

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203  
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD  
MONDAY, JULY 11, 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.

Kristopher Hefner took his oath of office as a Wood County Holding Center Officer on July 8<sup>th</sup>; Lora Snodgrass took her oath as Assistant Prosecuting Attorney on June 1, 2016 and Dexter Graham took his oath as a Supervisor of the Little Kanawha Conservation District on July 7, 2016. All are being put on record in the County Clerk's Office on this date.

**AGENDA AND DISCUSSION ITEMS**

At 9:30 A.M., the County Commission met with representatives from Perry and Associates to receive the exit interview for the general fund 2014/2015 budget.

At 10:32 A.M., the County Commission opened the sole bid for the concrete surrounding the County Courthouse project. They rejected the bid because it was in excess of the grant amount. (Order M/3413)

At 10:38 A.M., the County Commission went into Executive Session regarding personnel for the Assistant E-911 Director candidate. Marty Seuffer, County Administrator and Rick Woodyard, E-911 Director were in said Executive Session with the Commissioners.

They adjourned said session at 11:06 A.M. (Order M/3410) adopted a Resolution declaring the week of July 11-15, 2016 as Disability Voter Registration Week in Wood County. (Order M/3405)

At 11:06 A.M., the County Commission authorized MR. Woodyard to offer the position of Assistant E-911 Director to a candidate and then the hire would be placed on next Monday's agenda. (Order M/3411)

The County Commission authorized W.S. Construction to perform preventative maintenance on the boardwalk and bridges located in Fort Boreman Park (Order M/3412)

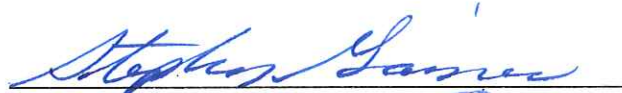
**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

M/3397, M/3398, M/3399, M/3400, M/3401, M/3402, M/3403, M/3404, M/3405, M/3406, M/3407, M/3408, M/3409

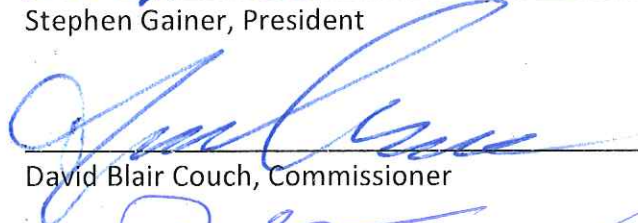
Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:35 A.M.

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 July 11, 2016.

Wood County Commission Meeting  
Held July 11, 2016

Please Print

1.	Joey Acton (Perry & Assoc. CPA's)
2.	Bill Wilkinson " "
3.	Rick Woodward
4.	
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Wood County Commission  
Agenda

07/11/2016

1 Court Square, Suite 203  
Parkersburg, WV 26101

9:30 A.M.	Administrator's Report Assistant 911 Director	Marty Seufer, County Administrator
	Exit interview for County audit	Perry & Associates
10:00 A.M.	Bid opening – Courthouse sidewalk project	
	Discuss Assistant 911 Director position	
	County Commission Reports	

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

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**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**

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**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

JULY 11, 2016

EXECUTIVE SESSION OF THE WOOD COUNTY COMMISSION

This 11<sup>th</sup> day of July, 2016, at 10:38 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, Wood County Administrator, and Rick Woodyard, E-911 Director.

All those present proceeded to discuss the matter for which the said EXECUTIVE SESSION was had, being for section 2(B) regarding personnel.

The Commission having concluded said discussion, the said EXECUTIVE SESSION adjourned at 11:06 o'clock A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

M/3410

Mark Rhodes  
WOOD COUNTY 01:46:41 PM  
Instrument No 8714099  
Date Recorded 07/11/2016  
Document Type 000  
Pages Recorded 1  
Book-Page 71-797

JULY 11, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

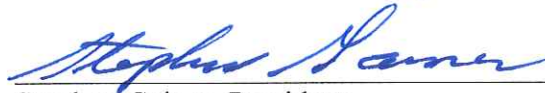
IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE THE  
911 DIRECTOR TO OFFER A CANDIDATE THE POSITION OF  
ASSISTANT 911 DIRECTOR

**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 E-911 Director, Rick Woodyard, to offer the position of Assistant E-911 Director to a candidate. If the candidate accepts the position, the commission asked that the hire be placed on their next agenda.

