

AGENDA FOR THE REGULAR CITY COUNCIL MEETING
FOR TUESDAY, JULY 14, 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 June 23, 2015; and June 30, 2015
- IV. REPORTS FROM STANDING OR SPECIAL COMMITTEES
- V. MESSAGE FROM THE EXECUTIVE
- VI. PUBLIC FORUM
- VII. RESOLUTIONS
 1. Resolution – a supplemental resolution providing parameters as to the principal amounts, dates, maturity dates, interest rates, interest and principal payment dates and other terms of the combined waterworks and sewerage system refunding revenue bonds, series 2015A and the combined waterworks and sewerage system refunding revenue bonds, series 2015B of the City of Parkersburg; authorizing and approving the sale and delivery of such bonds to the original purchaser; appointing a registrar and paying agent for such bonds; and making other provisions as to the bonds. (Sponsored by all members of City Council)
 2. Resolution reappointing Mr. Roger Lewis to the Parkersburg and Wood County Public Library for a term to expire June 30, 2020. Sponsored by Councilmen Coram, Rockhold, and Lynch)
 3. Resolution reappointing Mr. Greg Herrick, 1711 Washington Avenue, to the Parkersburg Utility Board through May 24, 2019. (Sponsored by Councilmen Rockhold, Wilcox, Lynch, Reed, Brown, and Carpenter)
 4. Resolution requesting approval for a budget revision within the general fund for fiscal year 2015/2016 to move funds for travel and training for the City Clerk and Council to attend WV Municipal League meetings in August 2015 and/or January, 2016. (Sponsored by the Finance Committee)
 5. Resolution requesting approval from the State Auditor's Office to revise the budget within the general fund for fiscal year 2015/2016 to correct the wrong levy rate used when the budget was adopted. (Councilman Brown, Coram, and Rockhold)

Next page

6. Resolution accepting a grant from the WV Redevelopment Collaborative Financial Strategies and Analysis Track Program for \$3,500.00 to further study the feasibility of redeveloping an eight acre brownfield site along the Little Kanawha River. (Sponsored by Councilmen Coram, Rockhold, Lynch, and Reynolds.)
7. Resolution declaring City Council District #7 vacant. (Sponsored by all members of City Council)
- 7A. Resolution amending the Action Plans and Budget for the CDBG budget by allocating actual program income from 2012, 2013, and 2014 and moving those funds to Habitat for Humanity in the amount of \$170,326.00. (Sponsored by Councilmen Coram, Rockhold, Brown, and Reed)

VIII. ORDINANCE, FIRST READING:

8. An ordinance to approve current replacement pages to the codified ordinances of the City of Parkersburg through March, 2015. Required announcement was made April 14, 2015. (Sponsored by all members of City Council)
9. An ordinance amending and re-enacting portions of Article 779; business and occupation taxes in the City of Parkersburg, by making new, lower rates effective July 1, 2015, to comply with the Attorney General's opinion. (Sponsored by Councilmen Carpenter, Reed, Wilcox, Coram, Brown, and Rockhold)

IX. MISCELLANEOUS

10. Communication from the Mid-Ohio Valley Health Department stating their new fee schedule in their oral health program. (receive and file)
11. Communication from the Municipal Planning Commission stating that a petition to rezone 2005 46th Street from R-2 to B-2 was denied by the Commission.
12. Annual Report of the Division of Planning for 2014 as approved by the Municipal Planning Commission June 26, 2015.

X. ADJOURNMENT

The Council of the City of Parkersburg met in regular session Tuesday, June 23, 2015, at 7:30 PM in the Council Chambers on the second floor of the Municipal Building at One Government Square, Parkersburg, WV 26101. Councilwoman Sharon Lynch 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, Aaron Read (by telephone), John Rockhold, Jim Reed and JR Carpenter. Councilman Mike Reynolds was absent.

MINUTES - Ms. Wilcox moved, seconded by Ms. Coram, to approve the minutes from the meeting held June 9, 2015 and the motion was adopted by unanimous vote.

REPORTS FROM STANDING OR SPECIAL COMMITTEES – Ms. Lynch invited all to attend the Music In the Park at Southwood Park Thursday evening at 7:30 PM.

Ms. Coram reported that the finance committee met this evening with a full agenda. She also wanted to thank 65 people in her district who worked in their community on a clean-up day. Also, on July 15th during a grand opening for the Mass Transit Authority near 12th and Plum Streets, they are asking that people ride their bikes for the 11:00 opening, and there will be a bike repair station available.

Councilman Rockhold reported that he welcomed everyone who attended the Multi-Cultural Festival in the City Park this past week-end, and also that he and the City Clerk attended a Board of Director's meeting of the WV Municipal League last Friday at Glade Springs. It was reported there that there have been joint tax meetings about the State's taxing system and the need for changes concerning revenue and flexibility. The League involved in those meetings.

MESSAGE FROM THE EXECUTIVE – Mayor Jimmy Colombo and Councilman Rockhold introduced Chandler Cox, Jimmie Cox III, and Anthony Jenkins from Troop 116, attending our meeting for their Communications Merit Badge. They were welcomed and given City pins, and applauded by all attending.

Mayor Colombo stated that he and Council President Carpenter have talked recently and he is positive that they can work together to make our City a better City. Yesterday morning he attended a prayer meeting, and then he met with as many employees as possible to speak from his heart and to apologize to them for the past few months, and to tell them he appreciated them. He is asking employees to give us an honest day's work for a day's pay. This is a service business and he expects us to treat the public kindly. He held a staff meeting after that.

Mayor Colombo also did an interview with Metro News and said it was refreshing to know we have friends state-wide. We have released Ashley Flowers and that was necessary, he said. We will treat every employee the same and he said that anyone else would have been terminated for the same reasons.

The Mayor then distributed a paper with our insurance premiums broken down. We bid our insurance and give everyone an opportunity to bid, including local businesses, but some of them cannot reach the numbers of a City our size. There are three carriers that can handle cities our size, he said. He has also requested an inventory of everything in our City, and he will share with them when it is finished. He has also asked for auction records for the past 10 years. He has asked the Public Works Director to step up street cleaning and flushing as soon as we can. He has asked our City Engineer to get maps of each Council district and to meet with Council individually at Council's convenience to ride with him through their districts and tell us their complaints, as there might be something we have overlooked, he said.

Concerning Home Rule, there have been some questions about the implementation of our B & O tax reduction. We don't want to create a short-fall, and we will be on top of that, he said. He has met with Chief Martin and asks that the Police Department have more presence in the community. He knows they have done a lot on outreach, but he thinks we can do more. We may consider getting someone with grant funds to help connect our community. Mayor Colombo stated he has also asked that the police cars be bid, from money in the budget approved by Council, and he will come back to Council with that information.

Paving will begin June 27th, we believe, and the citizens will be happy about that, he stated. On July 15th, we begin improvements on the Memorial Bridge, and notices will be given to the public. The railroad is making replacements at 6th and Green Streets. Mayor Colombo said he would continue with the sidewalk program since money has been appropriated for that purpose, and he thinks it is popular with people, and he hopes they will participate.

PUBLIC FORUM – Ms. Lisha Conny, the City's business coach, spoke briefly to Council telling them that she represented six counties, and that her main task is working with company who want to come here, and some who want to expand their business.

RESOLUTION

WHEREAS, the Byrne Justice Assistance Grant (JAG) Program assists local governments to enhance law enforcement capabilities; and

WHEREAS, the JAG Program helps to fund a variety of efforts to ensure that local communities have the tools and equipment necessary to build safer communities; and

WHEREAS, the City of Parkersburg has been allocated a direct award of \$48,339.00 from the JAG Program for FY 2015.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Parkersburg that Acting Mayor Joseph T. Santer or his successor be and hereby is authorized to submit a grant to the JAG Program for the purchase of M4 Rifles, scopes (for the rifles), rifle cases, magazines, and Communication Tower equipment and

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

installation for the for the City of Parkersburg. While, \$16,749.00 will be used to purchase computer hard drives and Tasers for the Wood County Sherriff's Department.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Parkersburg approves of the Memorandum of Understanding between the City of Parkersburg and The Wood County Commission for the use of the Byrne Justice Assistance Grant (JAG) Program Funding.

**CITY OF PARKERSBURG AND WOOD COUNTY COMMISSION
2015 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG)
PROGRAM AWARD
MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (MOU) is made and entered into this ___ day of June, 2015, by and between the City of Parkersburg, hereinafter referred to as the City and the County Commission of Wood, hereinafter referred to as the County, both of Wood County, State of West Virginia, witnessed:

WHEREAS, this MOU is made under the authority of Chapter 7-1-3 and Chapter 8-1-7 of the West Virginia State Code; and

WHEREAS, each governing body, in performing governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party; and

WHEREAS, each governing body finds that the performance of this MOU is in the best interests of both parties, that the undertaking will benefit the public, and that the division of costs fairly compensates the performing party for the services or functions under this MOU; and

WHEREAS, the City agrees to provide the County \$16,749 from the JAG award for the Wood County Sherriff's Department and the CITY will receive \$31,590 from the JAG award for the Parkersburg Police Department; and

WHEREAS, the City and County believe it to be in their best interests to reallocate the JAG funds.

NOW THEREFORE, the COUNTY and CITY agree as follows:

- Section 1.
City agrees to pay County a total of \$16,749 of JAG funds.
- Section 2.
County agrees to use \$16,749 for the Wood County Sherriff Department until September 30, 2018. Sherriff's Department will purchase items listed in application submitted to the Bureau of Justice Assistance.
- Section 3.
Nothing in the performance of this Agreement shall impose any liability for claims against County other than claims for which liability may be imposed by the West Virginia Tort Claims Act.
- Section 4.
Nothing in the performance of this MOU shall impose any liability for claims against City other than claims for which liability may be imposed by the West Virginia Tort Claims Act.
- Section 5.
Each party to this MOU will be responsible for its own actions in providing services under this agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.
- Section 6.
The parties to this MOU do not intend for any third party to obtain a right by virtue of this Agreement.
- Section 7.
By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party not a signatory hereto.

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

RESOLUTION

Fund	Dept.	Account	Description	Revenue	Expenditure	Fund	Source	/
				Increase/ (Decrease)	Increase/ (Decrease)			
Mayor								
001	409	103-000	Mayor's Salary		\$ (800.00)		D. Life Services	
001	409	230-000	Contractual Services		\$ 800.00			
				\$				
				-	\$ -			

City Attorney

PARKERSBURG, W. VA., _____

	417	216-000	Maint & Repair Equipment	\$	(550.00)
			Advertising & Legal		
001	417	220-000	Publications	\$	(200.00)
001	417	222-000	Dues & Subscriptions	\$	(1,000.00)
001	417	226-000	Insurance & Bonds	\$	(370.00)
001	417	229-000	Court Costs & Damages	\$	(430.00)
001	417	103-315	Other Salaries	\$	2,550.00
				\$	-

Public Works

			Department Supplies &		
001	566	341-000	Materials	\$	(200.00)
001	566	230-000	Contractual Services	\$	200.00
				\$	-

Fire

001	706	103-310	Salaries - Firemen	\$	(17,650.00)
001	706	214-000	Travel	\$	(738.00)
001	706	216-000	Maint & Repair - Equipment	\$	(4,606.00)
001	706	221-000	Training	\$	(5,170.00)
001	706	345-000	Uniforms	\$	(2,000.00)
001	706	103-304	Salaries - Lieutenants	\$	17,650.00
001	706	211-000	Telephone	\$	1,860.00
001	706	341-000	Supplies	\$	2,000.00
001	706	341-002	Supplies - Medical	\$	738.00
001	706	458-000	Capital - Improvements	\$	7,916.00
				\$	-

Street Cleaning

001	756	103-315	Other Salaries	\$	(8,430.00)
001	756	103-008	Overtime	\$	2,660.00
001	756	216-000	Maint & Repair - Equipment	\$	320.00
001	756	217-000	Maint & Repair - Auto	\$	1,750.00
001	756	343-001	Supplies - Gasoline	\$	3,700.00
				\$	-

Sanitation

001	800	230-000	Contractual Services	\$	(6,360.00)
001	800	103-008	Overtime	\$	5,350.00
001	800	213-000	Utilities - Natural Gas	\$	750.00
001	800	213-200	Utilities - Water & Sewer	\$	260.00
				\$	-

2014-2015 In-House Budget Revisions

06.16.2015

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

CASTO & HARRIS, INC., SPENCER, WV RE-ORDER NO. 13275-13

**RESOLUTION RENEWING A COOPERATIVE AGREEMENT
BETWEEN THE CITY OF PARKERSBURG
AND WEST VIRGINIA SMALL BUSINESS DEVELOPMENT
CENTER FOR THE PURPOSE OF HIRING
A SMALL BUSINESS COACH**

WHEREAS, the West Virginia Small Business Development Center has received funding from the U.S. Small Business Administration to support consulting, coaching and training services for small businesses in West Virginia, and
 WHEREAS, the City of Parkersburg has collaborated with the WWSBDC to establish an office in the City of Parkersburg, and
 WHEREAS, the City's small business coach has assisted many prospective business owners, and
 WHEREAS, the City of Parkersburg desires to continue to renew the attached Intergovernmental Business Coach Agreement with the WWSBDC, and
 WHEREAS, the salary of the small business coach is \$55,000 and the City shall be reimbursed on a monthly basis from the WWSBDC, not to exceed \$40,000, and
 WHEREAS, the City of Parkersburg has allocated \$7,000 for travel related expenditures in the Fiscal Year 2015-2016 Budget,
THEREFORE BE IT RESOLVED, by the City Council of the City of Parkersburg that Acting Mayor Joseph T. Santer, or his successor, is hereby authorized to execute an intergovernmental agreement with the WWSBD that shall come effective July 1, 2015 and continue until June 30, 2016.

Page 1

INTERGOVERNMENTAL BUSINESS COACH AGREEMENT

This Intergovernmental Business Coach Agreement ("Agreement") dated June 23, 2015, is between City of Parkersburg, #1 Government Square, Parkersburg, WV and the West Virginia Small Business Development Center of the West Virginia Development Office, located at State Capitol, Building 6, Room 652 Charleston, West Virginia, 25305 ("WWSBDC").

RECITALS

WHEREAS, WWSBDC received funding from the U. S. Small Business Administration Office of Small Business Development Centers, to support consulting, coaching and training services for small businesses in West Virginia ("SBA Funding"); and
 WHEREAS, The Parties believe that business coaches help advance the Parties' mutual goal to provide valuable economic development assistance services to existing businesses and entrepreneurs in West Virginia; and
 WHEREAS, The Parties desire to enter into an Agreement to utilize a portion of the SBA Funding to engage a business coach to provide consulting, coaching and training services to existing businesses and entrepreneurs in an area including, but not limited to Calhoun, Jackson, Pleasants, Ritchie, Wirt and Wood Counties of West Virginia ("Region"); and
 NOW, THEREFORE, the Parties agree as follows:

ARTICLE I

TERM

This Agreement shall become effective on July 1 st, 2015, and continue in effect until June 30, 2016, or until it is replaced or cancelled pursuant to Article V.

ARTICLE II

TERMS OF PAYMENT

- 1.1 WWSBDC shall reimburse the City of Parkersburg an amount not to exceed \$40,000 during the Term of this Agreement to support the services of a business coach in the Region.
- 1.2 City of Parkersburg shall submit invoices to WWSBDC on a monthly basis on or before the 10th day of each calendar month during the Term of this Agreement. Such invoices shall contain a detailed description of services provided and be accompanied by supporting documentation, where applicable.
- 1.3 WWSBDC shall submit reimbursement payments to the City of Parkersburg on or before the 30th day of each calendar month during the Term of this Agreement.

