

AGENDA FOR PARKERSBURG CITY COUNCIL,
TUESDAY, OCTOBER 22, 2019, 7:30 PM
SECOND FLOOR, COUNCIL CHAMBERS
MUNICIPAL BUILDING

- I. CALL TO ORDER – Council President, Mike Reynolds
 - II. ROLL CALL
 - III. MINUTES – Council meeting October 8, 2019
 - IV. REPORTS FROM STANDING OR SPECIAL COMMITTEES
 - A. President Mike Reynolds appoints two members from City Council to RFP committee for Point Park Marketplace.
 - V. MESSAGE FROM THE EXECUTIVE – Presentation from Delegate John Kelly of a Distinguished West Virginian Award to musician, Mike Morningstar.
 - VI. PUBLIC FORUM
 - VII. CITY COUNCIL FORUM
 - VIII. RESOLUTION
 1. Four resolutions requesting approval for carry-over budget revisions. (Sponsored by Councilmen Stanley, Kuhl, and McCrady)
 2. TABLED from October 8, 2019:
Resolution re-constituting the membership/commissioners of the Urban Renewal Authority of the City of Parkersburg. (Tabled by City Council)
 - IX. ORDINANCE, FINAL READING:
 3. An ordinance amending and re-enacting the Personnel Policy and Procedure Manual by changing the Floodwall Maintenance Mechanic H-7 to Floodwall Heavy Equipment Operator H-8. (Sponsored by Personnel Committee)
 4. An ordinance approving and authorizing the purchase of certain real estate by the City of Parkersburg, 1201 Smithfield Street. (Sponsored by Councilmen Stanley, Reynolds, and Kuhl)
 - X. ORDINANCE, FIRST READING
 5. An ordinance providing for the sale by exchange of certain property of the City of Parkersburg. City's Long Tom canon at the City Park, for County's property adjacent to Bicentennial Park. (Sponsored by Councilmen Reed, Kuhl, and Mercer)
 - XI. MISCELLANEOUS
 6. Communication from The Parkersburg News and Sentinel covering the circulation and qualifications for their newspapers. (Receive and file)
 - XII. ADJOURNMENT
- Next Council meetings November 12th and 26th, 2019

October 8, 2019

The Council of the City of Parkersburg met in regular session Tuesday, October 8, 2019 at 7:30 PM in the Council Chambers on the second floor of the Municipal Building at One Government Square, Parkersburg, WV.

The meeting was called to order by Council President, Mike Reynolds, who presided over the meeting.

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

MINUTES –the clerk presented minutes from September 24, 2019. With no corrections or additions, the minutes were approved as previously distributed.

REPORTS FROM STANDING OR SPECIAL COMMITTEES – Councilwoman Sharon Kuhl reported that the Personnel Committee met prior to this meeting and sent forward to Council an ordinance to increase an employee from an H-7 position to an H-8 position in the Floodwall Department.

MESSAGE FROM THE EXECUTIVE – Mayor Tom Joyce stated that he and Police Chief, Joe Martin, have met with representatives of our local drug rehabilitation locations, and our Wood County Commission. They hope to have plans for moving forward by our next Council meeting, and they have included the Sheriff and Prosecutor.

Mayor Joyce also let everyone know about a 5-K run and clean-Up throughout our City and County would be held October 26, 2019, rain or shine, and invited anyone to attend.

Mayor also thanked members of City Council for wearing pink this evening, in support of Breast Cancer Awareness Week, and pledged \$10.00 for each one who participated. Councilwoman Kuhl matched the Mayor's challenge and invited other Councilmembers to donate. Mr. Barber pledged \$25.00; as did Bond Attorney, John Stump, who gave the Clerk a check for \$200.00.

PROCLAMATION – the City Clerk read a proclamation designating October 2019 as Community Planning Month in the City of Parkersburg and was instructed to file the document.

PUBLIC FORUM – Mary Dugan, 1012 18th Street, do not remove basketball hoop on 18th Street; Kayla Forshey, 1015 18th Street, do not remove the basketball hoop; Sally Stull, 1317 Andrew Street, too much foot traffic in her neighborhood, trash, bad language, break-ins, drugs; Cheryl Fiedorczyk, 1908 Beaver Street, said we have 3 problems: trash, homeless and addiction, and we need a task force to help them; Ed Hurst, 1016-1 Cornwall Street, thanked us for a clean-up sweep, but said we need to do it every day, and he will help.

CITY COUNCIL FORUM – no comments.

**RESOLUTION AUTHORIZING MAYOR JOYCE TO ACCEPT
A JUSTICE ASSISTANCE GRANT TO THE BUREAU
OF JUSTICE ASSISTANCE FOR FISCAL YEAR 2019**

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

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

WHEREAS, the City of Parkersburg has been allocated a direct award of \$26,939 from the JAG Program for FY 2019. An additional \$14,051 was awarded to the Wood County Sheriff's Office for a total award of \$40,990.

NOW THEREFOR BE IT RESOLVED by the City Council of the City of Parkersburg That Mayor Tom Joyce be and hereby is authorized to accept and administer a grant from the JAG Program for the partial purchase of 2020 Police Interceptor AWD Sport Utility Vehicle. \$14,051 will be used by the Wood County Sheriff's Office to purchase desktop computers and computer servers.

MOTION – Ms. Kuhl 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 State Auditor's Office for the following budget revision within the General Fund for the Fiscal Year 2019-2020 prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, and to make said budget revisions upon the State Auditor's approval:

GENERAL FUND

<u>Account</u>	<u>Description</u>	<u>Current Budget</u>	<u>Proposed Adjustment</u>	<u>Revised Budget</u>	<u>Comments</u>
FUND BALANCE					
299-00	FUND BALANCE	(400,000)	50,000	(350,000)	PARTIAL FY19 SURPLUS CARRYOVER
			50,000		
TRANSFERS TO OTHER FUNDS					
444-566-001	TRANSFERS OUT - CAPITAL RES	361,538	50,000	411,538	XFER TO CAPITAL RES - SMITHFIELD
			50,000		

October 8, 2019

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

RESOLUTION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the Mayor, or his designee, be authorized to revise the Adopted Budget for 2019-2020 Fiscal Year to reflect the following changes:

CAPITAL RESERVE FUND					
Account	Description	Current Budget	Proposed Adjustment	Revised Budget	Comments
REVENUE					
369-000-000	TRANSFERS IN - OTHER FUNDS	611,538	50,000	661,538	GENERAL FUND XFER IN
			50,000		
CAPITAL IMPROVEMENTS/EQUIPMENT					
750-458-000	IMPROVEMENTS - STREETS	250,000	50,000	300,000	SMITHFIELD RETAINING WALL
			50,000		
			-		

The above resolution proposes to revise the FY20 Capital Reserve Fund budget to reflect a transfer in from the General Fund for the purposes of providing an additional \$50,000 for the Smithfield retaining wall project.

