

**AGENDA FOR PARKERSBURG CITY COUNCIL,
TUESDAY, MARCH 9, 2021, 7:30 PM
MEETING IN CITY COUNCIL CHAMBERS,
SECOND FLOOR, MUNICIPAL BUILDING**

**ALL ATTENDING RESPECTFULLY REQUIRED
TO WEAR A MASK OR FACE COVERING,
6' SOCIAL DISTANCING WILL BE OBSERVED**

- I. CALL TO ORDER – Council President, Zach Stanley
- II. ROLL CALL
- III. MINUTES - Council meeting held February 23, 2021
- IV. REPORTS FROM STANDING OR SPECIAL COMMITTEES
- V. MESSAGE FROM THE EXECUTIVE
 - A. Communication from Mayor Tom Joyce appointing Mr. Joseph S. Caltrider, Williamstown WV to the Parkersburg Housing Authority for an unexpired term through April 24, 2022. (Receive and file)
- VI. PUBLIC HEARING – City of Parkersburg budget fiscal year 2021/2022; and
City of Parkersburg 2021-2026 Infrastructure Capital Plan.

(The budget and Capital Plan can be viewed on the City's Website. Go to services, then Finance, then reports)
- VII. PUBLIC FORUM
- VIII. CITY COUNCIL FORUM
- XI. RESOLUTIONS
 1. Resolution requesting approval to revise the 2020/2021 budget \$10,811.00 for temporary laborers in the Sanitation Division. (Sponsored by Councilmen Stanley, Kuhl, Cottrille, Mercer, Tuck, Rexroad, and Richards)
 2. Resolution requesting approval to revise the Capital Reserve Fund \$175,000.00 for lining of Southwood Pool. (Sponsored by Councilmen Stanley, Kuhl, Cottrille, Mercer, Tuck, Rexroad and Richards)

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X. ORDINANCE, FINAL READING:

3. An ordinance amending Article 779.13 (j) and (k) granting an exemption of B & O taxes for construction of new buildings and/or renovations of existing buildings within the annexed territory for five years from the date a new business is commenced, or the date of annexation; and including any owner of residential property in the City an exemption for new residential structures up to the first \$200,000.00 for each structure. (Sponsored by Councilmen Kuhl, Richards, Carpenter, Mercer, Tuck and Stanley)

XI. (do not adjourn)

RESOLVE INTO THE COMMITTEE OF THE WHOLE AND RECESS UNTIL
WEDNESDAY, MARCH 10, 2021 AT 6:00 FOR BUDGET HEARING.

Budget meetings, March 10th, 11th, at 6:00 PM

February 23, 2021

The Council of the City of Parkersburg met in regular session Tuesday, February, 23, 2021, at 7:30 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, Zach Stanley, who presided over the meeting. The Clerk noted the attendance and those present included Councilmen Jesse Cottrille, Sharon Kuhl, Bob Mercer, Wendy Tuck, JR Carpenter, Mike Reynolds, Chris Rexroad, Austin Richards, and Zach Stanley.

MINUTES – Mr. Reynolds moved, seconded by Mr. Mercer, to approve the minutes of the meeting held January 22, 2021 and February 9, 2021, and the motion was adopted by unanimous vote.

REPORTS FROM STANDING OR SPECIAL COMMITTEES – None.

MESSAGE FROM THE EXECUTIVE – Mayor Tom Joyce presented the City of Parkersburg budget to City Council for fiscal year 2021-2022. He said we expect \$600,000.00 surplus at the end of June 2020, and our estimate for B & O taxes is down \$725,000.00. The municipal sales tax is estimated to be \$5,950,000.00.

There is a cost of living increase for City employees at 2%, and a new position in the Development Department, as well as two for grass and weeds. The administrative assistant in Public Works will be assisting the Sanitation Department with calls. We are starting to save for a fire truck and a sweeper in the street department, and we have budgeted \$170,000.00 for new controls for the north elevator.

Our user fee has been decreased \$225,000.00, but we anticipate spending \$1,500,000.00 in street maintenance our next fiscal year.

MOTION – Ms. Kuhl moved, seconded by Mr. Carpenter, to receive, file and refer the budget to the Committee of the Whole, and the motion was adopted by unanimous vote.

