

AGENDA FOR THE REGULAR CITY COUNCIL MEETING  
FOR TUESDAY, SEPTEMBER 22, 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 September 8, 2015  
Special Council September 10, 2015
- IV. REPORTS FROM STANDING OR SPECIAL COMMITTEES
- V. MESSAGE FROM THE EXECUTIVE
- VI. PUBLIC FORUM
- VII. RESOLUTIONS
  1. Resolution requesting the State Auditor's Office to revise the budget for 2015/2016 out of contingency for travel and training for the Personnel Director and the Finance Director to attend meetings in Charleston October 8<sup>th</sup> and 9<sup>th</sup>, for hotel, parking and registration \$863.00. (Sponsored by Councilmen Bigley, Carpenter, Coram, Lynch, Reed, Rockhold, and Wilcox.)
  2. Resolution authorizing an inner-department budget revision in the Development Department to move \$2,645.00 from supplies to Capital Outlay for a plaque at Fort Neal. (Finance Committee)
  3. Resolution authorizing Mayor Jimmy Colombo to sign a Memorandum of Agreement between the City and the WV State Historic Preservation Office (WVSHPO) to replace a roof at 1600 19<sup>th</sup> Street through the City's Minor Home Repair Program. (Sponsored by Councilmen Coram, Wilcox, Bigley, and Rockhold)
- IX. ORDINANCE, FINAL READING
  4. An ordinance authorizing the lease/purchase financing of air packs for the Parkersburg Fire Department with BB&T for 36 months, 1.38%, total \$268,043.40. (Sponsored by Councilmen Rockhold, Carpenter, and Reed.)

5. An ordinance to rezone 2613 Gihon Road from R-2 to B-2. (Sponsored by the Municipal Planning Commission.) (includes 2 page memo from Planner; includes 12 page draft minutes from MPC)
6. An ordinance to vacate a portion of Phillips Street; and an alley near 4<sup>th</sup> Avenue and Camden. (Sponsored by the Municipal Planning Commission.)

X. ORDINANCE, FIRST READING:

7. An ordinance abandoning and vacating a portion of 10<sup>th</sup> Street at and along Quincy Hill steps. (Sponsored by Councilmen Coram, Reynolds, Brown and Carpenter.)

X. MISCELLANEOUS

8. Communication from the Mid-Ohio Valley Health Department concerning their fee schedule for Environmental Health. (Receive and file)

XI. ADJOURNMENT

NOTE – URA to follow this meeting

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

The Council of the City of Parkersburg met in regular session Tuesday, September 8, 2015, at 7:30 PM in the Council Chambers on the second floor of the Municipal Building at One Government Square, Parkersburg, WV 26101 and joined in the Lord's Prayer and Pledge of Allegiance

The meeting was called to order by Council President, 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, Warren Bigley, John Rockhold, Jim Reed and JR Carpenter.

MINUTES – Mr. Rockhold moved, seconded by Ms. Wilcox, to approve the minutes from the meeting held July 31, 2015 and August 25, 2015 and the motion was adopted by unanimous vote.

REPORTS FROM STANDING OR SPECIAL COMMITTEES – Ms. Coram reported that the Finance Committee met this evening with a full agenda and good discussion; Councilman Rockhold reported from a PKB meeting last week whereby they discussed their storefront program, and a grant for a Welcome sign.

MESSAGE FROM THE EXECUTIVE – Mayor Jimmy Colombo distributed reports from public works and parks. He said he had the opportunity to ride through District 6 with Councilman Reynolds who has some good ideas about improving our pools and parks, possibly a dog park. Mr. Reynolds may be able to donate a few trees to enhance our planned improvements.

PUBLIC FORUM – no one appeared.

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 2015-2016 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:

Fund	Dept.	Account	Description	Revenue Increase/ (Decrease)	Expenditure Increase/ (Decrease)	Fund Source / Description
<b>GENERAL FUND</b>						
001	399	000-000	Misc. Revenue	\$ 2,500.00	\$ -	Tennis Court Project
001	440	230-000	Contractual Services - Bldg & Grds		\$ 2,500.00	Donation, WesBanco
				\$ 2,500.00	\$ 2,500.00	
001	399	000-000	Misc. Revenue	\$4,000.00		Additional T court pledge.
001	440	230-000	Contractual Services – Bldg & Grds		\$4,000.00	

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

Ms. Wilcox asked if this was for the tennis courts at the City Park, and Ms. Salvage said it was. Donors could pledge over five years, and the additional \$4,000.00 is a pledge. We will receive the entire invoice and wanted to pay the amount all at one time. All the donations are not in, but we have to pay the bill.

Finance Director, Eric Jiles, stated that we have a receivable set up, to be used for this purpose only. We will invoice the company that pledged the amount and as it comes in, it will satisfy the receivable. Mr. Reed said he thought all the money was in place, but Mayor Colombo stated that the entire amount is pledged, but we have \$42,500.00 – and we need \$4,000.00 more for the entire bill. These donations were promised by a lot of good hearted people, he said.

VOTE – the motion was adopted by unanimous vote.

RESOLUTION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Mayor or his designee be authorized to request approval from the State Auditor's Office for the following budget revision within the General Fund for FY 2015-2016 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:

<b>Fire Department</b>						
Fund	Dept.	Account	Description	Revenue Increase/ (Decrease)	Expenditure Increase/ (Decrease)	Fund Source / Description
001	699	221-000	Contingency - Training		\$ (600.00)	Firefighter live burn training
001	706	221-000	Fire - Training		\$ 600.00	Firefighter live burn training
001	699	221-000	Contingency - Training		\$ (475.00)	Firefighter EMT recertification

001	706	221-000	Fire - Training	\$	Firefighter EMT
				475.00	recertification
001	699	459-000	Contingency - Capital Outlay	\$	
				(3,792.00)	Protective Coats & Pants
001	706	459-000	Fire - Capital Outlay	\$	
				<u>3,792.00</u>	Protective Coats & Pants

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

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 Coal Severance Fund for FY 2015-2016 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.

COAL SEVERANCE FUND

002	298	000-000	Assigned Fund Balance	\$30,533.07	4 <sup>th</sup> quarter 2014/2015
002	750	341-000	Street Dept supplies	<u>\$30,533.07</u>	Cash Carryover
				\$30,533.07	\$30,533.07

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

ORDINANCE, FINAL READING:

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

THE COUNCIL OF THE CITY OF PARKERSBURG HEREBY ORDAINS that the City enter into that certain Lease Purchase Agreement with United Bank, Inc., for financing for the lease purchase of ten (10) vehicles in the Police Department.

The total amount financed is Two Hundred Seventy Thousand One Hundred Fifty Dollars (\$270,150.00) at an interest rate of One Point Six One Per Cent (1.61%) for thirty six (36) months; and the amount per month is Seven Thousand Six Hundred Ninety One Dollars and Eighty Eight cents (\$7,691.88). The total amount is Two Hundred Seventy Six Thousand Nine Hundred Seven Dollars and Sixty Eight cents (\$276,907.68)

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

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

MOTION – Mr. Rockhold moved, seconded by Ms. Wilcox, to adopt the ordinance on final reading, and the motion was adopted by majority vote with all members voting "yes" with the exception of Mr. Bigley, who abstained.

ORDINANCE, FIRST READING:

AN ORDINANCE AUTHORIZING  
THE LEASE PURCHASE FINANCING OF  
AIR PACKS FOR THE FIRE DEPARTMENT

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

ORDINANCE, FIRST READING:

AN ORDINANCE TO REZONE PARKERSBURG  
CORPORATE TAX MAP 115 PARCEL 138A,  
FROM EXISTING R-2 TO A B-2 ZONE

CASTO & MARSH, INC., SPOKES, WV RECORDER NO. 12275-13

MOTION – Ms. Coram moved, seconded by Ms. Lynch, to adopt the ordinance on first reading.

Mr. Reynolds asked if anyone was in opposition to this rezoning. Mr. Yeager stated that two people had concerns about privacy and noise, but there was a resolution to that during the meeting.

VOTE – the motion was adopted by unanimous vote.

### ORDINANCE, FIRST READING

AN ORDINANCE VACATING A PORTION OF PHILLIPS STREET LYING SOUTH OF FOURTH AVENUE, NORTH OF THE PORTION OF PHILLIPS STREET PREVIOUSLY VACATED (CITY ORD #0-596) AND A TWENTY FOOT UNNAMED ALLEY LYING WEST OF JOHNSON STREET, EAST OF PHILLIPS STREET, SOUTH OF FOURTH AVENUE AND NORTH OF CAMDEN AVENUE, PARKERSBURG CITY TAX MAP 152 (SOUTH)

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

VOTE – the motion was adopted by majority vote with all members voting “yes” with the exception of Ms. Wilcox, Ms. Lynch, and Mr. Brown who voted “no”.

MISCELLANEOUS – the Clerk presented documents to receive and file from the Planning Division regarding a petition to abandon the City's right-of-way on 10<sup>th</sup> Street, and a petition to abandon the utility easement on a portion of McKinley Avenue for the purpose of building an accessory structure on the property.

MOTION – Ms. Coram moved, seconded by Mr. Reynolds, to divide the question.

After explanation, Ms. Coram withdrew her motion, and Mr. Reynolds his second.

