

AGENDA FOR THE REGULAR CITY COUNCIL MEETING  
FOR TUESDAY, MAY 26, 2015, 7:30 PM  
COUNCIL CHAMBERS, SECOND FLOOR,  
MUNICIPAL BUILDING

PRAYER AND PLEDGE OF ALLEGIANCE

- I. CALL TO ORDER – Councilman JR Carpenter, President
- II. ROLL CALL
- III. MINUTES - Regular Council meeting May 12, 2015
- IV. REPORTS FROM STANDING OR SPECIAL COMMITTEES
- V. MESSAGE FROM THE EXECUTIVE
  - 1. Communication from Mayor Robert Newell re-appointing Mr. Charles Harris, 1226 Juliana Street, to the Mid-Ohio Valley Transit Authority for a term to expire September 14, 2016. (requires confirmation)
  - 2. Communication from Mayor Robert Newell re-appointing Mr. Tim Utt, 1537 Willoughby Drive to the Façade Committee through January 1, 2018; Mr. Wayne Waldeck, 1000 Market Street through January 10, 2017, Façade Committee; and Mr. Sean Andrews, 2603 26<sup>th</sup> Street, through April 12, 2018, Façade Committee. (requires confirmation)
- VI. PUBLIC FORUM
- VII. RESOLUTIONS
  - 3. Resolution authorizing inner-department budget revisions for City Council \$700.00; Street Cleaning \$1,700.00; and Fire Department \$60,950.00. (Sponsored by the Finance Committee)
  - 4. Resolution requesting approval from the State Auditor's Office for donations for tennis courts, donations for community garden, payments for liability insurance, sidewalk project revenue, and postage. (Sponsored by Finance Committee)
  - 5. Resolution authorizing Mayor Robert Newell to submit a grant application to the USDA's 2015 Farmers Market Promotion Program for \$70,000.00. (Sponsored by Councilmen Lynch, Wilcox, and Rockhold)

"next page"

IX. ORDINANCE, SECOND READING:

6. An ordinance authorizing the refunding of the issuer's outstanding combined waterworks and sewerage system revenue bonds, series 2005A, and the financing of the cost thereof...through the issuance of refunding revenue bonds, Series 2015, of not more than \$21,000,000.00....(Sponsored by Councilmen Coram, Carpenter, Brown, Rockhold, and Reed.)
7. An ordinance authorizing the refunding of the issuer's outstanding combined waterworks and sewerage system revenue bonds, series 2006C and the financing of the cost thereof....through the issuance of combined waterworks and sewerage system revenue bonds, series 2015B, of not more than \$7,500,000.00....(Sponsored by Councilmen Coram, Carpenter, Brown, Rockhold, and Reed.)

X. ORDINANCE, FINAL READING:

8. An ordinance to rezone Parkersburg Corporation Tax Map 6, Parcel 1.1, from existing M-1 to B-2 zone, 37.469 acres near Rayon Drive and Rt. 95. C-209. (Sponsored by the Municipal Planning Commission.)
9. An ordinance to rezone Parkersburg Corporation Tax Map 114, Parcel D-1, from existing M-1 to B-2 zone, 3.932 acre parcel near Rayon Drive and Rt. 95, C-210. (Sponsored by the Municipal Planning Commission.)

XI. ADJOURNMENT

PARKERSBURG, W. VA., May 12, 2015

CARR &amp; HARRIS, INC., SPENCER, WV RE-CONCERT NO. 12275-13

The Council of the City of Parkersburg met in regular session Tuesday, May 12, 2015, at 7:30 PM in the Council Chambers on the second floor of the Municipal Building at One Government Square, Parkersburg, WV 26101. Councilman John Rockhold led the Lord's Prayer and Pledge of Allegiance.

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

MINUTES - Mr. Reynolds moved, seconded by Mr. Brown, to approve the minutes from the meeting held April 14, 2015 and April 21, 2015, and the motion was adopted by unanimous vote.

REPORTS FROM STANDING OR SPECIAL COMMITTEES - Ms. Lynch reported that the Personnel Committee met prior to this meeting with an introduction and briefing from our small business coach, Lisha Conny. Also Music in the Park at Southwood will begin June 2<sup>nd</sup> at 7:30 PM and continue the first and third Tuesdays, with all invited.

Ms. Coram reported that the Finance Committee met prior to this meeting and referred items on to this Council meeting; and noted that there would be an annual report from the Planning Director presented to the Municipal Planning Commission, of which she is a member from City Council.

Mr. Rockhold announced the PKB sponsored concerts at Point Park beginning soon, as well as wine tasting events at the Blennerhassett Hotel, and suggested visiting the website for PKB for other activities in our area.

MESSAGE FROM THE EXECUTIVE - the clerk read the following veto message from Mayor Robert Newell:

#### VETO MESSAGE

I have decided to veto the Resolution adopted April 21, 2015, requesting approval from the State Tax Department for a budget revision for \$8600.00 out of Capital Reserve for a forensic sampling audit that the state auditor is refusing to conduct because the request does not rise to the magnitude for a special audit by the fraud division or any other division of the State.

City Council can take the suggestion of the State Auditor's Office and hire a private CPA to conduct such work. City Council will have to advertise for Requests For Proposals (RFP) detailing the scope of the work to be performed and then interview those firms who respond to the advertisement. Once the interviews are completed one will be selected to perform the audit based on price and experience and other criteria set forth by city council. Once selected, City Council may vote to move money into an account to pay for the audit. Alternatively the administration could hire a CPA of council's choice to review the explanation already completed by Doug Life and pay for it out of contractual services.

Council President, JR Carpenter, declared the veto out of order in accordance with Section 2.201 and Section 2.300 of the City Charter; and also Robert's Rules (no section stated) and said he did not recognize this veto.

MOTION - Mr. Rockhold moved, seconded by Ms. Wilcox, to appeal the decision of the Chair, and the motion failed by a vote of 4-4, as follows: Voting "yes" Ms. Wilcox, Ms. Lynch, Mr. Rockhold and Mr. Reed. Voting "no" Mr. Brown, Ms. Coram, Mr. Reynolds, and Mr. Carpenter.

PUBLIC FORUM - Mr. Tom Simons, developer from Westerville, Ohio, told Council he was present to answer any questions concerning the revitalization of Terrapin Park apartments on Dudley Avenue.

Mr. Mike Dektas was present representing the Cincinnati, Ohio company proposing "Reserve at Edison Hill" affordable housing development near Rt. 95 and Rayon Drive, for any questions they may have.

A resident of 2314 Laurel Creek Road, Waverly, WV, spoke concerning recent allegations against Mayor Newell and said we have spent time and money that we will not get back. She works in Parkersburg and her children go to school here.

Mr. Matthew Floyd, 4436 12<sup>th</sup> Avenue, told Council he had reservations about low income housing on the Edison Hill Project, and also a concern about traffic. He said they were excited about a possible baseball park, but not low income housing.

Mr. Shawn Stark, 1509 Spring Street, stated that he was concerned that the State Auditor has been from the same family for the past 38 years. He said they want a simple audit because of a loss of confidence, and he did not think our current state auditor would be of assistance.

Another resident from 1012 13 ½ Street, said that Parkersburg needs a boost in confidence.

Mr. Jack Hunley, 1003 Broadway Avenue, asked everyone to think about where Councilman Aaron Read was this evening and what he was doing for us. Councilman Read is absent because of a military commitment.

Ms. Denise Halalz, 809 Chestnut Street, asked Council to proceed with the audit. She was especially interested in the expenditure in the coal severance fund for a used Trailblazer paid out of supplies without a budget revision on 7/12/13; and a Dodge Charger was purchased 10/28/14 for the police department. She said the City was overspent by \$3,000,000.00, and cited WV Code Chapter 11-13A(6).

Mr. Joe Backus, 1029 Quincy Street, stated that he wanted to see Mayor Newell and Ashley Flowers take responsibility for their actions. Ms. Flowers apologized and lost custody of her children, and is being attacked publicly daily. He said he did not like to see people manipulated and used for selfish reasons, and asked Council to bring Ms. Flowers back as finance director with due process.

RESOLUTION AUTHORIZING AN APPLICATION FOR  
ASSISTANCE THROUGH THE WEST VIRGINIA OFFICE OF ECONOMIC  
OPPORTUNITY EMERGENCY SOLUTIONS GRANTS PROGRAM

WHEREAS, the Office of Economic Opportunity administers the Emergency Solutions Grant (ESG) Program in the State of West of Virginia as a grantee of the U.S. Department of Housing and Urban Development, and

WHEREAS, the ESG Program is designed to facilitate strategic, community-wide policies, direct services and coordination with other resources that may be available to individuals and families that are experiencing homelessness, and

WHEREAS, the ESG Program is administered in accordance with the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, and

WHEREAS, the Family Crisis Intervention Center (FCIC) has requested the City's assistance in obtaining an Emergency Solutions Grant for use by the FCIC in administering and operating its domestic violence shelter, and

WHEREAS, the City of Parkersburg wishes to provide the requested assistance to the FCIC;

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG, that Mayor, Robert D. Newell is hereby authorized to submit a grant request to the State of West Virginia Office of Economic Opportunity, copy of which is attached hereto and made a part hereof, to administer an Emergency Solutions Grant, to be used by the Family Crisis Intervention Center.

MOTION – Mr. Rockhold moved, seconded by Mr. Brown, to adopt the resolution, and the motion was adopted by majority vote with all members voting "yes" with the exception of Ms. Lynch, who abstained.