The clerk presented a communication from Mayor Tom Joyce appointing Dave McCrady, 915 Erie Street, to the Municipal Planning Commission for a three-year term to expire February 23, 2024.

MOTION – Mr. Reynolds moved, seconded by Mr. Mercer, to confirm the appointment and the motion was adopted by unanimous vote.

PUBLIC FORUM – Ms. Wendy Shriver, Executive Director for Downtown PKB, introduced herself to new Council members, and spoke in favor of the resolutions on the agenda this evening concerning a downtown historic district, and also the temporary vending for beer and wine at downtown concerts this summer and fall.

Mr. Jeff Fox, Clement Avenue, told Council he likes the idea of the historic district; but he is not in favor of the reduction in B & O taxes for construction of new buildings and/or renovations of existing buildings, for five years. He said a large company may be planning to come to Parkersburg, but they have a history of not paying taxes. He does not believe they will bring higher paying jobs and benefits will be low. He asked them to table the ordinance until we see how changes will affect the tax payers.

The new CEO for the Boys and Girls Club appeared before Council to thank the City for the greenhouse we are donating to them. She said the kids will learn year-round by having the greenhouse at their location. They have made grape jelly and pickles, and they think this will help them go into agriculture.

CITY COUNCIL FORUM – Ms. Kuhl announced that the Fishing Derby would be held this year on April 17, 2021, according to organizer Sherry Cox. If anyone would like to donate they can drop money off at the Wood County Recreation Commission office at the City Park from 9:00 AM – 5:00 PM.

Ms. Tuck stated that February is Black History Money, and she said she was grateful to the founders of our Sumner School on Avery Street, and to the people of West Virginia who had the courage to reject slavery.

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Mr. Carpenter stated that last year prior to the pandemic, he went to the recycling center about three times a week because of his restaurant at 4th and Avery Streets, The Crystal Café. He went recently and said he was stunned with the improvements at the facility with new shelters and lighting, making it much safer for people to go there, and he thanked Mayor Joyce for having those upgrades completed.

RESOLUTIONS

RESOLUTION APPOINTING MEMBER AS AN ADMINISTRATIVE LAW JUDGE FOR THE CITY OF PARKERSBURG

WHEREAS, Parkersburg City Council adopted an ordinance July 22, 2003 amending and re-enacting our Personnel Policy and Procedure Manual concerning grievance procedures for city employees; and

WHEREAS, this amendment added Step Four – Grievance presented to Administrative law Judge, wherein three law judges would be appointed by City Council to hear employee complaints if they were not answered with the three previous steps; and

WHEREAS, there is a vacancy due to the resignation of Attorney C. Blaine Myers, who has become the City Attorney for the City of Parkersburg; and

WHEREAS, the name of Attorney George Y. "Chip" Chandler, 935 Market Street, Parkersburg WV has been received by the City to fill this vacancy; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that Attorney George Y. Chandler, 935 Market Street, Parkersburg WV be appointed as an Administrative Law Judge for the City of Parkersburg for a three-year term to expire February 23, 2024.

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

RESOLUTION

A RESOLUTION ENDORSING THE WORK OF DOWNTOWN PKB AND THE WOOD COUNTY HISTORIC LANDMARK COMMISSION TO SECURE GRANT FUNDING FROM THE STATE OF WEST VIRGINIA STATE HISTORIC PRESERVATION OFFICE (SHPO) TO CONDUCT A STUDY FOR THE PURPOSE OF ESTABLISHING A HISTORIC DISTRICT IN THE DOWNTOWN CENTRAL BUSINESS DISTRICT TO INCENTIVIZEREDEVELOPMENT BY UTILIZING HISTORIC TAX CREDITS

WHEREAS, Parkersburg has always played a significant role in WV history, and

WHEREAS, Downtown Parkersburg has several buildings listed in the National Register of Historic Places, in addition to the Avery and Julia-Ann Square Historic Districts, and

WHEREAS, Downtown PKB recently hired the services of Mike Gioulis, historic preservation consultant, through the State Main Street Program, to complete a preliminary historic resource field survey summary, funded in part with financial support from the Ross Foundation and Parkersburg Area Community Foundation, and