WWSBDC-City of Parkersburg Agreement

ARTICLE III

RESPONSIBILITIES OF CITY OF PARKERSBURG

- 2.1. City of Parkersburg shall collaborate with the business coach who will represent WWSBDC throughout the Region.
 - 2.2. City of Parkersburg shall comply with the Deliverables and Outcome Measures set forth in Attachment I to this Agreement.
 - 2.3. City of Parkersburg shall permit the business coach to represent WWSBDC throughout West Virginia. WWSBDC is a statewide entity and as such all business, coaches are expected to serve the statewide network.
 - 2.4. City of Parkersburg shall enter into a separate and independent contract with the business coach, subject to WWSBDC's right to approve an acceptable candidate. Any such separate and independent contract shall contain, at minimum, the following provisions:
 - a. That the City of Parkersburg shall pay the business coach at minimum, \$55,000 in compensation during the term of this Agreement.
 - b. That the City of Parkersburg shall reimburse the business coach up to \$7,000 during the term of this Agreement for travel-related expenses which are consistent with the travel reimbursement policies of WWSBDC travel-related expenses.
 - c. That the business coach is a n independent contractor to the C i t y O f Parkersburg and not an employee.
 - d. That the business coach will be solely responsible and liable for payment of any federal and state income, payroll and self-employment taxes attributable to payment received for services provided and that the business coach will not be considered an employee for federal or state payroll tax purposes.
 - e. That the business coach will set his/her own hours and routine in consultation with the City of Parkersburg.
 - f. That the business coach will provide his/her own materials, tools, and equipment, and will expect no reimbursement for any out-of-pocket expenses incurred in the performance of services except as provided in section 2.4.b.
 - g. That the business coach will be paid a set fee for services as determined by the City of Parkersburg and WWSBDC.
 - h. That the business coach will follow WWSBDC and SBA guidelines, policies and procedures and seek to attain the goals of each organization in consultation with the City of Parkersburg and WWSBDC.
- WWSBDC-City of Parkersburg Agreement
- i. That the business coach will comply with the Deliverables and Outcome Requirements set forth in Attachment I and Attachment II to this Agreement, such terms to be expressly incorporated into any independent contractor agreement.
 - j. That the business coach has met the requirements of a Business Development Specialist III ("BDS") as per the West Virginia Division of Personnel classification guidelines.
- 2.5 City of Parkersburg and WWSBDC shall share oversight responsibilities of the business coach's performance during the term of this Agreement. WWSBDC will regularly monitor the business coach's performance and provide the City of Parkersburg regular input on that performance as it relates to the services to be provided under this Agreement.
 - 2.6 City of Parkersburg shall immediately contact WWSBDC if it desires to terminate its relationship with the business coach prior to the end of the Term of this Agreement. WWSBDC retains the right to approve any individual recommended to act as a business coach.
 - 2.7 City of Parkersburg shall provide adequate office space and standard office- related equipment necessary for the business coach to perform his/her job duties if necessary and feasible.
 - 2.8 City of Parkersburg shall return any equipment provided to the business coach by WWSBDC under Paragraph 3.2 immediately upon the expiration or cancellation of this Agreement, unless otherwise agreed by WWSBDC.
 - 2.9 All physical, computerized, electronic or other types of records, documents, proposals, notes, lists, files and any and all other materials including, but not limited to, computerized or electronic information that refers, relates or otherwise pertains to the WWSBDC and any individual or entity that received services under this Agreement shall be returned to WWSBDC immediately upon the expiration or cancellation of this Agreement or termination of the Business Coach.

2.10 Any and all documentation, data, reports and any other writing or information prepared or assembled for the purposes of this Agreement are considered confidential and may only be shared during the term of this Agreement and with prior written approval of the WWSBDC.

2.11 This Agreement does not supersede or alter any current contracts between the Parties.

ARTICLE IV

RESPONSIBILITIES OF THE WWSBDC

3.1 WWSBDC shall provide the business coach with the necessary training, information, access and materials to perform the services identified within this Agreement.

WWSBDC-City of Parkersburg Agreement

3.2 The WWSBDC shall provide the City of Parkersburg with such additional equipment the business coach will require to perform his/her duties under this Agreement not available under Paragraph 2.7 of this Agreement, subject to WWSBDC's sole discretion that such equipment is necessary to carry out the purposes of this Agreement.

3.3 The WWSBDC shall provide the business coach with copies of comparable production reports, along with regular guidance and oversight related to their performance of services identified within this Agreement.

3.4 The WWSBDC will pay the City of Parkersburg for the services identified within this Agreement as set forth in Article II of this Agreement.

ARTICLE V

CONTINUATION AND CANCELLATION

4.1 Either Party may cancel this Agreement at any time on thirty (30) days written notice. Upon cancellation, all payment obligations by the WWSBDC under this Agreement shall be terminated, and the City of Parkersburg shall refund any unexpended monies paid by the WWSBDC under this Agreement.

4.2 The Mayor of Parkersburg (or appropriate representative) and the WWSBDC State Director will meet within 30 days prior to the end of the first six month period to review the work completed and continuation of the Agreement. Any agreement to extend this Agreement must be in writing and signed by all parties.

ARTICLE VI

MISCELLANEOUS

5.1 This Agreement, with Attachment I and II embraces all of the promises, agreements, conditions, and understandings between the parties hereto and there are no promises, conditions, covenants, or understandings between the parties hereto except such as are specifically herein in writing between WWSBDC and the City of Parkersburg.

5.2 This Agreement may be modified and changed only by an instrument in writing signed by the undersigned parties.

5.3 If any part of this Agreement is found to be null and void, or is otherwise stricken, the rest of this Agreement shall remain in force.

5.4 Nothing in this Agreement shall be construed to create an employment, agency, partnership, joint venture or other relationship among the WWSBDC and the City of Parkersburg.

WWSBDC-City of Parkersburg Agreement

5.5 No party hereto shall have any power to obligate or bind the other in any manner whatsoever.

5.6 The titles to the articles and paragraphs of the Agreement are solely for the convenience of the parties and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this Agreement.

We, the undersigned, enter into this Agreement acknowledging their acceptance

and the execution of the Agreement by their signatures below.

J. Keith Burdette, Executive Director

West Virginia Development Office

Date

Date

WWSBDC-City of Parkersburg Agreement

ATTACHMENT I

DELIVERABLES AND OUTCOME MEASURES

The responsibilities of the business coach will be:

1. Providing general business coaching to entrepreneurs, start-up and existing business owners including but not limited to:

a. Strategic planning, business plan development, loan packaging, identifying and developing training programs for increasing entrepreneurial skills, developing and maintaining personal contacts within the banking industry and the entrepreneurial community.

b. Read, create, and interpret financial statements.

c. Compute and interpret financial ratios.

d. Preparation of written reports on financial, credit and marketing analysis.

e. Preparation and analysis of financial spreadsheets. f. Travel to coach clients.

g. Conduct and participate in cross training with the WWSBDC.

h. Keep up to date with current entrepreneurial trends, market opportunities and skills training.

i. Possess an understanding of the entrepreneurial mind-set and the role entrepreneurial skills play in economic development.

2. Represent the West Virginia Small Business Development Center acting as an outside independent contractor in regard to the services supplied.

3. Record Keeping: Entering all data into the WWSBDC provided Client Management Software. (Data base training provided by WWSBDC)

4. The business coach is responsible for ensuring the deliverables are met as outlined in Attachment" of this Agreement.

5. Weekly reports will be accessed by the WWSBDC State Director through the WWSBDC data system.

6. Expectation is that the business coach will attend weekly WWSBDC conference call team meetings.

7. Additionally, the business coach will attend face to face WWSBDC staff meetings as scheduled.

8. While the Agreement is in effect, the business coach shall not:

a. Engage in or participate in activities that create a conflict of interest or the appearance of a conflict of interest.

b. Recommend the purchase of goods or services from sources in which business coach has a direct or indirect interest or which the business coach may represent.

WWSBDC-City of Parkersburg Agreement

c. Accept fees, commissions or things of value from third parties as a result of recommending any services, equipment or supplies to a WWSBDC client.

d. Accept fees, commissions or things of value from a WWSBDC client.

e. Solicit the private engagement as a paid consultant to a WWSBDC client at any time during or within 12 months subsequent to consulting with that client for the WWSBDC.

The responsibilities of the City of Parkersburg will be:

1. City of Parkersburg will provide an office complete with computer equipment, phone and furniture if possible.

2. WWSBDC branding will be included on all signage and marketing.

3. The WWSBDC office will have full access to phone, Internet and computer.

4. A phone line/number will be designated for WWSBDC.

5. If available, administrative assistance of City of Parkersburg will field calls and schedule appointments when appropriate.

6. Business coaching to be determined as per Article II, Section 2.3.

7. Marketing of partnership between WWSBDC and City of Parkersburg will be conducted to establish/reinforce the WWSBDC/ City of Parkersburg office.

8. Outreach to lenders, chambers, surrounding economic development offices, community colleges and other resources and business partners in the area.

WWSBDC-City of Parkersburg Agreement

ATTACHMENT"

OUTCOMES

The Council of the City of Parkersburg met in Special session Tuesday, June 30, 2015, at 7:00 PM in the Council Chambers on the second floor of the Municipal Building at One Government Square, Parkersburg, WV 26101. Councilwoman Kim Coram 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, Aaron Read (by telephone), John Rockhold, Jim Reed and JR Carpenter.

MESSAGE FROM THE EXECUTIVE – Mayor Jimmy Colombo distributed our latest 2015 milling and paving schedule, Phase 1, to City Council; and also a draft of a newsletter by the Development Department that may be changed with additions.

RESOLUTION

WHEREAS, the Parkersburg City Council desires to obtain a sampling audit covering certain specified areas of concern;

WHEREAS, such an audit involves the hiring of a private accounting firm for an amount not to exceed \$8,600.00; and

WHEREAS, City Council believes such an audit is needed and necessary to restore the public's trust in the finances of the City of Parkersburg.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that an accounting firm be engaged to conduct a sampling audit for an amount not to exceed \$8,600.00 and which audit shall cover the areas and procedures set forth in the attached writing marked as Exhibit A and made a part hereof.

AGREED-UPON PROCEDURES

Procedure #1

Research the establishment of the Coal Severance Fund and the purpose of the fund. Determine the legal restrictions on the use of the fund. Compare the results to the Auditor of State guidance on the proper use of a coal severance fund. With this knowledge, observe the general ledger detail for the Coal Severance Fund from July 1, 2014 to date and provide a list of any transaction that appears to be for an improper purpose based upon ledger description. Review the supporting documentation for each of those transactions and conclude as to the appropriateness of the transaction being recorded to the Coal Severance Fund.

Procedure #2

Observe the transaction and supporting documentation of the purchase of a furnace (11/18/14), fencing (8/14/14) and a vehicle from the Coal Severance Fund. Observe also if the purchase of the vehicle involved the trade-in of a police vehicle. Determine if these purchases were legal.

Procedure #3

Observe the accounting system ledger detail of account 440-341-000 Coal Severance Fund Dept. Suppl - PT Park Market. Obtain the detail for purchases dated October 24, 2014 and document the vendor and items purchased. Conclude on the appropriateness of those purchases being recorded to this account.

Procedure #4

Obtain the detail for checks 1485, 1509, 1458. Conclude on the appropriateness of those purchases being paid from the Coal Severance Fund.

EXHIBIT A

MOTION – Ms. Coram moved, seconded by Mr. Brown, to adopt the resolution, and the motion was adopted by majority vote as follows: Voting "yes", Councilmen Brown, Coram, Reynolds, Read, and Carpenter. Voting "no", Councilmen Wilcox, Lynch, Reed, and Rockhold.

RESOLUTION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that City Council engage and hire the accounting firm of Perry & Associates, Certified Public Accountants, to conduct a sampling audit as set forth and described in that Engagement Letter dated June 25, 2015, attached hereto and made a part hereof.

BE IT FURTHER RESOLVED by City Council that Council President, JR Carpenter be and he is hereby authorized to sign said Engagement Letter for and on behalf of the City Council of the City of Parkersburg.

ENGAGEMENT LETTER

June 25, 2015
 City Council
 City of Parkersburg
 1 Government Square
 P.O. Box 1627
 Parkersburg, West Virginia 26102

To the Council Members:

This letter of arrangement between the City of Parkersburg, Wood County, West Virginia (the City), and Perry & Associates, CPAs, A.C., an independent public accountant (the IPA), sets forth the nature and scope of the services we will provide, the City's required involvement and assistance in support of our services, the related fee arrangements, and other terms and conditions designed to ensure that our professional services achieve the City's objectives.

We will apply the agreed-upon procedures which City Council has specified, listed in the attached schedule, to the subject matter detailed in those procedures. We propose to perform the procedures described in the attachment. We will perform these procedures as of June 25, 2015 and during the fiscal year 2015 to date. This engagement is solely to assist the City Council in identifying potential exceptions in the accounting treatment of the subject matter. We will follow the American Institute of Certified Public Accountants' Attestation Standards for agreed-upon procedures engagements. The sufficiency of the procedures is solely the responsibility of City Council. Consequently, we make no representation regarding the sufficiency of the procedures described in the attached schedule either for the purpose for which this report has been requested or for any other purpose. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report, or will not issue a report as a result of this engagement.

Because the agreed-upon procedures listed in the attached schedule do not constitute an examination, we will not express an opinion on the subject matter in those procedures. In addition, we have no obligation to perform any procedures beyond those listed in the attached schedule.

We will submit a report listing the procedures performed and our findings. This report is intended solely for the use of City Council, and should not be used by anyone other than City Council. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

Engagement Letter
 Page 2

Jodey Altier is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We plan to begin our procedures on approximately July 6, 2015 and, unless unforeseeable problems are encountered, the engagement should be completed by August 7, 2015. At the conclusion of our engagement, we will require a representation letter from management that, among other things, will confirm management's responsibility for the presentation of the subject matter in the attached procedures.

You should be aware that a properly executed agreed-upon procedures engagement may not detect errors or fraud that may have occurred relating to the subject matter of our report. For example, we may limit certain procedures to selective testing of data because it may not be efficient for us to test every transaction. Our engagement will be more limited than would be an audit, the objective of which would be the expression of an opinion on whether the City's financial statements presented fairly, in all material respects, their respective financial position and changes in financial position. Accordingly, we will not express an opinion on the financial statements.

We will describe any exceptions we find as a result of our procedures.

You should not rely on our engagement as your primary means of detecting fraud.

To help meet our mutual objectives, the City will provide to us in a timely manner accounting records, schedules and supporting information an initial list of which we furnished to you, as well as working space and clerical assistance as mutually agreed upon and as is normal and reasonable in the circumstances. When and if for any reason the City is unable to provide these schedules, information or assistance, our firm and the City will mutually revise the fee to reflect additional costs, if any, required to achieve these objectives.

Confidential Information:

You should redact personal information from all documents (paper or electronic) you provide to us related to our services including financial records and reports, payroll records, employee rosters, health and medical records, tax records, etc. Personal information includes social security numbers, dates of birth, drivers' license numbers or

personal financial institution account numbers. The City should redact all personal information from electronic records before you transmit them to us. This information should be fully blacked out in all paper documents prior to sending to us. If you cannot redact personal information from any records or documents you must identify these records to us.

If redacting this personal information compromises our procedures, the City and our firm will consider these exceptions on a case-by-case basis. Additionally, if redacting this information creates a hardship on you in terms of resources, recordkeeping or other issues, the City and our firm may collaborate on alternative methods of providing the City's data to us without compromising the personal information of individuals served by the City. We are willing to work with you. It is our intent to minimize the amount of personal information we require. It is important that you review internal policies to find ways to eliminate as much personal information from financial records as possible by substituting non-personal information (i.e., change social security numbers to employee identification numbers).

