

**AGENDA  
NITRO CITY COUNCIL  
APRIL 18, 2017  
7:00 pm**

<b>CALL TO ORDER: Mayor Dave Casebolt</b>	<b>Recorder Rita Cox</b>
<b>Ward 1 Councilwoman Donna Boggs</b>	<b>Ward 2 Councilman Bill Racer</b>
<b>Ward 3 Councilwoman Laurie Elkins</b>	<b>Ward 4 Councilman Michael Hill</b>
<b>Councilman at Large Bill Javins</b>	<b>Councilman at Large John Montgomery</b>
<b>Councilman at Large Andy Shamblin</b>	

**INVOCATION/PLEDGE OF ALLEGIANCE**

**FUTURE DATES OF COUNCIL: May 2 and 16, June 6 and Second Meeting in June  
To Be Announced**

**APPROVAL OF COUNCIL MINUTES: March 21 and April 4**

**OLD BUSINESS**

**LAYING OF THE PROPERTY TAX LEVY RATES/2017-2018 BUDGET: John Young**

**ADJUSTMENTS AND CORRECTIONS 2017-2018 BUDGET: John Young**

**NEW BUSINESS**

**APPROVAL OF BIDS FOR MUSSEL SURVEY AS PART OF THE RIVERBANK  
STABILIZATION PROJECT: Mayor Dave Casebolt**

**BUDGET REVISION: John Young**

**CROSS LANES/NITRO LITTLE LEAGUE: Ivan Meadows**

**ATTORNEY REPORT: Johnnie Brown**

**TREASURER REPORT: John Young**

MAYOR COMMENTS

COUNCIL COMMENTS

PUBLIC COMMENTS

ADJOURNMENT

NITRO CITY COUNCIL  
MINUTES  
MARCH 21, 2017

**DRAFT**

**CALL TO ORDER:** The meeting was called to order at 7:00 pm by Mayor Dave Casebolt in Council Chambers. Attending with him were Recorder Rita Cox, Ward 1 Councilwoman Donna Boggs, Ward 2 Councilman Bill Racer, Ward 3 Councilwoman Laurie Elkins, Councilmen at Large Andy Shamblin and Bill Javins, City Attorney Johnnie Brown, and City Treasurer John Young. Councilman John Montgomery was absent.

**INVOCATION/PLEDGE OF ALLGIANCE:** The Invocation was given by Councilman Shamblin and the Pledge of Allegiance was led by Councilman Hill.

**FUTURE DATES OF COUNCIL:** Mayor Casebolt said the future dates of Council are a budget meeting on March 27 at 6:00 pm and the regularly scheduled Council meetings on April 4 and April 18.

**APPROVAL OF COUNCIL MINUTES:** RECORDER COX MADE THE MOTION THAT THE MINUTES OF MARCH 7 BE APPROVED AND THE SECOND WAS BY COUNCILWOMAN BOGGS. THE MOTION CARRIED.

**OLD BUSINESS**

**OPEN BIDS FOR WORK ON EXTERIOR OF CITY HALL:** Recorder Rita Cox opened the one bid received for work on the exterior restoration of Nitro City Hall which was from Harold Newsome, Barakel Construction Company, Parkersburg, WV with two bid proposals: Apply EIFS to entire building with price including all materials and labor for \$30,000; and apply EIFS to city hall where stone will not be considered for \$23,000. COUNCILMAN ANDY SHAMBLIN MADE THE MOTION THAT COUNCIL APPROVE THE BID OF BARAKEL TO APPLY DRYVIT (EIFS) AND STONE FOR UP TO \$30,000.00. THE SECOND WAS BY COUNCILWOMAN DONNA BOGGS AND VOTE WAS FOR THE MOTION.

**RENTAL OF PORTABLE TOILETS AT ROBERT C. BYRD BOAT LAUNCH:** COUNCILMAN JAVINS MADE THE MOTION TO RENT TWO PORTABLE TOILETS FROM MARCH TO DECEMBER FOR USE AT THE ROBERT C. BYRD BOAT LAUNCH ON MAIN AVENUE. THE SECOND WAS BY COUNCILWOMAN ELKINS AND THE VOTE WAS UNANIMOUS FOR THE MOTION.

**NEW BUSINESS**

**NITRO HIGH SCHOOL SHOW CHOIR COMPETITION/MARCH 2018:** Neither Jane Fisher or Doug Meadows was present to address this agenda item.

**NITRO ELEMENTARY REQUESTING HALF OF COST FOR CLEANING MACHINE (\$1950):** COUNCILMAN BILL JAVINS MADE THE MOTION THAT COUNCIL PAY HALF OF THE COST FOR FLOOR CLEANING MACHINE FOR NITRO ELEMENTARY SCHOOL WITH THE CITY OF NITRO PORTION BEING \$1950. THERE WAS A SECOND BY COUNCILWOMAN DONNA BOGGS AND THE MOTION CARRIED WITH A UNANIMOUS VOTE.

**ATTORNEY REPORT:** Johnnie Brown did not have a report but asked Council to address any questions they have to him.

TREASURER REPORT: COUNCILMAN SHAMBLIN MADE THE MOTION THAT COUNCIL ACCEPT THE FINANCIAL REPORTS SUPPLIED BY TREASURER JOHN YOUNG AND THE SECOND WAS BY COUNCILWOMAN ELKINS. THE MOTION CARRIED.

MAYOR COMMENT: Mayor Casebolt reminded everyone that the show commemorating the 100 year anniversary of Nitro will be presented Friday and Saturday night at St. Paul's Methodist Church. He said it is a fund raising activity for the Nitro Mission Team and the Nitro Food Pantry.

COUNCIL COMMENTS: There were no Council Comments.

PUBLIC COMMENTS: Bob Schamber said there had been a Country and Western Dance at the Senior Center with good participation.

Herschel Facemyre said that the Nitro Building Commission is under contract to purchase the Peopleworks Building.

Dannie Adkins who recently bought a home in Nitro on Main Avenue made a complaint about the old Kanawha Brick and Block property that he said was going to be used as a salvage yard. He questioned the legality of that being done and what was the zoning in that area. Johnnie Brown said he would check into it.

ADJOURNMENT: COUNCILMAN RACER MADE THE MOTION FOR ADJOURNMENT WITH A SECOND BY COUNCILMAN JAVINS AND THE MOTION CARRIED.