WHEREAS, the preliminary study referenced above demonstrated that there was sufficient evidence to support the establishment of a Historic District in Parkersburg's Downtown Central Business District, and

WHEREAS, the pursuit of such a designation requires the completion of a historic resource field survey, and

WHEREAS, the Wood County Historic Landmarks Commission has endorsed Downtown PKB's efforts to date and will apply to the SHPO for additional grant funding to complete said survey, and

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WHEREAS, completing said survey and establishing a Historic District in Downtown Parkersburg will encourage reinvestment and redevelopment in the Central Business District by making properties potentially eligible for State Historic Rehabilitation Tax Credits, and

WHEREAS, the State of West Virginia recently increased its Historic Rehabilitation Tax Credit Program for commercial income-producing properties from 10 percent to twenty-five percent, and

WHEREAS, when leveraged with the twenty-five percent Federal Historic Tax Credit Program administered through the National Park Service, historic tax credits can be a critical component of a project's capital stack,

WHEREAS, the creation of a Historic District in Downtown Parkersburg will not adversely impact a private property owner's ability to make repairs or improvements to their property, provided they are not seeking financial assistance from the State of West Virginia or US National Park Service, and

WHEREAS, a copy of the proposed Historic District boundary is attached hereto,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Parkersburg does hereby endorse Downtown PKB's efforts to establish a Historic District in the Downtown Central Businesses District for the purpose of incentivizing redevelopment in the community, and

NOW THEREFORE BE IT FURTHER RESOLVED that Parkersburg City Council does hereby support the submission of a grant application from the Wood County Historic Landmarks Commission to the SHPO to complete a field review study for the purpose establishing said district.

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

Councilman Carpenter asked if this would have any effect on the current Downtown Façade Committee, and Mayor Joyce stated that there were no plans to create any committee similar to Juliana or Avery Street Historic Districts.

Four letters of encouragement for the resolution were received by the City Clerk.

VOTE – the motion was adopted by unanimous vote.

**RESOLUTION TO ALLOW FOR THE TEMPORARY
VENDING OF BEER AND/OR WINE IN DOWNTOWN
PARKERSBURG – CENTRAL BUSINESS DISTRICT**

Whereas, Parkersburg's Central Business District is the largest employment center in the Mid-Ohio Valley, and

Whereas, private and public investment in recent years has contributed to the revitalization of the CBD, and

Whereas, events in the CBD create opportunities for the general public to observe and experience these positive changes, and

Whereas, events in the CBD give small businesses an opportunity to showcase their wares and/or services, and

Whereas, the events described herein intend to serve beer and/or wine, and

Whereas, event organizers shall obtain all the necessary permits from the Mid-Ohio Valley Health Department and West Virginia Alcohol and Beverage Control Administration (ABCA), and

Whereas, City Council wishes to allow for the vending and responsible consumption of beer and/or wine at events described herein, during hours of operation of said event and in accordance with all ABCA regulations, and

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Whereas, nothing contained within this Resolution is intended to endorse or support any particular belief, philosophy, or political position as it relates to the consumption of beer and/or wine at said events,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Parkersburg, that beer and/or wine shall be permitted at the following said events in accordance with the West Virginia Alcohol Beverage Commission Administration for the purpose of obtaining a permit from said organization:

Point Park Concert Series on June 4th, July 2nd and August 6th, 2021
 Organizer: Downtown PKB
 Location: Point Park
 Alternate Location: Bicentennial Park

Downtown PKB Event (yet to be named) on September 25th 2020
 Organizer: Downtown PKB
 Location: Bicentennial Park

Artoberfest on October 16th, 2020
 Organizer: Parkersburg Art Center
 Location: On Market Street, between 7th and 9th Streets

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

ORDINANCE, FINAL READING:

AN ORDINANCE AUTHORIZING DONATION
 OF PROPERTY TO BOYS AND GIRLS
 CLUB OF PARKERSBURG

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARKERSBURG that the small greenhouse located on real property of the City commonly referred to as "Point Park Marketplace" shall be donated to the Boys and Girls Club of Parkersburg for use by their members as reflected by a letter of January 25, 2020, attached hereto. The Council finds that the greenhouse is currently unused by the City and has zero or nominal value. The dismantling and removal of the greenhouse shall be the sole responsibility of the Parkersburg Boys and Girls Club.

