

**AGENDA FOR A PUBLIC WORKS COMMITTEE
MEETING FOR TUESDAY, FEBRUARY 9, 2016
6:30 PM, SMALL CONFERENCE ROOM
SECOND FLOOR, MUNICIPAL BUILDING**

(Councilmen Carpenter, Wilcox, Coram, and Lynch)

- I. CALL TO ORDER – Councilman Jim Reed, Chairman
- II. ROLL CALL
- III. MINUTES – meeting held August 25, 2015
- IV. NEW BUSINESS – Lease Proposal for Point Park Marketplace for five (5) years from Mr. James Kincaid and Mr. Marvin Edwards.
- V. ADJOURNMENT

The Public Works Committee of City Council met Tuesday, August 25, 2015 at 5:00 PM in the small conference room on the second floor of the Municipal Building at One Government Square, Parkersburg, WV 26101.

The meeting was called to order by its Chairman, Councilman John Rockhold, who presided over the meeting. Members attending included Sharon Lynch, Nancy Wilcox, Kim Coram, Roger Brown, and John Rockhold.

Others attending included Mayor Colombo, Pam Salvage, Rickie Yeager, Warren Bigley

MINUTES – Ms. Wilcox moved, seconded by Ms. Lynch, to approve the minutes from the meeting held May 21, 2015, and the motion was adopted by unanimous vote.

SWIMMING POOLS – After receiving some calls of concern on the condition of our swimming pools, Mayor Colombo spoke with Mr. Mike Bishman, manager of Professional Pool Management, LLC who manages our pools. Complaints that the pools were dirty could have been because of missing paint that looked like dirt.

Mr. Bishman told Mayor Colombo said that we have old equipment to clean and only so many hours. The vacuum is not big enough and asked if there could be money put into the budget for a better one. Concerning not being able to smell the chemicals, Mr. Bishman said you are not supposed to smell pool chemicals in the pool – they test regularly.

Coolers are not allowed in the facility because we offer concession stands, but Mr. Bishman said that could be changed if that was what the City wanted.

Ms. Lynch stated that we have discussed having our pools with other attractions, and Mayor Colombo said we should work on a list to make improvements. Without redoing our whole pool, we could try to make ours special, he said, and we will do what we can.

Ms. Coram said this is a continuing need for our parks' plan, which was done in 2009. She mentioned \$35,000.00 in this year's budget for the pavilion, and the Mayor asked if she would be willing to move those funds. She said she would support that, but she wants a comprehensive plan.

FLOWER POTS ON SECOND STREET – Downtown PKS purchased several large pots with small trees and flowers, and they were placed on Second Street removing parking. Some members of City Council have received complaints.

Mayor Colombo stated that they did a good job installing them, but his problem with the pots was people complaining about them. They think the pots are a hazard because we are taking 24' of a 48' street for bicycles, which is a hazard. There should be a 9' bike lane with them against the wall, he said. People want us to do something with the pots, and he does not think we need the pots on both sides of the street. He

mentioned several streets that are only 18' wide and we are taking 24' for this. The bike path should be from 8' to 12' wide, he said. He has moved them to the curbs and at this time he does not want to move them back. The limit on the grant for the pots has expired. He does not want to do away with them, but they cause problems with snow removal. He wants to wait until spring to re-assess this, but he will not move them because we have public sentiment. He believes the pots would have been better if they had been rectangular or square and not round, and maybe they should be farther apart.

Ms. Coram stated that the City worked with PKB on this grant and the City suggested the pots. Our traffic employees should have said not to use the pots, and said the traffic engineer looked at it. In the grant application, it listed two basic needs to be addressed: One was for signage on walking and bicycling routes, and the second was the need to develop a bike route on 4 blocks to connect 2 trails in downtown.

Perhaps we could have the pots on one side or the other, Ms. Wilcox suggested, and asked if we knew how many bikes used that route in a week. Mayor Colombo said that he did not know compared to normal traffic. Ms. Wilcox said she had complaints from the bus drivers. We also took parking off the street so we are getting less money.

