

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203  
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD  
MONDAY, MAY 9, 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.

The County Commission, upon a motion duly made, seconded and passed, approved minutes of April 21, 2016.

**AGENDA AND DISCUSSION ITEMS**

At 9:34 A.M., the County Commission met with Toni Tiano, Grant Consultant. Ms. Tiano requested they apply for a Highway Safety grant for the coming fiscal year. After discussion, the County Commission executed the Grant Application. (Order A/1612)

At 9:45 A.M., the County Commission executed a Resolution in regard to the 2016/2017 Wood County Home Consortium Annual Plan with the City of Parkersburg. (Order M/3369)

The County Commission signed a grant application for an Archives and History Grant with the WV Division of Culture and History. (Order M/3365)

**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

M/3364, M/3365, M/3366, M/3367, M/3368, M/3369, A/1610, A/1611, A/1612

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:46 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 May 9, 2016.

Wood County Commission Meeting  
Held May 9, 2016

Please Print

1.	Toni Triano
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Wood County Commission  
Agenda

05/09/2016

1 Court Square, Suite 203  
Parkersburg, WV 26101

9:30 A.M.	Consider Highway Safety Grant Application	Toni Tiano, Grant Consultant
	Consider Wood County Home Consortium Resolution	Ryan Barber, City of Parkersburg
	Administrator's Report	Marty Seufer
	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 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

MAY 9, 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 \$7,842.00 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE FORT BOREMAN TRAIL GRANT #S354-FOR/TB-1.00

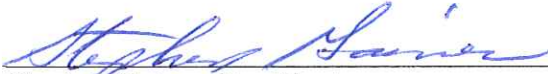
**ORDER**

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 seven thousand eight hundred forty-two dollars and zero cents (\$7,842.00) which represents reimbursement to Wood County for expenses incurred during the month of March, 2016 in regard to the Fort Boreman Trail Grant Number S354-FOR/TB-1.00. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 71, at Page 449 and bearing the date of April 4, 2016 at which time Stephen Gainer, in his official capacity as President, and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Revised Request for Reimbursement.

Documentation pertaining to the Fort Boreman Trail Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

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

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

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

WOOD COUNTY 10:38:53 AM  
Instrument No 8704762  
Date Recorded 05/09/2016  
Document Type 000  
Pages Recorded 1  
Book-Page 71-569  
Mark Rhodes

MAY 9, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE  
STEPHEN GAINER, AS PRESIDENT, TO EXECUTE AN  
AGREEMENT FOR AN ARCHIVE GRANT.

**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 an Agreement for an Archives and History Grant with the West Virginia Division of Culture and History. Said grant application is in the amount of seven thousand five hundred dollars and zero cents (\$7,500.00).

A copy of said Agreement 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/3365

**STATE OF WEST VIRGINIA**  
**Agreement between the**  
**Division of Culture and History**  
**For and on behalf of Archives and History**  
**For and on behalf of the Records Management and Preservation Board**  
**and the Wood County Commission**

This AGREEMENT is made and entered into this the **1<sup>st</sup> day of July 2016** by and between the State of West Virginia, the Division of Culture and History and the Records Management and Preservation Board, hereinafter referred to as WVDCH, and the Wood County Commission, hereinafter referred to as GRANTEE.

WHEREAS, the WVDCH is expressly authorized by Article 1, Chapter 29 of the *Code of West Virginia*, One Thousand Nine Hundred Thirty-One, as amended, on behalf of the Records Management and Preservation Board, in the exercise of its lawful duties, to administer state funds appropriated through the West Virginia Legislature from the public records and preservation revenue account to be granted by the Records Management and Preservation Board to county government entities participating in the County Records Management and Preservation Grant Program, Title 100 CSR1; and

WHEREAS, the GRANTEE submitted a request for funds to support a records project under the County Records Management and Preservation Grant Program, which the Records Management and Preservation Board approved on January 12, 2016 to provide **\$7,500** to the GRANTEE, as per Number 3 of this Agreement, and/or any provisos thereto stipulated by the Records Management and Preservation Board and agreed to by the GRANTEE.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. The WVDCH and the GRANTEE agree to cooperate in the implementation of the records management and preservation project referenced above and in compliance with Records Management and Preservation Board rules, regulations and policies.
2. The term of this project shall be for fiscal year **July 1, 2016 through June 30, 2017**, or through completion of the project, whichever comes first.
3. The WVDCH agrees to grant to the GRANTEE the sum of \$7,500, the county must provide a cash match of at least ten percent (10%) of all grant funds expended. The Records Management and Preservation Board award must be expended as follows:

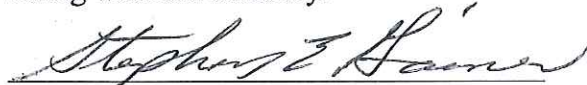
**County Clerk: \$7,500** for personnel costs to index deed books digitized by the Statewide Preservation Project using the county's records management program. It is the responsibility of the county and office holder to perform an image by image inspection of the digital records.



4. The GRANTEE certifies that it has the required cash-matching capabilities as submitted in its referenced grant application.
5. The WVDCH only agrees to transfer funds to reimburse the grantee on a quarterly basis for eligible expenditures in the referenced grant as provided in the Grant Management Packet (Invoice and supporting documentation).
6. The GRANTEE agrees to comply with all applicable federal, state and county laws, rules, regulations and policies, including but not restricted to purchasing and competitive bidding rules and procedures for purchases of equipment, services, and hiring or employing staff or contract workers, promulgated thereunder.
7. The GRANTEE hereby represents that it possesses the legal authority to contract for this Agreement, as per copy of the resolution, motion or similar action which was clearly adopted by the County Commission; and further, that it has directed and authorized the official representative to act in connection with this Agreement.
8. The GRANTEE agrees to submit quarterly Project Status Reports, Project Financial Expenditure Status Reports, supporting documentation and forms. The Final Report is due within 90 days of completion of the grant project.
9. The GRANTEE agrees to provide Government Pricing for goods and services and to maintain accurate records in accordance with generally accepted accounting principles and procedures, and to comply with requirements of the Single Audit Act of 1984 and OMB Circular A-128, in connection with referenced grant.
10. The GRANTEE agrees to obtain prior approval from the director of Archives and History, as staff to the Records Management and Preservation Board, for any amendment to the scope of work, products, budget, or reporting requirements.
11. It is the understanding of all parties to this Agreement that the WVDCH, by joining in this Agreement, does not pledge, or promise to pledge, the assets of the State of West Virginia, and does not promise to pay any part of the contract sum provided in this agreement from the monies of the Treasury of the State of West Virginia, except such monies as shall be appropriated by the West Virginia Legislature.
12. The GRANTEE shall hold and save the WVDCH and its officers, agents and employees harmless from liability of any nature, including cost and expense, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent or representative of the GRANTEE.

13. This Agreement may be terminated with the consent of both parties or by either party because of non-performance by the other. Such termination must be in writing and GRANTEE must submit a final report, on the form provided in the Grant Management Packet, documenting work performed and expenditures incurred during the term of the Agreement. GRANTEE must request grant extensions in writing to the Director on or before April 1<sup>st</sup> of the grant year. The request must demonstrate a good faith effort to conduct and make progress on the project for which the RMPB funds were made available; include a statement explaining and providing justification for failure to complete the project and provide a written schedule and explanation for completion of the project within the period of time requested, this being no later than December 31 of the calendar year the grant was to have been completed. A county which receives a grant for the forthcoming fiscal year may not request an extension on the current fiscal year's grant.

IN WITNESS WHEREOF, the parties hereto attach their signatures representing that each is acting with full authority.

  
\_\_\_\_\_  
President of the County Commission

5/9/2016  
Date

\_\_\_\_\_  
Director, Archives and History

\_\_\_\_\_  
Date

## Records Management and Preservation Board Certification

I certify that I reviewed the Agreement for the County Records Management and Preservation Grant Program. I acknowledge that the grant requirements and county obligations were explained to me, and that I was given the opportunity to ask questions, and that I understand and will comply with these requirements.

I agree to have the grant Agreement signed by the President of the County Commission, and return it to Denise Ferguson, Archives and History, The Culture Center, Building 9, 1900 Kanawha Boulevard, East, Charleston, WV 25305-0300 within five working days.

