

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 13, 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 9:30 A.M., the County Commission met with representatives from the Humane Society of Parkersburg to discuss their contract for the upcoming year. They stated there were no changes to the contract with the exception of removal of language empowering their officers to issue citations. The County Commission authorized the continuance of the contract. (Order M/3387)

At 9:42 A.M., the County Commission met with Rick Woodyard, Director of the E-911 Center. They discussed the job description and qualifications for the assistant 911 Director position. The County Commission was supplied with a job description and organizational chart which is attached to these minutes.

At 10:14 A.M., the County Commission issued a video lottery variance for the High Life Lounge in Mineral Wells, WV . (Order A/1631)

The County Commission Ordered that the New Road Name Request Form from Nicholas Bradley be approved. The new road name will be Withers Lane. (Order A/1635)

The County Commission authorized to go out to bid for the concrete replacement project. Said funding is through a WV Courthouse Facilities Improvement Authority Grant. (M/3385)

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

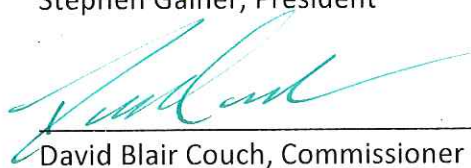
M/3384, M/3385, M/3386, M/3387, M/3387 humane society, M/3388, M/3389, M/3390

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:19 P.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 June 13, 2016.



Wood County Commission
Agenda

06/13/2016

1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Discuss Humane Society contract	Michelle Earl, Humane Society of Parkersburg
	Discuss Assistant Emergency Services Director position	
	Request for a video lottery ordinance variance for the High Life Lounge, Frontage Road in Mineral Wells, WV	
	Compliance Review	Stacey Fleak, Compliance Office
	Administrator's Report	Marty Seufer
	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 I

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

Wood County Commission Meeting
Held June 13, 2016

Please Print

1. Rick WOODYARD
2. Paul Dewley
3. Michelle Earl
4. Steve Stephens
5.
6.
7.
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13.
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20.

JUNE 13, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE A
VARIANCE TO BE ISSUED FOR A LIMITED VIDEO LOTTERY
LICENSE AT THE HIGH LIFE LOUNGE.

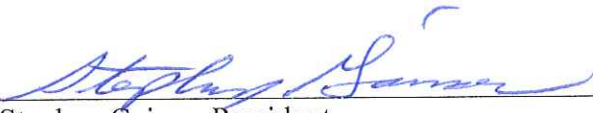
ORDER

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by Stephen Gainer and passed with David Blair Couch voting in the negative, did hereby AUTHORIZE a variance to be granted for a Limited Video Lottery License for G&S Tobacco, LLC dba High Life Lounge, 740 Frontage Road, Mineral Wells, West Virginia.

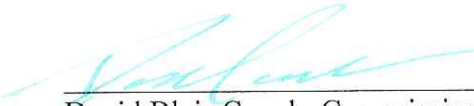
A copy of the Application for said license is attached to this Order and should be made a part thereof.

APPROVED:

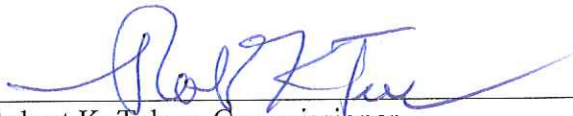
THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

A/1631

APPLICATION FOR LOCATING VIDEO LOTTERY ESTABLISHMENTS
WOOD COUNTY, WEST VIRGINIA

Name of Applicant: G & S TOBACCO DEALERS, LLC (dba HIGH LIFE LOUNGE)
Address of Applicant: P.O. Box 520 BRIDGEPORT WV 26330
Location of Establishment: 740 FRONTAGE RD. MINERAL WELLS WV
26150
Name of Establishment: HIGH LIFE LOUNGE
Contact Person: CINDY WOODWARD Title: OWNER / MEMBER
Business Phone: 304 677-1089 Home Phone: _____
Does this establishment currently have a Video Lottery License? Yes _____ No
Federal ID No. 04-3660766 WV Liquor License No. 54-A-212-016756
Site Plan Prepared by: CINDY WOODWARD
Address of Plan Preparer: _____

This application shall include, without limitation, a copy of the site plan of the Premises and the existing or proposed Improvement or Improvements, together with a letter describing the proposed Video Lottery Establishment.

SITE PLAN

The site plan shall be drawn to a scale of one-inch (1") equals fifty feet or larger and shall include the following data:

- (a) Name and address of the individual who prepared the site plan; the date of preparation, north point, and scale; a metes and bounds description of the site; tax district, map and parcel number, and the names and addresses of the Applicant and the Responsible Person; and
- (b) Existing and proposed contours of the Premises; and;
- (c) Certification by a land surveyor or engineer that the dimensions and bearings on the site plan are accurately delineated and location of all easements and right-of-ways with respect to the Premises; and

- (d) Number and type of proposed Improvements on the Premises along with gross floor area of each Improvement on the Premises; and
- (e) Location, shape, exterior dimensions, and number of stories of each Improvement on the Premises; and;
- (f) Location, grade, and dimensions of paved surfaces of the Premises, and of all streets, alleys, roads and highways abutting the premises; and
- (g) Complete traffic circulation and parking plan; and
- (h) Location of landscaped areas – fences, walls and other screening with respect to premises; and
- (i) Signage plan; and
- (j) Sediment and Erosion Control Plan; and
- (k) Drainage plan for the Premises prepared by a registered professional engineer licensed to practice in the State of West Virginia; and
- (l) Certification of distances from adjacent properties.

There is an application fee of \$100.00.

Signature of Applicant: _____

Cindy Woodward

Date signed: _____

6-8-16

Approved: _____

Denied: _____

Signature of Planning Official: _____

Date: _____

Mark Rhodes
 Hood County 09:32:51 AM
 X Instrument No 8710309
 Date Recorded 06/13/2016
 Document Type 000
 Pages Recorded 3
 Book-Page 171-706

JUNE 13, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ADOPTED A RESOLUTION IN
REFERENCE TO BUDGET REVISION NO. 4 IN THE GENERAL
COUNTY 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. 4 in the General County 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



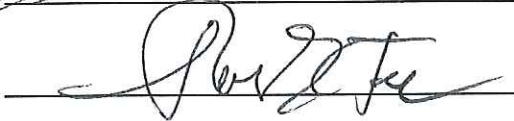
RESOLUTION

At a regular session of the county commission, held June 13, 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 General county budget be revised **PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS**, as shown on Fund 1 Budget Revision Number 4, 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.

EXPENDITURES (CONT'D)

Wood County Commission

LGSD: BR

Wood County Commission

CONTROL NUMBER

2015-2016

1

4

BUDGET REVISION REQUEST-SUPPLEMENT

FY

FUND

REV#

ACCOUNT NUMBER	ACCOUNT CATEGORY	PREVIOUSLY APPROVED AMOUNT	FY INCREASE	FUND DECREASE	REVISED AMOUNT
959	Cemeteries		130		130
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
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	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures (this page)

130

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: 2015-2016
 Fund: 1
 Rev. No. 4
 Pages: 3

Wood County Commission
 GOVERNMENT ENTITY

Person To Contact Regarding Request: P O Box 1474 STREET OR PO BOX COUNTY
 Name: Melody Ross
 Phone: 304-424-1854 Parkersburg CITY Government Type
 Fax: 304-424-1809 26102 ZIP CODE

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
301-06	Supplemental Taxes		42,000		42,000
301-90	Property Tax - Excess Levy		80,000		80,000
301-07	Surplus		12,000		12,000
306	Gas & Oil Severance Tax		14,000		14,000
308	Wine & Liquor Tax		7,500		7,500
309	Hotel Occupancy Tax			194,280	-194,280
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			201,245		