MOTION – Ms. Coram moved, seconded by Mr. Reynolds, to receive and file the memorandum and subsequent documents from the Municipal Planning Commission, and the motion was adopted by unanimous vote.

The meeting adjourned at 7:55 PM.

*Christa Stapp*  
City Clerk

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

CARTO & HARRIS, INC. SPENCER, WV RECORDER NO. 12275-13

The Council of the City of Parkersburg met in special session Thursday, September 10, 2015, at 7:00 PM in the Council Chambers on the second floor of the Municipal Building at One Government Square, Parkersburg, WV 26101 and joined in the Lord's Prayer and Pledge of Allegiance

The meeting was called to order by Council President, 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, Warren Bigley, John Rockhold, Jim Reed and JR Carpenter.

MESSAGE FROM THE EXECUTIVE – there was no message.

PUBLIC FORUM – no one appeared.

City Council met at the call of Council President, JR Carpenter, to review the recommendations from Perry and Associates from an agreed upon Letter of Engagement on a portion of the City's finances and in particular the Coal Severance Fund.

President Carpenter thanked Ms. Jodey Altier, CPA and President of Perry and Associates; and also Mr. Jeff Sandy, who participated in the engagement.

Ms. Altier and Mr. Sandy distributed two documents to Council, the Mayor, City Attorney, and City Clerk.

MOTION – Mr. Brown moved, seconded by Ms. Coram, to accept and review the report and recommendations.

Ms. Wilcox asked if this report was a procedure or an audit, and Ms. Altier said it was a procedure.

Councilman Reed said he thought it was to be a forensic audit, and Mr. Carpenter stated that they were given the authority for a procedure. Mr. Reed said he did not think that was what the citizens asked for, and asked why we would do a procedure. Mr. Carpenter stated that was all they could do at the time. Mr. Reed disagreed.

President Carpenter asked Ms. Altier how much of the report they could go over and not violate their rules, and Ms. Altier said 'none'.

City Attorney, Joe Santer, stated that once the report is in our hands, it is a public document open to anyone.

Mr. Carpenter asked Ms. Altier if they would be open for questions, and Ms. Altier said they would. Mr. Santer stated that it had to be in an open meeting.

VOTE – the motion was adopted by majority vote as follows: Voting "yes" Councilmen Brown, Coram, Reynolds, Bigley, and Carpenter. Voting "no" Councilmen Wilcox, Lynch, Rockhold, and Reed.

**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 2015-2016 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	Increase/ {Decrease}	Increase/ {Decrease}	Fund Source / Description
<b>Finance Department</b>						
001	414	341-000	Supplies		\$ (15,000.00)	First floor carpeting
001	414	459-000	Capital Outlay		\$ 15,000.00	First floor carpeting
				\$	\$	
<b>Finance/Mayor</b>						
001	409	230-000	Contractual Services - Mayor		\$ (15,000.00)	First floor carpeting reimb
001	414	341-000	Supplies - Finance		\$ 15,000.00	First floor carpeting reimb
				\$	\$	

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

Mr. Carpenter again thanked Perry and Associates for their work, and said he hoped it would be helpful to the City in the future.

The meeting adjourned at 7:08 PM.

\_\_\_\_\_  
City Clerk

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

**RESOLUTION**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Mayor (or his designee) be authorized to request approval from State Auditor's Office for the following budget revision within the General Fund 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:

*JKS*

<b>Fund</b>	<b>Dept.</b>	<b>Account</b>	<b>Description</b>	<b>Revenue Increase/ (Decrease)</b>	<b>Expenditure Increase/ (Decrease)</b>	<b>Fund Source / Description</b>
<b>Finance/Personnel</b>						
001	699	214-000	Contingency - Travel		\$ (703.00)	GFOA/WVMHRA Conference
001	699	221-000	Contingency - Training		\$ (160.00)	GFOA/WVMHRA Conference
001	422	214-000	Personnel - Travel		\$ 325.00	GFOA/WVMHRA Conference
001	422	221-000	Personnel - Training		\$ 80.00	GFOA/WVMHRA Conference
001	414	214-000	Finance - Travel		\$ 378.00	GFOA/WVMHRA Conference
001	414	221-000	Finance - Training		\$ 80.00	GFOA/WVMHRA Conference
				\$ -	\$ -	

City of Parkersburg  
 FY 15/16 Budget Revision  
 September 8, 2015

*J.S.K.*

Fund	Dept.	Account	Description	Revenue Increase/ (Decrease)	Expenditure Increase/ (Decrease)	Fund Source / Description
<b>Development</b>						
001	421	341-002	Supplies		\$ (2,645.00)	Plaque for Ft. Neal
001	421	458-000	Capital Outlay - Other		\$ 2,645.00	Plaque for Ft. Neal
				\$ -	\$ -	

JSL

RESOLUTION AUTHORIZING MAYOR COLOMBO TO SIGN A  
MEMORADNUM OF AGREEMENT WITH THE WEST VIRGINIA  
STATE HISTORIC PRESERVATION OFFICE

**WHEREAS**, the City of Parkersburg (City) intends to replace an existing roof for a private property owner through the City's Minor Home Repair Program; and

**WHEREAS**, the City plans to fund the Project pursuant to the U.S. Housing and Urban Development's (HUD'S) Community Development Block Grant Program (CDBG), thereby making the Project an undertaking subject to review under Section 106 of the National Historic Preservation Act (NHPA), 16 U.S.C. § 470f, and its implementing regulations, 36 C.F.R. Part 800; and

**WHEREAS** the City has consulted with the West Virginia State Historic Preservation Office (WVSHPO) pursuant to 36 C.F.R. part 800; and

**WHEREAS**, the attached Memorandum of Agreement will enable the City to complete the Minor Home Repair Project referenced in the agreement; and

**WHEREAS**, the WVSHPO is also amenable to this agreement;

**NOW, THEREFORE BE IT RESOLVED**, the City Council of the City of Parkersburg hereby authorizes Mayor, James E. Colombo, to sign said Memorandum of Agreement between the City of Parkersburg and the West Virginia State Historic Preservation Office.

**MEMORANDUM OF AGREEMENT**  
**BETWEEN THE CITY OF PARKERSBURG**  
**AND THE**  
**WEST VIRGINIA HISTORIC PRESERVATION OFFICE**  
**REGARDING THE MINOR REPAIR PROJECT AT 1600 19<sup>th</sup> STREET**

**WHEREAS**, The City of Parkersburg (City) plans to replace a slate roof with asphalt shingles at 1600 19<sup>th</sup> Street (in Parkersburg, WV) and the owner of the home has applied for the City's Minor Home Repair Program, and has requested a new roof be installed on the home; and

**WHEREAS**, the City plans to fund the Project pursuant to the U.S. Housing and Urban Development's (HUD'S) Community Development Block Grant Program (CDBG), thereby making the Project an undertaking subject to review under Section 106 of the National Historic Preservation Act (NHPA), 16 U.S.C. § 470f, and its implementing regulations, 36 C.F.R. Part 800; and

**WHEREAS** the City has determined that the undertaking may have an adverse effect on 1600 19<sup>th</sup> Street, which is eligible for listing in the National Register of Historic Places, and has consulted with the West Virginia State Historic Preservation Office (WVSHPO) pursuant to 36 C.F.R. part 800; and

**NOW, THEREFORE**, the City and the WVSHPO agree that the undertaking shall be implemented in accordance with the following stipulations in order to take into account the effect of the undertaking on historic properties.

**STIPULATIONS**

The City of Parkersburg shall ensure that the following measures are carried out:

**I. DOCUMENTATION**

The City shall document the existing condition of the building and provide to the WVSHPO a completed Historic Property Inventory Form for 1600 19<sup>th</sup> Street with digital photographs meeting the National Register digital policy. This documentation will be submitted to the WVSHPO for review and approval prior to initiation of the project.

**II. PUBLIC EDUCATION**

The City will incorporate appropriate language in its correspondence to all approved Minor Repair Applicants that the funding of the work requested is contingent upon the completion of the Section 106 review process as outlined in 36 CFR 800. The City will explain that it is required to identify historic resources in consultation with the WVSHPO and should there be historic resources, assess effects to the resource by the proposed repairs. The City will revise its approval letter to explain the review process. An example is attached.

**III. DURATION**

The City will continue to explain the Section 106 review process as outlined above for the duration of Minor Home Repair Program. Should this program cease, the City will notify the WVSHPO of its discontinuation. Prior to such time, the City may consult with the WVSHPO to reconsider the terms of the MOA and amend it in accordance with Stipulation VII below. The City shall notify the signatories as to the course of action it will pursue.

#### **IV. POST-REVIEW DISCOVERIES**

If potential historic properties are discovered or unanticipated effects on historic properties found, the City will stop work immediately, and consult WVSHPO on their findings or situation.

#### **V. MONITORING AND REPORTING**

Following the execution of this MOA until it expires or is terminated, the City shall provide the WVSHPO an annual summary report identifying any actions taken with respect to Stipulation II. Such report shall include any scheduling changes proposed, any problems encountered, and any disputes and objections received in the City's efforts to carry out the terms of this MOA.