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

ORDINANCE, FINAL READING

**ORDINANCE OF
THE CITY OF PARKERSBURG**

AN ORDINANCE AUTHORIZING AND APPROVING THE CONVEYANCE OF REAL PROPERTY, FIXTURES AND PERSONAL PROPERTY AND APPURTENANCES TO THE MUNICIPAL BUILDING COMMISSION OF THE CITY OF PARKERSBURG, WEST VIRGINIA, FOR THE PURPOSE OF FACILITATING THE DESIGN, ACQUISITION, CONSTRUCTION AND EQUIPPING OF A NEW FIRE STATION TO BE CONSTRUCTED ON REAL PROPERTY LOCATED IN THE VICINITY OF 3401 EMERSON AVENUE AND 1373 WEST VIRGINIA AVENUE IN THE CITY OF PARKERSBURG AND TO BE KNOWN AS "FIRE STATION NO. 4" BY THE CITY OF PARKERSBURG ON BEHALF OF THE MUNICIPAL BUILDING COMMISSION OF THE CITY OF PARKERSBURG, WEST VIRGINIA; THE LEASING OF SUCH REAL PROPERTY AND ALL PROJECT IMPROVEMENTS AND APPURTENANCES THERETO BY THE CITY OF PARKERSBURG FROM THE MUNICIPAL BUILDING COMMISSION OF THE CITY OF PARKERSBURG, WEST VIRGINIA; THE SALE AND ISSUANCE BY THE MUNICIPAL BUILDING COMMISSION OF THE CITY OF PARKERSBURG, WEST VIRGINIA OF ITS NOT TO EXCEED \$2,500,000 PRINCIPAL AMOUNT OF LEASE REVENUE BONDS, IN ONE OR MORE SERIES; AUTHORIZING THE EXECUTION AND DELIVERY OF AN AGREEMENT AND LEASE AND OTHER INSTRUMENTS AND AUTHORIZING AND APPROVING OTHER DOCUMENTS AND MATTERS RELATING TO THE TERMS AND SECURITY OF SUCH BONDS; AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH.

WHEREAS, The City of Parkersburg (the "City") has, pursuant to an ordinance enacted August 19, 1975, created and established the Municipal Building Commission of The City of Parkersburg, West Virginia (the "Issuer"), a public corporation and municipal building commission of the State of West Virginia, pursuant to the authority granted to it in Chapter 8, Article 33 of the West Virginia Code of 1931, as amended (the "Act");

WHEREAS, the Issuer, under the Act, has plenary power and authority to contract and be contracted with, acquire, purchase, own and hold any property, real or personal, and acquire, construct, equip, maintain and operate public buildings, structures, projects and appurtenant facilities of any type or types for which the City is permitted by law to expend public funds, sell, encumber or dispose of any property, real or personal, and lease its property or any part thereof, for public purposes to such persons and upon such terms as the Issuer deems proper;

WHEREAS, the City is empowered and authorized by Chapter 8, Article 16 of the West Virginia Code of 1931, as amended, to construct, reconstruct, establish, acquire, improve, renovate, extend, enlarge, increase, own, equip, repair, maintain and operate any municipal public works, together with all appurtenances necessary, appropriate, useful, convenient or incidental for or to the maintenance and operation of such works, including municipal buildings, jail facilities, police stations, fire stations, and other public buildings;

WHEREAS, the City desires to convey unto the Issuer pursuant to such deed or deeds, bills of sale or other instruments of transfer as may be necessary and appropriate under the circumstances (collectively, the "Conveyance Documents"), the real property located in the vicinity of 3401 Emerson Avenue and 1373 West Virginia Avenue in The City of Parkersburg together with all improvements and appurtenances thereto, which real property shall be more particularly described in EXHIBIT A – REAL ESTATE DESCRIPTION, attached to the hereinafter described Lease and made a part hereof (the "Fire Station Property");

WHEREAS, the City desires to design, acquire, construct and equip on the Fire Station Property a new fire station (the "Fire Station No. 4") together with all necessary appurtenances in connection therewith (the "Project"; the Fire Station Property, together with all rights of way, appurtenances, buildings, personal property and fixtures associated therewith, including, but not limited to, the Project improvements to be constructed thereon and all additions and improvements thereto now or hereafter acquired, created or constructed, of every kind and nature, herein called the "Facilities");

WHEREAS, the Issuer, under the Act, has plenary power and authority to issue negotiable bonds, notes, debentures or other evidences of indebtedness and provide for the rights of the holders thereof, incur any proper indebtedness and issue any obligations and give any security therefor which it may deem necessary or advisable in connection with exercising powers as provided in the Act;

WHEREAS, the Issuer desires, pursuant to an Ordinance enacted on October 8, 2019 (the "Issuer Ordinance") to issue its Lease Revenue Bonds, in one or more series, in an aggregate principal amount not to exceed \$2,500,000 (the "Bonds") to (i) finance the costs of the Project, (ii) pay costs of issuance of the Bonds and related costs, (iii) fund a reserve account, if any, for the Bonds, and (iv) pay capitalized interest, if any, on the Bonds;

WHEREAS, the purchaser of the Bonds (the "Purchaser"), the terms, conditions and provisions of the Bonds and the forms of certain documents to be executed and delivered in connection with the issuance and sale of the Bonds shall be approved by the Issuer pursuant to a resolution of the Issuer which is supplemental to the Issuer Resolution (the "Issuer Supplemental Resolution");

WHEREAS, the City desires to lease the Facilities from the Issuer pursuant to an Agreement and Lease (the "Lease") to be dated the Closing Date (as hereinafter defined), by and between the Issuer, as lessor, and the City, as lessee;