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
407	Assessor's Valuation Fund		30,000		30,000
415	Magistrate Court		3,600		3,600
704	Regional Jail		230,000		230,000
705	Home Confinement		21,000		21,000
707	Investigative Services		3,100		3,100
712	Communication Center		112,000		112,000
713	Fire Department		19,000		19,000
716	Dog Warden/Humane Society		7,325		7,325
731	Community Based Corrections Program			211,160	-211,160
900	Parks & Recreation		16,250		16,250
912	Travel Council			110,000	-110,000
916	Library		80,000		80,000
NET INCREASE/(DECREASE) Expenditures			201,245		

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

 AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

REVENUES (CONT)

Wood County Commission

LGSD: BR

Wood County Commission

CONTROL NUMBER

2015-2016

1

4

BUDGET REVISION REQUEST-SUPPLEMENT-REVENUES

FY

FUND

REV #

ACCOUNT NUMBER	ACCOUNT CATEGORY	PREVIOUSLY APPROVED AMOUNT	FY INCREASE	FUND DECREASE	REVISED AMOUNT
329	Sheriff's Service of Process		3,900		3,900
333	Prosecuting Attorney's Earnings		3,000		3,000
361	Fines, Fees & Court Costs		3,025		3,025
365	Interest Earned		2,100		2,100
370	Gaming Income		13,000		13,000
383	Parking		8,000		8,000
394	General Reimbursements <small>School</small>		65,000		65,000
397	Payroll Reimbursements		30,000		30,000
399	Transfers Assessor's Valuation Fund		112,000		112,000
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
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	#N/A				

NET INCREASE/(DECREASE) Revenues (THIS PAGE)

240,025

Mark Rhodes
 Wood County 09:35:24 AM
 Instrument No 8710310
 Date Recorded 06/13/2016
 Document Type 000
 Pages Recorded 5
 Book Page 71-709

JUNE 13, 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 F16-HS-03-DOHWZ. 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 F16-HS-03-DOHWZ. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of May, 2016. 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

REQUEST FOR REIMBURSEMENT

(For GHSP Use Only)	Sub-Grantee: Wood County Commission Address: One Court Square, Suite 203 Parkersburg, WV 26101 P. O. Number: MV1603DOHWZ Grant Number: F16-HS-03-DOHWZ FEIN Number: 556 000 417 Funds are hereby requested to cover expenditures For the period of: 5/1/16 - 5/31/16
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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* 6/13/2016
(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 09:37:59 AM
 Instrument No 8710311
 Date Recorded 06/13/2016
 Document Type CCD
 Pages Recorded 2
 Book Page 91 914

JUNE 13, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF THE APPROVAL OF THE REQUEST FOR REVISION TO APPROVED BUDGET IN REGARD TO REVISION NO. 3 IN THE GENERAL COUNTY FUND BUDGET FOR THE FISCAL YEAR 2015/2016.

ORDER

On this date, the County Commission of Wood County was in receipt of the Approval of the Request for Revision to Approved Budget from the West Virginia State Auditor, Chief Inspector Division, Charleston, West Virginia, in regard to Revision No. 3 in the General County Fund budget for the fiscal year 2015/2016. Receipt of said Approval is pursuant to an Order appearing in Order Book 71, at Page 702 and bearing the date of June 6, 2016, at which time the Request for Revision was signed by Stephen Gainer, President of the Wood County Commission.

A copy of said Approval 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

LGSD BR (Ver. 2014)

Ora Ash, Director
 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: 2015-2016
 Fund: 1
 Rev. No. 3
 Pg. of No. 1 of 1

Wood County Commission
 GOVERNMENT ENTITY

Person To Contact Regarding Request: P O Box 1474
 Name: **Melody Ross** STREET OR PO BOX
 Phone: **304-424-1854**
 Fax: **304-424-1809** Parkersburg 26102
 CITY ZIP CODE

RECEIVED
 JUN 10 2016
 COUNTY
 Government Type
 WV State Auditor

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
324	Other Grants		5,000		5,000
327	Charges for Services	73,154	3,321		76,475
382	Refunds/Reimbursements (External Sources)	203,244	55,948		259,192
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			64,269		

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
401	County Commission	2,709,702	58,343		2,768,045
405	Prosecuting Attorney	1,322,782	4,810		1,327,592
444	Other Grants		5,000		5,000
700	Sheriff-Law Enforcement	3,602,658	14,157		3,616,815
702	Reimbursable Jail Costs	814,044	3,470		817,514
986	County Commission	200,000	28,489		228,489
699	Contingencies	229,996		50,000	179,996
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			64,269		

APPROVED BY THE STATE AUDITOR
 BY: *Ora Ash/Karen* 6/13/2016
 Deputy State Auditor, Local Government Services Div. Date

Melody Ross
 AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE
 6/16/16
 716

Mark Rhodes
 WV State Auditor
 Instrument No 8710315
 Date Recorded 06/13/2016
 Document Type 000
 Pages Recorded 12
 Book-Page

JUNE 13, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ORDERED THAT THE NEW ROAD NAME REQUEST FORM FROM NICHOLAS BRADLEY BE APPROVED. THE NEW ROAD NAME WILL BE WITHERS LANE.

ORDER

The County Commission of Wood County was in receipt of a New Road Name Request Form from Nicholas Bradley, to name a road WITHERS LANE. The said Request does not interfere with the scheduled readdressing and mapping for the E-9-1-1 Master Street Addressing Guide. The road to be known as WITHERS LANE is located off of Sandy Lane, off Spider Ridge Road, in Clay District, Tax Map 30, Parcel F. The request by Nicholas Bradley is in accordance with Chapter 7, Article 1, Section 3 of the Code of West Virginia, 1931, as amended, which deals, in part, with the County Commission naming or renaming thereof of roads, ways, streets, avenues, drives and the like to assure uniform, nonduplicative conversion of all rural routes to city-type addressing on a permanent basis.

The County Commission does hereby find that the said request, made in writing, by Nicholas Bradley, and the approval from the Wood County E-9-1-1, is in proper form and is hereby ORDERED to be filed.

NOW, THEREFORE, 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, does hereby ORDER that the aforementioned road be named WITHERS LANE. The County Commission does further ORDER that a copy of this ORDER, along with the New Road Name

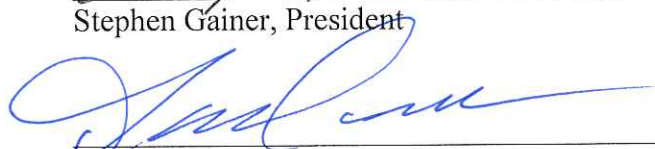
Request Form, be certified by the Clerk of the County Commission for entry in the Office of the Clerk of the County Commission.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

A/1635

RECEIVED

JUN - 8 '16

Please complete the upper portion of this request form. Return it to: Central Telecommunications Center, 911 Core Road, Parkersburg, WV 26104.

COUNTY ADMINISTRATOR

New Road Name

WOOD COUNTY 9-1-1
NEW ROAD NAME REQUEST FORM

Applicant Name: Nicholas R. Bradley

Applicant Phone #: 304-483-0301

Property Owner Name: Harold Trippett (land contract)

Current Road Name or Highway Number, if any: NA

Tax District: Clay Tax Map #: 30 Parcel #: 000F

Describe Physical Location: TAKE Sandy Lane of Spider Ridge Rd. then stay right on drive needing named. One residence being built and family will build later.

List Three Road Name Suggestions: 1st Withers Lane *
2nd Filly Lane
3rd Farrier Rd.

Please prioritize.

Signature of Applicant: [Signature]

OFFICIAL USE ONLY

Coordinated with the Map Processor: _____

Processor Signature: [Signature] Process Date: 6/8/16

Granted Street Name: _____

Place signature, address and telephone number all of the homeowners agreeing to the road name changes. This must be 100% of the residents if less than 10 and 75% if more than 10.

