

AGENDA FOR PARKERSBURG CITY COUNCIL,
TUESDAY, MAY 1, 2018, 7:30 PM
SECOND FLOOR, COUNCIL CHAMBERS
MUNICIPAL BUILDING

- I. CALL TO ORDER – Council President, John Reed
- II. ROLL CALL
- III. MINUTES - Special Council meeting held April 10, 2018
Regular Council meeting held April 10, 2018
Special Council meeting held April 17, 2018
- IV. REPORTS FROM STANDING OR SPECIAL COMMITTEES
- V. MESSAGE FROM THE EXECUTIVE
- VI. PUBLIC FORUM
- VII. ORDINANCE, FINAL READING
 - 1. Ordinance amending the Personnel Policy and Procedure Manual concerning Section IX, (B) Benefits, Vacation Leave, pages 53-58, for the additional one week vacation after 15 years of City service, to become effective July 1, 2018. (from amendment April 17, 2018)
(Sponsored by the Personnel Committee of Council)
- VIII. MISCELLANEOUS
 - 2 Annual required reporting from the Mid-Ohio Valley Health Department concerning their environmental health fees for services. (Receive and file)
- IX. ADJOURNMENT

NOTE – Next Council meeting May 22, 2018, then June 12th & 26th

The Council of the City of Parkersburg met in special session Tuesday, April 10, 2018 at 6:30 PM in the Council Chambers on the second floor of the Municipal Building at One Government Square, Parkersburg, WV 26101.

The meeting was called to order by Council President, John Reed, who presided over the meeting.

The Clerk noted those members attending as Councilmen Dave McCrady, Sharon Kuhl, Bob Mercer, Eric Barber, JR Carpenter, Mike Reynolds, Zach Stanley, Jeff Fox, and John Reed.

Mayor Tom Joyce thanked Fire Chief, Jason Matthews and the firemen, who included two captains, two lieutenants, and two firefighters, for working with the design team with regard to the new fire station at 16th and Covert Streets, and also Everett Shears and Justin Smith. They have all worked over the past thirteen (13) months on this project. The Mayor also expressed appreciation to the past Mayor and Council for moving it forward. Our firemen had played a very important part of the project, he said.

He introduced Mr. Ryan Taylor of Pickering & Associates. There are discussions of building three new fire stations and Chief Matthews thought the first one should be the one at 16th and Covert Streets. Mr. Taylor said the building will be block with a metal roof and will take up a larger footprint than the current station. We have purchased an adjacent lot and will tear down the dwelling and old fire station. This should be an eight month construction project, and will start in August and work through January or February 2019.

All three stations will be similar, Mr. Taylor stated. They will have a community room, a recreation room, sleeping rooms, weight rooms and areas for laundry and storage. Because of the location, it will be a HUD project.

To get the best use of the land, there will not be a drive-through feature for the trucks, in response to Mr. Barber, and there will not be a police substation in response to Mr. Reynolds. The firemen have worked with the design many, many times, and this is what will be bid. It will be fenced off, have parking and a green space, and maybe room for an outdoor cooking area.

Ms. Kuhl asked if they could have an option for a glass door which would add to the ambiance at night, and Mr. Taylor said the cost would be double. For cost reasons, Chief Matthews would rather spend the money for an emergency generator. They can put the glass door option in the bid package so they will know the cost. She also asked about the fire station number being part of the design, and Mr. Taylor said it would have the proper signage, but it will not go in the bid package.

Mayor Joyce stated that there will be four or five alternatives, and it will be decided by the Fire Chief. He also thinks the glass doors would look better, but it would be irresponsible for us to have it with no emergency power. People may need oxygen or ice machines in an emergency. The firemen who are at the station 24 hours are the ones who said what they wanted and needed.

Another alternative will be for a shingle roof, but Mr. Taylor hopes it will be metal.

When Mr. Barber asked if City Council could make suggestions or requirements, President Reed stated that the purpose of this meeting is to consider two resolutions on the agenda, but Council could always allocate more money for generators or glass doors.

Mr. Carpenter asked if we had looked at solar power and Mr. Taylor said it would be easy for a future project to add a panel. Advertising for bids take a lot of time and getting money takes time, he said. They don't want to reject bids because it takes so long – they want to get bids and evaluate them, and the administration will make the selection. They will not change the floor plan, he said.

Mr. Fox asked about the contaminated clothing, and Mr. Taylor said the washing stations will be in the gear storage. They will have dry racks, then a dirty/cleaning side.

RESOLUTION

WHEREAS, the Municipal Building Commission of the City of Parkersburg ("Commission") has previously obtained title to 1504 Covert Street for the purpose of a fire station for the City of Parkersburg; and

WHEREAS, it was originally contemplated that the acquisition would require bond financing by the Commission; and

WHEREAS, alternative sources of financing have since been acquired by the City of Parkersburg and it is no longer necessary that the Commission have title to said land.

THEREFORE, BE IT RESOLVED that the Commission transfer full title of 1504 Covert Street to the City of Parkersburg, a public corporation without consideration for the purpose of the construction of a new fire house and that the President of this Commission be authorized to execute the deed to make said transfer.

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

April 10, 2018

RESOLUTION AUTHORIZING MAYOR JOYCE TO SUBMIT A SECTION 108 LOAN APPLICATION TO
THE U.S. DEPARTMENT OF HOUSING AND DEVELOPMENT FOR THE PURPOSE OF
CONSTRUCTING A NEW FIRE STATION AT 16TH AND COVERT STREET

Whereas, the City of Parkersburg is committed to providing area residents and businesses with the best quality of life, and

Whereas, this includes providing essential services such as sanitation, police and fire protection, and

Whereas, the fire station at 16th and Covert Street was constructed in 1932 and is now functionally obsolete, and

Whereas, the City intends to demolish and build a new fire station at said location, and

Whereas, the City desires to finance said fire station using a Section 108 Loan from the U.S. Department of Housing and Urban Development (HUD), and

Whereas, the Section 108 loan Program allows local governments to transform a small portion of their Community Development Block Grant {CDBG} funds into a federally guaranteed loan that can be used to pursue physical and economic revitalization projects capable of rejuvenating neighborhoods, and

Whereas, the City of Parkersburg meets the criteria to participate in the Program as a Grantee, receiving funds through the HUD's CDBG Program, and

Whereas, the Fire Station Project is an eligible project based on 24 CFR 750.208 (a){l}(i) where the Project will benefit the residents of the area, where more than 51 percent of the residents are low and moderate income; and also an eligible activity based on 24 CFR 570.703 (l) - the construction of public facilities, and

Whereas, it is estimated that the fire station project will cost \$1,500,000, and

Whereas, if approved, repayment of said loan would come from two sources over 20 years; the City's CDBG Program and General Fund, and

Whereas, the City under the Section 108 Loan Program has the authority to pledge future entitlement grants as an alternate source of repayment if the CDBG funds were no longer available,

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Parkersburg approves the City's participation in the U.S. Department of Housing and Urban Development's Section 108 Guaranteed loan Program and authorizes Mayor Tom Joyce to submit a Section 108 loan Application to HUD in the amount of \$1,500,000 for the purpose of demolishing and constructing a new fire station 16th and Covert Street. (see file 9126 for ap)

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

PUBLIC HEARING – At 6:55 PM, President Reed declared a public hearing open to give the citizens an opportunity to voice their opinion on the resolution. No one appeared, and the public hearing was declared closed at 6:56 PM.

MOTION TO AMEND – Ms. Kuhl moved, seconded by Mr. Mercer, to amend the 10th paragraph stating that the loan would be over 20 years as stated in the application, not 15 years, and the amendment was adopted by unanimous vote.

VOTE – the motion, as amended, was adopted by unanimous vote.

The meeting adjourned at 7:00 PM.



City Clerk

Council President

The Council of the City of Parkersburg met in regular session Tuesday, April 10, 2018 at 7:30 PM in the Council Chambers on the second floor of the Municipal Building at One Government Square, Parkersburg, WV, and joined in the Lord's Prayer and Pledge of Allegiance prior to the beginning of the meeting.

The meeting was called to order by Council President, John Reed, who presided over the meeting.

