

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

IN RE: MINUTES OF MEETING HELD
MONDAY, JUNE 23, 2014

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

AGENDA AND DISCUSSION ITEMS

At 9:33 A.M., the County Commission placed Dave Knost, Bill Summers and John Alfred in nomination to the Wood County Fire Board. (Order A/1308)

At 9:36 A.M., the County Commission discussed the proposed burn building with representatives of the Committee for the project. A commitment sheet was presented for a twenty year plan in which the County Commission would be responsible for \$6,000.00 per year. The County Commission asked this to be placed on an agenda in July when the new fiscal year budget is in effect. (Handout is attached to these minutes and shall be made a part thereof.)

At 9:55 A.M., the County Commission approved the Request to Hire forms for Kathy Short, Day Report Center as an intern and Russell Hockenberry, 911 Center and Candace Gibson, Sheriff's Tax Office.


ORDERS APPROVED AND ATTACHED TO THESE MINUTES

A/1308, M/2823, M/2824

Having no further scheduled appointments or business to attend to, the County Commission officially adjourned at 10:56 A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Wayne Dunn, President



Stephen Gainer, Commissioner



David Blair Couch, Commissioner

To listen to this meeting, please refer to DVD labeled June 23, 2014.

Wood County Commission Meeting
Held June 23, 2014

Please Print

1. Jason Fleak - Parkersburg Fire
2. TERRY HEWSON WAVERLY FD
3. Steve Scholl Vienna FD
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Wood County Commission
Agenda

6/23/2014

1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Consider appointments to the Wood County Fire Service Board	
	Discuss Burn Building	Firefighters' Association
	Consider Request to Hire from Day Report Center – Kathy Short as an intern – no salary	
	Execute agreements for County contributions to the Day Report Center	
	Consider Request to Hire from Wood County Telecommunications Center – Russell Hockenberry as a Radio Technician- \$42,500	
	Consider Request to Hire from Sheriff's Tax Office – Candace Gibson as a Tax Deputy - \$21,000.00	
	Administrator's Report	Marty Seufer, County Administrator
	County Commissioner's Reports	

Discussion, Review and Approval of expenditures and disbursements identified on Exhibit 1, hereto attached

Correspondence for this meeting will be available for public review during regular office hours in Room 205 of the Wood County Courthouse two (2) days prior to the meeting

Exhibit 1

Discussion, Review and Approval of the following items may be included during this meeting and are available for public inspection in the Office of the County Administrator two days prior to this meeting.

Budget revisions

Purchase orders and requisitions

Revisions, reimbursement requests, resolutions and correspondence for grants

Grant disbursements to other entities

Invoices for expenditures to be paid

Reimbursements for travel expenses

Bid specifications and procedures for bids previously authorized by the Commission

Monthly Hotel Occupancy Tax Collection disbursements

Disbursements for previously approved Innovative Programming Grants

Tax refunds, exonerations, impropers and consolidations

Probate items, including settlements, petitions and Fiduciary Commissioner reports

General Fund disbursements to entities

Funding requests from local organizations by written form

Payroll modification as submitted by elected officials

Burn Building Option

Annual Payment = \$27,690.24

City of Parkersburg = \$6,000.00

Wood County Commissioners = \$ 6,000.00

City of Vienna = \$2,500.00

City of Williamstown = \$2,500.00

Wood Co. Tech Center = \$2,500.00

Resa V = \$2,500.00

Lubeck VFD = \$750.00

Blennerhassett VFD= \$750.00

Washington Bottom VFD= \$750.00

Pond Creek VFD = \$750.00

Mineral Wells VFD = \$750.00

Eastwood VFD = \$750.00

Deerwalk VFD = \$750.00

Waverly VFD = \$750.00

Total = \$28,000.00 annually

6/23/14
70/503

JUNE 23, 2014

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

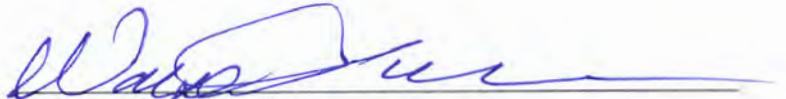
IN RE: THE COUNTY COMMISSION PLACED DAVE KNOST, BILL SUMMERS AND JOHN ALFRED IN NOMINATION TO THE WOOD COUNTY FIRE BOARD.

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 place Dave Knost, Bill Summers and John Alfred in nomination to the Wood County Fire Board, as authorized in West Virginia State Code 7-17-6. The terms will expire June 5, 2017, 2016 and 2015 respectively.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

A/1308

6/23/14
70/503

JUNE 23, 2014

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE WAYNE DUNN, AS PRESIDENT, TO EXECUTE THE REQUEST FOR PAYMENT IN REGARD TO THE GOVERNOR'S COMMUNITY PARTICIPATION GRANT PROGRAM FUNDING FOR THE CHILDREN'S LISTENING PLACE. SAID REQUEST IS IN THE AMOUNT OF \$20,000.00

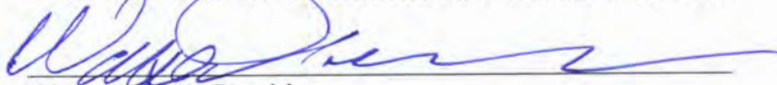
ORDER


On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by David Blair Couch, and made unanimous by Wayne Dunn, did hereby authorize Wayne Dunn, in his official capacity as President and on behalf of the County Commission, to EXECUTE the Request for Payment in regard to the GOVERNOR'S COMMUNITY PARTICIPATION GRANT PROGRAM funding in the amount of twenty thousand dollars and zero cents (\$20,000.00) allocated to the Children's Listening Place (#12LEDA0744N).

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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

M/2823

6/23/14
70/503

**GOVERNOR'S COMMUNITY PARTNERSHIP GRANT PROGRAM
FINANCIAL REPORT/REQUEST FOR REIMBURSEMENT**

TO: West Virginia Development Office
Building 6, Room 553
1900 Kanawha Boulevard, East
Charleston, WV 25305-0311
304-558-4010

FROM: **Wayne Dunn, President**
Name and Title
County Commission of Wood County
Grantee
1 Court Square, Suite 203
Address
Parkersburg, WV 26101
City State Zip
(304) 424-1984
Telephone Number
seufer@woodcountywv.com
Email Address

A progress report **MUST BE PROVIDED** with this Request for Payment as indicated below. Progress reports will be filed in the West Virginia Development Office and available for inspection.

PROJECT TITLE: Children's Listening Place Grant No.: 14-766 Project No: 12LEDA0744N

PERIOD COVERED BY THIS DOCUMENT: April, 2014 TO: June, 2014

DOCUMENT NUMBER: 1 PERCENT OF WORK COMPLETED ON PROJECT: 100%
IF MORE THAN 90% OF GRANT, SUBMIT CERTIFICATION OF COMPLETION.

Bidding shall be pursued for all projects: Three written bids required if project exceeds \$2,500.00; competitive bids, with affidavit of publication of Class II legal ad, required if project exceeds \$25,000.00 (**West Virginia Code §59-3**). Attach copies of requests for bids or legal ad and affidavit of publication, along with copies of all bids received. Requests for bids and legal ads must include reference to prevailing wage requirement for construction projects. The West Virginia Division of Labor requires payment of state prevailing wages for all construction, regardless of cost (**West Virginia Code §21-5A**).

I CERTIFY THAT BIDDING REGULATIONS WERE FOLLOWED: Y (Y/N)
I CERTIFY THAT STATE PREVAILING WAGES APPLIED TO CONSTRUCTION PROJECT(S): Y (Y/N)

COST CATEGORIES	APPROVED BUDGET AMOUNT	AMOUNT REQUESTED TO DATE	AMOUNT REQUESTED THIS DRAW	TOTAL AMOUNT REQUESTED	AMOUNT DISBURSED TO DATE	ATTACHED DOCUMENTS REQUIRED
Construction Improvements:						Legal Ad
Materials, Supplies, Equipment:	\$20,000.00	\$0.00	\$20,000.00	\$20,000.00	\$0.00	Request for Bids
Other:						Copies of Bids
	\$20,000.00	\$0.00	\$20,000.00	\$20,000.00	\$0.00	

PROGRESS REPORT: REQUEST FOR PAYMENT WILL NOT BE PROCESSED WITHOUT PROGRESS REPORT.
Purchased equipment and video recording devices for the center.

I certify costs claimed by this report are correct and just and based upon actual requirements; that work and services are in accordance with the approved project agreement; and that work and services are satisfactory and consistent with the amount claimed. Supporting documents are attached to verify costs claimed and are available locally for audit and inspection. City, county or other direct recipients of funds are not involved in any court litigation or lawsuit involving any applicable laws contained in the grant contract.


MAYOR OR COUNTY COMMISSION PRESIDENT
ORIGINAL SIGNATURE REQUIRED
(PLEASE USE BLUE INK)

Monday, June 23, 2014
DATE

6/23/14
70/503

JUNE 23, 2014

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE WAYNE DUNN, AS PRESIDENT, TO EXECUTE THE REQUEST FOR PAYMENT IN REGARD TO THE GOVERNOR'S COMMUNITY PARTICIPATION GRANT PROGRAM FUNDING FOR THE GATHERING AT SWEET CREEK. SAID REQUEST IS IN THE AMOUNT OF \$5,000.00

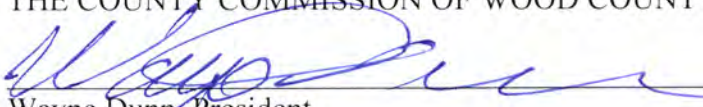
ORDER

On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by David Blair Couch, and made unanimous by Wayne Dunn, did hereby authorize Wayne Dunn, in his official capacity as President and on behalf of the County Commission, to EXECUTE the Request for Payment in regard to the GOVERNOR'S COMMUNITY PARTICIPATION GRANT PROGRAM funding in the amount of five thousand dollars and zero cents (\$5,000.00) allocated to the Sweet Creek Gathering (#13LEDA0256).

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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

M/2824

6/23/14
70/503

GOVERNOR'S COMMUNITY PARTICIPATION GRANT PROGRAM FINANCIAL REPORT/REQUEST FOR PAYMENT

TO: West Virginia Development Office
Building 6, Room 553
1900 Kanawha Boulevard, East
Charleston, WV 25305-0311
304-558-4010

FROM: Wayne Dunn - President

Name and Title
Wood County Commission

Grantee
1 Court Street - Suite 203

Address
Parkersburg WV 26101

City State Zip
304-4241984 seufer@woodcountywv.com

Phone Email

A progress report MUST BE PROVIDED with this Request for Payment as indicated below. Progress reports will be filed in the West Virginia Development Office for inspection.

PROJECT: Sweet Creek Gathering **GRANT NO.:** _____ **PROJECT NO.:** 13LEDA0256
PERIOD COVERED BY THIS DOCUMENT: 07-01-2012 **TO:** 06-30-2014 **DOCUMENT NUMBER:** 01
PERCENT OF WORK COMPLETED: 33 **IF MORE THAN 90 PERCENT OF GRANT, SUBMIT CERTIFICATION OF COMPLETION.**

Bidding shall be pursued for all projects: Three written bids required if project exceeds \$2,500; competitive bids, with affidavit of publication of Class II legal ad, required if project exceeds \$25,000 (**West Virginia Code §59-3**). Attach copies of requests for bids or legal ad and affidavit of publication, along with copies of all bids received. Requests for bids and legal ads must include reference to prevailing wage requirement for construction projects. The West Virginia Division of Labor requires payment of state prevailing wages for all construction, regardless of cost (**West Virginia Code § 21-5A**).

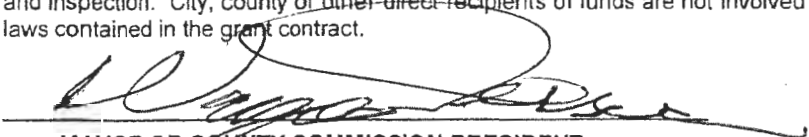
I CERTIFY THAT BIDDING REGULATIONS WERE FOLLOWED: (Y/N)
I CERTIFY STATE PREVAILING WAGES APPLIED TO CONSTRUCTION PROJECT(S): (Y/N)

COST CATEGORIES	APPROVED BUDGET AMOUNT	AMOUNT REQUESTED TO DATE	AMOUNT REQUESTED THIS DRAW	TOTAL AMOUNT REQUESTED	AMOUNT DISBURSED TO DATE	ATTACHED DOCUMENTS REQUIRED
Construction/ Improvements: Materials, Supplies, Equipment: Other: _____	5,000.00	0.00	1,595.35	1,595.35	6595.35	Legal Ad Request for Bids Copies of Bids

PROGRESS REPORT: REQUEST FOR PAYMENT WILL NOT BE PROCESSED WITHOUT PROGRESS REPORT.
Completion of the 2013 Annual Gathering at Sweet Creek - Including Presentations at Local School Districts.

Partial Reimbursement for Project 13LEDA0256 - Balance of Grant for 2014 Event

I certify costs claimed by this report are correct and just and based upon actual requirements; that all applicable laws and regulations regarding payment of state prevailing wages for construction and competitive bidding were followed in accordance with the contract for this project; that work and services are in accordance with the approved project agreement; and that work and services are satisfactory and consistent with the amount claimed. Supporting documents are attached to verify costs claimed and are available locally for audit and inspection. City, county or other direct recipients of funds are not involved in any court litigation or lawsuit involving any applicable laws contained in the grant contract.


MAYOR OR COUNTY COMMISSION PRESIDENT
ORIGINAL SIGNATURE REQUIRED-USE BLUE INK

June 23, 2014
DATE

Check Register Report for Wood County Commission

Report Date/ Time: 6/16/2014 2:50:48PM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1440	MONPOWER	MON POWER	REGULAR	06/16/2014	7,632.61	
155754	UNITED BANK	UNITED BANKCARD CENTER	REGULAR		43,453.22	
GENERAL FUND Bank Id 101 Totals					51,085.83	
Report Totals					51,085.83	

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Check Register Report for Wood County Commission

Report Date/ Time: 6/16/2014 2:51:55PM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5893	UNITED BANK	UNITED BANKCARD CENTER	REGULAR	06/16/2014	10,449.15	
E-911 FUND Bank Id 107 Totals					10,449.15	
Report Totals					10,449.15	

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AM

Check Register Report for Wood County Commission

Report Date/ Time: 6/16/2014 2:52:55PM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5586	UNITED BANK	UNITED BANKCARD CENTER	REGULAR	06/16/2014	2,078.02	
COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals					2,078.02	
Report Totals					2,078.02	

DBE

PM

Check Register Report for Wood County Commission

Report Date/ Time: 6/17/2014 8:54:25AM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3097	BIINCORP	BI INCORPORATED	REGULAR	06/17/2014	8,028.36	
3098	CARQUEST	CARQUEST	REGULAR		134.52	
3099	CCF	COMMUNITY CORRECTIONS FUN	REGULAR		1,016.50	
3100	VERIZONW	VERIZON WIRELESS	REGULAR		250.84	
HOME CONFINEMENT Bank Id 108 Totals					9,430.22	
Report Totals					9,430.22	

DEE

DM

Check Register Report for Wood County Commission

Report Date/ Time: 6/17/2014 8:55:44AM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3258	CCF	COMMUNITY CORRECTIONS FUN	REGULAR	06/17/2014	75.00	
TEEN DRUG COURT Bank Id 177 Totals					75.00	
Report Totals					75.00	

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Check Register Report for Wood County Commission

Report Date/ Time: 6/17/2014 8:57:48AM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1056	MID-OHIOVRA	MID-OHIO VALLEY REGIONAL	REGULAR	06/17/2014	351.79	
E SPECIAL LAW ENFORCEMENT Bank Id 173 Totals					351.79	
Report Totals					351.79	

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PM*

Check Register Report for Wood County Commission

Report Date/ Time: 6/17/2014 8:58:56AM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5587	ALCOHOLMONITO	ALCOHOL MONITORING SYSTEM	REGULAR	06/17/2014	263.50	
5588	GENERALSA	GENERAL SALES CO.	REGULAR		442.25	
5589	MFC	MFC CORPORATION	REGULAR		963.35	
5590	SINGERJ	JANA SINGER-DOWLER	REGULAR		40.00	
COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals					1,709.10	
Report Totals					1,709.10	

DBE

PH

Check Register Report for Wood County Commission

Report Date/ Time: 6/17/2014 9:00:00AM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5894	SMARTHOR	SMART HORIZONS	REGULAR	06/17/2014	2,249.00	
5895	T&S	T&S LAWN-LANDSCAPE INC	REGULAR		553.00	
5896	VERIZONW	VERIZON WIRELESS	REGULAR		393.94	
E-911 FUND Bank Id 107 Totals					3,195.94	
Report Totals					3,195.94	

DBL
P.H.

Check Register Report for Wood County Commission

Report Date/ Time: 6/17/2014 9:01:04AM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1062	UNITED NB	UNITED BANK LOAN PROCESSI	REGULAR	06/17/2014	3,258.27	
COAL SEVERANCE TAX Bank Id 201 Totals					3,258.27	
Report Totals					3,258.27	

DBL

D.H.

Check Register Report for Wood County Commission

Report Date/ Time: 6/17/2014 9:02:47AM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
155755	ATHENSCO	ATHENS COUNTY CLERK OF CO	REGULAR	06/17/2014	177.00	
155756	BROWN W	WILLIAM M BROWN	REGULAR		700.00	
155757	CANON	CANON FINANCIAL SERVICES,	REGULAR		151.00	
155758	CARQUEST	CARQUEST	REGULAR		91.94	
155759	CHAMPION OUTP	CHAMPION OUTPUT SOLUTIONS	REGULAR		387.28	
155760	DOMINIONH	DOMINION HOPE	REGULAR		9.93	
155761	EXECUTIVESIGN	EXECUTIVE SIGNS	REGULAR		18.00	
155762	FINLEY FI	FINLEY FIRE EQUIPMENT	REGULAR		614.97	
155763	GENERALSA	GENERAL SALES CO.	REGULAR		2,243.30	
155764	GLOBAL	GLOBAL GOV/ED SOLUTIONS I	REGULAR		4,010.53	
155765	HARLOW S	STACY HARLOW	REGULAR		38.50	
155766	JONESCS	CAROLE S. JONES	REGULAR		326.07	
155767	LEAVITT	LEAVITT FUNERAL HOME	REGULAR		250.00	
155768	LEEMYLES	LEEMYLES TRANSMISSIONS	REGULAR		240.07	
155769	LOWES	LOWE'S COMPANIES, INC.	REGULAR		5.37	
155770	MEDEXPRESS	MEDEXPRESS CORPORATE CARE	REGULAR		35.00	
155771	MID-OHIOVRA	MID-OHIO VALLEY REGIONAL	REGULAR		850.00	
155772	MILLER CO	MILLER COMMUNICATIONS IN	REGULAR		130.00	
155773	MINERAL	MINERAL WELLS PUBLIC SERV	REGULAR		215.49	
155774	PIONEER S	PIONEER SUPPLY	REGULAR		77.10	
155775	POFFICE	PARKERSBURG OFFICE SUPPLY	REGULAR		357.00	
155776	REGIONALJ	WV REGIONAL JAIL & CORREC	REGULAR		167,717.00	
155777	RICOH	RICOH USA INC	REGULAR		807.26	
155778	RUNYON	RUNYON LOCK SERVICE	REGULAR		16.00	
155779	SHERWINWILLIA	SHERWIN WILLIAMS	REGULAR		71.26	
155780	ST-CLAIR	MICHAEL ST. CLAIR	REGULAR		220.00	
155781	STATE ELE	STATE ELECTRIC SUPPLY CO	REGULAR		45.00	
155782	SUDDENLINKD	SUDDENLINK	REGULAR		121.86	
155783	TAYLOR'S D	TAYLOR'S DISPOSAL INC	REGULAR		192.36	
155784	USBANKEQUIP	US BANK EQUIPMENT FINANCE	REGULAR		377.67	
155785	VERIZONW	VERIZON WIRELESS	REGULAR		3,189.62	
155786	WATERBOY	WATERBOY LLC	REGULAR		16.50	
155787	WINANS	WINANS SERVICES	REGULAR		8,926.75	
155788	WORKINGMA	WORKINGMAN'S STORE	REGULAR		109.98	
155789	WVPAA	WVPAA	REGULAR		1,750.00	
155790	WVSPA	WV STATE POLICE ACADEMY	REGULAR		356.50	

GENERAL FUND Bank Id 101 Totals 194,860.31

Report Totals 194,860.31

DRC

AM

Check Register Report for Wood County Commission

Report Date/ Time: 6/19/2014 7:45:15AM

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1441	DENTAL	RENAISSANCE	REGULAR	06/19/2014	494.87	
PAYROLL FUND Bank Id 101 Totals					494.87	
Report Totals					494.87	

DR

MM