Signature	Existing Address	Phone #

Mark Rhodes
WOOD County 09:44:01 AM
Instrument No 8710316
Date Recorded 06/13/2016
Document Type 000
Pages Recorded 3
Book-Page 71-718

BL-8-5
6/13/16

JUNE 13, 2016

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 \$34,050.56 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE WV DIVISION OF CRIMINAL JUSTICE SERVICES COMMUNITY CORRECTIONS GRANT 16-CC-26.

ORDER

On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of thirty-four thousand fifty dollars and fifty-six cents (\$34,050.56) which represents reimbursement to Wood County for expenses incurred during the month of March, 2016, in regard to the West Virginia Division of Criminal Justice Services Community Corrections Grant Number 16-CC-26. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 71, at Page 556 and bearing the date of May 2, 2016, 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 Community Corrections Grant is on file in the Office of the County Administrator.

APPROVED:

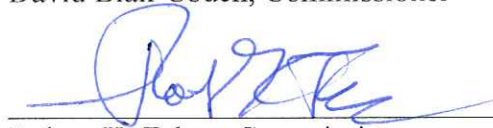
THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

M/3384

Mark Rhodes
WOOD COUNTY 09:48:01 AM
Instrument No 8710317
Date Recorded 06/13/2016
Document Type CDD
Pages Recorded 1
Book-Page 71-721

JUNE 13, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED TO GO OUT TO BID ON
THE CONCRETE REPLACEMENT PROJECT AT THE COURTHOUSE

ORDER

On this date, upon a motion by Robert K. Tebay, seconded by David Blair Couch, and made unanimous by Stephen Gainer, the County Commission of Wood County, did hereby AUTHORIZE the advertising requesting bids for the concrete replacement project for the Wood County Courthouse. Said project is being facilitated through a West Virginia Courthouse Facilities Improvement Authority (WVCIA) grant.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

M/3385

Mark Rhodes
WOOD County 09:47:54 AM
Instrument No 8710319
Date Recorded 06/13/2016
Document Type 000
Pages Recorded 1
Book-Page 71-722

JUNE 13, 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 F16-HS-03-406. SAID REQUEST IS IN THE AMOUNT OF \$671.80

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-03-406. The Request for Reimbursement is in the amount of six hundred seventy-one dollars and eighty cents (\$671.80) for the month of May, 2016. The Request for Reimbursement form, the Project Financial Report, and the Monthly Progress Report have been submitted.

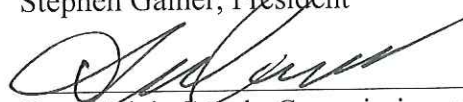
A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.

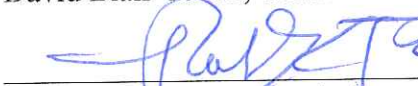
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Stephen Gainer, President


David Blair Couch, Commissioner


Robert K. Tebay, Commissioner

M/3386

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: MV1603406 Grant Number: F16-HS-03-406 FEIN Number: 556 000 417 Funds are hereby requested to cover expenditures For the period of: 5/1/16 - 5/31/16
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PROJECT CASH EXPENDITURES

Account Number	Amount
	\$671.80
TOTAL	\$671.80

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:

Stephan L...

6/13/2016

(Typed Name And Title)
(Authorized Official or Grant Financial Officer Only)

(Signature)

(Date)

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 09:55:53 AM
 Instrument No 8710321
 Date Recorded 06/13/2016
 Document Type 000
 Pages Recorded 2
 Book Page 71 723

JUNE 13, 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 F16-HS-03-154. SAID REQUEST IS IN THE AMOUNT OF \$969.01

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 F16-HS-03-154. The Request for Reimbursement is in the amount of nine hundred sixty-nine dollars and one cent (\$969.01) for the month of May, 2016. The Request for Reimbursement form, the Project Financial Report, time sheets for the Parkersburg Police Department, the Vienna Police Department, the Jackson County Sheriff's Department, the Pennsboro 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.

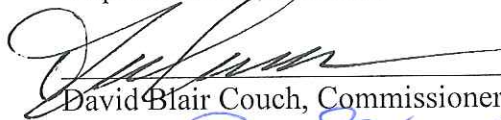
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

M/3387

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: MV1603154
	Grant Number: F16-HS-03-154
	FEIN Number: 556 000 417
	Funds are hereby requested to cover expenditures For the period of: 5/1/16 - 5/31/16

PROJECT CASH EXPENDITURES

Account Number	Amount
	\$969.01
TOTAL	\$969.01

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 *Stephen Gainer* 6/13/2016
(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:		
	<small>(Approved)</small>	<small>(Date)</small>
Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.		
<small>(Date)</small>	<small>(Director)</small>	
Purchasing/Accounts Payable Use Only		

Mark Rhodes
 WOOD County 09:57:42 AM
 Instrument No 8710323
 Date Recorded 06/13/2016
 Document Type 000
 Pages Recorded 2
 Book-Page 71-725

JUNE 13, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED A CONTINUANCE OF A SERVICES CONTRACT BY AND BETWEEN THE HUMANE SOCIETY OF PARKERSBURG, INC. AND THE COUNTY COMMISSION OF WOOD COUNTY.

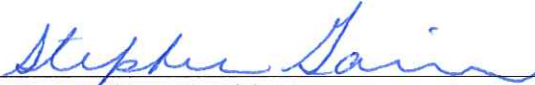
ORDER

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 a continuance of a Revised Contract by and between the Humane Society of Parkersburg, Inc. and the County Commission of Wood County. The said Contract provides the County services by the Humane Society of Parkersburg, Inc. outside the municipalities of Vienna and Williamstown. For this service, the County Commission agrees to pay the Society the sum of twenty-two thousand five hundred eighty-three dollars and thirty-three cents (\$22,583.33) per month, of which three thousand three hundred thirty-three dollars and thirty-three cents (\$3,333.33) per month will be funded out of the Dog Fund when available, created in accordance with Chapter 19, Article 10, Section 10 of the West Virginia Code 1931, as amended. This Contract will be remain effect beginning July 1, 2016 and continuing through June 30, 2017. Either party may terminate this Contract upon ninety (90) days written notification. Said contract with a change in Section 5, allowing humane officers to issue citations, is contingent upon the review of Prosecuting Attorney, Jason Wharton.

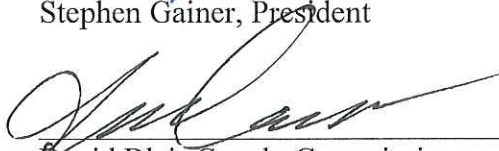
A copy of the said Revised Contract is on file in the office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

M/3387 – humane society contract

Mark Rhodes
WOOD County 09:59:46 AM
Instrument No 8710326
Date Recorded 06/13/2016
Document Type COO
Pages Recorded 2
Book-Page 71-727

JUNE 13, 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 F16-HS-03-DOHDD. SAID REQUEST IS IN THE AMOUNT OF \$4,271.17

ORDER

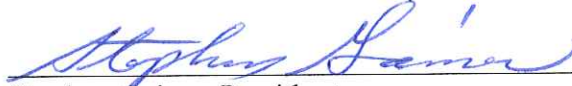
On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David Blair Couch and made unanimous by Stephen Gainer, did hereby AUTHORIZE Stephen Gainer, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F16-HS-03-405b. The Request for Reimbursement is in the amount of four thousand two hundred seventy-one dollars and seventeen cents (\$4,271.17) for the month of May, 2016. The Request for Reimbursement form, the Project Financial Report, time sheets for the Parkersburg Police Department, the Vienna Police Department, the Pennsboro Police 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:

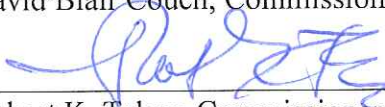
THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

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: MV1603DOHDD Grant Number: F16-HS-03-DOHDD FEIN Number: 556 000 417 Funds are hereby requested to cover expenditures For the period of: 5/1/16 - 5/31/16
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PROJECT CASH EXPENDITURES

Account Number	Amount
	\$4,271.17
TOTAL	\$4,271.17

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* 6/13/2016
(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 10:29:11 AM
 Instrument No 8710337
 Date Recorded 06/13/2016
 Document Type 000
 Pages Recorded 2
 Book Page 71 729

JUNE 13, 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 F16-HS-03-405b. SAID REQUEST IS IN THE AMOUNT OF \$8,266.54

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-03-405b. The Request for Reimbursement is in the amount of eight thousand two hundred sixty-six dollars and fifty-four cents (\$8,266.54) for the month of May, 2016. The Request for Reimbursement form, the Project Financial Report, time sheets for the Pennsboro Police Department, the Vienna Police Department, the Parkersburg Police Department, and the Monthly Progress Report have been submitted.

