

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD
THURSDAY, DECEMBER 14, 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 November 27, 2017 and November 30, 2017.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission met with Elizabeth Green from the Mid-Ohio Valley Board of Health to discuss water wells and regulations in Wood County.

At 10:26 A.M., Christina Hockenberry and Kristina Welch were sworn as Deputy Clerks for the Wood County Clerk's Office.

At 10:33 A.M., the County Commission met with Sarah Farnsworth, Compliance Officer. She updated the Commission on properties she has been addressing through the Abandoned Building Ordinance.

At 10:44 A.M., the County Commission approved the hiring of Zachary S. Bibbee and Richard L. Tingler as Holding Center Officers.

At 11:00 A.M., the County Commission, upon a motion duly made, seconded and passed, appointed Tiffany Kiger to the Wood County Communications Board. (Order M/3813)

The County Commission, upon a motion duly made, seconded and passed, reappointed Tim Graham to the Wood County Parks and Recreation Commission (Mountwood Park). (Order M/3815)

The County Commission authorized the Requisition for Payment Number Five for the Emerson Commons Tax Increment Financing (TIF) District. (Order M/3811)


ORDERS APPROVED AND ATTACHED TO THESE MINUTES

M/3811, M/3812, M/3813, M/3814, M/3815

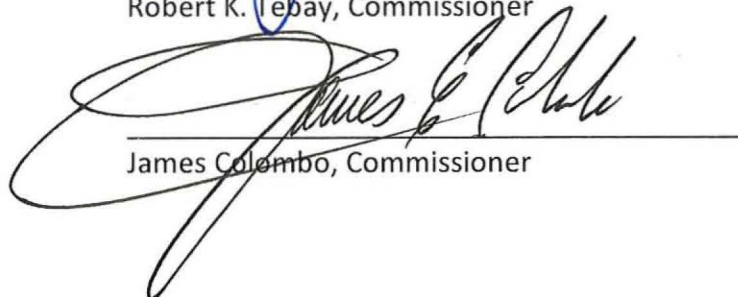
Having no further scheduled appointments or business to attend to, the County Commission adjourned at 11:13 A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President

Robert K. Tebay, Commissioner

James Colombo, Commissioner

To listen to this meeting, please refer to DVD labeled December 14, 2017.

Wood County Commission Meeting
Held December 14, 2017

Please Print

| | |
|-----|-----------------|
| 1. | Elizabeth Green |
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Wood County Commission
Agenda

12/14/2017

1 Court Square, Suite 203
Parkersburg, WV 26101

| | | |
|-----------|--|---|
| 9:30 A.M. | Discuss water wells and well regulations | Elizabeth Green – Mid-Ohio Valley Board of Health |
| | Consider appointing Tiffany Kiger to the Wood County Community Corrections Board | |
| | Consider appointing Tim Graham to the Wood County Parks and Recreation Commission (Mountwood Park) | |
| | Consider Request to Hire – Zachary S. Bibbee as a Holding Center Officer for the Wood County Sheriff's Department- \$25,000.08/yr Consider Request to Hire – Richard L. Tingler as a Holding Center Officer for the Wood County Sheriff's Department - \$25,000.08/yr | |
| | Announce vacancies on the Wood County Planning Commission (Blair & Schaffer) | |
| | Administrator's Report | Marty Seufer, 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

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

DECEMBER 14, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
A PAYMENT FOR EMERSON COMMONS TIF DISTRICT.


ORDER

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James E. Colombo and made unanimous by David Blair Couch, did hereby AUTHORIZE Requisition for Payment Number Five (5) for the Emerson Commons Tax Increment Financing (TIF) District. Said payment is in the amount of four hundred thirty-eight thousand nine hundred three dollars and ninety-six cents (\$438,903.96).

A copy of said Requisition for Payment is attached to this Order and should be made a part thereof.

APPROVED:

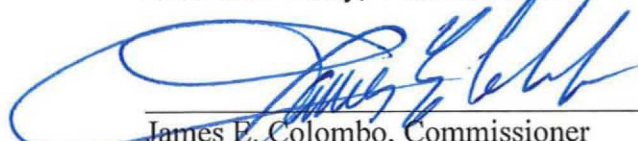
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

M/3811

REQUISITION FOR PAYMENT FROM
PROJECT FUND

\$4,700,000

The County Commission of Wood County
Tax Increment Revenue Bonds
(Emerson Commons Project No. 1)
Series 2017 (TAXABLE)