The fees for these services will be at an hourly rate of \$60 to \$100 per hour depending on the experience level of firm personnel, not to exceed \$8,600 in total. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

In accordance with our firm policies, work may be suspended if your account becomes 30 or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our report. You will be obligated for our time incurred and all out-of-pocket expenditures through the date of termination.

The Attestation Standards require that our report disclose the following:

This report is intended solely for the information and use of those charged with governance and is not intended to be and should not be used by anyone other than these specified parties.

The Attestation Standards require us to include this language due to concerns that other users may not fully understand the purpose of the report, the nature of the procedures we applied, the basis or assumptions used in its preparation, the extent to which the procedures performed are generally known or understood, and the potential for the report to be misunderstood, when taken out of the context for which it was intended.

Prior to the start of field work for the engagement the Parkersburg City Council will reach a "memorandum of understanding" with the City's attorney and Mayor that advises and authorizes employees of the City of Parkersburg to cooperate fully with the engagement team on matters that are subject to the engagement.

Signing and returning this letter to us indicates you have read this letter and the attachment, and agree with the terms and with the nature and extent of the procedures attached to this letter. If you wish to discuss additional procedures or modification to these procedures or terms, please contact our office prior to our commencement of the engagement.

Respectfully submitted,
Perry and Associates
Certified Public Accountants, A.C.
Marietta, Ohio
Attachment: Description of procedures

ACCEPTED BY
TITLE

Engagement Letter

Agreed-Upon Procedures

Procedure #1

Research the establishment of the Coal Severance Fund and the purpose of the fund. Determine the legal restrictions on the use of the fund. Compare the results to the Auditor of State guidance on the proper use of a coal severance fund. With this knowledge, observe the general ledger detail for the Coal Severance Fund from July 1, 2014 to date and provide a list of any transaction that appears to be for an improper purpose based upon ledger description. Review the supporting documentation for each of those transactions and conclude as to the appropriateness of the transaction being recorded to the Coal Severance Fund.

Procedure #2

Observe the transaction and supporting documentation of the purchase of a furnace (11/18/14), fencing (8/14/14) and a vehicle from the Coal Severance Fund. Observe also if the purchase of the vehicle involved the trade-in of a police vehicle. Determine if these purchases were legal.

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

Procedure #3

Observe the accounting system ledger detail of account 440-341-000 Coal Severance Fund Dept Suppl - PT Park Market. Obtain the detail for purchases dated October 24, 2014 and document the vendor and items purchased. Conclude on the appropriateness of those purchases being recorded to this account.

Procedure #4

Obtain the detail for checks 1485, 1509, 1458. Conclude on the appropriateness of those purchases being paid from the Coal Severance Fund.

MOTION – Ms. Coram moved, seconded by Mr. Reynolds, to adopt the resolution, and the motion was adopted by majority vote as follows: Voting "yes", Councilman Brown, Coram, Reynolds, Read, and Carpenter. Voting "no", Councilmen Wilcox, Lynch, Rockhold, and Reed.

The meeting adjourned at 7:03 PM.

Anna Shapiro

City Clerk

Council President

THE CITY OF PARKERSBURG

AGENDA ITEMS FOR TUESDAY, JULY 14, 2015

- a. To consider and act upon a proposed Supplemental Parameters Resolution entitled:

SUPPLEMENTAL RESOLUTION PROVIDING PARAMETERS AS TO THE PRINCIPAL AMOUNTS, DATES, MATURITY DATES, INTEREST RATES, INTEREST AND PRINCIPAL PAYMENT DATES AND OTHER TERMS OF THE COMBINED WATERWORKS AND SEWERAGE SYSTEM REFUNDING REVENUE BONDS, SERIES 2015 A AND THE COMBINED WATERWORKS AND SEWERAGE SYSTEM REFUNDING REVENUE BONDS, SERIES 2015 B OF THE CITY OF PARKERSBURG; AUTHORIZING AND APPROVING THE SALE AND DELIVERY OF SUCH BONDS TO THE ORIGINAL PURCHASER; APPOINTING A REGISTRAR AND PAYING AGENT FOR SUCH BONDS; AND MAKING OTHER PROVISIONS AS TO THE BONDS.

RESOLUTION APPOINTING A MEMBER
TO THE PARKERSBURG AND WOOD COUNTY
PUBLIC LIBRARY BOARD

WHEREAS, the City of Parkersburg has been notified by the Director of the Parkersburg & Wood County Public Library that there is a vacancy on their board; and

WHEREAS, this is a five member, rotating board with two members appointed by the City of Parkersburg, two members from the Wood County Commission, and one member from the Board of Education; and

WHEREAS, the Library Board is recommending Mr. Roger Lewis being reappointed to that board for a term to expire June 30, 2020.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that Mr. Roger Lewis, PO Box 1663, Parkersburg, WV be reappointed to the Board for the Parkersburg & Wood County Public Library with a term to expire June 30, 2020.

Sponsored by Councilmen Coram, Rockhold, and

Connie Shaffer

From: Parkersburg Clerk <parkersburgclerk@parkersburg-wv.com>
Sent: Wednesday, July 01, 2015 1:54 PM
To: Connie Shaffer
Subject: FW: City Appt of Roger Lewis to Library Board

From: wvlibrarydude@gmail.com [<mailto:wvlibrarydude@gmail.com>] **On Behalf Of** Brian E. Raitz
Sent: Wednesday, July 01, 2015 11:20 AM
To: Connie Schaffer
Cc: Kim Stone; Paul Miller; Ramsay, Scott; Roger Lewis; Terry Cauthorn
Subject: City Appt of Roger Lewis to Library Board

Dear Connie, the Mayor and City Council;

I plan to be at the City Council meeting on July 14th if there are any questions regarding Mr. Lewis' appointment. Unfortunately, Mr. Lewis will be unable to attend. He regrets not being there. Here are his own words:

I mean no disrespect to the library or to the City Council; but on July 14, I plan to be in Oak Island, S. C., with my family. Each year for the past 30-plus years or so, I've treated my children, their children, and their friends to this trip to the beach. Although Oak Island is the shark infested beach in the news and if there was ever a good excuse not to go, this would be the year; tradition makes me feel a need to be there.

Roger has been a fine member of the Library Board for 5 years now, and I look forward to working with him for another 5 years if the City Council so chooses to re-appoint.

Sincerely,

Brian E. Raitz
Parkersburg & Wood County Public Library
3100 Emerson Ave., Parkersburg WV 26104-2414
phone: 304-420-4587 ext.501 / fax 304-420-4589
email: raitzb@park.lib.wv.us



This email has been checked for viruses by Avast antivirus software.

www.avast.com



Parkersburg and Wood County Public Library

3100 Emerson Ave., Parkersburg, WV 26104-2414

Phone (304) 420-4587 Fax (304) 420-4589

[Http://parkersburg.lib.wv.us](http://parkersburg.lib.wv.us)

June 16, 2015

City of Parkersburg
1 Government Square
PO Box 1627
Parkersburg, WV 26102

Dear City Council,

The Parkersburg & Wood County Public Library Board would like to recommend that Roger Lewis be reappointed to Library Board to serve from July 1, 2015 through June 30, 2020. Please see attached resume.

Someone from the Library will be present at your designated meeting for appointment. If you do have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read "Brian E. Raitz".

Brian E. Raitz, Director
Parkersburg & Wood County Public Library
3100 Emerson Ave., Parkersburg, WV 26104-2414
(304) 420-4587 xt. 501 (phone) / (304) 420-4589 (fax)
raitzb@park.lib.wv.us

C. Roger Lewis
Post Office Box 1663
Parkersburg, West Virginia 26102-1663
(304) 615-4581
roger.lewis@wvup.edu

EDUCATION

Master of Science Business Administration
The University of North Carolina at Greensboro
Greensboro, North Carolina

Post Graduate courses beyond Masters Degree: West Virginia
University, Morgantown, West Virginia

Bachelor of Arts, Economics
North Carolina State University
Raleigh, North Carolina

**PROFESSIONAL
EXPERIENCE**

Currently employed (1990 to present) as Professor of
Business Administration, West Virginia University at Parkersburg.
Primary area of teaching in financial accounting (advanced,
intermediate, and principles), managerial accounting, and cost
accounting. Experienced in teaching various marketing,
management, quantitative analysis, and statistics courses.
Recognized by West Virginia Society of CPAs as Outstanding
Accounting Educator in West Virginia 2003-2004. Outstanding
Faculty Member, Marietta College, 1994-1995. Lewis, Riggs
Endowment Marietta College.

Professional interest outside of West Virginia University at
Parkersburg: Limited consulting practice (references upon
request). Public accounting experience: Randolph and
Associates; Glass, Pratt, and Company; Gent and Company.
Vice President of SCUBA WV, Inc.

Other teaching experience: Glenville State College (1975-1990):
Director of Business Programs at GSC Parkersburg Center and
Assistant Professor. Parkersburg Community College (1973-
1975): Chair of Occupational/Technical Programs Committee
(serving as interim dean); Division Chair of Business Programs.
Marietta College (1980-Present). Professional development
workshops taught for: Cytex, DuPont, United National Bank. West
Virginia University M.B.A. preparatory courses.

Employment prior to 1973: IBM (marketing), Carolina American
Textiles (assistant to executive vice president).

RESOLUTION REAPPOINTING A MEMBER TO
THE PARKERSBURG UTILITY BOARD

WHEREAS, the City of Parkersburg has been notified that the term of one of the members for the Parkersburg Utility Board has expires; and

WHEREAS, this member has served the Board well and desires to serve another term;



NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that Mr. Greg Herrick, 1711 Washington Avenue, Parkersburg, WV be reappointed to serve as a member of the Parkersburg Utility Board for a term to expire May 24, 2019.

Sponsored by Councilmen Rockhold, Wilcox, and Carpenter

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 2015-16 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
City Council						
001	699	214-000	Contingency - Travel		\$ (1,400.00)	Municipal League Mtg August & January
001	699	221-000	Contingency - Training		\$ (1,000.00)	
001	410	214-000	Travel		\$ 1,400.00	
001	410	221-000	Training		\$ 1,000.00	
				\$ -	\$ -	
City Clerk						
001	699	214-000	Contingency - Travel		\$ (816.00)	Municipal League Mtg August & January
001	699	221-000	Contingency - Training		\$ (500.00)	
001	415	214-000	Travel		\$ 816.00	
001	415	221-000	Training		\$ 500.00	
				\$ -	\$ -	

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 2015-16 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
Excess (Mass Transit) Levy						
001	301	090-000	Excess Levy	\$156,869.00		Wrong Levy figures used in budget.
001	759	000-000	Mass Transit		\$ 156,869.00	Correct rates were approved when Levy was laid.
				\$156,869.00	\$ 156,869.00	

Sponsored by Councilpersons: Brown, Coram, Rockhold

**RESOLUTION ACCEPTING A GRANT FROM THE WV REDEVELOPMENT COLLABORATIVE'S
FINANCIAL STRATEGIES AND ANALYSIS TRACK PROGRAM**

Whereas, the City of Parkersburg was encouraged to apply for a Financial Strategies and Analysis Track (FAST) grant from the West Virginia Redevelopment Collaborative, and

Whereas, the City was awarded a grant in the amount of \$3,500 to further study the feasibility of redeveloping an eight acre, brownfield site along the Little Kanawha River, and

Whereas, funding for this grant is made possible by contributions from the Claude Worthington Benedum Foundation to the WVU Foundation on behalf of the Northern WV Brownfields Assistance Center and requires no financial match,

THEREFOR BE IT RESOLVED, that City Council of the City of Parkersburg, does hereby authorize Mayor James. E. Colombo, or his designee, to accept a grant in the amount of \$3,500 from the Northern Brownfields Assistance Center and execute the attached Letter of Agreement with the West Virginia Redevelopment Collaborative.

OS

WV REDEVELOPMENT COLLABORATIVE LETTER OF AGREEMENT

The Northern West Virginia (WV) Brownfields Assistance Center at WVU's National Research Center on Coal and Energy ("NRCGE"), through the West Virginia University Foundation is providing your organization ("Recipient Organization") with a grant as part of the WVRC Financial Strategies & Analysis Team (FAST) Track program. This grant is made possible by contributions from the Claude Worthington Benedum Foundation to the WVU Foundation on behalf of the Northern WV Brownfields Assistance Center.

Recipient Organization:	City of Parkersburg
Amount:	\$3,500
Project Start Date:	July 1, 2015
Project Liaison Name:	Rickie Yeager
Project Liaison Title:	Development Director
Project Liaison Address:	One Government Square Parkersburg, WV 26102
Project Liaison Phone:	304-424-8558
Project Liaison Fax:	
Project Liaison Email:	Rickie.yeager@parkersburgwv.gov

Project Administration: The Director of the Northern WV Brownfields Assistance Center will oversee the WV Redevelopment Collaborative and the implementation of all grants. The goal of the WVRC FAST Track program is to build upon the momentum of redevelopment planning in the first rounds of the WVRC to develop project funding strategies to accelerate sites into successful redevelopment.

The **recipient organization** will utilize the grant funds as described in the Project Update Form submitted to the Northern WV Brownfields Assistance Center, directing any questions about the WVRC FAST Track to the Northern WV Brownfields Assistance Center.

Project Length: The recipient organization will complete the funded activities and provide the required final report by June 30, 2016

Grantee Tax Status: The recipient organization represents that it is currently a tax-exempt organization as described in the Internal Revenue Code.

Use of Funds: The recipient organization will directly administer the project supported by the grant and agrees that no grant funds shall be used in any way other than as specifically set forth in this Letter of Agreement and the final project plan, budget, and related documents submitted to the Northern WV Brownfields Assistance Center. The recipient organization promptly shall repay any portion of the grant that for any reason is not used exclusively for the purposes of the grant.

Payment: The recipient organization will receive payment upon receipt of this Letter of Agreement signed by all parties.

Reporting: The recipient organization will provide midterm and final reports related to the activities the recipient organization conducted with grant funds according to reporting guidelines. The recipient organization will submit all reports to:

Attn: WVRC FAST Track
Northern West Virginia Brownfields Assistance Center
P.O. Box 6064
Morgantown, WV 26506
Carrie.Staton@mail.wvu.edu

The **WVU Foundation**, on behalf of the **NRCCE**, is responsible for providing the Benedum Foundation with timely reports about the WV Redevelopment Collaborative, including a complete financial report that shows all spending directly from the Benedum Foundation's grant.

The **Northern WV Brownfields Assistance Center** is responsible for writing the narrative reports for the Benedum Foundation and for compiling reports from recipient organizations. These reports will be provided to the WVU Foundation at least one week before they are due to the Benedum Foundation.

The **recipient organization** will provide complete and accurate report materials on time to the Northern West Virginia Brownfields Assistance Center.

The recipient organization agrees to send a minimum of one representative to participate in the WVRC FAST Track Showcase Event to be held during the grant period. Travel funds may be utilized to pay for this trip including registration, mileage, and lodging.

Changed Circumstances: Should any change in circumstances occur that may affect the recipient organization's ability to carry out the grant, the recipient organization is responsible for a prompt written explanation to the Northern West Virginia Brownfields Assistance Center.

City of Parkersburg

Date

Rickie Yeager, Development Director

Northern West Virginia Brownfields Assistance Center

Date

Patrick Kirby, Director

RESOLUTION DECLARING CITY COUNCIL
DISTRICT #7 VACANT

JKS

WHEREAS, on Monday, July 6, 2015, Councilman Aaron Read resigned his Council seat in District #7 due to being deployed overseas with the United States Military; and

WHEREAS, City Charter, Section 2.206, paragraph 2, states "Within ten (10) days after the occurrence of the vacancy, the Municipal Executive Committee of the party represented by the vacating Councilman shall submit a list of three (3) citizens with requisite qualifications to the Mayor; and

WHEREAS, City Council desires to declare District #7 to be vacant as of Monday, July 6, 2015.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that City Council, District #7, is hereby declared vacant as of July 6, 2015.

