 months of the current fiscal year. This position will take direction from the IT Manager and is needed to meet the continued and increasing technology demands of the City.

8/25/15

**AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE  
CITY OF PARKERSBURG ARTICLE 1327.02(277A), ARTICLE  
1327.02(470), ARTICLE 1327.02(502), ARTICLE 1351.02(d)(3), ARTICLE  
1351.02(d)(4), ARTICLE 1351.02(c)(3)M-5, ARTICLE 1351.03(d)(1)J, AND  
ARTICLE 1351.04(b)(5).**

The Municipal Planning Commission of the City of Parkersburg has recommended that Article 1327.02(277A), Article 1327.02(470), Article 1327.02(502), Article 1351.02(d)(3), Article 1351.02(d)(4), Article 1351.02(c)(3)M-5, Article 1351.03(d)(1)J, and Article 1351.04(b)(5), be amended to reflect the following changes:

1. Article 1327.02 (277A) – New Definition  
Amending section to include a definition for long-term disabled vehicle storage.

**LONG-TERM DISABLED VEHICLE STORAGE – A business storing disabled vehicles inside or outside in an area surrounded by an 8’ opaque fence for a period not to exceed fourteen (14) days, whether said business is affiliated with a wrecker/towing service or not.**

2. Article 1327.02 (470) – Delete Definition #470
3. Article 1327.02 (502) – New Definition  
Amending section to define wrecker and towing services.

**WRECKER/TOWING SERVICES – A business authorized and regulated as a common carrier by the Public Service Commission of West Virginia engaged in the business of towing, hauling or carrying wrecked or disabled vehicles and storing such vehicles inside or outside in an area surrounded by an 8’ opaque fence for a period not to exceed fourteen (14) days, all in accordance with PSC Rule 5.9a for Motor Carriers.**

4. Article 1351.02(c)(3)M-5 – Delete Ordinance Text  
Amending to remove wrecker services as a prohibited use in a M-1 Zone.
5. Article 1351.02(d)(3) – Changing Ordinance text for Principal Conditional Uses in M-1 Zone.  
Amending to allow for wrecker and towing services and long-term disabled vehicle storage as a Principal Conditional Use in a M-1 Zone.

**Automotive services, major and minor repair, including PSC authorized and regulated wrecker/towing services, but excluding junk yards and long-term disabled vehicle storage.**

6. Article 1351.02(d)(4) – Re-sequence of original ordinance text  
Moving original Article 1351.02(d)(3) to Article 1351.02(d)(4).

**Any use specified in paragraphs (c)(3) and (c)(4) of this section, provided, however, that objectionable features can, in the opinion of the Board, be eliminated or controlled by mechanical or other devices which may be required pursuant to Section 1329.05 (b).**

7. Article 1351.03(d)(1)J – Delete Ordinance Text  
Amending to remove wrecker services in a M-2 Zone.
8. Article 1351.04(b)(5) – Delete Ordinance Text  
Amending to remove wrecker services in a M-3 Zone.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF PARKERSBURG HEREBY ORDAINS** the amendment to the Codified Ordinances of the City of Parkersburg, Article 1327.02(277A), Article 1327.02(470), Article 1327.02(502), Article 1351.02(d)(3), Article 1351.02(d)(4), Article 1351.02(c)(3)M-5, Article 1351.03(d)(1)J, and Article 1351.04(b)(5), as presented.

**SPONSORED BY: MUNICIPAL PLANNING COMMISSION**

9/21/15

**AN ORDINANCE VACATING A PORTION OF A TWENTY (20) FOOT WIDE UNNAMED ALLEY LOCATED ON PARKERSBURG CITY TAX MAP 58 (NORTH). THE PORTION OF THE ABANDONED UNNAMED ALLEY RUNS OFF 26<sup>TH</sup> STREET BETWEEN PARCELS 14 AND 28.**

The Municipal Planning Commission of the City of Parkersburg has recommended that an Unnamed 20 Foot Wide Alley located off of 26<sup>th</sup> Street on City Tax Map 58, between Parcels 14 and 28 to be vacated;

**WHEREAS**, the City believes it proper to do so and,

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF PARKERSBURG HEREBY ORDAINS** that the following described property is hereby vacated and closed as a public thoroughfare.

Situate in the City of Parkersburg, County of Wood, State of West Virginia, and being more particularly described as follows:

Beginning at the northwesterly corner of lot 102 of Brookside Addition as recorded in Plat Book 3, page 62, in the office of the clerk of the county commission of Wood County, West Virginia; thence with the westerly line of said lot 102 in a southwesterly direction, 50 feet more or less to the southwesterly corner of said lot 102, thence with the southerly line of said lot 102 projected in a northwesterly direction, crossing said alley to be vacated, 20 feet more or less, to a point on the easterly line of lot 81 of the aforesaid addition, thence with the easterly line of said lot 81, in a northeasterly direction, 50 feet more or less, to the northeasterly corner of said lot 81, thence with the southerly line of 26th Street, in a southeasterly direction, 20 feet more or less to the point of beginning.

This description was prepared by Randy A. Sheppard, Professional Surveyor No. 860, and is based on instruments of record. Reference is being made to a plat attached hereto and made part of this description.

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG** that the City shall retain a permanent easement for the benefit of the City of Parkersburg, the Parkersburg Utility Board, and all other public utility companies, for ingress and egress over, along and under said portion of right-of-way for the installation, maintenance, location, relocation and removal of public utilities of any kind, and

**BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG** that the property owner of City Tax Map 58, Parcel 14 and Parcel 28 has twelve months to consolidate their portions of the vacated right-of-way with said lot,

Mayor James E. Colombo is accordingly authorized to execute a quitclaim deed conveying the interest of the City of Parkersburg to the abutting property owners.

**SPONSORED BY: MUNICIPAL PLANNING COMMISSION**

Mayor James E. Colombo



CITY OF PARKERSBURG  
ONE GOVERNMENT SQUARE  
P.O. BOX 1627  
PARKERSBURG, WV 26102

September 27, 2016

The Honorable James E. Colombo, Mayor  
Members of City Council  
One Government Square  
Parkersburg, WV 26102

**Re: Petition to abandon City's public right-of-way on a portion of a twenty (20) foot wide unnamed alley located at City Tax Map 58, off of 26<sup>th</sup> Street.**

To the Honorable Mayor and City Council:

On September 16, 2016, the Municipal Planning Commission (MPC) held a public hearing to consider the following petition:

