

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA  
#1 COURT SQUARE, SUITE 203  
PARKERSBURG WV 26101

IN RE: MINUTES OF MEETING HELD  
MONDAY, OCTOBER 24, 2011

PRESENT: DAVID BLAIR COUCH, PRESIDENT  
WAYNE DUNN, COMMISSIONER  
STEPHEN GAINER, COMMISSIONER

At 9:30 A.M., the County Commission of Wood County met in regular session. They signed purchase orders, invoices, orders and other correspondence.

The County Commission, upon a motion duly made, seconded and passed, approved minutes of September 29, 2011.

**AGENDA AND DISCUSSION ITEMS**

At 10:00 A.M., the County Commission met with John Reed, Wood County Compliance Officer, to discuss a property on Turkey Foot Road that he is having problems with.

At 10:30 A.M., the County Commission authorized the employment of Jeremy Cross as the Wood County Park Director. (Order M/1607) Mr. Cross was sworn in on this date.

At 10:54 A.M., the County Commission met with Fred Rader from the Mid-Ohio Valley Regional Council, who presented the final drawdown for the Happy Valley Flood Mitigation Project. (Order M/1698)

At 11:00 A.M., the County Commission went on a site visit of the Earl Knuckles property on Route 31.


**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

M/1693, M/1694, M/1695, M/1696, M/1697 and M/1698.

Having no further scheduled appointments or business to attend to, the County Commission adjourned.

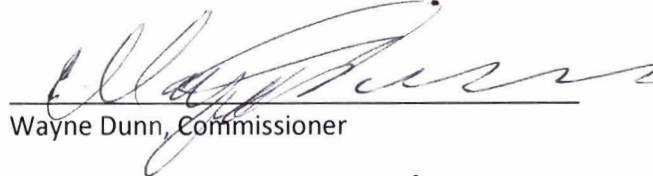
APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



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David Blair Couch, President



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Wayne Dunn, Commissioner



---

Stephen Gainer, Commissioner

To listen to this meeting, please refer to DVD labeled October 24, 2011.

Wood County Commission Meeting  
Held October 24, 2011

**Please Print**

1.	Jeremy W. Cross
2.	Jim Miracle Carlin's Battery D
3.	Fred Rader
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# Wood County Commission

10/24/2011  
1 Court Square, Suite 203  
Parkersburg, WV 26101

<b>9:30 AM</b>	APPROVE AND SIGN MINUTES, ORDERS, PURCHASE ORDERS, INVOICES, NEW ROAD NAMES AND ANY OTHER ADMINISTRATIVE DUTIES	MARTY SEUFER, COUNTY ADMINISTRATOR
<b>10:30 AM</b>	ANNOUNCE HIRE FOR WOOD COUNTY PARK DIRECTOR	
<b>10:45 AM</b>	HAPPY VALLEY FLOOD MITIGATION PROJECT DRAWDOWN	TIM MEEKS, MOVRC
<b>11:00 AM</b>	SITE VISIT – 2479 WILLIAMSTOWN PIKE	

Special notes:	<ol style="list-style-type: none"><li>1. Vacancies on Boards and Commissions</li><li>2. Building Enforcement Properties</li><li>3. Contribution Requests</li><li>4. County Facilities</li><li>5. Discuss Change Orders for Justice Center</li><li>6. Lifestyle Returns (Wellness Committee Program)</li><li>7. Vendor Preference</li><li>8. Discuss funding for PSHS bus trips</li></ol>
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*Sept 29*

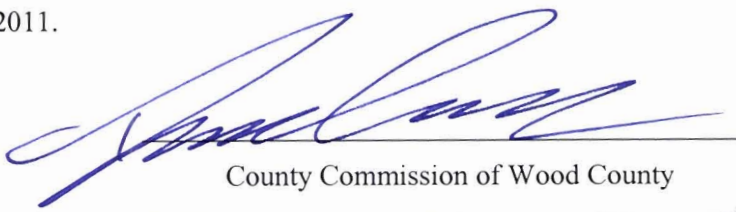
10/24/11  
69/561

STATE OF WEST VIRGINIA  
COUNTY OF WOOD } TO-WIT:

I, Jeremy W. Cross, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of WOOD COUNTY PARKS DIRECTOR in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.

  
\_\_\_\_\_

Subscribed and sworn to, before County Commission of Wood County, West Virginia, this 24TH day of October, 2011.

  
\_\_\_\_\_ County Commission of Wood County

10/24/11  
69/559

OCTOBER 24, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F11-HS-03-402. SAID REQUEST IS IN THE AMOUNT OF \$18,032.32.

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by Wayne Dunn and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F11-HS-03-402. The Request for Reimbursement is in the amount of eighteen thousand thirty-two dollars and thirty-two cents (\$18,032.32) for the month of September, 2011. The Request for Reimbursement form, the Program Activity Report, the Project Financial Report, the time sheets for Tiano-Knopp Associates, the Vienna Police Department, the St. Mary's Police Department, Jackson County Sheriff's Department, the Ripley Police Department, Roane County Sheriff's Department, Parkersburg Police Department and the Monthly Progress Report have been submitted.

A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.

Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President

  
\_\_\_\_\_  
Wayne Dunn, Commissioner

  
\_\_\_\_\_  
Stephen Gainer, Commissioner

**GOVERNOR'S HIGHWAY SAFETY PROGRAM**

2 Hale Street, Suite 100  
Charleston, WV 25301

10/24/11  
69/559

TELEPHONE: (304) 558-6080

FAX: (304) 558-6083

**REQUEST FOR REIMBURSEMENT**

<p><b>RECEIVED</b> (For DCJS Use Only)</p>	Subgrantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	Grant Number: F11-HS-03-402
	FEIN#: 556 000 417
	Funds are hereby requested to cover expenditures
	FROM: 9/1/11 TO: 9/30/11

PROJECT CASH EXPENDITURES	Account #	Amount
	F11-HS-03-402	\$18,032.32
	<b>TOTAL</b>	<b>\$18,032.32</b>

**CERTIFICATION:**

I certify that this report presents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant.

All documentation is available at our office.

David Blair Couch, President  
BY: Wood County Commission  10/24/11  
TYPED NAME & TITLE SIGNATURE DATE

(Authorized Official or Grant Financial Officer ONLY)

**GOVERNOR'S HIGHWAY SAFETY USE ONLY**

**ADMINISTRATIVE APPROVAL:**

This request is approved in the amount of \$ \_\_\_\_\_  
Initials Date

Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.

\_\_\_\_\_ Date \_\_\_\_\_ Program Officer

10/24/11  
69/559

OCTOBER 24, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED DAVID BLAIR COUCH,  
AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN  
REGARD TO THE COMMUNITY CORRECTIONS GRANT NUMBER  
12-CC-09. SAID REQUEST IS IN THE AMOUNT OF \$35,686.43.

**ORDER**

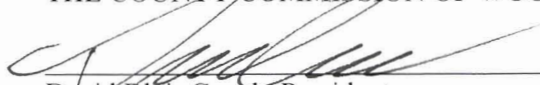
On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by Wayne Dunn and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Community Corrections Grant Number 12-CC-09. Reimbursement is in the amount of thirty five thousand six hundred eighty-six dollars and forty-three cents (\$35,686.43) for the month of September, 2011. In addition to the Request for Reimbursement the Time Sheets for employees of the Wood County Day Report Center, the Monthly Project Director's Report and the Project Financial Reports are being submitted to the Criminal Justice Services, Charleston, West Virginia.

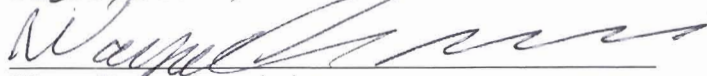
A copy of the Request for Reimbursement is attached to this ORDER and should be made a part thereof.

Documentation pertaining to the Community Corrections Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President

  
\_\_\_\_\_  
Wayne Dunn, Commissioner

  
\_\_\_\_\_  
Stephen E. Gainer, Commissioner



10/24/11  
69/559

WEST VIRGINIA  
Division of Criminal Justice Services

Request for  
Reimbursement

RECEIVED  
(For DCJS Use Only)

Subgrantee: Wood County Commission

Address: One Court Square, Suite 203  
Parkersburg, WV 26101

Project #: 12-CC-09

FEIN#: 556 000 417

Funds are hereby requested to cover expenditures  
FROM: 9/1/11 TO: 9/30/11

PROJECT CASH EXPENDITURES

CATEGORY	AMOUNT
Personnel/Contractual	\$35,686.43
Travel/Training	-0-
Space	-0-
Other	-0-
Equipment	-0-
<b>TOTAL</b>	<b>\$35,686.43</b>

CERTIFICATION:

I certify that this report presents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant.

All documentation is available at our office.

BY: David Blair Couch, President, Wood County Commission,  
TYPED NAME & TITLE



SIGNATURE

10/24/11

DATE

(Authorized Official or Grant Financial Officer ONLY)

DCJS USE ONLY

ADMINISTRATIVE APPROVAL:

This request is approved in the amount of \$ \_\_\_\_\_  
Initials \_\_\_\_\_ Date \_\_\_\_\_

Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Accountant

OCTOBER 24, 2011

10/24/11  
69/560

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F11-HS-03-154. SAID REQUEST IS IN THE AMOUNT OF \$10,538.94.

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Steve Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F11-HS-03-154. The Request for Reimbursement is in the amount of ten thousand five hundred thirty-eight dollars and ninety-four cents (\$10,538.94) for the month of September, 2011. The Request for Reimbursement form, the Program Activity Report, the Project Financial Report, the time sheets for Tiano-Knopp Associates, the Ripley Police Department, the Spencer Police Department, the Doddridge County Sheriff's Department, the Ritchie County Sheriff's Department, the Vienna Police Department, the St. Mary's Police Department, the Harrisville Police Department, the Jackson County Sheriff's Department, the Roane County Sheriff's Department, the West Union Police Department, The Wood County Sheriff's Department and the Monthly Progress Report have been submitted.

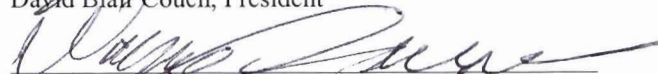
A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.

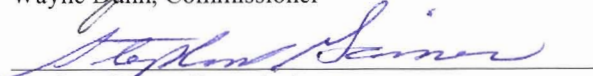
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President

  
\_\_\_\_\_  
Wayne Dunn, Commissioner

  
\_\_\_\_\_  
Stephen Gainer, Commissioner



OCTOBER 24, 2011

10/24/11  
69/568

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE VICTIMS OF CRIME ADVOCATE GRANT NUMBER 10-VA-040. SAID REQUEST IS IN THE AMOUNT OF \$3,295.13

**ORDER**

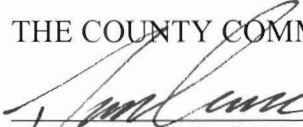
On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Steve Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Victims of Crime Advocate Grant Number 10-VA-040. The Request for Reimbursement is in the amount of three thousand two hundred ninety-five dollars and thirteen cents (\$3,295.13) for the month of September, 2011. Along with the Request for Reimbursement Form; a Financial Recap Page; Project Financial Report; Daily Time Sheets for the Victims Advocate, Tiffany Kiger; Time Sheets for the Assistant Victim Advocate, Clarence Hodge; Monthly Progress Reports and the Monthly Statistical Report have been submitted.

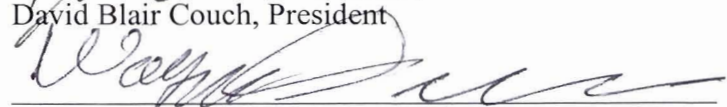
A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.


Documentation pertaining to the Victims of Crime Advocate Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President

  
\_\_\_\_\_  
Wayne Dunn, Commissioner

  
\_\_\_\_\_  
Stephen E. Gainer, Commissioner

M/1696

10/24/11  
69/568

WEST VIRGINIA Division of Criminal Justice Services	Request for Reimbursement
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<b>RECEIVED</b> (For DCJS Use Only)	Subgrantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	Project #: 10-VA-040
	FEIN#: 556 000 417
	Funds are hereby requested to cover expenditures FROM: 9/1/11 TO: 9/30/11


**PROJECT CASH EXPENDITURES**

CATEGORY	AMOUNT
Personnel/Contractual	\$3,295.13
Travel/Training	
Space	
Other	
<b>TOTAL</b>	<b>\$3,295.13</b>

**CERTIFICATION:**

I certify that this report presents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant.

All documentation is available at our office.

BY: David Blair Couch, President, Wood County Commission            10/24/11  
 TYPED NAME & TITLE      SIGNATURE      DATE  
 (Authorized Official or Grant Financial Officer ONLY)

**DCJS USE ONLY**

**ADMINISTRATIVE APPROVAL:**

This request is approved in the amount of \$ \_\_\_\_\_  
Initials      Date

Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.

\_\_\_\_\_      \_\_\_\_\_  
 Date      Program Accountant

10/24/11  
69/568

OCTOBER 24, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

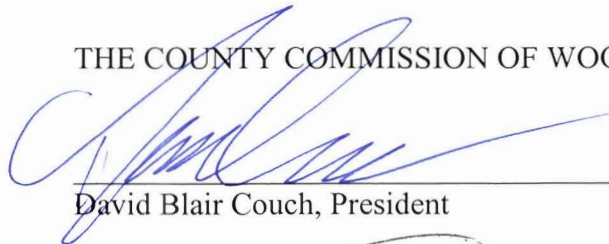
IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE THE  
HIRING OF JEREMY W. CROSS AS THE WOOD COUNTY PARK  
DIRECTOR.

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer and made unanimous by Wayne Dunn, did hereby AUTHORIZE the employment of Jeremy W. Cross as the Wood County Park Director at an annual salary of forty-five thousand dollars and zero cents (\$45,000.00).

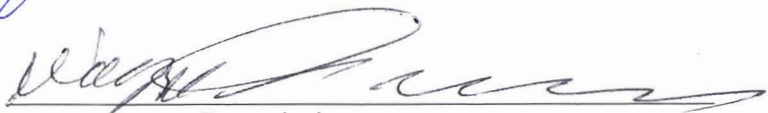
APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



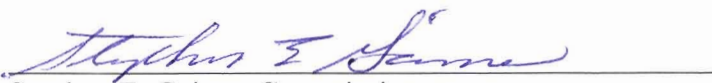
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David Blair Couch, President



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Wayne Dunn, Commissioner



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Stephen E. Gainer, Commissioner

M/1697

OCTOBER 24, 2011

10/24/11  
69/561

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED THE MID-OHIO VALLEY REGIONAL COUNCIL TO SUBMIT DRAWDOWN NUMBER 4 FOR THE HAPPY VALLEY FLOOD MITIGATION GRANT, PHASE III IN THE AMOUNT OF \$74,847.69.

O R D E R


On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE the Mid-Ohio Valley Regional Council to submit Drawdown Number four (4) Happy Valley Flood Mitigation Grant Program, Phase III in the amount of seventy-four thousand eight hundred forty-seven dollars and sixty-nine cents (\$74,847.69).

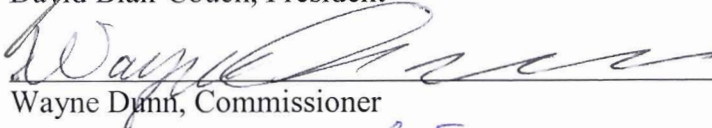
A copy of said Drawdown is attached to this Order and should be made a part thereof.

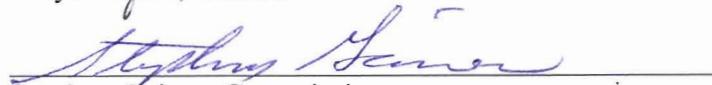
Documentation regarding The Happy Valley Flood Mitigation Project, Phase III is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President

  
\_\_\_\_\_  
Wayne Dunn, Commissioner

  
\_\_\_\_\_  
Stephen Gainer, Commissioner

M/1698

Office of the County Commission of Wood County, West Virginia

Commissioners  
David Blair Couch  
Wayne Dunn  
Steve Gainer



No. 1 Court Square  
Suite 203  
Parkersburg, WV 26101  
Phone 304-424-1984

10/24/11  
69/561

RESOLUTION

WHEREAS, the Wood County Commission is presently undertaking a FEMA Flood Mitigation project for the Happy Valley III Flood Mitigation Project; and,

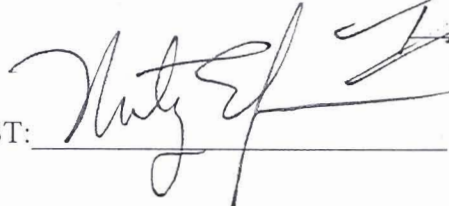
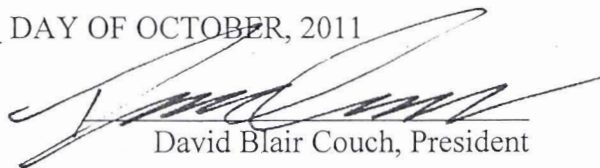
WHEREAS, the Wood County Commission has been presented with invoices for services rendered in connection with this project.

NOW THEREFORE BE IT RESOLVED THAT after careful review and consideration, the Wood County Commission hereby approves the following invoices:

Empire Builders, Inc.	\$ 73,500.00
<u>Mid-Ohio Valley Regional Council</u>	<u>\$ 1,347.69</u>
Total	\$ 74,847.69

NOW THEREFORE BE IT FURTHER RESOLVED that David Blair Couch, President is hereby authorized to request FEMA funds and to pay said invoices from funds received.

APPROVED THIS 24<sup>th</sup> DAY OF OCTOBER, 2011

ATTEST:   
  
David Blair Couch, President

Marty Seufer, County Administrator • Ph. 304-424-1976 • Fax 304-424-0194

Assessor  
Rich Shaffer

Circuit Clerk  
Carole Jones

County Clerk  
Jamie Six

Prosecuting Attorney  
Jason Wharton

Sheriff  
Jeff Sandy



**EMPIRE BUILDERS, INC.**

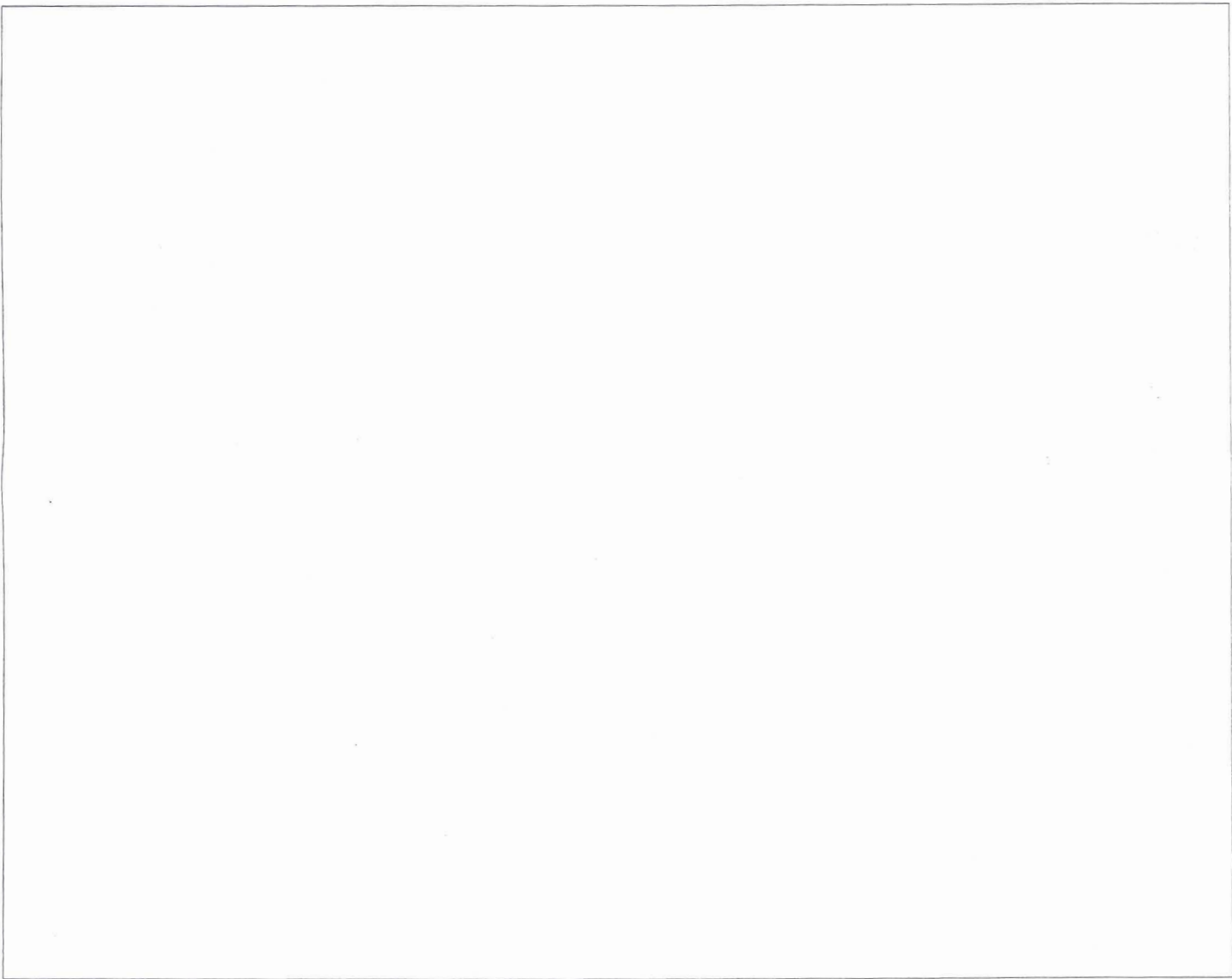
101 EMPIRE LAKE DRIVE  
PARKERSBURG, WV 26101

(304) 422-1677



MOVRC  
P.O. Box 247  
Parkersburg, WV 26101  
Attn: Tim Meeks

RE: Happy Valley ~~Dem~~olition  
Project



**EMPIRE BUILDERS, INC.**

101 EMPIRE LAKE DRIVE  
PARKERSBURG, WV 26101

(304) 422-1677

Invoice#: EB11-105

Date: 10/14/11

Wood County Commission  
No. 1 Court Square, Suite 203  
Parkersburg, WV 26101  
Attn: Tim Meeks

RE: Happy Valley Demolition  
Project

Change Order

Terms: Payment is due upon receipt of invoice.

**Have completed the following work:**

- (1) **481 Happy Valley Lane / Parkersburg, WV**  
Demolition & Removal of Long Bus Carport &  
Out Building across Street
- (2) Removal & Disposal of Additional Trees

**TOTAL AMOUNT DUE = \$4,000.00**

**Thank you for doing business with Empire Builders.**

**EMPIRE BUILDERS, INC.**

101 EMPIRE LAKE DRIVE  
PARKERSBURG, WV 26101

(304) 422-1677

Invoice#: EB11-104

Date: 10/14/11

Wood County Commission  
No. 1 Court Square, Suite 203  
Parkersburg, WV 26101  
Attn: Tim Meeks

RE: Happy Valley Demolition  
Project

Terms: Payment is due upon receipt of invoice.

**Have completed the following work:**

- |     |   |             |
|-----|---|-------------|
| (1) | <b>189 Happy Valley Lane / Parkersburg, WV</b><br>Demolition & Removal of Single Family Dwelling  | \$10,000.00 |
| (2) | <b>201 Happy Valley Lane / Parkersburg, WV</b><br>Demolition & Removal of Single Family Dwelling  | \$12,000.00 |
| (3) | <b>206 Happy Valley Lane / Parkersburg, WV</b><br>Demolition & Removal of Single Family Dwelling  | \$12,000.00 |
| (4) | <b>242 Happy Valley Lane / Parkersburg, WV</b><br>Removal & Disposal of Asbestos Containing Materials<br>Demolition & Removal of Single Family Dwelling | \$12,000.00 |
| (5) | <b>481 Happy Valley Lane / Parkersburg, WV</b><br>Demolition & Removal of Single Family Dwelling  | \$13,000.00 |
| (6) | <b>684 Happy Valley Lane / Parkersburg, WV</b><br>Demolition & Removal of Single Family Dwelling  | \$13,000.00 |

**TOTAL AMOUNT DUE = \$69,500.00**

**Thank you for doing business with Empire Builders.**