

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD
THURSDAY, MARCH 3, 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, orders and other correspondence.

AGENDA AND DISCUSSION ITEMS

At 9:40 A.M., the County Commission approved the hiring of Danyelle Batton as an employee in the Circuit Clerk's Office and Samantha Cobb as a case manager for the Wood County Day Report Center.

At 11:00 A.M., the County Commission opened bids for the project renovating the Courthouse entrances. They took the bids under advisement. (Order M/3319)

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

M/3319

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 11:16 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 March 3, 2016.

Wood County Commission Meeting
Held March 3, 2016

Please Print

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Wood County Commission
Agenda

03/03/2016

1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Consider request to hire Danyelle Batton – Deputy Circuit Clerk - \$24,000/year	
	Consider request to hire Samantha Cobb – Case Manager for Wood County Day Report Center - \$12.00/hour	
11:00 A.M.	Bid opening – renovations to the entrances of the Wood County Courthouse	
	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 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

MARCH 3, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION OPENED SEALED BIDS FOR
RENOVATION OF THE COURTHOUSE ENTRANCES

ORDER

On this date, the County Commission of Wood County, at 11:00 A.M., did hereby AUTHORIZE the opening of sealed bids for repair and renovation of the entrances on the second floor of the Wood County Courthouse. Sealed bids were received from the following:

- Grae-Con Construction
101 Industry Road
Marietta, OH 45750
Bid price - \$61,900.00
Alternate #1 - \$6,400.00
- Wolf Creek Contracting Co., LLC
405 Watertown Road
Waterford, OH 45786
Bid price - \$86,456.00
Alternate #1 - \$11,331.00

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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

M/3319

Mark Rhodes
WOOD COUNTY 10:38:31 AM
Instrument No 8695513
Date Recorded 03/03/2016
Document Type 000
Pages Recorded 1
Book-Page 71-339



Carole Jones

CLERK CIRCUIT COURT

WOOD COUNTY JUDICIAL BUILDING

2 GOVERNMENT SQUARE

PARKERSBURG, WV 26101-5353

TELEPHONE
(304) 424-1700

TERMS OF COURT
2ND MONDAY IN JANUARY
2ND MONDAY IN MAY
2ND MONDAY IN SEPTEMBER

March 9, 2016

TO: WOOD COUNTY COMMISSION

RE: Danyelle Batton

Please be advised that Danyelle Batton will become a full time employee in my office, effective March 21, 2016, and is to receive an annual salary in the amount of \$24,000.00.

Thank you for your assistance in this matter.

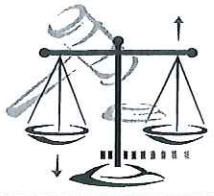
Respectfully,

Carole Jones, Clerk
Circuit Court of Wood County

cc: Finance Office

Mark Rhodes
WOOD County 10:41:39 AM
Instrument No 8695515
Date Recorded 03/03/2016
Document Type CDD
Pages Recorded 1
Book-Page 71-340

3/3/16



MID-OHIO VALLEY DAY REPORT CENTER

Wood County Office: 1531 Garfield Ave, Parkersburg, WV 26101
304-422-8570 * Fax: 304-422-8579

To: Wood County Commission
From: Hernando Escandón, DRC Director *HE*
Date: 3/1/16
Re: Jackson County DRC Request to Hire

Please regard this notice as my request to hire Samantha Cobb as a General Office Support Worker/Case Manager for our Jackson County site. In this capacity, Ms. Cobb would be classified as a part-time employee working up to 29 hours per week at a rate of \$12.00 per hour.

This hiring is necessary in order to fill the vacancy created by Megan Board, who currently holds that position and whose resignation takes effect on 3/11/16. If this request is approved, Ms. Cobb is available to begin assuming these duties immediately.

I will be happy to provide any other information which you deem necessary in order to act on this request as quickly as possible.

RECEIVED

MAR - 1 '16

COUNTY ADMINISTRATOR

Mark Rhodes
WOOD County 10:43:57 AM
* Instrument No 8695517
Date Recorded 03/03/2016
Document Type COO
Pages Recorded 1
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