APPROVED:

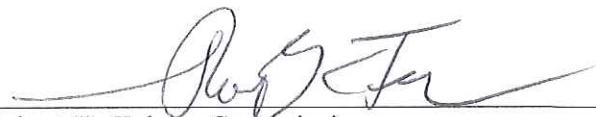
THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

M/3411

WEEK RECORDS  
WOOD COUNTY 01:31:13 PM  
INSTRUMENT NO 8714093  
DATE RECORDED 07/11/2016  
DOCUMENT TYPE CDD  
PAGES RECORDED 1  
BOOK-PAGE 71-792



JULY 11, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE W.S. CONSTRUCTION TO PERFORM MAINTENANCE WORK IN FORT BOREMAN PARK.


**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 W.S. Construction, LLC, 2107 11<sup>th</sup> Avenue, Parkersburg, West Virginia, to perform preventative maintenance on the boardwalk and bridges located in Fort Boreman Park. Said work will be completed at a cost of two thousand eight hundred dollars and zero cents (\$2,800.00). Written bids were obtained by Wood County Parks Director, Jeremy Cross.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

\_\_\_\_\_  
Stephen Gainer, President

  
\_\_\_\_\_  
David Blair Couch, Commissioner

  
\_\_\_\_\_  
Robert K. Tebay, Commissioner

M/3412

Mark Rhodes  
WOOD COUNTY 01:33:53 PM  
Instrument No 8714094  
Date Recorded 07/11/2016  
Document Type COO  
Pages Recorded 1  
Book-Page 71-793

JULY 11, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION OPENED AND REJECTED THE SOLE  
BID FOR THE COURTHOUSE PAVING PROJECT.

**ORDER**

On this date, upon a motion by David Blair Couch, seconded by Robert K. Tebay, and made unanimous by Stephen Gainer, the County Commission of Wood County, at 10:00 A.M., did hereby REJECT the sole sealed bid for the Wood County Courthouse Paving Project. Such rejection was based upon the bid being far in excess of the grant amount through the West Virginia Courthouse Facilities Improvement Authority. A sealed bid was received from the following:

Kelly Paving, Inc.  
PO Box 366  
Williamstown, WV 26187  
Bid price - \$149,420.00

The commission further Authorized the project to be rebid. A copy of said bid is attached to this order and should be made a part thereof.

APPROVED:

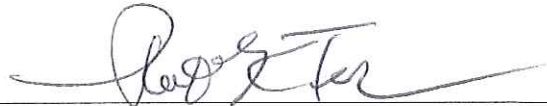
THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

M/3413

**QUOTATION**

OFFICE # (304) 424-7353/FAX # (740) 373-6505  
KELLY PAVING, INC.  
P.O. BOX 366  
WILLIAMSTOWN, WV 26187-0366

TO: Wood County Commission  
Wood County Courthouse  
One Court Square  
Parkersburg, WV 26101

Date 7/11/16

Gentlemen:

We are pleased to offer the following quotation:

PROJECT Removal/Construction of Sidewalks/ Handicap Ramps

**DESCRIPTION:**

MOBILIZATION	1 LS	1500.00	1,500.00
UNCLASSIFIED EXC.	220 CY	90.00	19,800.00
CONCRETE CURB TY I & IV	491 LF	50.00	24,550.00
CONCRETE SIDEWALK 4"	888 SY	75.00	66,600.00
BED COURSE 4"	99 CY	150.00	14,850.00
BRICK PAVERS FOR ADA RAMPS	1106 SF	20.00	22,120.00
TOTAL.....		\$	149,420.00

We propose hereby to furnish material, equipment and labor. All work to be completed in a workmanlike manner. We are fully insured and all our employees are covered by Workmans Compensation Insurance.

Quotations are made for specific jobs or projects and must not be construed as our quotation over an indefinite period of time unless stated otherwise.

PAYMENT IS TO BE MADE IN FULL AT COMPLETION OF JOB UNLESS STATED.

Trusting that we may have the pleasure of serving you, we remain

Very truly yours,

KELLY PAVING, INC.

BY Tom Wilton

ACCEPTED \_\_\_\_\_

DATE \_\_\_\_\_

Mark Rhodes  
4 Wood County 01:36:44 PM  
Instrument No 8714096  
Date Recorded 07/11/2016  
Document Type COO  
Pages Recorded 2  
Book-Page 71-736

\*If accepted, Please sign and return original.