WHEREAS, the Issuer, pursuant to the Issuer Ordinance, has appointed the City to undertake the design, acquisition, construction and equipping of the Project including being party to any construction contracts and fulfilling the obligations of the City under such construction contracts as may be necessary in connection with same and for the purpose of requisitioning and applying the proceeds of the Bonds to the payment of the costs of the Project and the costs of issuance of such Bonds and related costs, for and on behalf of the Issuer as herein described, and the City desires to authorize such actions on its part pursuant to this Ordinance; and

WHEREAS, the City desires to take all steps necessary to authorize the conveyance of the Fire Station Property, its undertaking of the design, acquisition, construction and equipping of the Project for and on behalf of the Issuer, its requisitioning of the Bond proceeds and application thereof to the payment of the costs of the Project, its leasing of the Facilities from the Issuer pursuant to the terms of the Lease and to permit the Issuer to promptly proceed with the issuance of the Bonds;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF PARKERSBURG, AS FOLLOWS:

Section 1. Pursuant to the Act, this Ordinance is adopted and enacted and it is hereby found and determined that, to accomplish the purposes of the Act and the findings set forth in the preambles hereof, the following is hereby authorized and approved: (i) the conveyance of the Fire Station Property by the City to the Issuer pursuant to the Conveyance Documents; (ii) the design, acquisition, construction and equipping of the Project by the City for and on behalf of the Issuer including but not limited to engaging such architects and other professionals, undertaking such public bidding processes, providing notice of award and notice to proceed to such construction contractors, entering into such construction contracts, purchase agreements and other documents as may be necessary in connection with same and performing under such agreements, (iii) the leasing of the Facilities by the City from the Issuer pursuant to the terms of the Lease and the payment of such lease rentals and other payments by the City which are provided for pursuant to the Lease, and (iv) the issuance and delivery of the Bonds by the Issuer in the aggregate principal amount of not to exceed \$2,500,000 for the purpose of financing costs of the design, acquisition, construction and equipping of the Project, the payment of costs of issuance of the Bonds and related costs if to be paid from Bond proceeds, the funding of a reserve account, if any, for the Bonds and the payment of capitalized interest, if any, on the Bonds, are hereby authorized, approved, ratified and confirmed. The Bonds shall be issued in accordance with, and shall have the terms provided in, the Issuer Ordinance authorizing the issuance of the Bonds, which Issuer Ordinance is hereby approved.

Section 2. The City hereby agrees to undertake all actions necessary for the design, acquisition, construction and equipping of the Project and to requisition and apply the proceeds of the Bonds to the payment of the costs of the Project and related costs, and to execute all construction contracts, requisitions, certificates or other documents necessary in connection therewith, and to give any and all authorizations as may be necessitated thereby. The City hereby authorizes and approves the payment of costs of the Project which may be incurred prior to the issuance of the Bonds from its General Revenue Fund and the reimbursement of such fund from the proceeds of the Bonds following their execution and delivery.

Section 3. The Lease, by and between the Issuer, as lessor, and the City, as lessee, pursuant to which the City will lease the Facilities from the Issuer and will agree to pay as Lease Rentals (but only from the sources set forth therein), amounts sufficient to pay the principal of and interest on the Bonds and any other amounts payable thereunder, shall be substantially in the form as shall be approved pursuant to a resolution of the City which is supplemental to this Ordinance (the "City Supplemental Resolution"), with such changes, variations, insertions and omissions as may be approved by the City. The Mayor and City Manager of the City are hereby authorized to execute, acknowledge, as necessary, and deliver the Lease and the City Clerk of the City is hereby authorized and directed to affix the seal of the City thereto and to attest the seal. The execution of the Lease by the Mayor and City Manager shall be conclusive evidence of any approval required by this Section.

Section 4. The Lease Assignment (the "Assignment"), by the Issuer to the Purchaser, pursuant to which the Issuer shall assign certain of its rights under the Lease and rentals thereunder, to be dated or effective as of the Closing Date, shall be substantially in the form as shall be approved pursuant to the City Supplemental Resolution, with such changes, variations, insertions and omissions as may be approved by the Issuer and the City. The execution of the Assignment by the Chairman of the Issuer shall be conclusive evidence of any such approval.

Section 5. The Assignment of Funds and Accounts (the "Funds Assignment"), by the Issuer to the Purchaser, pursuant to which the Issuer shall assign its rights in and to certain funds and accounts established in connection with the Bonds pursuant to the Lease, to be dated or effective as of the Closing Date, shall be substantially in the form as shall be approved pursuant to the City Supplemental Resolution, with such changes, variations, insertions and omissions as may be approved by the Issuer and the City. The execution of the Assignment by the Chairman of the Issuer shall be conclusive evidence of any such approval.

Section 6. The Credit Line Deed of Trust, Fixture Filing and Security Agreement (the "Deed of Trust") by the Issuer to the trustees named therein, pursuant to which the Issuer shall convey the Facilities to the trustees named therein, in trust, for the benefit and security of the Purchaser in the repayment of the Bonds, shall be substantially in the form as shall be approved pursuant to the City Supplemental Resolution, with such changes, variations, insertions and omissions as may be approved by the Issuer and the City. The execution of the Deed of Trust by the Chairman of the Issuer shall be conclusive evidence of any such approval.

Section 7. The Bonds, substantially in the form submitted to this meeting, shall be and the same are hereby approved in all respects, with such changes, variations, insertions and omissions as may be approved by the City and the Issuer. Such approval shall constitute the approval of the issuance of the Bonds by an "applicable elected official" to the extent such approval may be required by any State or federal law. The execution of the Bonds by the Chairman of the Issuer shall be conclusive evidence of any such approval.

Section 8. The City hereby approves the sale of the Purchaser, as shall be designated by the Issuer Supplemental Resolution. The price of the Bonds shall be 100% of par value, there being no interest accrued thereon. The Bonds shall be dated the date of delivery thereof (the "Closing Date").

Section 9. All covenants, stipulations, obligations and agreements of the City contained herein and contained in the Lease and all other instruments and documents relating thereto shall be deemed to be the special and limited covenants, stipulations, obligations and agreements of the City to the full extent permitted by law, and such covenants, stipulations, obligations and agreements shall be binding upon the City and its successors from time to time and upon any board or body to which any powers or duties, affecting such covenants, stipulations, obligations and agreements, shall be transferred by or in accordance with law. Except as otherwise provided herein, all rights, powers and privileges conferred and duties and liabilities imposed upon the City or the officials thereof by the provisions hereof and by the Lease and all other instruments and documents relating thereto shall be exercised or performed by the City or by such officers, board or body as may be required or permitted by law to exercise such powers and to perform such duties.