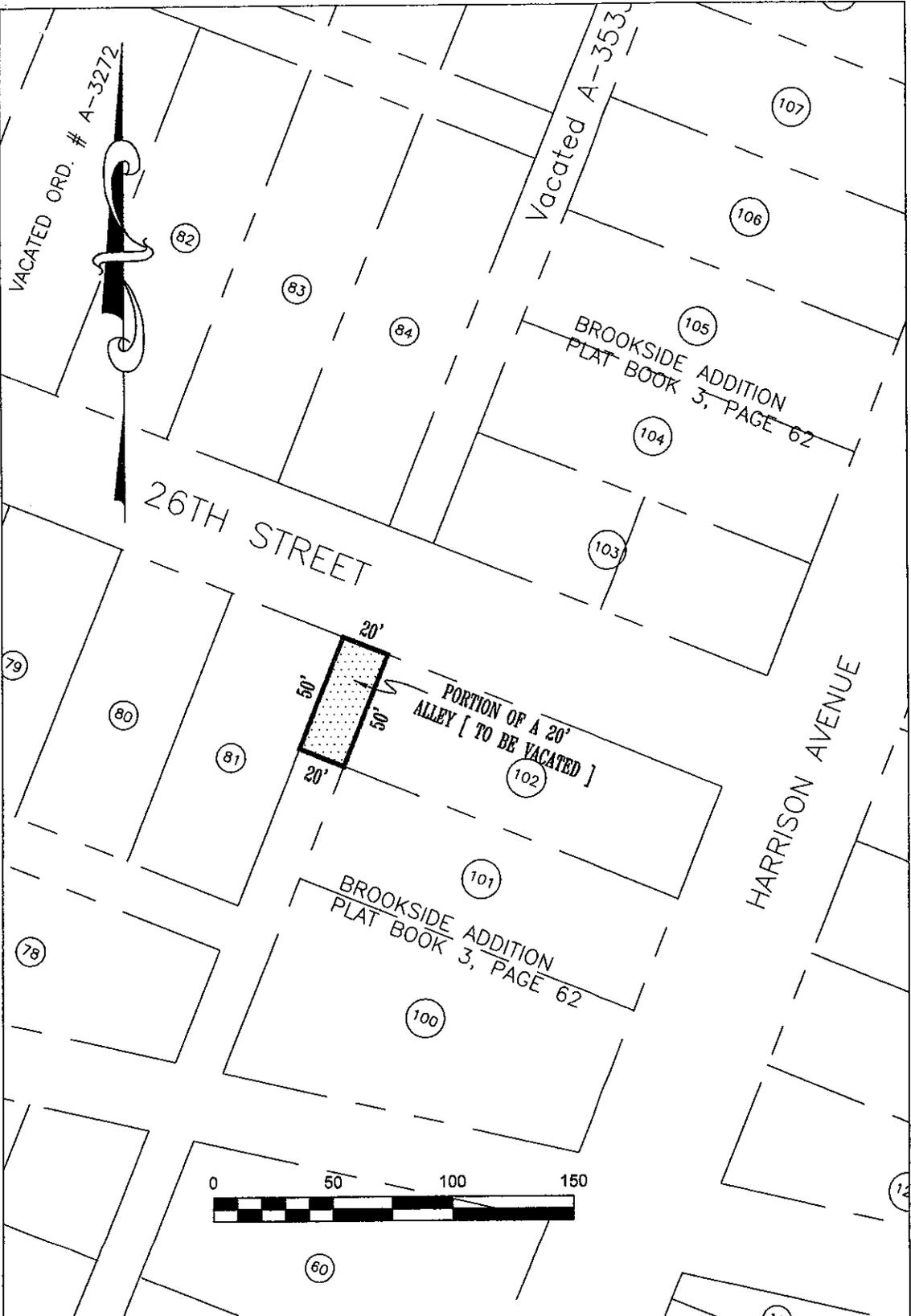
*Proposed abandonment of a portion of an unnamed twenty (20) foot wide alley, lying between property shown on Tax Map 58, between Parcel 14 to the west, and Parcel 28 to the east.*

After hearing all interested parties, the Municipal Planning Commission (MPC) unanimously approved the petition described above (11-0-0) with the amendment that within twelve (12) months, a consolidation survey be conducted and presented for a 3<sup>rd</sup> party deed and further recommended that Parkersburg City Council do the same. Please find enclosed a copy of the minutes from the public hearing, as well as a map of the proposed changes and the MPC's staff report.

If you have any questions, please contact me at 304.424.8558 or by email at [samuel.tuten@parkersburgwv.gov](mailto:samuel.tuten@parkersburgwv.gov).

Sincerely,

Sam Tuten  
City Planner/MPC Staff



SCALE = 1 INCH = 50 FEET  
 DATE: 09/16/16  
 DRAWN BY: R.S.  
 CHECKED BY:  
 MAP P.C. 58  
 PART OF BROOKSIDE ADDITION  
 PLAT BOOK 3, PAGE 62

**CITY OF PARKERSBURG.W.V.**  
 DEPARTMENT OF PUBLIC WORKS  
 DIVISION OF ENGINEERING  
 PLAT OF A PORTION OF A 20' ALLEY  
 TO BE VACATED

**Description of a Portion of a 20 Foot Wide Alley  
Lying South of 26<sup>th</sup> Street and West of Harrison Avenue  
Parkersburg City Tax Map 58 (North)  
To be Vacated**

Situate in the City of Parkersburg, County of Wood, State of West Virginia, and being more particularly described as follows:

Beginning at the northwesterly corner of lot 102 of Brookside Addition as recorded in Plat Book 3, page 62, in the office of the clerk of the county commission of Wood County, West Virginia; thence with the westerly line of said lot 102 in a southwesterly direction, 50 feet more or less to the southwesterly corner of said lot 102, thence with the southerly line of said lot 102 projected in a northwesterly direction, crossing said alley to be vacated, 20 feet more or less, to a point on the easterly line of lot 81 of the aforesaid addition, thence with the easterly line of said lot 81, in a northeasterly direction, 50 feet more or less, to the northeasterly corner of said lot 81, thence with the southerly line of 26<sup>th</sup> Street, in a southeasterly direction, 20 feet more or less to the point of beginning.

This description was prepared by Randy A. Sheppard, Professional Surveyor No. 860, and is based on instruments of record. Reference is being made to a plat attached hereto and made part of this description.



# Municipal Planning Commission Staff Report

Municipal Building | Executive Conference Room | September 16, 2016 at 12:30pm

## Planning Commission

### **President**

Charlie Matthews

### **Vice-President**

Eric Gumm

### **Council**

#### **Representative**

Sharon Lynch

### **Members**

Sean Andrews

Francis Angelos

Sherry Dugan

Tom Evans

James Greene II

Luke Peters

Eddie Staats

Harold Stockwell

Seldon Wigal

Sam Tuten

*Vacant*

*Vacant*

**PROJECT:** Petition to abandon a portion of an unnamed twenty (20) foot wide alley, lying between property shown on Tax Map 58, between Parcel 14 and 28, located off of 26<sup>th</sup> Street.

**LOCATION:** 2904 26<sup>th</sup> Street & 2908 26<sup>th</sup> Street

**OWNER/APPLICANT:** Judy Deem & Effie Ayers

## **PROJECT DESCRIPTION**

- Applicants seek to abandon a portion of an alley that runs between their properties in order to stop people from parking along the alley and to stop other problems that occur with people using the alley at night.