RESOLUTION TO SUPPORT THE EXPANSION  
OF ROUTE 2 FROM 2-LANE TO 4-LANE

Whereas the continued economic growth of is vital to the interests of its people, businesses and communities, and

Whereas four-lane highways have proven to stimulate and expand economic activity for those regions where highways have been completed, and

Whereas said upgrade of Route 2 is under construction in large part, and

Whereas Interstate 68 is complete to Morgantown, West Virginia, with expectations of it reaching to the Ohio River, and

Whereas a great part of the upgrade to Route 2 is "shovel ready," and

Whereas the completion of the Route 2 upgrade and extension of Interstate 68 is recognized by multiple Regional Economic Development Authorities, Partnerships and Councils as being a most important stimulus project for the area, and

Whereas a completed Interstate 68 would provide direct access to the Port of Baltimore, and

Whereas a completed Interstate 68 would provide an important function to the Homeland Security Department as an emergency route from the nation's capital and surrounding metropolitan areas in case of national emergency, and

Whereas the largest concentration of manufacturing in West Virginia is found along the Ohio River, and

Whereas manufacturing has great need for reliable four-lane transportation to move products to market, and

Whereas and expanded Route 2 and Interstate 68 will divert dangerous traffic from two-lane roads, and

Whereas the major development in West Virginia is found in the Marcellus region, and

Whereas the development of an ethane cracker in Parkersburg will bring billions of dollars in economic development, and

Whereas the development of a natural gas power plant in Moundsville will bring billions of dollars in economic development, and

Whereas the development of other mid-stream and down-stream products of natural gas in all of the counties along the Ohio River Valley's abundant natural gas liquids Marcellus Region will develop,

THEREFORE BE IT RESOLVED that the fully supports and urges representatives of both State and Federal government bodies to do everything in their power to secure funding for the completion of the Route 2 expansion and the extension of Interstate 68 westward to the Ohio Valley.

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

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

RESOLUTION – A resolution accepting the two lots at the base of the steps at Quincy Hill steps as part of Quincy Hill City Park was postponed until the Urban Renewal Authority has taken action, upon motion by Ms. Wilcox and seconded by Mr. Rockhold. The motion was adopted by unanimous vote.

RESOLUTION

WHEREAS, MV Residential Development has proposed to develop an affordable housing development for the Reserve at Edison Hill pursuant to a "Local Community Revitalization Plan;" and

WHEREAS, the City of Parkersburg has identified the need for high quality affordable family housing to meet the needs of its citizens and to provide a diversified residential housing inventory; and

WHEREAS, the proposed site is situated in an area appropriate for the development of residential housing; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Parkersburg that the City hereby adopts and ratifies the "Local Community Revitalization Plan Affordable Housing For Families" in substantially the form attached hereto marked "Attachment 1," in connection with the proposed "Reserve at Edison Hill" project, and hereby authorizes and Development Director to take such steps as may be necessary to assist with the plan, in accordance with applicable law, the Codified Ordinances of the City of Parkesburg, WV and the City of Parkersburg 2020 Update of the Comprehensive Master Plan.

MOTION – Mr. Rockhold moved, seconded by Ms. Coram, to adopt the resolution.

At the suggestion of Councilman Rockhold, the developer, Mr. Floyd and Councilwoman Wilcox briefly discussed the traffic situation, and the developer agreed that a traffic study was necessary because of people turning off 12<sup>th</sup> Avenue to get to Pike Street. They are proposing seven houses and 23 townhouses, Mr. Detkas stated, and an additional road was being built. For the larger plan with the baseball field, traffic will get right in and right out, he said.

Mr. Coram stated that the resolution says that a B-2 zoning is required, and it is not rezoned yet. City Attorney, Joe Santer, stated that this is a resolution to allow for the planning and cooperation, and if the property is not rezoned, that planning will end. Mr. Yeager stated that the Municipal Planning Commission approved the plan contingent upon the property being rezoned.

VOTE – the motion was adopted by unanimous vote.

RESOLUTION

WHEREAS, Neighborhood Development Services has proposed to develop an affordable housing development at 1508 Rayon Drive pursuant to a "Local Community Revitalization Plan;" and

WHEREAS, the City of Parkersburg has identified the need for high quality affordable family housing to meet the needs of its citizens and to provide a diversified residential housing inventory; and

WHEREAS, the proposed site is situated in an area appropriate for the development of residential housing; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Parkersburg that the City hereby adopts and ratifies the "Parkersburg, WV Local Community Revitalization Plan For Seniors" in substantially the form attached hereto marked "Attachment 1," in connection with the proposed "1508 Rayon Avenue" project, and hereby authorizes and Development Director to take such steps as may be necessary to assist with the plan, in accordance with applicable law, the Codified Ordinances of the City of Parkesburg, WV and the City of Parkersburg 2020 Update of the Comprehensive Master Plan, conditioned on the re-zoning of the property to allow for multi-family development.

MOTION – Mr. Reynolds moved, seconded by Ms. Coram, to adopt the resolution.

MOTION TO AMEND – Ms. Wilcox moved, seconded by Mr. Rockhold, to amend the resolution in the last sentence so it states "for senior housing" only, no multi family, and the amendment was adopted by unanimous vote.

The motion, as amended, was adopted by unanimous vote.

## RESOLUTION

WHEREAS, WODA Group has proposed to re-develop Terrapin Park, an affordable housing development, pursuant to a "Local Community Revitalization Plan;" and

WHEREAS, the City of Parkersburg has identified the need for high quality affordable family housing to meet the needs of its citizens and to provide a diversified residential housing inventory; and

WHEREAS, the proposed site is situated in an area appropriate for the development of residential housing; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Parkersburg that the City hereby adopts and ratifies the "Dudley A venue Corridor Community Revitalization Plan" in substantially the form attached hereto marked "Attachment 1," in connection with the proposed Terrapin Park re-development project, and hereby authorizes and Development Director to take such steps as may be necessary to assist with the plan, in accordance with applicable law, the Codified Ordinances of the City of Parkersburg, WV and the City of Parkersburg 2020 Update of the Comprehensive Master Plan.

MOTION – Mr. Rockhold moved, seconded by Mr. Reed, to adopt the resolution, and the motion was adopted by unanimous vote.

## RESOLUTION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Mayor (or his designee) be authorized to request approval from the State Auditor's Office for the following budget revision within the General Fund for FY 2014-15 prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, and to make said budget revisions upon State approval.

## GENERAL FUND

Fund	Dept	Account	Description	Inc/Dec	Inc/Dec
		399-000-000	Misc. Revenue	\$2,000.00	
001	440	230-000	Cont. Serv. Music Fest Southwood		\$2,000.00

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

ORDINANCE ESTABLISHING  
BUILDING CODE APPEALS BOARD

(a) A Building Code Appeals Board is hereby established pursuant to West Virginia Code 8-11-4(b), 8-12-13 and 8-12-16, as well as the applicable provisions of the State Building Code. The Board shall consist of five members, who are qualified by experience and training to pass on matters pertaining to the State Building Code, including property maintenance, construction, electrical and plumbing matters and are not employed by the City. The members of the Board are to be appointed by the Mayor, and shall serve staggered and overlapping terms. That is, as to the initial Board, the Mayor shall appoint one member for a one-year term; the two members for two-year terms and two members for three-year terms. Thereafter all members shall be appointed for terms of three years. In the event that any member is, for any reason, unable to complete a term, then the Mayor shall appoint an interim member to complete the unexpired term.

The Mayor shall also appoint two alternate members who shall be called upon by the Board's Chairman to hear individual appeals or at meetings, in the event of the absence or disqualification of one or more members. Alternate members shall possess the same qualifications for membership as members, and shall initially be appointed respectively for a one year and a two year term and thereafter for three year terms in the same manner as members. Whenever possible the Mayor may appoint members of the Parkersburg Planning Commission in this capacity.

(b) Election; Chairman and Vice Chairman. At the first meeting of each year, the Board shall elect a Chairman and Vice Chairman from its members. The Vice Chairman shall have authority to act as Chairman during the absence or disability of the Chairman.

(c) Quorum and Postponement. Three of the five members (one or more of whom may be alternate members) shall constitute a quorum. No official action of the Board may be taken in the absence of a quorum.

(d) Adoption of Rules. The Board shall adopt such rules and regulations concerning the filing of appeals, applications for variances and exceptions, giving of notice and conduct of hearings as shall be necessary to carry out its duties under the provisions of the Building Code.

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

(e) Minutes and Records. The Board shall keep minutes of its proceedings, keep records of its examinations and other official actions and shall record the vote on all actions taken. All minutes and records shall be filed in the office of the Board and shall be a public record.

(f) Powers and Duties. The Board shall have the following powers and it shall be its duty to:

(1) Hear and determine appeals from and review any notice, order, requirement, decision or determination made by the administrative official charged with the enforcement of the Building Code.

(2) Permit and authorize exceptions to the Building Code only in the classes of cases or in particular situations as specified in this section.

(3) Hear and decide special exceptions to the terms of the Building Code upon which the Board is required to act under this section.

(4) The Board shall receive applications for appeal based on a claim that the true intent of the Building Code or the rules and regulations adopted thereunder have been incorrectly interpreted, or the provisions of the Building Code do not apply, or the requirements of the Building Code are adequately satisfied by other means.

(g) Appeals.

(1) An appeal taken from the requirement, notice, order, decision or the determination made by the administrative official charged with the enforcement of the Building Code shall be filed with the Board within twenty (20) days after the day the decision, notice or order was served. The appeal shall specify the grounds thereof and in such form as may be prescribed by the Board by general rule. The administrative official from whom the appeal is taken shall, upon request by the Board, transmit to it all documents, plans and papers constituting the record of the action from which an appeal was taken.

(2) The Board shall fix a reasonable time for the hearing of an appeal. Public notice shall be given of the hearing and due notice shall be given additionally to the interested parties. The Board may require the party making the appeal to assume the cost of public notice and due notice to interested parties. Upon the hearing, any party may appear in person, by agent or by attorney. The Board shall render a decision within thirty (30) days of receipt of the appeal.