JULY 11, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE  
STEPHEN GAINER, AS PRESIDENT, TO EXECUTE A  
CONTRACT FOR COMMUNITY CORRECTIONS GRANT  
NUMBER 17-CC-26

**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, in his official capacity as President and on behalf of the County Commission, to EXECUTE a Contract Agreement for a Community Corrections Grant number 17-CC-26 with West Virginia Division of Justice and Community Service. Said grant application is in the amount of four hundred thousand dollars and zero cents (\$400,000.00).

The Contract Agreement and pertinent documentation pertaining to the Community Corrections 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

Mark Rhodes  
WOOD County 01:45:11 PM  
Instrument No 8714098  
Date Recorded 07/11/2016  
Document Type CCD  
Pages Recorded 1  
Book-Page 71-796

M/3414



JULY 11, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ADOPTED A RESOLUTION IN  
REFERENCE TO BUDGET REVISION NO. 1 IN THE COAL  
SEVERANCE FUND BUDGET FOR THE FISCAL YEAR 2015/2016.

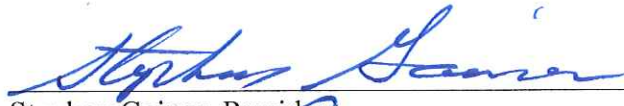
**ORDER**

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David Blair Couch made unanimous by Stephen Gainer, adopted a Resolution in reference to Budget Revision No. 1 in the Coal Severance Fund Budget for the fiscal year 2015/2016. The Request for Revision to the Approved Budget, being submitted to the West Virginia State Auditor - Chief Inspector Division, Charleston, West Virginia, was signed by Stephen Gainer, President of the Wood County Commission.

A copy of the Resolution and Request for Revision are 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





THE COUNTY OF WOOD  
OFFICE OF THE COUNTY CLERK  
P. O. Box 1474  
PARKERSBURG, WEST VIRGINIA 26102-1474

MARK RHODES  
COUNTY CLERK

PHONE: 304-424-1850




RESOLUTION

At a regular session of the county commission, held July 11, 2016 the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Wood. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the county commission does hereby direct the Coal Severance budget be revised **PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS**, as shown on Fund 2 Budget Revision Number 1, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by Robert K. Tebay and seconded by David Blair Couch, the vote thereon was as follows:

	<input checked="" type="radio"/> Yes	or	<input type="radio"/> No
	<input checked="" type="radio"/> Yes	or	<input type="radio"/> No
	<input checked="" type="radio"/> Yes	or	<input type="radio"/> No

WHEREUPON, Stephen Gainer, declared said resolution be, and the same is, hereby adopted as so stated above, and the President authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Ora Ash, Deputy State Auditor  
 West Virginia State Auditor's Office  
 200 West Main Street  
 Clarksburg, WV 26302  
 Phone: 627-2415 ext. 5114  
 Fax: 627-2417

**REQUEST FOR REVISION TO APPROVED BUDGET**

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

CONTROL NUMBER  
 FY: 2016-2017  
 Fund: 2  
 Rev. No. 1  
 Pages: 1

Wood County Commission  
 GOVERNMENT ENTITY

Person To Contact Regarding Request: P O Box 1474  
 Name: **Mark Rhodes** STREET OR PO BOX  
 Phone: **304-424-1892**  
 Fax: **304-424-1882** Parkersburg CITY 26102 ZIP CODE

COUNTY  
 Government Type

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
298	Assigned Fund Balance	147,000		10,404	136,596
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES) -10,404

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

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

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
980	Sheriff-Law Enforcement	222,050		10,404	211,646
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures -10,404

APPROVED BY THE STATE AUDITOR  
 BY: Deputy State Auditor, Local Government Services Div. Date

*Stephan Levine*  
 AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE 7/11/16