## **ANALYSIS**

The portion of alley to be abandoned is off of 26<sup>th</sup> Street and runs between 26<sup>th</sup> and 25<sup>th</sup> Street. Please see attached aerial map for reference. The alley also connects to another alley that runs parallel with 25<sup>th</sup> and 26<sup>th</sup> Street. The alley is all grass and well maintained by all of the abutting property owners.

An adjacent landowner responded to the applicant's petition with support. Please see the attached correspondence from Mikel Fowler. Mr. Fowler signed the application as an abutting property owner who supported the applicants. Mr. Fowler's property abuts the alley as well but he is located at the 25<sup>th</sup> Street entrance of the alley.

Another adjacent landowner responded to the applicant's petition with support. Please see the attached correspondence from James & Sheila Beaver. Mr. and Mrs. Beaver live across the street from the proposed abandonment.

While the City's 2020 Comprehensive Master Plan Update encourages infill redevelopment, it does not specifically address alley closures in the community.

## **DEPARTMENTAL REVIEW**

The **Parkersburg Utility Board** had no issues with the proposed abandonment and gave approval.

The **Parkersburg Fire Department** had no issues with the proposed abandonment and gave approval.

**Mon Power (First Energy)** had no conflicts with the proposed abandonment and gave approval.

The **Public Works Department (Engineering Division)** gave a Conditional approval for the proposed abandonment with the comment that more than the proposed alley should be closed.

The following entities were notified of the applicant's petition and did not submit any comments; **Parkersburg Police Department, Dominion Hope and Frontier Communications.**

#### **PLANNING DIVISION RECOMMENDATION**

The Planning Division recommends that the Municipal Planning Commission recommends approval of the abandonment.

#### **LAND USE SUBCOMMITTEE RECOMMENDATION**

The Land Use Subcommittee met on Tuesday, September 06, 2016 at the location to discuss the proposed abandonment. Members in attendance included Tom Evans, Harold Stockwell, and Seldon Wigal. Upon review of the abandonment, members noticed the presence of Dominion Hope pipeline within the alley. Although Dominion Hope didn't submit any comments about the proposed abandonment, Members didn't give any recommendation and asked Sam Tuten to reach out to Dominion Hope regarding any gas lines in the alley. Charlie Matthews was unable to make it to the location site for the meeting but came in to the Development Department to talk about the proposed abandonment. Mr. Matthews also didn't provide any recommendation until we heard back from Dominion Hope.

Parkersburg

**Municipal Planning Commission**

**September 16, 2016**

A regular meeting of the Municipal Planning Commission was held on Friday, September 16, 2016 in the Executive Conference Room 2nd Floor, Parkersburg, West Virginia, at 12:30 with Mr. Charlie Matthews presiding.

**Members Present:**

Mr. Francis Angelos  
Mrs. Sherry Dugan  
Mr. Tom Evans  
Mr. Harold Stockwell  
Mr. Eric Gumm  
Mr. Sean Andrews  
Mr. Sel Wigal  
Mr. Eddie Staats  
Mr. Luke Peters  
Mr. Charlie Matthews

**Members Absent:**

Mrs. Sharon Lynch  
Mr. Jim Greene

**Staff Present:**

Mr. Sam Tuten, City Planner  
Mrs. Tammy Bunner, Development Secretary

**Others Present:**

See attached list

**Roll Call**

Tammy Bunner noted the roll call with 11 voting members present. A quorum was present.

**Minutes**

Mrs. Sherry Dugan made a motion to approve the minutes from July 29, 2016. Mr. Tom Evans seconded the motion. Motion passed (11-0-0).

## **President's Report**

Mr. Matthews had nothing to report at this time.

## **Planning Administrator's Report**

Mr. Sam Tuten announced to the members that the City can no longer sign off of the parking tickets.

Mr. Rickie Yeager stated that they are trying to get something set up to accommodate this issue.

Mr. Tuten stated that there will be a MPC meeting in October.

## **New Business**

- A. Proposed abandonment of a portion of an unnamed twenty (20) foot wide alley, lying between property shown on Tax Map 58, between Parcel 14 to the west, and Parcel 28 to the east.

Applicant: Effie Ayers

Mr. Sam Tuten presented the staff report.

Mr. Matthews asked if there were any questions for the staff.

The Public Hearing began at 12:40 p.m.

## **In Favor**

Ms. Effie Ayers of 2908 26<sup>th</sup> Street stated that she talked with the gas company last year and they said they would have no problem with this proposal and she saw no negative issues to have this closed.

## **In Opposition**

No one was in opposition at this time.

Public hearing closed at 12:45 p.m.

Mr. Charlie Matthews asked if there were any criminal activity going on.

Mr. Tom Evans mentioned that people are parking in the dark there and they are having break in's across the street.

Mr. Harold Stockwell asked if there were plans to put up a fence.

Mrs. Ayers stated no. She mentioned that this was an elderly neighborhood and this was for security reason. There is no plan to have it closed off.

Mr. Evans mentioned that if something permanent was put in that the City can have it removed.

Mr. Evans stated they talked about setting a time to consolidate the lot, condition to approval.

Mrs. Ayers mentioned that no one in the area will be affected by the closure.

Mr. Luke Peters stated that he lives across the street and that the curb is cut and asked if that would be paved after the closure.

Mr. Justin Smith mentioned if there was a program it could happen.

Mrs. Sherry Dugan made a motion to accept the proposed abandonment of a portion of an unnamed twenty (20) foot wide alley, lying between property shown on Tax Map 58, between Parcel 14 to the west, and Parcel 28 to the east with the condition that it must incorporate the two lots into one parcel within 12 months. Mr. Tom Evans seconded the motion. Motion passed (11-0-0).

Mr. Tom Evans made a motion to amend that within 12 months, Mrs. Deem and Mrs. Ayers have a lot consolidation survey conducted and have it presented with a 3<sup>rd</sup> party deed. The amendment was accepted by Mrs. Dugan.

- B. Proposed abandonment of a portion of an unnamed ten (10) foot wide alley, lying between property shown on Tax Map 59, between Parcel 59 to the south, and Parcels 9, 10, 11 and 12 to the north.

Applicant: Jeremy LeMasters

Mr. Sam Tuten presented the staff report.

Mr. Matthews asked if there were any questions for the staff.

Mr. Matthews asked who owned the garage.

Mr. Tuten stated that it belonged to Mr. Britton.

The Public Hearing began at 1:00 p.m.

### **In Favor**

Mr. Jeremy LeMasters was present but no one spoke in favor of the alley closure.

### **Opposed**

Mr. Roy Fike of 2418 Lincoln Avenue stated that his property adjoins 21<sup>st</sup> Street from Gant and west to Mr. Jeremy LeMasters property. He stated that if the alley is cut off then he would not have access to his property on Gant Street. He mentioned that he wasn't opposed to the closing of the alley but he didn't want to take away access to his property.