(3) When an appeal from the decision of any official has been taken and filed with the Board, all proceedings and work on the premises concerning which the decision was made shall be stayed unless the official from whom the appeal was taken shall certify to the Board that, by reason of facts stated in the certificate, a stay would cause imminent peril to life or property. In such case, proceedings or work shall not be stayed except by a restraining order which may be granted by the Circuit Court of Wood County, on application, on notice to the officer from whom the appeal is taken and the owner of the premises affected and on due cause shown.

(4) In exercising its powers, the Board may reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination appealed from as in its opinion ought to be done in the premises, and to that end shall have all the powers of the officer from whom the appeal is taken.

(h) Variances and Special Exceptions.

(1) The Board shall hear requests for variances where it is alleged that the provisions of the Building Code inflict unnecessary hardship upon the appellant. The Board may grant a variance provided the following findings are made, where relevant, in a given case:

A. That there are unique physical circumstances or conditions to the particular property, and that the necessary hardship is due to such conditions, and not the circumstances or conditions generally created by the provisions of the Building Code;

B. That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the Building Code and that the authorization of a variance is therefore necessary to enable the reasonable use of the property;

C. That such unnecessary hardship has not been created by the appellant;

D. That the variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, nor substantially or permanently impair the appropriate use or development of adjacent property, nor be detrimental to the public welfare; and

E. That the variance, if authorized, will represent the minimum variance that will afford relief and will represent the least modification possible of the regulation in issue.

(2) In granting any variance, the Board may attach such reasonable conditions and safeguards as it may deem necessary to implement the purposes of the Building Code.

(3) Special exceptions. The Board shall hear and decide requests for all special exceptions as provided in this section and in accordance with such standards and criteria contained in this section. In granting a special exception, the Board may attach such reasonable conditions and safeguards, in addition to those expressed in the section, as it may deem necessary to implement the purposes and intent of the Building Code.

## (i) Remedies and Penalty.

(1) The Board or any designated enforcement official may institute a suit for injunction in the Circuit Court of Wood County, West Virginia, in the name of the City, to restrain an individual or a governmental unit from violating the provisions of the Building Code. The Board or any designated enforcement official may also institute a suit for mandatory injunction in the Circuit Court of Wood County, West Virginia, in the name of the City, directing an individual or governmental unit to remove a structure erected in violation of the provisions of this Building Code. If the Board or any designated enforcement official is successful in its suit, the respondent shall bear the costs of the action.

(2) Whoever violates any provisions of the Building Code shall be fined pursuant to Section 1701.99.

MOTION -- Ms. Wilcox moved, seconded by Ms. Lynch, to adopt the ordinance on final reading, and he motion was adopted by majority vote with all members voting "yes" with the exception of Mr. Brown, who voted "no".

## ORDINANCE, FIRST READING:

Bonds) entitled:

AN ORDINANCE AUTHORIZING THE REFUNDING OF THE ISSUER'S OUTSTANDING COMBINED WATERWORKS AND SEWERAGE SYSTEM REVENUE BONDS, SERIES 2005 A AND THE FINANCING OF THE COST THEREOF, NOT OTHERWISE PROVIDED, AND PAYING COSTS OF ISSUANCE AND RELATED COSTS, THROUGH THE ISSUANCE OF COMBINED WATERWORKS AND SEWERAGE SYSTEM REFUNDING REVENUE BONDS, SERIES 2015 A OF THE CITY IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT MORE THAN \$21,000,000; PROVIDING FOR THE RIGHTS AND REMEDIES OF, AND THE SECURITY FOR, THE REGISTERED OWNERS OF SUCH BONDS; AUTHORIZING AN OFFICIAL STATEMENT, A BOND PURCHASE AGREEMENT, A CONTINUING DISCLOSURE AGREEMENT AND OTHER DOCUMENTS; AUTHORIZING THE SALE AND PROVIDING FOR THE TERMS AND PROVISIONS OF SUCH BONDS AND ADOPTING OTHER PROVISIONS RELATING THERETO.

MOTION -- Mr. Rockhold moved, seconded by Mr. Reed, to adopt the ordinance on first reading.

Councilman Rockhold asked how much savings the citizens would realize by this refinancing, and Eric Bennett, Manager of the Parkersburg Utility Board, said the savings would be between \$3,500,000.00 and \$4,000,000.00, which will help reduce the level of rate increases in the future, but he does not know how long.

VOTE -- the motion was adopted by unanimous vote.

## ORDINANCE, FIRST READING

AN ORDINANCE AUTHORIZING THE REFUNDING OF THE ISSUER'S OUTSTANDING COMBINED WATERWORKS AND SEWERAGE SYSTEM REVENUE BONDS, SERIES 2006 C AND THE FINANCING OF THE COST THEREOF, NOT OTHERWISE PROVIDED, AND PAYING COSTS OF ISSUANCE AND RELATED COSTS, THROUGH THE ISSUANCE OF COMBINED WATERWORKS AND SEWERAGE SYSTEM REFUNDING REVENUE BONDS, SERIES 2015 B OF THE CITY IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT MORE THAN \$7,500,000; PROVIDING FOR THE RIGHTS AND REMEDIES OF, AND THE SECURITY FOR, THE REGISTERED OWNERS OF SUCH BONDS; AUTHORIZING THE AN OFFICIAL STATEMENT, A BOND PURCHASE AGREEMENT, A CONTINUING DISCLOSURE AGREEMENT AND OTHER DOCUMENTS; AUTHORIZING THE SALE AND PROVIDING FOR THE TERMS AND PROVISIONS OF SUCH BONDS AND ADOPTING OTHER PROVISIONS RELATING THERETO.

MOTION -- Mr. Rockhold moved, seconded by Mr. Brown, to adopt the ordinance on first reading.

Ms. Wilcox asked Mr. Bennett if any of these funds will be earmarked for wages, and Mr. Bennett stated that the savings wouldn't be earmarked for anything, but will go into operation and maintenance. This will not be a lump sum, he said, but the answer is 'no', the savings won't be earmarked for wages.

VOTE -- the motion was adopted by unanimous vote.

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

ORDINANCE, FIRST READING:

AN ORDINANCE TO REZONE PARKERSBURG CORPORATION TAX MAP 6, PARCEL 1.1, FROM EXISTING M-1 TO B-2 ZONE (37.469 acres)

MOTION – Ms. Lynch moved, seconded by Ms. Wilcox, to adopt the ordinance on first reading, and the motion was adopted by unanimous vote.

ORDINANCE, FIRST READING:

AN ORDINANCE TO REZONE PARKERSBURG CORPORATION TAX MAP 114 PARCEL D-1 FROM EXISTING M-1 TO B-2 ZONE (3.932 acres)

MOTION – Mr. Rockhold moved, seconded by Ms. Lynch, to adopt the ordinance on first reading, and the motion was adopted by unanimous vote.

Ms. Lynch took a moment to thank the street department for the good job they are doing in her district lately.

The meeting adjourned at 8:35 PM.

*Christa Skayev*  
\_\_\_\_\_  
City Clerk

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

Mayor Robert D. Newell



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

May 15, 2015

Council President, JR Carpenter and  
All members of Parkersburg City Council

Dear Members of City Council:

The term of Mr. Charles Harris, 1226 Juliana Street, has expired as a member on the Mid Ohio Valley Transit Authority. Mr. Harris has expressed his desire to serve another term, and I therefore re-appoint him to serve on that board through September 14, 2016.

I would appreciate your favorable consideration and confirmation of this re-appointment during the May 26, 2015 City Council meeting.

Thank you.

Sincerely,

*Robert Newell/cs*  
Robert D. Newell  
Mayor

RDN:css

Mayor Robert D. Newell



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

May 14, 2015

Council President, JR Carpenter and  
all members of City Council

Dear Members of City Council:

The terms of office for three members of the downtown Façade Committee have expired. Each of these members has served willingly with good attendance and wish to be re-appointed.

Therefore, I hereby re-appoint Mr. Tim Utt, 1537 Willoughby Drive for a term to expire January 1, 2018;

Mr. Wayne Waldeck, 1000 Market Street, for a term to expire January 10, 2017;  
and

Mr. Sean Andrews, 2603 26<sup>th</sup> Street, for a term to expire April 12, 2018.

Thank you for your favorable consideration and confirmation on these re-appointments.