Sponsored by all members of City Council

RESOLUTION

WHEREAS, the Parkersburg/Wood County Home Consortium is comprised of Wood County and the cities of Parkersburg, Vienna and Williamstown, and

WHEREAS, the City of Parkersburg is the lead agency for administering funds the Consortium, and

WHEREAS, the City has been made aware of a budget shortfall of \$170,326, and

WHEREAS, to address the shortfall, the City intends to allocate funds to the Consortium's Certified Housing Development Organization (Wood County Habitat for Humanity), and

WHEREAS, Wood County Habitat for Humanity will use these funds to build two affordable housing units in Wood County

THEREFORE, Be it resolved by the City Council of the City of Parkersburg that the City of Parkersburg's 2012, 2013, and 2014 Action Plans and Budgets for the Community Development Block Grant be and hereby be amended as follows:

HOME

<u>Revenues</u>	<u>Budgeted</u>	<u>Actual</u>	<u>Change</u>
2012 Program Income	\$25,000	\$92,028.52	\$67,028.52
2013 Program Income	\$25,000	\$74,570.69	\$49,570.69
2014 Program Income	\$25,000	\$78,726.79	\$53,726.79
Total Program Income	\$75,000	\$245,326.00	\$170,326.00

<u>Project</u>	<u>Current Budget</u>	<u>Proposed Budget</u>	<u>Change</u>
2014 Habitat for Humanity	\$ 0.00	\$170,326.00	\$170,326.00

Sponsored by: Councilmen

AN ORDINANCE TO APPROVE CURRENT REPLACEMENT
PAGES TO THE CODIFIED ORDINANCES OF THE CITY
OF PARKERSBURG.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG, as follows:

WHEREAS, various ordinances of a general and permanent nature have been passed by City Council which should be included in the Codified Ordinances; and

WHEREAS, Council has heretofore entered into a contract with the Walter H. Drane Company to prepare and publish such revision which is presently before Council;

NOW, THEREFORE, BE IT ORDAINED that:

Section 1. The ordinances of the City of Parkersburg, West Virginia, of a general and permanent nature, as revised, codified, rearranged and consolidated into component codes, chapters, articles and sections within the 2015 replacement pages to the Codified Ordinances are hereby approved and adopted.

Section 2. Pursuant to Section 2.208 of the Charter and West Virginia Code 8-11-4(b):

- (a) Notice of the proposed adoption of the current supplement shall be given by publication as provided in West Virginia Code 8-11-4(a)(2);
- (b) This ordinance shall not be adopted until ninety days have elapsed following the date on which Council shall have noted in the official journal the availability of copies of the current supplement to the public.

Section 3. This Ordinance shall take effect as provided in Section 2.201 of the Charter.

AN ORDINANCE AMENDING AND REINACTING PORTIONS OF
ARTICLE 779: BUSINESS AND OCCUPATION TAXES IN THE
CITY OF PARKERSBURG

WHEREAS, the West Virginia Home Rule Board recently sought clarification from the West Virginia Attorney General as to whether the State Legislature intended that municipal business and occupation tax rate reductions coincide with the effective date of any corresponding municipal sales tax.

WHEREAS, the said Attorney General subsequently issued an opinion that said B&O reduction must indeed coincide with the implementation of the said municipal sales tax; and

WHEREAS, the City of Parkersburg desires to be in full compliance with the law and therefore with the said Home Rule Board.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE CITY COUNCIL OF THE CITY OF PARKERSBURG THAT the Business and Occupation Tax rates, per \$100 of taxable income for the following business classifications be amended and the new rates described herein shall take effect retroactively to and including July 1, 2015.

OTS
*

<u>Business Classification</u>	<u>Current Rate (per \$100)</u>	<u>Proposed Rate (per \$100)</u>
Manufacturing	0.20	0.00
Retailers/Restaurants	0.40	0.28
Electric, Light and Power (on sales and demand charges for domestic purposes and commercial lighting)	3.60	0.00
Electric, Light and Power (sales and demand charges for all other purposes)	2.80	0.00
Public Utilities-Natural Gas	2.35	0.00

See attached Sections 779.04 (Manufacturing); Section 779.05 (Retailers/Restaurants); and Section 779.06 (Public Utilities), and which are made a part thereof.

Sponsored by Councilmen:

**779.04 MANUFACTURING, COMPOUNDING OR PREPARING PRODUCTS;
PROCESSING OF FOOD EXCEPTED.**

There shall be levied upon every person engaging or continuing within the City in the business of manufacturing, compounding or preparing for sale, profit or commercial use, either directly or through the activity of others in whole or in part, any article or articles, substance or substances, commodity or commodities, newspaper publishing (including all gross income or proceeds of sale from circulation and advertising), except electric power produced by public utilities or others, the amount of the tax to be equal to the value of the article, substance, commodity or newspaper, manufactured, compounded or prepared for sale, as shown by the gross proceeds derived from the sale thereof by the manufacturer or person compounding or preparing the same, except as otherwise provided, multiplied by a rate of ~~twenty one hundredths of one~~ zero (0%) percent. The measure of this tax is the value of the entire product manufactured, compounded or prepared in the City for sale, profit or commercial use, regardless of the place of sale or the fact that deliveries may be made to points outside the City. The value of electricity generated by persons taxed under the provisions of this section, which electricity is directly used by such persons in the business of manufacturing and not sold or otherwise transferred or transmitted to others, shall be exempt from the imposition of any tax under this article. With respect to the manufacturing, compounding or preparing for sale of timber or timber products, the measure of this tax is the value of the entire timber product manufactured, compounded or prepared in the City for sale, profit or commercial use, regardless of the place of sale or the fact that deliveries may be made to points outside the City but such value shall not include the value of any timber or timber products used as ingredients, components or elements of such timber products. The dressing and processing of food by a person, firm, or corporation, which food is to be sold on a wholesale basis by such person, firm or corporation shall not be considered as manufacturing or compounding, but the sale of these products on a wholesale basis shall be subject to the same tax as is imposed on the business of selling at wholesale as provided in Section 779.05.

It is further provided, however, that in those instances in which the same person partially manufactures, compounds or prepares products within this City and partially manufactures, compounds or prepares such products outside of this City, the measure of his tax under this section shall be that proportion of the sale price of the product that the payroll cost of manufacturing within this City bears to the entire payroll cost of manufacturing the product; or, at the option of the taxpayer, the measure of his tax under this section shall be the proportion of the sales value of the articles that the cost of operations in this City bears to the full cost of manufacturing of the articles.

779.05 BUSINESS OF SELLING TANGIBLE PROPERTY; SALES EXEMPT.

(a) General Rule. Upon every person engaging or continuing within the City in the business of selling any tangible property whatsoever, real or personal, including the sale of food, and the services incident to the sale of food in hotels, restaurants, cafeterias, confectioneries and other public eating houses, except sales by any person engaging or continuing in the business of horticulture, agriculture or grazing, or of selling stocks, bonds or other evidence of indebtedness, there is likewise hereby levied and shall be collected, a tax equivalent to ~~forty one hundredths of~~

~~one~~ eight-hundredths of one percent of the gross income of the business, except that in the business of selling at wholesale, the tax shall be equal to fifteen one-hundredths of one percent of the gross income of the business.

(b) Finding and Treatment of Sales of Motor Vehicles to Nonresidents of West Virginia. Council finds that motor vehicles, by their nature, have acquired a unique and integral role in the functioning of our society so that, for purposes of this article, the situs of the use and ownership of a motor vehicle, immediately upon its transfer, shall be conclusively deemed to be either the residence or principal place of business of its owners. Accordingly, notwithstanding anything contained in this Article 779 to the contrary, "gross income" shall not mean or include the gross receipts derived from the sale of any motor vehicle, where the purchaser of such motor vehicle is not a resident of the State of West Virginia, and such motor vehicle will, upon its transfer, be immediately moved by the purchaser to its situs outside of the State of West Virginia. Provided, however, that the foregoing shall not be construed to exclude, from the definition of such term, the sale of any motor vehicle to a resident of the State of West Virginia.

779.06 PUBLIC SERVICE OR UTILITY BUSINESS.

(a) Upon any person engaging or continuing within the City in any public service or utility business, except railroad, railroad care, express, pipeline, telephone and telegraph companies, water carriers or steamboat or steamship and motor carriers, there is likewise hereby levied and shall be collected, taxes on account of the business engaged in equal to the gross income of the business multiplied by the respective rates as follows: electric light and power companies, ~~three and sixty-one hundredths~~ zero percent (0.00%) on sales and demand charges for domestic purposes and commercial lighting, and ~~two and eighty-one hundredths~~ zero percent (0.00%) on sales and demand charges for all other purposes; toll bridge companies, three percent (3%); natural gas companies, ~~two and thirty-five hundredths~~ zero percent (0.00%); and upon all other public service or utility businesses, two percent (2%). The measure of this tax shall not include gross income derived from commerce between this State and other states of the United States or between this State and foreign countries. The measure of this tax under this section shall include only gross income received from the supplying of public services. The gross income of the taxpayer from any other activity shall be included in the measure of the tax imposed upon the appropriate section or sections of this article.

(b) There shall be exempt from the imposition of such tax all sales and demand charges for electric power and natural gas sold by a public service or utility business to a new manufacturing company locating, after the effective date of this section, within the corporate limits of the City and which manufacturing company employs a minimum of fifty on-site, full-time (40 hours per week) or full-time equivalent employees.

(c) It is the legislative intent of this section that such exemption be granted for the purpose of providing an incentive for new manufacturing companies to locate within the City and to create and maintain employment within the City.



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
BUREAU FOR PUBLIC HEALTH

Commissioner's Office
350 Capitol Street, Room 702
Charleston, West Virginia 25301-3712
Telephone: (304) 558-2971 Fax: (304) 558-1035

Earl Ray Tomblin
Governor

Karen L. Bowling
Cabinet Secretary

June 10, 2015

David Blair Couch, Chairman
Mid-Ohio Valley Board of Health
1000 51st Street
Vienna, WV 26105

Dear Mr. Couch:

Thank you for your recent letter requesting approval to implement and/or change clinical fees. I have approved the fee schedule which the Mid-Ohio Valley Health Department proposes to begin charging fees as outlined in the request guidelines. The plan outlined in your proposal is in accordance with the guidelines established and the fees do not exceed the maximum set by the West Virginia Bureau for Public Health.

Section 9.8 of the Fees for Services Rule, 64 CSR 51 requires that once the Commissioner of the Bureau for Public Health approves the fees, the local board of health shall file the fee schedule with the clerk of the county commission or municipality. After the local board has made the appropriate filing, it may begin to charge the approved fees. Attached is a copy of the Fees for Services Rule, 64 CSR 51.

If you have additional questions or concerns, please feel free to write or call Amy Atkins, Director, Center for Local Health, 350 Capitol Street, Room 515, Charleston, West Virginia 25301-3716, telephone (304) 558-8870.

Sincerely,

Rahul Gupta, MD, MPH, FACP
Commissioner and State Health Officer

RG/it

Attachment

cc: Drema Mace
Jason Roush
Amy Atkins



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
BUREAU FOR PUBLIC HEALTH

Center for Local Health
350 Capitol Street, Room 515
Charleston, West Virginia 25301-3712
Telephone: (304) 558-8870 Fax: (304) 558-1437

Earl Ray Tomblin
Governor

Karen L. Bowling
Cabinet Secretary

MEMORANDUM

DATE: June 3, 2015
TO: Jason Roush, State Dental Director
Oral Health Program - OMCFFH
FROM: Lisa Thompson, Financial Coordinator
Center for Local Health
RE: Mid-Ohio Valley Board of Health
Fees for Services Approval

Mid-Ohio Valley Health Department is requesting approval to implement and/or change fees for services/permits.

The attached refers to services under your jurisdiction. Please sign this memorandum in the space provided below. Your signature indicates that you agree or disagree to the appropriateness regarding the proposed fees. Please review, scan and e-mail it to me at lisa.m.thompson@wv.gov by June 10, 2015.

Comments:

I have reviewed the fees for Mid-Ohio Valley Health Department and recommend approval:

Date 6/9/15

I have reviewed the fees for Mid-Ohio Valley Health Department and do not recommend approval:

Signature _____ Date _____

Mid-Ohio Valley Health Department

211 SIXTH STREET, PARKERSBURG, WEST VIRGINIA 26101
Phone 304-485-7374 • 888-550-6797 • www.movhd.com



Mid-Ohio Valley Health Department

Phone: (304) 485-7374 Fax: (304) 485-1493

211 Sixth Street, Parkersburg, WV 26101

May 18, 2015

Rahul Gupta, MD, MPH, FACP, Commissioner
State Health Officer
WV Bureau for Public Health
350 Capitol St., Room 702
Charleston, WV 25301-3714

RE: Fee for Service / Oral Health Fees

Dear Commissioner Gupta,

I am writing to inform you of action taken by the Mid-Ohio Valley Board of Health at our March 26, 2015 Board Meeting.

At that time, the Mid-Ohio Valley Board of Health passed a new fee for service in our Oral Health Program.

Included in this packet is a copy of the Mid-Ohio Valley Board of Health minutes verifying the aforementioned action.

On behalf of the Mid-Ohio Valley Board of Health, thank you for your prompt attention to our request to implement this fee for service in the Oral Health Program.

Sincerely,

David Blair Couch, Board Chair
Mid-Ohio Valley Board of Health

Enclosures

Serving: City of Parkersburg, Calhoun, Pleasants, Putnam, Boone, West & Wood Counties

May 18, 2015

Rahul Gupta, MD, MPH, FACP, Commissioner
State Health Officer
WV Bureau for Public Health
350 Capitol St., Room 702
Charleston, WV 25301-3714

Dear Commissioner Gupta:

Enclosed you will find the information regarding the increased screening fees for the Smiles for Life Adult Dental Screening and Referral Program at the Mid-Ohio Valley Health Department (MOVHD). They are being proposed by the Oral Health Department and were approved by the Mid-Ohio Valley Board of Health March 26, 2015.

The Smiles for Life Adult Screening and Referral Program initial screening fee will increase from \$25.00 to \$40.00 per visit. Additional services provided by dentists and dental hygienists volunteering from the private practice will be charged on a sliding scale based on Federal Poverty Level income guidelines according to household size and monthly income.

This packet includes the following:

- Signed copy of the minutes from the March 26, 2015 Board of Health meeting approving the fees
- Signed letter from Blair Couch, MOVHD Board Chair, affirming the MOVHD Board of Health action and requesting approval from the Commissioner's Office for implementation
- There were no public comments received during the 30 day period from April 15, 2015 to May 15, 2015
- Copy of the proposed new fee request
- Copy of Explanation of Fees
- Copy of the Public Notice from the Parkersburg News and Sentinel for one week starting April 13, 2015.

If you have any questions or require further information please contact me at 304-485-7374x146 or dterma@movhd.com.

Thank you for your timely review of our proposal.