#### **VI. DISPUTE RESOLUTION**

Should any signatory or concurring party to this MOA object at any time to any actions proposed or the manner in which the terms of this MOA are implemented, the City shall consult with such party to resolve the objection. If the City determines that such objection cannot be resolved, the City will:

A. Forward all documentation relevant to the dispute, including the City's proposed resolution, to the ACHP. The ACHP shall provide the City with its advice on the resolution of the objection within thirty (30) days of receiving adequate documentation. Prior to reaching a final decision on the dispute, the City shall prepare a written response that takes into account any timely advice or comments regarding the dispute from the ACHP, signatories and concurring parties, and provide them with a copy of this written response. The City will then proceed according to its final decision.

B. If the ACHP does not provide its advice regarding the dispute within the thirty (30) day time period, the City may make a final decision on the dispute and proceed accordingly. Prior to reaching such a final decision, the City shall prepare a written response that takes into account any timely comments regarding the dispute from the signatories and concurring parties to the MOA, and provide them and the ACHP with a copy of such written response.

C. It shall be the City's responsibility to carry out all other actions subject to the terms of this MOA that are not the subject of the dispute.

#### **VII. AMENDMENTS**

This MOA may be amended when such an amendment is agreed to in writing by all signatories. The amendment will be effective on the date a copy signed by all of the signatories is filed with the ACHP.

#### **VII. TERMINATION**

If any signatory to this MOA determines that its terms will not or cannot be carried out, that party shall immediately consult with the other parties to attempt to develop an amendment per Stipulation VII,

above. If within thirty (30) days (or another time period agreed to by all signatories) an amendment cannot be reached, any signatory may terminate the MOA upon written notification to the other signatories.

Once the MOA is terminated, and prior to work continuing on the undertaking, The City of Parkersburg must either (a) execute an MOA pursuant to 36 CFR § 800.6, or (b) request, take into account, and respond to the comments of the ACHP under 36 CFR § 800.7. The City shall notify the signatories as to the course of action it will pursue.

**EXECUTION** of this MOA by the City of Parkersburg and the West Virginia State Historic Preservation Office and implementation of its terms evidence that the City has taken into account the effects of this undertaking on historic properties and afforded the ACHP an opportunity to comment

**SIGNATORIES:**

**The City of Parkersburg**

\_\_\_\_\_ Date  
**Mayor James E. Colombo**

**West Virginia State Historic Preservation Office**

\_\_\_\_\_ Date  
**Susan Pierce, Deputy State Historic Preservation Officer**

Date:

Mr. and/or Ms.

The City of Parkersburg has reviewed your application for the Minor Home Repair Program. We are pleased to inform you that you income qualify for the program, and can potentially be assisted by the City for all or some of the repairs you included in your application.

However, the repair(s) you requested must go through a formal U.S. Department of Housing & Urban Development Environmental Review Process. A fundamental portion of the process requires our office to complete the Section 106 Review process with the West Virginia State Historic Preservation Office (WVSHPO). According to Section 106 of the National Historic Preservation Act, activities receiving federal assistance must consider potential impacts to historic resources before any work on a project commences. Pending the completion of the Environmental Review, which includes consultation with the WVSHPO regarding the project, your project will be put out to bid.

If you have any further questions regarding the scope of work to be completed, please contact Ed Bonar, Housing Inspector at 304-424-8418. Questions regarding the Environmental Review process may be directed to Ryan Barber me at 304-424-8542.

Sincerely,

Ryan Barber  
Development Projects Administrator

AN ORDINANCE AUTHORIZING  
THE LEASE PURCHASE FINANCING OF  
AIR PACKS FOR THE FIRE DEPARTMENT

Qsk  
THE COUNCIL OF THE CITY OF PARKERSBURG HEREBY ORDAINS  
that the City enter into that certain Lease Purchase Agreement with Branch  
Banking and Trust Company (BB&T) for financing for the lease purchase of air  
packs for the Parkersburg Fire Department

The total amount financed is Two Hundred Sixty Two Thousand Four  
Hundred Twenty Three Dollars and no/100 (\$262,423.00) at an interest rate of  
One Point Three Eight Per Cent (1.38%) for thirty six (36) months; and the amount  
per month is Seven Thousand Four Hundred Forty Five Dollars and 65/100  
(\$7,445.65). The total amount is Two Hundred Sixty Eight Thousand Forty Three  
Dollars and Forty Cents (\$268,043.40).

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

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

WE (I), THE BELOW SIGNED HEREBY PROPOSE TO FURNISH THE FOLLOWING ARTICLES(S) AND/OR SERVICE(S) AT THE PRICES AND TERMS STATED SUBJECT TO ALL INSTRUCTIONS, CONDITIONS, SPECIFICATIONS, AND ALL ATTACHMENTS HERETO, (I) HAVE READ ALL ATTACHMENTS INCLUDING THE SPECIFICATIONS AND FULLY UNDERSTAND WHAT IS REQUIRED.

PRICES ARE TO BE QUOTED F.O.B.: PARKERSBURG, WEST VIRGINIA

AMOUNT FINANCED	INTEREST RATE	LENGTH OF TIME	MONTHLY PAYMENT	TOTAL DEBT SERVICE
\$262,423.00	1.38%	3 YEARS (36 MONTHS)	\$7,445.65	\$268,043.46

I CLAIM THE 2% BID PREFERENCE FOR WEST VIRGINIA RESIDENT VENDORS:

YES  NO

I IN ADDITION PAY B & O TAXES TO THE CITY OF PARKERSBURG AND THERE FORE ALSO CLAIM THIS BID PREFERENCE:

YES  NO

IF YES, PLEASE GIVE ID# 56-1074313

DELIVERY: \_\_\_\_\_ CALENDAR DAYS AFTER RECEIPT OF ORDER

TERMS: \_\_\_\_\_

COMPANY NAME OR BIDDERS NAME: Branch Banking and Trust Co.

BUSINESS ADDRESS OF BIDDER: 352 St. Rt. 34, Hurricane, WV 25524

THE FULL NAME AND RESIDENCE OF ALL PERSONS AND PARTIES INTERESTED IN THE FOREGOING BID ARE:

(IF A CORPORATION, GIVE THE NAME AND ADDRESS OF THE PRESIDENT AND SECRETARY; IF FIRM OR PARTNERSHIP, THE NAMES AND ADDRESSES OF THE MEMBERS OR PARTNERS.)

NAME	ADDRESS
<u>Bobby Blakely (Pres.)</u>	<u>300 Summers St, Charleston, WV 25301</u>
_____	_____
_____	_____

AUTHORIZED SIGNATURE: Russell R. Cohen TITLE: Vice President  
SIGNATURE MUST BE IN WRITING TITLE MUST BE GIVEN

# BID TABULATIONS

INQUIRY NO. 2195

DATE: 9-2-15

TIME: 10:00AM

BANK	AMOUNT FINANCED	INTEREST	MONTHLY PAYMENT	2% WV 2% B & O
SBFT	\$262,423.00	1.58%	\$7,445.65	yes/yes
Huntington	\$262,423.00	2.65%	\$7,591.10	no/no
United Bank	\$262,423.00	1.56%	\$7,466.17	yes/yes
Wesbanco	\$262,423.00	2.29%	\$7,553.51	yes/yes

no deposit

AN ORDINANCE TO REZONE  
PARKERSBURG CORPORATION TAX MAP 115 PARCEL  
138A FROM EXISTING R-2 TO A B-2 ZONE

9/5/15

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

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

The intent of this description is to rezone the property conveyed to OSU Properties, LLC. in Deed Book 1232, Page 310, recorded in the office of the Clerk of the County Commission of Wood County, West Virginia. Also being part of Lots 95, 96 of Glenolden Addition (Plat Book 7, Page 69). The property is currently zoned R-2 and is to be Re-zoned B-2.

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

**BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG** that the property is rezoned with the condition that a six foot (6') tall privacy fence will be installed and maintained by OSU Properties LLC its successors and assigns along and between the said property and all abutting residential properties and that all said residential properties shall be shielded from the site's overhead lighting.

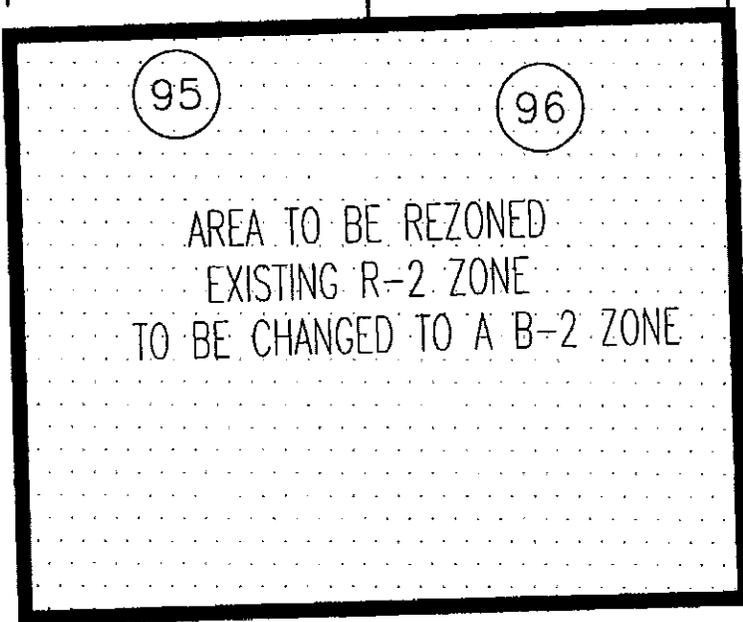
**BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG** that in accordance with the provisions of Article 1345 of the Codified Ordinances of the City of Parkersburg, the zoning of said parcels shall be designated as C-XXX and shall be set forth verbatim as adopted and approved by the Ordinance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

**SPONSORED BY: MUNICIPAL PLANNING COMMISSION**

98

Glenolden Addition  
Plat Book 7, Page 69

TYGART STREET



GIHON ROAD



P:\SETWORK\REZONS\115-130A.dwg, 8/6/2015 4:03:37 PM, Canon Printer

SCALE = 1 INCH = 20 FEET
08/08/15
DRAWN BY: R.S.
CHECKED BY:
MAP P.C. 115, PARCEL 130A DEED BOOK 1232, PAGE 310 P/O LOTS 95 & 96 OF GLENOLDEN ADDITION PLAT BOOK 7, PAGE 69

**CITY OF PARKERSBURG, W.V.**  
 DEPARTMENT OF PUBLIC WORKS  
 DIVISION OF ENGINEERING  
 PLAT OF THE PROPERTY OF  
 OSU PROPERTIES LLC.  
 TO BE REZONED B-2



# Municipal Planning Commission Staff Report

Municipal Building | Council Chambers | August 28, 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 2613 Gihon Road.