REQUISITION FOR PAYMENT NO. 6

The County Commission of Wood County, a public corporation and governing body of Wood County, a political subdivision of the State of West Virginia (the "Issuer"), and Emerson Commons LLC, a West Virginia limited liability company (the "Developer") by their duly Authorized Officers, hereby certify, in connection with this Requisition for Payment from the Project Fund (the "Requisition") under an Trust Indenture for the above captioned Bonds (the "Bonds"), dated as of July 1, 2017 (the "Indenture") between the Issuer and WesBanco Bank, Inc., as trustee thereunder (the "Trustee") and a Development Agreement (the "Development Agreement), dated July 21, 2017, by and between the Issuer and the Developer, that:

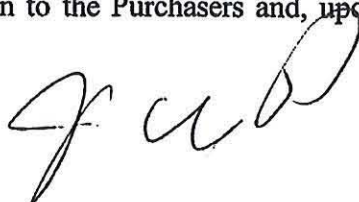
1. Terms used herein and not otherwise defined herein shall have the meanings given such terms in the Indenture and in the Development Agreement.

2. The amount requested to be disbursed by this Requisition: (a) is a portion of the Costs of the Project authorized for funding under the Indenture and Development Agreement; (b) includes only payments for work, materials, equipment and other costs that constitute capital costs of the TIF Project which have been incurred and remain unpaid; and (c) is an authorized expenditure under the Project Plan for the Development District and the TIF Act.

3. The total amount requested to be disbursed pursuant to this Requisition is \$438,903.96. As set forth in **Schedule I** attached hereto, of the total amount of such disbursement:

- (a) \$ is to be paid to the Developer as reimbursement to the Developer for one or more invoices or statements, each of which was previously paid by the Developer to an entity that is not affiliated with the Issuer or the Developer; and
- (b) \$438,903.96 is to be paid to one or more third party payees, each of which are not affiliated with the Issuer or the Developer (including any mortgagee or trust deed beneficiary, contractor or supplier of materials), or to be paid on a joint basis to the Issuer or the Developer and such a third party payee with respect to an expense previously incurred but not yet paid.

4. The Trustee is directed to forward this Requisition to the Purchasers and, upon

A handwritten signature in dark ink, appearing to be 'J. A. D.', is written over the bottom right portion of the text in item 4.

receipt of requested funds from the Purchasers and the deposit of such funds by the Trustee into the Project Fund to thereafter disburse from the Project Fund to the parties and in the amounts indicated in this Requisition.

5. In connection with the foregoing request and authorization, the undersigned authorized representative of the Issuer does hereby certify to the Trustee that:

(a) the obligations in the stated amounts have been incurred by the Issuer and are presently due and payable and each item hereof is a proper charge against the Project Fund and has not been previously paid from the Project Fund;

(b) such costs are valid "costs" of a "project" under the Act and no part thereof was included in any other requests previously filed with the Bond Trustee;

(c) there has not been filed with or served upon the Issuer any notice of claim of lien, right to a lien or attachment upon, or claims affecting the right of any person, firm or corporation named above, to receive payment of any of the amounts payable to any of the persons named above, that has not been released or will not be released simultaneously with the payment of such obligation; and

(d) this statement and all exhibits hereto shall be conclusive evidence of the facts and statements set forth herein.


In either event, the amounts set forth herein and in **Schedule I** attached hereto are supported by the attached copies of invoices or statements.

[Signature page follows this page.]

A handwritten signature in black ink, appearing to be "Jmf", is located in the bottom right corner of the page.

IN WITNESS WHEREOF, this Requisition has been duly executed by the Issuer and by the Developer by their duly Authorized Officers this December 14, 2017.

THE COUNTY COMMISSION OF
WOOD COUNTY

By: 
Its President

EMERSON COMMONS LLC

By: 
Its Manager

RESIDENT PROJECT REPRESENTATIVE'S CERTIFICATE

STEVEN CAW, P.E., as Resident Project Representative for the TIF Project, hereby certifies that the portion of the TIF Project for which payment is requested hereby has been constructed in accordance with the plans and specifications therefore, that payment is now due and owing for such costs, and that such costs have not been the subject of a previous requisition by the Issuer and the Developer.

