

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD
THURSDAY, AUGUST 10, 2017

PRESENT: DAVID BLAIR COUCH, PRESIDENT
ROBERT K. TEBAY, COMMISSIONER
JAMES COLOMBO, 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 July 24, 27 and 31, 2017.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission, met with John Reed, Wood County Solid Waste Authority Director. He presented awards for the ATV Trail System at Mountwood Park.

At 9:52 A.M., the County Commission met with Rick Woodyard, Wood County E-911 Director. He discussed the quotes he received for the garage/workshop he wants to construct on the property. After discussion, the County Commission authorized the purchase of a building from WCI at a cost of \$69,800.00. (Order M/3722)

At 10:14 A.M., the County Commission discussed possible revisions to the County purchasing policy that removed language specifying the manner in which the County Clerk is authorized to make payment on invoices. (Order M/3721)

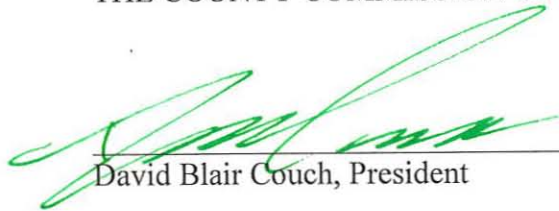
ORDERS APPROVED AND ATTACHED TO THESE MINUTES

M/3721, M/3722, M/3724, M/3726, A/1801, A/1802, A/1803, A/1804

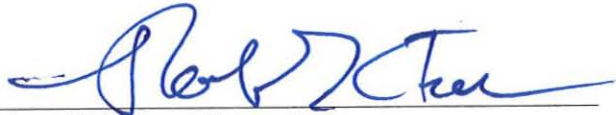
Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:25 A.M.

APPROVED:

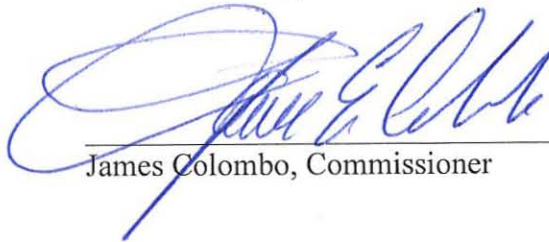
THE COUNTY COMMISSION OF WOOD COUNTY

A green ink signature of David Blair Couch, written in a cursive style, positioned above a horizontal line.

David Blair Couch, President

A blue ink signature of Robert K. Tebay, written in a cursive style, positioned above a horizontal line.

Robert K. Tebay, Commissioner

A blue ink signature of James Colombo, written in a cursive style, positioned above a horizontal line.

James Colombo, Commissioner

To listen to this meeting, please refer to DVD labeled August 10, 2017.

Wood County Commission Meeting
Held August 10, 2017

Please Print

1.	Rick Woodyard
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Wood County Commission
Agenda

8/10/2017

1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Discuss quotes received for the E-911 Garage/Workshop	Rick Woodyard, E-911 Telecommunications Center Director
	Mountwood Park awards	John Reed
	Consider revision to County Purchasing Policy	
	Administrator's Report	Marty Seuffer, County Administrator
	County Commission Reports	

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

Correspondence for this meeting will be available for public review during regular office hours in Room 205 of the Wood County Courthouse two (2) days prior to the meeting

Exhibit 1

Discussion, Review and Approval of the following items may be included during this meeting and are available for public inspection in the Office of the County Administrator two days prior to this meeting.

Budget revisions

Purchase orders and requisitions

Revisions, reimbursement requests, resolutions and correspondence for grants

Grant disbursements to other entities

Invoices for expenditures to be paid

Reimbursements for travel expenses

Bid specifications and procedures for bids previously authorized by the Commission

Monthly Hotel Occupancy Tax Collection disbursements

Disbursements for previously approved Innovative Programming Grants

Tax refunds, exonerations, improprieties and consolidations

Probate items, including settlements, petitions and Fiduciary Commissioner reports

General Fund disbursements to entities

Funding requests from local organizations by written form

Payroll modification as submitted by elected officials

AUGUST 10, 2017

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 \$5,140.93 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F17-HS-03-405b.