Petition to rezone Parkersburg Corporation Tax Map 115, Parcel 138A, commonly known as 2613 Gihon Road, from a Residential (R-2) Zone to a Business (B-2) Zone.

Petitioner: OSU Properties

### PROJECT DESCRIPTION

The petitioner is seeking to rezone 2613 Gihon Road from R-2 to B-2.

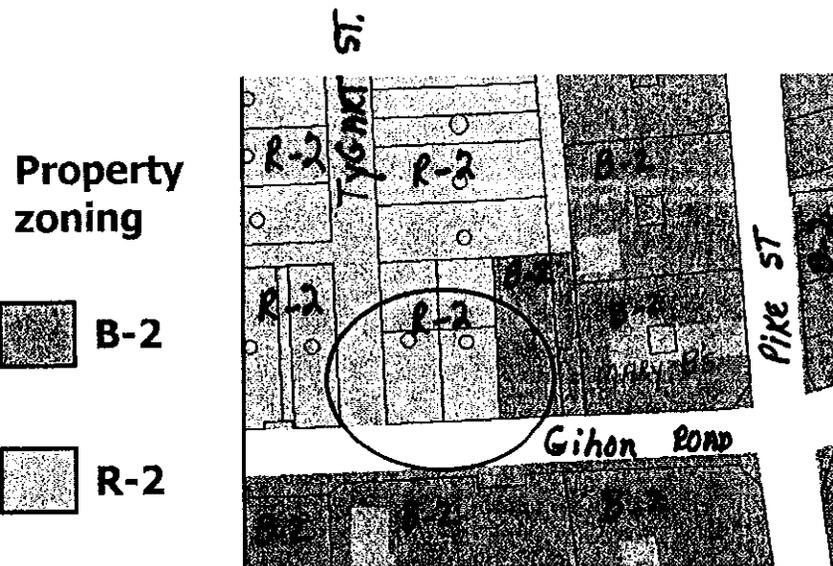
### BACKGROUND

Mr. Kim Cowan with OSU Properties is seeking the rezoning of 2613 Gihon Road from R-2 to B-2 to allow for development of the site behind (to the west) of Mary B's Restaurant, which the petitioner also owns.

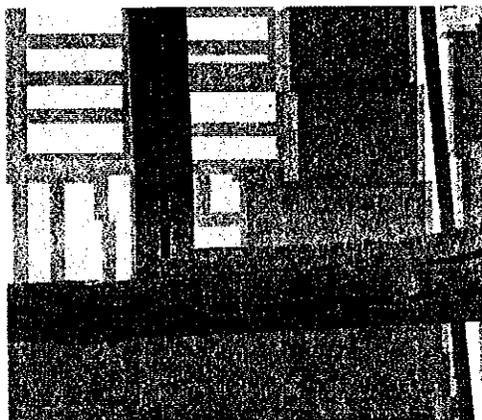
### ANALYSIS

The property abuts commercial and residential uses, and currently has a house on site.





The 2020 Update to the Comprehensive Master Plan for the City of Parkersburg identifies the area shown as Tax Map 115, Parcel 138A as Medium Density Residential, directly abutting General Commercial (Mary B's), and located in an Infill/Redevelopment Area. Infill/Redevelopment as identified in this area (Gihon Village and South Parkersburg High School) is commercial redevelopment based on limited parking/more pedestrian friendly design.



**PARKERSBURG UTILITY BOARD, PUBLIC WORKS, POLICE, FIRE, & UTILITIES RECOMMENDATIONS**

Recommends approval

**PLANNING DIVISION RECOMMENDATION**

The Planning Division recommends that the Municipal Planning Commission recommends approval of the petition with the finding that the rezoning is in keeping with the 2020 Comprehensive Master Plan Update.

**LAND-USE SUBCOMMITTEE**

The Land-Use Subcommittee met on Wednesday, August 12, 2015. The Subcommittee unanimously recommended approval.

JKS

**AN ORDINANCE VACATING A PORTION OF PHILLIPS STREET LYING SOUTH OF FOURTH AVENUE, NORTH OF THE PORTION OF PHILLIPS STREET PREVIOUSLY VACATED (CITY ORD. #O-596) AND A TWENTY FOOT UNNAMED ALLEY LYING WEST OF JOHNSON STREET EAST OF PHILLIPS STREET SOUTH OF FOURTH AVENUE AND NORTH OF CAMDEN AVENUE PARKERSBURG CITY TAX MAP 152 (SOUTH)**

The Municipal Planning Commission of the City of Parkersburg has recommended that a portion of Phillips Street lying south of Fourth Avenue, north of the portion of Phillips Street previously vacated (City Ord. #O-596) and a twenty foot Unnamed Alley lying west of Johnson Street east of Phillips Street south of Fourth Avenue and north of Camden Avenue Parkersburg City Tax Map 152 (South) be vacated.

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

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

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

**(Tract One)**

Beginning at a point on the southerly line of Fourth Avenue and the easterly line of Phillips Street, said point being the northwest corner of the City of Parkersburg Corporation Tax Map 152, Parcel 57; Thence with the easterly line of Phillips Street in a southerly direction, to the northerly line of an unnamed alley, said point being the southwest corner of the aforesaid parcel 57. Thence crossing Phillips Street with the northerly line of the portion of Phillips Street previously vacated by City Ordinance #O-596, in a westerly direction to the westerly line of Phillips Street, said point being the southeast corner of the City of Parkersburg Corporation Tax Map 149, Parcel 33. Thence with the westerly line of Phillips Street in a northerly direction to the south line of Fourth Avenue, said point being the northeast corner of the aforesaid parcel 33. Thence with the southerly line of Fourth Avenue, in an easterly direction, to the place of beginning.

**(Tract Two)**

Beginning at a point of the westerly line of Johnson Street and the southerly line of an unnamed 20 foot Alley, said point being the northeast corner of the City of Parkersburg Corporation Tax Map 152, Parcel 96. Thence with the southerly line of said 20 foot alley, in a westerly direction to the easterly line of Phillips Street previously vacated by City Ordinance #O-596, said point being the northwest corner of the City of Parkersburg Corporation Tax Map 152, Parcel 92. Thence with the said easterly line of Phillips Street, in a northerly direction to the northerly line of the said unnamed 20 foot alley, said point being the southwest corner of the City of Parkersburg Corporation Tax Map 152, Parcel 57. Thence with the northerly line of

the said unnamed 20 foot alley in an easterly direction to the westerly line of Johnson Street, said point being the southeasterly corner of the City of Parkersburg Corporation Tax Map 152, Parcel 65. Thence with the westerly line of Johnson Street, in a southerly direction to the place of beginning.

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

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

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

**SPONSORED BY: MUNICIPAL PLANNING COMMISSION**



P:\SW\PHILLIPS-TH AND ALLEY GRIPPOUS 11.17.04 AM Cassa Photo

SCALE = 1 INCH = 100 FEET  
 DATE: 6/10/15  
 DRAWN BY: R.S.  
 CHECKED BY:  
 MAP P.C. 152

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



# Municipal Planning Commission Staff Report

Municipal Building | Executive Conference Room | July 17, 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 vacate public Right-of-Way.

Proposed abandonment of a portion of Phillips Street lying south of Fourth Avenue, north of the portion of Phillips Street previously vacated (City Ord. #O-596); and the abandonment of an unnamed twenty (20) foot wide alley, lying west of Johnson Street, east of Phillips Street, south of Fourth Avenue, and north of Camden Avenue. Both sections proposed for abandonment are located on Parkersburg City Tax Map 152.

Petitioner: William Clegg

### PROJECT DESCRIPTION

The petitioner is seeking the abandonment of the remaining section Phillips Street and an unnamed twenty (20) foot wide alley in the vicinity of Parkersburg City Tax Map 152 between Fourth Avenue and Camden Avenue. The petitioner is seeking this abandonment for the purposes of stormwater management improvements.