RESIDENT PROJECT REPRESENTATIVE

By: Steven A. Caw
Name: STEVEN A. CAW P.E.
Title: VP - Project Manager

J r f

Schedule I
to Requisition

REIMBURSEMENT AND THIRD PARTY PAYMENTS

- (1) Total Amount of disbursement pursuant to this Requisition: \$438,903.96
- (2) Reimbursement to the Developer:

| <u>Vendor</u> | <u>Description of Expense</u> | <u>Date of Payment</u> | <u>Amount</u> |
|-----------------------------|-------------------------------|------------------------|---------------|
| 1. See Attached Spreadsheet | | | |
| TOTAL | | \$ | |

- (3) Payment to third party payees:

| <u>Vendor</u> | <u>Description of Expense</u> | <u>Amount</u> | <u>Payee Name(s)/ Address(es)</u> |
|-------------------------------------|-------------------------------|---------------|-----------------------------------|
| 1. Capitol Valley Contracting, Inc. | Site Work | \$397,616.71 | See Invoice |
| 2. CEC | Construction Mgm't | \$37,441.01 | See Invoice |
| 3. CEC | Geo Tech | \$3,846.24 | See Invoice |
| TOTAL | | \$438,903.96 | |

The items listed for reimbursement to the Developer or the Issuer or payment to third party payees are supported by attached copies of invoices or statements.

Schedule I
to Requisition
(continued)

(Attached) Copies of Invoices or Statements

A handwritten signature in black ink, consisting of a large, stylized 'J' followed by a series of loops and a final 'D' shape.

| TIF Draw Down | | 12/10/2017 | | |
|-----------------------------------|----------------------------|----------------|----------------|----------------|
| Draw Number | | 6 | | |
| Category | Vendor | Invoice Number | Invoice Amount | Category Total |
| Legal | | | | |
| Total Legal | | | | 0.00 |
| Project Management | | | | |
| Total Project Management | | | | 0.00 |
| Erosion and Sediment Control | Capitol Valley Contracting | 4 | 11,328.06 | |
| Total E & S Control | | | | 11,328.06 |
| Earthwork | Capitol Valley Contracting | 4 | 337,686.65 | |
| Total Earth Work | | | | 337,686.65 |
| Development Roads - Onsite | Capitol Valley Contracting | 4 | 6,270.00 | |
| Totals Development Roads - Onsite | | | | 6,270.00 |
| Misc. Site Features | Capitol Valley Contracting | 4 | 3,990.00 | |
| Total Misc. Site Features | | | | 3,990.00 |
| Water Line | | | | |
| Total Water Line | | | | 0.00 |
| Sanitary Sewer | | | | |
| Total Sanitary Sewer | | | | 0.00 |
| Misc. Utilities | | | | |
| Total Misc. Utilities | | | | 0.00 |
| Storm Water | Capitol Valley Contracting | 4 | 38,342.00 | |
| Total Storm Water | | | | 38,342.00 |
| Engineering Design | | | | |
| Total Engineering Design | | | | 0.00 |
| Construction Management | CEC | 183144 (split) | 37,441.01 | |
| Total Construction Management | | | | 37,441.01 |
| Geo Technical Engineering | CEC | 183144 (split) | 3,846.24 | |
| Total Geotechnical Engineering | | | | 3,846.24 |
| Eco and Environmental | | | | |
| Total Eco and Environmental | | | | 0.00 |
| Utility Relocation / Fees | | | | |
| Total Utility Relocation / Fees | | | | 0.00 |
| Wetland Mitigation | | | | |
| Total Wetland Mitigation | | | | 0.00 |
| Miscellaneous | | | | |
| Total Miscellaneous | | | | 0.00 |
| TOTAL DRAW NUMBER 5 | | | | 438,903.96 |

Contractor's Application for Payment No.

4

| | | |
|---|---|---|
| Application Period: 24-Nov-17 | | Application Date: 11/27/2017 |
| To (Owner): Emerson Commons, LLC | From (Contractor): Capitol Valley Contracting, Inc. | Via (Engineer): Civil & Environmental Consultants, Inc. |
| Project: Tax Increment Financing Infrastructure Project | Contract: | |
| Owner's Contract No.: | Contractor's Project No.: 1703 | Engineer's Project No.: |

**Application For Payment
Change Order Summary**

| Approved Change Orders | | | | |
|--------------------------------|-----------|---------------|--|-----------------|
| Number | Additions | Deductions | | |
| 1 | | \$448,275.00 | 1. ORIGINAL CONTRACT PRICE..... | \$ 3,305,547.00 |
| | | | 2. Net change by Change Orders..... | \$ -548,275.00 |
| | | | 3. Current Contract Price (Line 1 ± 2)..... | \$ 2,857,272.00 |
| | | | 4. TOTAL COMPLETED AND STORED TO DATE | |
| | | | (Column F total on Progress Estimates)..... | \$ 1,599,080.16 |
| | | | 5. RETAINAGE: | |
| | | | a. 5% X \$1,599,080.16 Work Completed..... | \$ 799,540.16 |
| | | | b. 5% X _____ Stored Material..... | \$ _____ |
| | | | c. Total Retainage (Line 5.a + Line 5.b)..... | \$ 799,540.16 |
| | | | 6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... | \$ 1,519,126.15 |
| | | | 7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... | \$ 1,121,509.44 |
| | | | 8. AMOUNT DUE THIS APPLICATION..... | \$ 397,616.71 |
| | | | 9. BALANCE TO FINISH, PLUS RETAINAGE | |
| | | | (Column G total on Progress Estimates + Line 5.c above)..... | \$ 1,338,145.84 |
| TOTALS | | \$448,275.00 | | |
| NET CHANGE BY CHANGE ORDERS | | -\$448,275.00 | | |