Mr. Fike stated that he spoke to Jeremy about giving him a piece of his property in his backyard to have access to his property (garage).

Mr. Eric Gumm asked Mr. Fike if he did not have access to his property without going through the alley.

Mr. Fike stated he did. He stated that he would have to go around to Gant Street in order to get to his property.

Mr. Gumm stated that it was a matter of convenience not necessity.

Mr. LeMasters stated that he will never block Mr. Fike off and stop him from going through the alley and would be more than happy to give him a right of way.

Mr. Matthews explained that he could do a private right of way.

Mr. Tuten explained to Mr. Fike that if the alley were to be closed that Mr. LeMasters and Mr. Britton could give him a right of way access to his property.

Mr. Eric Gumm stated that doing the closure affects no one and that it is just an inconvenience.

Mr. Fike and Mr. Tebay had a discussion about the closure. Mr. Tebay explained to Mr. Fike that Mr. LeMasters could give him private access to his property if the alley were to be closed and that he couldn't do what Mr. Fike mentioned earlier about the getting access from the back of Mr. LeMasters' property.

Public Hearing closed at 1:15 p.m.

Mrs. Sherry Dugan made a motion to accept the proposed abandonment of a portion of an unnamed ten (10) foot wide alley, lying between property shown on Tax Map 59, between Parcel 59 to the south, and Parcels 9, 10, 11 and 12 to the north. Mr. Evans seconded the motion. Motion passed (11-0-0).

Mr. Tebay mentioned that Mr. Britton needs to join in the Quit Claim Deed.

### **Old Business**

There was no old business at this time to discuss.

### **Adjournment**

The meeting adjourned at 1:20 p.m.

Respectfully submitted by:

Tammy Bunner  
Development Secretary



**AN ORDINANCE VACATING A PORTION OF A TEN (10) FOOT WIDE UNNAMED ALLEY LOCATED ON PARKERSBURG CITY TAX MAP 59 (NORTH). THE PORTION OF THE ABANDONED UNNAMED ALLEY RUNS OFF LINCOLN AVENUE BETWEEN PARCEL 59 AND PARCELS 9, 10, 11 & 12.**

The Municipal Planning Commission of the City of Parkersburg has recommended that an Unnamed 10 Foot Wide Alley located off of Lincoln Avenue on City Tax Map 59, between Parcel 59 and Parcels 9, 10, 11 and 12 to be vacated;

**WHEREAS**, the City believes it proper to do so and,

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF PARKERSBURG HEREBY ORDAINS** that the following described property is hereby vacated and closed as a public thoroughfare.

Situate in the City of Parkersburg, County of Wood, State of West Virginia, and being more particularly described as follows:

Beginning at the southwesterly corner of lot 77 of Franklin Place Addition No. 1 as recorded in Plat Book 3, page 38, in the office of the clerk of the county commission of Wood County, West Virginia; thence with the southerly lines of lots 77 through 80 inclusive of the aforesaid addition, in a southeasterly direction, to the southeasterly corner of said lot 80, thence crossing said alley to be vacated, in a southwesterly direction, 10 feet more or less, to the northeasterly corner of lot 85 of the aforesaid addition, thence with the northerly line of said lot 85, in a northwesterly direction, to the northwesterly corner of said lot 85, thence with the easterly line of Lincoln Avenue, in a northeasterly direction, 10 feet more or less, to the point of beginning.

This description was prepared by Randy A. Sheppard, Professional Surveyor No. 860, and is based on instruments of record. Reference is being made to a plat attached hereto and made part of this description.

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG** that the City shall retain a permanent easement for the benefit of the City of Parkersburg, the Parkersburg Utility Board, and all other public utility companies, for ingress and egress over, along and under said portion of right-of-way for the installation, maintenance, location, relocation and removal of public utilities of any kind.

Mayor James E. Colombo is accordingly authorized to execute a

quitclaim deed conveying the interest of the City of Parkersburg to the abutting property owners.

**SPONSORED BY: MUNICIPAL PLANNING COMMISSION**

Mayor James E. Colombo



CITY OF PARKERSBURG  
ONE GOVERNMENT SQUARE  
P.O. BOX 1627  
PARKERSBURG, WV 26102

September 27, 2016

The Honorable James E. Colombo, Mayor  
Members of City Council  
One Government Square  
Parkersburg, WV 26102

**Re: Petition to abandon City's public right-of-way on a portion of a ten (10) foot wide unnamed alley at Lincoln Ave.**

To the Honorable Mayor and City Council:

On September 16, 2016, the Municipal Planning Commission (MPC) held a public hearing to consider the following petition:

*Proposed abandonment of a portion of an unnamed ten (10) foot wide alley, lying between property shown on Tax Map 59, between Parcel 59 to the south, and Parcels 9, 10, 11 and 12 to the north.*

After hearing all interested parties, the Municipal Planning Commission (MPC) unanimously approved the petition described above (11-0-0) on September 16, 2016 and further recommended that Parkersburg City Council do the same. Please find enclosed a copy of the minutes from the public hearing, as well as a map of the proposed changes and the MPC's staff report,

If you have any questions, please contact me at 304.424.8558 or by email at [samuel.tuten@parkersburgwv.gov](mailto:samuel.tuten@parkersburgwv.gov).

Sincerely,

Sam Tuten  
City Planner/MPC Staff



SCALE = 1 INCH = 50 FEET  
 DATE: 09/16/16  
 DRAWN BY: R.S.  
 CHECKED BY:  
 MAP P.C. 59  
 PART OF FRANKLIN PLACE  
 ADDITION NO. 1  
 PLAT BOOK 3, PAGE 38

**CITY OF PARKERSBURG, W.V.**  
 DEPARTMENT OF PUBLIC WORKS  
 DIVISION OF ENGINEERING  
 PLAT OF A PORTION OF A 10' ALLEY  
 TO BE VACATED

**Description of a Portion of a 10 Foot Wide Alley  
Lying East of Lincoln Avenue and South of 25<sup>th</sup> Street  
Parkersburg City Tax Map 59 (North)  
To be Vacated**

Situate in the City of Parkersburg, County of Wood, State of West Virginia, and being more particularly described as follows:

Beginning at the southwesterly corner of lot 77 of Franklin Place Addition No. 1 as recorded in Plat Book 3, page 38, in the office of the clerk of the county commission of Wood County, West Virginia; thence with the southerly lines of lots 77 through 80 inclusive of the aforesaid addition, in a southeasterly direction, to the southeasterly corner of said lot 80, thence crossing said alley to be vacated, in a southwesterly direction, 10 feet more or less, to the northeasterly corner of lot 85 of the aforesaid addition, thence with the northerly line of said lot 85, in a northwesterly direction, to the northwesterly corner of said lot 85, thence with the easterly line of Lincoln Avenue, in a northeasterly direction, 10 feet more or less, to the point of beginning.