### BACKGROUND

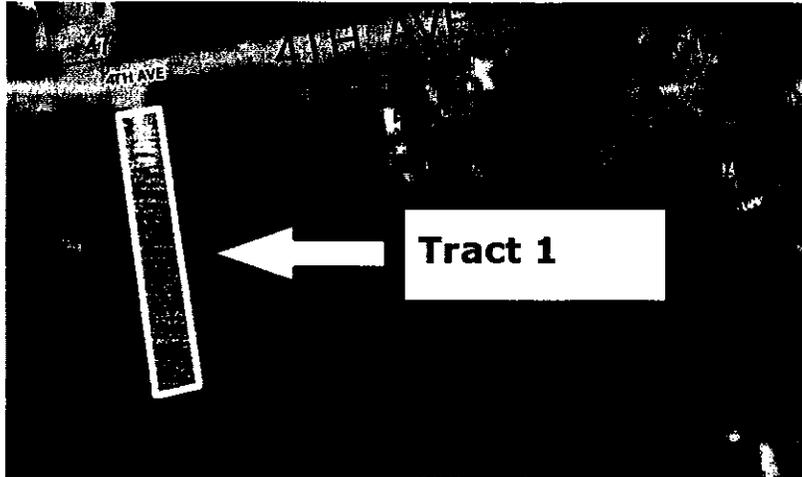
On May 27<sup>th</sup>, 2015 the Planning Division received a petition abandon Right-of-Ways located on Tax Map 152, and a meeting was held with the petitioner and members of the City Engineering staff, including the City Surveyor.

### ANALYSIS

The petitioner is seeking the closure of two segments of Right-of-Way, located near 4<sup>th</sup> Avenue, Johnson Street, and Camden Avenue in South Parkersburg.



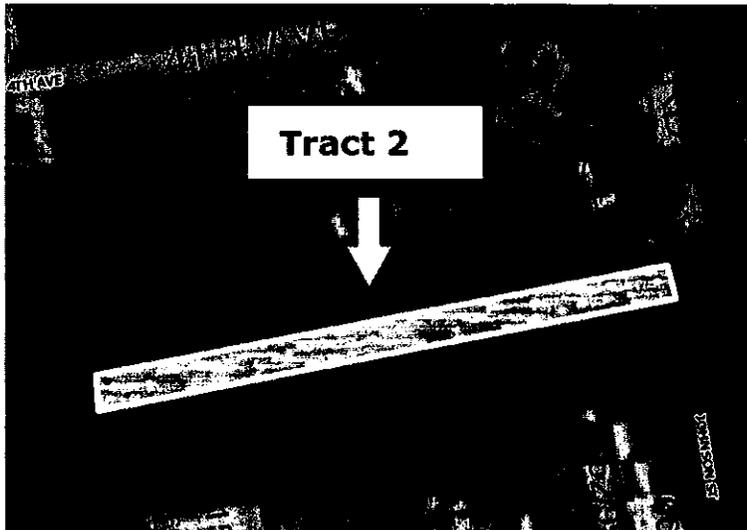
## TRACT 1



The segment identified as tract one, is the remainder of Phillips Street nearest 4<sup>th</sup> Avenue. The southern portion of Phillips Street north of Camden Avenue was previously closed by Ordinance (O-596). This section of Right-of-Way is forty (40) feet wide and one hundred sixty (160) feet long. It is currently unimproved, minus a short segment currently utilized as a driveway for nearby residential areas.



## Tract 2



The segment identified as tract two, is the unnamed alley. The western portion of the alley abutting Phillips Street, was previously closed by Ordinance (O-596). This section of Right-of-Way is forty (20) feet wide and three hundred twenty (320) feet +/- long. It is currently unimproved.

The 2020 Comprehensive Master Plan Update does provide a recommendation for stormwater management, found in Chapter 8 Infrastructure Plan. The plan recommends the following:

- 1. Ensure that updates to the subdivision ordinance include requirements for including site specific BMPs (best management practices) for reducing storm water run-off.**

The plan notes "Stormwater management practices aim to reduce runoff, increase infiltration, and provide settling, filtering, and biological treatment of the remaining runoff. Some of these measures are most effective on-site, providing detention and infiltration primarily through the site's landscape. Others are carefully designed bioengineering systems that mimic (n)ature." While the application does not necessarily apply to the subdivision ordinance, the petitioner is seeking to manage stormwater on site, necessitating the Right-of-Way abandonment.

#### **PUBLIC WORKS RECCOMENDATION**

Recommends approval.

#### **PARKERSBURG UTILITY BOARD RECCOMENDATION**

Recommends approval: "There are no existing water or sanitary sewer facilities located within the subject street or alley. And, the staff can see no possible need to install such facilities in the future."

#### **POLICE, FIRE, AND UTILITIES RECCOMENDATION**

Recommend approval.

#### **PLANNING DIVISION RECCOMENDATION**

The Planning Division recommends that the Municipal Planning Commission recommends approval of the petition with the finding that the Right-of-Way abandonment is in keeping with the 2020 Comprehensive Master Plan Update.

#### **LAND-USE SUBCOMMITTEE RECCOMENDATION**

The Land-Use Subcommittee met on July 7<sup>th</sup>, with members present, going to the site to view the alleys. On site, members met with the petitioner and an additional interested party regarding backfilling areas near the alleyway. The subcommittee unanimously recommended approval of the thoroughfare abandonment.

**AN ORDINANCE ABANDONING  
AND VACATING A PORTION  
OF 10<sup>th</sup> STREET AT AND  
ALONG THE QUINCY HILL STEPS**



Now Comes The Council Of The City Of Parkersburg And Hereby Ordains that the section of 10<sup>th</sup> Street which is crossed over and contains a portion of the Quincy Hill Steps and which portion of 10<sup>th</sup> Street is otherwise unimproved and which is not utilized as a public street or thoroughfare be and it is hereby abandoned and vacated as a public street or thoroughfare.

Exhibit A attached hereto and made a part thereof more specifically shows and defines the area of 10<sup>th</sup> Street to be abandoned and vacated hereby.

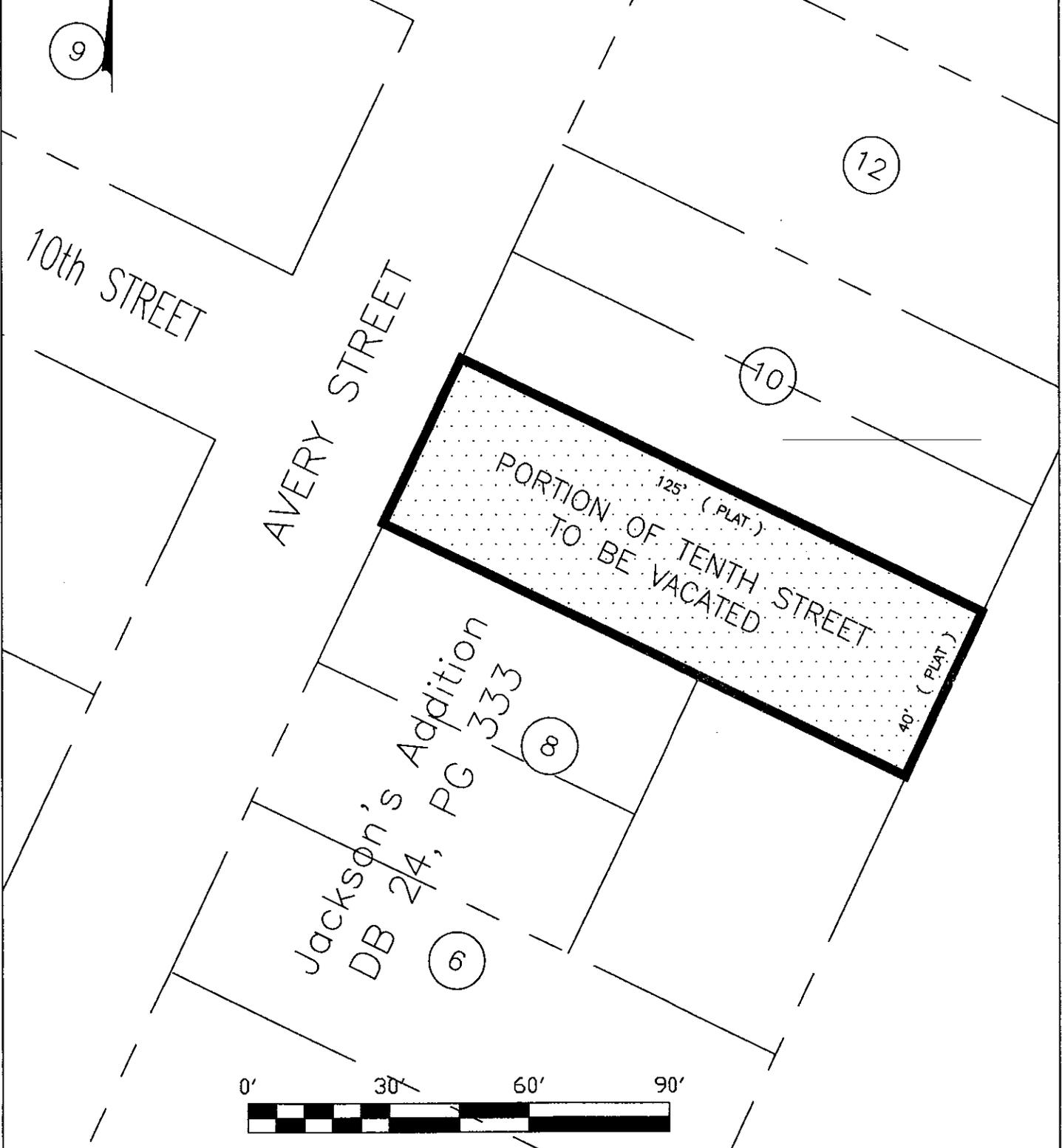
**Description of a Portion of 10<sup>th</sup> Street  
Lying East of Avery Street  
Parkersburg City Tax Map 80 (North)  
To be Vacated**