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

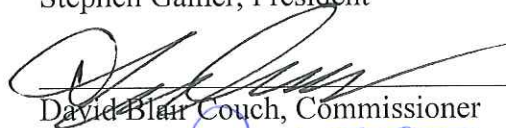
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

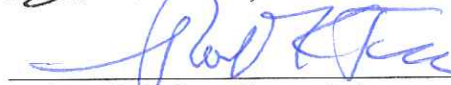
THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

M/3389

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: MV1603405b Grant Number: F16HS-03-405b FEIN Number: 556 000 417 Funds are hereby requested to cover expenditures For the period of: 5/1/16 - 5/31/16
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PROJECT CASH EXPENDITURES

Account Number	Amount
	\$8,266.54
TOTAL	\$8,266.54

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* 6/13/2016

(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 10:30:56 AM
 Instrument No 8710338
 Date Recorded 06/13/2016
 Document Type 000
 Pages Recorded 2
 BOOK-099 71-701

JUNE 13, 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 F16-HS-03-402. SAID REQUEST IS IN THE AMOUNT OF \$4,813.41

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 eight hundred thirteen dollars and forty-one cents (\$4,813.41) for the month of May, 2016. The Request for Reimbursement form, the Project Financial Report, time sheets for the Parkersburg Police Department, the Wood County Sheriff's Department, the Pennsboro 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/3390

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: MV1603402
	Grant Number: F15-HS-03-402
	FEIN Number: 556 000 417
	Funds are hereby requested to cover expenditures For the period of: 5/1/16 - 5/31/16

PROJECT CASH EXPENDITURES

Account Number	Amount
	\$4,813.41
TOTAL	\$4,813.41

CERTIFICATION:

1117.79

BY:

Stephen Gainer, President



6/13/2016

(Typed Name And Title)
(Authorized Official or Grant Financial Officer Only)

(Signature)

(Date)

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 10:32:33 AM
 Instrument No 8710341
 Date Recorded 06/13/2016
 Document Type 000
 Pages Recorded 2
 Book-Page 71-733



Wood County Commission Briefing

Fiscal Year 2016-2017

May 13, 2016

Presented by Michelle Earl, Executive Director

6/13/2016

Doing What Matters

Our Partnership



The Humane Society of Parkersburg (HSOP) provides the following services to Wood County.

Animal Control

- Investigate animal cruelty and neglect cases,
- Respond to reports of “at large” animals, and
- Provide 24 hour emergency services (respond to calls of injured, vicious or endangered animals and support law enforcement).

Sheltering

- Provide food, shelter and medical care until reclaimed, adopted or rescued.



More Great News

Wood County's FY2016-2017 contract of \$271,000 remains a 5% decrease from the previously negotiated multi-year contract.

- Previous contract was \$271,000 plus \$13,500 in vehicle value
- Our management has worked to minimize or absorb the impact of:
 - A 21% increase in minimum wage and increases in health insurance costs,
 - 25% increase in employee healthcare cost,
 - 4 months with limited spay & neuter services from the SPOT Clinic, and
 - Cumulative 3.5% inflationary increases.
- This rate does not fully fund all services provided to Wood County.
 - HSOP is committed to continued efficiencies and evaluation of the SPOT clinic's impact on our costs for another year before working with the commission on a plan to achieve full funding.
 - Does not consider the new Department of Labor Final Rule regarding overtime.

Key Challenges



Animal control

- Consistent coverage for regular and after hours operations.
- Maintaining an attractive position to reduce turnover.
- Limited authority to perform duties
- Livestock committee

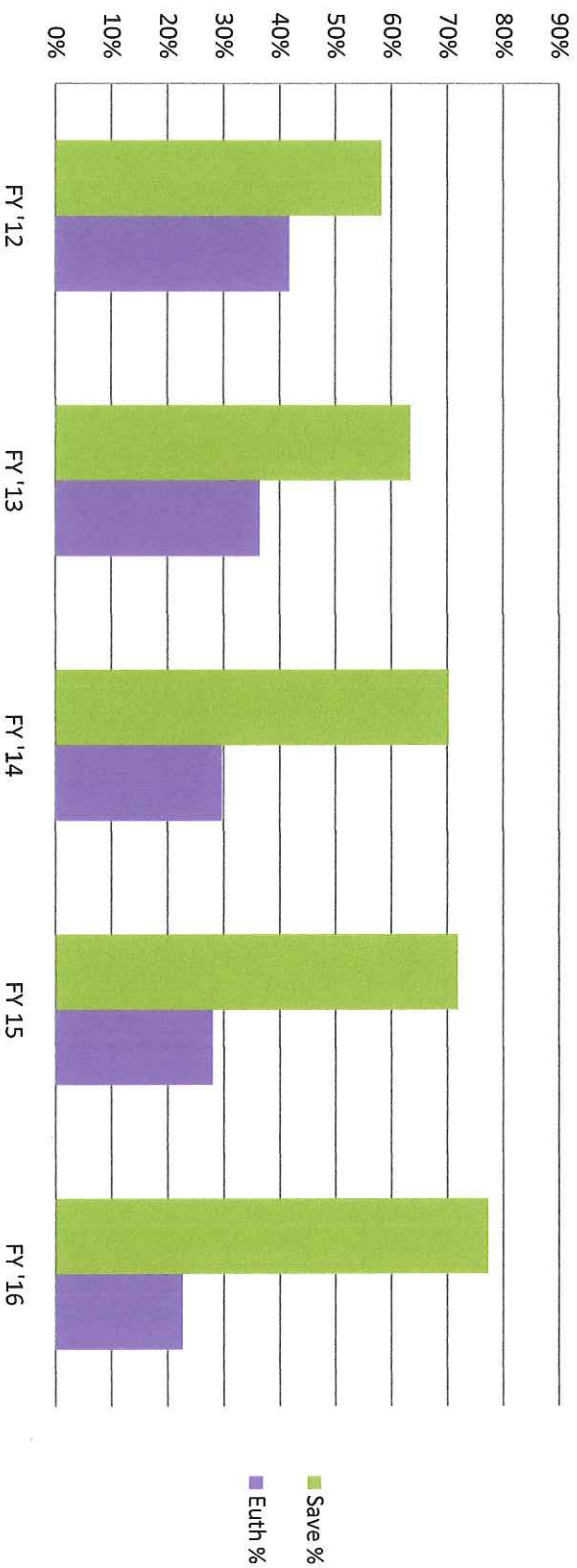
Delays in legal processes

- Delays in legal process cost time and money
- Goal for this coming year are to improve legal process for cruelty cases to expedite adjudication .
- Plan to meet with Prosecutors and Law Enforcement to develop a multidisciplinary approach to investigations

Saving Lives



Save vs. Euthanized Comparison FY '12 to FY '16



16,293
Spays &
Neuters



The Humane Society of Parkersburg's
SPOT Clinic
Stopping Pet Overpopulation Together



Support FOR and BY our Community in FY 15



400

Fed from our
Foodbank

490

Volunteers
Strong

30

Foster
Families

6,882

Animals
Vaccinated

13,673

Facebook
Members

60

Kids Camp
Participants

Services Contract
For the Period Beginning July 1, 2016 through June 30, 2017
County Commission of Wood County

This Agreement, entered into this _____ day of _____, 2016 by and between the Humane Society of Parkersburg, Inc., a non-profit corporation (herein referred to as HSOP) and the County Commission of Wood County (herein referred to as the Commission).

