

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD
THURSDAY, DECEMBER 15, 2016

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 and other correspondence.

AGENDA AND DISCUSSION ITEMS

At 9:34 A.M., the County Commission discussed a letter they received from the Convention and Visitors Bureau regarding the Innovative Programming Grant. They asked that Mark Lewis be contacted to appear.

At 9:40 A.M., the County Commission discussed the ability of the Volunteer Fire Departments to take out loans for equipment and that they should be cautioned of taking out loans in excess of potential funds. Commissioner Couch stated he will bring it up in the next Wood County Fire Board meeting on December 21st.

At 10:00 A.M., the hearing for the estate of Gary Duane Wilcox, Jr. was cancelled.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

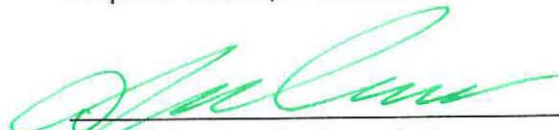
M/3550, M/3552, M/3553, M/3554, M/3555, M/3556

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:50 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 December 15, 2016.

Wood County Commission Meeting
Held December 15, 2016

Please Print

1.	STEPHEN SMITH
2.	STEVE BLACK
3.	Steve Stephens
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Wood County Commission
Agenda

12/15/2016

1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Discuss CVB Hotel Occupancy Tax proposal (per RKT)	
	Discuss Volunteer Fire Departments committing to loans (per RKT)	
	Estate of Gary Duane Wilcox, Jr. – Brad Wilcox, son, requesting to have executrix removed	
	Administrator's Report	Marty Seuffer, 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

DECEMBER 15, 2016

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 F17-HS-03-405b. SAID REQUEST IS IN THE AMOUNT OF \$835.59

ORDER

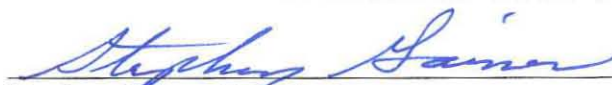
On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David Blair Couch and made unanimous by Stephen Gainer, did hereby AUTHORIZE Stephen Gainer, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F17-HS-03-405b. The Request for Reimbursement is in the amount of eight hundred thirty-five dollars and fifty-nine cents (\$835.59) for the month of November, 2016. The Request for Reimbursement form, the Project Financial Report, time sheets for the Harrisville Police Department, the Ritchie County Sheriff's Department, the Vienna Police Department, the Parkersburg Police Department 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

REQUEST FOR REIMBURSEMENT


(For GHSP Use Only)	Sub-Grantee:	Wood County Commission
	Address:	One Court Square, Suite 203 Parkersburg, WV 26101
	P. O. Number	MV1703405b
	Grant Number:	F17HS-03-405b
	FEIN Number:	556 000 417
	Funds are hereby requested to cover expenditures For the period of:	11/1/16-11/30/16

PROJECT CASH EXPENDITURES

Account Number	Amount
	\$835.59
TOTAL	\$835.59

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  12/15/2016
(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

Mark Rhodes
WOOD County 09:02:16 AM
Instrument No 8732165
Date Recorded 12/15/2016
Document Type 000
Pages Recorded 2
BOOK-7998 12-317

DECEMBER 15, 2016

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 F17-HS-03-402. SAID REQUEST IS IN THE AMOUNT OF \$4,184.74

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 F16-HS-03-402. The Request for Reimbursement is in the amount of four thousand one hundred eighty-four dollars and seventy-four cents (\$4,184.74) for the month of November, 2016. The Request for Reimbursement form, the Project Financial Report, time sheets for the Ravenswood Sheriff's Department, and the Monthly Progress Report have been submitted.

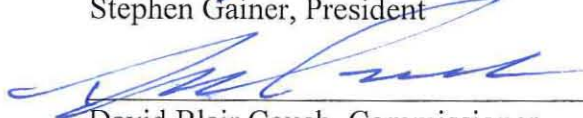
A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.

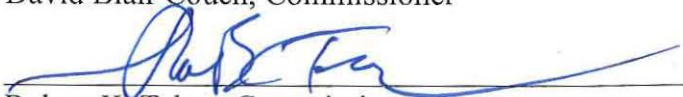
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Stephen Gainer, President


David Blair Couch, Commissioner


Robert K. Tebay, Commissioner

M/3552

Fax: (304) 558-6083

Mark Rhodes
WOOD County 09:14:56 AM
Instrument No 8732169
Date Recorded 12/15/2011
Document type CDD
Pages Recorded 2
Book-Page 72-381

DECEMBER 15, 2016

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 F17-HS-03-405d. SAID REQUEST IS IN THE AMOUNT OF \$1,345.05

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 F17-HS-03-405d. The Request for Reimbursement is in the amount of one thousand three hundred forty-five dollars and five cents (\$1,345.05) for the month of November, 2016. The Request for Reimbursement form, the Project Financial Report, time sheets for the Spencer Police Department, the Jackson County Sheriff's Department, the Ritchie 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

