

**AGENDA FOR PARKERSBURG CITY COUNCIL,
TUESDAY, APRIL 13, 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 – Budget/Council meeting held March 10, 11, and March 23, 2021
- IV. REPORTS FROM STANDING OR SPECIAL COMMITTEES
- V. MESSAGE FROM THE EXECUTIVE
- VI. PUBLIC FORUM
- VII. CITY COUNCIL FORUM
- VIII. RESOLUTION
 1. Resolution requesting a budget revision to move \$36,351.00 from proceeds of a totaled vehicle to purchase a new truck; and \$11,500.00 toward the purchase of an emergency equipped pickup for the Fire Department. (Sponsored by Councilmen Stanley, Cottrille, Rexroad, Richards, and Kuhl)
- IX. ADJOURNMENT

**NOTE – Council meetings in April are April 13, 2021 and April 20, 2021
Council meetings in May are May 11, 2021 and May 25, 2021**

March 10, 2021

At 6:00 PM, on Wednesday, March 10, 2021, Council Vice President, Sharon Kuhl, called the Committee of the Whole to order out of recess from March 9, 2021 to continue budget meetings for fiscal year 2021/2022. As Vice President, she is Chairman of the budget hearings.

Members attending included Councilmen Jesse Cottrille, Bob Mercer, Wendy Tuck, JR Carpenter (arriving at 6:10 PM), Chris Rexroad, Austin Richards, Zach Stanley, and Sharon Kuhl. Councilman Mike Reynolds was absent.

Others attending included Mayor Tom Joyce, Finance Director Eric Jiles, Sondi Wallace, Police Chief Martin, Fire Chief Matthews, Public Works Director Everett Shears, City Engineer Adam Stout and City Attorney Blaine Myers. Chairman Kuhl reminded the committee to take notes and they would be asking questions after each department was presented. No motions or amendments will be made until March 11, 2021.

Finance Director, Eric Jiles, explained changes in the departments for Civil Service, Mayor, Council, Finance, City Clerk, Municipal Judge, City Attorney, Development, Personnel, Police, Fire, contributions/other funds, minor operating budgets, discretionary agency funding and proprietary funds.

Ms. Tuck inquired about the dues we pay to the National League of Cities, and Mayor Joyce explained they are a national league for all cities, similar to the West Virginia Municipal League which represents all West Virginia cities.

There is a \$29,872.00 decrease in the finance department concerning a reduction in IT licenses because of efficiencies as it relates to our security. Supplies are reduced because of a third party that is doing our network maintenance, but an increase of \$28,000.00 is to accommodate the third party consulting. Travel and training have been reduced in the Clerk's department.

The parking fund revenue has decreased \$95,000.00 due to the pandemic. General discussion and questions followed as we continued through the budget.

In the police department, there was an overall variance of \$39,691.00. There will be thirteen vacant positions funded, and four interns. There are overtime and retirement costs in this department, as well as the 2% pay increase.

In the fire department, Chief Matthews explained an increase in supplies being for portable radios for the trucks and stations, and they want to replace them a little at a time. The men carry them with them when they are on a call, and he wants to replace base radios in the trucks also.

Ms. Tuck questioned the \$19,470.00 spent out of capital outlay equipment last year, and nothing for next year. Mr. Jiles explained that as a result of the CARES funding from the Department of Justice, we could purchase certain things in response to COVID, and we are still utilizing those funds. It does not reflect any revisions, and there was one in 20/21, he said.

Mr. Jiles explained each line item on page 54 for the minor operating budgets, which total \$2,817,975.00 for 21/22, with explanations on page 55. On page 56, these funds are all the agencies that are not statutory, with explanations on page 57.

At 7:07 PM, Mr. Carpenter moved, seconded by Ms. Tuck, to delay any proposed amendments scheduled for March 11th until Monday, March 15, 2021 at 6:30 PM, stating that he wanted more than 24 hours.

Mr. Stanley stated that we have had two weeks and ample time to ask questions and they are ready to move forward.

VOTE – the motion failed by majority vote with all members voting “no” with the exception of Mr. Mercer, Ms. Tuck and Mr. Carpenter voting “yes”.

MOTION – Mr. Richards moved, seconded by Ms. Tuck, to recess until 6:00 PM Thursday, March 11, 2021, and the motion was adopted by unanimous vote.

The meeting recessed at 7:12 PM.



City Clerk

Council Vice President

March 11, 2021

At 6:00 PM, on Thursday, March 11, 2021, Council Vice President, Sharon Kuhl, called the Committee of the Whole to order out of recess from March 10, 2021 to continue budget meetings for fiscal year 2021/2022. As Vice President, she is Chairman of the budget hearings.

Members attending included Councilmen Jesse Cottrille, Bob Mercer, Wendy Tuck, JR Carpenter (arriving at 6:05 PM), Mike Reynolds, Chris Rexroad, Austin Richards, Zach Stanley, and Sharon Kuhl.