WHEREAS, the Commission, pursuant to Chapter 19, Article 20, Section 7 of the West Virginia Code, is authorized to enter into this agreement.

WHEREAS, the Commission has no facilities for the taking and impounding of dogs and cats to be taken by the Dog Warden under authority enacted by the State of West Virginia; nor does the Commission have ample staff to handle problems relating to animal control within their County; and

WHEREAS, the HSOP has such facilities and has offered such services to the Commission relating to animal control and housing; and

THEREFORE, FOR AND IN CONSIDERATION of the mutual promises and covenants hereinafter contained, in accordance with West Virginia State Code Chapter 19 Article 20 Section 7 it is agreed by and between the Commission and HSOP as follows:

1. For the purpose of this Agreement, the service area will be defined as all of Wood County, West Virginia, with the exception of the areas encompassed by the legal boundaries of the cities of Vienna and Williamstown, West Virginia.
2. Normal business hours of HSOP are defined for the purpose of this agreement as 9 a.m. to 5 p.m. Monday through Friday of each week.
3. HSOP will be the receiver of stray and unwanted dogs and cats in the unincorporated areas of Wood County, West Virginia and the City of Parkersburg.
4. HSOP will provide for the housing, care and disposition of said animals, subject to the provisions of State Code Chapter 19, Article 20, Section 9(a).
5. HSOP Humane Officers will answer complaints relating to stray (unlicensed) dogs in the unincorporated areas of the County and the City of Parkersburg during normal business hours of the HSOP.

6. HSOP Humane Officers will attempt to pickup stray (unlicensed) dogs as set forth by Chapter 7, Article 10, Section 4 and Chapter 19, Article 20, Section 6 of State Code.
7. HSOP will investigate complaints regarding the possible neglect/cruelty of animals in the unincorporated areas of the County and the City of Parkersburg during normal business hours. If a complaint in the discretion of HSOP is well-founded, HSOP will notify law enforcement agencies. Together both parties will proceed with investigation. Law enforcement agencies or offices will pursue filing criminal charges as they deem it necessary and legally proper, with the exception of livestock as described below.

In accordance with the provisions of West Virginia Code Chapter 7, Article 10 §4, a Humane Officer shall take possession of any animal, including birds or wildlife in captivity, known or believed to be abandoned, neglected, deprived of necessary sustenance, shelter, medical care or reasonable protection from fatal freezing or heat exhaustion, or cruelly treated or used as defined in Sections 19 and 19(a), Article 8, Chapter 61. The foregoing does not apply to farm livestock, as defined in subsection (d), section two, article ten-b, chapter nineteen of this code, poultry, gaming fowl or wildlife kept in private or licensed game farms if kept and maintained according to usual and accepted standards of livestock, poultry, gaming fowl, wildlife or game farm production and management, nor to the humane use of animals or activities regulated under and in conformity with the provisions of 7 U.S.C. §2131 et seq. and the regulations promulgated thereunder.

However, in the case of livestock the following procedure is recommended prior to pursuing any legal actions.

- a. If during the course of an investigation the HSOP finds livestock in dire or extreme condition, they will contact a licensed veterinarian for further examination. If the veterinarian believes that these animals are in such poor condition to be at imminent risk, the HSOP will notify the County Commission of the situation as soon as possible and make a recommendation to the County as to next steps. Further action by the HSOP will occur only with the agreement of the County Commission.

b. If during the course of an investigation the HSOP finds livestock to be in unacceptable condition but not in imminent danger and are unable to rectify the situation with the owner without legal action, the HSOP will notify the County appointed Livestock Committee for assistance. The Livestock Committee will be expected to respond to the HSOP request within 48 hours of being contacted by the HSOP. If they are unable to do so, the HSOP will notify the County Commission and seek direction.

1) If the Livestock Committee is able to remedy the situation with the owner, they will notify the HSOP of the actions to be taken. The HSOP will offer to assist in any manner possible and follow up to ensure that the problems have been remedied.

2) If the Livestock Committee is unable to assist with solving the problems identified, they will notify the HSOP accordingly. The HSOP and the Livestock Committee will meet with the County Commission to advise them of the situation before taking any further action. The HSOP will proceed based on the advice and direction of the County Commission.

3) In all such cases involving livestock, the HSOP will provide a written report to the County of the results of livestock investigations, findings and resulting actions taken either by the HSOP and/or the Livestock Committee.

8. HSOP will provide twenty-four hour emergency services throughout the unincorporated areas of the county and the City of Parkersburg. Emergency calls are defined as:

a. Injured stray dogs and cats

b. Vicious dogs and cats

c. Assisting City police, the Sheriff of Wood County, the West Virginia State Police, or 9-1-1 in emergency situations such as motor vehicle accidents, DUI's, fires, and drug raids, where animals are involved.

(1) Periods of extreme heat and cold where exposure to the elements and/or lack of shelter would cause death to the animal based on the following guidelines:

- i. For temperatures below thirty-two degrees Fahrenheit: very young dogs, very old dogs, small breeds under 20 pounds, and dogs with very short coats such as Boxers, Chihuahuas, Pit Bulls, Boston Terriers, etc.
 - ii. For periods where a cold advisory and/or wind chill advisory have been issued by the National Weather Service for all breeds.
 - ii. For periods where a heat advisory has been issued by the National Weather Service: very young and very old, dark-colored or long-haired dogs, brachiocephalic breeds (dogs with short muzzles, such as Pugs, Boxers and Boston Terriers), and overweight dogs.
 - iii. Any domestic animal left in a car on a sunny day with outside temperatures exceeding 75 degrees Fahrenheit.
 - iv. Dogs that may cause a traffic hazard.
- 9. Calls received from the public requesting services or aid that are outside of the services stipulated by this agreement to be provided by HSOP, will be referred as follows:
 - a. Calls pertaining to dead animals on a West Virginia State Road will be referred to the Division of Highways at 304-420-4595. HSOP will remove dead animals on all roads not otherwise designated as West Virginia State Roads.
 - b. Wildlife issues are referred to West Virginia Dept. of Natural Resources at number 304-420-4550.
 - c. HSOP will attempt to refer all other public requests for emergency services at telephone number 911.
- 10. A record of all animal intake, Humane Officer activity and the disposition of said animals shall be kept by the Humane Society, and a copy shall be furnished to the Sheriff and County Commission monthly. This report may be submitted by electronic facsimile (fax).
- 11. HSOP's Executive Director will retain the designation as the legal County dog warden as appointed by the County Commission and shall designate Humane Officers as needed by the HSOP as authorized as such by the Sheriff and County in accordance with provisions of Chapter 7, Article 10, Section 1 and Chapter 19, Article 20, Section 6a of State Code.