The Clerk noted those members attending as Councilmen Dave McCrady, Sharon Kuhl, Bob Mercer, Eric Barber, JR Carpenter, Mike Reynolds, Zach Stanley, Jeff Fox, and John Reed.

MINUTES – Mr. Reynolds moved, seconded by Mr. Mercer to approve the City Council minutes from the meetings held March 14, 2018, and March 27, 2018, and the motion was adopted by unanimous vote.

REPORTS FROM STANDING OR SPECIAL COMMITTEES – Ms. Kuhl reported that the Personnel Committee met March 29, 2018 and unanimously sent forth the ordinance on the agenda this evening concerning employee benefits.

MESSAGE FROM THE EXECUTIVE – Mayor Tom Joyce asked Councilmen McCrady, Kuhl and Mercer to join and assist him in distributing certificates of recognition to the Parkersburg South High School Wrestling team, and their coach, for winning the AAA State Championship for 2018. City Council and all attending warmly welcomed the team with applause and a standing ovation for their hard work and sportsmanship.

PUBLIC FORUM – Ms. Sherry Dugan, #1 Wharton Drive, appeared before Council as President of the Jr. League of Parkersburg to thank them for their interest and support of the boundless playground at City Park, as they will consider a resolution tonight asking for a grant for that purpose. This will be the second phase of the project, she said.

**RESOLUTION AUTHORIZING MAYOR JOYCE TO SUBMIT A LAND AND WATER
CONSERVATION FUND GRANT TO THE NATIONAL PARK SERVICE TO CONSTRUCT A
BOUNDLESS PLAYGROUND IN CITY PARK**

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

WHEREAS, the City has made significant improvements to area parks in recent years by applying for and receiving grant funds from the National Park Service, and

WHEREAS, the City has already installed a boundless playground for toddlers (Phase I) in City Park, and

WHEREAS, this project was spearheaded by the Junior League of Parkersburg and commonly known as the Juleps Pathways (Playground), and

WHEREAS, the original plan for Juleps Playground envisioned three additional phases of development, and

WHEREAS, when completed Juleps Playground would not only benefit Parkersburg residents, but residents in Wood County and the Mid-Ohio Valley region, and

WHEREAS, the total project cost for Phase II is estimated at \$200,000 and includes the installation of approximately 5,000 square feet of new, inclusive play equipment and surfacing, and

WHEREAS, the City's required fifty percent match of \$100,000 would come from the City's General Fund,

BE IT RESOLVED, by the City Council of the City of Parkersburg that Tom Joyce is hereby authorized to submit an application to the State of West Virginia requesting funding for the construction of a boundless playground (Phase II) in the amount of \$200,000 and to sign any and all documents and papers which accompany or are part of this application, and any and all documents and papers necessary for the completion of the project should it receive National Park Service approval, and

BE IT FURTHER RESOLVED that the City of Parkersburg agrees to abide by all rules and regulations pertaining to the Land and Water Conservation Fund Program, and to operate and maintain the proposed facility for public use under the requirements of the Land and Water Conservation Fund should this project receive Federal assistance.

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

RESOLUTION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the fiscal years 2018-2023 Infrastructure Capital Plan, distributed February 13, 2018; and the Stormwater Capital Plan, distributed to Council January 9, 2018, are hereby adopted. (see file #9128)

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

April 10, 2018

RESOLUTION

RESOLUTION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Mayor of the City be and is authorized to revise the 2018 Budget for 2017-2018 Fiscal Year to reflect the following items:

GENERAL FUND

| Account | Description | Current Budget | Proposed Adjustment | Revised Budget | Comments |
|--------------------------|----------------------|----------------|---------------------|----------------|-----------------------------|
| POLICE DEPARTMENT | | | | | |
| 700-109-800 | SENIOR'S SALARY | 400,000 | 0,000 | 400,000 | ESTIMATE OF UNUSED SALARIES |
| 700-109-800 | PATROLMEN SALARIES | 2,100,000 | 148,000 | 2,248,000 | ESTIMATE OF UNUSED SALARIES |
| 700-109-000 | TRAVEL EXPENSE | 80,000 | 0,000 | 80,000 | ESTIMATE OF UNUSED SALARIES |
| 700-125-000 | WORKERS COMPENSATION | 70,000 | 0,000 | 70,000 | ESTIMATE OF UNUSED SALARIES |
| 700-355-000 | COMPUTER SOFTWARE | | 10,000 | 10,000 | RECORDS MANAGEMENT SYSTEM |

The above resolution proposes to revise the Police Department budget for the purposes of reflecting unused amounts with several personnel line items to allow the purchase and implementation of a new records management system.

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

ORDINANCE, FINAL READING

**AN ORDINANCE TO ZONE A 769 SQUARE FOOT PORTION OF
GARFIELD AVENUE IN PARKERSBURG CORPORATION
TAX MAP 73 TO AN M-1 ZONE**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the following parcel of real estate situated in the City of Parkersburg, Wood County, West Virginia, be designated as a Manufacturing District (M-1) Zone:

All that certain tract or parcel of real estate lying and being in the City of Parkersburg, Parkersburg Corporation District, Wood County, West Virginia, being a part of the West Virginia Department of Transportation's right of way known as Garfield Avenue (State Project No. U-158 (25), Wood County, West Virginia, Sheet 31), and more particularly described as follows:

BEGINNING at a MAG Nail (set), standing on the northwestern right of way line of Garfield Avenue, being 47.00 feet radially left of centerline at Station 21+89.00, and in a line of now or formerly 8th Street (Vacate Order # 0-612); thence with an existing line of said Garfield Avenue and now or formerly City of Parkersburg (Deed Book 832, Page 614)

Northeasterly, 102.60 feet to a MAG Nail (set), standing 65.00 feet radially left of centerline at Station 22+94.00 as an original corner to said Garfield Avenue and said City of Parkersburg; thence with an existing line of said Garfield Avenue and other lands of said City of Parkersburg

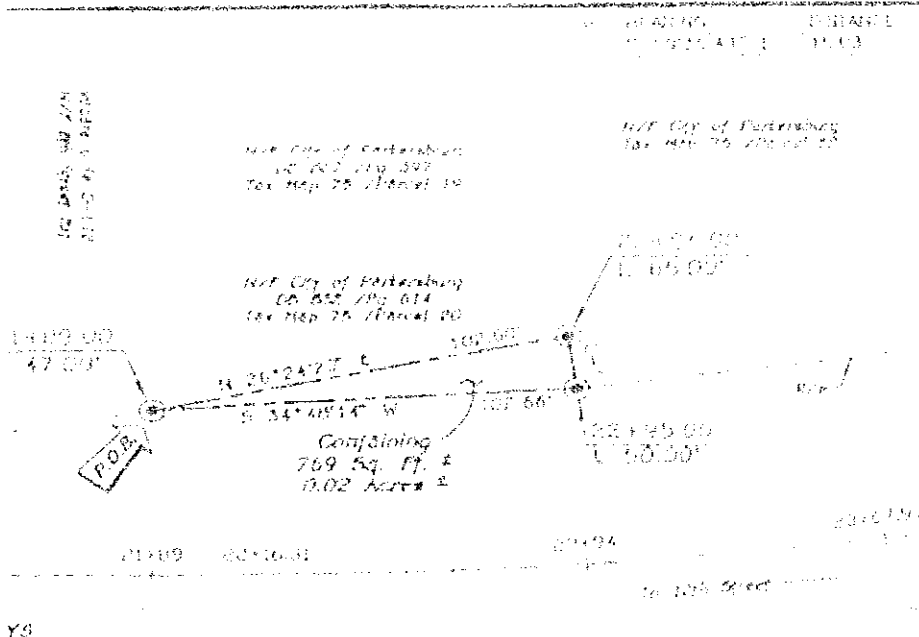
Southeasterly, 15.03 feet to a MAG Nail (set), standing 50.00 feet radially left of centerline at Station 22+95.00; thence leaving said City of Parkersburg with a new line through said Garfield Avenue

Southwesterly, 102.66 feet to the place of beginning, containing 0.02 acres, or 769 square feet, more or less, as surveyed in October, 2017, by Consolidated Survey, PLLC of Worthington, West Virginia and shown on a plat of survey for the City of Parkersburg & Camden Clark Medical Center, dated October 10, 2017, attached hereto and made part of this description. The meridian for all bearings in this description is based on "Grid North" of the West Virginia State Plane System (North Zone).