Others attending included Mayor Tom Joyce, Finance Director Eric Jiles, Sondi Wallace, Police Chief Martin, Fire Chief Matthews, Public Works Director Everett Shears, City Engineer Adam Stout and City Attorney Blaine Myers.

To reflect the change in valuation received from the Wood County Assessor, Finance Director, Eric Jiles offered the following budget revision:

AMENDMENT

PROPOSE FY22 AMENDMENT

FUND	ACCOUNT	DESCRIPTION	BUDGET	REVISION	AMENDED	SUMMARY DESCRIPT
DESCRIPTION GENERAL FUND						
REVENUE						
001	301-001-000	PROPERTY TAXES - CURRENT	4,000,002	(32,436)	3,967,566	VALUATION ADJUST.
001	301-090-000	EXCESS LEVY - MASS TRANSIT	2,043,447	(16,593)	2,026,854	VALUATION ADJUST.
001	369-000-000	TRANSFERS IN - OTHER FUNDS	1,953,472	<u>31,319</u>	1,984,791	STABILIZATION XFER IN
				(17,710)		
PUBLIC TRANSIT						
001	759-567-005	CONTRIB - MASS TRANSIT ADJUST.	2,217,862	(16,593)	2,201,269	VALUATION
PUBLIC LIBRARY						
001	916-568-015	CONTRIB - WOOD CO LIBRARY ADJUST.	252,324	(1,117)	251,207	VALUATION
				(17,710)		
GENERAL FUND TOTAL						

The above amendment proposes to modify the estimated General Fund ad valorem property tax revenues as a result of the FY22 Certificate of Valuation received from the County Assessor.

MOTION – Mr. Mercer moved, seconded by Mr. Stanley, to accept the amendment, and the motion was adopted by unanimous vote of those present.

MOTION – Ms. Tuck moved to transfer \$36,000.00 from the capital reserve fund, 900458000 to the multi-use trails. Mr. Jiles and Mayor Joyce explained that those funds are for a matching grant for the trails. \$31,250.00 has been in the budget for four years, and at some point the Highway Department will bid that project, and let us know how much they will need.

Mayor Joyce explained that this new position would make demolition process move in a more speedy way. That process is laborious because of the due diligence part, he said, and is to be used to work through the URA properties. It is not necessary to put more funds in the trail, he said. Ms. Tuck withdrew her motion.

MOTION – Ms. Tuck moved to transfer \$38,794.00 from funds that were to be used for slabs in the City Park for picnic shelters, to street improvements 750-458005, but there was no second to the motion.

March 11, 2021

MOTION – Mr. Stanley moved, seconded by Mr. Reynolds, to move \$2,500.00 from discretionary funding, House to Home 568-045, to Wood County Recreation Commission for the fishing derby, 920568090.

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

MOTION – Mr. Carpenter moved, seconded by Ms. Tuck, to move \$36,462.00, user fee fund, 421-103-315 from the Development Department, to a sidewalk improvement plan, 750-458-010.

MOTION – Mr. Reynolds moved, seconded by Mr. Richards, the previous question to end debate on this motion, and it was adopted by unanimous vote.

VOTE – the motion to move funds for the sidewalk plan failed by majority vote with all members voting "no" with the exception of Mr. Carpenter, who voted "yes".

MOTION – Mr. Carpenter moved, seconded by Ms. Tuck, to move \$20,000.00 on page 58, 421459000 from the Development Department for a SUV, to page 42, 230000 contractual services for sidewalks, 750-230-000.

VOTE – the motion was defeated with all members voting "no" with the exception of Ms. Tuck and Mr. Carpenter, who voted "yes".

MOTION – Mr. Carpenter moved, seconded by Ms. Tuck, to reduce the 2% pay increase for City department heads for \$6,096.00, and put those funds in sidewalks on page 42. Mayor Joyce defended the increases, and said it would penalize them for being good thinkers and people of tolerance. This is a modest amount to keep our department heads, he said, and he still thinks their salaries are low.

That motion and second was withdrawn.

MOTION – Mr. Carpenter moved to exempt the department heads from the 2% pay increase and give it to the hourly, lower-paid employees, but there was no second to the motion.

MOTION – Mr. Stanley moved, seconded by Mr. Reynolds, to rise and report to City Council that the budget is complete with amendments, and the motion was adopted by majority vote with all members voting "yes" with the exception of Mr. Carpenter, who voted "no".

Now, they were sitting as City Council.

MOTION – Mr. Stanley moved, seconded by Mr. Richards, to accept the report of the committee of the whole and adopt the budget, as amended, and the motion was adopted by majority vote with all members voting "yes" with the exception of Ms. Tuck and Mr. Carpenter, who voted "no".

Council adjourned at 7:12 PM.