12. In consideration for such services to be provided by HSOP, the Commission shall pay HSOP for services rendered during the tenure of this Agreement, the sum of Twenty-Two Thousand Five Hundred Eighty-three Dollars and 33/100ths cents (\$22,583.33) for each month in advance during the term of this Agreement, payable monthly no later than the first day of each month, beginning July 1, 2015. If payment is not made to the HSOP within 30 days after the same is due, it shall be considered a violation of this agreement and services to be provided by HSOP will be suspended until such payment is satisfied.
- a. In the event of the non-payment as mentioned hereinabove, HSOP will discontinue all services as defined herein, with the exception of that which is defined in Section 4 and pertaining to those animals that were taken into possession in the service area prior to the time of such suspension. Those animals will be maintained by HSOP until such time as they may be disposed of through the normal procedures and processes, and the Commission shall pay the HSOP \$10.00 for each day not to exceed ten days for each such animal.
13. The primary term of this Agreement shall be effective from July 1, 2016 through June 30, 2017. Terms and provisions hereof shall apply after end of the primary term, unless this Agreement is canceled, or until a new agreement is consummated and service by HSOP is commenced. HSOP agrees that it will accept the amount of Twenty-two Thousand Five Hundred Eighty-three Dollars and 33/100ths cents (\$22,583.33) for each month in advance during the fiscal year July 1, 2015 through June 30, 2016, should the County Commission determine that at the proper time it will extend this contract.
14. Any and all correspondence between the Commission and HSOP, to include issues, requests for information, complaints, or correspondence made via fax, hardcopy or e-mail, will initially be made to the Executive Director of the HSOP, and Marty Seufer, as County Administrator, on behalf of the Wood County Commission. The HSOP will confirm all correspondence by phone to: Marty Seufer.

County Contact References

Point of Contact: Marty Seufer, County Administrator
Fax: 304-424-1972 01720194
Email: seufer@woodcountywv.com
Phone No.: 304-424-1984
Emergencies: 911

HSOP Contact References

Point of Contact: Michelle Earl, Executive Director
Fax: 304-485-4261
Email: hsop@hsop.org
Phone No.: 304-917-4275 Ext 103 or 304-482-8753
Emergencies: 304-422-5541 or after business hours: 304-420-1717

16. Either party may terminate this Agreement upon ninety (90) days written notification to the other party.

17. In the event of a dispute about any of the terms or provisions of this Agreement, the aggrieved party will give notice to the non-aggrieving party that a dispute is being referred to arbitration. Both parties to this Agreement shall designate a person who is a resident of Wood County, West Virginia to serve on an arbitration panel that will consist of three persons, and the third member of the panel shall be designated by the said two panel members. If those two panel members are unable to agree on a third party, either or both of the parties hereto shall request the Chief Judge of the Circuit Court of Wood County, West Virginia to provide the names of five people who reside in the service area. The parties hereto shall alternately strike the names of two people from that list, and the remaining person shall become the third member of the arbitration panel. The arbitration panel shall meet within three days after the third member of the panel has been selected, such meeting to be held at a time and place to be agreed upon by all of the members of the panel, and at the latest five days after the selection of the third member of the panel. The rules for arbitration set forth under the laws of the State of West Virginia shall apply. The decision of the majority of the arbitrators shall be final and binding, and entered as a final judgment in the Circuit Court of Wood County. Any damages awarded shall be limited to actual economic damages. The cost of the arbitrator will be divided between the parties unless agreed otherwise.

Approved:
The County Commission of Wood County

David Blair Couch, Commissioner

Date

Dr. Robert Tebay, Commissioner

Date

Steven Gainer, Commissioner

Date

Approved:

Humane Society of Parkersburg

Michelle Earl, Executive Director

Date

WOOD COUNTY
Job Description

JOB TITLE: Assistant Director/ Homeland Security/Emergency Management / 9-1-1

DATE PREPARED:

PURPOSE:

In view of the existing and increasing possibility of the occurrence of disasters of unprecedented size and destructiveness and large-scale threats, resulting from terrorism, enemy attack, sabotage or other hostile action, or from fire, flood, earthquakes or other natural or man-made causes and in order to insure that preparations of this county will be adequate to deal with the disasters and large-scale threats, and generally to provide for the common defense and to protect the public peace, health and safety and to preserve the lives and property of the people of the county, it is found and declared to be necessary to establish the Department of Homeland Security and Emergency Management

SUMMARY:

The Wood County Office of Homeland Security and Emergency Management operates under West Virginia State Code 15-5. The Homeland Security and Emergency Management assistant director operates under the general supervision of the director and is responsible for the organization and administration of a civil preparedness program designed to protect the population, as well as public and private property in the local jurisdiction and area of responsibility. In addition, the assistant director in absence of the director may be responsible for the coordination of the operations of all governmental and non-governmental forces, including serving as a Point of Contact for the Department of Homeland Security, FEMA, West Virginia Department of Homeland Security and Emergency Management, EPA, State Police, local law enforcement, all fire department and emergency response personnel and all elected county and municipal officials, in the event of an emergency.

ESSENTIAL DUTIES AND RESPONSIBILITIES: includes but not limited to the following:

1. Develop and direct digital mapping, database, and record management. This includes development of procedures and the preparation of reports and correspondence.
2. Plan, organize, and coordinate the operation of the countywide 9-1-1 system with emphasis on relationships between Public Safety Answering Points.
3. Consult with, assist, and advise user representatives and emergency service providers to obtain required coordination, support, and problem resolution.
4. Establish and manage administrative and fiscal programs for the local emergency services in accordance with local, state, and federal program directives, guidance, and practices.
5. Identify possible deficiencies in system hardware and software and administer service contracts to maintain equipment. Prepare specifications for the purpose of communications equipment. Recommend improvements and suggest advancement in program.

6. Develop and present budget proposals, administer department revenues and expenditures, and perform long-range resource planning, as required. Compiles statistical data and verify statistical reports and inventory control.
7. Attend meetings with public boards and organizations, news media, etc., as required, for public dissemination of information about the Homeland Security-Emergency Services and 9-1-1 Operations, resolve complaints and issues related to the operations.
8. Oversee the resolution of addressing problems and review road name change petitions.
9. Oversee testing of new applicants, provide training, establish training standards for dispatchers
10. Maintain office equipment and department vehicles.
11. Maintain a proactive relationship with various emergency services (police, fire, emergency medical, etc.) to ensure optimum coordination between these groups and Emergency Services.
12. Continue to strengthen knowledge in homeland security-emergency services by periodic attendance of workshops, seminars, and professional development/technical training courses.
13. Perform feasibility studies for future projects.
14. Respond to all coercion to public safety involving terroristic threats or actions and hazardous materials release incidents of reportable quantity in the county, and report it to the State Office of Homeland Security and Emergency Services.
15. Establish County policies of Homeland Security that are appropriately aligned with National and State Homeland Security Policies.
16. Establish County policies for FEMA Incident Management System that is appropriately aligned with National and State Homeland Security Policies.
17. In absence or under the request of the director is responsible for advising the County Commission in the event of declaration of local disasters and for the County Hazard Analysis and Mitigation.
18. Assists in coordinating grants writing, review and approved grant proposals that are submitted to various agencies for funding of specific projects. Responsible for Grant Management requests, expenditures and documentation.
19. Attend and satisfactory complete all required certification classes as specified by the director.

SUPERVISORY RESPONSIBILITIES:

In absence of the director directly supervises the Department of Homeland Security and Emergency Management and all 911 personnel. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, training employees, planning, assigning and directing work; appraising performance; rewarding and disciplining employees, addressing complaints and resolving problems. On call 24 hours a day, 7 days a week, 365 days.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (In the event the successful candidate does not currently possess the following requirements, it is expected this will be accomplished over a short period of time.)