Sincerely,

Doreen G. Mace, PhD
Executive Director
MOVHD

Serving: City of Parkersburg, Calhoun, Pleasants, Putnam, Boone, West & Wood Counties

Classified/Legal Advertising Invoice

The News and Sentinel

PO Box 1787
519 Juliana St
Parkersburg, WV
26101
(304) 485-1891

2015 APR 22 10:40:09

MID-OHIO VALLEY HEALTH DEPT.
ATTN:CHRISTY RIGGS
211 6TH ST.
PARKERSBURG, WV

04/17/2015 8:47:36AM

28101

No: 138030

Phone: 304-485-7374

Ad No	Customer No:	Start Date	Stop Date	Category:	Classification:
138030	LA1987	04-13-2015	04-17-2015	Legals	Legals
Order No	Rate:	Lines:	Words:	Inches:	Cost
	LE	25	141	2.48	132.00
Publications ... Rums	Solicitor:	Origin:	Sales Rep:	Credit Card	Payments
News Legals ... 5	MEB	10	114	Credit Card Number	.00
Identifier NOTICE TO PUBLIC At the March 28, 2015 meeting the Mid-Ohio Valley Board of Health approved a service fee for the Smiles for Life Adult Screening and Referral					Balance
					132.00
					Card Expire

*Extend Expiration Date

MARY J BUCK

Being first duly sworn, says that the

"NOTICE TO THE PUBLIC"

Herein attached was printed in the

XX...The Parkersburg News and Sentinel,

.....The Marietta A.M.

A daily newspaper published in the City of Parkersburg, Wood County, West Virginia, for ...FIVE... successive

Day(s), the first publication and posting thereon being on the ...13TH... day of ...APRIL... 2015., and subsequent publication on the ...thru... 17TH... day (s) ...APRIL... 2015....

Printer's Fee \$.....130.00...

Notarized Signature \$.....2.00...

Additional Copy Fee \$.....

Total Due: \$.....132.00...

By: *Mary J Buck*

Subscribed and sworn to before me this

17th day of April, 2015.

William J. Goff
Notary Public for West Virginia, West Virginia

My commission expires 3-23-24



March 26, 2015

Mid-Ohio Valley Board of Health
March 26, 2015
211 6th Street
Parkersburg, West Virginia 26101

Call to Order:
The meeting was called to order at 6:30 p.m. by Eleanor Little, Vice Chairperson. Roll call was taken and a quorum was present.

Members Present:

Bill Shock, Calhoun County
Donna Steigleder, Calhoun County
Deanna Lewis, City of Parkersburg
Dr. Richard Newhart, City of Parkersburg
Eleanor Little, Pleasants County
Joyce Faller, Pleasants County
Dr. Steven Worden, Ritchie County
Dr. Herminio Gamponia, Roane County
Candace Westfall, Roane County via Phone Conference
Beth Bumgarner, Wirt County
Morton Frey, Wirt County
Blair Couch, Wood County
David McClure, Wood County

Members Absent:

All members were in attendance.

Staff:

Dr. Drema Mace, Executive Director
Tiffany Kennedy-Dowler, Finance Director
Elizabeth Green, RH Director
June Rhoades, WIC Director
Lynne Peters, Personnel Manager
Cristy Riggs, Administrative Secretary
Jamie Jacobsen, Tobacco Coordinator
Deb Hungate, Finance Supervisor
Della Lyons, IT Coordinator via Phone Conference
Mary Beth Shea, Oral Health Coordinator
Renee Swisher, Clinical Secretary
Sondra Wallace, Grants Manager

Guests:

Julie Boyce, Parkersburg Area Community Foundation
Michelle Dailey, WesBanco
Melvin Kahle, WesBanco
Robert Becerra, WesBanco

March 26, 2015

Public Comments:

There were no public comments.

Routine Items:

Motion was made and seconded to accept the minutes from the October 17, 2014 Special Board Meeting, December 29, 2014 Special Board Meeting, and January 22, 2015 Board Meeting as presented. (McClure / Steigleder) The motion carried.

Motion to accept the Finance Committee Report as presented was made and seconded. (Lewis / Faller) The motion passed.

Motion was made and seconded to accept the Personnel Committee as presented was made and seconded. (Little / Lewis) The motion carried.

Blair Couch, Board Chair arrived (6:50 pm) therefore leading the rest of the meeting.

WesBanco CD Investment Presentations:

The MOVHD Certificate of Deposit matured March 24, 2015. The funds from this CD have been placed in an ICS account at WesBanco. An ICS account allows the funds to be deposited in to accounts with various banks so all funds are FDIC insured. FDIC insurance only covers an account with a balance of \$250,000 or less. The balance of the CD is in excess of 1.5 million dollars.

It has been determined that an investment plan to "grow" the existing money in the CD as quickly and safely as possible must be put in to place. Dr. Mace and Beth Bumgarner requested that the Financial Planning Unit from WesBanco present an Investment Plan to the Board. WesBanco representatives Michelle Dailey, Melvin Kahle, and Robert Becerra addressed the Board explaining several investment options. Discussion ensued and it was decided that the Finance Committee and Tiffany Kennedy-Dowler, Director of Finance will compose a formal Investment Policy and formulate a ten year financial plan. Members of the Finance Committee are Beth Bumgarner, Dr. Stephen Worden, and Dr. Richard Newhart. These plans will be presented to the Board for review and approval.

Directors' Reports:

Directors' and Program reports were included in the packet.

MOV Oral Health Fund Presentations:

Mary Beth Shea explained the operations of the MOVHD Oral Health Program. Following are the current topics happening within the Oral Health Program:

- The MOVHD Oral Health and Clinical Programs will be merging by May 1, 2015.
- This merge will allow staff to focus on more billable oral health services.
- Students from area universities and colleges will be performing internships under the MOVHD Oral Health Program.

Julie Boyce, Parkersburg Area Community Foundation Representative then addressed the Board and explained the potential ways to increase funds for the Mid-Ohio Valley Health Department's Oral Health Program. For instance, the Blennerhassett Dental Society is offering a match donation of \$2,500. Donations can be made online or be directed to the Mid-Ohio Valley Health Department.

March 26, 2015

Executive Director's Report:

The Executive Director's Report was included in the packet. No questions were asked regarding the report. Motion to approve the Executive Director's Report as presented was made and seconded. (Lewis / Frey) The motion carried.

Old Business:

Board Retreat:

The Board Retreat will be held tentatively May 29th and 30th at the Judge Black Annex Center. Board Members will be notified of details as soon as plans are finalized.

Ethical Code of Conduct:

A motion to approve the Ethical Code of Conduct Corporate Compliance Plan as presented was made and seconded. (Lewis / Fallier) The motion carried.

Integrated Clinics in Outlying County Offices:

Integrated clinics will begin taking place in Calhoun and Roane Counties. It has been deemed necessary to have a backup Medical Director during this expansion of services in the event Dr. Avery is unavailable. Currently, Dr. Nancy Joseph has agreed to fill this position. Discussion of this topic by the Board was favorable therefore Dr. Mace will contact Dr. Joseph to let her know of the Board's decision.

Purchase of Environmental Health Vehicle:

Motion to approve the purchase of Environmental Health vehicles was made and seconded. (Shock / Frey) The motion passed.

Motion to approve the purchase of a used vehicle for the Clinical Program was made and seconded. (Shock / Frey) The motion carried.

New Business:

Discussion of Designated Fund:

This topic was discussed earlier in the meeting during the WesBanco CD Investment Presentation.

Ritchie County Building Lease:

The lease for the Ritchie County location has been received. Monthly rent for this building will increase from \$400.00 to \$500.00. Motion to accept the increase in rent and sign the lease contract was made and seconded. (Fallier / McClure) The motion passed.

Environmental Health Fee Proposal:

A proposal to implement fees for inspection of parks, lodging facilities, and subdivisions with lots less than two acres is being suggested. Currently, regulations require these facilities to be inspected but fees are not being charged.

Before this motion can be entertained and approved, a more detailed listing of each separate fee proposal will need to be submitted to the Board for review. A motion to table this action was made and seconded. (Frey / Camponia) The motion was tabled. Bill Shock abstained from voting on this matter.

Oral Health Fee Proposal:

A motion to approve the Oral Health Fees as presented was made and seconded. (Frey / Steigleder) The motion carried.

March 26, 2015

NACCHO Conference:

Dr. Mace received Board approval to attend the NACCHO Conference in Kansas City, MO from July 7th - July 10th, 2015.

Request for Executive Session:

Blair Couch requested the meeting go into Executive Session to discuss personnel matters. Motion to approve this request was made and seconded. (Shock / Fallier) The meeting went into Executive Session at 8:25 pm.

Reconvene of Public Meeting:

The public meeting reconvened at 8:40 pm. Motion to approve the addition of the position of Public Information Specialist to the MOVHD organizational chart was made and seconded. (Steigleder / Newhart) The motion carried.

Adjournment:

A motion to adjourn the meeting was made and seconded. (Steigleder / Newhart) The meeting adjourned at 8:42 pm.


Cristy Riggs, MOVBOH Secretary

Mid-Ohio Valley Health Department (MOVHD) Proposed Oral Health Fee
Increases Fiscal 2016
Smiles for Life Adult Screening and Referral Program

Client Screening Fee Each Visit to MOVHD \$40.00

Federal Poverty Level	0-100%	101-150%	150-200%	200-250%
Preventive (Exam, x-rays, cleaning) per office visit	\$37.00	\$74.00	\$110.00	\$147.00
Restorative (exam, x-rays, filling) per office visit	\$43.00	\$86.00	\$129.00	\$172.00
Extractions (exam, x-rays, extraction) per office visit	\$47.00	\$94.00	\$141.00	\$187.00
Restorative Major (multiple extractions over 6 teeth, root canals, replacement teeth) dental students	\$148.00	\$296.00	\$444.00	\$592.00

All nominal fees required to be paid prior to scheduling services.
Fee scale based on current West Virginia Medicaid Dental Fee Schedule June 1, 2010 previously approved by MOVHD Board of Health July 27, 2010 and April 5, 2011.

Early Smiles, First Dental Visit Screening Fee \$15.00

Mid-Ohio Valley Health Department (MOVHD) Proposed Oral Health Fee Schedule Fiscal 2016

Explanation of Fees

West Virginia Adult Medicaid currently provides reimbursement for emergency care which includes examination by a dentist, needed x-rays and extractions (tooth removal). Depending on the HMO plan, clients may only be eligible for one or two extractions. WV Medicaid has a comprehensive fee schedule according to American Dental Association treatment codes although reimbursement is limited to the above stated emergency services.

The MOVHD Smiles for Life Adult Screening and Referral Program Public Health Dental Hygienist's and staff provide:

- health history review
- blood pressure screening
- oral cancer screening
- panoramic x-ray (\$67 according to Medicaid fee schedule)
- charting of existing restorations and disease conditions
- oral health education (including diet and tobacco cessation)
- dispensing of oral health supplies for home use
- placement with area dental providers for dental treatment
- transfer of records to treating dentist
- Follow up documentation once treatment received
- resource for other health needs

The screening services listed above including staff time are valued at approximately \$200. Recommended screening fee increase is from \$25 to \$40 each visit. Returning visits within one year were previously \$15. New fees would require \$40 each visit to MOVHD for dental screening and placement with a dentist.

MOVHD also pays the volunteer dentist's \$40 per client visit to defray overhead costs. Raising the screening fee to \$40 would cover dentist stipends and free up grant request \$\$ for other program expenses.

In the past adults at 0% Federal Poverty Level (FPL) did not pay anything for further dental treatment beyond the screening fee. Over three years of data collection 95% of Smiles for Life clients qualify at 0% FPL at pay nothing beyond the initial screening fee.

Those at higher % FPL paid on sliding scale in advance of treatment based on the Medicaid fee schedule and best judgment of dental hygienist as to what treatment would be performed by the dentist. At times actual treatment may be more or less what was estimated creating additional billing or refunds on the part of the Finance Department. Final treatment performed is always at the discretion of the treating dentist or dental student on rotation from WVU School of Dentistry. There are cases when additional services are performed due to the poor oral health of the client or a dentist/student willing to

perform additional services beyond "most needed." The proposed flat fees are based on averages for services listed and SFL data history of most frequent treatment dentists and dental hygienists are performing. The flat fee is proposed to eliminate guessing what treatment will actually be performed and to collect some fees to aid in program sustainability.

Also in the past Medicaid clients were not billed for services that are not included in their Medicaid benefits. Going forward if fees are approved, MOVHD will check to see what benefits Medicaid will reimburse and clients will need to pay the flat fee for services that are outside of Medicaid reimbursement. This would include Preventive, Restorative and Restorative Major Categories.

The Restorative Major category has been included because there may be additional performance of services with the establishment of routine WU student help on rotations and a local housing source for them. To date the Restorative Major category has been limited.

Early Smiles, First Dental Visit

Requested screening fee \$15.00

This program established in 2013 is designed to provide the recommended age one dental visit to children ages 1-5 and education to parents. The large MOVHD WIC population and parents accessing immunizations through Clinical are the prime target population for this program. Due to low income they are considered high risk for dental disease and early intervention with education and preventive services is recommended. There are established Children's Medicaid and CHIP fees that have been previously approved by the Board of Health for prophylaxis (cleaning)\$40 and fluoride varnish \$20 if warranted. Parent education is the primary reason for this visit in an effort to stress prevention, good home habits and aid in establishing a dental home. In the limited experience of this program the children have been very young and preventive services were not required. However, staff time for education, caries risk assessment and oral health supplies have been used at no charge.



Municipal Planning Commission Staff Report

Municipal Building | Executive Conference Room | June 26, 2015 at 12:30pm

Planning Commission

President

Charlie Matthews

Vice-President

Eric Gumm

Council

Representative

Kim Coram

Members

Sean Andrews

Francis Angelos

Sherry Dugan

Tom Evans

James Green II

Luke Peters

Eddie Staats

Harold Stockwell

Seldon Wigal

Rickie Yeager

Vacant

Vacant

PROJECT: Petition to rezone Parkersburg Corporation Tax Map 170, Parcel 13, commonly known as 2005 46th street, from a Residential (R-2) Zone to a Business (B-2) Zone.

Owner/Applicant: Michael Umensetter

PROJECT DESCRIPTION

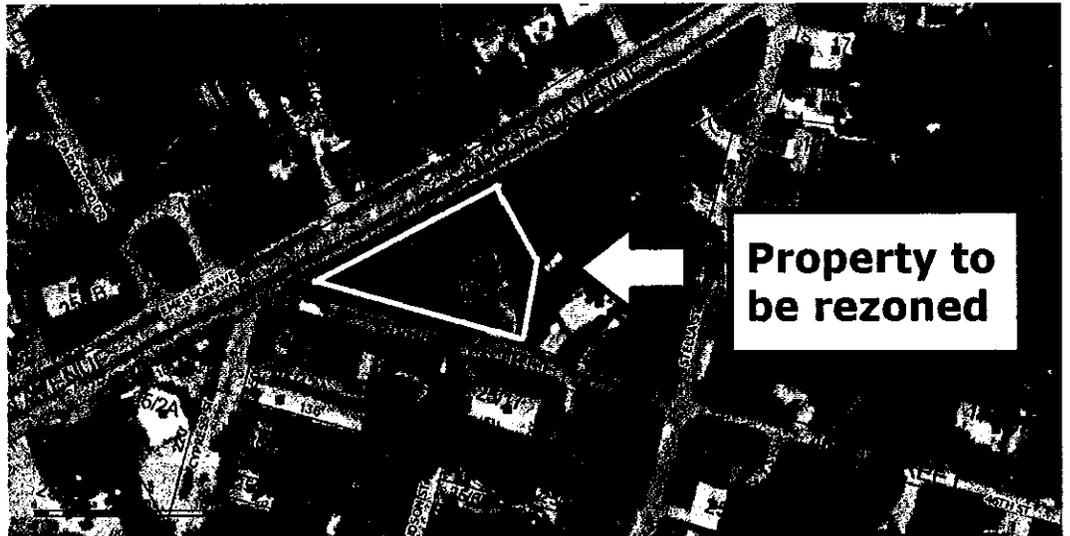
The petitioner is seeking rezone Tax Map 170, Parcel 13 from R-2 to a B-2. This property is located at 2005 46th Street.