M/3553

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

REQUEST FOR REIMBURSEMENT

(For GHSP Use Only)	Sub-Grantee:	Wood County Commission
	Address:	One Court Square, Suite 203 Parkersburg, WV 26101
	P. O. Number	MV1703405d
	Grant Number:	F17-HS-03-405d
	FEIN Number:	556 000 417
	Funds are hereby requested to cover expenditures For the period of: 11/1/16 - 11/30/16	

PROJECT CASH EXPENDITURES

Account Number	Amount
	\$1,345.05
TOTAL	\$1,345.05

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

12/15/2016

(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

WV DCA
WOOD County 09:16:56 AM
Instrument No 8732170
Date Recorded 12/15/2016
Document Type CCO
Pages Recorded 2
BOOK-Page 12-383

DECEMBER 15, 2016

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 F17-HS-03-DOHDD. SAID REQUEST IS IN THE AMOUNT OF \$0.00

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 F17-HS-03-405b. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of October, 2016. The Request for Reimbursement form, the Project Financial Report, time sheets for the Parkersburg Police Department, the Vienna Police Department, the Ravenswood Police Department, and the Monthly Progress Report have been submitted.

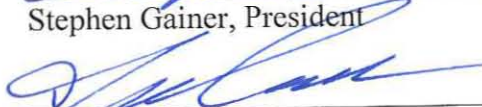
A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.

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

M/3554

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

REQUEST FOR REIMBURSEMENT

(For GHSP Use Only)	Sub-Grantee:	Wood County Commission
	Address:	One Court Square, Suite 203 Parkersburg, WV 26101
	P. O. Number	MV1703DOHDD
	Grant Number:	F17-HS-03-DOHDD
	FEIN Number:	556 000 417
	Funds are hereby requested to cover expenditures For the period of: 11/1/16 - 11/30/16	

PROJECT CASH EXPENDITURES

Account Number	Amount
	\$0.00
TOTAL	\$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* 12/15/2016
(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

Mark Rhodes
WOOD County 09:19:02 AM
Instrument No 8732171
Date Recorded 12/15/2016
Document Type 000
Pages Recorded 2
BOOK-Page 1/2-383

DECEMBER 15, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED STEPHEN GAINER
TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO
THE VICTIMS OF CRIME ASSISTANCE GRANT NUMBER 15-VA-
075. SAID REQUEST IS IN THE AMOUNT OF \$4,960.64

ORDER

On this date, 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 hereby AUTHORIZE Stephen Gainer, on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Victims of Crime Assistance Grant Number 15-VA-075. The Request for Reimbursement is in the amount of four thousand nine hundred sixty dollars and sixty-four cents (\$4,960.64) for the month of November, 2016. Along with the Request for Reimbursement Form; a Financial Recap Page; Project Financial Report; Daily Time Sheets for the Victims Advocate, Tiffany Kiger; 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


Stephen Gainer, President


David Blair Couch, Commissioner


Robert K. Tebay, Commissioner

WEST VIRGINIA DIVISION OF JUSTICE AND COMMUNITY SERVICES	Request for Reimbursement
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RECEIVED (For DJCS Use Only)	Subgrantee:	Wood County Commission
	Address:	One Court Square, Suite 203
		Parkersburg, WV
		26101
	Project #:	15-VA-075
	FEIN#:	556 000 417
Funds are hereby requested to cover expenditures FROM: 11/1/16 TO: 11/30/16		

PROJECT CASH EXPENDITURES

CATEGORY	AMOUNT
Personnel/Contractual	\$4,960.64
Travel/Training	-0-
Space	
Other	
TOTAL	\$4,960.64

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: Stephen Gainer, President
 TYPED NAME & TITLE

 12/15/16
 SIGNATURE DATE

(Authorized Official or Grant Financial Officer ONLY)

DJCS 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

MARK KNOLLES
 WOOD County 09:20:36 AM
 Instrument No 8732172
 Date Recorded 12/15/2016
 Document Type 000
 Pages Recorded 2
 Book-Page 72-587

DECEMBER 15, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED STEPHEN GAINER
TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO
THE VICTIMS OF CRIME ASSISTANCE GRANT NUMBER 15-VA-
075. SAID REQUEST IS IN THE AMOUNT OF \$4,744.55

ORDER

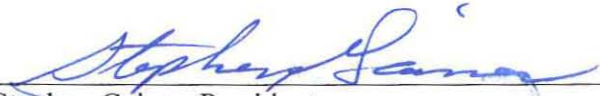
On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Robert K. Tebay and made unanimous by Stephen Gainer, did hereby AUTHORIZE Stephen Gainer, on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Victims of Crime Assistance Grant Number 15-VA-075. The Request for Reimbursement is in the amount of four thousand seven hundred forty-four dollars and fifty-five cents (\$4,744.55) for the month of October, 2016. Along with the Request for Reimbursement Form; a Financial Recap Page; Project Financial Report; Daily Time Sheets for the Victims Advocate, Tiffany Kiger; 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


Stephen Gainer, President


David Blair Couch, Commissioner


Robert K. Tebay, Commissioner