No covenant, stipulation, obligation or agreement herein contained or contained in the Lease and all other instruments and documents relating thereto shall be deemed to be a covenant, stipulation, obligation or agreement of any officer, agent or employee of the City in his or her individual capacity and neither the City nor any officer or employee thereof shall be liable personally on the Lease or the Bonds or be subject to any personal liability or accountability by reason of the issuance thereof.

Section 10. The City hereby ratifies all actions necessary to authorize and approve the design, acquisition, construction and equipping of the Project by the City.

Section 11. The firm of Steptoe & Johnson PLLC, Charleston, West Virginia, is hereby designated as bond counsel in connection with the issuance of the Bonds and the Mayor and City Manager are hereby authorized to execute and deliver such engagement letters as may be necessary to retain such firm for these services.

Section 12. The execution, delivery and due performance of the Lease are hereby in all respects approved, authorized, ratified and confirmed, including, without limitation, all acts heretofore taken in connection with the design, acquisition, construction and equipping of the Project; the issuance of the Bonds and the leasing of the Facilities, and it is hereby ordered that the Mayor, the City Manager, the City Clerk, the council members and other employees and officers of the City execute and deliver such other documents, certificates, agreements and instruments and take such other action as may be required or desirable to carry out the purposes of this Ordinance, the Bonds and the aforesaid documents, certificates, agreements and instruments.

Section 13. All ordinances, orders, resolutions or parts thereof in conflict with the provisions of this Ordinance are, to the extent of such conflict, hereby repealed.

Section 14. This Ordinance shall take effect immediately following the public hearing hereon and approval on second and final reading.

Section 15. Upon adoption on first reading hereof, an abstract of this Ordinance, determined by the City to contain sufficient information as to give notice of the contents hereof, shall be published once a week for two successive weeks within a period of fourteen consecutive days, with at least six full days intervening between each publication, in the *Parkersburg News & Sentinel*, a newspaper published and of general circulation in the City, together with a notice stating that this Ordinance has been adopted and that the City contemplates the conveyance of the Fire Station Property to the Issuer, the leasing of the Facilities and the issuance of the Bonds by the Issuer, and that any person interested may appear before the City upon a date certain, not less than ten days subsequent to the date of the first publication of the said abstract and notice, and present protests, and that a certified copy of the Ordinance is on file in the office of the City Clerk of the City for review by interested parties during regular office hours. At such hearing, all objections and suggestions shall be heard and the Council of the City shall take such action as they shall deem proper in the premises.

First Reading: September 24, 2019
Enacted on Second Reading October 8, 2019
Following Public Hearing:
THE CITY OF PARKERSBURG
By: _____
Its Mayor
CERTIFICATION

The undersigned, being the duly qualified, elected and acting City Clerk of The City of Parkersburg does hereby certify that the foregoing Ordinance was duly adopted and enacted by the council of The City of Parkersburg at regular meetings duly held, pursuant to proper notice thereof, on September 24, 2019 and October 8, 2019, quorums being present and acting throughout, and which Ordinance has not been repealed, rescinded, modified, amended or revoked and is a true, correct and complete copy thereof as witness my hand and the seal of The City of Parkersburg this _____, 2019.

MOTION – Mr. Fox moved, seconded by Mr. Stanley, to adopt the ordinance on final reading.

PUBLIC HEARING – President Reynolds declared a public hearing open at 7:50 PM to give citizens an opportunity to voice their opinion on this ordinance.

No one appeared, and the hearing was declared closed at 7:51 PM.

Ms. Kuhl asked about the bids for the project, and Bond Counsel, John Stump, said they had eight (8) bids and the lowest was \$1,725,000.00, and they have to allow for project contingency of 5%, which is typical. The contractor is the same as the last fire station at 16th and Covert Streets. Mr. Stump said the spread of the bids was \$200,000.00 and that is a narrow gap.

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

ORDINANCE, FIRST READING:

AN ORDINANCE AMENDING AND RE-ENACTING
THE CITY OF PARKERSBURG PERSONNEL
POLICY AND PROCEDURE MANUAL
(floodwall H-7 to H-8)

MOTION – Ms. Kuhl moved, seconded by Mr. Mercer, to adopt the ordinance on first reading, and the motion was adopted by unanimous. (amended in personnel committee for duties to include assisting with grounds maintenance throughout the City, as needed.)

ORDINANCE, FIRST READING:

AN ORDINANCE APPROVING AND AUTHORIZING
THE PURCHASE OF CERTAIN REAL ESTATE
BY THE CITY OF PARKERSBURG
(1201 Smithfield)

Mr. Stanley moved, seconded by Ms. Kuhl, to adopt the ordinance on first reading.

October 8, 2019

MOTION TO AMEND – Mr. Stanley moved, seconded by Ms. Kuhl, to amend the ordinance in line item "b" to state "Not to exceed \$3,000.00 for a 1998 Mercedes-Benz 320 automobile, and the amendment was adopted by unanimous vote.

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

MOTION – Mr. Fox moved, seconded by Mr. Stanley, that Council resolve into the Committee of the Whole to discuss a resolution re-constituting membership/commissioners of the Urban Renewal Authority of the City of Parkersburg, and the motion was adopted by unanimous vote.

Christa Stanley
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 for the Fiscal Year 2019-2020 prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, and to make said budget revisions upon the State Auditor's approval:

GENERAL FUND

Account	Description	Current Budget	Proposed Adjustment	Revised Budget	Comments
REVENUE					
299-00	FUND BALANCE	(350,000)	394,989	44,989	PARTIAL FY19 SURPLUS CARRYOVER
366-577-000	GRANTS - REAP	-	<u>47,600</u>	47,600	PARTIAL FY19 SURPLUS CARRYOVER
	SUBTOTAL - REVENUE		442,589		
EXPENDITURES					
MAYOR					
409-223-000	PROFESSIONAL SERVICES	32,000	4,500	36,500	FY19 PO FULFILLED AFTER 6/30
FINANCE					
414-230-000	CONTRACTUAL SERVICES	60,000	1,235	61,235	FY19 PO FULFILLED AFTER 6/30
414-353-000	COMPUTER SOFTWARE	-	<u>10,900</u>	10,900	FY19 PO FULFILLED AFTER 6/30
			12,135		
DEVELOPMENT					
421-212-000	OUTSIDE PRINTING	2,500	1,652	4,152	FY19 PO FULFILLED AFTER 6/30
421-230-000	CONTRACTUAL SERVICES	110,000	<u>49,167</u>	159,167	FY19 PO FULFILLED AFTER 6/30
			50,819		
CODE ADMINISTRATION					
436-230-000	PROFESSIONAL SERVICES	85,000	3,245	88,245	FY19 PO FULFILLED AFTER 6/30
POLICE DEPARTMENT					
700-230-000	CONTRACTUAL SERVICES	75,275	7,339	82,614	FY19 PO FULFILLED AFTER 6/30
700-341-000	DEPARTMENTAL SUPPLIES	81,000	<u>14,755</u>	95,755	FY19 PO FULFILLED AFTER 6/30
			22,094		
FLOODWALL					
714-230-000	CONTRACTUAL SERVICES	15,000	276,280	291,280	FY19 PO FULFILLED AFTER 6/30
STREET DEPARTMENT					
750-341-000	DEPARTMENTAL SUPPLIES	190,000	5,000	195,000	FY19 PO FULFILLED AFTER 6/30
CENTRAL GARAGE					
754-343-005	AUTO REPAIR SUPPLIES	125,000	2,150	127,150	FY19 PO FULFILLED AFTER 6/30
STORMWATER MANAGEMENT					
805-230-000	CONTRACTUAL SERVICES	300,000	18,588	318,588	FY19 PO FULFILLED AFTER 6/30
HEALTH & SANITATION GRANTS					
809-230-000	CONTRACTUAL SERVICES	-	3,000	3,000	FY19 REAP GRANT CARRYOVER
809-341-000	DEPARTMENTAL SUPPLIES	-	<u>25,212</u>	25,212	FY19 REAP GRANT CARRYOVER
			28,212		

PARKS & RECREATION

900-230-000 CONTRACTUAL SERVICES	45,000	<u>19,566</u>	64,566	FY19 PO FULFILLED AFTER 6/30
SUBTOTAL - EXPENDITURES		<u>442,589</u>		
GRAND TOTAL		<u><u>-</u></u>		

The above resolution proposes to revise the FY20 General Fund Budget to reflect a carryover the FY19 budget surplus that resulted from purchase orders outstanding as of 6/30/19 that the City is obligated to fulfill or has fulfilled during FY20 YTD. Additionally, a carryover of the fund balance resulting from the REAP grant awarded during FY19 to be completed during FY20 is included in the above revision.

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 for the Fiscal Year 2019-2020 prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists, and to make said budget revisions upon the State Auditor's approval:

GENERAL FUND

<u>Account</u>	<u>Description</u>	<u>Current Budget</u>	<u>Proposed Adjustment</u>	<u>Revised Budget</u>	<u>Comments</u>
REVENUE					
299-00	FUND BALANCE	44,989	864,417	909,406	REMAINING FY19 SURPLUS CARRYOVER
369-000-000	TRANSFERS IN - OTHER FUNDS	2,150,000	<u>(425,000)</u>	1,725,000	REDUCTION IN STABLIZATION XFER IN
	SUBTOTAL - REVENUE		439,417		
EXPENDITURES					
TRANSFERS TO OTHER FUNDS					
444-566-001	TRANSFERS OUT - CAPITAL RES	361,538	224,417	585,955	XFER FOR FIRE TRK/STMWTR/FLDWALL
FLOODWALL					
714-230-000	CONTRACTUAL SERVICES	291,280	55,000	346,280	FLOODWALL PIPE INSPECTION
STORMWATER MANAGEMENT					
805-230-000	CONTRACTUAL SERVICES	318,588	150,000	468,588	STORMWATER LINING
SOCIAL SERVICES					
953-230-000	CONTRACTUAL SERVICES	-	<u>10,000</u>	10,000	HOMELESS OUTREACH/REUNIFICATION
	SUBTOTAL - EXPENDITURES		<u>439,417</u>		
	GRAND TOTAL		<u><u>-</u></u>		

The above resolution proposed to the revised the FY20 General Fund budget to reflect the remainder of the FY19 surplus that is not yet appropriated or otherwise encumbered. This includes a reduction in the amount of the transfer in from the Stabilization Fund by \$425,000, an appropriation of \$55,000 for a pipe inspection of the Floodwall, an additional \$150,000 for stormwater pipe lining, and \$10,000 for Homeless Outreach efforts. Additionally, a \$224,417 transfer to the Capital Reserve Fund is proposed for the purposes of reserving funds for the future purchase of a Fire Truck (\$100,000), installation of a new Floodwall pump system (\$20,000), and additional stormwater retention systems (\$104,417).

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 2019-2020 Fiscal Year to reflect the following changes:

CAPITAL RESERVE FUND

Account	Description	Current Budget	Proposed Adjustment	Revised Budget	Comments
REVENUE					
369-000-000	TRANSFERS IN - OTHER FUNDS	661,538	<u>224,417</u>	885,955	GENERAL FUND TRANSFER IN
			224,417		
CAPITAL IMPROVEMENTS					
714-458-000	IMPROVEMENTS - FLOODWALL	20,000	20,000	40,000	INSTALL OF NEW PUMP SYSTEM
805-458-000	IMPROVEMENTS - STORMWATER	160,000	<u>104,417</u>	264,417	INSTALL OF NEW DRAINAGE SYSTEMS
			<u>124,417</u>		
			<u>100,000</u>		

The above resolution proposes to revise the FY20 Capital Reserve Fund budget to reflect a \$224,417 transfer in from the General Fund for the purposes of installing a new pump system to the Floodwall and the installation of new stormwater drainage system. The \$100,000 unappropriated balance is to be reserved for the future purchase of a Fire Truck.

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 2019-2020 Fiscal Year to reflect the following changes:

USER FEE SPECIAL REVENUE FUND

Account	Description	Current Budget	Proposed Adjustment	Revised Budget	Comments
FUND BALANCE					
299-00	FUND BALANCE	1,657,265	<u>505,000</u> 505,000	2,162,265	FY19 SURPLUS CARRYOVER
CAPITAL IMPROVEMENTS					
750-458-005	STREET IMPROVEMENTS	2,482,191	<u>505,000</u> 505,000	2,987,191	ADDL FY20 SPRING STREET REHAB
			<u> </u> -		

The above resolution proposes to revise the FY20 User Fee Special Revenue Fund to reflect the FY19 budget surplus carryover to be appropriated to provide additional funds for the FY20 spring street rehabilitation project.