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature Capitol Valley Contracting
By: M. J. Farmore Date: 11/28/17

Payment of: \$ 397,616.71
(Line 8 or other - attach explanation of the other amount)
is recommended by: Steven G. Cas 11-30-17
(Engineer) (Date)
Payment of: \$ _____
(Line 8 or other - attach explanation of the other amount)
is approved by: [Signature]
(Owner) (Date)
Approved by: _____
Funding or Financing Entity (if applicable) (Date)

Progress Estimate - Unit Price Work

Contractor's Application

| For (Contract): Tax Increment Financing Infrastructure Project | | | | | | | Application Number: 4 | | | | |
|--|---|----------------------|-------|--------------|--------------------------|------------------------------|---------------------------------|---------------------------------------|--|-----------|---------------------------|
| Application Period: 24-Nov-17 | | | | | | | Application Date: 27-Nov-17 | | | | |
| A | | | | | B | C | D | E | F | | |
| Item | | Contract Information | | | | Estimated Quantity Installed | Value of Work Installed to Date | Materials Presently Stored (not in C) | Total Completed and Stored to Date (D + E) | % (F / B) | Balance to Finish (B - F) |
| Bid Item No. | Description | Item Quantity | Units | Unit Price | Total Value of Item (\$) | | | | | | |
| 1 | Mobilization/Demobilization | 1 | LS | \$51,214.00 | \$1,214.00 | 0.5 | \$25,607.00 | | \$25,607.00 | 50.0% | \$25,607.00 |
| 2 | Erosion and Sediment Control | 1 | LS | \$238,485.70 | \$238,485.70 | 0.7 | \$166,939.99 | | \$166,939.99 | 70.0% | \$71,545.71 |
| 3 | Earthwork-Adjusted Cut w/5% Swell | 219000 | CY | \$3.66 | \$801,540.00 | 206515.99 | \$755,848.52 | | \$755,848.52 | 94.3% | \$45,691.48 |
| 4 | Stripping/Topsoil Stockpiling (3") | 6000 | CY | \$5.37 | \$32,220.00 | 6000 | \$32,220.00 | | \$32,220.00 | 100.0% | |
| 5 | Engineered Fill/Borrow | 5000 | CY | \$10.00 | \$50,000.00 | 5000 | \$50,000.00 | | \$50,000.00 | 100.0% | |
| 6 | 6" Stone Road Sub-Base (On-Site) | 1660 | Ton | \$45.00 | \$74,700.00 | 1341.37 | \$60,361.65 | | \$60,361.65 | 80.8% | \$14,338.35 |
| 7 | 4" Stone Shoulder (On-Site) | 600 | Ton | \$38.00 | \$22,800.00 | | | | | | \$22,800.00 |
| 8 | 8" Concrete Pavement (On-Site) | 2215 | CY | \$330.00 | \$730,950.00 | 784 | \$258,720.00 | | \$258,720.00 | 35.4% | \$472,230.00 |
| 9 | Separation Fabric (On-Site) | 9950 | SY | \$0.90 | \$8,955.00 | 5000 | \$4,500.00 | | \$4,500.00 | 50.3% | \$4,455.00 |
| 10 | Pavement Striping (On-Site) | 1 | LS | \$15,800.00 | \$15,800.00 | | | | | | \$15,800.00 |
| 11 | Light Pole and Assembly (on-Site) | 17 | EA | \$9,000.00 | \$153,000.00 | | | | | | \$153,000.00 |
| 12 | 6" Stone Road Sub-Base (Emerson Ave WV DOH Specifications) | 1000 | Ton | \$37.00 | \$37,000.00 | | | | | | \$37,000.00 |
| 12a | 2-4" Lifts Aggregate Base Course, Class 3 (Emerson Ave WV DOH Specs) | 1350 | Ton | \$40.00 | \$54,000.00 | | | | | | \$54,000.00 |
| 12b | Aggregate Base Course, Class 10 Shoulder Stone (Emerson Ave WV DOH Specs) | 200 | Ton | \$38.00 | \$7,600.00 | | | | | | \$7,600.00 |