Sincerely,

*Robert D. Newell*  
Robert D. Newell  
Mayor

RDN:css

## 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 FY 2014-15 to reflect the following changes:

### GENERAL FUND

<b>Fund</b>	<b>Dept.</b>	<b>Account</b>	<b>Description</b>	<b>Revenue Increase/ (Decrease)</b>	<b>Expenditure Increase/ (Decrease)</b>
<b>Council</b>					
001	410	214-000	Travel		\$ (700.00)
001	410	230-000	Contractual Services		\$ 700.00
				\$ -	\$ -
<b>Street Cleaning</b>					
001	756	230-002	Contractual Services - Reclmnt Debris		\$ (1,700.00)
001	756	341-000	Dept. Supplies		\$ 1,700.00
				\$ -	\$ -
<b>Fire</b>					
001	706	219-000	Bldg & Equip Rents/Lease		\$(60,800.00)
001	706	216-000	Maint & Repair Equip		\$ (150.00)
001	706	459-000	Capital Outlay - Equip		\$ 60,950.00
				\$ -	\$ -

Sponsored by Councilpersons: Finance Committee

# RESOLUTION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Mayor (or his designee) be authorized to request approval from the State Auditor's Office for the following budget revision within the General Fund for FY 2014-15 prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, and to make said budget revisions upon State approval:

## GENERAL FUND

Fund	Dept.	Account	Description	Revenue Increase/ (Decrease)	Expenditure Increase/ (Decrease)	Fund Source / Description
001		399-000-000	Misc. Revenue	\$ 40,500.00		Donations for resurfacing tennis courts
001	440	230-000	Contractual Services		\$ 40,500.00	
				\$ 40,500.00	\$ 40,500.00	
002		369-000-000	Contributions from Other Funds	\$ 10,000.00		Donations for Community Garden
002	440	341-001	Dept Supplies - Community Garden		\$ 10,000.00	
				\$ 10,000.00	\$ 10,000.00	
001	414	226-000	Insurance -Auto & Liability		\$ 303.92	Auto & Liability Insurance Payments
001	700	226-000	Insurance -Auto & Liability		\$ 8,316.03	
001	706	226-000	Insurance -Auto & Liability		\$ (8,316.03)	
001	800	226-000	Insurance -Auto & Liability		\$ (303.92)	
				\$ -	\$ -	
001		399-750-001	Sidewalk Project Revenue	\$ 14,410.00		Homeowner Material Payments YTD
001	750	341-003	Dept Supplies - Sidewalk Project		\$ 14,410.00	
				\$ 14,410.00	\$ 14,410.00	
001	414	218-000	Postage Expense		\$ 9,961.10	Postage all being paid through Finance
001	409	218-000	Postage Expense		\$ (241.76)	
001	410	218-000	Postage Expense		\$ (20.00)	
001	415	218-000	Postage Expense		\$ (500.00)	
001	416	218-000	Postage Expense		\$ (600.00)	
001	417	218-000	Postage Expense		\$ (100.00)	
001	420	218-000	Postage Expense		\$ (60.00)	
001	421	218-000	Postage Expense		\$ (500.00)	
001	422	218-000	Postage Expense		\$ (448.14)	
001	436	218-000	Postage Expense		\$ (3,600.00)	
001	440	218-000	Postage Expense		\$ (85.00)	
001	566	218-000	Postage Expense		\$ (50.00)	
001	700	218-000	Postage Expense		\$ (666.20)	
001	706	218-000	Postage Expense		\$ (500.00)	
001	714	218-000	Postage Expense		\$ (1,000.00)	
001	750	218-000	Postage Expense		\$ (10.00)	
001	751	218-000	Postage Expense		\$ (10.00)	
001	754	218-000	Postage Expense		\$ (10.00)	
001	756	218-000	Postage Expense		\$ (10.00)	
001	800	218-000	Postage Expense		\$ (50.00)	
080	571	218-000	Postage Expense		\$ (1,400.00)	
092	570	218-000	Postage Expense		\$ (100.00)	
				\$ -	\$ -	



**Resolution Authorizing Mayor Newell to Submit a Grant Application to the  
USDA's 2015 Farmers Market Promotion Program**

WHEREAS, the City of Parkersburg is committed to providing local residents with the best quality of life, and

WHEREAS, in 2013 the City relocated the open-air farmers market at Bicentennial Park to a permanent (year-round) location at 113 Ann Street, and

WHEREAS, the new Point Park Marketplace is home to several vendors that make and sale goods made in West Virginia, and

WHEREAS, the Point Park Marketplace has become a business incubator for some small businesses, and

WHEREAS, the Point Park Marketplace has an opportunity to extend its outreach and become a regional food hub in the Mid-Ohio Valley, and

WHEREAS, the Point Park Marketplace desires to update its website, purchase signage and further its marketing efforts to residents and vendors alike,

**NOW THEREFORE BE IT RESOLVED**, that Mayor Robert D. Newell, is hereby by authorized by the City Council of the City of Parkersburg to submit a grant application, in the amount of \$70,000, to the U.S. Department of Agriculture – 2015 Farmers Market Promotion Program.

Farmers' Market Promotion Program (FMPP) – 2015  
**APPLICATION NARRATIVE FORM AND INSTRUCTIONS**

This narrative form, including Appendix A, is mandatory. Thoroughly review the FMPP Request for Applications before completing this form.

<b>1. Project Title: Point Park Marketplace Outreach and Promotional Campaign</b> <i>Must match title on SF-424 Form.</i>			
<b>2. Organization Name: City of Parkersburg, WV</b> <b>Email: rickie.yeager@parkersburgwv.gov</b> <b>Phone: 304.424.8415</b> <b>Fax: 304.424.8464</b>	<b>Mailing Address:</b> One Government Square P.O. BOX 1627 Parkersburg, WV 26101		
<b>3. Authorized Representative Name:</b> <b>Robert Newell, Mayor</b> <b>Email: robert.newell@parkersburgwv.gov</b> <b>Phone: 304.424.8415</b> <b>Fax:</b>	<b>Mailing Address:</b>  <input checked="" type="checkbox"/> Check if same as #2 above.		
<i>This person will be the main contact for any FMPP correspondence and is responsible for signing any documentation should the grant be selected.</i>			
<b>4. Project Implementation Physical Address (record as many as applicable):</b>			
<b>Address 1:</b> 113 Ann Street	<b>Address 2:</b>		
<b>5. Requested FMPP Funds:</b> <i>Indicate the dollar amount (in whole dollars) of Federal funds requested. This must match the total amount provided in the Budget form.</i>	<b>\$ 70,000</b>		
<b>6. Entity Type: (Refer to the "FMPP Request for Applications" for definitions of each eligible entity type.)</b>			
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Agricultural cooperative  <input type="checkbox"/> Nonprofit corporation  <input checked="" type="checkbox"/> Local government  <input type="checkbox"/> CSA association  <input type="checkbox"/> Tribal government  <input type="checkbox"/> Producer network  <input type="checkbox"/> Other (please specify): _____                 </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Producer association  <input type="checkbox"/> Public benefit corporation  <input type="checkbox"/> CSA network  <input type="checkbox"/> Economic development corporation  <input type="checkbox"/> Regional farmers market authority  <input type="checkbox"/> Agricultural business entity                 </td> </tr> </table>		<input type="checkbox"/> Agricultural cooperative <input type="checkbox"/> Nonprofit corporation <input checked="" type="checkbox"/> Local government <input type="checkbox"/> CSA association <input type="checkbox"/> Tribal government <input type="checkbox"/> Producer network <input type="checkbox"/> Other (please specify): _____	<input type="checkbox"/> Producer association <input type="checkbox"/> Public benefit corporation <input type="checkbox"/> CSA network <input type="checkbox"/> Economic development corporation <input type="checkbox"/> Regional farmers market authority <input type="checkbox"/> Agricultural business entity
<input type="checkbox"/> Agricultural cooperative <input type="checkbox"/> Nonprofit corporation <input checked="" type="checkbox"/> Local government <input type="checkbox"/> CSA association <input type="checkbox"/> Tribal government <input type="checkbox"/> Producer network <input type="checkbox"/> Other (please specify): _____	<input type="checkbox"/> Producer association <input type="checkbox"/> Public benefit corporation <input type="checkbox"/> CSA network <input type="checkbox"/> Economic development corporation <input type="checkbox"/> Regional farmers market authority <input type="checkbox"/> Agricultural business entity		
<b>7. Executive Summary:</b> Given its central location, size (6,500 sq. ft. under roof) and ability to expand, the Point Park Marketplace is poised to become a regional food hub in the Mid-Ohio Valley. The action items and budget request of \$50,000 is needed to make more people and prospective vendors aware of what the Market has to offer and develop additional programming that promotes healthier lifestyle choices. <p style="margin-top: 10px;">A lot of work and private/public dollars has already been invested in developing the facility to where it is today. While all of the action items will be implemented by the 2<sup>nd</sup> quarter of 2016, organizers will not have a true measure of their impact until the 1<sup>st</sup> and 2<sup>nd</sup> quarter of 2017. Organizers expect to see an increase in foot traffic, vendors, sales and visits to the Market's website/social media.</p>			



## 8. Project Background:

Since 2007, the City of Parkersburg and its partners have operated a public market in downtown Parkersburg. While the market was initially located in Bicentennial Park (3<sup>rd</sup> and Market Street), it quickly became a destination center for residents and downtown employees. As such, City officials began looking for opportunities to find a permanent home for the open-air market.

In 2013, the City purchased a vacant building adjacent to the City's floodwall and Point Park. This building was selected, because of its proximity to Point Park, ample parking and potential (when built out) to bridge downtown's commercial core with the City's riverfront. In all, more than \$250,000 in private and public funds have been spent to renovate the old trucking terminal/warehouse into a year-round Marketplace. Today, the Point Park Marketplace features a variety of foods and home goods made in the West Virginia.

While the Marketplace has expanded its hours of operation to include weekends and evening hours, there are still a lot of people who do not know about the facility. To make people aware of the Marketplace and the opportunities it provides, the City is requesting \$50,000 in grant funds from the U.S. Department of Agriculture. These funds will be used to rebrand the Marketplace (since it moved to a permanent location) and develop marketing materials to promote the Marketplace to a larger audience that includes residents, young professionals, gardeners, visitors and potential vendors. More specifically, the Marketplace will:

- Revamp its website and social media presence online.
- Design and purchase billboard space in high traffic volume areas.
- Provide cooking demonstration, gardening presentations and other educational programs to promote healthy lifestyle choices.
- Design and build a gateway sign for the Marketplace/Waterfront District that identifies the businesses inside the facility (there is currently no signage).
- Create a co-op program with West Virginia University at Parkersburg to assist with marketing efforts at the City and the Marketplace.
- Purchase a walk-in storage cooler to accommodate more vendors that need to keep their wares refrigerated

**In implementing the above action items, the Marketplace will achieve the following objectives:**

1. Increase the general public's awareness of the Marketplace and the many activities/educational opportunities available.
2. Increase overall Market sales by 10% from the previous year.
3. Increase the number of produce and specialty food items available at the Marketplace, especially during the Spring and Summer months.
4. Promote healthy lifestyle choices.
5. Encourage residents to use, and vendors to accept, SNAP benefits, where applicable.