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 parcel shall be designated as C-218 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.

MOTION – Mr. Reynolds moved, seconded by Mr. Mercer, to adopt the ordinance on final reading, and the motion was adopted by unanimous vote.

See portion of map below:



ORDINANCE, FINAL READING:

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

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that effective July 1, 2018, Table II, Salary exempt position classifications, of the Compensation Plan contained in Section VII of the City of Parkersburg Personnel Policy and Procedure Manual be, and hereby is, amended and re-enacted to reflect the following re-classifications:

| <u>Reclassifications</u> | <u>Current</u> | <u>Reclassified Grade</u> |
|--------------------------|----------------|---------------------------|
| Personnel Director | S-7 | S-9 |
| Development Director | S-7 | S-9 |

MOTION – Ms. Kuhl moved, seconded by Mr. Mercer, 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. Carpenter, who voted "no".

ORDINANCE, FIRST READING:

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

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

Personnel Director, Sondi Wallace, explained highlights of the ordinance which includes Workplace Violence, five (5) weeks' vacation for employees with 15 or more years, and accrual time for our employees who are on military leave.

Mr. Fox inquired about the change in insurance benefits, and Ms. Wallace stated that this language follows the language used by our insurance provider, P.E.I.A.

VOTE – the motion was adopted by unanimous vote.

The meeting adjourned at 8:50 PM.

Cynthia Solomon

City Clerk

Council President

April 17, 2018

The Council of the City of Parkersburg met in special session Tuesday, April 17, 2018 at 7:30 PM in the Council Chambers on the second floor of the Municipal Building at One Government Square, Parkersburg, WV, and joined in the Lord's Prayer and Pledge of Allegiance prior to the beginning of the meeting.

The meeting was called to order by Council President, John Reed, who presided over the meeting.

The Clerk noted those members attending as Councilmen Dave McCrady, Sharon Kuhl, Bob Mercer, Eric Barber, JR Carpenter, Zach Stanley, Jeff Fox, and John Reed. Councilman Mike Reynolds was absent.

MINUTES – there were no minutes for approval this evening.

REPORTS FROM STANDING OR SPECIAL COMMITTEES – President Reed announced that the subcommittee for "I love my PKB" met with Suddenlink Media who has agreed to do the advertising production at no cost, and Artsbridge will do the artwork for the logo.

MESSAGE FROM THE EXECUTIVE – Mayor Tom Joyce asked the Clerk to read the following proclamation for Fair Housing Month:

PROCLAMATION

DESIGNATING APRIL 2018 AS FAIR HOUSING MONTH

WHEREAS, the City of Parkersburg is proud to join the U.S. Department of Housing and Urban Development in celebrating the 50th anniversary of the Fair Housing Act of 1968; and

WHEREAS, the 1968 Fair Housing Act guarantees the right of all Americans to dwell in the neighborhood of their choice, is one of the most important components of our national civil rights policy; and

WHEREAS, even though this non-discriminatory policy is the law of the land, its proper enforcement requires the continued cooperation of all levels of government, the real estate and homebuilding industries and private citizens; and

WHEREAS, throughout the City of Parkersburg, this spirit of cooperation is being provided through the efforts of our state, federal and local governments and with the support of countless community and nonprofit organizations; and

WHEREAS, promoting equal housing opportunity is essential to our larger mission of promoting justice in all areas of life and for all citizens,

NOW, THEREFORE BE IT RESOLVED, that I, Tom Joyce, Mayor of the City of Parkersburg do hereby proclaim April 2018 as Fair Housing Month in the City of Parkersburg and urge all citizens to join in creating and promoting fair housing opportunities for all people.

Adopted this _____ Day of _____, 2018.

Tom Joyce, Mayor
City of Parkersburg
West Virginia

The Clerk received and filed the proclamation for the record.

PUBLIC FORUM – Ms. Jennifer Bryant, Market Street, Parkersburg, congratulated the City for our EEO policy adopted February 2017 concerning LGBT employment and asked Council to codify it. It is time for Parkersburg to get together against hate, she said, and she hopes we won't allow the groups who are paid agitators against those policies to hold the City hostage.

OLD BUSINESS

At 7:37 PM, President Reed opened the floor for a hearing for any objections to the budget estimate for fiscal year 2018/2019. There were no comments, and the hearing was declared closed at 7:38 PM.

MOTION – Mr. Barber moved, seconded by Mr. Mercer, to receive, file and approve the approval notice from the State Auditor's Office for the Levy Estimate, and the motion was adopted by unanimous vote.

MOTION – Ms. Kuhl moved, seconded by Mr. Mercer, to lay the levy rates, and the motion was adopted by unanimous vote.

RESOLUTIONS

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 the Fiscal Year 2017-2018 prior to the expenditure of the balance of funds for which no appropriation or insufficient appropriation currently exists, and to make the budget revision subject to the State Auditor's approval:

GENERAL FUND

| Account | Description | Current Budget | Proposed Adjustment | Revised Budget | Comments |
|---------------------------------|-------------------------------|----------------|---------------------|----------------|------------------------------------|
| REVENUE | | | | | |
| 309-900-000 | TRANSFERS IN - OTHER FUNDS | 1,243,740 | 675,000 | 1,918,740 | CAPITAL RESERVE TRANSFER IN |
| TRANSFERS TO OTHER FUNDS | | | | | |
| 444-900-000 | TRANSFERS OUT - USER FEE FUND | - | <u>650,000</u> | 650,000 | TRANSFER TO USER FEE FUND - PAVING |

The above resolution proposes to transfer \$675,000 into the General Fund from Capital Reserve and use the same amount to fund the User Fee Fund for the purpose of beginning the 2018 paving and slab contracts in the spring.

RESOLUTION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Mayor or his designee be authorized to revise the Adopted Budget for 2017-2018 Fiscal Year to reflect the following changes:

USER FEE SPECIAL REVENUE FUND

| Account | Description | Current Budget | Proposed Adjustment | Revised Budget | Comments |
|--------------------------------------|----------------------------|----------------|---------------------|----------------|------------------------------|
| REVENUE | | | | | |
| 559-000-000 | TRANSFERS IN - OTHER FUNDS | 50,000 | 1,590,000 | 1,640,000 | CAP RES \$640K BRIDGE \$940K |
| CAPITAL OUTLAY - IMPROVEMENTS | | | | | |
| 750-456-005 | STREET IMPROVEMENTS | 489,946 | <u>1,590,000</u> | 2,079,946 | SPRING PAVING/SLAB CONTRACTS |

The above resolution proposes to transfer \$650,000 and \$940,000 into the User Fee Fund from Capital Reserve and the Memorial Bridge Fund, respectively for the purposes of beginning the 2018 paving and slab contracts in the spring. (NOTE: These amounts are budgeted and scheduled to be repaid to the Stabilization Fund and to the Memorial Bridge Fund at the onset of the FY19 budget on July 1, 2018.)

RESOLUTION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Mayor or his designee be authorized to revise the Adopted Budget for 2017-2018 Fiscal Year to reflect the following changes:

MEMORIAL BRIDGE FUND

| Account | Description | Current Budget | Proposed Adjustment | Revised Budget | Comments |
|---------------------------------|-------------------------------|----------------|---------------------|----------------|--------------------------------|
| TRANSFERS TO OTHER FUNDS | | | | | |
| 570-553-035 | TRANSFERS OUT - USER FEE FUND | - | <u>940,000</u> | 940,000 | TO USER FEE FUND - PAVING/SLAB |

The above resolution proposes to transfer \$940,000 to the User Fee Fund from the Memorial Bridge Fund for the purposes of beginning the 2018 paving and slab contracts in the spring. (NOTE: This amount is budgeted and scheduled to be repaid to the Memorial Bridge Fund from the User Fee Fund at the onset of the FY19 budget on July 1, 2018.)

MOTION – Mr. Stanley moved, seconded by Ms. Kuhl, to adopt the three revisions.

Mr. Jiles explained each line item to Council, to let them know we were borrowing funds from unrestricted budgets and it will be repaid July 1, 2018. This is to allow the paving to begin before the fiscal year begins.