| 13 | Sub-Base Excavation/Embankment (Emerson Ave WV DOH Specs) | 1100 | CY | \$13.00 | \$14,300.00 | | | | | | \$14,300.00 |
| 14 | Milling and Surface Preparation (Emerson Ave WV DOH Specs) | 115 | SY | \$60.00 | \$6,900.00 | | | | | | \$6,900.00 |
| 15 | HLBC-4" Base Course, Type 1 (Emerson Ave WV DOH Specs) | 715 | Ton | \$110.00 | \$78,650.00 | | | | | | \$78,650.00 |
| 15a | HLBC-2" Base Course, Type 2 (Emerson Ave WV DOH Specs) | 358 | Ton | \$110.00 | \$39,380.00 | | | | | | \$39,380.00 |
| 16 | HLBC-1.5" Wearing Course, Type 2 (Emerson Ave WV DOH Specs) | 269 | Ton | \$125.00 | \$33,625.00 | | | | | | \$33,625.00 |
| 17 | Separation Fabric (Emerson Ave WV DOH Specs) | 2582 | SY | \$0.90 | \$2,323.80 | | | | | | \$2,323.80 |
| 18 | Pavement Striping and Markings (Emerson Ave WV DOH Specs) | 1 | LS | \$50,000.00 | \$50,000.00 | | | | | | \$50,000.00 |
| 19 | Guardrail (Emerson Ave WV DOH Specs) | 110 | LF | \$20.00 | \$2,200.00 | | | | | | \$2,200.00 |
| 20 | Signage (Emerson Ave WV DOH Specs) | 1 | LS | \$9,000.00 | \$9,000.00 | | | | | | \$9,000.00 |
| 21 | Signage (On-Site) | 1 | LS | \$2,000.00 | \$2,000.00 | | | | | | \$2,000.00 |
| 22 | Guardrail (On-Site) | 3900 | LF | \$20.00 | \$78,000.00 | | | | | | \$78,000.00 |
| 23 | Permanent Seeding (5AC) | 1 | LS | \$10,500.00 | \$10,500.00 | 0.4 | \$4,200.00 | | \$4,200.00 | 40.0% | \$6,300.00 |
| 24 | 12" PVC C-900 (On-Site) | 2373 | LF | \$33.00 | \$78,309.00 | 1145 | \$37,785.00 | | \$37,785.00 | 48.3% | \$40,524.00 |
| 25 | 6" PVC C-900 (On-Site) | 1076 | LF | \$15.00 | \$16,140.00 | 160 | \$2,400.00 | | \$2,400.00 | 14.9% | \$13,740.00 |
| 26 | 12" PVC C-900 (Off-Site) | 2610 | LF | \$34.00 | \$88,740.00 | | | | | | \$88,740.00 |
| 27 | 12" Gate Valve Assembly | 8 | EA | \$2,500.00 | \$20,000.00 | 3 | \$7,500.00 | | \$7,500.00 | 37.5% | \$12,500.00 |
| 28 | 8" Gate Valve Assembly | 1 | EA | \$1,500.00 | \$1,500.00 | | | | | | \$1,500.00 |
| 29 | 6" Gate Valve Assembly | 3 | EA | \$1,000.00 | \$3,000.00 | 1 | \$1,000.00 | | \$1,000.00 | 33.3% | \$2,000.00 |
| 30 | 20" Steel Casing (Bore & Jack) | 35 | LF | \$350.00 | \$12,250.00 | | | | | | \$12,250.00 |
| 31 | Connect to Existing | 4 | EA | \$8,400.00 | \$33,600.00 | 1 | \$8,400.00 | | \$8,400.00 | 25.0% | \$25,200.00 |
| 32 | Reconnect Service Lateral | 5 | EA | \$500.00 | \$2,500.00 | | | | | | \$2,500.00 |
| 33 | Fire Hydrant | 2 | EA | \$4,800.00 | \$9,600.00 | 1 | \$4,800.00 | | \$4,800.00 | 50.0% | \$4,800.00 |
| 34 | 2" Post Flushing Hydrant | 1 | EA | \$3,200.00 | \$3,200.00 | | | | | | \$3,200.00 |
| 35 | Asphalt Trench Repair | 32 | LF | \$42.00 | \$1,344.00 | | | | | | \$1,344.00 |
| 36 | 10" DIP Sanitary Sewer | 339 | LF | \$55.00 | \$18,645.00 | 643 | \$35,365.00 | | \$35,365.00 | 189.7% | -\$16,720.00 |

Contractor's Application

EJCDC® C-620 Contractor's Application for Payment
© 2013 National Society of Professional Engineers for EJCDC. All rights reserved.
Page 2 of 2