All of our vision is different, Mayor Colombo stated, and said he wanted to wait until spring to make a decision.

FIRE DEPARTMENT AIR PACKS – Chairman Rockhold asked if we could have an update on the air packs and bottles. Mayor Colombo said that they were out for bid and will have until September 2nd, and then we will get the financing. Then it will be about three weeks before we get the equipment, he said.

When Ms. Wilcox asked how many air packs were in the bid, Chief Taylor said it was for 44 air packs and 88 bottles and the cost will be \$262,000.0. Ms. Wilcox asked how many firemen we had, and Chief Taylor said we have 57 men and 15 or 16 on a shift.

She asked if each man had to be measured, and he said they did, and there are three or four sizes. Technology has changed and they now have safety features like buddy breathing. They cost \$200.00 to \$300.00 each and are custom tested but not custom made – like scuba gear, he said. Each fireman will clean their own masks.

Ms. Lynch asked what would happen with the equipment we now have and the Chief said we will have 44 surplus and 88 bottles are good. There high pressure and low pressure bottles. We first wanted to go with high pressure but decided on low for the same money.

Ms. Lynch asked if the whole department made the decision, and the Chief said he made the decision.

Mr. Brown asked why we ordered 57 masks because at DuPont they clean and reuse. Chief said that was not a significant cost and was what the manufacturer recommended.

Last November and December we needed bottles, and this August we are just getting them out to bid, Ms. Lynch stated. Chief Taylor said we had applied for a grant and we thought we would get it, but we did not. On our existing system that we have had for fifteen years the packs are good and the bottles expired, but we resolved that. We put this in the budget for this year. For a while we had no finance director, but now we do and it is out for bid.

Last November they were to come back to City Council, Ms. Wilcox stated. The Chief said we discussed it in February and put it in the budget and the capital plan. Ms. Wilcox said she was upset because last fall we borrowed 30 bottles from Vienna. She said at that time we did not know how long it would be. Those departments have to be safe, and it has been a year, she said.

Mayor Colombo said what was bid is what is needed and that is what we are going to get.

Ms. Wilcox said she wanted him to know that they want the men to be safe. Chief Taylor said they were not unsafe and we have not put them in that position.

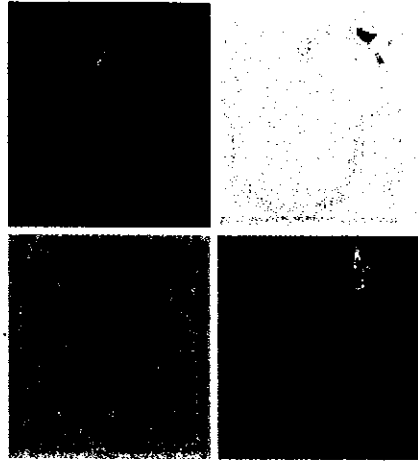
The meeting adjourned at 5:35 PM.

Respectfully submitted,


Connie Shaffer, City Clerk

CS

LEASE PROPOSAL FOR



POINTPARK
MARKETPLACE

January 19, 2016

113 Ann Street

Parkersburg, WV 26101

The mission of James Kincaid and Marvin Edwards for Point Park Marketplace is to operate a year-round
Community-supported market that provides the Mid-Ohio Valley with local produce.

Executive Summary

Our mission for Point Park Marketplace is to operate a year-round community-supported market that provides the Mid-Ohio Valley with Local Produce.

We want Point Park Marketplace to offer local farmers, producers, artisans and food vendors to be able sell their products at the market. We want to offer consignment to local farmers so they wouldn't have to be at the market on a full time basis.

Point Park Marketplace would like to define "local" to the whole Mid-Ohio Valley area. By offering to the Mid-Ohio Valley it helps our local farmers to expand their production.