VOTE – the motion was adopted by unanimous vote.

April 17, 2018

ORDINANCE. FINAL READING

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

MOTION – Ms. Kuhl moved, seconded by Mr. Barber, to adopt the ordinance on final reading.

MOTION TO AMEND – at the request of the City Attorney, Ms. Kuhl moved, seconded by Mr. Mercer, to amend the ordinance concerning vacation leave, Section IX, (B) – that this section shall become effective July 1, 2018, and the amendment was adopted by unanimous vote.

VOTE – the motion, as amended, was adopted by unanimous vote.

The remaining portions of the ordinance are effective upon adoption and proper time procedures.

A third reading on Section IX (B) will be considered May 1, 2018.

ORDINANCE, FIRST READING

AN ORDINANCE AMENDING SUBSECTION (10), ANNUAL
PHYSICAL INVENTORY, OF SECTION 4.301, CHAPTER 3, DEPARTMENT
OF FINANCE, OF THE CHARTER OF THE CITY OF PARKERSBURG

MOTION – Mr. Carpenter moved, seconded by Mr. Fox, to adopt the ordinance on first reading.

Mr. Carpenter stated that this would be an excellent time to update the amount for inventory from the present \$500.00. In 2012 it was increased from \$100.00 to \$500.00, and Mr. Jiles said he would recommend \$5,000.00 which is assets less depreciation.

Ms. Kuhl asked why this had not been discussed before. Inventories change daily, she said, and if it was submitted 90 days prior to Council receiving the budget, it would change. This is another task for the Finance Department, and she thinks they can get an inventory just by asking for it. This would be an amendment to the duties of the Finance Director, she said.

Mr. Carpenter stated that he wanted it to coincide with receiving the Capital Improvement Plan, and before they begin budget meetings.

Mayor Joyce agreed that the inventory should be reviewed during the budget process, and prior to. Best practice for inventories should be done with the closing of the fiscal year. The inventory is a public document, and he would ask them to increase the amount to \$5,000.00. The inventory is available to anyone at any time, he said. An updated inventory of items over \$5,000.00 would be easier to update. An inventory of items from \$500.00 to \$5,000.00 is done once a year produced by the department heads. Those are not factored into the financial statement, he said. He does not think this ordinance is necessary, as it is procedural in nature. He recalled getting one request for the inventory and he emailed it the next day.

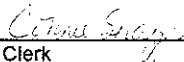
When Mr. Barber asked about the adoption of this ordinance, Mr. Santer stated that if the ordinance passes today, a public hearing will be held May 1, 2018, and the legal notice has been done. If at the hearing, anyone objects, in writing, it has to go to a vote of the citizens. Anyone who owns property or votes here may speak at the hearing, he said.

Mr. Carpenter stated that the inventory should be provided without him asking for it. He has not always received it in a timely manner and it makes sense to have it during the Capital Improvement Plan to help them make the proper decisions on the budget. Council is here for checks and balances, he said.

President Reed stated that it was important to know that the inventory was available at any time, and he did not think this was a ballot-worthy matter to go to the voters.

VOTE – the motion failed by majority vote with all members voting "no" with the exception of Mr. Carpenter and Mr. Fox, who voted "yes".

The meeting adjourned at 8:10 PM.



City Clerk

Council President

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



The Council Of The City Of Parkersburg Hereby Ordains that Section IV, Employment Policies and Procedures, Subsection R., Workplace Violence Policy and Section IX, Benefits, be and they are hereby amended and re-enacted as follows:

See attached.

Sponsored By Council Personnel Committee

SECTION IX
BENEFITS

A. HOLIDAYS

Effective January 1, 2003, City employees will observe holidays as designated and set forth in West Virginia Code §2-2-1. In addition, City employees will observe a one-half (1/2)-day holiday for Christmas Eve. Prior to the beginning of January 1st each calendar year employees will receive a list of the holidays for that year.

Supervisors shall make reasonable accommodation to an employee's religious holidays as required by law. The time off for such holidays shall be charged against the employee's accrued annual leave and application therefore shall be the same as application for annual leave.

Holiday pay is covered under the Compensation Plan.

B. VACATION LEAVE

(Revised 10/11/11)

The City grants vacations with pay so employees will have an annual period for rest and relaxation. There is strong evidence that periodic escape from the work routine has beneficial physical and mental results.

1. Accrual

All permanent full-time career service employees hired prior to July 1, 1992, are entitled to annual vacation leave with pay at the following rate of accrual:

| <u>Years of Service</u> | <u>Accrual Rate</u> | |
|-------------------------|---------------------|---------|
| <u>Annually</u> | <u>Bi-Weekly</u> | |
| 1 thru 4 | 3.08 Hrs. | 2 Weeks |
| 5 thru 9 | 4.62 Hrs. | 3 Weeks |
| 10 thru 14 | 6.16 Hrs. | 4 Weeks |
| 15 thru 19 | 7.70 Hrs. | 5 Weeks |
| 20 + | 9.24 Hrs. | 6 Weeks |

Permanent full-time career service employees hired prior to July 1, 1992, may carry-over ten (10) days of vacation leave to the following year. Provided, however, that no employee shall accrue more than their total annual entitlement plus the ten (10) day carry-over. If any employee's total accrual exceeds their maximum accrual plus the ten-day carry-over the employee will not accrue vacation leave until the balance is below the maximum accrual plus the ten-day carry-over.

All permanent full-time career service employees hired after July 1, 1992, are entitled to annual vacation leave with pay at the following rate of accrual:

| <u>Years of Service</u> | <u>Accrual Rate</u> | |
|-------------------------|---------------------|-----------------|
| | <u>Bi-Weekly</u> | <u>Annually</u> |
| 1 thru 4 | 3.08 Hrs. | 2 Weeks |
| 5 thru 9 | 4.62 Hrs. | 3 Weeks |
| 10 +14 | 6.16 Hrs. | 4 Weeks |
| 15 + | 7.70 | 5 Weeks |

Permanent full-time career service employees hired after July 1, 1992, may carry-over five (5) days of vacation leave to the following year. Provided, however, that no employee shall accrue more than their total annual entitlement plus the five (5) day carry-over. If any employee's total accrual exceeds their maximum accrual plus the five-day carry-over the employee will not accrue vacation leave until the balance is below the maximum accrual plus the five-day carry-over.

All Police Civil Service employees hired prior to July 1, 1992, are entitled to annual vacation leave with pay at the following rate:

| <u>Years of Service</u> | <u>Accrual Rate</u> |
|-------------------------|---------------------|
| 1 thru 4 | 2 Weeks |
| 5 thru 9 | 3 Weeks |
| 10 thru 14 | 4 Weeks |
| 15 thru 19 | 5 Weeks |
| 20 + | 6 Weeks |

Full-time police civil service employees hired prior to July 1, 1992, may carry-over ten (10) days of vacation leave to the following year. Provided, however, that no employee shall accrue more than their total annual entitlement plus the ten (10) day carry-over.

All Police Civil Service employees hired after July 1, 1992, are entitled to annual vacation leave with pay at the following rate:

| <u>Years of Service</u> | <u>Accrual Rate</u> |
|-------------------------|---------------------|
| 1 thru 4 | 2 Weeks |
| 5 thru 9 | 3 Weeks |
| 10 +14 | 4 Weeks |
| 15 + | 5 Weeks |

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Police civil service employees hired after July 1, 1992, may carry-over five (5) days of vacation leave to the following year. Provided, however, that no employee shall accrue more than their total annual entitlement plus the five (5) day carry-over.