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 five thousand one hundred forty dollars and ninety-three cents (\$5,140.93) which represents reimbursement to Wood County for expenses incurred during the month of May, 2017, in regard to the Governor's Highway Safety Program Grant Number F17-HS-03-405b. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 73, at Page 231 and bearing the date of June 12, 2017, at which time David Blair Couch, in his official capacity as President and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

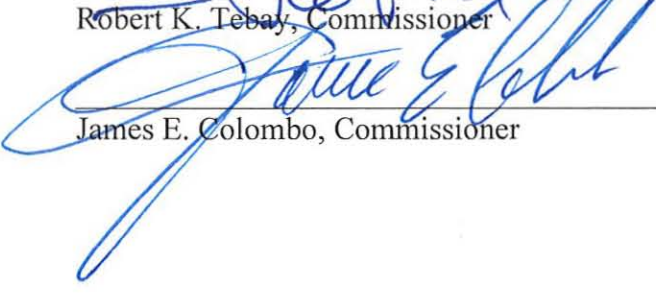
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


David Blair Couch, President


Robert K. Tebay, Commissioner


James E. Colombo, Commissioner

A/1801

Mark Rhodes
WOOD County 01:18:35 PM
Instrument No 8761141
Date Recorded 08/10/2017
Document Type CCO
Pages Recorded 1
Book+Page 73-541

AUGUST 10, 2017

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 \$1,026.85 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F17-HS-03-405D.

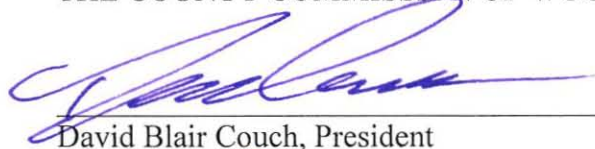
ORDER

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 twenty-six twenty-two dollars and eighty-five cents (\$1,026.85) which represents reimbursement to Wood County for expenses incurred during the month of May, 2017, in regard to the Governor's Highway Safety Program Grant Number F17-HS-03-405D. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 73, at Page 229 and bearing the date of June 12, 2017, at which time David Blair Couch, 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:

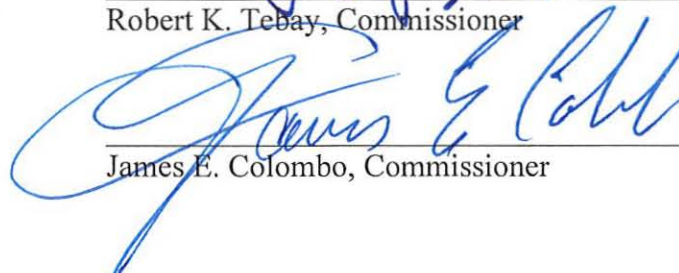
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/1802

Mark Rhodes
WOOD COUNTY 01:17:06 PM
Instrument No 8761140
Date Recorded 08/10/2017
Document Type CDD
Pages Recorded 1
Book-Page 73-540

AUGUST 10, 2017

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 \$2,727.15 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F17-HS-03-406.


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 two thousand seven hundred twenty-seven dollars and fifteen cents (\$2,727.15) which represents reimbursement to Wood County for expenses incurred during the month of May, 2017, in regard to the Governor's Highway Safety Program Grant Number F17-HS-03-406. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 73, at Page 237 and bearing the date of June 12, 2017, at which time David Blair Couch, in his official capacity as President, and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

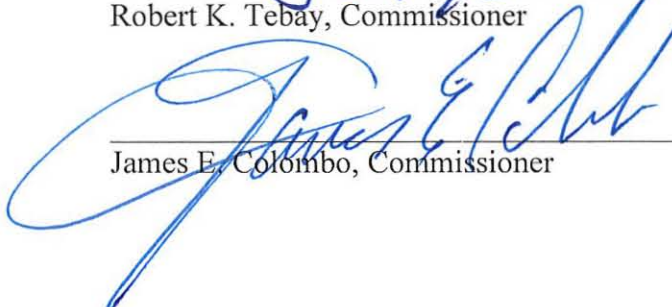
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


David Blair Couch, President


Robert K. Tebay, Commissioner


James E. Colombo, Commissioner

A/1803

Mark Rhodes
WOOD County 01:15:36 PM
Instrument No 8761139
Date Recorded 08/10/2017
Document Type CDO
Pages Recorded 1
Book-Page 73-539

AUGUST 10, 2017

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 \$4,918.80 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F17-HS-03-402.