County Project Director: Mark Rhodes

Phone Number: 304-424-1892

E-mail: mshodes@woodcountywv.com

Date: 5/9/2016

**County Records Management & Preservation Grant Program**  
**Project Expenditure Worksheet**  
**2016-17**

County: Wood County Clerk

**Example Reimbursement Calculation (formula):**

RMPB Grant Award: \$7,500

Total Project Cost: \$8,250

Cash Match (Total Project Cost divided by 11): \$750

RMPB Reimbursement (Total Project Cost divided by 1.1): \$7,500

**Notes: The reimbursement will not exceed the grant award amount.  
Cash match must be at least 10% of RMPB grant funds expended.**

**Excel spreadsheet (use reimbursement formula and round off):**

RMPB Grant Award	\$7,500.00
Total Project Cost	\$8,250.00
Cash Match	\$750.00
RMPB Reimbursement	\$7,500.00

**When requesting reimbursement, please submit the RMPB invoice, employee time sheets, and verification the employee was paid.**

**Current employees may be used in excess of regular work hours if devoted totally to the work approved in the Agreement. The overtime rate should be indicated on the time sheet. Part time employees can be used at their regularly hourly rate.**

County Records Management & Preservation Grant Program  
Time Sheet

Grant No. \_\_\_\_\_

\_\_\_\_\_  
Name of Person Contributing Time

\_\_\_\_\_  
Title

Date	Start Time	End Time	Total Hours Worked	Services	Hourly Rate	Value
Totals						

\_\_\_\_\_  
Signature of person providing services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor verification

\_\_\_\_\_  
Date

MARK Rhodes  
 WOOD County 10:52:01 AM  
 Instrument No 8704775  
 Date Recorded 05/09/2016  
 Document Type CCD  
 Pages Recorded 7  
 Book-Page 71-578

MAY 9, 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 April, 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)	<b>Sub-Grantee:</b> <span style="float: right;"><b>Wood County Commission</b></span>
	<b>Address:</b> <span style="float: right;">One Court Square, Suite 203 Parkersburg, WV 26101</span>
	<b>P. O. Number</b> <span style="float: right;">MV1603DOHWZ</span>
	<b>Grant Number:</b> <span style="float: right;">F16-HS-03-DOHWZ</span>
	<b>FEIN Number:</b> <span style="float: right;">556 000 417</span>
	<b>Funds are hereby requested to cover expenditures</b> <b>For the period of:</b> <span style="float: right;">4/1/16 - 4/30/16</span>

### PROJECT CASH EXPENDITURES

Account Number	Amount
	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

### 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* 5/9/2016

(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 10:34:41 AM  
 Instrument No 8704758  
 Date Recorded 05/09/2016  
 Document Type COO  
 Pages Recorded 2  
 BOOK-Page 71-565

MAY 9, 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-03-408. 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-03-408. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of April, 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.

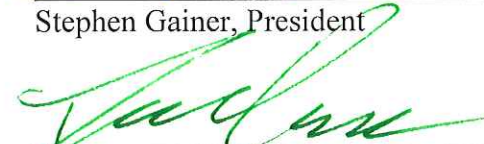
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

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)	<b>Sub-Grantee:</b> <span style="float: right;"><b>Wood County Commission</b></span>
	<b>Address:</b> <span style="float: right;">One Court Square, Suite 203 Parkersburg, WV 26101</span>
	<b>P. O. Number:</b> <span style="float: right;">MV1603408</span>
	<b>Grant Number:</b> <span style="float: right;">F16HS-03-408</span>
	<b>FEIN Number:</b> <span style="float: right;">556 000 417</span>
	<b>Funds are hereby requested to cover expenditures For the period of:</b> <span style="float: right;">4/1/16 - 4/30/16</span>

**PROJECT CASH EXPENDITURES**

Account Number	Amount
	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

**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*                     5/9/2016                      
(Typed Name And Title) (Signature) (Date)  
(Authorized Official or Grant Financial Officer Only)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY						
<b>ADMINISTRATIVE APPROVAL</b>						
This request is approved for the amount of:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"> </td> <td style="width: 50%; height: 20px;"> </td> </tr> <tr> <td style="text-align: center; font-size: small;">(Approved)</td> <td style="text-align: center; font-size: small;">(Date)</td> </tr> </table>			(Approved)	(Date)	
(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 10:37:00 AM  
 Instrument No 8704760  
 Date Recorded 05/09/2016  
 Document Type 000  
 Pages Recorded 2  
 Book-Page 71-567