RESOLUTION RE-CONSTITUTING THE MEMBERSHIP/COMMISSIONERS OF THE
URBAN RENEWAL AUTHORITY OF THE CITY OF PARKERSBURG

WHEREAS, the Urban Renewal Authority of the City of Parkersburg was duly created and/or reconstituted by Resolution of the City Council of the City of Parkersburg under the provisions of West Virginia Code 16-18-4.

WHEREAS, the Urban Renewal Authority is a political subdivision and public corporation of the State of West Virginia under the provisions of West Virginia Code 16-18-1 et. seq., and

WHEREAS, the Parkersburg City Council desires to re-constitute the method of selection of URA members.

Now Therefore Be It Resolved By The Parkersburg City Council as follows:

The Parkersburg Urban Renewal Authority shall consist of seven (7) members, all of whom shall be residents of the City. One member shall be a member of City Council whose term of membership shall be the same as his/her term of office. Three (3) members shall be nominated by the banking, real estate, or development/planning communities of the City with the approval of the Mayor and confirmed by City Council. The remaining three (3) members shall be nominated by the Mayor and confirmed by City Council. These six (6) members first selected shall serve respectively for terms of two years, three years and four years and three of said members for five years. Thereafter said members shall serve five (5) year terms.

Vacancies shall be filled for the unexpired term and made in the same manner as original selections were made.

Sponsored By Councilpersons:

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

15

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that Table I, of the Compensation Plan contained in Section VIII of the City of Parkersburg Personnel Policy and Procedure Manual be, and hereby is, amended and re-enacted to reflect the following position name change:

Floodwall Maintenance Mechanic H-7 to Floodwall Heavy Equipment Operator H-8

SPONSORED BY PERSONNEL COMMITTEE OF CITY COUNCIL



POSITION TITLE: Floodwall Heavy Equipment Operator
DEPARTMENT: Public Works

GRADE: H-8 Non-Exempt
DIVISION: Floodwall

Reports directly to the Buildings & Grounds/Floodwall Supervisor.

JOB SUMMARY: Performs a variety of skilled and semi-skilled work related to the maintenance and upkeep and repair of the City's Building & Grounds and floodwall operations.

RESPONSIBILITIES, DUTIES AND ACCOUNTABILITIES:

- 1) Operates heavy equipment in the construction, repair and maintenance of City buildings and grounds. Assists other departments with heavy equipment operations, as needed.
- 2) Performs repairs, renovations and maintenance of City facilities including plumbing (pipes, valves, pumps, etc.), carpentry work, painting, roofing, masonry/concrete work, siding, and installation of flooring.
- 3) Maintain and repair all equipment relating to the floodwall operations.
- 4) Inspect floodwall & all equipment to identify areas for repair/replacement.
- 5) Oversee/Assist with installation of floodgates.
- 6) Perform mowing, weed-eating and other maintenance operations in the area surrounding the floodwall.
- 7) Perform pre-operation inspection of all equipment.
- 8) Operates a variety of equipment, including various forms of trucks, dump trucks, trailers, mowers, tractors, trenchers, backhoe, chain saws, power tools and hand tools in a safe and effective manner.
- 9) Assists with City snow removal.
- 10) Position will be in an "on-call" status whenever high water is expected.
- 11) Performs other related duties as assigned.

ASSIST WITH G-ROUNDS MAINTENANCE THROUGHOUT THE CITY AS NEEDED

POSITION REQUIREMENTS AND QUALIFICATIONS:

High school diploma or equivalent. Experience operating medium to heavy equipment. Considerable experience in servicing & repairing mechanical equipment, with a general working knowledge of plumbing, carpentry, roofing, and masonry/concrete, or an equivalent combination of experience and training. Must be able to interact professional with the public.

Must possess a Commercial Driver's License. (Class B)

PHYSICAL DEMANDS:

This position requires extensive walking, lifting, reaching, carrying, stooping, bending, squatting, climbing, balancing, and physical coordination, While performing the duties of this job, the employee is frequently exposed to fumes, dust, odors and extreme weather conditions.

Ordinance Approving and Authorizing
The Purchase Of Certain
Real Estate By The
City Of Parkersburg

Whereas the retaining wall at the terminus of Smithfield Street in the City of Parkersburg failed in February 2019;

Whereas such retaining wall failure caused the attendant slip of the hillside into Smithfield Street and an adjacent property located at 1201 Smithfield Street blocking access to the resident's garage and barricading his motor vehicle in the garage;

Whereas any clearing of the debris and repair of the slip will eliminate the resident's ability to have full access to the garage and including parking or storing a motor vehicle therein; and

Whereas in order to effect the slip repair the City has negotiated the sale and transfer of the real estate identified as 1201 Smithfield (City Tax Map 77, Parcel 18).

Now Therefore Be It Ordained By The Council Of The City Of Parkersburg that the purchase of the real property at 1201 Smithfield Street (City Tax Map 77, Parcel 18) and including the dwelling and all attached fixtures be and it is hereby approved and authorized for the total sum of \$150,000.00 together with the following incidental and related costs:

- a. \$1,915.00 in relocation assistance; and
- b. Not to exceed \$3,000.00 for a 1998 Mercedes-Benz 320 Automobile

Attached hereto and made a part hereof are the following:

1. Portions of the real estate appraisal consisting of 4 pages and showing the value of the real estate to be \$150,000.00 "as-is", and
2. The letter of Intent to Purchase Real Estate (non-bidding) setting forth details of the purchase.

Sponsored By Councilmembers

Also attached hereto is a memorandum of explanation from Mayor Tom Joyce and a budget sheet showing monies available for the purchase and retaining wall project and purchase receipt for 1998 Mercedes-Benz showing the value of the vehicle when purchased by the owner of 1201 Smithfield Street.

To: Parkersburg City Council

From: Mayor Tom Joyce

Re: Purchase of 1201 Smithfield Ave (*City Tax Map 77, Parcel 18*)

Date: September 10, 2019

The Engineering department has designed a solution to allow for repairs of the wall that failed in February 2019 at the terminus of Smithfield Street. The remedy requires the city purchasing the property at 1201 Smithfield Street to allow for sloping adequate to properly remedy the current condition and mitigate future slipping and further damage to adjacent private property. The engineered plan of action and subsequent construction will leave the property particularly the access to the garage in a condition that is unacceptable to the current property owner.