This description was prepared by Randy A. Sheppard, Professional Surveyor No. 860, and is based on instruments of record. Reference is being made to a plat attached hereto and made part of this description.



# Municipal Planning Commission Staff Report

Municipal Building | Executive Conference Room | September 16, 2016 at 12:30pm

## Planning Commission

### President

Charlie Matthews

### Vice-President

Eric Gumm

### Council

#### Representative

Sharon Lynch

### Members

Sean Andrews

Francis Angelos

Sherry Dugan

Tom Evans

James Greene II

Luke Peters

Eddie Staats

Harold Stockwell

Seldon Wigal

Sam Tuten

*Vacant*

*Vacant*

**PROJECT:** Petition to abandon a portion of an unnamed ten (10) foot wide alley, lying between property shown on Tax Map 59, between Parcel 59 and Parcels 9, 10, 11 & 12 located off of Lincoln Ave.

**LOCATION:** 2420 Lincoln Ave.

**OWNER/APPLICANT:** Jeremy LeMasters

## PROJECT DESCRIPTION

- Applicants seek to abandon a portion of an alley that runs alongside his property. The applicant would then like to consolidate the alley with his property and hopefully consolidate a portion of his neighbor's property after his neighbor subdivides the property.

## ANALYSIS

The portion of alley to be abandoned is off of Lincoln Avenue and runs between Lincoln and Gant Ave. Please see attached aerial map for reference. The alley is all grass and well maintained by all of the abutting property owners.

Prior to this application for thoroughfare abandonment being turned in to the Development Department, I met with the adjacent property owner Mr. Britton about subdividing this property. Mr. Britton spoke about subdividing his property and wanted to sell that subdivision to Mr. LeMasters on the other side of the alley. After looking at the proposed subdivision, it was determine that the new lot would be non-conforming. A plan was proposed that if the alley would be closed and deeded to Mr. LeMasters, then the proposed subdivision, if approved, could be consolidated with the rest of Mr. LeMasters's property and the closed alley.

While the City's 2020 Comprehensive Master Plan Update encourages infill redevelopment, it does not specifically address alley closures in the community.

## DEPARTMENTAL REVIEW

The Parkersburg Utility Board had no issues with the proposed abandonment and gave approval.

The **Parkersburg Fire Department** had no issues with the proposed abandonment and gave approval.

**Mon Power (First Energy)** had no conflicts with the proposed abandonment and gave approval.

The **Public Works Department (Engineering Division)** gave approval for the proposed abandonment with the comment because Mr. LeMasters has a plan for the alley closure.

The following entities were notified of the applicant's petition and did not submit any comments; **Parkersburg Police Department, Dominion Hope and Frontier Communications.**

#### **PLANNING DIVISION RECCOMENDATION**

The Planning Division recommends that the Municipal Planning Commission recommends approval of the abandonment.

#### **LAND USE SUBCOMMITTEE RECOMMEDNATION**

The Land Use Subcommittee met on Tuesday, September 06, 2016 at the location to discuss the proposed abandonment. Members in attendance included Tom Evans, Harold Stockwell, and Seldon Wigal. Upon review of the abandonment, members gave a recommendation that the proposed abandonment be approved. Charlie Matthews was unable to make it to the location site for the meeting but instead came in to the Development Department to talk about the proposed abandonment. He also gave a recommendation that the proposed abandonment be approved.

Parkersburg

**Municipal Planning Commission**

**September 16, 2016**

A regular meeting of the Municipal Planning Commission was held on Friday, September 16, 2016 in the Executive Conference Room 2nd Floor, Parkersburg, West Virginia, at 12:30 with Mr. Charlie Matthews presiding.

**Members Present:**

Mr. Francis Angelos  
Mrs. Sherry Dugan  
Mr. Tom Evans  
Mr. Harold Stockwell  
Mr. Eric Gumm  
Mr. Sean Andrews  
Mr. Sel Wigal  
Mr. Eddie Staats  
Mr. Luke Peters  
Mr. Charlie Matthews

**Members Absent:**

Mrs. Sharon Lynch  
Mr. Jim Greene

**Staff Present:**

Mr. Sam Tuten, City Planner  
Mrs. Tammy Bunner, Development Secretary

**Others Present:**

See attached list

**Roll Call**

Tammy Bunner noted the roll call with 11 voting members present. A quorum was present.

**Minutes**

Mrs. Sherry Dugan made a motion to approve the minutes from July 29, 2016. Mr. Tom Evans seconded the motion. Motion passed (11-0-0).

## **President's Report**

Mr. Matthews had nothing to report at this time.

## **Planning Administrator's Report**

Mr. Sam Tuten announced to the members that the City can no longer sign off of the parking tickets.

Mr. Rickie Yeager stated that they are trying to get something set up to accommodate this issue.

Mr. Tuten stated that there will be a MPC meeting in October.

## **New Business**

- A. Proposed abandonment of a portion of an unnamed twenty (20) foot wide alley, lying between property shown on Tax Map 58, between Parcel 14 to the west, and Parcel 28 to the east.

Applicant: Effie Ayers

Mr. Sam Tuten presented the staff report.

Mr. Matthews asked if there were any questions for the staff.

The Public Hearing began at 12:40 p.m.

## **In Favor**

Ms. Effie Ayers of 2908 26<sup>th</sup> Street stated that she talked with the gas company last year and they said they would have no problem with this proposal and she saw no negative issues to have this closed.

## **In Opposition**

No one was in opposition at this time.

Public hearing closed at 12:45 p.m.

Mr. Charlie Matthews asked if there were any criminal activity going on.

Mr. Tom Evans mentioned that people are parking in the dark there and they are having break in's across the street.

Mr. Harold Stockwell asked if there were plans to put up a fence.

Mrs. Ayers stated no. She mentioned that this was an elderly neighborhood and this was for security reason. There is no plan to have it closed off.

Mr. Evans mentioned that if something permanent was put in that the City can have it removed.

Mr. Evans stated they talked about setting a time to consolidate the lot, condition to approval.

Mrs. Ayers mentioned that no one in the area will be affected by the closure.

Mr. Luke Peters stated that he lives across the street and that the curb is cut and asked if that would be paved after the closure.

Mr. Justin Smith mentioned if there was a program it could happen.

Mrs. Sherry Dugan made a motion to accept the proposed abandonment of a portion of an unnamed twenty (20) foot wide alley, lying between property shown on Tax Map 58, between Parcel 14 to the west, and Parcel 28 to the east with the condition that it must incorporate the two lots into one parcel within 12 months. Mr. Tom Evans seconded the motion. Motion passed (11-0-0).

Mr. Tom Evans made a motion to amend that within 12 months, Mrs. Deem and Mrs. Ayers have a lot consolidation survey conducted and have it presented with a 3<sup>rd</sup> party deed. The amendment was accepted by Mrs. Dugan.