Invoice

Civil & Environmental Consultants, Inc.
 Phone: 412-429-2324 | Fax: 412-429-2114
 www.cacinc.com

Joseph Pope
 Emerson Commons, LLC
 101 Wyndham Knob
 Parkersburg, WV 26104

December 2, 2017
 Project No: 164-625
 Invoice No: 183144

Project 164-625 Emerson Commons TIF Project 1
Professional Services through November 4, 2017

Task 0002 Geotechnical Reports
 Professional Fees

| | Hours | Rate | Amount | |
|---------------------|--------------------|--------|------------------------|-------------------|
| Burns, Raymond | 27.00 | 88.30 | 2,384.10 | |
| Cain, Steven | 4.00 | 200.40 | 801.60 | |
| Eshun, Kow | 3.00 | 130.18 | 390.54 | |
| | 34.00 | | 3,576.24 | |
| | | | | 3,576.24 |
| Unit Billing | | | | |
| CADD | 27.0 Units @ 10.00 | | 270.00 | |
| | 1.0 times | | 270.00 | 270.00 |
| Total Units | | | | |
| | | | Total this Task | \$3,846.24 |

Task CONS Construction Management
 Professional Fees

| | Hours | Rate | Amount | |
|--------------------|-----------|--------|-----------|-----------|
| Cain, Steven | 35.00 | 200.40 | 7,014.00 | |
| Cvechko, Mark | 216.00 | 90.00 | 19,440.00 | |
| DeMarco, Zachary | 30.50 | 104.15 | 3,176.58 | |
| DeProspero, Joseph | 1.00 | 79.91 | 79.91 | |
| DeProspero, Joseph | Ovt 11.50 | 79.91 | 918.97 | |
| Gardner, Lucas | 9.75 | 70.49 | 687.28 | |
| Maraffa, Lisa | 11.30 | 50.88 | 574.94 | |
| Miller, Stephanie | .25 | 66.50 | 16.63 | |
| | 315.30 | | 31,908.31 | |
| | | | | 31,908.31 |

Reimbursable Expenses**Meals**

| | | | |
|------------|--------------|-------|-------|
| 10/5/2017 | Cain, Steven | Lunch | 44.99 |
| 10/18/2017 | Cain, Steven | lunch | 81.02 |

Mileage

| | | | |
|------------|--------------|------------|-------|
| 10/5/2017 | Cain, Steven | Site Visit | 85.60 |
| 10/13/2017 | Cain, Steven | Site Visit | 85.60 |
| 10/18/2017 | Cain, Steven | site visit | 90.95 |
| 10/31/2017 | Cain, Steven | site visit | 90.95 |

| | | | | |
|---------|---------|-------------------------------|---------|--------|
| Project | 184-625 | Emerson Commons TIF Project 1 | Invoice | 183144 |
|---------|---------|-------------------------------|---------|--------|

Per diem

| | | | |
|----------------------------|---------------|-------------------|-----------------|
| 10/9/2017 | Cvechko, Mark | meals and lodging | 120.00 |
| 10/10/2017 | Cvechko, Mark | meals and lodging | 120.00 |
| 10/11/2017 | Cvechko, Mark | meals and lodging | 120.00 |
| 10/12/2017 | Cvechko, Mark | meals and lodging | 120.00 |
| 10/13/2017 | Cvechko, Mark | meals and lodging | 120.00 |
| 10/16/2017 | Cvechko, Mark | meals and lodging | 120.00 |
| 10/17/2017 | Cvechko, Mark | meals and lodging | 120.00 |
| 10/18/2017 | Cvechko, Mark | meals and lodging | 120.00 |
| 10/19/2017 | Cvechko, Mark | meals and lodging | 120.00 |
| 10/20/2017 | Cvechko, Mark | meals and lodging | 120.00 |
| 10/21/2017 | Cvechko, Mark | meals and lodging | 120.00 |
| 10/23/2017 | Cvechko, Mark | meals and lodging | 120.00 |
| 10/24/2017 | Cvechko, Mark | meals and lodging | 120.00 |
| 10/25/2017 | Cvechko, Mark | meals and lodging | 120.00 |
| 10/26/2017 | Cvechko, Mark | meals and lodging | 120.00 |
| 10/27/2017 | Cvechko, Mark | meals and lodging | 120.00 |
| 10/30/2017 | Cvechko, Mark | Food and lodging | 120.00 |
| 10/31/2017 | Cvechko, Mark | Food and lodging | 120.00 |
| 11/1/2017 | Cvechko, Mark | Food and lodging | 120.00 |
| Total Reimbursables | | 1.12 times | 2,759.11 |
| | | | 3,090.20 |