Fire civil service employees on a 40-hour work week schedule hired prior to July 1, 1992, are entitled to annual vacation leave with pay at the following rate:

| <u>Years of Service</u> | <u>Accrual Rate</u> |
|-------------------------|---------------------|
| 1 thru 4 | 2 Weeks |
| 5 thru 9 | 3 Weeks |
| 10 thru 14 | 4 Weeks |
| 15 thru 19 | 5 Weeks |
| 20 + | 6 Weeks |

Fire civil service employees on a 40-hour work week schedule hired after July 1, 1992, are entitled to annual vacation leave with pay at the following rate:

| <u>Years of Service</u> | <u>Accrual Rate</u> |
|-------------------------|---------------------|
| 1 thru 4 | 2 Weeks |
| 5 thru 9 | 3 Weeks |
| 10 thru 14 | 4 Weeks |
| 15 + | 5 Weeks |

Fire civil service employees on a 54-hour work week schedule hired prior to July 1, 1992, are entitled to annual vacation leave with pay at the following rate:

| <u>Years of Service</u> | <u>Accrual Rate</u> |
|-------------------------|-------------------------------------|
| 1 thru 4 | 5.6250 - 24 Hour Days (135.00 hrs) |
| 5 thru 9 | 8.4375 - 24 Hour Days (202.50 hrs) |
| 10 thru 19 | 11.2500 - 24 Hour Days (270.00 hrs) |
| 20 + | 14.0625 - 24 Hour Days (337.50 hrs) |

Fire civil service employees on a 54-hour work week schedule hired after July 1, 1992, are entitled to annual vacation leave with pay at the following rate:

| <u>Years of Service</u> | <u>Accrual Rate</u> |
|-------------------------|------------------------------------|
| 1 thru 4 | 4.50 - 24 Hour Days |
| 5 thru 9 | 6.757.00 - 24 Hour Days |
| 10 +14 | 9.00 - 24 Hour Days |
| 15 + | 11.00 - 24 Hour Days |

Fire Civil Service Vacation Carry-Over

(Revised 10/11/11)

Fire civil service employees on a 54-hour work week schedule may carry-over up to a maximum of 54 hours of vacation leave to the following fiscal year. Fire civil service employees on a 40-hour work week schedule may carry-over up to a maximum 40 hours of vacation leave to the following fiscal year. ~~At the time such~~

employee's pick their vacation leave, such employees may choose to carry over up to one such week of vacation leave. During the fiscal year, such employees may use said carry-over vacation leave to fill any empty carry-over slot on the vacation schedule on a "first come first serve basis". Vacation carry-over will be subject to the following restrictions:

- a) ~~Vacation carry over shall only be selected from the designated carry over slots.~~
- b) ~~40-hour employee's vacation carry over shall only be used in full shift increments.~~
~~54-hour employee's vacation carry over shall only be used in 12-hour or full shift increments.~~
- c) ~~At such time employees pick their vacation leave by seniority, employees may pick vacation carry over by seniority at this time, or pick it at a later time from an open carry over slot, or carry it over to the next fiscal year. When all vacations have been picked by seniority, empty carry over slots will be scheduled on a first come first serve basis.~~
- d) ~~Vacation carry over time shall not be used on a holiday.~~
- e) ~~The Duty Officer shall be notified by the employee 48 hours in advance if overtime is required to cover an employee using unscheduled vacation carry over. If the 48-hour notice is not possible, a 0700-hour call in on the vacation carry over days by the employee shall be required, for vacation approval, to avoid using emergency overtime call out.~~
- f) ~~Only one employee may use vacation carry over at a time, unless additional employees are available on shift.~~

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2. Payment in Lieu of Vacation

(Revised 10/11/11)

The City grants vacation leave with pay so employees will have periods of rest and relaxation. There is strong evidence that periodic escape from the work routine has beneficial physical and mental results. Therefore, all employees are encouraged to use their annual vacation leave entitlement for this purpose.

However, there may be circumstances that arise beyond the employee's control or emergency situations may occur, wherein employees may request payment in lieu of time off. This request must be submitted, in writing, to the employee's department head. The employee making the request must have at least eighty (80) hours for civilian and Police civil service employees or one hundred-eight (108) hours for Fire civil service employees of vacation leave on the books in order to request payment for forty (40) hours or fifty-four (54) hours. Request for payment of vacation leave is limited to forty (40) hours or fifty-four (54) hours in any fiscal year. The request will be reviewed by the department ~~Department~~ head ~~Head~~, Personnel Director, ~~Mayor~~ and ~~Finance~~ Director to determine whether the request is to be approved or denied based upon the following criteria: Reason for the request; the employee attendance record; attendance needs and requirements; and whether funds are available for said payment.

3. Use of Vacation Leave

(Adopted 04/21/09)

New employees become eligible for vacation leave after the six (6) month or one (1) year training period. Thereafter, vacation leave may be used, at the option of the employee, with approval of the supervisor, to provide paid leave for vacations, illness of family members, medical appointments (after all sick leave is exhausted), for absences due to adverse weather conditions, or for absences in excess of the credits available for other kinds of leave. ~~Civilian employees will be permitted to use 16 hours of vacation leave as personal leave per calendar year without prior approval, however it shall be subject to the Department Head or Supervisor for shift coverage approval. Personal Leave hours cannot be carried over to the next year.~~

Vacation leave is subject to the following restrictions:

- Employees shall not accrue vacation leave during any absence (sick, FMLA, workers comp, special leave of absence, etc.) in excess of two weeks, excluding vacations and military leave.
- Vacation leave shall ~~will~~ not be granted to any an employee whose absence from duty is a result of misconduct or a job related injury. Absence for such cause shall ~~will~~ be reported as absence without leave or on job injury leave.

4. Vacation Leave Scheduling (Adopted 4/21/09)

Vacation leave scheduling for Fire Civil Service and Police Civil Service is covered under their respective Rules and Regulations.

All other qualified employees must have their vacation leave scheduled and approved in advance and must accommodate the City's work schedule. Advance notice will vary from department to department based on the needs of that department. Department Directors are responsible for establishing vacation schedules for employees in their departments. Provided departmental workloads will permit, employees should be permitted to select their desired vacation periods. If there is a conflict in vacation schedules employees should be granted their preference on a 'first come, first served' basis. If two requests are made at approximately the same time and cover the same requested vacation period, seniority within the department shall prevail. In all instances the needs of the City will prevail. The Department Director shall have discretion in scheduling all vacation time.

When two or more employees request the same vacation period, the employee with the most City seniority will be given preference. If the less senior employee's vacation time has already been approved it will not be changed without that employee's agreement to accommodate the senior employee. Employees may not be 'bumped' from pre-approved vacation without their permission.

5. Vacation Pay at Separation

~~An employee who resigns or is involuntarily separated without failure in performance of duties or personal conduct~~ Upon separation of employment, employees shall be paid for vacation leave accumulated to the date of separation.

6. Vacation Leave Entitlement Reinstatement

Employees recalled from lay-off within two years of separation shall be granted vacation entitlement based on length of service, which they had at the date of separation.



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
Bureau for Public Health
Commissioner's Office

Bill J. Crouch
Cabinet Secretary

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

March 13, 2018

Steven Worden, Chair
Mid-Ohio Valley Board of Health
211 Sixth Street
Parkersburg, West Virginia 26101

Dear Mr. Worden:

Thank you for your letter requesting approval to implement and/or change environmental health fees for service. I have approved the changes and additions to the fees for service as outlined in the request you submitted. The plan outlined in the Mid-Ohio Valley Board of Health Fees for Service Application for environmental health fees is in accordance with *West Virginia Code Rule §64-51 Fees for Services and/or W.Va. Code R. §64-30 Fees for Permits*.

W.Va. Code R. §64-51-9.8 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 contact Amy Atkins, Director, Center for Local Health at (304) 558-8870.

Sincerely,

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

RG:gt

cc: Eric Walker
Walter Ivey
Judy Vallandingham
Amy Atkins

MID-OHIO VALLEY HEALTH DEPARTMENT

211 SIXTH STREET, PARKERSBURG, WEST VIRGINIA 26101

Phone 304-485-7374 Fax 304-485-0137

January 19, 2018

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

RE: Environmental Health Fee for Service Fee for Non-Payment / Collection Activity

Dear Commissioner Gupta:

Enclosed you will find the information regarding an Environmental Health Fee for Service Fee for Non-Payment / Collection Activity at the Mid-Ohio Valley Health Department (MOVHD). This fee was approved by the Mid-Ohio Valley Board of Health on September 28, 2017. There were no public comments received during the 30-day public comment period from November 1, 2017 to December 1, 2017.

The enclosed packet includes the following:

- Signed letter from Stephen Worden, MOVBOH Board Chair, affirming the MOVHD Board of Health action and requesting approval from the Commissioner's Office for implementation.
- Signed copy of the minutes from the September 28, 2017 Board of Health meeting approving the fee increase.
- 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 eric.a.walker@wv.gov.