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

ORDINANCE, FINAL READING:

AN ORDINANCE VACATING THE SOUTHERLY TERMINUS
 OF FOXHILL DRIVE LYING ADJACENT TO LOTS 21, 22,
 AND PORTION OF LOT 23 OF THE FOXHILL ADDITION

WHEREAS, The Municipal Planning Commission of the City of Parkersburg has recommended the vacation of the southerly terminus of Foxhill Drive approximately 30' x 127.5' lying adjacent to Lots 21, 22, and portion of Lot 23 of the Foxhill Addition; and

WHEREAS, the Council of the City of Parkersburg believes it proper to do so and,

NOW, THEREFORE, THE COUNCIL OF THE CITY OF PARKERSBURG
 HEREBY ORDAINS that the following described property is hereby

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vacated and closed as a public thoroughfare.

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

Beginning at the southwesterly corner of Lot 21 of Foxhill Addition, recorded in Plat Book 10, page 10 in the Office of Clerk of the County Commission of Wood County, West Virginia; thence with the southerly terminus of Foxhill Drive in a northwesterly direction, 30 feet, to a point; thence with the westerly line of Foxhill Drive, in a northeasterly direction, 127.41 feet to the southwesterly intersection of Foxhill Drive; thence crossing Foxhill Drive with a line perpendicular to the westerly line of Lot 23 of said Foxhill Addition, in a southeasterly direction 30 feet, to a point on the westerly line said Lot 23; thence with the westerly lines of a portion of Lot 23, and all of the Lots 22 and 21, of said Foxhill Addition, in a southwesterly direction, 127.55 feet, to the place of beginning.

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

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

Mayor Tom Joyce is accordingly authorized to execute a quitclaim deed conveying the interest of the City of Parkersburg to the abutting property owner.

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

ORDINANCE, FINAL READING:

**AN ORDINANCE UPDATING SECTION 3.4 OF THE
POLICIES OF THE MUNICIPAL PLANNING COMMISSION**

WHEREAS, the City of Parkersburg Municipal Planning Commission has recommended updating their bylaws to allow members and staff to attend meetings via electronic means in case of emergency or unforeseen circumstances; and

WHEREAS, the Council of the City of Parkersburg believes it proper to do so.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF PARKERSBURG HEREBY RESOLVES (ORDAINS) that the following language be added to Section 3.4 – Meetings of the Policies of the City of Parkersburg Municipal Planning Commission, "In case of emergency or unforeseen circumstances, members and/or staff are permitted to attend meetings via electronic means."

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

ORDINANCE, FIRST READING:

**AN ORDINANCE AMENDING ARTICLE 779.13
(credit for B & O....)**

February 23, 2021

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

Ms. Tuck asked if we had any projections on what we would gain or lose with these proposed tax credits, Mayor Tom Joyce said we have not projected anything yet, but it will be money that we are not getting now. It is an opportunity for us, and will include some police and fire fees, user fees, etc. There is not enough residential building going on now to make a difference, and we have a housing shortage. We recently approved to buy, demolish, and build on three properties. Mayor hopes this will get the private sector interested in 67 URA lots. Within the next 45 days, we have torn down 18 houses since December 2020. We hope that a contractor will look at those lots to build.

Ms. Kuhl said we have to have a reason for people to come to our City, and that is how we increase our revenue. Five years for an exemption is fair and a start for people who may annex into Parkersburg.

Councilman Carpenter asked about the terms "credit and exemptions", and City Attorney, Blaine Myers said they mean the same thing, but they could delete "credit" if they thought it necessary.

MOTION TO AMEND – Mr. Carpenter moved, seconded by Ms. Tuck, to amend the ordinance to remove "credit", and the amendment was adopted by majority vote with all members voting "yes" with the exception of Ms. Kuhl, who voted "no".

VOTE ON MOTION, AS AMENDED – the motion, as amended, was adopted by unanimous vote.