Hazardous Materials Awareness Level 1 Certification – Hazardous Materials Technician Level Certification (refreshers as needed)
Professional Development Series:
National Incident Management System certifications
ICS 100, 200, 300, 400, 800 and 900
Knowledge and regular use of the HSIN network accessing the emergency management page
Working knowledge of the operations of the West Virginia Fusion Center and FBI Terrorist Task Force
Working knowledge of the Homeland Security Exercise and Evaluation Program
Working knowledge of the Computer Aided Management of Emergency Operations
Experience working with THIRA (Threat Hazard Identification and Risk Analysis)
Working knowledge of social media to ensure public awareness
Working knowledge of in the use of WVDHSEM Resource Management Software (ETEAM)
Working knowledge of the FEMA EMPG grant process and requirements
Certified user of DHS PCII
Successfully pass thorough background check for PIV card

EDUCATION and/or EXPERIENCE:

Education:

Minimum starting High School Diploma or Equivalent, plus 10 years of formal or technical education in related field of public safety in one of the following disciplines: Fire, EMS, EMA or Law Enforcement, including a minimum of five (5) years experience in a fulltime supervisory or management role within the aforementioned fields.

Preference to the successful candidate possessing an above average knowledge or skill sets involving Homeland Security, weapons of mass destruction, hazardous materials, the State Interoperable Radio Network and mitigation of mass casualties or disasters.

OTHER SKILLS and ABILITIES:

The successful candidate must possess computer skills, digitized mapping knowledge, GPS, SMI equipment knowledge and working knowledge of PSAP equipment. Computer training in: data base, CAMEO, NOAA weather spotting and Computer Aided Dispatch software systems. Must possess excellent communication and interpersonal skills as lines of communication between the department and emergency services providers must be open and clear to ensure that all policies/procedures are understood by all agencies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is occasionally required to sit, stand, and walk. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

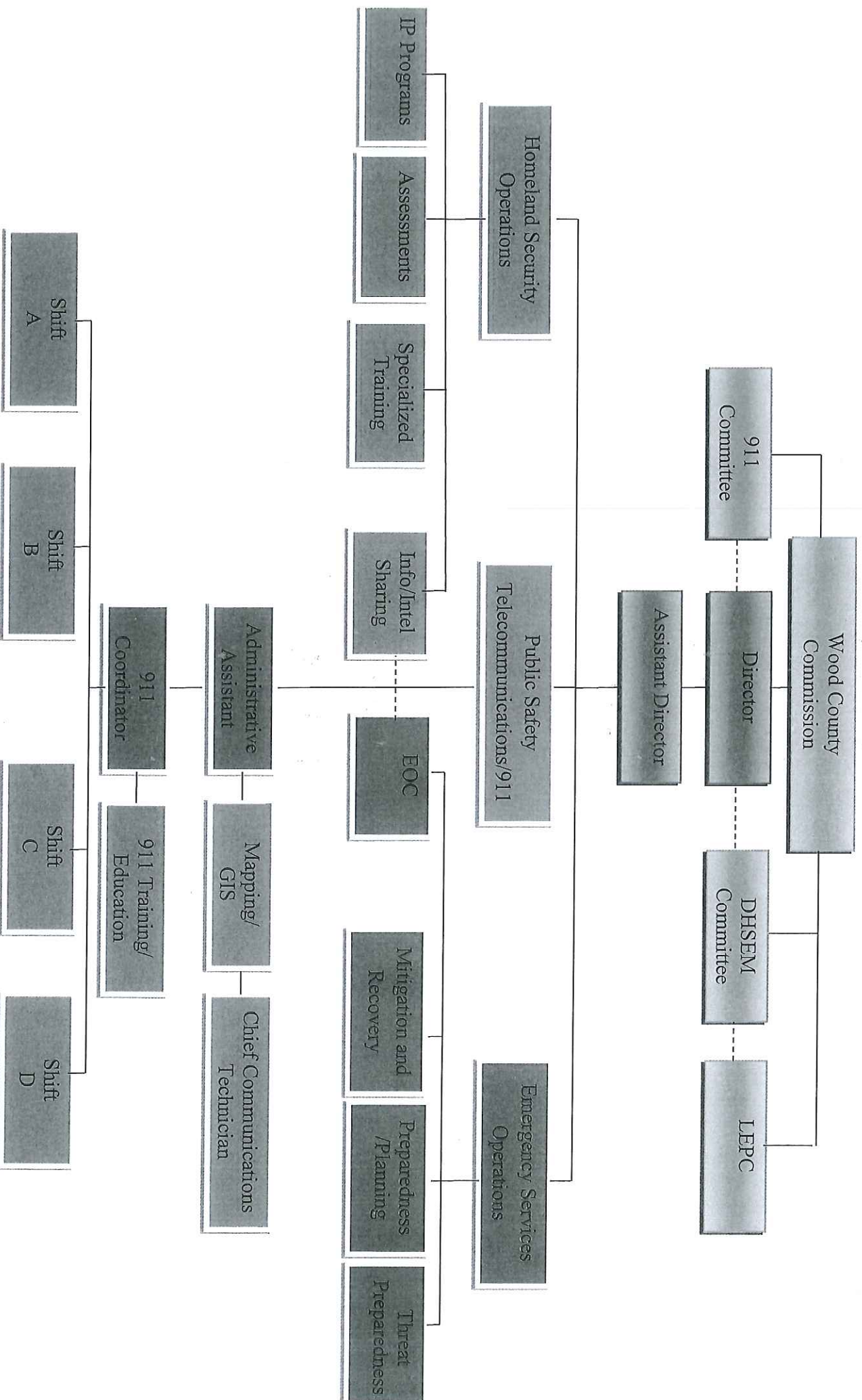
WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duty of this job, the employee is frequently exposed to fumes, airborne particles, toxic or caustic chemicals, and outdoor weather conditions. The employee is occasionally exposed to extreme cold, heat, explosives, radiation, and vibrations.

The noise level in the typical work environment is moderate with occasional exposures to loud noise levels.

Homeland Security and Emergency Management Public Safety Telecommunications Organizational Chart

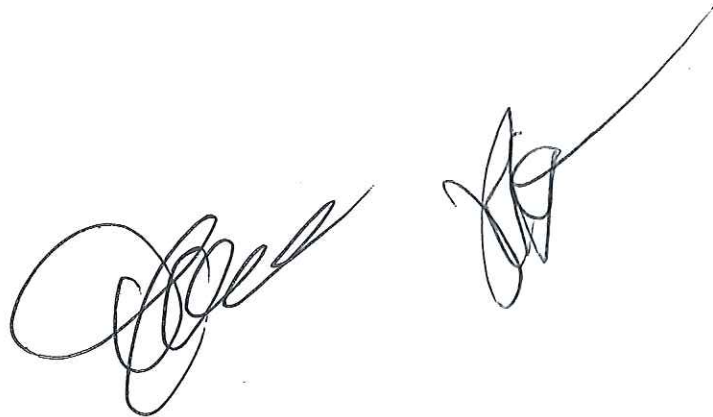


Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1946	DENTAL	RENAISSANCE	REGULAR	06/08/2016	1,126.38	