Thank you for your timely review of our proposal.

Sincerely,



Eric Walker
Executive Director
Mid-Ohio Valley Health Department

MID-OHIO VALLEY HEALTH DEPARTMENT

211 SIXTH STREET, PARKERSBURG, WEST VIRGINIA 26101

Phone 304-485-7374 Fax 304-485-0137

January 19, 2018

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

RE: Environmental Health Fee for Service Fee for Non-Payment / Collection Activity

Dear Commissioner Gupta,



I am writing to inform you of action taken by the Mid-Ohio Valley Board of Health at our September 28, 2017 Board Meeting.

At that time, the Mid-Ohio Valley Board of Health approved an Environmental Health Fee for Service Fee for Non-Payment / Collection Activity.

Included in this packet is a copy of the approved 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,


MOVBOH Chair - Stephen C. Worden 

Stephen Worden, Board Chair
Mid-Ohio Valley Board of Health

Enclosures

September 28, 2017

**Mid-Ohio Valley Board of Health
Regular Meeting
September 28, 2017
211 6th Street
Parkersburg, WV 26101**

Call to Order:

The Pledge of Allegiance was recited and the meeting was called to order at 6:30 p.m. by Stephen Worden, Chairperson. Cristy Riggs took Roll Call and a quorum was present.

Members present:

Donna Steigleder, Calhoun County
Scottie Westfall, Calhoun County
Joyce Faller, Pleasants County via Phone Conference
Eleanor Little, Pleasants County
Pamela Ward, Ritchie County via Phone Conference
Stephen Worden, Ritchie County
Candace Westfall, Roane County via Phone Conference
Pat Fulmer, Wirt County
Blair Couch, Wood County via Phone Conference
Charlie Casto, City of Parkersburg

Members Absent:

Beth Bumgarner, Wirt County
David McClure, Wood County
Joseph Martin, City of Parkersburg

Staff:

Dr. Charles Whitaker, III, Medical Director
Dr. Michael Wilson, Dental Director
Eric Walker, Executive Director
Cristy Riggs, Administrative Secretary
Elizabeth Green, EH Director
Deb Dennis, WIC Director
Tonia Lang, Clinical Director
Jenny Mullen, Nurse via Phone Conference
Barbara Holt, Population Health Director
Carrie Brainard, Public Information Specialist
Della Lyons, Information Systems Coordinator
Annie Ray, OAI
Connie Weiss, Telephone Operator
Renee Swisher, Clinical Secretary
Dorothy Raber, OAI
Krista Westfall, OAI
Allison Cox, LPN
Joe Faller, Sanitarian

Guests:

Deanna Lewis

September 28, 2017

Public Comments:

- Connie Weiss, Telephone Operator spoke about her job duties and the importance of this position.

Board Chair Comments:

- The Board chair had no comments.

Routine Items:

Approval of Minutes:

- Motion was made and seconded to approve the July 27, 2017 Board Meeting minutes as presented. (Little/Casto)
The motion passed.

MOVHD Finance Report:

Debra Hungate, Finance Director was unavailable to attend the 9/28/2017 Board Meeting therefore Eric Walker, Executive Director presented the **MOVHD Finance Report**. The following topics were discussed:

- MOVHD's year-to-date financial status through June 30, 2017 including OPEB accrued costs and Depreciation costs, reflect Expenses exceeding Revenues by \$363,179.52
 - Prior to OPEB accrued costs and Depreciation costs, Expenses exceed Revenues by \$243,037.95
- MOVHD's year-to-date financial status through July 31, 2017 including OPEB accrued costs and Depreciation costs, reflect Revenues exceeding Expenses by \$52,716.92
 - Prior to OPEB accrued costs and Depreciation costs, Expenses exceed Revenues by \$58,530.39

A motion to approve the **MOVHD Finance Report** for period ending 6/30/2017 as presented was made and seconded. (Chip Westfall/ Steigleder) The motion carried.

A motion to approve the **MOVHD Finance Report** for period ending 7/31/2017 as presented was made and seconded. (Casto / Fulmer) The motion was supported.

MOVHD Personnel Report:

- Lynne Peters, Personnel Manager was unavailable to attend the 9/28/2017 Board Meeting therefore Eric Walker, Executive Director presented the Personnel Report that was included in the packet. Following are items discussed:

Reallocation:

- Caroline Eyberg was reallocated from a Nutritionist 1 to a Nutritionist 2.

Resignations:

- Michelle Atkinson, Threat Preparedness, Office Assistant 2 resigned effective July 28, 2017
- Victoria McGrew, Finance, Accounting Technician 3 resigned effective August 10, 2017
- Kyla Kyer, Clinical, Nurse 3 has resigned effective August 11, 2017
- Tammy Neader, Clinical, Office Assistant 2 has resigned effective September 22, 2017
- Judy Wheeler, Clinical, Nurse Practitioner has resigned effective September 29, 2017
- Dorothy Scott, Clinical, Pleasants County Office Assistant 2 is retiring effective October 31, 2017
- Tonia Lang, Clinical, Nurse Director 2 is retiring effective October 31, 2017
- Jenny Mullen, Clinical, Part-time Nurse 3 is resigning effective December 29, 2017

Additional details relating to staffing changes include the following:

- Filled AT III position with OA II position from EH
- OA II in Ritchie County is moving to OA II position that is retiring in Pleasants County
- OA II in Ritchie County posting will be out on Monday
- Nurse 3 position is posted
- Nurse Director 1 posted and opened for application
- No in house applicants for OA II position TP have been received. Post external after layoff.

Motion was made and seconded to approve the **MOVHD Personnel Report** as presented. (Fulmer/ Chip Westfall) The motion passed.

September 28, 2017

MOVHD Directors Reports:

- Directors' program reports are included in the packet. There were no questions regarding these reports.

MOVHD Executive Director's Report:

- Eric Walker, Executive Director's report was included in the Board packet. There were no questions regarding this report.

Old Business:

Update – Accreditation Status:

- Carrie Brainard presented the Accreditation Status report. A PowerPoint presentation about the Mid-Ohio Valley Health Department's Performance Management System was shown to all present. Deadline for submission of documents to PHAB is November 7, 2017. The MOVBOH Accreditation Committee will be receiving information relating to their domain with the next couple of weeks. The second invoice from PHAB in the amount of \$8,400.00 has been received and will be paid from the SHF grant.

Discuss Syringe/Needle Public Removal Policy & Procedures:

- Elizabeth Green, Environmental Health Director provided information regarding the coverage for the counties served by MOVHD relating to which entity will pick up used syringes and needles if MOVHD repeals the Syringe / Needle Public Removal Policy and Procedure. It has been determined that the local sheriff or police department in each of the counties we serve have been and will continue to provide this service. Motion to repeal the MOVHD Syringe/Needle Public Removal Policy and Procedure was made and seconded. (Little/Steigleder) The motion was supported.

New Business:

Purchase of Vehicles – WIC Program:

- Additional WIC grant funds in the amount of \$42,554.50 have been received to cover the purchase of two vehicles for the WIC program. Wharton Nissan has been awarded the contract for this purchase. Motion to approve the Purchase of Vehicles – WIC Program was made and seconded. (Casto/Chip Westfall) The motion carried.

Environmental Health Late Fees (Non-Payment – Collection Activity Fee):

- Elizabeth Green, Environmental Health Director explained that there are a few establishments not paying permit fees on time. Ms. Green is requesting permission to begin charging an additional fee of \$50.00 for Non-Payment of Environmental Health Permit Fees to establishments not paying on time. This fee will cover the costs for a Sanitarian to visit these establishments to perform a compliance inspection and begin collection activity. This fee would be in addition to the late fees already in place for non-payment of permits and must be paid prior to renewing a permit. Motion to approve the charging of an additional \$50.00 fee for Non-Payment of Environmental Health Permit Fees was made and seconded. (Little/Steigleder) The motion was approved.

Clinical Services Billing:

- Permission for the Clinical Services Program to bill all billable medical service codes at the highest rate available on the current insurance market was requested by Tonia Lang, Clinical Director. Motion to approve the request to begin billing all billable codes at the highest rate available on the current insurance market was made and seconded. (Fulmer / Little) The motion carried.