- B. Proposed abandonment of a portion of an unnamed ten (10) foot wide alley, lying between property shown on Tax Map 59, between Parcel 59 to the south, and Parcels 9, 10, 11 and 12 to the north.

Applicant: Jeremy LeMasters

Mr. Sam Tuten presented the staff report.

Mr. Matthews asked if there were any questions for the staff.

Mr. Matthews asked who owned the garage.

Mr. Tuten stated that it belonged to Mr. Britton.

The Public Hearing began at 1:00 p.m.

### **In Favor**

Mr. Jeremy LeMasters was present but no one spoke in favor of the alley closure.

### **Opposed**

Mr. Roy Fike of 2418 Lincoln Avenue stated that his property adjoins 21<sup>st</sup> Street from Gant and west to Mr. Jeremy LeMasters property. He stated that if the alley is cut off then he would not have access to his property on Gant Street. He mentioned that he wasn't opposed to the closing of the alley but he didn't want to take away access to his property.

Mr. Fike stated that he spoke to Jeremy about giving him a piece of his property in his backyard to have access to his property (garage).

Mr. Eric Gumm asked Mr. Fike if he did not have access to his property without going through the alley.

Mr. Fike stated he did. He stated that he would have to go around to Gant Street in order to get to his property.

Mr. Gumm stated that it was a matter of convenience not necessity.

Mr. LeMasters stated that he will never block Mr. Fike off and stop him from going through the alley and would be more than happy to give him a right of way.

Mr. Matthews explained that he could do a private right of way.

Mr. Tuten explained to Mr. Fike that if the alley were to be closed that Mr. LeMasters and Mr. Britton could give him a right of way access to his property.

Mr. Eric Gumm stated that doing the closure affects no one and that it is just an inconvenience.

Mr. Fike and Mr. Tebay had a discussion about the closure. Mr. Tebay explained to Mr. Fike that Mr. LeMasters could give him private access to his property if the alley were to be closed and that he couldn't do what Mr. Fike mentioned earlier about the getting access from the back of Mr. LeMasters' property.

Public Hearing closed at 1:15 p.m.

Mrs. Sherry Dugan made a motion to accept the proposed abandonment of a portion of an unnamed ten (10) foot wide alley, lying between property shown on Tax Map 59, between Parcel 59 to the south, and Parcels 9, 10, 11 and 12 to the north. Mr. Evans seconded the motion. Motion passed (11-0-0).

Mr. Tebay mentioned that Mr. Britton needs to join in the Quit Claim Deed.

### **Old Business**

There was no old business at this time to discuss.

### **Adjournment**

The meeting adjourned at 1:20 p.m.

Respectfully submitted by:

Tammy Bunner  
Development Secretary



AN ORDINANCE AUTHORIZING  
THE LEASE PURCHASE FINANCING OF  
TWELVE POLICE DEPARTMENT VEHICLES

THE COUNCIL OF THE CITY OF PARKERSBURG HEREBY ORDAINS the City enter into that certain Lease Purchase Agreement with United Bank, Inc., for financing for the lease purchase of eight (8) new and four (4) used vehicles and related equipment for each in the Police Department.

The total amount financed is Three Hundred Forty Nine Thousand One Hundred and Sixty Four Dollars (\$349,164.00) at an interest rate of One Point Eight Per Cent (1.8%) for sixty (60) months; and the amount per month is Six Thousand Eighty Nine Dollars and Fifty Six Cents (\$6,089.56). The total amount is Three Hundred Sixty Five Thousand Three Hundred and Seventy Three Dollars and Sixty Cents (\$365,373.60).

BE IT FURTHER ORDAINED that Mayor Jimmy Colombo, or his designee, is authorized to execute said Lease Agreement and any and all accompanying papers needed and necessary to effectuate said lease for and on behalf of the City.

Attached hereto and made a part hereof is a copy of the price quote page of the bid.

Sponsored by

# BID TABULATIONS

INQUIRY NO. 2231

DATE: 10-19-16

TIME: 10:00AM

BANK	AMOUNT FINANCED	INTEREST	MONTHLY PAYMENT	2% WV 2% B & O
United Bank	\$349,164.00	1.8%	6,089.56	Y/Y
BBIT		1.83%	6,094.13	Y/Y
Wesbanco		2.52%	6,204.43	Y/Y
Huntington		2.75%	6,235.30	N/N

AN ORDINANCE AMENDING AND RE-ENACTING  
THE CITY OF PARKERSBURG  
PERSONNEL POLICY AND PROCEDURE MANUAL

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that effective December 5, 2016, Tables I, II & III of the Compensation Plan contained in Section VII of the City of Parkersburg Personnel Policy and Procedure Manual be, and hereby is, amended and re-enacted to reflect the following base pay rate increases:

	<b>Current Base Rate</b>	<b>New Base Rate</b>
H-3	\$11.17	\$11.73
H-4	\$11.69	\$12.28
H-5	\$12.20	\$12.81
H-6	\$12.71	\$13.35
H-7	\$13.22	\$13.88
H-8	\$14.25	\$14.96
H-9	\$14.76	\$15.50
H-10	\$15.27	\$16.03
H-11	\$15.79	\$16.58
H-12	\$16.30	\$17.12
H-13	\$16.95	\$17.80
H-14	\$17.12	\$17.98
H-15	\$17.44	\$18.31
H-16	\$18.27 - \$21.16	\$19.18 - \$22.22
H-17	\$18.42	\$19.34
H-18	\$20.43	\$21.45
H-19	\$21.87	\$22.96

**Memorial Bridge Toll Collectors**

Start	\$8.75	\$9.19
6-months	\$9.25	\$9.71

<b>Crossing Guards</b>	\$8.75	\$9.19
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**Seasonal Temporary Employees**

Days	\$10.00	\$10.50
Nights / Weekends	\$10.50	\$11.00

	<b>Current Base Rate</b>	<b>New Base Rate</b>
S-6	\$49,500	\$51,975.00
S-8	\$62,000 - \$68,000	\$65,100 - \$71,4000
PTL-1	\$17.97	\$18.87
PTL-2	\$25.38	\$26.65
CS-1	\$13.14	\$13.80
CS-2	\$17.04	\$17.89
CS-3	\$16.50	\$17.33
CS-4	\$14.37	\$15.09
CS-5	\$19.01	\$19.96
CS-6	\$15.60	\$16.38
CS-7	\$21.84	\$22.93
CS-8	\$20.49	\$21.52
CS-9	\$21.97	\$23.07

SPONSORED BY THE PERSONNEL COMMITTEE OF CITY COUNCIL

AN ORDINANCE AMENDING AND RE-ENACTING  
THE CITY OF PARKERSBURG  
PERSONNEL POLICY AND PROCEDURE MANUAL

OR

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that effective December 5, 2016, Tables I, II & III of the Compensation Plan contained in Section VII of the City of Parkersburg Personnel Policy and Procedure Manual be, and hereby is, amended and re-enacted to reflect the following position addition / deletions:

Addition	Executive Administrative Assistant	H-7
Addition	Personnel / Legal Specialist	H-8
Deletion	Executive Administrative Assistant	S-1
Addition	IT Technician	H-14

SPONSORED BY THE PERSONNEL COMMITTEE OF CITY COUNCIL

AN ORDINANCE AMENDING AND RE-ENACTING  
THE CITY OF PARKERSBURG  
PERSONNEL POLICY AND PROCEDURE MANUAL

OTS

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that effective November 21, 2016, Tables I, II & III of the Compensation Plan contained in Section VII of the City of Parkersburg Personnel Policy and Procedure Manual be, and hereby is, amended and re-enacted to reflect the following re-classifications:

	<u>Old Grade</u>	<u>New Grade</u>	<u>Salary Rate</u>	<u>Converted Hourly Rate</u>
Journeyman Electrician	H-11A	H-12	n/a	n/a
Automotive Services Supervisor	S-1	H-13	\$35,242	\$16.95
Tax Revenue Analyst (Previous B&O Tax Auditor)	S-1	H-13	\$35,242	\$16.95
Parking Fac./Munc. Court Supv	S-1	H-13	\$35,242	\$16.95
Sanitation Supervisor	S-1	H-13	\$35,242	\$16.95
Streets Supervisor	S-1	H-13	\$35,242	\$16.95
Street Maint. & Sign Supervisor	S-1	H-13	\$35,242	\$16.95
Engineering Technician	H-12	H-14	n/a	n/a
Evidence Technician	H-12	H-14	n/a	n/a
Master Electrician	H-12	H-14	n/a	n/a
Accounts Payable Supervisor (Previous Accountant / Collector)	S-2	H-15	\$36,265	\$17.44
Purchasing Manager (Previous Finance & Purchasing Coordinator)	S-2	H-15	\$36,265	\$17.44
City Clerk	S-3	H-16	\$38,000 - \$44,000	\$18.27 - \$21.16
Development Projects Administrator	S-4	H-17	\$38,312	\$18.42
Electrical Services Supervisor	S-4	H-17	\$38,312	\$18.42
Financial Compliance Officer	S-4	H-17	\$38,312	\$18.42
Senior Accountant	S-4	H-17	\$38,312	\$18.42
Chief Code Official	S-5	H-18	\$42,491	\$20.43
Land Surveyor	S-5	H-18	\$42,491	\$20.43
Planning Administrator	S-5	H-18	\$42,491	\$20.43
Assistant City Engineer	S-6	H-19	\$45,476	\$21.87
Assistant Finance Director	S-6	H-19	\$45,476	\$21.87
IT Manager (Previous IT Coordinator)	S-6A	S-6	n/a	n/a
Chief Fire Inspector	CS-7	CS-7	\$45,049	\$21.84

**PART-TIME SALARIED EXEMPT LEGAL POSITION CLASSIFICATIONS**

	<u>Old Grade</u>	<u>New Grade</u>	<u>Salary Rate</u>	<u>Converted Hourly Rate</u>
Municipal Court Judge	PTS-1	PTL-1	\$18,684	\$17.97
Assistant City Attorney	PTS-2	PTL-2	\$26,371	\$25.38
City Attorney	PTS-3	PTL-3	\$44,000 - \$50,000	\$42.31 - \$48.08

Remove from Tables:

- Municipal Housing & Special Projects Coordinator S-2
- Public Works Project Coordinator S-4
- Assistant Public Works Director S-6

Other title changes for the Tables (not reflected anywhere above):

- Finance Admin / Purchasing Assistant (previous Finance Administrative Assistant)
- Accounts Receivable Analyst (previous Billing & Revenue Associate)
- Accounts Payable Clerk (previous Accounts Payable & Junior Accountant)
- Payroll / Tax Analyst (previous Payroll Specialist / B&O Tax Assistant)

SPONSORED BY THE PERSONNEL COMMITTEE OF CITY COUNCIL

The Parkersburg  
**News and Sentinel**

[www.NewsandSentinel.com](http://www.NewsandSentinel.com)

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519 Juliana Street  
Parkersburg WV 26101  
Phone: 304.485.1891  
Toll Free: 800.642.1997  
Fax: 304.422.2660

October 10, 2016

Connie Shaffer, City Clerk  
PO Box 1627  
Parkersburg WV 26102

Dear Ms. Shaffer:

As required by law, I am enclosing the properly executed forms covering circulation and qualifications for our newspapers.

Sincerely,



James T. Spanner  
Publisher

Enclosures



**STATE OF WEST VIRGINIA  
AFFIDAVIT OF CIRCULATION AND QUALIFICATION  
CHAPTER 59, ARTICLE 3, WEST VIRGINIA CODE**

(This affidavit is for the fiscal year beginning July 1, 2017)

STATE OF WEST VIRGINIA

COUNTY OF Wood \_\_\_\_\_;

I, James T. Spanner \_\_\_\_\_, being first sworn, state that: my title is Publisher \_\_\_\_\_,

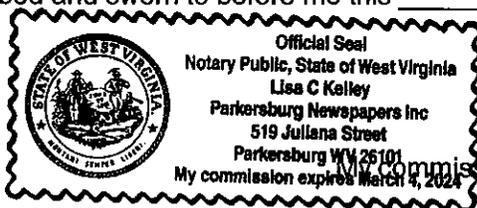
the name of the publishing firm is The Nutting Company Inc. \_\_\_\_\_ and the name of the newspaper is Parkersburg News and Sentinel \_\_\_\_\_, a [please circle: ~~Democratic~~, ~~Republican~~, No Party Affiliation)] newspaper. I have been authorized by the board of directors of the newspaper to furnish this sworn affidavit of circulation and qualification to publish legal advertisements. The average paid circulation of the newspaper during the preceding calendar year was 16,283 \_\_\_\_\_; the newspaper has been published for at least 117 \_\_\_\_\_ years and/or XXX \_\_\_\_\_ months and the newspaper is regularly published at least weekly for fifty weeks or more during the calendar year, in the Municipality of Parkersburg \_\_\_\_\_, and in the County of Wood \_\_\_\_\_, State of West Virginia. The newspaper is of general circulation and interest; the newspaper has a circulation large enough to provide reasonable belief that publication of a legal advertisement will give effective notice to the residents of the publication area; the newspaper averages four or more pages in length, exclusive of any cover, per issue; the newspaper is circulated to the general public at a definite price; and, the general public relies on the newspaper for news of events of a political, religious, commercial or social nature, and current happenings, announcements, miscellaneous reading matters, advertisements and other notices.

Applicable Legal Ad rate is thirteen cents (.13) per word.

James T. Spanner  
\_\_\_\_\_  
Authorized Official

Subscribed and sworn to before me this 10th day of October, 2016.