BACKGROUND

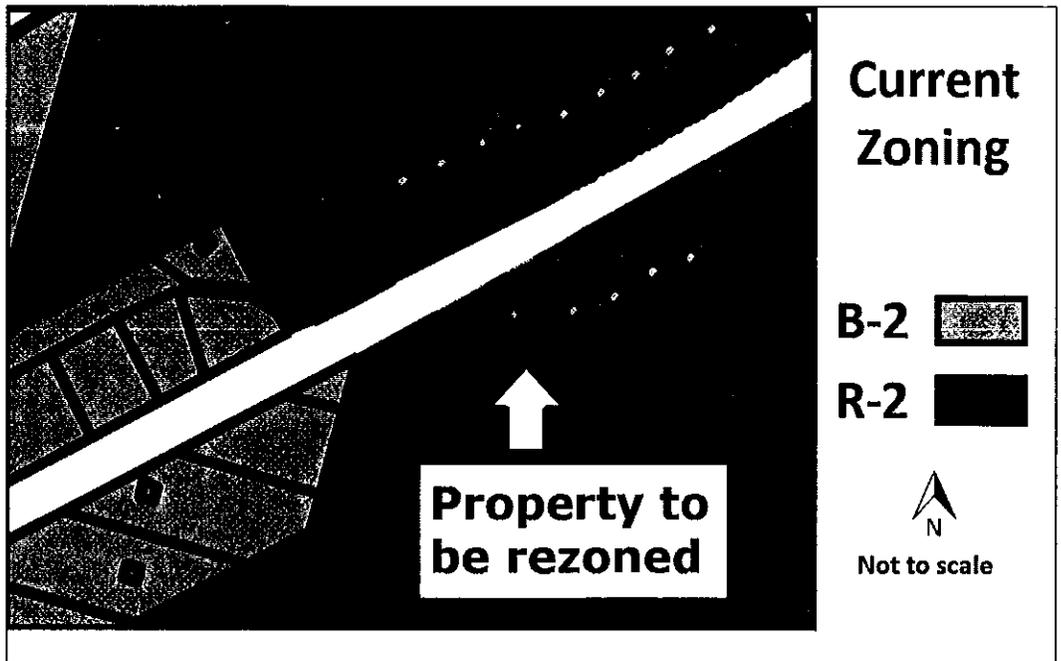
On June 5th, 2015 the Planning Division received a petition to rezone Tax Map 170, Parcel 13, commonly known as 2005 46th Street. The petitioner is seeking the rezoning for the purposes of operating an automobile sales facility. The petitioner is seeking to rezone the property from R-2 to B-2.

ANALYSIS

2005 46th Street is located adjacent to 46th Street and Emerson Avenue, and is at the intersection of 46th Street, Emerson Avenue, and Cypress Street. The property is configured to enable access to Emerson Avenue and 46th Street, with minor improvement. 46th Street is currently a twenty (20) foot +/- paved roadway, with a thirty (30) foot platted Right-of-Way.



The property is currently surrounded by residential parcels with single family residential uses. The only physical development on the property is a single story, two bay garage type structure, with access to 46th Street.



A use distance analysis shows that the nearest commercial use property line is approximately seventy-six (76) feet +/- from the 2005 46th Street property line; and the nearest commercial structure is approximately one hundred fifty (150) feet +/- from the 2005 46th Street property line. The nearest commercial use is Stoney Café located at 4544 Emerson Avenue.

The Future Land-Use Map of the 2020 Comprehensive Master Plan Update identifies 2005 46th Street as Medium Density Residential. The purpose of the Medium Density Residential classification is to: Sustain the existing urban neighborhoods; maximize compatible infill and redevelopment. Primary uses are Medium density residential (5-7 units per acre). Secondary uses are neighborhood/small scale commercial where appropriate, education, healthcare and government services, and low density residential, recreation (parks). Landscape buffers are included in the design standards.



PUBLIC WORKS RECCOMENDATION

Recommends approval.

PARKERSBURG UTILITY BOARD RECCOMENDATION

Recommends approval.

POLICE, FIRE, AND UTILITIES RECCOMENDATION

Recommend approval.

PLANNING DIVISION RECCOMENDATION

The Planning Division recommends that the Municipal Planning Commission recommends approval of the rezoning petition with the finding that the plan is consistent with the 2020 Comprehensive Master Plan Update per the secondary uses in a Medium Density Residential future land use designation: Neighborhood/small scale commercial where appropriate, and with the use of proper design standards limiting negative impacts to adjacent properties.

LAND-USE SUBCOMMITTEE RECCOMENDATION

The Land-Use Subcommittee did not meet to discuss this item prior to the publication of this staff report.



Municipal Planning Commission

Petition for Rezoning

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

General Instructions

To rezone a parcel(s) of land in the City of Parkersburg, the following petition must be submitted to the Parkersburg Municipal Planning Commission for consideration. Please carefully read and complete the following petition. Applications shall be accompanied by a non-refundable fee of \$150. Checks should be made payable to the City of Parkersburg and submitted to the Development Department with this petition. Should you have any questions, please contact the Development Department at (304) 424.8558 or by email at jwhitmor@parkersburg-wv.com.

Procedure

Upon receiving an application, staff will schedule a public hearing to consider the petition at the next available Municipal Planning Commission (MPC) meeting. Please keep in mind that WV State Law requires a 15 day notice be given to property owners who may be affected by the proposed rezoning. Property owners within a 150' radius of the proposed rezoning will be notified of the public hearing. Please also be aware that signatures of at least 50 percent of the abutting property owners (who may be impacted by the proposed rezoning) must accompany this form in order to be considered by the MPC.

At the public hearing, persons wishing to speak in favor of or in opposition to the petition may do so at that time. If the MPC approves the petition, the application will go before City Council for further consideration. To become effective, an ordinance rezoning the parcel(s) must be adopted on two readings by City Council and signed by the Mayor. If the MPC does not approve the petition, City Council can either accept (receive and file) the MPC's recommendation or send it back to the MPC for further review.

PETITIONER'S INFORMATION

Name: Downtown Pre-Owned Auto Center, LLC // owner - Michael R. Umensetter

Address: 705 7th Street, Parkersburg, WV 26101

Phone Number: (304) 422-7124

Email: mikeumensetter@yahoo.com

Please note that the petitioner and/or designated representative must be present at the meeting. If someone other than the petitioner will be present at the public hearing, please provide their contact information here.

Name: _____

Address: _____

Phone Number: _____

PARCEL INFORMATION

Tax Map: 170 Parcels: 13

Address: 2005 46th Street, Parkersburg, WV

Current Zoning: Residential (R2) Proposed Zoning: Business (B2)

Current Use: Personal storage Proposed Use: pre-owned auto sales

Public Record Document

PURPOSE FOR PETITION

Please describe the purpose for rezoning parcel(s).

To open a second location for Downtown Pre-Owned Auto Center, LLC.

Please also submit any development plans and relevant information that may better explain the reasoning behind the proposed rezoning or the property's future use. Development plans should depict existing and proposed structures, off-street parking, lighting, landscaping and signs.

SUPPORTING SIGNATURES—Optional

The undersigned, representing the owners of 50 percent or more of the property owners adjacent to the proposed rezoning as described under PARCEL INFORMATION on this form, do hereby support the applicant's petition and requests that the Council of the City of Parkersburg consider the aforementioned Tax Map and Parcels for rezoning and any other documents attached hereto:

Name (Print): _____ Address (Map/Parcel): _____

Signature _____ Date _____

Name (Print): _____ Address (Map/Parcel): _____

Signature _____ Date _____

Name (Print): _____ Address (Map/Parcel): _____

Signature _____ Date _____

Name (Print): _____ Address (Map/Parcel): _____

Signature _____ Date _____

If necessary, please use an additional sheet of paper and attach it to this form. Thank you.

Michael R. Umensetter _____ 6/5/2015 _____

Petitioner's Signature _____ Date



CITY OF PARKERSBURG

**Division of Planning
2014
Annual Report**

MPC Draft

Approved: June 26, 2015

**City of Parkersburg
Mayor and Council
January 2014 – December 2014**

Mayor
Robert Newell

Council
Nancy Wilcox, District 1
Sharon Lynch, District 2
Roger Brown, District 3
Kim Coram, District 4
J.R. Carpenter, District 5
Mike Reynolds, District 6
John Kelly, District 7
John Rockhold III, District 8
James Reed, District 9

City Clerk
Connie Shaffer

City Attorney
Joesph Santer

**City of Parkersburg
Municipal Planning Commission
January 2014 – December 2014**

Charlie Matthews, President,
Eric Gumm, Vice President
Sharon Lynch, Council Representative
Rickie Yeager, Development Director

Charlie Abella
Sean Andrews
Francis Angelos
Sherry Dugan
Tom Evans
James Greene II
Luke Peters
Eddie Staats
Harold Stockwell
Seldon Wigal Jr.
Vacant

MPC Staff
Tammy Bunner, Secretary
Rob Tebay, Assistant City Attorney
John Whitmore, City Planner

Table of Contents

I.	Introduction	1
	City of Parkersburg	1
	Development Department	1
	Division of Planning	1
	Municipal Planning Commission	2
II.	City of Parkersburg Municipal Planning Commission	2
	Minor Subdivisions	2
	Major Subdivisions	4
	Subdivision Variances	4
	Rezoning Petitions	5
	Thoroughfare Abandonment Petitions	6
	Special Use Permits	6
	Comprehensive Planning	6
	Annexation Petitions	7
	Miscellaneous Reviews	7
III.	Comprehensive Plan Matrix	7
	Municipal Planning Commission and Comprehensive Plan Scope	8
	Comprehensive Plan Matrix	9
IV.	Conclusion and Reflection	11
Appendix	Detailed Comprehensive Plan Matrix - 2014	

I. INTRODUCTION

City of Parkersburg

The City of Parkersburg, West Virginia is a municipal corporation established in conjunction with the West Virginia State Constitution and West Virginia Code as a Class II city. Planning activities in relation to Chapter 8A of the West Virginia Code within the city are coordinated by the City of Parkersburg Development Department's Division of Planning, including the Municipal Planning Commission. Of those roles related to land-use zoning enforcement and appeals, the Development Department's Division of Code Enforcement coordinates all administrative duties. As such, this document as it applies to current planning/development review, only encompasses zoning petitions and variance applications as reviewed and determined by the Municipal Planning Commission. For more information related to current planning and zoning in 2014, please contact the Division of Code Enforcement:

Director, Gary Moss

Assistant Zoning Administrator: Lydia White

Development Department

The City of Parkersburg Development Department is tasked with executing and administering physical land-use improvements and economic and community development planning for the City of Parkersburg. Part one, chapter five, of the Codified Ordinances of the City of Parkersburg, WV, establishes five city departments, in addition to other city-wide administrative bodies. Those departments are the Fire Department, Police Department, Department of Public Works, Development Department, and Finance Department. The Development Department is codified in Article 128 of the Codified Ordinances with the intention of "consolidat(ing) the various municipal functions relating to community development and to facilitate the activities necessary to develop a comprehensive plan and a policy, planning, management capacity to more effectively determine needs, set goals and objectives, develop and evaluate programs, and carry out management activities necessary for planning implementation" (§128.02, Codified Ordinances of the City of Parkersburg, WV). The Development Department consists of four divisions established as follows:

- Division of Code Enforcement.
- Division of Community Improvement.
- Division of Public Housing.
- Division of Planning.

Division of Planning

The Planning Division provides active administration and staff to the Municipal Planning Commission, City Tree Commission, and Parkersburg Bicycle Advisory Board. §128.05(d) of the Codified Ordinances of the City of Parkersburg, WV, creates the following tactical objectives of the Planning Division:

- The Division of Planning, headed by a Director, shall:
- (1) Provide technical assistance to the Director and divisions within the Department. Provide clerical and staff assistance required by the boards which are a part or attached to the Department of Development.
 - (2) Coordinate the development of programs for implementing the Comprehensive Plan.
 - (3) Establish long and short term objectives for community development.

(4) Maintain the Comprehensive Plan, Zoning Ordinance and Subdivision Regulations in an up-to-date manner to assure that the community grows and develops in an orderly manner and to that end shall have the responsibility to recommend capital improvement programs to meet these requirements.

(5) Coordinate and direct the activities and affairs of the Planning Commission.

(6) Coordinate all applications for Federal or State grants and loans.

(7) Perform such other duties required by resolution or ordinance of Council or as assigned by the Director or the Mayor.

(8) Develop public education programs to assure public understanding of the community development programs and activities and provide programs for adequate citizen participation in developing goals and objectives.

(9) Assure a continuously current long-range growth and development strategy and plan for the community. Develop plans and programs and provide services to other divisions and agencies.

Municipal Planning Commission

The City of Parkersburg Municipal Planning Commission is authorized under Article 1301 of the Codified Ordinances of the City of Parkersburg, WV, and Chapter 8A Article 24 of the West Virginia Code. It is authorized with certain responsibilities relating to the preparation and maintenance of the Comprehensive Plan for the City of Parkersburg. The Commission serves in an advisory role to City Council. The 2014 Municipal Planning Commission consisted of fifteen members, with one vacancy. All members are appointed by the Mayor and confirmed by the Parkersburg City Council. The Municipal Planning Commission policies and procedures and meeting bylaws are codified by ordinance, last updated in 2006.

The Planning Commission meets the third Friday of the month at 12:30 p.m. in the Municipal Building. An official deadline calendar for the business meetings of the Municipal Planning Commission was established at the January, 16 2014 meeting. The Planning Commission conducts public hearings on proposed comprehensive plans, text amendments, map amendments, and ordinances relating thereto, on plats of proposed subdivisions, on proposed zoning ordinances and amendments thereto, annexation petitions, and on such other matters as may be provided by law or ordinances or as may be requested by City Council.

The following report contains a summary of the various activities for the Division of Planning for 2014.

II. CITY OF PARKERSBURG MUNICIPAL PLANNING COMMISSION

The Planning Commission met eight times in 2014. The following is a compilation of business that the Commission and/or Commission staff conducted.

Minor Subdivision Reviews

§8A-5 of the West Virginia Code establishes a hierarchy of land subdivisions. §8A-5-2 allows for the following subdivisions to be ministerial approved by the City of Parkersburg's administrative staff (Director of the Division of Planning, per ordinance).

Subdivisions that:

- (1) Only create(s) the maximum number of lots specifically permitted by the subdivision and land development ordinance for a minor subdivision or land development;
- (2) Will not require the development of new or the extension of existing off-tract infrastructure; and
- (3) Such other requirements as determined by the governing body to ensure that required improvements are installed and not avoided by a series of minor subdivisions or land developments.

Additionally, the following subdivisions, can also be completed by administrative staff, if approved by the Municipal Planning Commission

- (1) Merger or consolidation of parcels of land;
- (2) Land transfers between immediate family members; and
- (3) Minor boundary line adjustments.

The Planning Division works in conjunction with the City Engineer's office and Parkersburg Utility Board for traditional Minor Subdivision Application review, and the Assistant City Attorney's office as warranted. The City of Parkersburg considers the division of a parcel of land that does not require the dedication of streets or a change of streets, or the division of land into fewer than five or more lots, a minor subdivision. There were 12 approved minor subdivision reviews performed by the Planning Commission during the previous fiscal year.