**Could you describe how this project will increase domestic consumption of and access to locally and regionally produced agricultural products?**

One of the challenges with the old open-air market, was the capacity to accommodate more vendors. Although produce and non-produce vendors have specific needs, they both require a safe, climate controlled storage space. And to be successful, they must be open for business when it's convenient for the consumer. The Point Park

Marketplace addresses these issues, by providing a year-round facility, with ample storage space and capacity to grow. However, the long-standing challenge has been making more people aware of the Marketplace and creating a buzz around the facility that encourages people to frequent it often for fresh produce, meats, baked goods and other local wares. The City's promotional campaign will significantly elevate the Market's stature in the region. This will translate into more patrons visiting the Marketplace on a regular basis, thereby encouraging more vendors to setup a space at the Market.

**Could you describe how this project will develop, improve, and expand market opportunities, outreach, training, and technical assistance for farm and ranch operations serving domestic farmers' markets, roadside stands, community-supported agriculture programs, agritourism activities, and other direct producer-to-consumer market opportunities?**

The City and its partners, including the WV Department of Agriculture want to see the Marketplace become a regional food hub for the Mid-Ohio Valley. To accomplish this, the Marketplace has established a community garden next to the facility. The gardens will be made available to retired veterans, local gardening clubs, school groups and local residents interesting in growing their own food. In doing so, organizers are planning to develop an education program that teaches young people and adults about urban farming and the many social, economic and mental benefits of growing your own food. While the City has received over \$10,000 in grant funds to make this community garden a reality, more work needs to be done in promoting the anticipated programs. The different action items proposed for funding below will significantly improve the City's efforts to promote the Market and its programs to a larger audience.

In addition to making above ground beds available at the Marketplace, the City is working with the WV Department of Agriculture, West Virginia University – Wood County Extension Office and the Wood County Master Gardeners to formalize a community garden program. The general concept is to repurpose vacant land in urban neighborhoods into community gardens. Local residents would be encouraged to adopt a bed, grow their own food and/or make their produce available for sale at the Marketplace. The City intends to use Cleveland, OH as a guide, because the City has been successful in developing urban agriculture programs that encourage entrepreneurship.

While the Market's website has won several awards from the WV Department of Agriculture for its design in years past, it reflects the looks and feel of the old outdoor market. The new Marketplace is an old industrial building, where the brick walls and steel trusses are still exposed. Organizers believe it's critical that the Market's website and general promotion reflect this new urban, industrial experience. Furthermore, the existing website was not built using WordPress or other user friendly software. Therefore, updates must be submitted to the City's consultant that hosts the website. In overhauling the website, a new interface would be used, like WordPress, so organizers could make simple updates themselves. Having a more hip, yet functional website will greatly improve the City's efforts to promote the Marketplace, as well as connect vendors directly to consumers.

**9. Work Plan, Resources, and Timeline Requirements: Fill out the table as described below.**

<i>List and describe each planned activity (scope of work) including how it relates to the project objectives:</i>	<i>Anticipated date of completion:</i>	<i>Resources required to complete each activity:</i>	<i>Milestones assessing progress and success of each activity:</i>	<i>Who will do the work (include collaborative arrangements or subcontractors)?</i>
Purchase Walk-in Storage Cooler/Freezer	1 <sup>st</sup> Quarter 2016			
Revamp Market's Website	4 <sup>th</sup> Quarter 2015	Hire marketing consultant	Consultant is hired by September 2015	Market organizers/steering committee
Purchase highway signage through WVDOT	2 <sup>nd</sup> Quarter 2016	Consult with WVDOT Region 3 Office	WVDOT approves signage for	Market organizers/steering committee

				highways in 4 <sup>th</sup> Quarter 2015	
Design and Purchase Gateway feature for Marketplace/Waterfront District	2 <sup>nd</sup> Quarter 2016	Hire private firm to design gateway feature	Design is approved by Downtown Façade Committee in 1 <sup>st</sup> Quarter 2016	Market organizers/steering committee, Parkersburg Development Department, Downtown Design and Façade Committee, Downtown PKB (Main Street Program)	
Purchase billboard space to advertise Market year-round in the metro area	4 <sup>th</sup> Quarter 2015	Hire firm to design billboards in accordance with new brand promoted on the Market's website	Specific billboards are identified for advertising, including those along Interstate 77 and Route 50.	Market organizers/steering committee	
Develop educational program that promotes healthy lifestyle choices	1 <sup>st</sup> Quarter Quarter 2016	Speakers, educational materials and promotional brochure	Speaker series is confirmed for Second Saturdays, March – October 2016	Market organizers/steering committee, WVU-Wood County Extension Office, Mid-Ohio Valley Health Department, Wood County Master Gardeners, WV Department of Agriculture	
Formalize Marketplace Community Garden Program	3 <sup>rd</sup> Quarter 2016	Program guidelines and application	Program applications and guidelines are available on the Market's website and 70% of the beds are reserved	Market organizers/steering committee and WV Department of Agriculture	
Develop Marketing Co-Op with West Virginia University at Parkersburg Marketing program	3 <sup>rd</sup> Quarter 2015	Office space, approved curriculum/hours (20 hrs. per week), funds for the Co-Op	Co-Op is approved by WVU-P Board of Governors and City Council allocates funds for the new program	Market organizers/steering committee and Parkersburg Development Department	
Develop program to better track attendance and sales at the Marketplace	3 <sup>rd</sup> Quarter 2015	Purchase and install door counters, Google Analytic Reports, spreadsheet to track vendor sales	Counters are installed by November 2015 and organizers	Market organizers/steering committee, Parkersburg Public	

				review google analytic reports on a monthly basis	Works Department and Market vendors
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**Expected Outcomes and Intended Beneficiaries:**

**If the project completes its objectives, what results will be observed?**

The Point Park Marketplace is poised to become a regional food hub in the Mid-Ohio Valley. In addition to providing local farmers with a distribution channel and marketing platform for their goods, the Marketplace would build stronger connections between farmers and consumers and better support regional food systems, especially the farm to table concept that is growing across in the country in households and restaurants. To achieve this goal, however, will require building a recognizable and proven brand at the Marketplace, as well as being able to deliver the educational services that promote healthy lifestyles.

**Who are the intended beneficiaries?**

While there are a number of specific audiences that will benefit from a vibrant Marketplace (i.e. residents, local farmers, restaurants and small businesses), the Marketplace can be a community/economic development engine for the entire region. For example, the West Side Market in Cleveland, OH has single handedly anchored revitalization efforts in what is known as the old Ohio neighborhood. What was a conglomerate of vacant and abandoned buildings is now home to an increasing number of unique restaurants, boutique stores and apartment/loft housing units. This success is attributed to the experience and connections the West Side Market continues to provide people, young and old, in the greater Cleveland Area. While much smaller than Cleveland’s famed Market, the Point Park Marketplace has the same potential. That is why the City of Parkersburg is requesting funds from the USDA to create activities, development educational programing and better promote the Marketplace in the region.

**How will you evaluate the project benefits while the grant is in progress and upon grant conclusion?**

Organizers at the Marketplace will evaluate the proposed action by implementing a system to track the number of patrons visiting the facility each day and collecting data on vendors gross sales each month. Organizers will also monitor Google Analytics to see how many times the Market’s website is being viewed, as well as the number of viewers, new visitors and where those new visitors live. This will be the primary mechanism used to evaluate the Marketing strategy being implements, because all promotional materials will be designed to encourage people to go to the Market’s website for more information. Having this information available will enable the Marketplace to more targeted marketing campaigns. For example, if the Market’s website is drawing a lot of interest from people who live in central West Vest Virginia, organizers should consider marketing strategies that will reach this population (i.e. taking out an ad in the local newspaper or dissemination information through local community organizations, etc.)

In the event these metrics do not look favorable after the first 6 months of implementation, organizers will adjust their marketing strategy accordingly.

**Using the quantitative metrics below, describe the expected outcomes of planning, developing, improving, and/or expanding a local or regional food business enterprise.**

The Marketplace is currently home to 10 small businesses, employing 22 full/part-time jobs. If the Marketplace can elevate its profile and draw more people to the facility, organizers would be able to accommodate 2 or 3 more (permanent) indoor vendors and 5 to 10 season vendors under the existing canopy tent behind the building. This could translate into at least 7 more full/part-time jobs.

Since moving to its new location at the end of 2013, foot traffic and volume of sales has steadily increased. In implementing a system to track gross sales this year, organizers anticipate at least a 10 percent increase in sales once

more people in the region know about the vendors and unique experience the Marketplace provides. This increase will be realized and documented in 2017.

Furthermore, the community garden can make up to 40 above ground beds available for gardening to the public. Currently, 5 beds have been accounted for by local households and community organizations. The beds vary in size and can accommodate people in wheelchair bound persons. Next year, organizers anticipate having at least half of the beds rented for the season.

Regarding educational programming, organizers intend to develop and promote a series of programs and activities residents can register for. The idea is to host cooking demonstrations that emphasize healthy eating on budget, as well as garden demonstration classes. This would be facilitated by local partners, such as the West Virginia University Extension Office – Wood County, Master Gardeners Club, Mid-Ohio Valley Health Department and WV Department of Agriculture. This program would be launched in the Spring of 2016 with a goal of having at least 15 participants signed up for a series. If a participant signed up and completes all the workshops, they would receive a certificate from the Marketplace and some other giveaway that promoted healthy lifestyle. Assuming the classes were informative, yet enjoyable, organizers would plan to accommodate up to 25 registrants for the series. Participants would also receive educational materials throughout the series.