MAY 9, 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-03-410. SAID REQUEST IS IN THE AMOUNT OF \$0.00

ORDER

On this date, the County Commission of Wood County, upon a motion made by 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-03-410. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of April, 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)	<b>Sub-Grantee:</b> <span style="float: right;"><b>Wood County Commission</b></span>
	<b>Address:</b> <span style="float: right;">One Court Square, Suite 203 Parkersburg, WV 26101</span>
	<b>P. O. Number</b> <span style="float: right;"><b>MV1603410</b></span>
	<b>Grant Number:</b> <span style="float: right;"><b>F16-HS-03-410</b></span>
	<b>FEIN Number:</b> <span style="float: right;"><b>556 000 417</b></span>
	<b>Funds are hereby requested to cover expenditures For the period of:</b> <span style="float: right;"><b>4/1/16 - 4/30/16</b></span>

**PROJECT CASH EXPENDITURES**

Account Number	Amount
	\$0.00
	\$0.00

**CERTIFICATION:**

I certify that this report represents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant. All documentation is available for inspection at the request of the Governor's Highway Safety Program.

BY: Stephen Gainer, President  5/9/2016

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

(Authorized Official or Grant Financial Officer Only)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY							
<b>ADMINISTRATIVE APPROVAL</b>							
This request is approved for the amount of:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; height: 20px;"> </td> <td style="width: 30%; height: 20px;"> </td> <td style="width: 40%; height: 20px;"> </td> </tr> <tr> <td> </td> <td style="text-align: center;">(Approved)</td> <td style="text-align: center;">(Date)</td> </tr> </table>					(Approved)	(Date)
	(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 Rhoades  
 WOOD County 10:40:42 AM  
 Instrument No 8704765  
 Date Recorded 05/09/2016  
 Document Type 000  
 Pages Recorded 2  
 BOOK-PAGE 71-510

MAY 9, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY EXECUTE A  
RESOLUTION RELATING TO THE WOOD COUNTY HOME  
CONSORTIUM ANNUAL PLAN.

**ORDER**

On this date, upon a motion made by David Blair Couch, seconded by Robert K. Tebay and made unanimous by Stephen Gainer, did hereby EXECUTE a Resolution adopting the 2016/2017 Wood County Home Consortium Annual Plan.

Copies of said Resolution and plan 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

M/3369



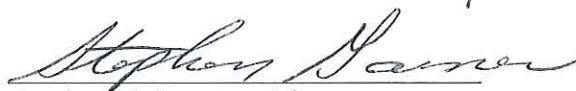
**RESOLUTION**

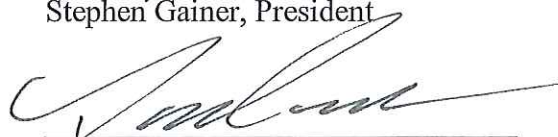
*Be it resolved by the Wood County Commission,* that the Parkersburg/Wood County HOME Consortium Annual Plan for the year 2016 to 2017 is hereby adopted.

Adopted this 9th day of May, 2016.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
Stephen Gainer, President

  
David Blair Couch, Commissioner

  
Robert K. Tebay, Commissioner

**2016**  
**Parkersburg/Wood County HOME Consortium**  
**ONE – YEAR ACTION PLAN**

The City of Parkersburg/Wood County HOME Consortium’s One – Year Action Plan establishes the following priorities for HOME funds during the 2016 Program Year (July 1, 2016 – June 30, 2017). The programs listed, will be the investments and specific activities to be undertaken. All funds will benefit Low to Moderate Income Households throughout Wood County.

The HOME Consortium is expected to receive **\$242,153** from the U.S. Department of Housing and Urban Development in HOME Program Funds. Program Income is anticipated to be **\$25,000** with a total budget of **\$267,153** for housing activities in the FY 2016.

Based upon the funding anticipated, the following activities are expected to be implemented in Wood County during FY 2016:

I.	<u>Housing Programs</u>	
a)	First-time Homebuyers Program (SHOP)	\$50,000.00
b)	Community Housing Development Organization	\$85,000.00
c)	Single Family Owner-Occupied Rehabilitation Program	\$50,000.00
d)	Down Payment Assistance Program	\$56,773.46
II.	<u>Planning and Administration</u>	
a)	General Administration (HOME)	\$25,379.54
III.	<u>Total</u>	\$267,153.00

Mark Rhodes  
WOOD COUNTY 10:49:30 AM  
Instrument No 8704773  
Date Recorded 05/09/2016  
Document Type 030  
Pages Recorded 3  
Book-Page 71-575

MAY 9, 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 \$76,193.25 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F16-HS-03-408.