SEAL



Lisa C Kelley  
\_\_\_\_\_  
Notary Public

My commission expires 03/04/2024.

(INCLUDE WITH THIS AFFIDAVIT A COPY OF THE STATEMENT OF OWNERSHIP, MANAGEMENT AND CIRCULATION FILED WITH THE UNITED STATES POST OFFICE IN THE CURRENT CALENDAR YEAR.)

**THIS AFFIDAVIT MUST BE FILED WITH THE SECRETARY OF STATE NO LATER THAN NOVEMBER 1, 2016.**

**UNITED STATES POSTAL SERVICE®** Statement of Ownership, Management, and Circulation  
**(All Periodicals Publications Except Requester Publications)**

1. Publication Title <b>PARKERSBURG NEWS AND SENTINEL</b>	2. Publication Number	3. Filing Date <b>OCTOBER 1, 2016</b>
	4 2 2 1 - 6 0 0 0	
4. Issue Frequency <b>DAILY AND SUNDAY</b>	5. Number of Issues Published Annually <b>365</b>	6. Annual Subscription Price <b>\$214.00 / \$226.00</b>
7. Complete Mailing Address of Known Office of Publication (Not printer) (Street, city, county, state, and ZIP+4®) <b>519 JULIANA STREET, PARKERSBURG, WOOD, WV 26101</b>		Contact Person <b>JAMES T. SPANNER</b> Telephone (Include area code) <b>304.485.1891</b>

8. Complete Mailing Address of Headquarters or General Business Office of Publisher (Not printer)  
**519 JULIANA STREET, PARKERSBURG, WOOD, WV 26101**

9. Full Names and Complete Mailing Addresses of Publisher, Editor, and Managing Editor (Do not leave blank)

Publisher (Name and complete mailing address)  
**JAMES T. SPANNER 707 5TH STREET, MARIETTA, OH 45750**

Editor (Name and complete mailing address)  
**CHRISTINA MYER 49 DUTCH HILLS TER., PARKERSBURG, WV 26104**

Managing Editor (Name and complete mailing address)  
**NA**

10. Owner (Do not leave blank. If the publication is owned by a corporation, give the name and address of the corporation immediately followed by the names and addresses of all stockholders owning or holding 1 percent or more of the total amount of stock. If not owned by a corporation, give the names and addresses of the individual owners. If owned by a partnership or other unincorporated firm, give its name and address as well as those of each individual owner. If the publication is published by a nonprofit organization, give its name and address.)

Full Name	Complete Mailing Address
<b>AS PER LIST FURNISHED TO POSTAL SERVICE</b>	

11. Known Bondholders, Mortgagees, and Other Security Holders Owning or Holding 1 Percent or More of Total Amount of Bonds, Mortgages, or Other Securities. If none, check box  None

Full Name	Complete Mailing Address
<b>NA</b>	

12. Tax Status (For completion by nonprofit organizations authorized to mail at nonprofit rates) (Check one)  
 The purpose, function, and nonprofit status of this organization and the exempt status for federal income tax purposes:  
 Has Not Changed During Preceding 12 Months  
 Has Changed During Preceding 12 Months (Publisher must submit explanation of change with this statement)

13. Publication Title		14. Issue Date for Circulation Data Below	
PARKERSBURG NEWS AND SENTINEL		FRI. 8/19, SUN. 8/21	
15. Extent and Nature of Circulation		Average No. Copies Each Issue During Preceding 12 Months	No. Copies of Single Issue Published Nearest to Filing Date
a. Total Number of Copies (Net press run)		18536, 22804	20577, 22567
b. Paid Circulation (By Mail and Outside the Mail)	(1)	Mailed Outside-County Paid Subscriptions Stated on PS Form 3541 (Include paid distribution above nominal rate, advertiser's proof copies, and exchange copies)	41,35      37, 29
	(2)	Mailed In-County Paid Subscriptions Stated on PS Form 3541 (Include paid distribution above nominal rate, advertiser's proof copies, and exchange copies)	0, 0      0, 0
	(3)	Paid Distribution Outside the Mails Including Sales Through Dealers and Carriers, Street Vendors, Counter Sales, and Other Paid Distribution Outside USPS®	16242, 20232      17827, 20040
	(4)	Paid Distribution by Other Classes of Mail Through the USPS (e.g., First-Class Mail®)	0, 0      0, 0
c. Total Paid Distribution [Sum of 15b (1), (2), (3), and (4)]		16283, 20267	17864, 20069
d. Free or Nominal Rate Distribution (By Mail and Outside the Mail)	(1)	Free or Nominal Rate Outside-County Copies included on PS Form 3541	0, 0      0, 0
	(2)	Free or Nominal Rate In-County Copies Included on PS Form 3541	0, 0      0, 0
	(3)	Free or Nominal Rate Copies Mailed at Other Classes Through the USPS (e.g., First-Class Mail)	0, 0      0, 0
	(4)	Free or Nominal Rate Distribution Outside the Mail (Carriers or other means)	374, 153      790, 141
e. Total Free or Nominal Rate Distribution (Sum of 15d (1), (2), (3) and (4))		374, 153	790, 141
f. Total Distribution (Sum of 15c and 15e)		16657, 20420	18654, 20210
g. Copies not Distributed (See Instructions to Publishers #4 (page #3))		1879, 2384	1923, 2357
h. Total (Sum of 15f and g)		18536, 22804	20577, 22567
i. Percent Paid (15c divided by 15f times 100)		98%, 99%	96%, 99%

\* If you are claiming electronic copies, go to line 16 on page 3. If you are not claiming electronic copies, skip to line 17 on page 3.



**Statement of Ownership, Management, and Circulation  
(All Periodicals Publications Except Requester Publications)**

16. Electronic Copy Circulation	Average No. Copies Each Issue During Preceding 12 Months	No. Copies of Single Issue Published Nearest to Filing Date
a. Paid Electronic Copies <span style="float:right">▶</span>	672, 672	637,603
b. Total Paid Print Copies (Line 15c) + Paid Electronic Copies (Line 16a) <span style="float:right">▶</span>	16955, 20939	18501,20672
c. Total Print Distribution (Line 15f) + Paid Electronic Copies (Line 16a) <span style="float:right">▶</span>	17329,21092	19291, 20813
d. Percent Paid (Both Print & Electronic Copies) (16b divided by 16c × 100) <span style="float:right">▶</span>	98%, 99%	96%, 99%

I certify that 50% of all my distributed copies (electronic and print) are paid above a nominal price.

17. Publication of Statement of Ownership

If the publication is a general publication, publication of this statement is required. Will be printed  Publication not required.  
in the OCTOBER 1, 2016 issue of this publication.

18. Signature and Title of Editor, Publisher, Business Manager, or Owner

Date

*James T Spunner*

9-23-16

I certify that all information furnished on this form is true and complete. I understand that anyone who furnishes false or misleading information on this form or who omits material or information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including civil penalties).