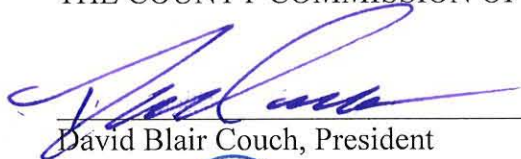
ORDER

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 four thousand nine hundred eighteen dollars and eighty cents (\$4,918.80) which represents reimbursement to Wood County for expenses incurred during the month of June, 2017, in regard to the Governor's Highway Safety Program Grant Number F17-HS-03-402. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 73, at Page 349 and bearing the date of July 13, 2017, at which time David Blair Couch, in his official capacity as President and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

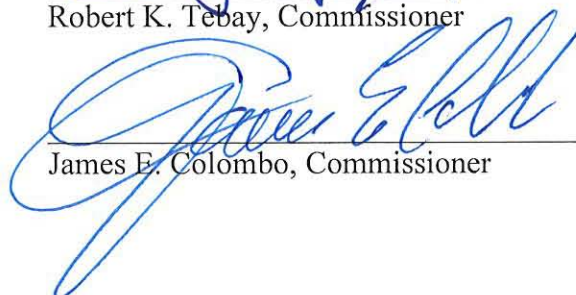
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


David Blair Couch, President


Robert K. Tebay, Commissioner


James E. Colombo, Commissioner

Mark Rhodes
WOOD County 01:14:14 PM
Instrument No 9761138
Date Recorded 08/10/2017
Document Type CDD
Pages Recorded 1
Book-Page 73-538

AUGUST 10, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
A REVISION TO THE COUNTY PURCHASING POLICY

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, did hereby AUTHORIZE a Revision to the Wood County Purchasing Policy. Said Revision removes all language in section (4.) and replaces it with: Invoices appearing on the Wood County Commission Approved Vendor list may be paid prior to authorization.

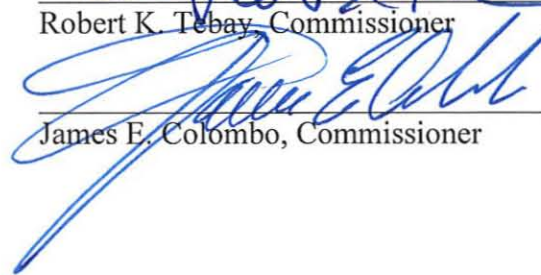
A copy of said Revised Policy is attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President

Robert K. Tebay, Commissioner

James E. Colombo, Commissioner

M/3721 purchasing

1. Purchases shall be made by the use of the County Purchase Order system. The County Commission recognizes that from time to time issues will arise that prevent the purchasing department from obtaining a purchase order prior to making certain purchases. In the event that circumstances require such a purchase, the purchasing department shall obtain a purchase order the next business day.
2. The County Administrator's office will create purchase orders upon the request of a purchasing department, provided that the purchasing department has adequate funds for purchases. However, such purchases shall not be made until approved by the Wood County Commission. Upon obtaining said signed purchase order, the purchasing department may proceed with said purchase.
3. To encourage competition, the County Commission requests that pricing from three vendors be submitted with each proposed purchase between five thousand dollars and zero cents (\$5,000.00) and fourteen thousand nine hundred ninety-nine dollars and ninety-nine cents (\$14,999.99). Purchases fifteen thousand dollars and zero cents (\$15,000.00) and over shall be based upon the county's Ordinance Regulating Purchasing by Competitive Bids.
4. Invoices appearing on the Wood County Commission Approved Vendor List may be paid prior to authorization.
5. This purchasing policy shall not apply to travel and related expenses. Said expenses shall be in compliance with the Travel Policy.
6. The use of a County Purchasing Card is recognized as a form of payment. Purchases made using the Purchasing Card shall follow the purchasing policy.