We have been in regular communication with the property owner throughout the past months and recently he agreed to sell the property to allow for the remediation and construction to proceed. As he was not interested in remaining at that location without full and unadulterated access to the garage.

After a thorough process, we recently came to terms, which included an appraisal in addition to some ancillary remuneration for expenses incurred due to the failure of the previous wall.

The attached ordinance is necessary under WV Code 8-11-3(6) to allow for the City purchase of private property.

An Ordinance
Providing For The Sale
By Exchange Of
Certain Property Of
The City

Whereas the City of Parkersburg and the Wood County Commission desire to enter into the sale by exchange of certain property each presently own;

Whereas the exchange involves the trade of the City of Parkersburg's civil war canon, Long Tom, and which canon, although originally located and displayed at Fort Boreman Hill, has been kept and displayed in the City Park since approximately 1921;

Whereas the Wood County Commission desires to acquire the said civil war canon and return it to the County's Fort Boreman Historical Park;

Whereas the City desires to expand its Bicentennial Park to include the 36' x 107' parcel of property now owned by Wood County and which strip of land is adjacent to and contiguous with said Bicentennial Park; and

Whereas such exchange will benefit the City, the County and the public they both serve by further enhancing and utilizing their respective parks while returning the civil war canon, Long Tom, to its rightful place as a part of Fort Boreman and at no cost to either party.

Now Therefore Be It Ordained By The Council Of The City Of Parkersburg that the City enter into and complete the sale by exchange with the Wood County Commission, of the City's civil war canon, Long Tom, for the County's 36 x 170.75 x 36' x 170.78 parcel of land immediately adjacent to and contiguous with Bicentennial Park and which as shown as parcel 5-95-51 on the attached map and further identified as Tract Seven in Deed Book 1004, at page 832.

Sponsored By Councilpersons:

The Parkersburg
News and Sentinel

www.NewsandSentinel.com

519 Juliana Street
Parkersburg WV 26101
Phone: 304.485.1891
Toll Free: 800.642.1997
Fax: 304.422.2660


October 10, 2019

Connie Shaffer, City Clerk
PO Box 1627
Parkersburg WV 26102

Dear Ms. Shaffer:

As required by law, I am enclosing the properly executed forms covering circulation and qualifications for our newspapers.

Sincerely,



James T. Spanner
Publisher

Enclosures



STATE OF WEST VIRGINIA
AFFIDAVIT OF CIRCULATION AND QUALIFICATION CHAPTER 59, ARTICLE 3,
WEST VIRGINIA CODE
(This affidavit is for the fiscal year beginning July 1, 2020)

STATE OF WEST VIRGINIA

COUNTY OF Wood;

I, James T. Spanner, being first sworn, state that: my title is Publisher, the name of the publishing firm is The Nutting Company Inc and the name of the newspaper is Parkersburg News & Sentinel, a [please circle: (~~Democratic~~, ~~Republican~~, No Party Affiliation)] newspaper. I have been authorized by the board of directors of the newspaper to furnish this sworn affidavit of circulation and qualification to publish legal advertisements. The average paid circulation of the newspaper during the preceding calendar year was 12,763; the newspaper has been published for at least 120 years and/or XXX months and the newspaper is regularly published at least weekly for fifty weeks or more during the calendar year, in the Municipality of Parkersburg, and in the County of Wood, State of West Virginia. The newspaper is of general circulation and interest; the newspaper has a circulation large enough to provide reasonable belief that publication of a legal advertisement will give effective notice to the residents of the publication area; the newspaper averages four or more pages in length, exclusive of any cover, per issue; the newspaper is circulated to the general public at a definite price; and, the general public relies on the newspaper for news of events of a political, religious, commercial or social nature, and current happenings, announcements, miscellaneous reading matters, advertisements and other notices.

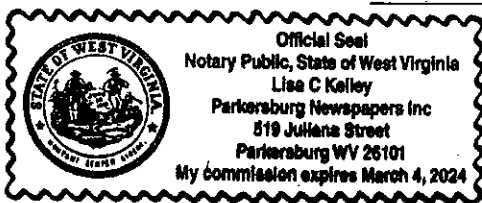
Applicable Legal Ad Rate is thirteen cents (.13) per word.

James T. Spanner
 Authorized Official

Subscribed and sworn before me this 10th day of October, 20 19.

Lisa C. Kelley
 Notary Public

SEAL



My commission expires 03/04/2024.

(INCLUDE WITH THIS AFFIDAVIT A COPY OF THE STATEMENT OF OWNERSHIP, MANAGEMENT AND CIRCULATION FILED WITH THE UNITED STATES POST OFFICE IN THE CURRENT CALENDAR YEAR.)

THIS AFFIDAVIT MUST BE FILED WITH THE SECRETARY OF STATE NO LATER THAN NOVEMBER 1, 2019.



UNITED STATES
POSTAL SERVICE®

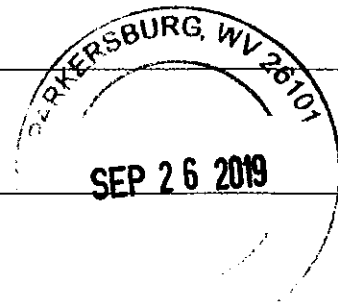
Statement of Ownership, Management, and Circulation
(All Periodicals Publications Except Requester Publications)

1. Publication Title Parkersburg News and Sentinel		2. Publication Number 4 2 2 1 - 6 0 0 0		3. Filing Date September 26th, 2019	
4. Issue Frequency Daily and Sunday		5. Number of Issues Published Annually 365		6. Annual Subscription Price \$231.40/\$247.00	
7. Complete Mailing Address of Known Office of Publication (Not printer) (Street, city, county, state, and ZIP+4®) 519 Juliana St, Parkersburg, Wood, WV 26101				Contact Person James T. Spanner Telephone (Include area code) 304-485-1891	
8. Complete Mailing Address of Headquarters or General Business Office of Publisher (Not printer) Same					

9. Full Names and Complete Mailing Addresses of Publisher, Editor, and Managing Editor (Do not leave blank)
Publisher (Name and complete mailing address)

James T. Spanner 707 5th St. Marietta, OH 45750
Editor (Name and complete mailing address)

Christina Myer 237 Moreland Rd, Belpre, OH 45714
Managing Editor (Name and complete mailing address)



N/A

10. Owner (Do not leave blank. If the publication is owned by a corporation, give the name and address of the corporation immediately followed by the names and addresses of all stockholders owning or holding 1 percent or more of the total amount of stock. If not owned by a corporation, give the names and addresses of the individual owners. If owned by a partnership or other unincorporated firm, give its name and address as well as those of each individual owner. If the publication is published by a nonprofit organization, give its name and address.)