**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 seventy-six thousand one hundred ninety-three dollars and twenty-five cents (\$276,193.25) which represents reimbursement to Wood County for expenses incurred during the month of February, 2016, in regard to the Governor's Highway Safety Program Grant Number F16-HS-03-408. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 71, at Page 382 and bearing the date of March 14, 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 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

Mark Rhodes  
WOOD COUNTY 10:42:26 AM  
Instrument No 8704766  
Date Recorded 05/09/2016  
Document Type COO  
Pages Recorded 1  
Book-Page 71-572

A/1610

MAY 9, 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 \$1,916.07 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F16-HS-03-154.

**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 one thousand nine hundred sixteen dollars and seven cents (\$1,916.07) which represents reimbursement to Wood County for expenses incurred during the month of February, 2016, in regard to the Governor's Highway Safety Program Grant Number F16-HS-03-154. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 71, at Page 401 and bearing the date of March 17, 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 Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

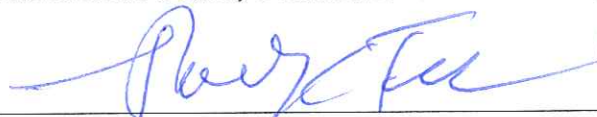
THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

WOOD COUNTY 10:44:49 AM  
INSTRUMENT NO 8704768  
DATE RECORDED 05/09/2016  
DOCUMENT TYPE ORD  
PAGES RECORDED 1  
BOOK-PAGE 71-573

Mark Rhodes



MAY 9, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE STEPHEN GAINER, AS PRESIDENT, TO EXECUTE THE APPLICATION FOR THE CONTINUATION OF THE MID-OHIO VALLEY REGIONAL HIGHWAY SAFETY PROGRAM GRANT FOR OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017.

**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, the Grant Application for the Mid-Ohio Valley Regional Highway Safety Program for the period of October 1, 2016– September 30, 2017. Said Grant Application is in the amount of four hundred sixteen thousand six hundred fifty dollars and zero cents (\$416,650.00) and is being submitted to the West Virginia Governor’s Highway Safety Program.

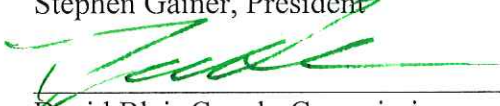
The aforementioned Grant Application and pertinent documentation pertaining to the aforementioned Grant Application is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

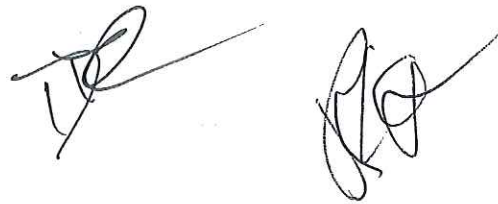
A/1612

WOOD County 10:46:48 AM  
Instrument No 8704772  
Date Recorded 05/09/2016  
Document Type COO  
Pages Recorded 1  
Book-Page 71-574  
Mark Rhodes

# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1922	MONPOWER	MON POWER	REGULAR	05/04/2016	17,783.76	

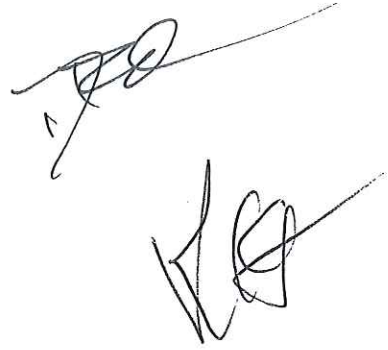
GENERAL FUND Bank Id 101 Totals 17,783.76  
Report Totals 17,783.76



# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1923	DENTAL	RENAISSANCE	REGULAR	05/05/2016	1,621.73	

GENERAL FUND Bank Id 101 Totals 1,621.73  
Report Totals 1,621.73

Two handwritten signatures in black ink, one above the other, located on the right side of the page.