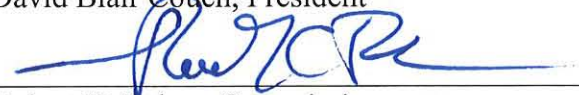
7. Purchasing cards shall not be used for auction based websites. A single purchasing card shall be established through the County Administrator's Office for purchases on such sites using forms of payment such as Paypal and other similar forms of payment. Purchase orders and authorization for such purchases shall be obtained through the County Administrator's Office.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

Adopted May 30, 2013

Amended June 2, 2014 (nunc pro tunc May 29, 2014)

Amended August 11, 2014

Amended July 13, 2017

Amended August 10, 2017

Mark Rhodes
WOOD County 01:11:10 PM
Instrument No 8761136
Date Recorded 08/10/2017
Document Type CDO
Pages Recorded 3
Book-Page 73-532

AUGUST 10, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
THE E-911 CENTER TO PURCHASE A GARAGE BUILDING

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, did hereby AUTHORIZE the Wood County E-911 Center to purchase a garage/workshop building from W.C.I., 621 Dutch Ridge Road, Parkersburg, West Virginia, at a cost of sixty-nine thousand eight hundred dollars and zero cents (\$69,800.00).

Said purchase is upon the recommendation of E-911 Director, Rick Woodyard, who obtained three (3) written quotes for said bidding. Bids were advertised with none being received by the bid deadline of July 10, 2017.

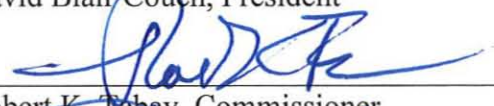
A copy of the quote is attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President

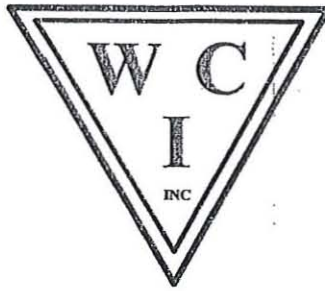


Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

M/3722



621 Dutch Ridge Rd. Parkersburg, WV 26104-7041

(304) 428-2775
FAX: (304) 422-7566
LIC. #WV020531

July 27, 2017

Wood County Commission
1211 Market Street
Parkersburg, WV 26101

Attn: Rick Woodyard, Director 911

Re: Addition to existing garage at Core Road facility

Gentlemen:

We are pleased to offer this firm quotation for the construction of an addition to garage noted above. We include all material, labor, equipment, taxes, insurance, permits, etc. to perform the work as follows:

Saw cut existing pavement and remove. Install concrete footing, block foundation walls and limestone fill inside. Place and finish concrete floor 5 inches thick, reinforced with wire mesh, sloped to drain trough near rear of addition as discussed.

Provide rough in floor plumbing for bathroom extended to 5 feet outside building line.

Stick frame with 2x6 walls exterior and 2x4 walls interior. One workroom/office 12x12 and one bathroom provided in corner of addition. Trussed roof framing with 29 gauge metal walls and roof sheeting. Provide one man door at front exterior of addition and one 12 high by 18' wide overhead door, insulated steel with operator. One man door and one window in office wall.

No electrical or HVAC. No plumbing other than that noted.

One year warranty on all material and labor, Start Aug.17.
completion in 45 days.

Forty year warranty on metal roof and siding.

Total cost for a 36' by 36' addition is \$58,100.00

Total cost for a 36' by 46' addition is \$69,800.00.

Thank you for allowing us to bid this job. Please let us know if you have questions.

Sincerely,

Roger Whited, Pres.



Contractor #WV051273

PK Contracting
5572 Old Saint Marys Pike
Parkersburg, WV 26104
(304) 482-8270

Wood County Commission
1211 Market Street
Parkersburg, WV 26101

ESTIMATE 07282017

Project: Core Road Facility Addition

Activity	Amount
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Cut and Remove Existing Pavement
Install block foundation with limestone fill
Form and pour 5" reinforced wire mesh concrete floor with slope towards drain

Rough in floor plumbing for bathroom and extend 5' outside building

Stick frame 2x6 exterior walls and 2x4 interior walls: Provides one office 12x12 and one bathroom.
Trussed roof framing. 29 gauge metal walls and roof sheeting. Provide one exterior man door and one 12x18 operational insulated overhead door. Provide one man door and one window in office wall.