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

Beginning on the easterly line of Avery Street at the southwesterly corner of lot 10 of Jackson's Addition as recorded in deed book 24, page 333, in the office of the clerk of the county commission of Wood County, West Virginia; thence with the southerly line of said lot 10, in a southeasterly direction, 125 feet more or less, to the southeasterly corner of said lot 10; thence with the easterly line of the aforesaid Jackson's Addition, and the terminus of Tenth Street, in a southwesterly direction, 40 feet more or less, to the northeasterly corner of lot 8 of the aforesaid Jackson's Addition; thence with the northerly line of said lot 8, in a northwesterly direction, 125 feet more or less, to the northwesterly corner of said lot 8; thence with the easterly line of Avery Street, in a northeasterly direction, 40 feet more or less to the point of beginning.

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

Sponsored By Councilmen Coram, Reynolds, Brown and Carpenter



SCALE = 1 INCH = 30 FEET

DATE: 08/07/15

DRAWN BY: R.S.

CHECKED BY:

MAP P.C. 80

JACKSON'S ADDITION

DEED BOOK 24 PAGE 333

**CITY OF PARKERSBURG.W.V.**  
 DEPARTMENT OF PUBLIC WORKS  
 DIVISION OF ENGINEERING  
 PLAT OF A PORTION OF TENTH STREET  
 TO BE VACATED



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

August 13, 2015

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

Dear Mr. Couch:

Thank you for your recent letter requesting approval to implement and/or change environmental 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.

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) 558-6870.

Sincerely,

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

RGT

Attachment

cc: Drama Mae  
 Brad Cochran  
 Amy Atkins

## Mid-Ohio Valley Health Department

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

July 23, 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: Fees for Service / Environmental Health Fees

Dear Commissioner Gupta,

I am writing to inform you of action taken by the Mid-Ohio Valley Board of Health at our May 28, 2015 Board Meeting.

At that time, the Mid-Ohio Valley Board of Health passed fees for service and a service fee increase in our Environmental Health Program.

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

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 Environmental Health Program.

Sincerely,

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

Enclosures



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) 558-6870 Fax: (304) 558-1415

Earl Ray Tomblin  
 Governor

Karen L. Bowling  
 Cabinet Secretary

### MEMORANDUM

DATE: July 30, 2015  
 TO: Brad Cochran, Director  
 Public Health Sanitation Division - OEHS  
 FROM: Lisa Thompson, Financial Coordinator  
 Center for Local Health  
 RE: Mid-Ohio Valley Board of Health  
 Fees for Services/Permits Approval

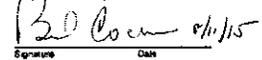
Mid-Ohio Valley Health Department is requesting approval to implement and/or change fees for services/permits.

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](mailto:lisa.m.thompson@wv.gov) by August 6, 2015.

Comments:

*Approved after consultation w/  
 Brian Skene*

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

  
 Signature Date

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

July 23, 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 various service fees and a service fee increase in our Environmental Health Program at the Mid-Ohio Valley Health Department (MOVHD). These fees were approved by the Mid-Ohio Valley Board of Health May 28, 2015.

This packet includes the following:

- Signed copy of the minutes from the May 28, 2015 Board of Health meeting approving the Environmental Health 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 June 8, 2015 to July 8, 2015
- Copy of the proposed new fee request
- Copy of the Public Notices from all area newspapers

If you have any questions or require further information please contact me at 304-485-7374x146 or [drama.g.mae@wv.gov](mailto:drama.g.mae@wv.gov).

Thank you for your timely review of our proposal.

Sincerely,

  
 Drama G. Mae, PhD  
 Executive Director  
 MOVHD

The Calhoun Chronicle  
 P. O. Box 400  
 Grantsville, WV 26147

Phone #	Fax #
304-334-4917	304-334-4917

**Invoice**

Date	Invoice #
7/2/2011	11148

**Bill To**

Mid Ohio Valley Health Dept  
 Attn: Cindy Riggs  
 211 6th St  
 Parkersburg, WV 26101

**Ship To**

Free Street

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			7/2/2011			
Quantity	Item Code	Description	Price Each	Amount		
	Advertising	CLASS IV LEGAL, NOTICE OF VARIOUS SERVICE FEE INCREASES, JAN 6/11, 6/11, 6/21 & 7/2/2011	77.18	77.18		
<b>Total</b>					<b>\$77.18</b>	

30 DAY NETS OVER 30 DAYS MAY BE SUBJECT TO 1.2 PERCENT INTEREST PER MONTH

**AFFIDAVIT OF PUBLICATION**

STATE OF WEST VIRGINIA  
 COUNTY OF CALHOUN, to-wit:

I, Helen R. Myers, being first duly sworn upon my oath, do depose and say that I am publisher of The Calhoun Chronicle, a Democratic newspaper published for at least fifty weeks during the calendar year in Grantsville, Calhoun County, West Virginia, that such newspaper is a newspaper of "general circulation" as that term is defined in Article 3, Chapter 59 of the Code of West Virginia, 1931, as amended, within the publication area, or areas, of said municipality and county and adjoining counties of Calhoun, that such newspaper averages in length four or more pages, exclusive of any cover, per issue; that such newspaper is circulated to the general public at a definite price or consideration; that such newspaper is a newspaper to which the general public resorts for passing events of a political nature and for current happenings, announcements, miscellaneous reading matters, advertisements, and other notices; that the annexed notice of

**NOTICE OF VARIOUS SERVICE FEE INCREASES**

was duly published in said newspaper once a week for 4 successive weeks (Class IV), commencing with the issue of the 11th of June, 2011, and ending with the issue of the 2nd of July, 2011.

The cost of publishing said annexed notice was \$77.18

Signed, Helen R. Myers

Taken, subscribed and sworn before me in my said county on this 2nd day of July, 2011.

My commission expires March 21, 2013

William A. Bailey  
 Notary Public of Calhoun County, West Virginia



**NOTICE TO PUBLIC**

At the May 28, 2011 meeting of the Mid Ohio Valley Board of Health, the board approved various services fees and service fee increases. A complete listing of those fees approved is posted in the following MAYOHD Office at [www.mvohd.com](http://www.mvohd.com).

- Calhoun County - Grantsville, W.Va.
- Marion County - St. Marys, W.Va.
- Putnam County - Hurricane, W.Va.
- Roane County - Spencer, W.Va.
- Wetzel County - Spaid, W.Va.
- Wood County - Parkersburg, W.Va.

A thirty-day (30) public comment period will begin June 8, 2011. Proposed fees should take effect September 1, 2011. Public comments should be sent to the administrator at [www.mvohd.com](http://www.mvohd.com).  
 Class IV Legal - 42-6-17-122

**Spencer Newspapers**

**INVOICE**

210 E Main St., Spencer, WV 25276  
 Phone (304) 927-2160 Fax (304) 937-3161

1015 JUL 20 11:22 AM

INVOICE #73104  
 DATE: JULY 16, 2011

Bill Mid Ohio Valley Health Department  
 211 6th Street  
 Parkersburg, WV 26101

COMMENTS

DATE	DESCRIPTION	RATE	AMOUNT	
6/18-7/19/11	LEGAL AD - NOTICE TO PUBLIC 144 wds - 4L TR	.7373	\$1.82	
7/19/11	AFFIDAVITS OF PUBLICATION - QTY 1	.00	.00	
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	AMOUNT DUE
				\$4.82

**REFERENCE**

ACCT # \_\_\_\_\_  
 DATE \_\_\_\_\_  
 AMOUNT DUE \_\_\_\_\_  
 AMOUNT PAID \_\_\_\_\_

Make all checks payable to Spencer Newspapers  
 THANK YOU FOR YOUR BUSINESS!