#### **10. Outreach:**

**How will you disseminate project results electronically and/or in person to the target audience, stakeholders, and interested parties beyond those directly served by the project?**

Project results will be disseminated on the Market's social media page, as well as the City of Parkersburg. Project updates will also be published in the Development Department's Quarterly Newsletter. Hard and electronic copies will be made to members of the Wood County Development and Mid-Ohio Valley Chamber of Commerce. Copies will also be published on the City's website. Organizers will also work with traditional media outlets to keep the public informed.

**How will you collect feedback on the results?**

Organizers will rely heavily on feedback from social media and online surveys. That being said, organizers will create evaluation forms to rate the educational programming opportunities, community garden program and other events and activities. If there's not much interest in a particular activity or a program is not received well, organizers will make the necessary corrections and move forward.

**How will outreach continue beyond the performance period of the project?**

Once the Market's website is moved to a format (word press) that can be updated easily, the website will become the primary communication tool. That will be supplemented by targeted advertising efforts, based on information collected from Google Analytics and the surveys collected online and at certain activities/programs. Working with area partners, organizers will seek additional funding to offset operation costs.

While the goal is to make the Market self-sufficient, most of these type of facilities are considered a community service, amenity or social infrastructure. As such, these amenities may require some subsidy. The West Side Market, for example, has over 50 individual businesses that rent space. However, the three full-time staff persons, maintenance and utilities subsidized by the City of Cleveland each year. Approximate cost is 300,000 per year.

#### **10. Budget Justification:**

**Summarize how the project purpose/goals/objectives correlate with the requested budget line items on the completed "FMPP Project Budget" form (i.e. summarize what reviewers will see on your budget form—do not copy/paste the actual budget):**

The overarching goal is for the Point Park Marketplace to become a regional food hub for the Mid-Ohio Valley. In doing so, it would also become a major destination center and economic driver in the local economy. To make this a reality requires additional programming and a strategic promotional campaign. If awarded an FMPP in 2015, funds will be used to develop the activities and build the platforms (i.e. website, billboards, and other promotional materials) necessary reach out to patrons and prospective vendors.

The Market's is prime to realize this goal, because of its location at the confluence of two navigable waterways, central location in the Mid-Ohio Valley and convenient access via U.S. Route 50. What needs to happen now is a concerted effort to develop a brand for the Marketplace and promote it in a strategic way. If in the course of implementing the actions previously discussed, organizers will make adjustments and move forward accordingly.

In the City's Comprehensive Master Plan and countless other surveys, the community has said repeatedly that it wants more activities and gathering spaces. The Market is already starting to address this need. Unfortunately, a substantial amount of people in the metropolitan area (160,000 people) do not know that it exists. There are good things going on at the Marketplace and more people should know about it. The proposed budget and action plan will do just this and move the Market close to becoming a regional food hub/destination center in the Mid-Ohio Valley.

**How is the requested budget both reasonable and adequate for the proposed project?**

Organizers have been wanting to implement the above action plan since the new Marketplace was established in 2013. A majority of private and public funds were used to rehab the building, leaving a small amount of money available for building new programs and a comprehensive marketing campaign. The community garden, for example, would not have been possible without a \$10,000 grant from Highmark West Virginia.

To elevate the Market's stature in the region, the website needs to be overhauled and there must be a concerted effort to promote the facility to a variety of audiences. Organizers believe the action plan and association budget are both reasonable and adequate.

**If you are using contractors, have you or will you use your own documented procurement procedures that reflect applicable State, local, and tribal laws and regulations provided they conform to applicable Federal law and the standards identified in 2 CFR §200.318?  Yes  No**

**Are you expecting any program income (refer to 2 CFR §200.307)  Yes  No**

- o Although no program income will be generated directly from the proposed programs and marketing efforts, organizers do anticipate more vendors applying to be part of the Market and local residents signing up to have an above ground bed at the community garden. All proceeds, both now and in future, go directly back to the Marketplace for activities, programming and marketing.

**11. Previous and Similar USDA Funding Opportunities:**

- Have you submitted this project to another Federal grant program other than the FMPP for funding and/or is another Federal grant program other than the FMPP currently funding the project?  
 Yes  No

**12. Priority Project Selection:** Priority will be given to project proposals that are located in and/or serve populations in *at least one* area of concentrated poverty with limited food access. However, it is NOT A REQUIREMENT that your project is associated with a low income/low food access priority area. All projects will be evaluated equally among the peer reviewers regardless of priority area. Priority selection will only be used by AMS should the targeted number of priority area projects not be met (refer to Section 1.4 in the Request for Applications).

**Should USDA consider the project proposal under a low income/low food access priority area?**

Yes  No

Please note that while the Market's location does not qualify as a Low Income and Low Food Access at 1 and 10 miles, it does qualify a Low Income and Low Food Access at 0.5 and 10 miles. However, based on the example provided below, organizers are not asking the USDA to consider the project as a low income/low food access priority area.

See instructions below on how to determine if you qualify for a priority area based on the Food Access Research Atlas\* or a Promise Zone\*\*.

Provide the following information for *at least one* community organization that the planning grant project will benefit:

Check if same address as #2 above.

Name of Business or Organization:

Street Address:

City: State: Zip Code:

Email: Phone:

If using the Food Access Research Atlas to qualify, **list the census tract(s)** from the Atlas to identify the business/organization location(s) and/or targeted community/area(s):

If qualifying based on your partnership with one of the five Promise Zone Lead Applicant Organizations, indicate the specific Zone: \_\_\_\_\_

**13. \*Qualifying for priority consideration using the ERS Food Access Research Atlas (Atlas) at (<http://www.ers.usda.gov/data-products/food-access-research-atlas.aspx>):**

Once you enter the Atlas, check one of the four the map layer(s) that applies to the proposal's targeted community.

**Low Income(LI) and Low Access(LA) Layers**

LI and LA at 1 and 10 miles    
(Original Food Desert measure)

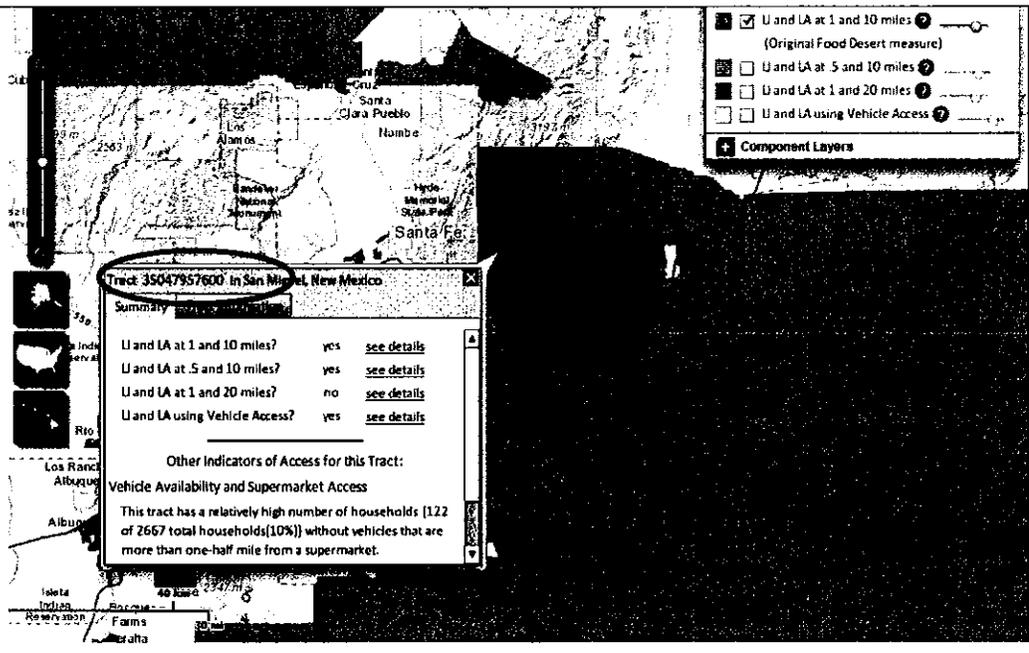
LI and LA at .5 and 10 miles  

LI and LA at 1 and 20 miles  

LI and LA using Vehicle Access  

Zoom in on the map to identify your community. Clicking on your targeted area will produce the census tract and additional information about the locale.

In the example below, the dark green area qualifies as low income and low access, and the census tract would be 35047957600.



**\*\*Qualifying for consideration as a Promise Zone Lead Applicant Organization:**

Identify the specific Promise Zone area in which your project will be implemented. Promise Zones identified by the White House are listed on the Department of Housing and Urban Development website: [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/comm\\_planning/economicdevelopment/programs/pz](http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/economicdevelopment/programs/pz). You may use 2014 or 2015 locations.

As stated in Section 4.3.8 of the RFA, attach a letter (on letterhead stationery) from and signed by the Promise Zone Lead Applicant Organization that certifies the partnership. The letter must include:

- The name of the organization applying to LFPP;
- The name of the project being implemented in the Promise Zone;
- The expected benefits of the project to the Promise Zone area;
- A statement expressing the nature of the partnership.