# Income Statement Report for Wood County Commission

Fiscal Year 2015 / 2016 Thru The Month Of June Or Period 12

**Net Transactions For June**

**Ending Balance As Of June**

Account Description	Account Number	Debit	Credit	Debit	Credit
<b>2 COAL SEVERANCE TAX</b>					
ASSIGNED FUND BALANCE	R 298				131,578.22
COAL SEVERANCE TAX	R 305				110,366.71
INTEREST EARNED	R 365		33.58		191.20
		<i>Total Revenues</i>			<i>242,136.13</i>
LAW ENFORCEMENT-CAPITAL PROJECTS CAPITAL OUTLAY	X 980 65 459			105,540.62	
		<i>Total Expenses</i>			<i>105,540.62</i>
		<u>0.00</u>	<u>33.58</u>	<u>105,540.62</u>	<u>242,136.13</u>
				Net Difference	136,595.51

Mark Rhodes  
 WOOD COUNTY 01:27:27 PM  
 Instrument No 8714092  
 Date Recorded 07/11/2016  
 Document Type CDD  
 Pages Recorded 4  
 Book-Page 71-788

\* If a negative exist in a Debit column that indicates credits exceeded debits on a debit account. If a negative exist in a Credit column that indicates debits exceeded credits on a credit account.

STATE OF WEST VIRGINIA  
COUNTY OF WOOD

}

TO -WIT:

I, Kristopher Hefner, 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 the Wood County Holding Center Officer 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.



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Subscribed and sworn to, before the County Commission of Wood County, West Virginia, this  
8th day of July, 2016.



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County Commission of Wood County

Mark Rhodes  
WOOD COUNTY 01:24:26 PM  
Instrument No 8714089  
Date Recorded 07/11/2016  
Document Type ODD  
Pages Recorded 1  
Book-Page 71-706



16-U-6

ENTERED  
A.D. O.B. No. 62  
Page 332

IN THE CIRCUIT COURT OF WOOD COUNTY, WEST VIRGINIA JUN 1 2016

**IN RE: OATH OF OFFICE OF LORA B. SNODGRASS  
AS WOOD COUNTY ASSISTANT PROSECUTING ATTORNEY**

CAROLE JONES  
CLERK CIRCUIT COURT

I, LORA B. SNODGRASS, do solemnly affirm that I will support the Constitution of the United States and the Constitution of the State of West Virginia, and that I will honestly and impartially discharge the duties of Wood County Assistant Prosecuting Attorney for the State of West Virginia to the best of my skill and judgment, So Help Me God.

  
LORA B. SNODGRASS

Taken, sworn to, and subscribed before me, J.D. Beane, Chief Judge of the Fourth Judicial Circuit of West Virginia, a Court of Record, this 1<sup>st</sup> day of June, 2016.

  
J.D. BEANE, CHIEF JUDGE

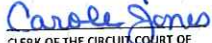
Which Oath of Office is hereby ORDERED spread upon the records of this Court.

ENTER: 6-1-2016

  
J.D. BEANE, CHIEF JUDGE

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

I, CAROLE JONES, CLERK OF THE CIRCUIT COURT OF WOOD COUNTY, WEST VIRGINIA, HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND COMPLETE COPY OF AN ORDER ENTERED IN SAID COURT, ON THE 1<sup>st</sup> DAY OF June, 2016 AS FULLY AS THE SAME APPEARS TO ME OF RECORD. GIVEN UNDER MY HAND AND SEAL OF SAID CIRCUIT COURT, THIS 25<sup>th</sup> DAY OF July, 2016.

  
CLERK OF THE CIRCUIT COURT OF WOOD COUNTY, WEST VIRGINIA

BY:   
DEPUTY

Mark Rhodes  
WOOD County 01:26:13 PM  
INSTRUMENT NO 8714091  
Date Recorded 07/11/2016  
Document Type OOO  
Pages Recorded 1  
Book-Page 71-787



STATE CONSERVATION COMMITTEE OF  
WEST VIRGINIA

OATH OF OFFICE

I, DEXTER F GRANAM, do solemnly swear (or affirm)  
that I will support the Constitution of the United States and the Constitution of the  
State of West Virginia, and I will faithfully discharge the duties of Supervisor of  
the LITTLE KANAWHA Conservation District,  
upon which I am now about to enter.

Conservation District Supervisor Signature

Dexter F Granam

Given under my hand this 8 day of July 2016

My commission expires JULY 2, 2017



Melody Ross  
Notary Public Signature

Mark Rhodes  
WOOD County 01:15:46 PM  
Instrument No 8714085  
Date Recorded 07/11/2016  
Document Type ODD  
Pages Recorded 1  
Book-Page 71-785