Unit Billing

| | | | |
|--------------------------------|---------------------|------------------|--------------------|
| CADD | 9.75 Units @ 10.00 | 97.50 | |
| Field Vehicle (Daily) | 1.0 Unit @ 85.00 | 85.00 | |
| V00-225 MC | 1.0 Day @ 60.00 | 60.00 | |
| V00-225 MC | 1.0 Day @ 60.00 | 60.00 | |
| V00-225 MC | 1.0 Day @ 60.00 | 60.00 | |
| V00-225 MC | 1.0 Day @ 60.00 | 60.00 | |
| V00-225 MC | 1.0 Day @ 60.00 | 60.00 | |
| V00-225 MC | 1.0 Day @ 60.00 | 60.00 | |
| V00-225 MC | 1.0 Day @ 60.00 | 60.00 | |
| V00-256 | 1.0 Day @ 60.00 | 60.00 | |
| V00-225 MC | 1.0 Day @ 60.00 | 60.00 | |
| V00-225 MC | 1.0 Day @ 60.00 | 60.00 | |
| V00-225 MC | 1.0 Day @ 60.00 | 60.00 | |
| V00-225 MC | 1.0 Day @ 60.00 | 60.00 | |
| V00-225 MC | 1.0 Day @ 60.00 | 60.00 | |
| V00-225 MC | 1.0 Day @ 60.00 | 60.00 | |
| V00-225 MC | 1.0 Day @ 60.00 | 60.00 | |
| V00-225 MC | 1.0 Day @ 60.00 | 60.00 | |
| V00-225 MC | 1.0 Day @ 60.00 | 60.00 | |
| V00-225 MC | 1.0 Day @ 60.00 | 60.00 | |
| V00-225 MC | 1.0 Day @ 60.00 | 60.00 | |
| V00-225 MC | 1.0 Day @ 60.00 | 60.00 | |
| Mobile LIDAR (Daily) | 1.0 unit @ 1,000.00 | 1,000.00 | |
| Total Units | | 1.0 times | 2,442.50 |
| Total this Task | | | \$37,441.01 |
| Amount Due This Invoice | | | \$41,287.25 |

Mark Rhodes
 WOOD County 09:48:34 AM
 Instrument No 8772578
 Date Recorded 12/1/2017
 Document Type CDD
 Pages Recorded 13
 Book-Page 74-159

DECEMBER 14, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED DAVID BLAIR COUCH,
AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN
REGARD TO THE COMMUNITY CORRECTIONS GRANT NUMBER
17-JAG-24. SAID REQUEST IS IN THE AMOUNT OF \$2,571.43.

ORDER

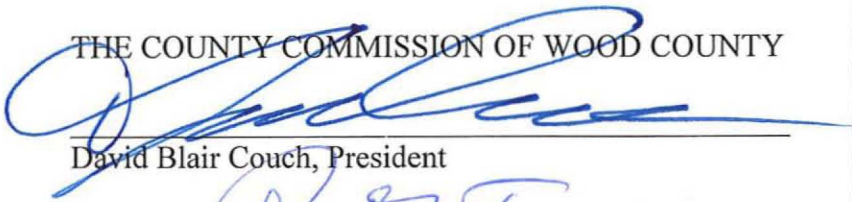
On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James E. Colombo and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Community Corrections Grant Number 17-JAG-24. Reimbursement is in the amount of two thousand five hundred seventy-one dollars and forty-three cents (\$2,571.43) for the month of November, 2017. In addition to the Request for Reimbursement, the Time Sheets for employees of the Wood County Sheriff's Office, the Employee Benefits Documentation, the Financial Recap and the Project Financial Reports are being submitted to the West Virginia Division of Justice and Community Services.

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

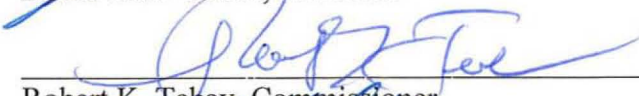
Documentation pertaining to the Community Corrections Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

M/3812

Request for Reimbursement

Mark Rhodes
Wood County 09:54:08 AM
Instrument No 8772580
Date Recorded 12/14/2011
Document Type CGO
Pages Recorded 2
Book Page 74-374

DECEMBER 14, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA


IN RE: THE COUNTY COMMISSION APPOINTED TIFFANY KIGER TO
THE WOOD COUNTY COMMUNITY CORRECTIONS BOARD.

ORDER

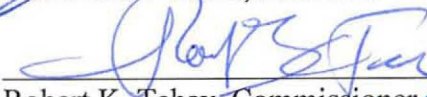
On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Robert K. Tebay, and passed, appointed Tiffany Kiger to the Wood County Community Corrections Board. The appointment is due to a vacancy announced July 20, 2017.