**The following items have been submitted with the project narrative:**

- SF-424 “Application for Federal Assistance”
- SF-424B “Assurances – Non-Construction Programs”
- AD-3030, Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants
- AD-3031, Assurance Regarding Felony Conviction or Tax Delinquent Status for Corporate Applicants
- FMPP Project Budget

**Farmers' Market Promotion Program (FMPP) Budget Request Form**

Project Title: **Point Park Marketplace Outreach and Promotional Campaign**

Organization: **Point Park Marketplace - City of Parkersburg**

Contact Person: **Rickie Yeager, Development Director**

Contact Phone: **304.424.8415**

Contact Email: [rickie.yeager@parkersburgwv.gov](mailto:rickie.yeager@parkersburgwv.gov)

Budget Summary Itemization:	Requested Federal Funds	Budget Totals
<b>Total Personnel</b>	\$5,000.00	\$5,000.00
<b>Total Fringe</b>	\$0.00	\$0.00
<b>Total Contractual</b>	\$40,000.00	\$40,000.00
<b>Total Travel</b>	\$0.00	\$0.00
<b>Total Equipment</b>	\$21,000.00	\$21,000.00
<b>Total Supplies</b>	\$4,000.00	\$4,000.00
<b>Total Other</b>	\$0.00	\$0.00

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	\$70,000.00	\$70,000.00
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# Grant Application Package

Opportunity Title:	2015 Farmers Market Promotion Program Grants
Offering Agency:	Agricultural Marketing Service
CFDA Number:	10.168
CFDA Description:	Farmers' Market and Local Food Promotion Program
Opportunity Number:	USDA-AMS-FMPP-2015
Competition ID:	2015-FMPP
Opportunity Open Date:	03/16/2015
Opportunity Close Date:	05/14/2015
Agency Contact:	John Miklozek Acting Team Lead E-mail: USDAFMPPQuestions@ams.usda.gov Phone: 202-720-0933

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

Application Filing Name:

### Required Documents

#### Mandatory

<a href="#">Application for Federal Assistance (SF-424)</a>	Complete
<a href="#">Assurances for Non-Construction Programs (SF-424B)</a>	Complete

#### Optional

<input checked="" type="checkbox"/> <a href="#">USDA AD-3030</a>	Complete
<input checked="" type="checkbox"/> <a href="#">USDA AD-3031</a>	Complete

### Additional Information

[Show Instructions >>](#)

For more information on this opportunity, please visit the Grants.gov website at [www.grants.gov](http://www.grants.gov). You can also contact the offering agency at the contact information provided in the Agency Contact section of this opportunity page. For more information on the Grants.gov website, please visit [www.grants.gov](http://www.grants.gov).

**Application for Federal Assistance SF-424**

<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<b>* 2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	<b>* If Revision, select appropriate letter(s):</b> _____ <b>* Other (Specify):</b> _____
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<b>* 3. Date Received:</b> Completed by Grants.gov upon submission.	<b>4. Applicant Identifier:</b> City of Parkersburg
--	--

<b>5a. Federal Entity Identifier:</b> 55-6000227	<b>5b. Federal Award Identifier:</b> _____
---	---

**State Use Only:**

<b>6. Date Received by State:</b> _____	<b>7. State Application Identifier:</b> _____
---	---

**8. APPLICANT INFORMATION:**

<b>* a. Legal Name:</b> City of Parkersburg, West Virginia	
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 55-6000227	<b>* c. Organizational DUNS:</b> 0933268090000

**d. Address:**

<b>* Street1:</b>	One Government Square
<b>Street2:</b>	P.O. Box 1627
<b>* City:</b>	Parkersburg
<b>County/Parish:</b>	Wood
<b>* State:</b>	WV: West Virginia
<b>Province:</b>	_____
<b>* Country:</b>	USA: UNITED STATES
<b>* Zip / Postal Code:</b>	26101-5347

**e. Organizational Unit:**

<b>Department Name:</b> Development Department	<b>Division Name:</b> _____
---	--------------------------------

**f. Name and contact information of person to be contacted on matters involving this application:**

<b>Prefix:</b> _____	<b>* First Name:</b> Rickie
<b>Middle Name:</b> _____	
<b>* Last Name:</b> Yeager	
<b>Suffix:</b> _____	
<b>Title:</b> Development Director	

**Organizational Affiliation:**  
City of Parkersburg

<b>* Telephone Number:</b> 304-424-8415	<b>Fax Number:</b> 304-424-8464
<b>* Email:</b> rickie.yeager@parkersburgwv.gov	

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

**Type of Applicant 2: Select Applicant Type:**

**Type of Applicant 3: Select Applicant Type:**

**\* Other (specify):**

**\* 10. Name of Federal Agency:**

Agricultural Marketing Service

**11. Catalog of Federal Domestic Assistance Number:**

10.168

**CFDA Title:**

Farmers' Market and Local Food Promotion Program

**\* 12. Funding Opportunity Number:**

USDA-AMS-FMPP-2015

**\* Title:**

2015 Farmers Market Promotion Program Grants

**13. Competition Identification Number:**

2015-FMPP

**Title:**

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Point Park Marketplace Outreach and Promotional Campaign

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="70,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="70,000.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:

### ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

<b>SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</b>	<b>TITLE</b>
Completed on submission to Grants.gov	Mayor
<b>APPLICANT ORGANIZATION</b>	<b>DATE SUBMITTED</b>
City of Parkersburg, West Virginia	Completed on submission to Grants.gov

**AD-3030 U.S. DEPARTMENT OF AGRICULTURE**  
**REPRESENTATIONS REGARDING FELONY CONVICTION AND TAX DELINQUENT STATUS FOR CORPORATE APPLICANTS**

**Note:** You only need to complete this form if you are a corporation. A corporation includes, but is not limited to, any entity that has filed articles of incorporation in one of the 50 States, the District of Columbia, or the various territories of the United States including American Samoa, Federated States of Micronesia, Guam, Midway Islands, Northern Mariana Islands, Puerto Rico, Republic of Palau, Republic of the Marshall Islands, or the U.S. Virgin Islands. Corporations include both for profit and non-profit entities.

*The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. 552(a), as amended). The authority for requesting the following information for USDA Agencies and staff offices is in §738 and 739 of the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriation Act, 2012, P.L. 112-55, as amended and/or subsequently enacted. The information will be used to confirm applicant status to concerning entity conviction of a felony criminal violation, and/or unpaid Federal tax liability status.*

*According to the Paperwork Reduction Act of 1985 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0025. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and and completing and reviewing the collection of information.*

**1. APPLICANT'S NAME**

Prefix:  First Name:  Middle Name:   
 Last Name:  Suffix:

**2. APPLICANT'S ADDRESS (Including Zip Code)**

Street1:   
 Street2:   
 City:  State:   
 Zip Code:

**3. TAX ID NO. (Last 4 digits)**

- 4A. Has the Applicant been convicted of a felony criminal violation under Federal law in the 24 months preceding the date of application?  YES  NO
- 4B. Has any officer or agent of Applicant been convicted of a felony criminal violation for actions taken on behalf of Applicant under Federal law in the 24 months preceding the date of application?  YES  NO
- 4C. Does the Applicant have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability?  YES  NO

Providing the requested information is voluntary. However, failure to furnish the requested information will make the applicant ineligible to enter into a contract, memorandum of understanding, grant, loan, loan guarantee, or cooperative agreement with USDA.

**PART B - SIGNATURE**

5A. APPLICANT'S SIGNATURE (BY)	5B. TITLE/RELATIONSHIP OF THE INDIVIDUAL IF SIGNING IN A REPRESENTATIVE CAPACITY	5C. DATE SIGNED (MM/DD/YYYY)
Completed by Grants.gov upon submission.	Mayor	Completed by Grants.gov upon submission.

*The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S. W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-8136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.*

**U.S. Department of Agriculture  
ASSURANCE REGARDING FELONY CONVICTION  
OR TAX DELINQUENT STATUS FOR CORPORATE APPLICANTS**

**NOTE:** The following statement is made in accordance with the Privacy Act of 1974 (5 USC 55a - as amended). The authority for requesting the following information for USDA agencies and offices is in sections 738 and 739 of the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2012, P.L. 112-55, and subsequent similar provisions. The information will be used to document compliance with appropriations restrictions.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number of this information collection is 0505-0025. The time required to complete this information collection is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided.

This award is subject to the provisions contained in the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2012, P.L. 112-55, Division A, Sections 738 and 739, as amended and/or subsequently enacted for USDA agencies and offices (except Forest Service) regarding corporate felony convictions and corporate federal tax delinquencies.

Accordingly, by accepting this award the recipient acknowledges that it: (1) does not have a tax delinquency, meaning that it is not subject to any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, and (2) has not been convicted (or had an officer or agent acting on its behalf convicted) of a felony criminal violation under any Federal or State law within 24 months preceding the award, unless a suspending and debaring official of the United States Department of Agriculture has considered suspension or debarment of the recipient corporation, or such officer or agent, based on these convictions and/or tax delinquencies and determined that suspension or debarment is not necessary to protect the interests of the Government. If the recipient fails to comply with these provisions, the agency will annul this agreement and may recover any funds the recipient has expended in violation of the above cited statutory provisions.

Completed by Grants.gov upon submission.

\_\_\_\_\_  
APPLICANT'S SIGNATURE (BY)

Mayor

\_\_\_\_\_  
TITLE/RELATIONSHIP OF THE INDIVIDUAL IF SIGNING IN A  
REPRESENTATIVE CAPACITY

City of Parkersburg, West Virginia

\_\_\_\_\_  
BUSINESS NAME

Completed by Grants.gov upon submission.

\_\_\_\_\_  
DATE SIGNED (MM/DD/YYYY)

*The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.*

CITY OF PARKERSBURG

AGENDA ITEMS FOR MAY 12, 2015

- A. To consider on first reading and act upon a proposed Refunding Bond Ordinance (Series 2005 A Bonds) entitled:

AN ORDINANCE AUTHORIZING THE REFUNDING OF THE ISSUER'S OUTSTANDING COMBINED WATERWORKS AND SEWERAGE SYSTEM REVENUE BONDS, SERIES 2005 A AND THE FINANCING OF THE COST THEREOF, NOT OTHERWISE PROVIDED, AND PAYING COSTS OF ISSUANCE AND RELATED COSTS, THROUGH THE ISSUANCE OF COMBINED WATERWORKS AND SEWERAGE SYSTEM REFUNDING REVENUE BONDS, SERIES 2015 A OF THE CITY IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT MORE THAN \$21,000,000; PROVIDING FOR THE RIGHTS AND REMEDIES OF, AND THE SECURITY FOR, THE REGISTERED OWNERS OF SUCH BONDS; AUTHORIZING AN OFFICIAL STATEMENT, A BOND PURCHASE AGREEMENT, A CONTINUING DISCLOSURE AGREEMENT AND OTHER DOCUMENTS; AUTHORIZING THE SALE AND PROVIDING FOR THE TERMS AND PROVISIONS OF SUCH BONDS AND ADOPTING OTHER PROVISIONS RELATING THERETO.