Point Park Marketplace has been recognized as one of the friendliest markets in West Virginia Farmers Market Association at the West Virginia Small Farmers Conference in February of 2015.

Point Park Marketplace also has on site High Mark Community Gardens which has an onsite manager for the grounds.

The following pages will describe our dreams for the future at Point Park Marketplace. As our mission states, we hope to operate a community-supported market. We are very anxious to grow and establish a "local food hub" for our local area.

Support for the Market

Point Park Marketplace has been supported by the local Community from the beginning. Businesses and Individuals around our community have also supported the market with financial contributions. The West Virginia Department of Agriculture will help us with local vendors and produce. They also offer local grants and Marketing prices.

Point Park Marketplace in Downtown Parkersburg

Point Park Marketplace along with being a farmers market, provides many customer with restaurants, souvenirs items, bikes shop, bakery and wine shop. Point Park Marketplace is opened Wednesday – Saturday with a steady customer flow. Point Park Marketplace works with local event coordinators by expanding our hours for special events in downtown Parkersburg.

Point Park Marketplace's target market is people from the mid-Ohio valley of all income levels and ethnic backgrounds who purchase, consume food, and other misc. items.

Support from the National Council on Aging offers us help with the Senior Citizens group. There is an onsite supervisor there at all times.

Our plans for the future:

- Establish more local vendors to be part of the full time market on the inside.
- Increase more events from 1 a month to 3 a month.
- Expand our area to the whole Mid-Ohio Valley.
- Pursue grant opportunities on a continuing basis, to help develop a stronger producer network.
- Expand our 5 vendors to at least 4 more vendors this year.
- Have locals farmers come to the market and sell their produce.

We would like to have vendors selling out of the back of their vehicles like a Tailgate Farmers Market. Our market relies heavily on social media for marketing. We plan to host workshops on such topics as pricing for profit, business planning for farmers, labeling and marketing products and other topics that may be of interest to the farmers.

We will accept the responsibility of keeping Point Park Marketplace clean at all times. The current business hours of The Point Park Marketplace are 10am-6pm Wednesday through Saturday.

In order to create further excitement and community involvement in and around the Point Park Marketplace, we plan to have banners and flags flying all around the parking lot. We also anticipate having festivals conjunction with the holidays. On the last Saturday of each month craft and direct sell vendors.

Point Park Marketplace Events

- Chamber of Commerce sponsored - Community Chili Cook off.
- Corvette Club car show
- Special Olympics Polar Plunge
- Kicks for Kids Road Run
- Breast Cancer Road Run.
- Color Run
- Pre-Concert before the Downtown PKB Concert
- Steam Punk for Cervical and Breast Cancer.

We would like to explore the possibilities of having a large walk-in cooler located outside that would allow back-storage outside of the square footage of the main retail space at Point Park Marketplace.

Financial and Proposal

James Kincaid and Marvin Edwards would like to lease Point Park Marketplace from the City with a negotiable rate for 5 years, plus take over all the utility bills. As the market grows the city will benefit from the taxes. We have been contacted by several vendors who are interested in being part of Point Park Marketplace.

Maintenance

We will take care of all the duties around the market inside and out as listed.

- Cleaning of the sidewalks
- Watering all plants
- Keeping the fountain full of water
- Sweeping and moping the inside of the market
- Empty trash cans
- Cleaning the bathrooms
- Cleaning the doors and windows
- Providing sanitary items
- Snow removal on sidewalks

Marketing and Sales Strategy

Point Park Marketplace engages the community through special events, classes, neighborhood meetings, and a Facebook page with over 3,094 followers. Point Park Marketplace communicates with customer via Facebook, in-store marketing, news stories and press release, direct marketing via Constant Contact, and direct contact at local events and classes. However our marketing plan for 2016 includes a limited amount of paid advertising using local radio and newspaper, focusing on our local products. The first Monday of every month we have a guest spot on WTAP, also on the first Tuesday of every month we have the guest spot.