Full Name	Complete Mailing Address
As per list furnished to postal service	

11. Known Bondholders, Mortgagees, and Other Security Holders Owning or Holding 1 Percent or More of Total Amount of Bonds, Mortgages, or Other Securities. If none, check box None

Full Name	Complete Mailing Address
N/A	

12. Tax Status (For completion by nonprofit organizations authorized to mail at nonprofit rates) (Check one)
The purpose, function, and nonprofit status of this organization and the exempt status for federal income tax purposes:
 Has Not Changed During Preceding 12 Months
 Has Changed During Preceding 12 Months (Publisher must submit explanation of change with this statement)

13. Publication Title Parkersburg News and Sentinel		14. Issue Date for Circulation Data Below August 25th/August 30th, 2019	
15. Extent and Nature of Circulation		Average No. Copies Each Issue During Preceding 12 Months	No. Copies of Single Issue Published Nearest to Filing Date
a. Total Number of Copies (<i>Net press run</i>)		16788/14342	15689/13410
b. Paid Circulation (<i>By Mail and Outside the Mail</i>)	(1) Mailed Outside-County Paid Subscriptions Stated on PS Form 3541 (Include paid distribution above nominal rate, advertiser's proof copies, and exchange copies)	34/42	71/76
	(2) Mailed In-County Paid Subscriptions Stated on PS Form 3541 (Include paid distribution above nominal rate, advertiser's proof copies, and exchange copies)	0/0	0/0
	(3) Paid Distribution Outside the Mails including Sales Through Dealers and Carriers, Street Vendors, Counter Sales, and Other Paid Distribution Outside USPS®	14912/12721	14257/12091
	(4) Paid Distribution by Other Classes of Mail Through the USPS (e.g., First-Class Mail®)	0/0	0/0
c. Total Paid Distribution [Sum of 15b (1), (2), (3), and (4)]		14946/12763	14328/12167
d. Free or Nominal Rate Distribution (<i>By Mail and Outside the Mail</i>)	(1) Free or Nominal Rate Outside-County Copies included on PS Form 3541	0/0	0/0
	(2) Free or Nominal Rate In-County Copies Included on PS Form 3541	0/0	0/0
	(3) Free or Nominal Rate Copies Mailed at Other Classes Through the USPS (e.g., First-Class Mail)	0/0	0/0
	(4) Free or Nominal Rate Distribution Outside the Mail (<i>Carriers or other means</i>)	345/343	358/423
e. Total Free or Nominal Rate Distribution (Sum of 15d (1), (2), (3) and (4))		345/343	358/423
f. Total Distribution (Sum of 15c and 15e)		15291/13106	14686/12590
g. Copies not Distributed (See Instructions to Publishers #4 (page #3))		1497/1236	1003/820
h. Total (Sum of 15f and g)		16788/14342	15689/13410
i. Percent Paid (15c divided by 15f times 100)		97.7/97.3	97.6/96.5

* If you are claiming electronic copies, go to line 16 on page 3. If you are not claiming electronic copies, skip to line 17 on page 3.



Statement of Ownership, Management, and Circulation (All Periodicals Publications Except Requester Publications)

16. Electronic Copy Circulation	Average No. Copies Each Issue During Preceding 12 Months	No. Copies of Single Issue Published Nearest to Filing Date
a. Paid Electronic Copies	180/180	177/178
b. Total Paid Print Copies (Line 15c) + Paid Electronic Copies (Line 16a)	15126/12943	14505/12345
c. Total Print Distribution (Line 15f) + Paid Electronic Copies (Line 16a)	15471/13286	14863/12768
d. Percent Paid (Both Print & Electronic Copies) (16b divided by 16c × 100)	97.8/97.4	97.5/96.6

I certify that 50% of all my distributed copies (electronic and print) are paid above a nominal price.

17. Publication of Statement of Ownership

If the publication is a general publication, publication of this statement is required. Will be printed in the October 3rd, 2019 issue of this publication.

Publication not required.

18. Signature and Title of Editor, Publisher, Business Manager, or Owner

Date

James T. Spunner Publisher

9-26-19

I certify that all information furnished on this form is true and complete. I understand that anyone who furnishes false or misleading information on this form or who omits material or information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including civil penalties).

Instructions to Publishers

1. Complete and file one copy of this form with your postmaster annually on or before October 1. Keep a copy of the completed form for your records.
2. In cases where the stockholder or security holder is a trustee in items 10 or 11, include the name of the person or corporation for whom the trustee is acting. Also include in item 10 the names and addresses of all stockholders owning or holding one (1) percent or more of the total amount of stock. If not owned by a corporation, give the name and address of each individual owner. If owned by a partnership or other unincorporated firm, give its name and address as well as the name and address of each individual owner. If the publication is published by a nonprofit organization, give its name and address and complete item 12. In item 11, include all bondholders, mortgagees, and other security holders owning or holding one (1) percent or more of the total amount of bonds, mortgages, or other securities. If none, check the box. Use blank sheets if more space is required.
3. Be sure to furnish all circulation information called for in item 15. Free Non-Requested circulation must be shown in item 15d.
4. Item 15g, Copies not Distributed, must include (1) newsstand copies returned to the publisher, (2) estimated returns from news agents, and (3), copies for office use, leftovers, spoiled, and all other copies not distributed.
5. If the publication had Periodicals authorization as a general publication, this Statement of Ownership, Management, and Circulation must be published, i.e., it must be printed in an issue that's primary mailed distribution is produced not later than October 10 for publications issued more frequently than weekly; or not later than October 31 for publications issued weekly or less frequently but more frequently than monthly; or in the first issue that's primary mailed distribution is produced after October 1 for all other publications.
6. In item 16, check the box if electronic copies are being included in your total distribution and complete line items 16a through d.
7. In item 17, report the date of the issue in which this Statement of Ownership will be published, if applicable.
8. Item 17 must be signed.

Failure to file or publish a statement of ownership may lead to suspension of periodicals authorization.