GENERAL FUND Bank Id 101 Totals 1,126.38

Report Totals 1,126.38

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Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1944	WV RETIRE	WV PUBLIC EMP RETIREMENT	REGULAR	06/07/2016	94,987.51	
1945	MONPOWER	MON POWER	REGULAR	06/07/2016	6,235.90	
160753	AAP	ADVANCE AUTO PARTS	REGULAR	06/07/2016	6.60	
160754	CAPLINGER	TJ CAPLINGER	REGULAR	06/07/2016	50.00	
160755	CRUM G	GWEN CRUM	REGULAR	06/07/2016	274.24	
160756	CRYSTAL	CRYSTAL SPRING WATER	REGULAR	06/07/2016	57.75	
160757	CWS	CWS	REGULAR	06/07/2016	3,459.77	
160758	DARLEY	W,S, DARLEY & CO.	REGULAR	06/07/2016	1,327.56	
160759	DISH	DISH NETWORK	REGULAR	06/07/2016	94.43	
160760	DOMINIONH	DOMINION HOPE	REGULAR	06/07/2016	521.17	
160761	ENGLEFIELD	ENGLEFIELD OIL COMPANY	REGULAR	06/07/2016	8,184.80	
160762	FORE TIMB	FORE TIMBER COMPANY INC	REGULAR	06/07/2016	1,033.30	
160763	FOSTERGRA	MID-OHIO VALLEY REGIONAL COUNCIL	REGULAR	06/07/2016	1,000.00	
160764	HEAVENLY HAM	THE HONEY BAKED HAM COMPANY	REGULAR	06/07/2016	128.85	
160765	JARRELLN	NANCY JARRELL	REGULAR	06/07/2016	303.30	
160766	JOHNSTONE	JOHNSTONE SUPPLY	REGULAR	06/07/2016	10.24	
160767	LAMP	LAMP PESTPROOF	REGULAR	06/07/2016	140.00	
160768	LEAVITT	LEAVITT FUNERAL HOME	REGULAR	06/07/2016	250.00	
160769	LOWES	LOWE'S COMPANIES, INC.	REGULAR	06/07/2016	373.00	
160770	LYNCHS	STACEY LYNCH	REGULAR	06/07/2016	25.00	
160771	MABC	MID-ATLANTIC BUSINESS COMMUNICATIONS	REGULAR	06/07/2016	881.60	
160772	MCNEIL	MCNEIL AND COMPANY INC	REGULAR	06/07/2016	17,000.00	
160773	MILLER CO	MILLER COMMUNICATIONS IN	REGULAR	06/07/2016	79.00	
160774	NOLANS	NOLAN'S SERVICES LLC	REGULAR	06/07/2016	7,948.47	
160775	P-LIBRARY	PARKERSBURG & WOOD COUNTY PUBLIC LIBRARY	REGULAR	06/07/2016	8,481.33	

Check Register Report for Wood County Commission

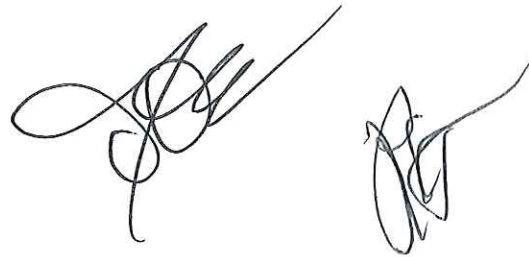
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160776	P-WCVCB	GREATER PARKERSBURG CONVENTION & VISITORS	REGULAR	06/07/2016	24,940.71	
160777	PCM-G	PCMG	REGULAR	06/07/2016	845.98	
160778	RHS	RAVENSWOOD HIGH SCHOOL	REGULAR	06/07/2016	800.00	
160779	RICOH	RICOH USA INC	REGULAR	06/07/2016	485.78	
160780	SMITH JODI	JODI SMITH	REGULAR	06/07/2016	398.64	
160781	SONICWALL	SONICWALL SERVICES	REGULAR	06/07/2016	875.01	
160782	STATE TAX	STATE TAX DEPARTMENT PROPERTY TAX DIV	REGULAR	06/07/2016	17,100.72	
160783	SUTPHIN	CINDY A. SUTPHIN	REGULAR	06/07/2016	33.75	
160784	SWIGER M	MELVIN SWIGER	REGULAR	06/07/2016	38.50	
160785	TELEPAGE	TELEPAGE	REGULAR	06/07/2016	46.95	
160786	TIANO	TIANO-KNOPP ASSOC., INC.	REGULAR	06/07/2016	3,953.17	
160787	TIANO M	TIANO-KNOPP ASSOC, INC.	REGULAR	06/07/2016	406.84	
160788	USBANKEQUIP	US BANK EQUIPMENT FINANCE	REGULAR	06/07/2016	1,239.00	
160789	VERIZONW	VERIZON WIRELESS	REGULAR	06/07/2016	359.69	
160790	WNRJ	WNRJ	REGULAR	06/07/2016	250.00	
160791	WV HOSP I	RETIREE HEALTH BENEFIT TRUST FUND	REGULAR	06/07/2016	17,403.00	
160792	WV-LABOR	WV DIVISION OF LABOR	REGULAR	06/07/2016	250.00	
GENERAL FUND Bank Id 101 Totals					222,281.56	
Report Totals					222,281.56	

Check Register Report for Wood County Commission

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1544	MARSHALLB	BRENDA MARSHALL	REGULAR	06/07/2016	25.50	

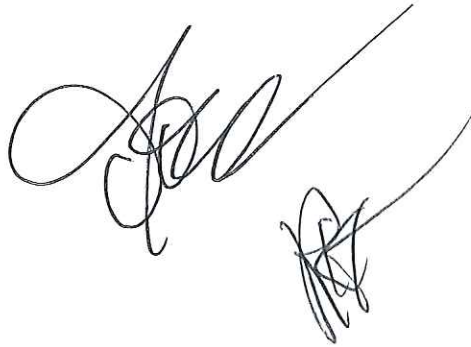
MAGISTRATE COURT Bank Id 105 Totals

25.50

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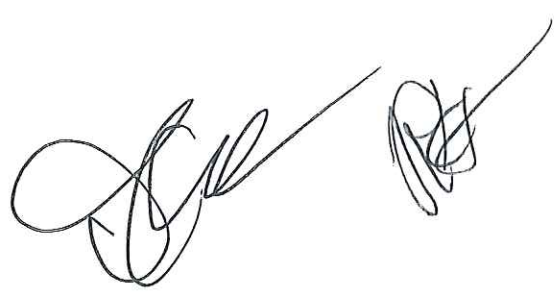
Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
6521	CAS CABLE	CAS CABLE	REGULAR	06/07/2016	500.00	
6522	DIRECTV	DIRECTV	REGULAR	06/07/2016	7.42	
6523	ENGLEFIELD	ENGLEFIELD OIL COMPANY	REGULAR	06/07/2016	435.20	
6524	GEN CO FD	GENERAL COUNTY FUNDS	REGULAR	06/07/2016	143,268.42	
6525	SMARTHOR	SMART HORIZONS	REGULAR	06/07/2016	2,249.00	
E-911 FUND Bank Id 107 Totals					146,460.04	

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Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
6278	ENGLEFIELD	ENGLEFIELD OIL COMPANY	REGULAR	06/07/2016	218.92	
6279	MONPOWER	MON POWER	REGULAR	06/07/2016	734.08	
6280	MOUNTAINEERG	MOUNTAINEER GAS COMPANY	REGULAR	06/07/2016	117.02	
6281	PRESKELS	PRESTON KELSEY A.	REGULAR	06/07/2016	70.46	
6282	SWGRAPHIC	S/W RESOURCES	REGULAR	06/07/2016	48.00	
6283	WISESHER	WISE SHERRY L.	REGULAR	06/07/2016	149.42	
6284	WVUBMP	WVUBMP CONFERENCE CENTER	REGULAR	06/07/2016	231.00	
COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals					1,568.90	



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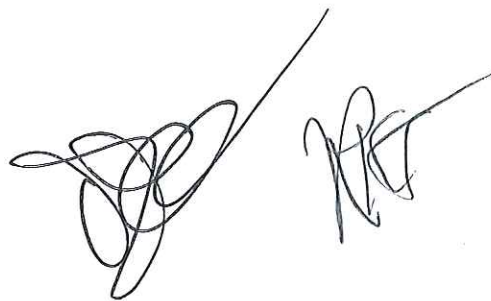
Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5291	MOVDRC	MID-OHIO VALLEY DAY REPORT CENTER	REGULAR	06/07/2016	180.00	
TEEN DRUG COURT Bank Id 177 Totals					<u>180.00</u>	
Report Totals					<u>329,973.17</u>	



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1943	MONPOWER	MON POWER	REGULAR	06/03/2016	11,492.81	

GENERAL FUND Bank Id 101 Totals 11,492.81
Report Totals 11,492.81

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