Date	Applicant	Project
03/20/14	CESO Inc.	Lot Consolidation Camden Ave Speedway
04/23/14	Burke Investments	Subdivision TM 39 P 1, 154, 155; TM 47, P A1
04/25/14	Rob Tebay	Lot Consolidation TM 17, P 92-101
06/12/14	CESO Inc.	Lot Consolidation Emerson Ave Speedway
07/24/14	William Brown	Lot Consolidation TM 170, P A8A, A8
08/12/14	Aaron Clubb	Lot Consolidation TM 30, P 11 and PO 12
09/03/14	Glimcher Group	Subdivision TM 130, P93 (Taco Bell)
09/25/14	Camden Clark	Lot Consolidation TM 82, P B, B2, 7
10/09/14	Ray Wagoner	Lot Consolidation TM 108, P 134-141
10/17/14	Joanne Agrabrite	Lot Consolidation TM 170, P 10 PO A8A
12/22/14	Tom Evans	Lot Consolidation TM 50, P 71
12/31/14	Kroger Company	Lot Consolidation Kroger Fuel Center

In addition to the above referenced applications, three additional minor subdivision applications were handled by the Division of Planning in 2014. The first application concerned a purposed lot consolidation at Lakeview Estates. The Division of Planning is awaiting a revised plat from the applicant to finalize approval.

The second subdivision application concerned the consolidation of Tax Map 150, Parcels 9, A, and 8A; and Tax Map 146, Parcel 76, commonly referred to as Fort Boreman Hill. This consolidation was conditionally approved, due to subdivision agent limitations on the part of the property being situated inside and outside the City of Parkersburg Municipal Limits. Full approval cannot be complete until this property is annexed into the City of Parkersburg, as the Planning Director lacks jurisdiction to approve the consolidation of property that is outside of the City of Parkersburg. It is the Division of Planning's understanding that the Wood County Clerk of the Court recorded this subdivision without conditions, thus consolidating property that was not ministerially approved by any jurisdiction. It is unknown what the status of this property is as a result of this action on the part of the County Clerk's office, but the Division of Planning at this time maintains that the subdivision has not been finalized until annexation of all affected properties, has been completed.

The third subdivision application concerned Tax Map 40, Parcels 122, 123, and 124, land development and transfer. The application was dissolved by the applicant, after it was determined by the Assistant City Attorney and Development Department that subdivision action was unwarranted. The applicant was informed of this determination on September 4, 2014.

Major Subdivision Reviews

The City of Parkersburg considers the division of a parcel of land requiring the dedication of streets or a change of streets, or the division of land into five or more lots, a major subdivision. In 2014, there were no major subdivision applications submitted to the Division of Planning.

Subdivision Variances

The City of Parkersburg allows for applicants to seek a special exception to the land development regulations as they relate to the subdivision of land in relationship to zoning ordinance requirements. In 2014, there were two project subdivision variance reviews by the Municipal Planning Commission.

Rural King: The first subdivision variance request was conducted on June 27, 2014 involving the Rural King site in Park Shopping Center. The application, Park Center LLC, sought the variance to allow for the creation of a new lot with a zero side yard lot line and Municipal Planning Commission granted conditional approval to the Park Center LLC subdivision, Tax Map 98, Parcel 12.1. Conditions for approval were the following:

- Planning Division receipt of covenants/agreements for reciprocal access easement; and
- Planning Division receipt of infrastructure readiness from the Parkersburg Utility Board.

These items were met on August, 22 2014.

Murdoch Avenue/Willowbrook Drive: The second subdivision variance request was conducted on December 5, 2014 involving the subdivision of Tax Map 18A, Parcel 40 into two parcels, with a minimum lot size variance for both parcels and a required street frontage variance for the newly created westerly parcel, located in Willowbrook Acres Addition #3. The applicant was seeking approval to subdivide the property and enable a

parking lot use on the newly created parcel, in relation to a project on adjoining property located in Wood County. This request was denied by the Municipal Planning Commission.

Rezoning Petitions

The City of Parkersburg Municipal Planning Commission reviews rezoning petitions in accordance with West Virginia Code. Two rezoning petitions were reviewed by the Municipal Planning Commission in 2014.

The first petition involved the rezoning of Tax Map 105, Parcel C6; 2631 14th Avenue Parkersburg, WV 26101. The petitioner sought to rezone this property from a R-3 Residential Zone to a B-2 Business Zone. This petition was denied at the August 22, 2014 Municipal Planning Commission meeting and filed by the Parkersburg City Council.

The second petition involved the rezoning of Tax Map 146, Parcels 76 and 76.1 and Tax Map 150, Parcel 9 commonly known as Fort Boreman Hill, abutting 4th Avenue in Parkersburg, WV 26101. The petitioner sought to rezone portions of this property that were a R-4 Residential Zone to a B-2 Business Zone. The petition was approved at the November 28, 2014 Municipal Planning Commission meeting and voted into ordinance by Parkersburg City Council on December 16, 2014.

Thoroughfare Abandonment Petitions

The City of Parkersburg Municipal Planning Commission reviews Thoroughfare Abandonment Petitions for the impact of Right-of-Way closure and resulting property transfer. Two Thoroughfare Abandonment petitions were reviewed by the Division of Planning, with one being reviewed by the Municipal Planning Commission.

The first petition involved the abandonment of 20th Street in the vicinity of Tax Map 53, Parcels 42, 43, and 44, located to the west of Murdoch Avenue. The petitioner abandoned the petition prior to public hearing.

The second petition involved the abandonment of an unnamed alleyway located to the east of Tax Map 40, Parcels 34, 35, and 36, 3000, 3002, and 3004 Dudley Avenue, respectively. This petition was denied at the November 20, 2014 Municipal Planning Commission meeting, and filed by the Parkersburg City Council.

Special Use Permits

Special Use Permits are allowances by the City of Parkersburg for the construction of wireless telecommunications facilities. Two review types are allowed by the Code of Ordinances for the City of Parkersburg, The first review type is for the modification of existing wireless telecommunications facilities, and is administered by the Division of Planning. The second review type is for new facility construction, and is reviewed by the Municipal Planning Commission. There were one first review type approved in 2014 The following first review type Special Use Permits were approved:

Date	Applicant	Location
03/06/14	Network Building + Consulting	506 24 th Street

There were no second review type Special Use Permits approved in 2014.

Comprehensive Planning

The City of Parkersburg Municipal Planning Commission reviews text and map amendments as requested by city residents and project applicants, the City of Parkersburg's administrative departments, and the Parkesburg City Council and Mayor's Office, as requested, Timely reviews of the Comprehensive Plan are completed in accordance with Chapter 8A of the West Virginia Code, and the Codified Ordinances of the City of Parkersburg, WV. There were no amendments made to the City of Parkersburg 2020 Comprehensive Master Plan Update in 2014.

To date the following comprehensive plan recommendations have been completed or are in process:

- Adopt the Future Land Use Map
- Update ordinances
- Facilitate the growth of industry clusters
- Continue downtown revitalization efforts
- Promote mix of uses on Ft. Boreman Hill
- Supportive infrastructure for 21st Century Economy
- Continue to target and apply for funding to assist with maintenance and rehab of existing hosing in the city
- Provide incentives for constructing in targeted redevelopment areas
- Work with residents to prioritize sidewalk improvements
- Develop a city-wide comprehensive shared-use path system
- Support expansion of water and sewer services where economically feasible
- Encourage civic engagement through the establishment of Neighborhood Associations
- Plan/schedule community clean-up days
- Encourage the participation of the city's youth in the decision making process
- Encourage the reuse of old buildings through a variety of incentives
- Expand and coordinate cultural events and activities throughout the city
- Partner to develop a venue for year-round larger scale regional events
- Continue support for the Greater Parkersburg Convention and Visitors Bureau

Additional Future Land Use Planning elements continue to be completed, most recently with the rezoning of Fort Boreman Hill, allowing mixed-use development on the property. More detailed information related to the City of Parkersburg Comprehensive Plan is included in Section III, of this report.

Annexation Petitions

The City of Parkersburg Municipal Planning Commission reviews annexation petitions in accordance with West Virginia Code and the procedures established by The City of Parkersburg and Wood County, WV. The City of Parkersburg received zero petitions for annexation in 2014.

Miscellaneous Reviews

From time to time additional projects and Municipal Planning Commission business occurs. Two additional business items were conducted by the Municipal Planning Commission in 2014.

The first miscellaneous item involves the dedication of a parcel of land being 5 feet by 135 feet, lying on the easterly sides of the original lots 26, 27 and 28 as shown on the plat of Nicelyville "Block F", recorded in Plat Book 4, Page 4, in the County Commission of Wood County, West Virginia, and also shown on the City of Parkersburg Tax Map 145, as parcel 51, as a public right-of-way. The Municipal Planning Commission approved the dedication on May 16, 2014 and adopted as ordinance by City Council in June 24, 2014.

The second miscellaneous item reviewed by the Municipal Planning Commission occurred on August 22, 2014 involving revisions to Articles 1327, and 1351 of the Codified Ordinances of the City of Parkersburg. the request by the Division of Code Enforcement pertained to the following zoning sections involving wrecker/towing services and long term disabled vehicle storage within all manufacturing zoning districts:

1. Article 1327.02 (470 and 502): Definitions (to be known as 502 only and deleting 470)
Amending section to define wrecker and towing services.
2. Article 1327.02 (new 277A) Definitions
Amending section to include a definition for long-term disabled vehicle storage.
3. Article 1351.02(d)(3): (Providing for Principal Conditional Uses in M-1 zone)
Amending to allow for wrecker and towing services and long-term disabled vehicle storage as a principal conditional use in a M-1 zone.
4. Article 1351.02(d)(4): (re-sequence of original ordinance text)
Amending Article 1351.02(d)(3) as Article 1351.02(d)(4).
5. Article 1351.02(c)(3)M-5: (Providing for Prohibited Uses in M-1 zone)
Amending to remove wrecker services as a prohibited use.
6. Article 1351.02(d)(1)J: (Providing for Prohibited Uses in M-2 zone)
Amending to remove wrecker services as a prohibited use.
7. Article 1351.04(b)(5): (Providing for Permitted Uses in M-3 zone)
Amending to remove wrecker services as a prohibited use.

This item was approved at the August 22, 2014 Municipal Planning Commission meeting and subsequently adopted into ordinance by City Council on September 24, 2014.

III. COMPREHENSIVE PLAN MATRIX

Municipal Planning Commission and Comprehensive Plan Scope

Chapter 8A, Article 3, Section 1, Subsection A, of the West Virginia Code describes the purpose of a municipal comprehensive plan as:

"...to guide a governing body to accomplish a coordinated and compatible development of land and improvements within its territorial jurisdiction, in accordance with present and future needs and resources."

Further, subsection B of the same section, notes that the comprehensive plan is no singular document,

"A comprehensive plan is a process through which citizen participation and thorough analysis are used to develop a set of strategies that establish as clearly and practically as possible the best and most appropriate future development of the area under the jurisdiction of the planning commission. A comprehensive plan aids the planning commission in designing and recommending to the governing body ordinances that result in preserving and enhancing the unique quality of life and culture in that community and in adapting to future changes of use of an economic, physical or social nature. A comprehensive plan guides the planning commission in the performance of its duties to help achieve sound planning."

As the physical plan is a guiding document for the planning commission, the comprehensive plan requires a process of engagement with local citizens to determine optimal development outcomes. Specific steps are required by the planning commission and other partners to achieve the goals formulated by the local citizenry.

The 2020 Comprehensive Master Plan Update for the City of Parkersburg, WV was adopted by ordinance O-1388 on March 22, 2011. This document provides a framework to achieve specific recommendations within a ten year period (2020), in relationship to Comprehensive Plan goals and objectives for the following elements of the plan: Land-Use, Economic Development, Housing, Transportation, Infrastructure, Community Facilities and Services, and Historical and Cultural Resources. . Additionally, the plan document itself notes a reevaluation should occur approximately five (5) years after adoption, to reevaluate plan outcome opportunities. Table 1 on Page 4 of the plan document was established to provide a summary of plan recommendations and a general timeline for completion.

Comprehensive Plan Matrix

Detailed recommendations were provided for each element of the plan with specific deliverables, lead and support partners, and proposed funding streams. A total of 68 individual recommendations were included in the document text. These recommendations were delineated by plan elements and the corresponding plan element's goal objective. The following table shows the plan element's objectives and recommendations, and includes to 2014 objective percent completion.

Table: Abbreviated Comprehensive Plan Matrix

Element	Objective	% Complete as of January 2015
Land-Use	Code Updates	0%
Land-Use	Vision for Targeted Redevelopment Areas	0%
Land-Use	Increase Land Value, Reduce Surface Parking	0%
Land-Use	Smart Growth through targeted Annexation and Infill development	50%
Economic Development	Facilitate the Growth and Development of Industry Clusters	33%
Economic Development	Downtown Revitalization	33%
Economic Development	Gateway Improvements	0%
Economic Development	Appropriate Economic Development of Fort Boreman Hill	100%
Economic Development	Business Incubator	0%
Housing	Make Older Housing an Asset	100%
Housing	Expand Housing Diversity	0%
Transportation	Complete Programmed Improvements on State Routes	100%
Transportation	Maintain and Improve the Local Transportation Network	0%
Transportation	Complete Streets	0%
Transportation	Downtown Circulation Study	0%
Infrastructure	Managing Stormwater Runoff	0%
Infrastructure	Provide Adequate Sewer and Water Services	100%
Infrastructure	Expand and Enhance Parkersburg's Green Infrastructure	0%
Infrastructure	Wireless Technology	0%
Community Facilities	Civic Engagement	20%
Community Facilities	Improved Community Facilities	75%
Community Facilities	Greener Municipal Operations	0%
Historic and Cultural Resources	Preserve Historic Treasures, Enhance Community Character	0%
Historic and Cultural Resources	Expand and Coordinate Cultural Events and Activities	0%
Historic and Cultural Resources	Promote Cultural and Historic Offerings	33%

The majority of the 2020 Comprehensive Master Plan Update has not been completed per the schedule identified in the plan. In 2014, the only recommendation completed

relates to the Economic Development Element's Goal that by 2020, the City of Parkersburg is nationally recognized as a great place to live and do business, with both national and home-grown companies choosing to locate here as a result of strong support for the growth and development of a wide range of technology-based businesses. The specific objective of this goal was the appropriate economic development of Fort Boreman Hill, with a recommendation of promote an appropriate mix of land uses that will improve the quality of life for residents, as well as create jobs. This was achieved by the Municipal Planning Commission and City Council approving the rezoning of the property, and subdivision activity. It should be noted, that this item occurred two years after the identified time horizon, and is not necessarily complete, as the project has not received and approved site plan. Multiple recommendations are anticipated to be completed in 2015, and many other objectives have ongoing commitments that will enable their completion.

IV. CONCLUSION AND REFLECTION

The Division of Planning in conjunction with the Municipal Planning Commission, Development Department, Mayor's Office, and other governmental and private non-profit partners coordinated the completion of numerous projects in 2014. Throughout the year, efforts were made to conduct the work of the division from a position of advocacy and equity for current and future residents of the City of Parkersburg, and greater Mid-Ohio Valley. The Division of Planning will continue to explore opportunities to realize the vision found in the 2020 Comprehensive Master Plan Update, and to provide for the optimal future physical land development and community development needs for all residents, continuing to make the City of Parkersburg a wonderful place to live and work.