**AFFIDAVIT OF PUBLICATION**

STATE OF WEST VIRGINIA, COUNTY OF ROANE, To-wit I,

Stan Hodges, do solemnly swear that I am Legal Advertising Manager of Spencer Newspapers Inc., a corporation, publisher of the newspaper entitled The Times Record, a Republican newspaper, that I have been duly authorized to execute this affidavit of publication; that such newspaper has been published for more than one year prior to publication of the annexed notice described below; that such newspaper is regularly published weekly, for at least fifty weeks during the calendar year, in the Municipality of Spencer, Roane County, West Virginia; that such newspaper is a newspaper of "general circulation," as that term is defined in Article 3, Chapter 59 of the Code of West Virginia, 1931, as amended, within the publication area of the aforesaid municipality and county and adjoining counties; that such newspaper averages in length four or more pages, exclusive of any cover, per issue; that such newspaper is circulated to the general public at a definite price or consideration; that such newspaper is a newspaper to which the general public resorts for passing events of a political, religious, commercial and social nature, and for current happenings, announcements, miscellaneous reading matters, advertisements, and other notices; that the annexed notice of

**NOTICE TO PUBLIC**

was published FOUR times in said newspaper on the following dates:

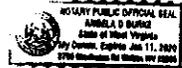
JUNE 18, 21, JULY 2 AND 9, 2011

and the cost of publishing this said notice was \$51.82

Signed, Stan Hodges  
 Legal Advertising Manager

Subscribed and sworn before me in my said county this day of July, 2011

Walter O. Burke



# Mid-Ohio Valley Health Department

211 Sixth Street Parkersburg, WV 26101  
 Phone 304-420-1460 Fax 304-422-7267  
[www.movhd.com](http://www.movhd.com)

## Mid-Ohio Valley Health Department Environmental Health

### Proposed fee for service fees and fee increases

#### Proposed fee for service fees

**Labor Camps** **\$100.00 Annually**

#### Sub-division approval fee for lots over 2 acres

**1 to 10 sites** **\$100.00**

**Over 10 sites** **\$ 10.00 per site**

#### Fee for service fee increase

**Food Establishment re-inspection fee** **\$ 50.00**

#### Notice to Publics

At the May 28, 2015 meeting of the Mid-Ohio Valley Board of Health, the board approved various service fees and a service fee increase. A complete listing of these Board approved fees are posted in the following MOVHD Office or at [www.movhd.com](http://www.movhd.com).

Calhoun County- Grantsville, WV  
 Pleasants County- St. Mary's, WV  
 Ritchie County- Harrisville, WV  
 Roane County- Spencer, WV  
 Wirt County- Elizabeth, WV  
 Wood County- Parkersburg, WV

A thirty-day (30) public comment period will begin June 8, 2015.

Proposed fees should take effect September 1, 2015

Public comments should be sent in the webmaster at [www.movhd.com](http://www.movhd.com).

*Serving the City of Parkersburg, Calhoun, Pleasants, Ritchie, Roane, Wirt and Wood Counties*

### RITCHIE GAZETTE

200 E. Main Street  
 P.O. Box 215  
 HARRISVILLE, WV 26362

Invoice

Date	Invoice #
7/9/2015	7715

Bill To Mid-Ohio Valley Health Department Attn: Cristy Riggs 211 6th Street Parkersburg, WV 26101
---

Ship To (Empty)
--------------------

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			7/9/2015			
Quantity	Item Code	Description	Price Each	Amount		
	Legal Adverti...	Total Words - 210; Notice to Public; June 17-July 8	78.48	78.48		
			<b>Total</b>	<b>\$78.48</b>		

#### AFFIDAVIT OF PUBLICATION

STATE OF WEST VIRGINIA,  
 COUNTY OF RITCHIE, to-wit:

I, Denise J. Duffley, being first duly sworn upon my oath, do depose and say that I am a member of Ritchie Gazette Publishing Limited Liability Company, publisher of the newspaper entitled RITCHIE GAZETTE AND THE CAIRO STANDARD, a Republican newspaper. That I have been duly authorized by the members of such company to execute this affidavit of publication, that such newspaper has been published for more than one year prior to publication of the annexed notice described below; that such newspaper is regularly published weekly, for at least fifty weeks during the calendar year, in the Municipality of Harrisville, Ritchie County, West Virginia; that such newspaper is a newspaper of "general circulation", as that term defined in article three, chapter fifty-nine of the Code of West Virginia, 1931, as amended, within the publication area or areas of the aforesaid municipality, county, and state; that such newspaper averages in length four or more pages, exclusive of any cover, per issue; that such newspaper is circulated to the general public at a definite price or consideration; that such newspaper is a newspaper to which the general public resorts for passing interests of a political, religious, commercial and social nature, and for the current happenings, announcements, miscellaneous reading materials, advertisements, and other notices; that the annexed notice of:

#### NOTICE TO PUBLIC (DIR 4)

was duly published four weeks beginning with the 17TH DAY OF JUNE, 2015, issue, and ending with the 6TH DAY OF JULY, 2015, issue, and that the cost of publishing said annexed notice was \$78.48.

*Denise J. Duffley*  
 Publisher, Ritchie Gazette & Cairo Standard

Taken, subscribed and sworn to before me in my said county this 17th day of July, 2015.

*Ashley M. Keith*  
 Notary Public of Ritchie County, West Virginia

My commission expires June 23, 2024



**NOTICE TO PUBLIC**  
 At this time, July 2015, receipt of the 10th day, 2015 issue of the Ritchie Gazette and Cairo Standard is being published. A complete listing of these Board approved fees are posted in the following MOVHD Office or at [www.movhd.com](http://www.movhd.com).

Calhoun County - Grantsville, WV  
 Pleasants County - St. Mary's, WV  
 Ritchie County - Harrisville, WV  
 Roane County - Spencer, WV  
 Wirt County - Elizabeth, WV  
 Wood County - Parkersburg, WV

A public hearing will be held on the 17th day of July, 2015.  
 Printed and published this 9th day of September 1, 2015.  
 Public opinions should be sent to the webmaster at [www.movhd.com](http://www.movhd.com).

May 28, 2015

Mid-Ohio Valley Board of Health  
May 28, 2015  
211 6<sup>th</sup> Street  
Parkersburg, West Virginia 26101

**Call to Order:**

The meeting was called to order at 6:38 p.m. by Blair Couch, Board Chair. Roll call was taken and a quorum was present.

**Members Present:**

Bill Shock, Calhoun County  
Donna Steigleler, Calhoun County via Phone Conference  
Drama Lewis, City of Parkersburg  
Dr. Richard Newhart, City of Parkersburg  
Eleanor Little, Pleasants County  
Joyce Falter, Pleasants County  
Pamela Ward, Ritchie County  
Dr. Steven Worden, Ritchie County  
Melissa Mace, 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. Drama Mace, Executive Director  
Tiffany Kennedy-Dowler, Finance Director  
Cristy Riggs, Administrative Secretary  
Elizabeth Green, EH Director  
June Rhodes, WIC Director  
Della Lyons, IT Coordinator  
Carrie Brainard, Public Information Specialist  
Debi Hungate, Finance Supervisor  
Robin Parsons, Account Technician III via Phone Conference  
Renée Swisher, Clinical Secretary via Phone Conference

**Public Comments:**

There were no public comments.

**Introduction of Newly Appointed Board Members:**

Blair Couch, Board Chair, introduced Pamela Ward who has appointed to represent Ritchie County and Melissa Mace who has been appointed to represent Roane County.

May 28, 2015

**Reading Items:**

Motion was made and seconded to accept the minutes from the March 26, 2015 Board Meeting and the April 16, 2015 Special Board Meeting as presented. (Lewis / Frey) The motion carried.

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

In addition to the Finance Committee report, Beth Bumgarner, Treasurer presented recommendation of the Finance Committee to approve the FY2016 budget as presented. Motion to approve the FY2016 Budget as presented was made and seconded. (Falter / Little) The motion carried.

Recommendation of the Finance Committee to table the investment Policy until the July 23, 2015 was made and seconded. (Falter / Bumgarner) This item was tabled.

The Personnel Committee Report was accepted as presented.

**Directors' Reports:**

Directors' and Program reports were included in the packet.

**Executive Director's Report:**

The Executive Director's Report was included in the packet. Key points of discussion regarding information contained within this report included the following:

- Preparation and submission of MOVHD's response to the State Division of Personnel regarding Service Level Agreement changes before the June 30, 2015 deadline.
- Total increase in annual local funding FY2016 is \$9,000.
- MOVHD has been accepted into a partnership with Westbrook. This partnership will move us toward the goal of providing Telehealth services in the rural counties served by MOVHD.
- The 2015 NAECCHO Conference will be held in Kansas City, Missouri from July 6 through July 10, 2015. Dr. Mace has applied and was approved to receive a \$1500 grant to cover expenses associated with this conference. Permission for Dr. Mace to attend this conference was granted at the March 26, 2015 Board Meeting.

Motion to approve the Executive Director's Report as presented was made and seconded. (Lewis / Frey) The motion carried.

**Old Business:**

**EH Fee Proposal:**

- Motion to approve the proposed Labor Camp Fee in the amount of \$100.00 annually was made and seconded. (Lewis/Little) The motion carried.
- Motion to approve the proposed Sub-Division Fees in the amount of \$100.00 (1-10 sites and for lots over two acres) and an additional \$100 per site (11 or more sites and lots over two acres) was made and seconded. (Little/Bumgarner) The motion carried.
- Motion to approve the proposed Food Establishment Reinspection Fee in the amount of \$50.00 was made and seconded. (Lewis / Newhart) The motion was approved.

**Leave Donation Policy:**

The Leave Donation Policy was approved at the December 29, 2014 Special BOH Meeting held via phone conference. However, this policy was presented to Board Members for signature approval so it may be forwarded to the Division of Personnel for final approval.

May 28, 2015

**Update on Public Health Task Force:**

Dr. Worden attended the first Public Health Task Force meeting on April 29, 2015. Dr. Gupta gave an excellent presentation about the poor health of many residents of West Virginia. The Task Force has been formed by the Center for Local Health in an effort to develop recommendations to help inform state and local public health agencies how best to align and support health system changes and future service delivery. The members of the Task Force include representatives from local health departments, the Bureau, and other key stakeholders.