Annex Stamm
City Clerk

Council Vice President

Council President

March 23, 2021

The Council of the City of Parkersburg met in regular session Tuesday, March 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, Chris Rexroad, Austin Richards, and Zach Stanley. Councilman Mike Reynolds was absent.

MINUTES – the minutes from the budget meeting held March 8, 2021; and the council meeting held March 9, 2021 were approved as previously distributed with no amendments or corrections.

REPORTS FROM STANDING OR SPECIAL COMMITTEES – None.

MESSAGE FROM THE EXECUTIVE – Mayor Tom Joyce asked the Clerk to read a Proclamation that March 2021 is Developmental Disabilities Awareness Month

March 2021 is Developmental Disabilities Awareness Month

A Proclamation

Whereas, National Developmental Disabilities (DD) Awareness Month officially began in 1987 with a proclamation from President Reagan to help bring awareness and acceptance for people of every ability; and

Whereas, in March we seek to raise awareness about the inclusion of people with developmental disabilities in all facets of community life, as well as awareness of the barriers that people with disabilities still sometimes face in connecting to the communities in which they live; and

Whereas, the City of Parkersburg has a commitment to being an inclusive community for people with and without disabilities; and

Whereas, people with a developmental disability are of all racial, ethnic, educational, social, and economic backgrounds, and all are valued members of society who find fulfillment living everyday lives; and

Whereas, we value what is important to people with disabilities and their families who are striving for everyday lives no different than that of all other citizens;

Therefore we, the City of Parkersburg, West Virginia do hereby proclaim March 2021 as Developmental Disabilities Awareness Month and in doing so, we call upon residents, employers, schools and community organizations in Parkersburg, West Virginia to observe this month with recognition of the abilities and value provided by people with disabilities in our community every day.

Mayor Tom Joyce

Mid-Ohio Valley Executive Director, Liz Ford, and Wood County Society Executive Director, Brandon Gress, were present to accept the Proclamation, stating that they were grateful for the recognition for the people with disabilities are important members of our community. They were seeking to raise awareness about the inclusion of people with developmental disabilities, and to be aware of the barriers that people sometimes face in connecting to their community.

March 23, 2021

MOTION – Ms. Kuhl moved, seconded by Mr. Mercer, to receive and file the communication, and the motion was adopted by unanimous vote.

The clerk presented a communication from Mayor Tom Joyce re-appointing Debra Shaffer, 1025 Juliana Street, to the Juliana Architectural Review Board through June 2024.

MOTION – Ms. Kuhl moved, seconded by Mr. Mercer, to confirm the re-appointment, and the motion was adopted by unanimous vote.

PUBLIC FORUM – Ms. Kim VanRijn, 13th Street, stated that Wood County Dems would be having a clean-up April 24, 2021, and invited anyone to help who might want to volunteer.

CITY COUNCIL FORUM

Councilman Carpenter stated that Chemours was offering a paid day off for their employees to help with a downtown clean-up that would include from 19th Street and Market, and will include Friendship Park and Quincy Park.

Mayor Joyce stated that the City would offer trash bags for their clean-up.

Councilwoman Tuck recognized that March was Women's History Month, and she said it was a privilege to be on City Council with Councilwomen Jesse Cottrille and Sharon Kuhl.

RESOLUTION

RESOLUTION SETTING DATES FOR COUNCIL MEETINGS IN APRIL 2021

WHEREAS, municipalities are required to determine the fiscal condition of the municipality and adopt a budget between March 7 and March 28th; and

WHEREAS, according to the WV State Auditor's Office, the meeting at which the municipality adopts the budget will stand adjourned until the third Tuesday in April, and during that time the State Auditor's Local Government Services Division will review the levy estimate (budget); and

WHEREAS a notice is mailed to each entity notifying them of the State Auditor's approval or conditional approval of the budget, and on the third Tuesday in April the municipality will officially lay the levy with written approval of the State Auditor; and

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PARKERSBURG that City Council meetings in April shall be held April 13, 2021 and April 20, 2021.

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

The meeting adjourned at 6:40 PM.

Debra Shaffer
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 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
REVENUE					
383-000-000	SALE OF FIXED ASSETS	5,000	36,351	41,351	PROCEEDS OF TOTALED VEHICLE
CAPITAL EQUIPMENT					
420-459-000	EQUIPMENT - ENGINEERING	-	41,068	41,068	NEW TRUCK W/INS PROCEEDS
706-459-000	EQUIPMENT - FIRE DEPARTMENT	550,000	11,500	561,500	PURCHASE OF PICKUP TRUCK
			<u>52,568</u>		
			<u>(16,217)</u>		

The above resolution proposes to revise the FY21 Capital Reserve Fund budget to appropriate the proceeds of the sale of a totaled vehicle in the amount of \$36,351 as well as expenditures for a replacement truck in the amount of \$41,068 and \$11,500 toward the purchase of an emergency equipped pickup truck in the Fire Department. The \$16,217 difference is an appropriation from the current unencumbered fund balance in the fund.