- B. To consider on first reading and act upon a proposed Refunding Bond Ordinance (Series 2006 C Bonds) entitled:

AN ORDINANCE AUTHORIZING THE REFUNDING OF THE ISSUER'S OUTSTANDING COMBINED WATERWORKS AND SEWERAGE SYSTEM REVENUE BONDS, SERIES 2006 C AND THE FINANCING OF THE COST THEREOF, NOT OTHERWISE PROVIDED, AND PAYING COSTS OF ISSUANCE AND RELATED COSTS, THROUGH THE ISSUANCE OF COMBINED WATERWORKS AND SEWERAGE SYSTEM REFUNDING REVENUE BONDS, SERIES 2015 B OF THE CITY IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT MORE THAN \$7,500,000; PROVIDING FOR THE RIGHTS AND REMEDIES OF, AND THE SECURITY FOR, THE REGISTERED OWNERS OF SUCH BONDS; AUTHORIZING THE AN OFFICIAL STATEMENT, A BOND PURCHASE AGREEMENT, A CONTINUING DISCLOSURE AGREEMENT AND OTHER DOCUMENTS; AUTHORIZING THE SALE AND PROVIDING FOR THE TERMS AND PROVISIONS OF SUCH BONDS AND ADOPTING OTHER PROVISIONS RELATING THERETO.

**AN ORDINANCE TO REZONE  
PARKERSBURG CORPORATION TAX MAP 6 PARCEL 1.1  
FROM EXISTING M-1 TO A B-2 ZONE**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG** that the following parcels of real estate situated in the City of Parkersburg, Wood County, West Virginia, be designated as a Business (B-2) Zone:

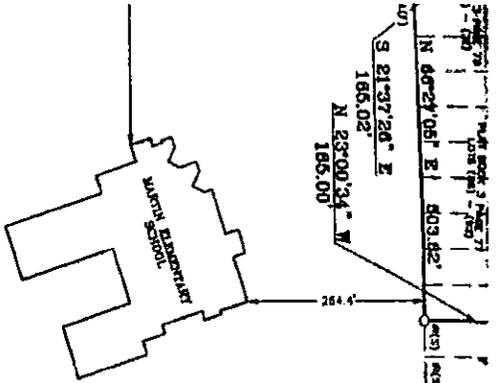
Situate in the City of Parkersburg, County of Wood, State of West Virginia, and being more particularly described as follows:

The intent of this description is to rezone the 37.469 acre parcel of land conveyed to John Bosley Enterprises, Inc., in Deed Book 1036, Page 835, recorded in the Office of the Clerk of the County Commission of Wood County, West Virginia. The property is currently zoned M-1, and is to be changed to B-2, excepting Lot 31 and portion of Lot 30 of allotment No. 1 of Grandview Manor Addition, recorded in Plat Book 3, Page 104, in the aforesaid Clerk's Office, part of the above 37.469 Acre Parcel

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 portion of a plat prepared by J.D. and Associates, project No. 100248801, dated October 18, 2001 and made part of this description.

**BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG** that in accordance with the provisions of Article 1345 of the Codified Ordinances of the City of Parkersburg, the zoning of said parcels shall be designated as C-209 and shall be set forth verbatim as adopted and approved by the Ordinance in the bound book entitled, "Official Zoning Map Changes" kept by the City Clerk.

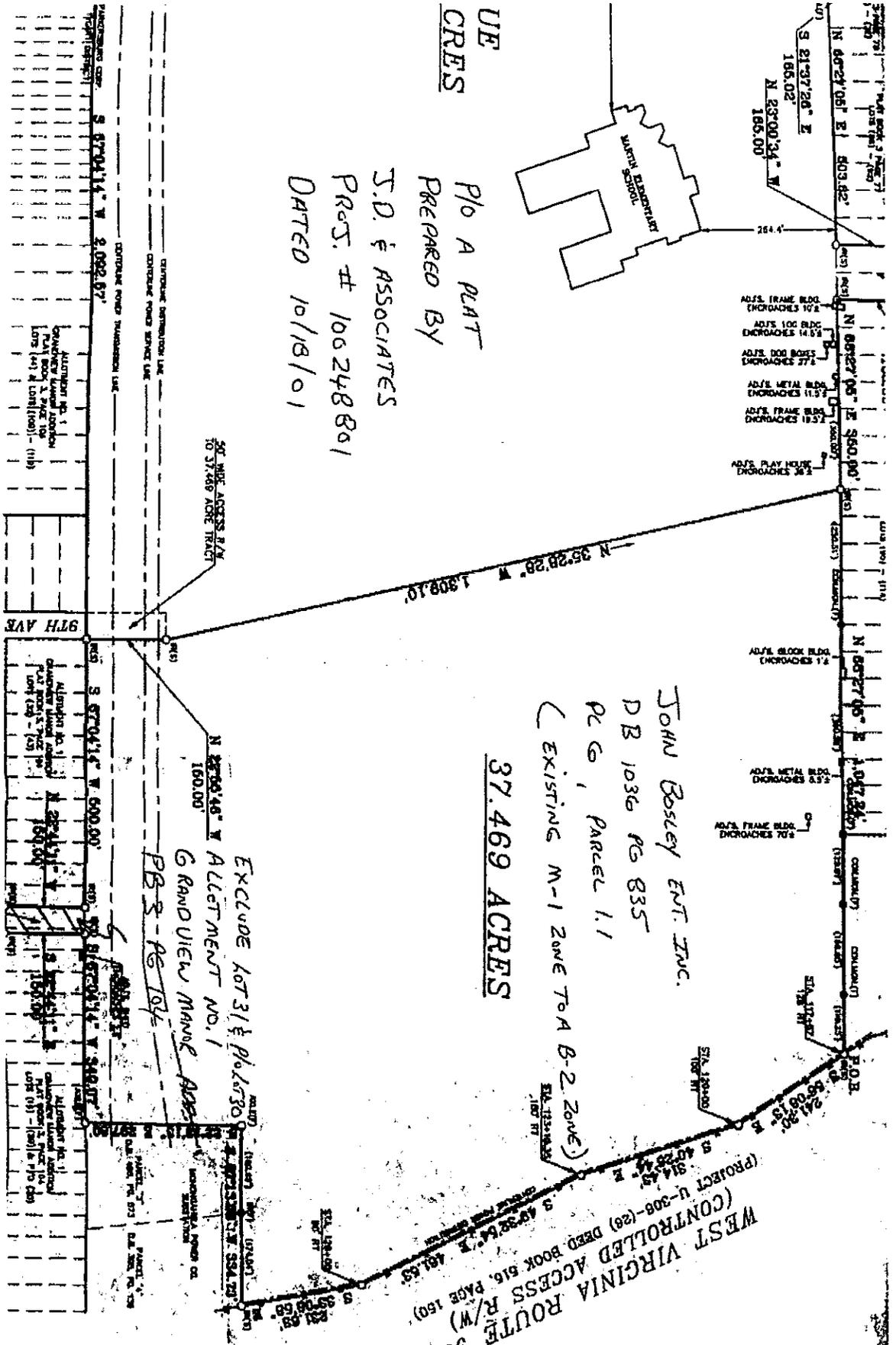
**Sponsored by: Municipal Planning Commission**



UE  
 CRES  
 P/O A PLAT  
 PREPARED BY  
 J.D. & ASSOCIATES  
 PROJ. # 106248801  
 DATED 10/18/01

JOHN Bosley ENT. INC.  
 DB 1036 PG 835  
 PG 6, Parcel 1.1  
 (EXISTING M-1 ZONE TO A B-2 ZONE)

37.469 ACRES



EXCLUDE LOT 31 & P/O LOT 30  
 GRAND VIEW MANOR ADD

WEST VIRGINIA ROUTE  
 (CONTROLLED ACCESS R/W)  
 (PROJECT U-308-(28) DEED BOOK 516, PAGE 150)

**AN ORDINANCE TO REZONE  
PARKERSBURG CORPORATION TAX MAP 114 PARCEL  
D-1 FROM EXISTING M-1 TO A B-2 ZONE**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG** that the following parcels of real estate situated in the City of Parkersburg, Wood County, West Virginia, be designated as a Business (B-2) Zone:

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

The intent of this description is to rezone the 3.932 acre parcel of land conveyed to John Bosley Enterprises, Inc., in Deed Book 994, Page 879, recorded in the Office of the Clerk of the County Commission of Wood County, West Virginia. The property is currently zoned M-1, and is to be changed to B-2.

This description was prepared by Randy A. Sheppard, Professional Surveyor No. 860, and is based on instrument of record. Reference is being made to a plat prepared by Paul E. Marshall dated July 28, 1975 recorded in Deed Book 657, Page 330 in the office of the Clerk of the County Commission of Wood County, West Virginia, which is attached hereto and made part of this description.

TS

**BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG** that in accordance with the provisions of Article 1345 of the Codified Ordinances of the City of Parkersburg, the zoning of said parcels shall be designated as C-210 and shall be set forth verbatim as adopted and approved by the Ordinance in the bound book entitled, "Official Zoning Map Changes" kept by the City Clerk.

**Sponsored by: Municipal Planning Commission**