TB Screening Policy:

- Tonia Lang, Clinical Director presented information about the TB Screening Policy. Discussion relating to this policy include the fact that Clinical Staff will be required to receive a 2-step TB skin test upon hire. All non-clinical employees will have the option to complete a TB risk assessment upon hire. Motion to approve the TB Screening Policy was made and seconded. (Steigleder/Little) The motion was approved.

September 28, 2017

Employee Handbook:

- The draft copy of the MOVHD Employee Handbook was reviewed by Management Team Members prior to being circulated to the MOVBOH Members. Motion to approve the MOVHD Employee Handbook was made and seconded. (Westfall/Fulmer). The motion was supported.

Travel Regulations:

- Eric Walker, Executive Director spoke about the revised Travel Regulations. Discussion included the fact that the guidelines have changed and MOVHD's Travel Regulations have not been updated since 2012. The revised Travel Regulations will provide reimbursement at the most cost effective method. Motion to approve the revised Travel Regulations was made and seconded. (Steigleder/Casto) The motion was carried.

Wood Facility – Third Floor A/C Unit:

- The air conditioning unit at the Wood Facility / Third Floor has been out of service since 9/07/2017. Three estimates for repairs to the unit have been received. It was found that the evaporator coil needs replaced and the return duct work will need to be rerouted to provide proper air flow. This expense will be paid from the repairs and maintenance portion of the FY2018 budget. Motion to approve the estimate provided by Steers Heating & Cooling, Inc. in the amount of \$12,056.00 was made and seconded. (Little/Westfall) The motion carried.

MOVHD Cost Cutting Plan:

- A motion to call Executive Session to discuss the MOVHD Cost Cutting Plan was made and seconded. (Steigleder/Casto) The motion was approved. Eric Walker and Cristy Riggs remained in the room for Executive Session. The public meeting went into Executive Session at 7:36 pm. The public meeting resumed at 8:17 pm. No action was taken during Executive Session.
- A motion to approve the MOVHD Cost Cutting Plan was made and seconded. (Chip Westfall/Little) Candace Westfall gave a NAY vote. The motion was approved.

Adjournment:

The meeting adjourned at 8:21 pm.



Respectfully Submitted, Cristy Riggs


Stephen Worden, Board Chair

Mid-Ohio Valley Health Department

211 Sixth Street Parkersburg, WV 26101

Phone 304-420-1460 Fax 304-422-7267

www.movhd.com

Notice to Public

At the September 28, 2017 meeting of the Mid-Ohio Valley Board of Health, the Board approved an Environmental Health Fee for Service Fee for Non-Payment / Collection Activity. A complete description of this Board approved fee is posted in the following MOVHD Office(s) and at 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 November 1, 2017.

Proposed fees should take effect February 1, 2018.

Public comments should be sent to the Environmental Health Director at the following address:

Mid-Ohio Valley Health Department
Attention: Elizabeth Green, EH Director
211 6th Street
Parkersburg, WV 26101

Non-payment of the permit to operate fees procedure
Non-Payment of Certificate of Registration fees procedure

Billing – Fiscal May 1 -Due by July 1

2nd Billing Fiscal July 11 with an additional 25% late fee

8/1 – Letter stating facility is operating without permit: Must be paid by 8/15 or MOVHD will be forced to seek legal remedy

8/16 - Sanitarians conduct compliance inspections for permit. No permit accrues fee for service fee added based on average Sanitarian time to visit, average mileage, and OA time to prepare paperwork again.

Fees must be paid by following Friday, or 5 working days, depending on the day of the week violation occurred.

Director will call facility if not paid by new due date.

9/15 Court Filings- Operating without a permit

Billing - Calendar Nov 1- Due by January 1

2nd Billing January 11 with an additional 25 % late fee

2/1 – Letter stating facility is operating without permit: Must be paid by 2/15 or MOVHD will be forced to seek legal remedy

2/16 - Sanitarians conduct compliance inspections for permit. No permit accrues fee for service fee added based on average Sanitarian time to visit, average mileage, and OA time to prepare paperwork again.

Fees must be paid by following Friday, or 5 working days, depending on the day of the week violation occurred.

Director will call facility if not paid by new due date.

3/15 – Court Filings- Operating without a permit

Tattoo and Body Piercing are permitted annually based on opening date.

10 days - late 25 %

30 days - Letter

45 days - Fee for service for Sanitarian compliance visit

60 days – director calls

75 days – court filing for operating without a permit

***NO PERMIT WILL BE ISSUED TO A FACILITY OWING FEES OF ANY TYPE!**

Fee for Service Fee for Collection Activity Cost Basis

Sanitarian time 1 hour round trip and visit:

| | |
|--------------------|----------|
| Salary with fringe | \$ 21.11 |
|--------------------|----------|

| | |
|------------------------------------|----------|
| Mileage -- Average 30 miles @ .535 | \$ 16.05 |
|------------------------------------|----------|

OA time to gather paperwork
and add charge to invoice in Healthspace :

| | |
|--------------------|----------------|
| Salary with Fringe | <u>\$ 9.11</u> |
|--------------------|----------------|

| | |
|-------|----------|
| Total | \$ 46.27 |
|-------|----------|

Fee would be \$ 50.00

Classified/Legal Advertising Invoice

The News and Sentinel

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

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

10/31/2017 9:33:15AM

26101

No: 140903

Phone: 304 485-7374

| Ad No 140903 | Customer No: L01987 | Start Date 10-24-2017 | Stop Date 10-31-2017 | Category: Legals | | Classification: Legals | | | | | |
|--|-------------------------------|---------------------------------|--------------------------------|----------------------------|-----------------------|----------------------------------|--------------------------|------------|-----------------------------------|------------------|---------------------------|
| Order No | Rate: LE | Lines: 33 | Words: 137 | Inches: 3.28 | Cost 173.60 | Payments .00 | Balance 173.60 | | | | |
| Publications ... Runs News Legals ... 5 | | Solicitor: TP | Origin: 10 | Sales Rep: 114 | Credit Card | Credit Card Number | Card Expire | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td align="center">Identifier</td> </tr> <tr> <td>Mid-Ohio Valley Health Department</td> </tr> <tr> <td>Notice to Public</td> </tr> <tr> <td>At the September 28, 2017</td> </tr> </table> | | | | | | | | Identifier | Mid-Ohio Valley Health Department | Notice to Public | At the September 28, 2017 |
| Identifier | | | | | | | | | | | |
| Mid-Ohio Valley Health Department | | | | | | | | | | | |
| Notice to Public | | | | | | | | | | | |
| At the September 28, 2017 | | | | | | | | | | | |
| * =Extend Expiration Date | | | | | | | | | | | |

Mid-Ohio Valley Health Department
Notice to Public

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 Wirt County - Elizabeth, WV
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A thirty-day (30) public comment period will begin November 1, 2017.

Proposed fees should take effect February 1, 2018.

Public comments should be sent to the Environmental Health Director at the following address:

Mid-Ohio Valley Health Department
 Attention: Elizabeth Green, EHD Director
 211 6th Street
 Parkersburg, WV 26101

Oct 24, 25, 27, 30, 31

.....MARY J BUCK.....

Being first duly sworn, says that the

"NOTICE OF PUBLIC".....

Hereto attached was printed in the

..XX...The Parkersburg News and Sentinel,

A daily newspaper published in the City of Parkersburg,

Wood County, West Virginia, for ...FIVE..... successive

Week(s), the first publication and posting thereon being on

the24TH.....day of ...OCTOBER... 2017., and

subsequent publication on the ...25TH...27TH...30TH.....31ST

day (s) ...OCTOBER.... 2017....

Printer's Fee \$..171.60...

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

Additional Copy Fee \$.....

Total Due: \$...173.60...

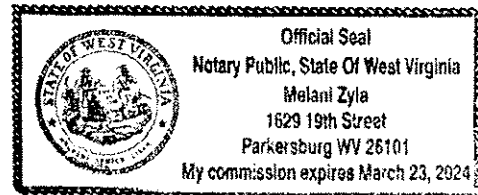
By: *Mary J Buck*

Subscribed and sworn to before me this

31st day of *October* 20*17*.

Melani Zyla
Notary Public for Wood County, West Virginia

My commission expires*3-23-24*.....