Detailed Comprehensive Plan Matrix - 2014

Recommendations	Initial Time Horizon	Anticipated Completion Date	Lead Partners	Support Partners	Funding
Land-Use Element: Code Updates					
Revise the zoning ordinance	2013	2015	Development Department and Zoning Division	MPC, BZA, builders, developers, residents	City Funding, Grants
Revise zoning district locations and boundaries	2013	unknown	Development Department and Zoning Division	MPC, BZA, builders, developers, residents	City Budget
Revise subdivision ordinance	2013	unknown	Development Department and Zoning Division	MPC, BZA, builders, developers, residents	City Budget
Develop and adopt a new sign ordinance	2013	unknown	Development Department and Zoning Division	MPC WVDOT, builders developers, residents	City Budget
Land-Use Element: Visioning for Targeted Redevelopment Areas					
Downtown Waterfront	2013	unknown	Development Department and Zoning Division	MPC, builders, developers, residents	City, state, and private investors and developers
Fort Boreman Hill	2013	unknown	Development Department and Zoning Division	MPC, builders, developers, residents	City, state, and private investors and developers
Garfield and Murdoch Avenue Corridor	2013	unknown	Development Department and Zoning Division	MPC, builders, developers, residents	City, state, and private investors and developers
Parkersburg South High School	2013	unknown	Development Department and Zoning Division	MPC, builders, developers, residents	City, state, and private investors and developers
Gihon Village Shopping Center	2013	unknown	Development Department and Zoning Division	MPC, builders, developers, residents	City, state, and private investors and developers
19th Street, Dudley Avenue and St. Mary's Avenue	2013	unknown	Development Department and Zoning Division	MPC, builders, developers, residents	City, state, and private investors and developers
Plum Street, 13th Street, and 7th Street	2013	unknown	Development Department and Zoning Division	MPC, builders, developers, residents	City, state, and private investors and developers
Emerson Avenue	2013	unknown	Development Department and Zoning Division	MPC, builders, developers, residents	City, state, and private investors and developers
Land-Use Element: Increase Land Value, Reduce Surface Parking					
Conduct a pilot analysis of financial return of redeveloping surface parking	2014-2015	unknown	Development Department	Development Authority, Business students from WVU-P and other local colleges	City, state, and private investors
Review best practices in downtown parking policies to identify policies for Parkersburg	blank	unknown	Development Department	Zoning Division; Downtown Taskforce	City, state, and private investors
Land-Use Element: Smart Growth through targeted Annexation and Infill Development					
Lobby state legislators to revise annexation regulations to encourage annexation	2013	unknown	Development Department and Zoning Division	MPC, City Council, Mayor	City Budget
Require all properties being considered for annexation to have streets and other infrastructure	2013	Completed	Development Department and Zoning Division	MPC, City Council, Mayor	City Budget
Develop and maintain a database of vacant properties in the City	2013	unknown	Development Department and Zoning Division	MPC, City Council, Mayor, WVU-P	City Budget, student interns
Provide incentives to encourage infill development on vacant and underutilized properties	2012-forward	ongoing	City of Parkersburg	Developers, financial institutions	HUD, CDBG, NSP, WV Development Fund

Recommendations	Initial Time Horizon	Anticipated Completion Date	Lead Partners	Support Partners	Funding
Economic Development Element: Facilitate the Growth and Development of Industry Clusters					
Create a City of Parkersburg website taskforce	2012- forward	ongoing	City of Parkersburg	WVU-P, Local and regional EDAS	City budget, student interns
Create website for jobs, amenities, and activities that appeal to a younger generation	ongoing	unknown	City of Parkersburg	WVU-P, Chamber of Commerce, Wood County Schools	
Work with organizations to identify opportunities to support growth and development of new industries	ongoing	ongoing	The Area Roundtable	Local financial institutions, City of Parkersburg	INNOVA, WV Development Office, Dept. of Interior
Economic Development Element: Downtown Revitalization					
Use ON TRAC to become a Main Street Community	2013- 2015	ongoing	Development Department	Downtown Task Force/COC/CVB	N/A
Develop a banner sponsorship program for downtown Parkersburg	2013- 2015	2015	Development Department	Downtown Task Force	Business sponsors
Work with WWW to develop a Way finding Sign System Plan for the City of Parkersburg	2013- 2015	unknown	WWW, City of Parkersburg	Downtown Task Force, Local businesses, CVB, WV DOT	Transportation Enhancement Fund, Business Sponsors
Economic Development Element: Gateway Improvements					
Develop a set of common elements that can be used by public organizations to create gateways into Parkersburg	2011- 2012	unknown	Development Department	Department of Public Works, WWW	Department operating budgets, possible grants
Consider funding a gateway improvement program	2013- 2015	unknown	City Council, City of Parkersburg	Tree Commission, COC, CVB, local garden clubs and businesses	Transportation Enhancement Fund, grants
Develop a CIP for Streetscapes throughout the City	2013	unknown	Development Department	WWW, Public Works Department	City Budget
Economic Development Element: Appropriate Economic Development of Fort Boreman Hill					
Fort Boreman Hill, Promote an appropriate mix of land uses that will improve the quality of life for residents and create jobs	2011- 2012	Completed	Wood County Development Authority	Development Department and Zoning Division	N/A
Economic Development Element: Business Incubator					
Identify which growing industries in the area would benefit from an incubator	2011- forward	unknown	Area Roundtable, COC, WVU-P	Mayor's Office, Development Department, Polymer Alliance Zone, WIB	N/A
Identify appropriate locations and establish a business incubator	2012	unknown	Development Department	Area Roundtable, WVU-P, NBIA	WVU-P Foundation, ARC Grants, WV Governor's Community Partnership program, INNOVA
Housing Element: Make Older Housing an Asset					
Continue to identify and apply for grant funds that can be used for maintenance, rehab, and improvement of existing homes in Parkersburg	ongoing	ongoing	Development Department	Parkersburg Housing Authority, Home Consortium, WV Housing Development Fund	WV Housing Development Fund, NHESP, Leveraged Loan Program, Mini-mod Program, Demolition program, City of Parkersburg Owner Occupied Rehabilitation program, Emergency Home Repair Program, Targeted Rental Rehab Program
Create Housing resources webpage on the City's updated website that includes funding programs	ongoing	ongoing	City of Parkersburg	Home Consortium, WV Housing Development Fund, Local Development community	City budget

Recommendations	Initial Time Horizon	Anticipated Completion Date	Lead Partners	Support Partners	Funding
Housing Element: Expand Housing Diversity Review and update the Zoning Ordinance and Subdivision Ordinance to ensure that there are no barriers to increasing the mix of housing in Parkersburg	2011-2012	2015-ongoing	Development Department - Planning Division	Zoning Division, Developers, Home Consortium, WV Housing Development Fund	City budget
Housing Element: Expand Housing Diversity Provide incentives for the construction of certain types of new housing in targeted locations of the city by streamlining the development review process	2012-forward	unknown	City of Parkersburg	Developers, financial institutions	HUD, CDBG, NSP, WV Development Fund
Update city's codes to encourage the development of affordable housing units to accommodate a mix of tenants with different homes	2012-forward	2015-ongoing	Zoning Division	Development Department, Developers, financial institutions	HUD, CDBG, NSP, WV Development Fund
Transportation Element: Complete Programmed Improvements on State Routes Ensure that proposed roadway and intersection improvements aimed at improving safety and reducing congestion are scheduled in a WV TIP	2010-2020	ongoing	City of Parkersburg	WWW	State and federal highway funds as allocated
Transportation Element: Maintain and Improve the Local Transportation Network Work with City Police and neighborhood associations to identify locations with higher than average traffic violations and create ideas to improve enforcement	ongoing	unknown	Parkersburg Police Department	Development Department, Neighborhood Associations, WWW	Part of an overall Neighborhood Outreach program
Determine if traffic calming measures could be used to reduce speeding in target locations and design improvement to be considered as part of a long term CIP	2013-2015	unknown	City of Parkersburg	WWW, City Council, local contractors	City budget, SRTS, TEP
Improve the overall appearance of the city's major thoroughfares	ongoing	unknown	City of Parkersburg	WWW, City Council, Tree Commission	City budget, SRTS, TEP
Update the Subdivision Ordinance to include access management regulations that require shared driveways and parking	2013	unknown	Development Department - Planning Division, Zoning Division	MPC, builders, developers, residents	City budget
Transportation Element: Complete Streets Ensure that bicycle and pedestrian facilities are include as part of any road or (re)development project	2011-2012	unknown	Development Department - Planning Division	MOVRC, WWW, NCSC, WVDOH	City budget, SRTS, TEP
Work with Neighborhood Associations to identify key gaps in the existing sidewalk network and develop a plan to fill them	2011-2012	unknown	Development Department - Planning Division	MOVRC, WWW, NCSC, WVDOH	City budget, SRTS, TEP

Recommendations	Initial Time Horizon	Anticipated Completion Date	Lead Partners	Support Partners	Funding
Transportation Element: Complete Streets					
Work with the Parkersburg Bicycle Advisory Board and WWW to develop a comprehensive bike/multiuse path plan for the City	2011-2012	unknown	WWW, Parkersburg BAB	Development Department, MOVTA, MOVRC, Neighborhood Associations, NCSC, WVDOH	City budget, SRTS, TEP
Work with MOVTA and WWW to identify high traffic areas throughout the city that would benefit from public transportation facilities	2011-2012	unknown	Development Department - Planning Division	MOVTA, MOVRC, Neighborhood Associations, NCSC, WVDOH	City budget, SRTS, TEP
Transportation Element: Downtown Circulation Study					
Complete a Downtown Circulation Study to identify specific improvements that will help safely move traffic in the downtown	2011-2015	unknown	WWW, City of Parkersburg	WVDOH, WWW, BAB	TCSP, CMAQ
Infrastructure Element: Managing Stormwater Runoff					
Ensure that updates to the subdivision ordinance include requirements for site specific BMPs to reduce SW runoff	2012	unknown	Development Department - Planning Division	City Engineering Division, Development Community	Part of the code update process
Infrastructure Element: Provide Adequate Sewer and Water Services					
Support the Parkersburg Utility Board in its efforts to properly expand systems there economically feasible	ongoing	ongoing	City of Parkersburg	Department of Public Works	Part of the code update process
Infrastructure Element: Expand and Enhance Parkersburg's Green Infrastructure					
Work with WVDEP to obtain funding to complete a green infrastructure plan for Parkersburg	2012-2013	unknown	Development Department, Zoning Division	Conservation Fund, WVDEP, EPA	WV Clean Water State Revolving Loan Fund
Increase the requirements for vegetation in new and redevelopment projects as part of the updates to the zoning and subdivision ordinances	2012	2015-ongoing	Development Department - Planning Division	Department of Public Works, Conservation Fund, WVDEP, EPA	Part of the code update process
While updating the zoning and subdivision ordinances, consider the inclusion of overlay zones that limit development in the city's wetlands and floodplains.	2012	2015-ongoing	Development Department - Planning Division	Department of Public Works, Conservation Fund, WVDEP, EPA	Part of the code update process
Infrastructure Element: Wireless Technology					
Work with WVU-P, local businesses, and the Area Roundtable to determine the cost of developing a wireless network in Parkersburg	2015	unknown	Development Department	Department of Public Works, WVU-P, local internet providers	N/A
Community Facilities and Services: Civic Engagement					
Include links to local service providers and charitable organization on the updated website	2011-ongoing	2015-ongoing	City of Parkersburg	Wood County Schools, Police and Fire, private service providers, PACF, WVU-P	City budget

Recommendations	Initial Time Horizon	Anticipated Completion Date	Lead Partners	Support Partners	Funding
Community Facilities and Services: Civic Engagement					
improve the lines of communication with city neighborhoods by conducting annual neighborhood meetings	blank	blank	blank	blank	blank
Provide residents with a forum in which people can engage their neighbors and City staff about how best to maintain and improve their neighborhoods	2011-ongoing	unknown	Development Department, Parkersburg Neighborhood Watch Co-Op	Parkersburg Police Department, local service providers, church groups, Parent/Teacher organizations	Utilizing existing meetings and events whenever possible to minimize additional staff time needed to coordinate and attend
Plan and schedule community clean-up days for public places	2011-ongoing	ongoing	Public Works Department, Development Department	Parkersburg Tree Commission, Master Gardeners - WVU Extension Office	Our Community Foundation, Master Gardeners - WVU Extension Office, Wood County Schools, Solid Waste Authority
Encourage youth to become more involved in the decision making process by inviting them to participate in the Mayor's Youth Council. Consider developing a City internship program for students attending local colleges.	ongoing	unknown	Mayor's Office, COC	Wood County Schools, WVU-P, Marietta College, Local churches and civic groups	Use general funds to cover the fee for one of two city residents interested in the Chamber Leadership Program. Intern Programs could be paid of unpaid.
Community Facilities and Services: Improved Community Facilities					
Continue to implement the recommendations of the 2008 Parks and Recreation Master Plan.	ongoing	unknown	Parks and Recreation Division	Neighborhood groups, local businesses, WVU-P	Continue to identify grant opportunities and encourage private participation through volunteerism or donations, also explore opportunities for fundraising events that specifically benefit local parks.
Work with Wood County Master Gardeners to establish more community gardens throughout the City	ongoing	ongoing	Wood County Master Gardeners	Development Department, Parks and Recreation Division, Neighborhood groups, local businesses, WVU-P	Continue to identify grant opportunities and encourage private participation through volunteerism or donations, also explore opportunities for fundraising events that specifically benefit local parks.
Work with Wood County Development Authority and other partners to implement the proposed conceptual land use plan for the Little Kanawha River Redevelopment Project	ongoing	ongoing	Development Department, Parks and Recreation Division	Parkersburg Boys and Girls Club, Area Roundtable, WV Port Authority, WVU-P, water recreation enthusiasts/volunteers	
Expand efforts to promote and support recycling efforts throughout the City	ongoing	ongoing	Parkersburg Municipal Recyclery	Local waste haulers, WVSWM Board	WVSWM Board
Community Facilities and Services: Greener Municipal Operations					
Ensure that citizens have the ability to tap into solar and wind power	2013	2015-ongoing	Development Department, Zoning Division	MPC, WVU-P, WV Commerce	Park of the code update process
Historic and Cultural Resources Element: Preserve Historic Treasures, Enhance Community Character					
Establish a Design Commission that would be responsible for developing design guidelines that will help to ensure new development and rehabilitation projects	2012-2013	unknown	Development Department - Planning Division	Zoning Division, the Julia-Ann Square Historic District and the Parkersburg High School Campus- Washington Avenue Historic District Architectural Review Boards, Area Roundtable, Downtown Task Force, Neighborhood Associations	City Budget

Recommendations	Initial Time Horizon	Anticipated Completion Date	Lead Partners	Support Partners	Funding
Historic and Cultural Resources Element: Preserve Historic Treasures, Enhance Community Character					
Encourage the rehabilitation and reuse of old buildings whenever possible by providing incentives such as reduced fees and possible tax incentives for potential developers.	2011	unknown	Development Department - Planning Division	Zoning Division, Area Roundtable, Downtown Task Force, Neighborhood Associations	N/A
Historic and Cultural Resources Element: Expand and Coordinate Cultural Events and Activities					
Work with the CVB to establish a central events committee that would plan, coordinate, and market new events and activities in the city.	2012-2013	unknown	CVB	City of Parkersburg, Development Department, community volunteers, local event organizers	City budget, Hotel/Motel Tax, State Tourism Department
Continue to work with the Wood County Development Authority to identify a location for and find a developer to construct a venue for year-round events	2012-2013	unknown	City of Parkersburg	Wood County Development Authority, local development community	N/A
Historic and Cultural Resources Element: Promote Cultural and Historic Offerings					
Continue to allocate funds from the annual budget for the promotion of the arts and cultural programs and events available throughout Parkersburg	ongoing	ongoing	City of Parkersburg	CVB	City budget
Encourage the CVB to extend their hours to better accommodate visitors.	2011	unknown	CVB	City of Parkersburg	N/A
The CVB should establish a Heritage Tourism Taskforce in partnership with the Wood County Historical Preservation Society to create and market a Heritage Tourism Trail	2012	unknown	CVB	City of Parkersburg	Wood County Historical Society, CVB, City of Parkersburg, State Heritage