No electrical or HVAC.

Forty year warranty on metal roof and siding. One year warranty on all material and labor.

36x36 Addition: \$ 64,800.00

36x46 Addition: \$ 75,000.00

All material is guaranteed to be as specified and the above work to be performed in accordance with the drawings and specifications submitted for the above work and completed in a substantial workmanlike manner.

Any changes or upgrades are subject to additional charges.

Mark Rhodes
WOOD County 01:12:38 PM
Instrument No 8761137
Date Recorded 08/10/2017
Document Type CDD
Pages Recorded 3
Book-Page 73-535

AUGUST 10, 2017

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 \$72,249.46 OF WHICH \$31,846.75 REPRESENTS REIMBURSEMENT IN REGARD TO THE WV DIVISION OF CRIMINAL JUSTICE SERVICES COMMUNITY CORRECTIONS GRANT 17-CC-26.

ORDER

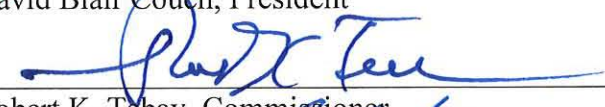
On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of seventy-two thousand two hundred forty-nine dollars and forty-six cents (\$72,249.46) of which thirty-one thousand eight hundred forty-six dollars and seventy-five cents (\$31,846.75) represents reimbursement to Wood County for expenses incurred during the month of April, 2017 in regard to the West Virginia Division of Criminal Justice Services Community Corrections Grant Number 17-CC-26. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 73, at Page 201 and bearing the date of May 25, 2017, at which time David Blair Couch, 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


David Blair Couch, President


Robert K. Tebay, Commissioner


James E. Colombo, Commissioner

M/3724

Mark Rhodes
WOOD County 01:36:39 PM
Instrument No 8761148
Date Recorded 08/10/2017
Document Type CDD
Pages Recorded 1
Book-Page 73-543

AUGUST 10, 2017

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 \$72,249.46 OF WHICH \$40,402.71 REPRESENTS REIMBURSEMENT IN REGARD TO THE WV DIVISION OF CRIMINAL JUSTICE SERVICES COMMUNITY CORRECTIONS GRANT 17-CC-26.

ORDER

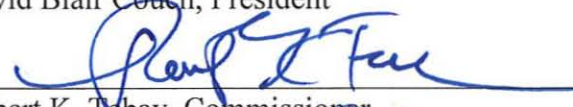
On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of seventy-two thousand two hundred forty-nine dollars and forty-six cents (\$72,249.46) of which forty thousand four hundred two dollars and seventy-one cents (\$40,402.71) represents reimbursement to Wood County for expenses incurred during the month of May, 2017 in regard to the West Virginia Division of Criminal Justice Services Community Corrections Grant Number 17-CC-26. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 73, at Page 281 and bearing the date of June 26, 2017, at which time David Blair Couch, in his official capacity as President, and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

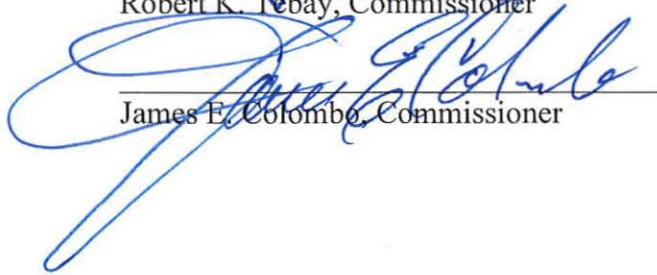
Documentation pertaining to the WVDCJS Community Corrections Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


David Blair Couch, President


Robert K. Tebay, Commissioner


James E. Colombo, Commissioner

M/3725

Mark Rhodes
WOOD County 01:20:18 PM
Instrument No 8761142
Date Recorded 08/10/2017
Document Type CDD
Pages Recorded 1
Book-Page 73-542