St. Marys Oracle

Ph. 304.684.2424 • Fax 304.684.2426
P.O. Box 27, St. Marys, WV 26170

WEST CENTRAL PUBLISHING
FEDERAL I.D. NO. 55-0670056
STATE OF WEST VIRGINIA
COUNTY OF PLEASANTS, to wit:

I, Randa Gregg, 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. 3, 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, announcements, miscellaneous reading matters, advertisements and other notices;
- and that the annexed notice described as follows:

Notice to Public

WAS PUBLISHED IN SAID NEWSPAPER AS FOLLOWS:

| TIMES | DATES |
|-------|---------------------------------|
| Four | Oct. 25; Nov. 1, 8 and 15, 2017 |

| | |
|----------------------------|----------|
| PUBLICATION CHARGES | \$111.00 |
|----------------------------|----------|

CERTIF-BILL TO

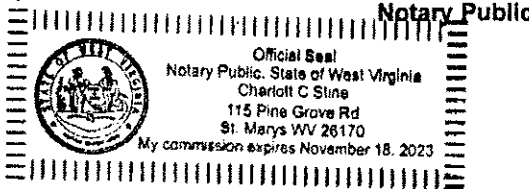
MOV Health Dept
Attn: Cristy Riggs
211 6th Street
Parkersburg, WV 26101

(signed) *Randa Gregg*

NOTARIZATION

Taken, sworn to and subscribed before me this 14th
day of November, 20 17

Charlotta C Stine



Notice to Public

At the September 28, 2017 meeting of the Mid-Ohio Valley Board of Health, the Board approved an Environmental Health Fee for Service Fee for Non-Payment / Collection Activity. A complete description of this Board approved fee is posted in the following MOVHD Office(s) and at www.movhd.com.

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

A thirty-day (30) public comment period will begin November 1, 2017.

Proposed fees should take effect February 1, 2018.

Public comments should be sent to the Environmental Health Director at the following address:

Mid-Ohio Valley Health Department
Attention: Elizabeth Green, EH Director
211 6th Street
Parkersburg, WV 26101

10-25-4bhc

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



Wirt County Journal

Ph. or Fax 304.275.8981
430 Court Street, P.O. Box 309,
Elizabeth, WV 26143

FEDERAL I.D. NO. 55-0626414

STATE OF WEST VIRGINIA
COUNTY OF PLEASANTS, to wit:

I, James McGoldrick, 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. 3, 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, announcements, miscellaneous reading matters, advertisements and other notices;
- and that the annexed notice described as follows:

Notice to Public

WAS PUBLISHED IN SAID NEWSPAPER AS FOLLOWS:

TIMES

DATES

Four

Oct. 25; Nov. 1, 8 and 15, 2017

PUBLICATION CHARGES

\$99.23

CERTIF-BILL TO

MOV Health Dept
Attn: Cristy Riggs
211 6th Street
Parkersburg, WV 26101

(signed)

NOTARIZATION

Taken, sworn to and subscribed before me this 14th

day of November, 20 17

Charlotte C. Stine

Notary Public



Official Seal
Notary Public, State of West Virginia
Charlotte C. Stine
115 Pine Grove Rd
St. Marys WV 26170
My commission expires November 18, 2023

Notice to Public

At the September 28, 2017 meeting of the Mid-Ohio Valley Board of Health, the Board approved an Environmental Health Fee for Service Fee for Non-Payment / Collection Activity. A complete description of this Board approved fee is posted in the following MOVHD Office(s) and at www.movhd.com.

- Calhoun County- Grantsville, WV
- Pleasants County- St. Marys, 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 November 1, 2017.

Proposed fees should take effect February 1, 2018.

Public comments should be sent to the Environmental Health Director at the following address:

Mid-Ohio Valley Health Department
Attention: Elizabeth Green, EH Director
211 6th Street
Parkersburg, WV 26101

10-25-4tchW

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

RITCHIE GAZETTE

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

Invoice

| | |
|------------|-----------|
| Date | Invoice # |
| 11/17/2017 | 8160 |

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

| |
|---------|
| Ship To |
| |

| P.O. Number | Terms | Rep | Ship | Via | F.O.B. | Project |
|-------------|-------|-----|------------|-----|--------|---------|
| | | | 11/17/2017 | | | |

| Quantity | Item Code | Description | Price Each | Amount |
|----------|------------------|---|------------|--------|
| | Legal Adverti... | Total Words 252; Notice to Public; 10/25-11/15 | 94.20 | 94.20 |

| | | | |
|--------------|--|--|----------------|
| Total | | | \$94.20 |
|--------------|--|--|----------------|

AFFIDAVIT OF PUBLICATION

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

I, Denise J. Duellley, 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 events 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
(CIR 4)

was duly published three weeks beginning with the **25TH DAY OF OCTOBER, 2017**, issue, and ending with the **15TH DAY OF NOVEMBER, 2017**, issue, and that the cost of publishing said annexed notice was **\$94.20**.

Is/ Denise J. Duellley
Publisher, Ritchie Gazette & Cairo Standard

Taken, subscribed and sworn to before me in my said county this: 17 day of November, 2017.

Staci D. Goff
Notary Public of Ritchie County, West Virginia

My commission expires June 19, 2024

NOTICE TO PUBLIC

At the September 28, 2017 meeting of the Mid-Ohio Valley Board of Health, the Board approved an Environmental Health Fee for Service Fee for Non-Payment / Collection Activity. A complete description of this Board approved fee is posted in the following MOVHD Office(s) and at www.movhd.com.

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

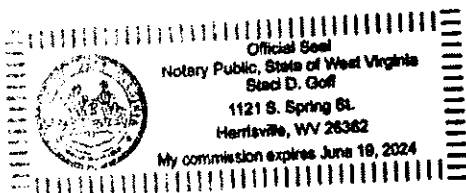
A thirty-day (30) public comment period will begin November 1, 2017.

Proposed fees should take effect February 1, 2018.

Public comments should be sent to the Environmental Health Director at the following address:

Mid-Ohio Valley Health Department
Attention: Elizabeth Green, EH Director
211 6th Street
Parkersburg, WV 26101

e10/25-11/15



Spencer Newspapers

INVOICE

2017 DEC 1 #1210-1

210 E Main St., Spencer, WV 25276
Phone (304) 927-2360 Fax (304) 927-2361

INVOICE #37334
DATE: NOVEMBER 21, 2017

BILL TO Mid-Ohio Valley Health Department
211 6th Street
Parkersburg, WV 26101

COMMENTS

| DATE | DESCRIPTION | | | RATE | AMOUNT |
|----------------|---|---------------------|---------------------|-----------------------|------------|
| 10/26-11/16/17 | LEGAL AD-- NOTICE TO PUBLIC -192 wds-4t-RCR | | | .37375 | 71.76 |
| 11/21/17 | AFFIDAVITS OF PUBLICATION-QTY 1 | | | .80 | .80 |
| CURRENT | 1-30 DAYS PAST DUE | 31-60 DAYS PAST DUE | 61-90 DAYS PAST DUE | OVER 90 DAYS PAST DUE | AMOUNT DUE |
| | | | | | 72.56 |

| |
|-------------------|
| REMITTANCE |
| ACCT # |
| Date |
| Amount Due |
| Amount Enclosed |

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, Starr Hedges, 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

At the September 28, 2017 meeting of the Mid-Ohio Valley Board of Health, the Board approved an Environmental Health Fee for Service Fee for Non-Payment / Collection Activity. A complete description of this Board approved fee is posted in the following MOVHD Office(s) and at 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 November 1, 2017.

Proposed fees should take effect February 1, 2018.

Public comments should be sent to the Environmental Health Director at the following address:

Mid-Ohio Valley Health Department

Attention: Elizabeth Green, EH

Director

211 6th Street

Parkersburg, WV 26101

4t 10/26-11/16/17 TR

NOTICE TO PUBLIC

was published FOUR time(s) in said newspaper on the following dates:

OCTOBER 26 - NOVEMBER 16, 2017

and the cost of publishing this said notice was \$71.76

Starr Hedges

Legal Advertising Manager

Subscribed and sworn to before me in my said county this 28th day of NOV, 2017

Angela D Burke