Dr. Worden was unable to attend the second Task Force meeting due to illness therefore Dr. Mace attended in his place. The focus of this meeting was to discuss the possible reorganization of the areas that local health departments cover. Presentations were made by the Bureau, the Association of Local Health Departments, and other key stakeholders.

**New Business:**

**Farmers Market Vendor Permits:**

Discussion about fees charged to vendors at Farmers Markets included that these persons should not be charged a permit fee. A motion to waive all fees to vendors at Farmers Markets was made and seconded. (Worden / Shock) This motion carried.

**Merit Increases / Increment Pay:**

Merit increases: Nine employees out of the ninety-three MOVHD employees received an "Exceeds Expectations" score on the recently completed Employee Performance Evaluations. Motion to approve Merit Increases for nine employees in the amount of 7% was made and seconded. (Worden / McClure) The motion was passed.

Increment Pay: Before this motion can be entertained and approved, a more detailed listing of EOP regulations and annual cost must be submitted to the Board for review. A motion to table this action was made and seconded. (McClure / Worden) The motion was tabled.

**Sanitarian Salary Upgrade:**

Currently there is a vacant Sanitarian position. After much deliberation and review, it has been decided that the salary of this position should be used to provide a salary upgrade for each existing Sanitarian. Joyce Falter abstained from this conversation and vote. Motion to approve this action was made and seconded. (Worden / Newhart) The motion carried.

**OA Position Reclassification:**

A motion to approve Office Assistant reclassifications as deemed appropriate was made and seconded. (Worden/Newhart)

**FOIA Request:**

Dr. Mace received notification regarding a FOIA request submitted by the Charleston Gazette to the Bureau of Public Health offices. This FOIA request is asking for information including all salaries, program plans, and audits from the State for 19 health departments in West Virginia. We are included in this request and need to be aware that this information may be published in the Charleston Gazette.

**FY2016 MOVBOH Meeting Schedule:**

Motion to approve the FY2016 MOVBOH Meeting Schedule as presented was made and seconded. (Worden / Little) The motion was supported.

**Revisions to MOVBOH Bylaws:**

It was found that revisions to the MOVBOH Bylaws were not necessary. There are no stipulations stated regarding the length of term that a Member can serve consecutively as an officer.

May 28, 2015

**Nominating Committee / State of Officers:**

The State of Officers for FY2016 was presented as the following: Blair Couch, Board Chair; Eleanor Little, Vice Chair; and Beth Bumgarner, Treasurer. Motion to approve the State of Officers as requested for FY2016 was made and seconded. (Falter / Lewis)

**Additional Comments and Information:**

The Mid-Ohio Valley Board of Health Retreat will be held on Saturday, May 30<sup>th</sup>, 2015 from 9:00 am until 12:00 pm. Sharon Lansdale, President / CEO of The Center for Rural Health Development will be providing this training.

**Adjournment:**

A motion to adjourn the meeting was made and seconded. (Worden / Little) The meeting adjourned at 8:00 pm.

  
Cristy Riggs, MOVBOH Secretary

INVOICE AND AFFIDAVIT OF PUBLICATION



WEST CENTRAL PUBLISHING  
FEDERAL I.D. NO. 55-0425414  
STATE OF WEST VIRGINIA  
COUNTY OF PLEASANTS, in and to-wit:

I, Beada Gragg, being first duly sworn upon my oath, do depose and say:  
• That I am General Manager of The St. Marys Oracle, a Democratic newspaper;  
• That I have been duly authorized to execute this affidavit;  
• That such newspaper is regularly published weekly for at least fifty weeks during the calendar year, in the municipality of St. Marys, Pleasants County, West Virginia;  
• That such newspaper is a newspaper of "general circulation" as defined in Art. 5, Chap. 59 of the Code of West Virginia 1931 as amended, within St. Marys and Pleasants County;  
• That such newspaper averages in length four or more pages, exclusive of any cover, per issue;  
• That such newspaper is circulated to the general public at a definite price or consideration;  
• That such newspaper is a newspaper to which the general public resorts for passing events or a political, religious, commercial and social nature and for current happenings, business news, miscellaneous reading matter, advertisements and other notices;  
• And that the annexed notice described as follows:

Notice to Public

WAS PUBLISHED IN SAID NEWSPAPER AS FOLLOWS:

Table with 2 columns: Times, Dates. Row 1: Four, June 17, 24, July 1 and 8, 2015

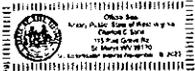
Table with 2 columns: Publication Charges, Amount. Row 1: \$93.25

CERTIF-BILL TO  
MOV Health Dept  
Attn: Cristy Riggs  
211 6th Street  
Parkersburg, WV 26101

(Signed) Beada Gragg  
NOTARIZATION

Taken, sworn to and subscribed before me this 8<sup>th</sup> day of July, 2015

(Signature) Notary Public



PLEASE RETURN A COPY OF THIS INVOICE WITH YOUR PAYMENT TO: P.O. BOX 27, ST. MARYS, WV 26170

INVOICE AND AFFIDAVIT OF PUBLICATION



FEDERAL I.D. NO. 55-0425414  
STATE OF WEST VIRGINIA  
COUNTY OF WIRT, to-wit:

I, James McGovern, being first duly sworn upon my oath, do depose and say:  
• That I am Publisher of the Wirt County Journal, a Democratic newspaper;  
• That I have been duly authorized to execute this affidavit;  
• That such newspaper is regularly published weekly for at least fifty weeks during the calendar year, in the municipality of Elizabeth, Wirt County, West Virginia;  
• That such newspaper is a newspaper of "general circulation" as defined in Art. 5, Chap. 59 of the Code of West Virginia 1931 as amended, within Elizabeth and Wirt County;  
• That such newspaper averages in length four or more pages, exclusive of any cover, per issue;  
• That such newspaper is circulated to the general public at a definite price or consideration;  
• That such newspaper is a newspaper to which the general public resorts for passing events or a political, religious, commercial and social nature and for current happenings, business news, miscellaneous reading matter, advertisements and other notices;  
• And that the annexed notice described as follows:

Notice to Public

WAS PUBLISHED IN SAID NEWSPAPER AS FOLLOWS:

Table with 2 columns: Times, Dates. Row 1: Four, June 17, 24, July 1 and 8, 2015

Table with 2 columns: Publication Charges, Amount. Row 1: \$77.18

CERTIF-BILL TO  
MOV Health Dept  
Attn: Cristy Riggs  
211 6th Street  
Parkersburg, WV 26101

(Signed) James McGovern  
NOTARIZATION

Taken, sworn to and subscribed before me this 8<sup>th</sup> day of July, 2015

(Signature) Notary Public



PLEASE RETURN A COPY OF THIS INVOICE WITH YOUR PAYMENT TO: P.O. BOX 309, ELIZABETH, WV 26143

NOTICE TO PUBLIC

At the May 28, 2015 meeting of the Mid-Ohio Valley Board of Health, the board approved various service fees and a service fee increase. A complete list of these Board approved fees are posted in the following MOVHD Office or at www.elizabeth.com

Calhoun County - Grantsville, WV  
Pleasants County - St. Marys, WV  
Putnam County - Marlinton, WV  
Roane County - Spencer, WV  
Wirt County - Elizabeth, WV  
Wood County - Parkersburg, WV

A thirty-day (30) public comment period will begin June 8, 2015.

Proposed fees should take effect September 1, 2015

Public comments should be sent to the webmaster at www.elizabeth.com 6-17-24, 7-1-8 W

Classified/Legal Advertising Invoice

The News and Sentinel

PO Box 1787  
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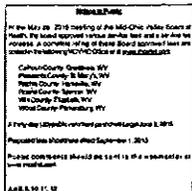
MID-OHIO VALLEY HEALTH DEPT.  
ATTN: CRISTY RIGGS  
211 6TH ST.  
PARKERSBURG, WV  
26101

06-12-2015 10:17:22AM

No: 138221

Phone: 304 485-7374

Main invoice table with columns: Ad No, Customer No, Start Date, Stop Date, Category, Classification, Order No, Rate, Lines, Words, Inches, Cost, Payments, Balance, Publications, Runs, News Legals, Submitter, Origin, Sales Rep, Credit Card, Card# Card Number, Card Expire. Includes an identifier box with text: Notice to Public. At the May 28, 2015 meeting of the Mid-Ohio Valley Board of Health, the Board approved various service fees and a service fee increase. A



MARK J BUCK  
Being first duly sworn, says that the  
NOTICE TO PUBLIC

Herein attached was printed in the

XX The Parkersburg News and Sentinel,  
The Marietta AM.

A daily newspaper published in the City of Parkersburg, Wood County, West Virginia, for FIVE consecutive days, the first publication and posting thereof being on the ... 2TH ... day of JUNE 2015, and subsequent publications on the ... THRU ... 12TH ... day(s) JUNE ... 2015.

Printer's Fee \$ 124.00  
Notarized Signature \$ ... 2.00  
Additional Copy Fee \$  
Total Due: \$ 126.00

(Signature) Mark J Buck  
Submitted and sworn to before me this  
10th day of June, 2015.  
(Signature) Melissa Apple  
Notary Public for Wood County, West Virginia

My commission expires 3-23-24