MOTION – Ms. Kuhl moved, seconded by Ms. Tuck, to resolve into the Committee of the Whole and recess until Monday, March 8, 2021, at 6:00 PM, to begin budget meetings, and the motion was adopted by unanimous vote.

The Committee is in recess, the time was 8:25 PM.

Cornie Shapiro

City Clerk

Council President



Mayor Tom Joyce

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

March 9, 2021

Parkersburg city Council
Parkersburg WV 26101

Dear Council:

There is a vacancy on the Board for the Parkersburg Housing Authority due to the resignation of one of their members.

After research and consideration, I hereby appoint Mr. Joseph S. Caltrider, PO Box 185 Williamstown, WV 26187 to fill that unexpired term through April 24, 2022. Because the Housing Authority is a regional Authority, there is no residency requirement to live within the city limits of Parkersburg.

Mr. Caltrider is an Air Force Veteran, separating from service in 1978. He retired from Pleasants Power Station after 39 years of service as an Electrician, a Stock keeper, and a Maintenance Planner, and he is presently associated with the Parkersburg Squadron of the WV Wing of the Civil Air Patrol. (Pilot)

These appointments do not require your confirmation, but I do ask that you receive and file for the record.

Thank you.

Sincerely,

Mayor Tom Joyce
City of Parkersburg

TJ:cs

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 2020-2021 Fiscal Year to reflect the following changes:

SANITATION FUND

Account	Description	Current Budget	Proposed Adjustment	Revised Budget	Comments
FINANCE DEPARTMENT					
800-103-315	OTHER SALARIES & WAGES	492,640	9,828	502,468	ADD 3 TEMP POSITIONS IN SANITATION
800-104-000	FICA EXPENSE	43,638	752	44,390	ADD 3 TEMP POSITIONS IN SANITATION
800-226-005	WORKERS COMPENSATION	13,395	<u>231</u>	13,626	ADD 3 TEMP POSITIONS IN SANITATION
			<u>10,811</u>		

The above resolution proposes to revise the FY21 Sanitation Fund budget to reflect the addition of 3 temporary laborers to provided support needed in the Sanitation Division for the remainder of the fiscal year.

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 2020-2021 Fiscal Year to reflect the following changes:

CAPITAL RESERVE FUND

Account	Description	Current Budget	Proposed Adjustment	Revised Budget	Comments
CAPITAL EQUIPMENT					
900-458-000	IMPROVEMENTS - PARKS & REC	110,059	<u>175,000</u>	285,059	Lining of Southwood Pool
			<u>175,000</u>		

The above resolution proposes to revise the FY21 Capital Reserve Fund budget to appropriate \$175,000 of the current unencumbered fund balance to execute a contract to line Southwood Pool.

AN ORDINANCE AMENDING ARTICLE 779.13

THE COUNCIL OF THE CITY OF PARKERSBURG HEREBY ORDAINS that Article 779.13(i) of the Codified Ordinances of the City of Parkersburg be amended and reenacted and that a new Article 779.13 (k) be adopted as follows:

779.13(i) Notwithstanding any other provisions of this article, any new or existing business locating in territory annexed by the City on or after April 1, 2021, shall be granted a credit and exemption from the imposition of the business and occupation tax imposed by this article for construction of new buildings, and/or renovation and maintenance of existing buildings within the annexed territory for a period of five years from the date a new business is commenced, or the date of annexation, whichever is later. It is the intent of this provision that the exemption as herein provided extends to any contractor, subcontractor, or supplier of the new business. Any new or existing business located in territory annexed by the City on or after April 1, 2021, shall be entitled to the same exemptions as set forth in Article 779.13(a) hereof. It is further the legislative intent of this section that the credit granted herein is for the purpose of providing an incentive for new businesses locating in newly annexed areas of the City.

779.13(k) Notwithstanding any other provisions of this article, any owner of residential property within the City shall be granted an exemption from the imposition of the Business and Occupation Tax imposed by this article for construction of new residential structures up to the first \$200,000.00 for each such structure

It is the intent of this provision that the exemption as herein provided extends to any contractor, subcontractor, or supplier to any such owner. It is further the legislative intent of this section that the credit granted herein is for the purpose of providing an incentive for new residential construction within the City.

Sponsored by Councilmembers: