

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 19, 2015

PRESENT: STEPHEN GAINER, PRESIDENT
DAVID BLAIR COUCH, COMMISSIONER
ROBERT K. TEBAY, 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 9:30 A.M., the County Commission approved the hiring of Emily Stamper as an Assistant Prosecuting Attorney and Cale Copley as a Day Report Center worker.

At 9:33 A.M., the County Commission approved an Application for a Records Management Grant for the County Clerk's Office. (Order M/3211)

At 9:45 A.M., the County Commission met with Jason Wharton to discuss briefs in the Clara Beach estate. At this time, they went into Executive Session under authority granted by WV Code Chapter 6, Article 9A, Section 3 as amended. Mark Rhodes, County Clerk was also in attendance. They adjourned said Executive Session at 10:16 A.M. (Order M/3205)

At 10:28 A.M., the County Commission opened sealed bids for property located at 77 Coolidge Street, Parkersburg, WV. Said bids were received for review by the County Administrator. (Order M/3212)

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

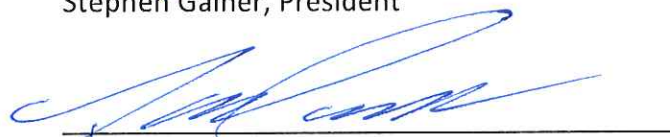
M/3205, M/3206, M/3207, M/3208, M/3209, M/3210, M/3211, M/3212, A/1532 and A/1534

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:45 A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Stephen Gainer, President


David Blair Couch, Commissioner


Robert K. Tebay, Commissioner

To listen to this meeting, please refer to DVD labeled October 19, 2015.

Wood County Commission Meeting
Held October 19, 2015

Please Print

1. Jason Wharton
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Wood County Commission
Agenda

10/19/2015

1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Consider briefs in Clara Beach estate	Jason Wharton
	Discuss & consider Records Preservation Grant	
	Consider Request to hire Emily Stamper, Assistant Prosecuting Attorney - \$47,256/yr	
	Consider Request to hire Cale Copley, General Services worker at Day Report Center - \$9.50/hr	
10:00 A.M.	Bid opening – sale of property located at 77 Coolidge Street, Parkersburg, WV	
	Administrator’s Report	Marty Seufer, County Administrator
	County Commission 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, improprieties 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

OCTOBER 19, 2015

10/15/15
71/119

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WV IN THE AMOUNT OF \$2,927.12 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE VICTIMS OF CRIME ASSISTANCE GRANT NUMBER 14-VA-031.

ORDER

On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the two thousand nine hundred twenty-seven dollars and twelve cents (\$2,927.12) which represents reimbursement to Wood County for expenses incurred during the month of July, 2015, in regard to the Victims of Crime Assistance Grant Number 14-VA-031. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 71, at Page 98 and bearing the date of August 20, 2015, at which time Stephen Gainer, in his official capacity as President, and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

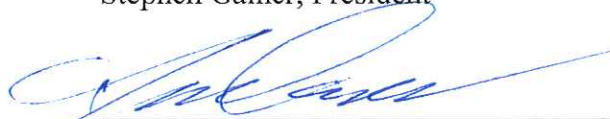
Documentation pertaining to the WVDCJS Victims of Crime Advocate Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

10/19/15
71/120

OCTOBER 19, 2015

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION PLACED F/SGT W.K. MARSHALL, THOMAS BLONDIN, ERIC TAYLOR, JOE MARTIN, LEW PECK AND JUDY SHREMSHOCK IN NOMINATION TO THE WOOD COUNTY 9-1-1 ADVISORY BOARD.

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer and passed, placed the following in nomination to the Wood County 9-1-1 Advisory Board: Larry Stephens, Emergency Medical Services Providers (Dwayne Weekley as an alternate); Thomas Blondin, General Public; Chief Joe Martin, City of Parkersburg Police Department; F/Sgt. W.K. Marshall, West Virginia State Police and Chief Eric Taylor, Parkersburg Fire Department; Lew Peck, Wirt County Sheriff's Department and Judy Shremshock, Wirt County Commission. Said vacancies are pursuant to an Order appearing in Order Book 51, at Page 433 and bearing the date of April 1, 1991, dealing with the procedure policy for appointments to Boards and Authorities.

The new terms will expire April 30, 2017

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

10/19/15
71/120

OCTOBER 19, 2015

EXECUTIVE SESSION OF THE WOOD COUNTY COMMISSION

This 19th day of October, 2015, at 9:45 o'clock A.M., in Room 203, of the Wood County Courthouse, Parkersburg, West Virginia, upon motion of David Blair Couch, seconded by Robert K. Tebay and made unanimous by Stephen Gainer, County Commissioners, upon prior adjournment of the regular session, convened in EXECUTIVE SESSION upon authority granted by the West Virginia Code, Chapter 6, Article 9A, Section 3, as amended:

WHEREUPON, the said Stephen Gainer, one of the Commissioners, David Blair Couch, President of said Commission, and Robert K. Tebay, Commissioner met with Marty Seufer, County Administrator, Jason Wharton, Wood County Prosecuting Attorney, and Mark Rhodes, Wood County Clerk.


All those present proceeded to discuss the matter for which the said EXECUTIVE SESSION was had, being covered by the West Virginia Code Chapter 6, Article 9A-4, Attorney/Client Discussion.

The Commission having concluded said discussion, the said EXECUTIVE SESSION adjourned at 10:16 o'clock A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Stephen Gainer, President


David Blair Couch, Commissioner


Robert K. Tebay, Commissioner

OCTOBER 19, 2015

10/19/15
7/1/21

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED WAYNE DUNN, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F15-HS-03-DOHDD. SAID REQUEST IS IN THE AMOUNT OF \$2,509.16

ORDER

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David Blair Couch and made unanimous by Stephen Gainer, did hereby AUTHORIZE Stephen Gainer, 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 F15-HS-03-DOHDD. The Request for Reimbursement is in the amount of two thousand five hundred nine dollars and nineteen cents (\$2,509.16) for the month of September, 2015. The Request for Reimbursement form, the Project Financial Report, time sheets for the Parkersburg Police Department, and the Vienna 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



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

10/19/15
7/1/21

REQUEST FOR REIMBURSEMENT

(For GHSP Use Only)	Sub-Grantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	P. O. Number MV1503DOHDD
	Grant Number: F15-HS-03-DOHDD
	FEIN Number: 556 000 417
	Funds are hereby requested to cover expenditures
	For the period of: 9/1/15 - 9/30/15

PROJECT CASH EXPENDITURES

Account Number	Amount
9007-2014-0802-099-128	\$2,509.16
TOTAL	\$2,509.16

CERTIFICATION:

I certify that this report represents 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 for inspection at the request of the Governor's Highway Safety Program.

BY: Stephen Gainer, President *Stephen Gainer* 10/19/2015
(Typed Name And Title) (Signature) (Date)
(Authorized Official or Grant Financial Officer Only)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

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(Approved) (Date)

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

(Date)

(Director)

Purchasing/Accounts Payable Use Only

OCTOBER 19, 2015

10/19/15
7/1/21

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE STEPHEN GAINER, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F15-HS-03-410. SAID REQUEST IS IN THE AMOUNT OF \$0.00

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 Robert K. Tebay, did hereby AUTHORIZE Stephen Gainer, 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 F15-HS-03-410. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of September, 2015. The Request for Reimbursement form, the Project Financial Report, 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



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

10/19/15

7/1/12/

REQUEST FOR REIMBURSEMENT

(For GHSP Use Only)	Sub-Grantee:	Wood County Commission
	Address:	One Court Square, Suite 203 Parkersburg, WV 26101
	P. O. Number	MV1503410
	Grant Number:	F15-HS-03-410
	FEIN Number:	556 000 417
	Funds are hereby requested to cover expenditures	
	For the period of: 9/1/15 - 9/30/15	

PROJECT CASH EXPENDITURES

Account Number	Amount
9007-2014-0802-099-128	\$0.00
	\$0.00

CERTIFICATION:

I certify that this report represents 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 for inspection at the request of the Governor's Highway Safety Program.

BY:

Stephen Gainer, President

Stephen Gainer

10/19/2015

(Typed Name And Title)

(Signature)

(Date)

(Authorized Official or Grant Financial Officer Only)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

	(Approved)	(Date)

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

(Date)

(Director)

Purchasing/Accounts Payable Use Only

OCTOBER 19, 2015

10/19/15
7/1/21

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE STEPHEN GAINER, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F15-HS-03-405b. SAID REQUEST IS IN THE AMOUNT OF \$5,119.01

ORDER

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David Blair Couch and made unanimous by Stephen Gainer, did hereby AUTHORIZE Stephen Gainer, 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 F15-HS-03-405b. The Request for Reimbursement is in the amount of five thousand one hundred nineteen dollars and one cent (\$5,119.01) for the month of September, 2015. The Request for Reimbursement form, the Project Financial Report, time sheets for the Parkersburg Police Department, the Vienna Police Department, the Harrisville 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


Stephen Gainer, President


David Blair Couch, Commissioner


Robert K. Tebay, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

10/19/15
7/1/21

REQUEST FOR REIMBURSEMENT

(For GHSP Use Only)	Sub-Grantee: Wood County Commission Address: One Court Square, Suite 203 Parkersburg, WV 26101 P. O. Number: MV1503405b Grant Number: F15HS-03-405b FEIN Number: 556 000 417 Funds are hereby requested to cover expenditures For the period of: 9/1/15 - 9/30/15
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PROJECT CASH EXPENDITURES

Account Number	Amount
9007-2014-0802-099-128	\$5,119.01
TOTAL	\$5,119.01

CERTIFICATION:

I certify that this report represents 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 for inspection at the request of the Governor's Highway Safety Program.

BY: Stephen Gainer, President 10/19/2015

(Typed Name And Title)
(Signature)
(Date)

(Authorized Official or Grant Financial Officer Only)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

(Approved) (Date)

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

_____ (Date)

_____ (Director)

Purchasing/Accounts Payable Use Only

OCTOBER 19, 2015

10/19/15
71121

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE STEPHEN GAINER, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F15-HS-03-402. SAID REQUEST IS IN THE AMOUNT OF \$7,641.38

ORDER

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David Blair Couch and made unanimous by Stephen Gainer, did hereby AUTHORIZE Stephen Gainer, 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 F15-HS-03-402. The Request for Reimbursement is in the amount of seven thousand six hundred forty-one dollars and thirty-eight cents (\$7,671.38) for the month of September, 2015. The Request for Reimbursement form, the Project Financial Report, time sheets for the Vienna Police Department, the Ritchie County Sheriff's Department, Parkersburg Police Department and 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



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

10/19/15

7/1/21

REQUEST FOR REIMBURSEMENT

(For GHSP Use Only)	Sub-Grantee:	Wood County Commission
	Address:	One Court Square, Suite 203 Parkersburg, WV 26101
	P. O. Number	MV1503402
	Grant Number:	F15-HS-03-402
	FEIN Number:	556 000 417
	Funds are hereby requested to cover expenditures For the period of:	9/1/15 - 9/30/15

PROJECT CASH EXPENDITURES

Account Number	Amount
9007-2014-0802-099-128	\$7,641.38
TOTAL	\$7,641.38

CERTIFICATION:

I certify that this report represents 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 for inspection at the request of the Governor's Highway Safety Program.

BY:

Stephen Gainer, President



10/19/2015

(Typed Name And Title)

(Signature)

(Date)

(Authorized Official or Grant Financial Officer Only)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

	(Approved)	(Date)

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

(Date)

(Director)

Purchasing/Accounts Payable Use Only

10/19/15
71122

OCTOBER 19, 2015

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED STEPHEN GAINER, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE TRAIL GRANT NUMBER S354-FOR/TB-1.00. SAID REVISED REQUEST IS IN THE AMOUNT OF \$21,847.50

ORDER

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David Blair Couch and made unanimous by Stephen Gainer, did hereby AUTHORIZE Stephen Gainer, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Trail Grant Number S354-FOR/TB-1.00. Reimbursement is in the amount of twenty-one thousand eight hundred forty-seven dollars and fifty cents (\$21,847.50) for the month of September, 2015. In addition to the Request for Reimbursement, the Financial Summary, Progress Report and Invoices are being submitted to the WV Division of Highways, 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 Trail Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

10/19/15
7/1/22

Office of the County Commission of Wood County, West Virginia

Commissioners
Stephen Gainer
David Blair Couch
Robert K. Tebay



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

DATE: September 30, 2015
INVOICE #: 16
INVOICE PERIOD: September 01, to September 30, 2015
TO: Elizabeth Williams, Project Manager
WVDOH, Planning and Administration Division
Building 5, Room A-863
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305
FROM: Wood County Commission
FEIN#: 55 6000 417
PROJECT: Project Name: Fort Boreman Historical Park Trail
State Project Number: S354-FOR/TB-1.00
Federal Project Number: NRT-2011(047)D
DESCRIPTION: September 2015 summary and request for reimbursement.

INVOICE INFORMATION:

A. Total funds available for project: \$98,353.00
B. Total funds reimbursed prior to attached invoice(s): \$77,690.96
C. Total funds remaining prior to attached invoice(s): \$20,662.04
D.
E. Total amount of attached invoice(s): \$21,847.50
F. Percentage payment requested: 100%
G. Total amount to be paid to sponsor: \$20662.04
H. Total funds remaining after payment of attached invoice(s): \$0.0

Wood County Commission certifies that the attached invoices represent work that has been satisfactorily completed, **and paid for.**

Stephen Gainer Wood Co. Commission President 10/19/2015
Name Title Date

OCTOBER 19, 2015

10/19/15
7/1/22

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
STEPHEN GAINER, AS PRESIDENT, TO EXECUTE AN
APPLICATION FOR A RECORDS MANAGEMENT GRANT.

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer, and passed, did hereby AUTHORIZE Stephen Gainer, in his official capacity as President and on behalf of the County Commission, to EXECUTE an Application for a Records Management and Preservation Board Grant with the West Virginia Division of Culture and History. Said grant Application is in the amount of ten thousand dollars and zero cents (\$10,000.00) and is for the digitizing of records in the Wood County Clerk's Office.

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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner

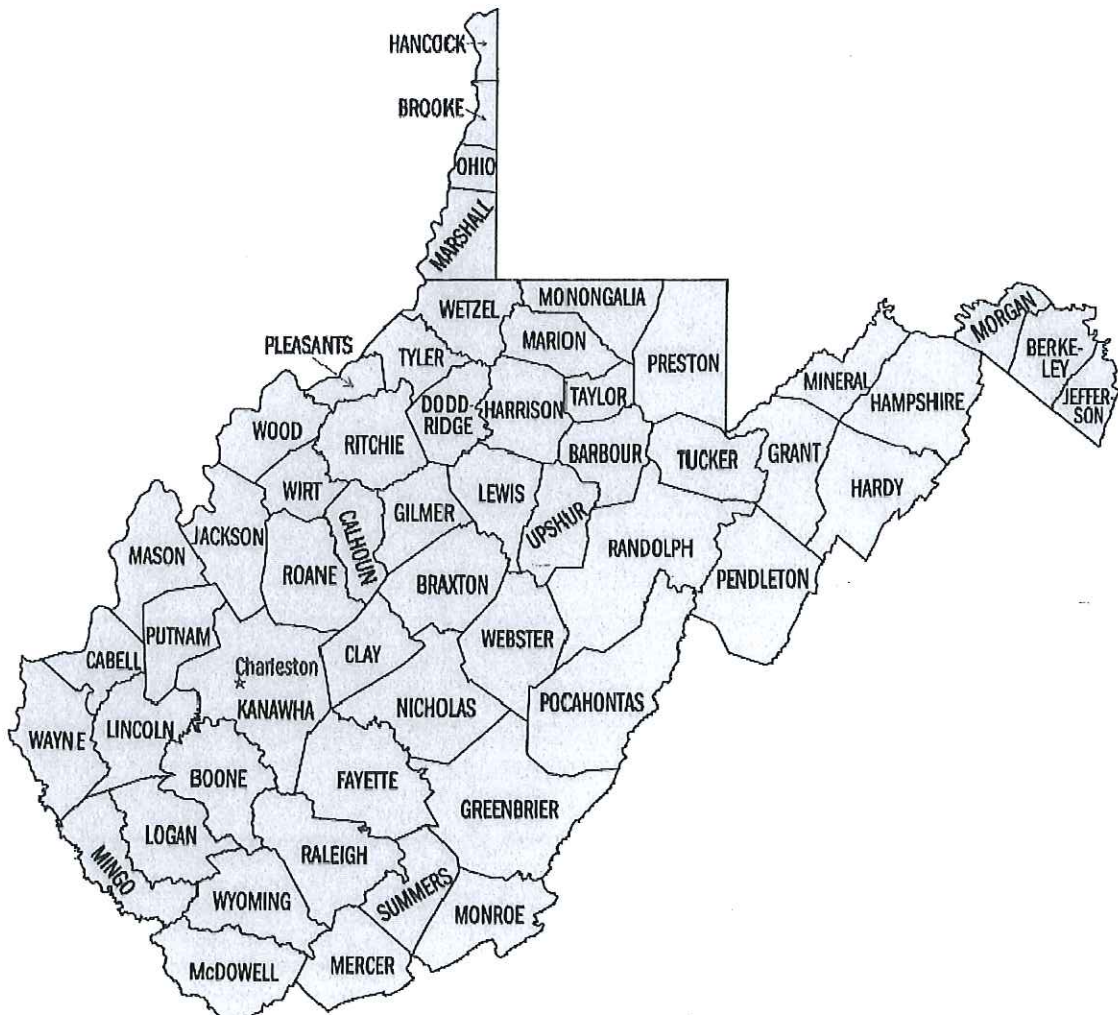


Robert K. Tebay, Commissioner

M/3211

10/19/15
2/1/27

WEST VIRGINIA RECORDS MANAGEMENT AND PRESERVATION BOARD GRANT GUIDELINES AND APPLICATION FOR FISCAL YEAR 2016-17 DUE: NOVEMBER 1, 2015



**West Virginia County Records Management
and Preservation Board Grant Guidelines
For Fiscal Year 2016 -17
Due: November 1, 2015**

The Records Management and Preservation Board awards grants to county commissions to assist office holders in the management and preservation of county records. Applications may be submitted in behalf of the office of the assessor, circuit clerk, county clerk, prosecuting attorney, sheriff and/or county commission. Grant applications must demonstrate the willingness of the applicant office and the county commission to comply with all grant reporting deadlines and budget, purchasing, and reporting requirements; and to provide internal staff support to ensure the success of the project and the improvement of the management and preservation of the records addressed in the grant. Grant recipients must provide at least a ten percent (10%) cash match for each dollar expended by the RMPB. Grant funds are awarded on a reimbursement basis, which requires submission of the official Request for Reimbursement or invoice form. Multiple projects (projects representing two or more specific county offices, such as the County Clerk and Circuit Clerk) should submit separate applications, with priority ranking clearly designated by the County Commission.

The application (pages 5-9) and required supporting documentation are to be typed and on letter-size paper. An ORIGINAL signed application and thirteen complete copies must be submitted. Please see Page 4 for a list of Supporting Materials necessary to complete the application.

Applications must be completed and sent via certified mail with a postmark on or before November 1, 2015, or hand delivered by this date to: RMPB, c/o Denise Ferguson, West Virginia Archives and History, 1900 Kanawha Boulevard East, Building 9, Charleston, WV 25305-0300. Faxed or other electronic submissions will NOT be accepted. All grant applications submitted by the deadline will be reviewed for completeness and applicants contacted no later than November 15, 2015 if there are any omissions or irregularities in the submitted application. The RMPB will review all qualified grant applications, and may request applicants to present details of their proposed project.

The Records Management and Preservation Board may approve total, partial, or no funding. Applicants approved for partial funding or not approved for funding will be informed in writing by February 1, 2016 and may submit within fifteen (15) days a written appeal documenting why the RMPB's denial of application should be reconsidered. Successful applicants are to perform and complete project work during Fiscal Year 2016-17 (July 1, 2016 through June 30, 2017).

Applicants are encouraged to contact Denise Ferguson, county records archivist, or Joe Geiger, director of Archives and History, at (304) 558-0230, to discuss potential projects, the general requirements of the grant, or review draft proposals in advance of the November 1 deadline for submission.

Eligible Projects:

Personnel Costs (\$10,000 maximum)

- To conduct inventory of records and remove non-records, duplicates and accumulations of records that have reached or exceeded required retention periods.
- To scan and index records using the county's existing records management software.

Current employees may be used for hours in excess of regular work hours if devoted totally to work approved in the proposal.

Records Storage and Shelving

To provide for proper and improved physical storage units and systems for records, such as manually operated mobile track shelving systems, steel shelving, map cabinets and/or Mylar map sleeves, and standard archives records boxes (10"x12"x15").

Reformatting (\$10,000 maximum)

To improve access and preservation of records through digitization or microfilming of permanent records which exist only in digital format. Counties are required to verify that all digital images are exact duplicates of the original records and are to provide copies of all images in JPEG or TIFF format on external hard drives to the State Archives. The images provided to the State Archives will not be retained beyond the life of the hard drive.

Equipment (\$10,000 maximum)

To purchase public access computer terminals for the records room and/or scanners for county government employees to use for digitizing long term and/or permanent records. The scanner must be compatible with the county's existing records management software. Funding for these projects is contingent on the county's commitment to provide installation, technology support, upgrades and maintenance necessary to network the computer(s) and scanner(s) to existing database or software programs. Eligible equipment purchases may also include shredders for destruction of confidential records that have met their retention requirement.

Conservation (\$5,000 maximum)

To restore, mend, encapsulate, rebind or recover original permanent records, record books or original maps.

Ineligible Projects:

Software programs or printers

Personnel costs for new permanent positions

Personnel costs to refund or supplement salaries of staff for regular work hours

Funds for improved climate control projects such as dehumidifiers, heating/cooling and fire suppression systems

Key Information:

- ❖ Applications are due no later than November 1, 2015
- ❖ Applications are to be sent certified mail or hand delivered
- ❖ Applications are for Fiscal Year July 1, 2016-June 30, 2017
- ❖ Eligible projects are listed on Page 3
- ❖ County Commission must indicate priority ranking for multiple submissions
- ❖ Include original and thirteen copies of the application (pages 5-9)

Checklist of Required Supporting Materials:

The materials listed below must be included with the application:

1. _____ Priority ranking (Page 9) as determined by the County Commission for counties submitting applications from multiple offices
2. _____ Resolution of support for the project, with original signature of the President of the County Commission in blue ink
3. _____ Letter of support with original signature of specific office holder participating in the records project
4. _____ Certification Form (Page 9) with original signature in blue ink of President of the County Commission agreeing to enter into a binding contract to expend all grant funds awarded in accordance with state purchasing laws and rules, and the stated application requirements. This form must also be signed in blue ink by the applicable office holder (assessor, circuit clerk, county clerk, prosecuting attorney, and/or sheriff) whose records are involved in the project.
5. _____ Photographs, floor plans, etc., which may demonstrate or document the need for the project
6. _____ Estimates, bids, proposals, job descriptions, qualifications and/or resumes, supplies, equipment, floor plans, and drawings for proposed work to be purchased or contracted services must be dated within 60 days of the application
7. _____ Original and thirteen copies of the application (pages 5-9) with supporting materials
8. _____ Other relevant information, if applicable

**West Virginia County
Records Management and Preservation Board
Grant Application
2016-2017**

Please complete and return Pages 5-9 of this Application with Supporting Materials (See Page 4) and thirteen copies. You do not need to submit Pages 1-4.

Applicant Contact Information:

County:	Wood
County Office:	County Clerk
Name of Office Holder:	Mark Rhodes
Mailing Address:	P O Box1474, Parkersburg, West Virginia 26102
Telephone Number	304-424-1892
E-Mail Address:	mrhodes@woodcountywv.com

County Commission President:	Stephen Gainer
Mailing Address:	No. 1 Court Square, Room 205, Parkersburg, WV 26101
Telephone Number:	304-424-1984
E-Mail Address:	sgainer@woodcountywv.com

Grants Administrator:	Mark Rhodes
Telephone Number:	304-424-1892
E-Mail Address:	mrhodes@woodcountywv.com

Activity Description:

Provide detailed explanation of the project. Include internal staff necessary to complete the project and any external staff, vendor, or consultants (attach their qualifications and/or resume) needed to complete the work. Include time frame and schedule to complete the project.

Wood County want to continue indexing old deed records in order to restrict access to the original books. We started indexing the old documents in July 2014 and currently have twenty-five deed books completed. I only permit certain staff members to index deed records because of the legal descriptions of the real estate. I have three deputy clerks that index and two that proofread. When the proofreading is caught up they also index.

Identify specific record titles, date spans, and quantity (example: Deed Books, volumes 1-200).
Deed Books 40-100.

My expectations are to have the first forty deed books completed during the fiscal year ending June 2016.

Activity Description (continued):

Describe how this project will benefit the records management, preservation, and/or records access needs of your office(s).

The project permits people to see the indexes and documents both via in-house computer system and on our website. The damage already done to the books is not so much from people looking at the records, but from taking the books apart, or worse yet, placing the book itself on the copier to obtain a copy. The documents that have been indexed are printed directly from the computer and the book receives no further handling. The documents that have been scanned by the Archives Department are available to the record room employees to print in book/page form until they are indexed.

Provide statement about past and future activities to protect records.

Wood County has all deed and lien records from 1986 forward indexed and scanned. We have completed indexing all wills and scanned all wills. The appraisement and settlement records are indexed and scanned back to 1969. We have indexed and scanned all plats recorded. The deputy clerks that do not index deed record are utilized to index all other records.

Project Budget (Attach Estimates):

Eligible Project (see Page 3)	Estimate of Total Cost	RMPB Request (total cost / 1.1)
Personnel Costs (\$10,000 maximum award)	\$11,000	\$10,000
Records Storage and Shelving		
Reformatting (\$10,000 maximum award)		
Equipment (\$10,000 maximum award)		
Conservation Bindery (\$5,000 maximum award)		

Total RMPB Request \$ 10,000

Applicants must provide a 10% cash match for all grant funds expended by the RMPB. After the Board awards funds for your project you will be notified of your cash match. Match may only be applied to board-funded portions of grant.

Provide a detailed explanation and breakdown of the project budget. Potential vendor bid estimates obtained within the past 60 days that are relevant to the project must be included.

The County Clerk's Office will use existing overtime funds as the match.

Certification Form:

I agree that funds granted under the Records Management and Preservation Board’s Grant Program will be spent only in accordance with the plan of work and budgeted statement presented in this application or revised and agreed to in the Grant Agreement, and that any changes in the plan of work or budget will be submitted in writing for approval in advance.

I agree to enter into a binding contract to expend all grant funds awarded in accordance with state purchasing laws and rules, to administer the grant in compliance with standard financial management systems and general accounting standards for audit of government entities, and to participate in a grant administration workshop.

This document must be signed using blue ink by the County Commission President and all office holders who are applying for a Records Management and Preservation Board grant. Counties submitting applications from multiple offices must include a priority ranking as determined by the County Commission.

County:	Wood
Name of County Commission President:	Stephen Gainer
Signature of County Commission President:	<i>Stephen Gainer</i>
Date:	October 19, 2015
PRIORITY 1	
Name of County Office Holder:	Mark Rhodes
Title of County Office Holder:	County Clerk
Signature of County Office Holder:	<i>Mark Rhodes</i>
Date:	10/19/2015
PRIORITY 2	
Name of County Office Holder:	
Title of County Office Holder:	
Signature of County Office Holder:	
Date:	
PRIORITY 3	
Name of County Office Holder:	
Title of County Office Holder:	
Signature of County Office Holder:	
Date:	

OCTOBER 19, 2015

10/19/15

71/122

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION OPENED SEALED BIDS FOR THE
SALE OF PROPERTY LOCATED ON COOLIDGE STREET.

ORDER

On this date, the County Commission of Wood County, at 10:00 A.M., did hereby OPEN sealed bids for sale of property located at 77 Coolidge Street, Parkersburg, West Virginia. Sealed bids were received pursuant to a Legal Notice appearing in the Parkersburg News and Sentinel on October 2, 2015 and October 9, 2015. Two sealed bids were received in the amounts of one thousand five hundred dollars and zero cents (\$1,500.00) and three thousand dollars and zero cents (\$3,000.00).

The County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Robert K. Tebay and made unanimous by Stephen Gainer, did RECEIVE said bids for review by the Wood County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

M/3212

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1757	IRS-PAY	INTERNAL REVENUE SERVICE	REGULAR	10/15/2015	0.00	
1758	IRS-PAY	INTERNAL REVENUE SERVICE	REGULAR	10/15/2015	82,720.04	
1759	FSA	TASC	REGULAR	10/15/2015	3,108.25	
1760	CHILD	CHILD SUPPORT ENF DIV	REGULAR	10/15/2015	1,577.48	
159014	INGNATIONAL	VOYA FINANCIAL	REGULAR	10/15/2015	45.00	
159015	NRS	NATIONWIDE RETIREMENT SOLUTIONS	REGULAR	10/15/2015	3,140.83	
159016	PHEAA	PHEAA	REGULAR	10/15/2015	128.95	
159017	PUBLIC DE	ONE COMMUNITY FEDERAL CREDIT UNION	REGULAR	10/15/2015	15,564.00	
159018	TG	TG	REGULAR	10/15/2015	336.01	

PAYROLL FUND Bank Id 101 Totals

106,620.56

Report Totals

106,620.56

DBE
RKS