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DAVE CASEBOLT, MAYOR

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RITA COX, RECORDER

**DRAFT**

NITRO CITY COUNCIL  
MINUTES  
APRIL 4, 2017

CALL TO ORDER: Mayor Casebolt called the meeting to order at 7:00 pm. Attending with him were Recorder Rita Cox, Ward 1 Councilwoman Donna Boggs, Ward 2 Councilman Bill Racer, Ward 3 Councilwoman Laurie Elkins, Ward 4 Councilman Michael Hill, Councilmen at Large Andy Shamblin, Bill Javins, and John Montgomery, City Treasurer John Young and City Attorney Johnnie Brown.

INVOCATION/PLEDGE OF ALLEGIANCE: The Invocation was given by Councilman Shamblin and the Pledge of Allegiance was led by Recorder Cox.

FUTURE DATES OF COUNCIL: Mayor Casebolt said the future dates of Council are April 18 and May 2 and 16.

APPROVAL OF COUNCIL MINUTES: Recorder Cox said the minutes had not been completed and should be ready for the next meeting of Council.

100 MILE CLUB/NITRO ELEMENTARY: COUNCILMAN MIKE HILL MADE THE MOTION THAT COUNCIL APPROVE \$500 FOR THE ONE HUNDRED MILE CLUB LED BY JASON ERICSON AT NITRO ELEMENTARY TO ENCOURAGE PHYSICAL ACTIVITIES SUCH AS WALKING TO BE PAID FROM HOTEL-MOTEL TAX WITH A SECOND BY COUNCILWOMAN DONNA BOGGS. COUNCIL VOTED FOR THE MOTION.

OLD BUSINESS

APPOINTMENTS TO NITRO BOARD OF ZONING APPEALS/BILL FORTUNE, HERSHEL FACEMYRE, RON KING: COUNCILMAN BILL RACER MADE THE MOTION THAT BILL FORTUNE, HERSHEL FACEMYRE, AND RON KING BE APPOINTED TO THE NITRO BOARD OF ZONING APPEALS. THERE WAS A SECOND BY COUNCILWOMAN DONNA BOGGS AND THE MOTION CARRIED WITH A UNANIMOUS VOTE.

REAPPOINTMENTS TO NITRO BOARD OF ZONING APPEALS/JUDY HARTIGAN, TIM FITZWATER: RECORDER COX MADE THE MOTION THAT JUDY HARTIGAN BE REAPPOINTED TO THE BOARD OF ZONING APEALS WITH A SECOND BY COUNCILWOMAN DONNA BOGGS. Recorder Rita Cox said she had not spoken with Tim Fitzwater prior to the meeting so she was withholding his name until she can confirm that he wants to be reappointed. VOTE WAS FOR THE MOTION TO CARRY.

NEW BUSINESS

ATTORNEY REPORT: Johnnie Brown said he would take questions from members of Council and he had no formal report to present.

TREASURER REPORT: COUNCILMAN SHAMBLIN MADE THE MOTION THAT COUNCIL ACCEPT THE PAYROLL AND PAYABLE REPORTS SUPPLIED BY TREASURER JOHN YOUNG. THE SECOND WAS BY COUNCILMAN MONTGOMERY AND VOTE WAS FOR THE MOTION.

MAYOR COMMENTS: Mayor Casebolt said he had been told by the engineering firm overseeing the riverbank stabilization project at Nitro Park that we will be required to pay approximately \$20,000 for a

**DRAFT**

survey to determine if mussels are in the area that will be disturbed and to oversee their relocation if they are found. He said that the Easter Eggstravaganza will be held Saturday, April 8 at Nitro Park.

COUNCIL COMMENTS: Councilman Bill Javins said that Ridenour Lake will be stocked with trout within the next few weeks.

Councilwoman Laurie Elkins asked about the status of the request by two property owners on Dupont Avenue to have the Cedar Street right of way abandoned by the city to make that part of their property. Recorder Cox said that she had been waiting for a corrected petition before referring the matter to the Planning Commission. Councilwoman Elkins said she would miss the next meeting of Council because she would be taking part in the Boston Marathon.

Councilman Michael Hill said he had been asked about a notice going out telling citizens that they cannot wash cars on pavement. Mayor Casebolt said it may be in reference to the MS4 program the city is required to participate in.

PUBLIC COMMENTS: Bob Schamber said he was pleased Council was able to come to an agreement on the 2017-2018 budget.

ADJOURMENT: COUNCILWOMAN ELKINS MADE THE MOTION THAT THE MEETING ADJOURN AND THE SECOND WAS BY COUNCILMAN RACER. THE MOTION CARRIED.

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DAVE CASEBOLT, MAYOR

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RITA COX, RECORDER

APR 11 2018



**State of West Virginia**  
**John B. McCuskey**

**State Auditor**

Office of the State Auditor  
Local Government Services  
153 West Main Street, Suite C  
Clarksburg, West Virginia 26301

Toll Free: (877) 982-9148  
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April 12, 2017

**NOTICE OF APPROVAL OF THE LEVY ESTIMATE  
(BUDGET)**

To: Municipality of Nitro

In accordance with the provisions of Chapter 11, Article 8, of the West Virginia Code, as amended, the State Auditor of West Virginia hereby approves your Levy Estimate (Budget) for the fiscal year beginning July 1, 2017.

I find that any levy rates to be imposed in excess of those prescribed by the West Virginia Constitution were legally authorized by a vote of the people.

With this written approval, the levying body shall meet on the third Tuesday in April (April 18) to hear and consider any objections and to officially adopt the levy rates for property taxation. The clerk/recording officer, within three days of such meeting, shall prepare and forward to the State Auditor the officially adopted levy rates and levy order.

If you have any questions, please do not hesitate to contact me at 304-627-2415 or 1-877-982-9148 extension 5114, Shellie Humphrey extension 5119, Tiffany Hess extension 5118 or Karen Drain extension 5101.

Sincerely,  
John B. McCuskey  
WV State Auditor

A handwritten signature in cursive script, appearing to read "Ora L. Ash".

By: Ora L. Ash,  
Deputy State Auditor  
Local Government Services

**NITRO**  
**LEVY PAGE**  
**REGULAR CURRENT EXPENSE LEVY**  
**2017 - 2018**

**NITRO in PUTNAM COUNTY & KANAWHA COUNTY**

Column E

	Certificate of Valuation Assessed Value for Tax Purposes	<u>Levy</u> <u>Rate/\$100</u>	<u>Taxes</u> <u>Levied</u>
<b>Class I</b>			
Personal Property	\$ 0	11.34	\$ 0
Public Utility	0		0
<b>Total Class I</b>	<b>\$ 0</b>		<b>\$ 0</b>
<b>Class II</b>			
Real Estate	\$ 113,071,330	22.68	\$ 256,446
Personal Property	126,738		287
<b>Total Class II</b>	<b>\$ 113,198,068</b>		<b>\$ 256,733</b>
<b>Class IV</b>			
Real Estate	\$ 104,655,200	45.36	\$ 474,716
Personal Property	66,583,357		302,022
Public Utility	11,872,937		53,856
<b>Total Class IV</b>	<b>\$ 183,111,494</b>		<b>\$ 830,594</b>
<b>Total Value &amp; Projected Revenue</b>	<b>\$ 296,309,562</b>		<b>\$ 1,087,327</b>
Less Delinquencies, Exonerations, & Uncollectable Taxes:		5.00%	54,366
Less Tax Discounts		1.00%	10,330
Less Allowance for Tax Increment Financing - see worksheet (Subtracted from regular current expense taxes levied only)			0
<b>Total Projected Property Tax Collection</b>			<b>1,022,631</b>
Less Assessor Valuation Fund (Subtracted from regular current expense taxes levied only)			20,452
Net Amount to be Raised by Levy of Property Taxes For Budget Purposes (Transfer amount to #301-01 on page 4)			<b>\$ 1,002,179</b>

*Decrease of  
\$418*



Ora Ash, Deputy State Auditor  
 West Virginia State Auditor's Office  
 200 West Main Street  
 Clarksburg, WV 26301  
 Phone: 627-2415 ext. 5114  
 Fax: 627-2417

**REQUEST FOR REVISION TO APPROVED BUDGET**

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER  
 FY: 2017  
 Fund: General  
 Rev. No. 4  
 Pages: 1

City of Nitro  
 GOVERNMENT ENTITY  
 Po Box 308  
 STREET OR PO BOX  
 Nitro 25143  
 CITY ZIP CODE

Person To Contact Regarding Request:

Name: John H Young  
 Phone: 304 755-0702  
 Fax: 304 755-7502

Municipality  
 Government Type

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
314	Sale Tax		1,700,000		1,700,000
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES) 1,700,000

Explanation for Account # 378, Municipal Specific:  
 Explanation for Account # 369, Contributions from Other Funds:

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
410	City Council	69,060	20,000		89,060
411	Recorder's Office	54,121	8,000		62,121
413	Treasurer's Office	69,219	5,000		74,219
436	Building Inspection	82,985	24,000		106,985
440	City Hall	588,936	35,000		623,936
750	Streets and Highways	259,931	150,000		409,931
800	Garbage Department	487,535	25,000		512,535
900	Parks & Recreation	80,000	12,000		92,000
904	Swimming Pools	135,475	36,000		171,475
976	Public Safety	59,418	445,000		504,418
977	Street and Transportation	275,000	550,000		825,000

NET INCREASE/(DECREASE) Expenditures 1,700,000

APPROVED BY THE STATE AUDITOR

BY: Deputy State Auditor, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY

April 18th, 2017 APPROVAL DATE

RESOLUTION

At a regular session of the municipal council, held (Month, day and year) April 18th, 2017, the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) of the (Town or City of) City of Nitro. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices the municipal council does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number 4, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by \_\_\_\_\_, and duly seconded by \_\_\_\_\_ the vote thereon was as follows:

<u>William Javins &amp; Laurie Elkins</u>	<u>Yes or No</u>
<u>William Racer &amp; John Montgomery</u>	<u>Yes or No</u>
<u>Andy Shamblin &amp; Brenda Tyle</u>	<u>Yes or No</u>
<u>Michael Hill &amp; Rita Cox</u>	<u>Yes or No</u>
_____	<u>Yes or No</u>

WHEREUPON, Mayor Casebolt, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the City Treasurer is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval

Income Statement

For Fiscal: 2016-2017 Period Ending: 03/31/2017

Group Summary

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 001 - GENERAL FUND</b>					
<b>Revenue</b>					
	6,328,044.00	6,513,044.00	1,686,817.43	6,001,937.15	511,106.85
<b>Revenue Total:</b>	<b>6,328,044.00</b>	<b>6,513,044.00</b>	<b>1,686,817.43</b>	<b>6,001,937.15</b>	<b>511,106.85</b>
<b>Expense</b>					
409 - Mayor	69,060.00	69,060.00	9,691.20	57,801.50	11,258.50
410 - City Council	489,756.00	489,756.00	5,220.88	53,462.80	436,293.20
411 - Recorder	54,121.00	54,121.00	5,292.79	43,424.77	10,696.23
413 - Treasurer	69,219.00	69,219.00	6,503.10	53,058.13	16,160.87
416 - Municipal Court	111,790.00	111,790.00	8,757.80	65,571.19	46,218.81
435 - Regional Development Authority	1,916.00	2,000.00	0.00	1,988.99	11.01
436 - Building Department	82,985.00	82,985.00	9,621.97	77,070.73	5,914.27
440 - City Hall	645,122.00	645,122.00	82,359.08	429,111.65	216,010.35
566 - Public Works Department	541,334.00	541,334.00	44,702.66	355,250.37	186,083.63
700 - Police Department	1,879,010.00	1,879,010.00	149,475.82	1,329,028.09	549,981.91
706 - Fire Department	1,712,947.00	1,712,947.00	91,742.12	1,059,655.20	653,291.80
707 - Dog Warden/Humane Society	30,000.00	30,000.00	0.00	2,516.27	27,483.73
750 - Streets & Highways	324,930.00	599,930.00	148,978.70	300,216.37	299,713.63
800 - Garbage Department	327,535.00	327,535.00	28,611.39	264,270.73	63,264.27
801 - Landfill & Incinerator Department	160,000.00	160,000.00	8,821.81	126,662.29	33,337.71
900 - Parks & Recreation	37,169.00	80,000.00	5,984.40	50,348.88	29,651.12
901 - Visitors Bureau	103,509.00	103,509.00	10,385.41	82,949.79	20,559.21
904 - Swimming Pools	107,088.00	107,088.00	119.41	68,888.42	38,199.58
905 - Concessions	28,385.00	28,385.00	0.00	16,139.68	12,245.32
911 - Historical Commission	28,882.00	28,882.00	2,632.17	10,317.94	18,564.06
916 - Library	181,649.00	181,649.00	12,869.79	116,343.32	65,305.68
951 - Seniors	95,091.00	85,091.00	10,136.51	41,440.85	43,650.15
975 - General Government	136,466.00	136,466.00	68,302.36	83,744.01	52,721.99
976 - Public Safety	59,418.00	59,418.00	126,758.86	126,758.86	-67,340.86
977 - Streets & Transportation	0.00	0.00	276,385.09	532,818.41	-532,818.41
978 - Health & Sanitation	0.00	21,800.00	18,264.00	32,746.08	-10,946.08
979 - Culture & Recreation	313,618.00	127,899.00	231,989.90	251,503.16	-123,604.16
<b>Expense Total:</b>	<b>7,591,000.00</b>	<b>7,734,996.00</b>	<b>1,363,607.22</b>	<b>5,633,088.48</b>	<b>2,101,907.52</b>
<b>Fund: 001 - GENERAL FUND Surplus (Deficit):</b>	<b>-1,262,956.00</b>	<b>-1,221,952.00</b>	<b>323,210.21</b>	<b>368,848.67</b>	<b>-1,590,800.67</b>
<b>Fund: 002 - COAL SEVERANCE FUND</b>					
<b>Revenue</b>					
	25,912.00	25,912.00	0.00	11,705.89	14,206.11
<b>Revenue Total:</b>	<b>25,912.00</b>	<b>25,912.00</b>	<b>0.00</b>	<b>11,705.89</b>	<b>14,206.11</b>
<b>Expense</b>					
410 - City Council	0.00	8,000.00	0.00	7,915.00	85.00
951 - Seniors	0.00	17,912.00	0.00	14,220.00	3,692.00
979 - Culture & Recreation	10,912.00	0.00	0.00	0.00	0.00
<b>Expense Total:</b>	<b>10,912.00</b>	<b>25,912.00</b>	<b>0.00</b>	<b>22,135.00</b>	<b>3,777.00</b>
<b>Fund: 002 - COAL SEVERANCE FUND Surplus (Deficit):</b>	<b>15,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-10,429.11</b>	<b>10,429.11</b>
<b>Fund: 004 - SALES TAX FUND</b>					
<b>Revenue</b>					
	0.00	0.00	-1,035,471.42	0.00	0.00
<b>Revenue Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,035,471.42</b>	<b>0.00</b>	<b>0.00</b>
<b>Expense</b>					
440 - City Hall	0.00	0.00	-144.00	0.00	0.00
750 - Streets & Highways	0.00	0.00	-134,125.99	0.00	0.00
975 - General Government	0.00	0.00	-50,883.39	0.00	0.00
976 - Public Safety	0.00	0.00	-115,648.32	0.00	0.00
977 - Streets & Transportation	0.00	0.00	-275,855.72	0.00	0.00
978 - Health & Sanitation	0.00	0.00	-18,264.00	0.00	0.00

**Income Statement**

For Fiscal: 2016-2017 Period Ending: 03/31/2017

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
979 - Culture & Recreation	0.00	0.00	-222,460.94	0.00	0.00
<b>Expense Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>-817,382.36</b>	<b>0.00</b>	<b>0.00</b>
<b>Fund: 004 - SALES TAX FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-218,089.06</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Surplus (Deficit):</b>	<b>-1,247,956.00</b>	<b>-1,221,952.00</b>	<b>105,121.15</b>	<b>358,419.56</b>	<b>-1,580,371.56</b>

**Balance Sheet**  
**Account Summary**  
 As Of 03/31/2017



CITY OF NITRO, WV

Account	Name	Balance	
<b>Fund: 001 - GENERAL FUND</b>			
<b>Assets</b>			
<b>Unrestricted Cash</b>			
<u>001-101-101</u>	Receipts Account	178,252.71	
<u>001-101-102</u>	Disbursements Account	-97,223.35	
<u>001-101-103</u>	L GOV ACCOUNT	1,437.35	
<u>001-101-104</u>	Payroll Account	9,136.21	
	<b>Total Unrestricted Cash:</b>	<b>91,602.92</b>	
<b>Restricted Cash</b>			
<u>001-102-105</u>	THF Bank Account	16,291.40	
<u>001-102-106</u>	City of Nitro Hotel, Motel, Ta	112,793.85	
<u>001-102-107</u>	Fairs & Festival Account	3,382.14	
<u>001-102-108</u>	Fire Fee Fund	167,226.16	
<u>001-102-109</u>	Firemen's Equip Fund	36,396.78	
<u>001-102-110</u>	Peoples FCU CD	8,998.49	
<u>001-102-111</u>	Peoples FCU CD	90,827.33	
<u>001-102-112</u>	Peoples FCU CD	245,360.69	
<u>001-102-113</u>	Police M-Dent	42,525.99	
<u>001-102-114</u>	Police To Be Forfeited	931.01	
<u>001-102-115</u>	Police Canine Fund	162.75	
<u>001-102-116</u>	Huntington Library Acc	9,008.26	
	<b>Total Restricted Cash:</b>	<b>733,904.85</b>	
<b>Other Assets</b>			
<u>001-109-200</u>	Taxes Receivable	383,687.27	
<u>001-109-201</u>	Munci Fees Receivable	481,092.82	
<u>001-109-202</u>	Accts Receivable Misc	43,394.88	
<u>001-122-201</u>	Prepaid Expenes	-8,547.53	
	<b>Total Other Assets:</b>	<b>899,627.44</b>	
	<b>Total Assets:</b>	<b>1,725,135.21</b>	<b><u>1,725,135.21</u></b>
<b>Liability</b>			
<b>Liabilities</b>			
<u>001-201-230</u>	DISB - Accounts Payable	-49,997.34	
<u>001-215-300</u>	Due To Other Funds	150,000.00	
<u>001-223-208</u>	State Tax Payable	8,355.00	
<u>001-224-209</u>	Firemens Pension Payable	0.03	
<u>001-224-212</u>	Public Employees Retirement	3,930.57	
<u>001-225-213</u>	Insurance Payable	62,926.67	
<u>001-227-214</u>	Fire Union	-228.00	
<u>001-227-216</u>	Other Deductions Payable	114.81	
<u>001-227-218</u>	THF PAYABLES	11,359.89	
<u>001-228-220</u>	SUTA Tax Payable	12,458.46	
	<b>Total Liabilities:</b>	<b>198,920.09</b>	
<b>Other Liabilities</b>			
<u>001-239-221</u>	Deferred Revenues	112,435.66	
<u>001-246-222</u>	OPEB Liability	2,267,451.69	
	<b>Total Other Liabilities:</b>	<b>2,379,887.35</b>	
<b>***NOT ASSIGNED TO GROUP***</b>			
<u>001-116-200</u>	Investment in San. Board	-452,465.28	
	<b>Total ***NOT ASSIGNED TO GROUP***:</b>	<b>-452,465.28</b>	
	<b>Total Liability:</b>	<b>2,126,342.16</b>	

Equity

**Balance Sheet**

As Of 03/31/2017

<b>Account</b>	<b>Name</b>	<b>Balance</b>
<b>Fund Balances</b>		
<u>001-296-303</u>	Restricted General Fund	51,663.57
<u>001-297-304</u>	Committed General Fund	46,469.81
<u>001-299-301</u>	Fund Balance General Fund	198,021.88
<u>001-299-306</u>	Unassigned General Fund	-1,066,210.88
	<b>Total Fund Balances:</b>	<b>-770,055.62</b>
	<b>Total Beginning Equity:</b>	<b>-770,055.62</b>
Total Revenue		6,001,937.15
Total Expense		5,633,088.48
<b>Revenues Over/Under Expenses</b>		<b>368,848.67</b>
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>-401,206.95</b>
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b><u>1,725,135.21</u></b>

## Balance Sheet

Account	Name	Balance	
<b>Fund: 002 - COAL SEVERANCE FUND</b>			
<b>Assets</b>			
<b>Restricted Cash</b>			
<u>002-102-100</u>	Coal Severance Tax Acct	483.33	
	<b>Total Restricted Cash:</b>	<u>483.33</u>	
<b>Other Assets</b>			
<u>002-109-101</u>	Taxes Receivable Coal Sev	4,254.61	
	<b>Total Other Assets:</b>	<u>4,254.61</u>	
	<b>Total Assets:</b>	<u>4,737.94</u>	<u>4,737.94</u>
<b>Liability</b>			
	<b>Total Liability:</b>	<u>0.00</u>	
<b>Equity</b>			
<b>Fund Balances</b>			
<u>002-298-102</u>	Assigned Coal Severance	15,167.05	
	<b>Total Fund Balances:</b>	<u>15,167.05</u>	
	<b>Total Beginning Equity:</b>	<u>15,167.05</u>	
Total Revenue		11,705.89	
Total Expense		22,135.00	
<b>Revenues Over/Under Expenses</b>		<u>-10,429.11</u>	
	<b>Total Equity and Current Surplus (Deficit):</b>	<u>4,737.94</u>	
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>		<u>4,737.94</u>

**Balance Sheet**

As Of 03/31/2017

Account	Name	Balance	
<b>Fund: 004 - SALES TAX FUND</b>			
<b>Assets</b>			
<b>Restricted Cash</b>			
<u>004-102-101</u>	Huntington Sales Tax	189,892.96	
<u>004-102-102</u>	Sales Tax Savings	230,417.07	
<u>004-102-103</u>	Sales Tax Fire Pension	110,000.00	
	<b>Total Restricted Cash:</b>	<u>530,310.03</u>	
<b>Other Assets</b>			
<u>004-109-104</u>	Taxes Receivable Sales Tax	432,760.42	
<u>004-114-200</u>	Due From Other Funds	150,000.00	
	<b>Total Other Assets:</b>	<u>582,760.42</u>	
	<b>Total Assets:</b>	<u>1,113,070.45</u>	<u>1,113,070.45</u>
<b>Liability</b>			
<b>Liabilities</b>			
<u>004-201-236</u>	Sales - Accounts Payable	-21,864.93	
	<b>Total Liabilities:</b>	<u>-21,864.93</u>	
	<b>Total Liability:</b>	<u>-21,864.93</u>	
<b>Equity</b>			
<b>Fund Balances</b>			
<u>004-297-106</u>	Committed Fund Balance CST	1,134,935.38	
	<b>Total Fund Balances:</b>	<u>1,134,935.38</u>	
	<b>Total Beginning Equity:</b>	<u>1,134,935.38</u>	
Total Revenue		0.00	
Total Expense		0.00	
Revenues Over/Under Expenses		<u>0.00</u>	
	<b>Total Equity and Current Surplus (Deficit):</b>	<u>1,134,935.38</u>	
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>		<u>1,113,070.45</u>





**DIVISION OF NATURAL RESOURCES**

324 Fourth Avenue, Room 200  
South Charleston WV 25303-1228

TDD (304) 558-1439

TDD 1-800-354-6087

Fax (304) 558-6048

Telephone (304) 558-3225

Jim Justice  
Governor

Stephen S. McDaniel  
Director

March 17, 2017

**RE: Stream Activity Application  
R-17-V/20-603**

City of Nitro  
David Casebolt  
c/o GAI Consultants  
Attention: Gerald Klodowski  
385 East Waterfront Drive  
Homestead, PA 15120-

Dear Mr. Casebolt:

After reviewing your Stream Activity Application to perform work (Nitro City Park Riverbank Stabilization) along the Kanawha River near Nitro in Kanawha County, we are referring you to the Division's Diversity Wildlife Biologist Janet Clayton and to the USFWS's Barbara Douglas. You will need to have a mussel survey performed before a permit may be issued by this office.

You may contact Janet Clayton at (304) 637-0245 and Barbara Douglas at (304) 636-6586 to begin the mussel survey process.

Sincerely,

A handwritten signature in cursive script that reads "Carrie Brooks".

Carrie Brooks  
WV DNR, Office of Land and Streams



RESEARCH ENVIRONMENTAL & INDUSTRIAL CONSULTANTS, INC.

Post Office Box 166 • Beaver, WV 25813 • 800 999 0125

304 253 2500 • 304 253 2571 (fax)

web site: www.reicons.com

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Quote For:  
Streambank Stabilization  
Nitro Park – Kanawha River  
City of Nitro, Kanawha County, WV

Quote Submitted to:  
GAI Consultants  
Mr. Kenneth W. Kinder  
300 Summers Street, Suite 1100  
Charleston, WV  
04/03/2017

Mr. Kenneth W. Kinder

As requested, listed below are the prices for the Streambank Stabilization Mussel Survey and Relocation on the Kanawha River, at the Nitro City Park. According to the West Virginia Mussels Survey Protocol (WVMSP), the Kanawha River is a Group 4 stream that has the potential to have endangered mussel species. The survey and relocation will need to be two separate events to keep in compliance with WVDNR and USFWS sampling protocols. The WVMSP states "A relocation effort cannot be conducted until a written report is provided to the WVDNR and USFWS. Written concurrence to proceed must be obtained from the USFWS."

Pricing is broken into each event, and I have also shown the total combined price for both the initial survey and the relocation efforts. I included the travel time port-to-port in with the survey fees since there is a 3 hour round trip travel time for each survey event.

Initial Survey (without relocation)

Fieldwork:

Malacologist: \$ 200.<sup>00</sup>/hr. X 20 hrs. (two ten hour days) X 2 Malacologist = \$ 8,000.<sup>00</sup>

Divers: \$ 100.<sup>00</sup>/hr. X 20 hrs. (two ten hour days) X 2 Divers = \$ 4,000.<sup>00</sup>

Field Technicians: \$ 75.<sup>00</sup>/hr. X 20 hrs. (two ten hour days) X 3 Field Technicians = \$ 2,250.<sup>00</sup>

Travel Expenses

Mileage: 150 miles round trip at \$0.58/mile X 2 vehicles X 2 days = \$ 348.<sup>00</sup>

Field Gear Expenses:

Boat usage and gas, SCUBA gear and tank fills = \$ 650.<sup>00</sup>

Report Writing:

Biologist: \$ 75.<sup>00</sup>/hr. X 8 hrs. = \$ 600.<sup>00</sup>

**Total Cost of the Nitro City Park mussel survey (no relocation) is: \$ 15,848.<sup>00</sup>**



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304.255.2500 • 304.255.2501 fax

website: www.reiclabs.com

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### Mussel Salvage and Relocation

#### Fieldwork:

Malacologist: \$ 200.<sup>00</sup>/hr. X 30 hrs. (three ten hour days) X 2 Malacologist = \$ 12,000.<sup>00</sup>

Divers: \$ 100.<sup>00</sup>/hr. X 30 hrs. (three ten hour days) X 2 Divers = \$ 6,000.<sup>00</sup>

Field Technicians: \$ 75.<sup>00</sup>/hr. X 30 hrs. (three ten hour days) X 3 Field Technicians = \$ 6,750.<sup>00</sup>

#### Travel Expenses

Mileage: 150 miles round trip at \$0.58/mile X 2 vehicles X 3 days = \$ 522.<sup>00</sup>

#### Field Gear Expenses:

Boat usage and gas, SCUBA gear and tank fills for 3 days = \$ 925.<sup>00</sup>

#### Report Writing:

Biologist: \$ 75.<sup>00</sup>/hr. X 8 hrs. = \$ 600.<sup>00</sup>

**Total Cost of the Nitro City Park mussel salvage and relocation is: \$ 26,797.<sup>00</sup>**

**Total Cost of the Nitro City Park mussel survey, salvage, and relocation is NOT TO EXCEED:  
\$ 42,645.<sup>00</sup>**

**NOTE: This quote includes all expenses for the 2 survey events, the initial survey and the required relocation effort. These two events will have to happen at separately as the WVDNR and USFWS will have to review the initial survey data before relocation can proceed.**

**Thank you for choosing REI Consultants, Inc. for your environmental needs. We truly appreciate your business,**

Benjamin S. Humphrey  
Malacologist  
R.E.I. Consultants, Inc.  
304-255-2500 Beckley, WV office  
[bhumphrey@reiclabs.com](mailto:bhumphrey@reiclabs.com)



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**ENVIRONMENTAL SOLUTIONS & INNOVATIONS, INC.**

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4525 Este Avenue  
Cincinnati, OH 45232  
Phone: 513-451-1777 Fax: 513-451-3321

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P17105

23 March 2017

Joseph A. Fello  
Senior Project Engineer  
GAI Consultants, Inc.  
6000 Town Center Blvd., Suite 300  
Cannonsburg, PA 15317

Dear Mr. Fello:

**RE: FRESHWATER MUSSEL SURVEYS FOR THE PROPOSED CITY OF NITRO  
BANK STABILIZATION PROJECT ON THE KANAWHA RIVER IN KANAWHA  
AND PUTNAM COUNTIES, WEST VIRGINIA.**

Environmental Solutions & Innovations, Inc. (ESI) submits the following proposal in response to your request for a technical scope and cost estimate to conduct freshwater mussel surveys for the proposed city of Nitro Bank Stabilization Project on the Kanawha River (Project). The above referenced Project is proposed to occur along the right descending bank (RDB) within the city of Nitro between the I-64 and St. Albans-Nitro bridges. The Project involves potential instream disturbance activities including installation of rip-rap below the low water mark and barge spudding activities, thereby necessitating freshwater mussel surveys.

All native mussels are protected in the State of West Virginia, thus impacts to mussels and their habitat should be avoided and minimized to the maximum extent possible. In the event that stream disturbances could potentially occur, the West Virginia Division of Natural Resource (WVDNR) and U.S. Fish and Wildlife Service (USFWS) implemented the West Virginia Mussel Survey Protocol (WVMSP) and revised it in April 2016. The WVMSP provides guidelines used to determine the level of survey efforts and processes required to assess freshwater mussel resources that may be affected during instream construction and/or disturbance activities. The WVMSP designates the Kanawha River as a Group 4 large river where Endangered Species (ES) are expected to occur. This stream designation (Group 4 ES) requires surveys are completed by a federally-permitted and state-approved West Virginia Mussel Surveyor.

**[www.ENVSI.com](http://www.ENVSI.com)**

Mussel surveys are carried out under ESI's USFWS Federal Fish and Wildlife Permit #TE02373A-10 and 2017 West Virginia Scientific Collection Permits.

### **Mussel Survey Requirements**

Mussel occupancy surveys in a Group 4 ES river are designed to determine the presence or probable absence of federally listed species using multiple phase survey designs. Phase I mussel surveys are employed following WVMSP guidelines for Group 4 streams using timed search survey cells. Survey methods follow project-specific guidelines for shoreline protection based on the WVMSP. The minimum level of effort for the proposed Project on the Kanawha River requires delineating the area of direct impact (ADI) and buffer areas including 10-meter (33-ft) upstream (US), 10-meter (33-ft) lateral (LT), and 10-meter (33-ft) downstream (DS) buffers. The estimated length of bank stabilization measures is approximately 213 meters (700 ft) and extends less than 5 meters (16 ft) channelward from the low-water mark. Additional mussel survey efforts may be necessary in the defined barge spudding areas.

If a predefined trigger (i.e. mussel abundances or species diversity) is attained during the Phase I survey, and avoidance measures cannot be justified, a quantitative Phase II survey is required. The objective of the Phase II survey is to collect sufficient data to determine whether ES are likely to be present within the mussel concentration(s) defined during the Phase I survey. The survey efforts of Phase II (if warranted) typically require relatively less field survey efforts.

### **Project Specifics**

Timed-search survey cells are delineated in a grid pattern throughout the entire survey extent (i.e., ADI, US, DS, and LT buffers) and underwater searches area completed with the aid of SCUBA or surface supply air. Data are recorded separately for each survey cell. Because all native mussels in West Virginia are protected, mussel relocation efforts are required prior to initiating instream construction activities. Relocation efforts are conducted within a salvage area (ADI + 5 meters upstream + 5 meters laterally + 10 meters downstream) following requirements identified in the WVMSP. In Group 4 rivers, relocations are not conducted until results of the Phase I survey (and Phase II – if necessary) are reviewed and approval from WVDNR and USFWS is provided. ESI is required to submit a Study Plan to WVDNR and USFWS for approval prior to commencing field efforts. This document covers approved surveyors, project mapping, survey methods, and reporting.

### **Schedule**

The acceptable mussel survey season in West Virginia extends from 1 May to 1 October. Mussel surveys must be conducted during periods of normal or reduced flows with a minimum visibility of 0.5 meter (1.6 ft) at depth of survey.

### **Costs**

ESI's estimated cost to complete the Phase I mussel survey efforts for the proposed Bank Stabilization Project along the Kanawha River is **\$14,900**. This cost includes preparation of a study plan for agency review and approval, travel to and from the project, field surveys by a state- and federally-approved malacologist, dive safety team, dive boat, data

analysis, species richness curve generation, reporting, management, obtaining site-specific authorization, and client and agency coordination time. Because the survey efforts extend into the navigational channel, dive safety members must maintain radio communications with commercial traffic.

In the event survey triggers are met during the Phase I survey effort, then a Phase II survey is required. ESI's estimated cost to conduct the additional Phase II survey effort on the Kanawha River is \$4,000. This cost includes completing additional field efforts within delineated mussel concentrations, data analysis, GIS mapping, and reporting of Phase II findings, and agency coordination time.

### **Reporting**

ESI will prepare a report that follows a scientific format and includes a description of the regulatory setting requiring the field studies, background information on the Project location and species under study, methods used to collect data, results, species richness curve generation (required), discussion, and conclusion. The text of this report is augmented with GIS maps where appropriate, copies of all field data sheets and representative photos. Upon incorporation of comments, ESI will provide electronic (pdf) copies of the report to GAI.

### **Assumptions**

- Cost estimation is based on the latest information provided at the time of this proposal and guidelines defined in the WVMSP dated April 2016. (Minimal adjustments are anticipated in the revised 2017 WVSMP).
- Bank stabilization dimensions should not exceed 213 meters (700 ft) by 5 meters (16 ft). Estimated costs are based on the area identified in email correspondence.
- Costs provided include a single mobilization effort to complete both Phase I (and Phase II – if necessary) efforts during the approved mussel survey field season.
- Costs provided do not include multiple mobilizations or significant delays that could potentially occur due to inclement weather and/or deteriorating diving conditions while onsite.
- Costs provided do not include relocation efforts. The results of a Phase I (and Phase II, if necessary) survey provide valuable information regarding the anticipated level of effort that would be required to conduct relocation efforts. Upon completion of the Phase I survey, an accurate cost estimate can be provided to perform relocation efforts.
- Costs provided do not include agency consultation or production of Biological Assessment if an ES is located.

Thank you for the opportunity to propose on this project and please contact me by email or by phone (Mobile: 513-377-0443) if you have any questions.

Sincerely,



John Spaeth  
Project Manager / Aquatic Scientist  
[jspaeth@envsi.com](mailto:jspaeth@envsi.com)

If Mr. Spaeth is unavailable, please contact:

Adam Benshoff  
Aquatic Scientist  
Mobile: 330-931-1832  
[abenshoff@envsi.com](mailto:abenshoff@envsi.com)



**ALLSTAR ECOLOGY**  
Natural Resource Specialists

AllStar Ecology, LLC.

April 6, 2017

The Honorable Dave Casebolt, Mayor  
City of Nitro  
2009 20<sup>th</sup> Street  
Nitro, WV 25143

Via email: [dcasebolt@cityofnitro.org](mailto:dcasebolt@cityofnitro.org)

**Re: Mussel Survey(s) and Potential Relocation for Nitro City Park Kanawha River Streambank Stabilization Project in Kanawha County, West Virginia**

Dear Mr. Casebolt:

AllStar Ecology, LLC. (AllStar) is pleased to submit this cost estimate to the City of Nitro to conduct a mussel survey and potential relocation for the Nitro City Park Kanawha River Streambank Stabilization Project (Project) in Kanawha County, West Virginia.

The Kanawha River in Kanawha County is considered a High Quality Group 4 Mussel Stream by the West Virginia Division of Natural Resources (WVDNR). Group 4 streams are large rivers and streams known to support freshwater mussel populations where federally listed threatened and endangered (T&E) mussel species may be present. The Kanawha River in Kanawha County is known to support populations of the federally endangered fanshell (*Cyprogenia stegaria*), pink mucket (*Lampsilis abrupta*), sheepnose (*Plethobasus cyphus*), and spectaclecase (*Cumberlandia monodonta*) mussels.

The mussel surveys and potential relocation efforts will follow the 2017 West Virginia Mussel Survey Protocols for Group 4 streams (Clayton *et al.* 2017). AllStar will develop a survey plan for City of Nitro review before submittal to the WVDNR and US Fish and Wildlife Service (USFWS). After agency review and approval, AllStar will conduct the field survey(s) according to the protocols outlined below.

**SURVEY(S) & REPORTING**

**Phase I and II Survey(s)**

*Phase I* – The Phase I freshwater mussel survey will be conducted following the 2017 West Virginia Mussel Survey Protocols for Group 4 Shoreline Protection Projects (Clayton *et al.* 2017). The survey will be conducted using transects spaced no more than 10 meters (m) apart set perpendicular to stream flow. AllStar Ecology will request approval from the WVDNR and

AllStar Ecology, LLC  
1582 Meadowdale Rd. Fairmont, WV 26554  
[www.AllStarEcology.com](http://www.AllStarEcology.com)  
Office: 304-816-3490  
Fax: 1-866-213-2666





USFWS to move directly into a Phase II survey if density and/or diversity triggers are met as outlined in the 2017 West Virginia Mussel Survey Protocols (Clayton *et al.* 2016).

*Phase II* - In the event that freshwater mussel density is greater than or equal to 0.5/m<sup>2</sup> within the salvage zone, and/or at least two species not listed in Table 2 of the 2017 West Virginia Mussel Survey Protocols are found within the salvage zone, then AllStar will move directly into a Phase II survey. The potential Phase II Quantitative Survey will utilize excavations and a three random start methodology for excavations as described by Smith *et al.* 2001.

All collected mussels will be kept in the water at all times, except for the brief period that they need to be out of the water to be measured or photographed, but no longer than one minute at a time. Photographs of all representative species will be taken. Videos of questionable identifications will be taken for WVDNR verification. All mussels will be recorded per five meter of transect, by survey cell, and/or by quadrant with the associated depth and habitat conditions and returned to their approximate point of collection.

If an endangered species is found, the surveys will continue; however, the location of collection and return will be logged utilizing a Trimble GPS with sub-meter accuracy, and the WVDNR and USFWS will be contacted immediately. Further, the City of Nitro will need to enter into formal consultation with the USFWS to proceed with the Project.

Results of the Phase I (and Phase II if necessary) mussel surveys will be provided to the City of Nitro and GAI, the WVDNR, and USFWS in a detailed report including data sheets, photographs, maps, tables, figures, etc.

#### Relocation Effort

If mussels are located within the salvage zone (as described in the 2017 West Virginia Mussel Survey Protocols) at the Project location, AllStar will request to move into a mussel relocation effort following the completion of the Phase I (and Phase II, if necessary) mussel survey(s) and submittal and approval of the corresponding report to WVDNR and USFWS. AllStar will develop a relocation plan in conjunction with the survey report to be reviewed by the City of Nitro prior to agency submittal. For the relocation effort, all collected mussels in the salvage zone will be moved to suitable habitat at least 30 m upstream of the Project location.

Results of the relocation effort will be provided to the City of Nitro, GAI, the WVDNR, and USFWS in a detailed report including data sheets, photographs, maps, tables, figures, etc.

#### **BUDGET**

AllStar proposes to conduct the tasks outlined above according to the budget below. For the Phase I, AllStar estimates a lump sum cost of \$12,000. Should a Phase II survey be required, due to freshwater mussel diversity and density within the survey area, AllStar estimates an additional



**ALLSTAR ECOLOGY**  
Natural Resource Specialists

AllStar Ecology, LLC.

lump sum cost of \$3,000. The Kanawha River at the Project location is a Group 4 Mussel Stream. There is the possibility of high freshwater mussel diversity and density at this location.

If any subsequent relocation surveys are required, AllStar will be able to provide a more accurate cost estimate for the necessary relocation effort based on findings of the Phase I (and potential Phase II) survey(s).

This cost estimate includes all labor, travel, equipment, supplies, copies, reports, etc. to develop the appropriate survey plans, to conduct the mussel survey(s) and potential relocation, and compile the associated reports.

#### Budget Assumptions

- Cost estimates are based on the information provided by City of Nitro and GAI at the time of this proposal.
- Cost provided includes time and expenses incurred to coordinate the survey with state and federal agencies prior to conducting field efforts.
- Cost may need to be adjusted in the event that significant mussel beds are found. Due to established protocols and because collection and morphometric processing of mussels can be time consuming, encountering a dense mussel bed may require additional field work.
- Cost provided does not include a Biological Assessment if a federal T&E species is located.
- Field work will occur in the 2017 mussel survey season.

#### Terms and Conditions

- This proposal includes all expected costs including time, mileage, equipment rentals, supplies, etc.
- Prices given in this price quote are good through June 10, 2017.

AllStar appreciates this opportunity to submit a cost estimate for this Project and we look forward to working with you. Please call if you have any questions.

Sincerely,

Sarah Keselka  
Lead Malacologist/Senior Project Manager/Owner

**Nitro Little League**  
1675 Park Avenue  
Nitro, WV 25164  
304-755-5206

TO: Honorable Mayor Dave Casebolt and Nitro City Council Members  
FROM: Nitro Little League Board Members  
RE: Nitro Little League Day Parade  
DATE: April 14, 2017

The Nitro Little League would like to request permission to have a Little League Day parade on April 29<sup>th</sup>. We would like to start at Pickens Road in Nitro and proceed through Nitro to Nitro City Park. The parade will begin at 10:00 am with trucks starting to line up at 9:00 to 9:15 for decorating. Once the trucks arrive at Nitro City Park we will introduce all the teams. We expect approximately 35 teams to participate.

We would like to invite community businesses and churches to participate in the parade. We will have inflatables and activities for the kids and parents. There will be games played throughout the afternoon. We will have some fundraising activities going on that day.

We would also like to invite the honorable mayor and Nitro City Council members to participate in the parade and activities.

Thank you for your consideration on this request.

*Ivan Meadows*