APPROVED:

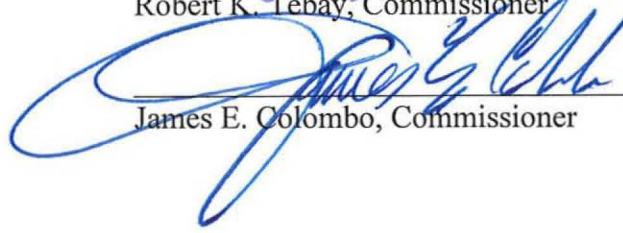
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

M/3813

Mark Rhodes
WOOD COUNTY 09:47:16 AM
Instrument No 8772577
Date Recorded 12/14/2017
Document Type CDD
Pages Recorded 1
Book-Page 74-368

DECEMBER 14, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED DAVID BLAIR COUCH TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE VICTIMS OF CRIME ASSISTANCE GRANT NUMBER 15-VA-129. SAID REQUEST IS IN THE AMOUNT OF \$4,939.78

ORDER

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James E. Colombo and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Victims of Crime Assistance Grant Number 15-VA-129. The Request for Reimbursement is in the amount of four thousand nine hundred thirty-nine dollars and seventy-eight cents (\$4,939.78) for the month of November, 2017. Along with the Request for Reimbursement Form; a Financial Recap Page; Project Financial Report; Daily Time Sheets for the Victims Advocate, Tiffany Kiger; Monthly Progress Reports and the Monthly Statistical 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 Victims of Crime Advocate 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/3814

| | |
|---|--|
| WEST VIRGINIA DIVISION OF JUSTICE AND COMMUNITY SERVICES | Request for Reimbursement |
|---|--|

| | | |
|--|-------------|-----------------------------|
| RECEIVED (For DJCS Use Only) | Subgrantee: | Wood County Commission |
| | Address: | One Court Square, Suite 203 |
| | | Parkersburg, WV |
| | | 26101 |
| | Project #: | 15-VA-129 |
| | FEIN#: | 556 000 417 |
| Funds are hereby requested to cover expenditures | | |
| FROM: 11/1/17 TO: 11/30/17 | | |

PROJECT CASH EXPENDITURES

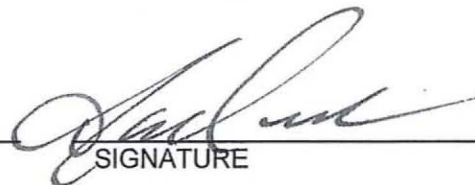
| CATEGORY | AMOUNT |
|-----------------------|-------------------|
| Personnel/Contractual | \$4,939.78 |
| Travel/Training | -0- |
| Space | |
| Other | |
| | |
| TOTAL | \$4,939.78 |

CERTIFICATION:

I certify that this report presents 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 at our office.

BY: David Blair Couch, President
 TYPED NAME & TITLE


 SIGNATURE

12/14/17
 DATE

(Authorized Official or Grant Financial Officer ONLY)

DJCS USE ONLY

ADMINISTRATIVE APPROVAL:

This request is approved in the amount of \$ _____
 Initials _____ Date _____

Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.

 Date

 Program Accountant

Mark Rhodes
 WOOD County 09:52:18 AM
 Instrument No 8772579
 Date Received 12/14/17
 Document Type 100
 Pages Recorded 2
 Book-Page 74-372

DECEMBER 14, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION REAPPOINTED TIM GRAHAM TO
THE WOOD COUNTY PARKS AND RECREATION
COMMISSION (MOUNTWOOD PARK).

ORDER

The County Commission of Wood County, upon a motion made by David Blair Couch,
seconded by Robert K. Tebay, and passed, reappointed Tim Graham to the Wood County Parks
and Recreation Commission (Mountwood Park).

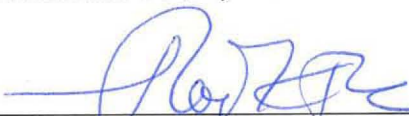
The new terms will expire December 16, 2019.

APPROVED:

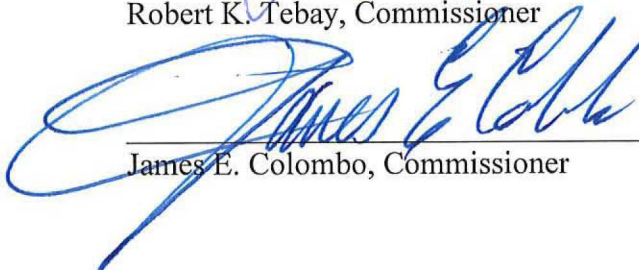
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

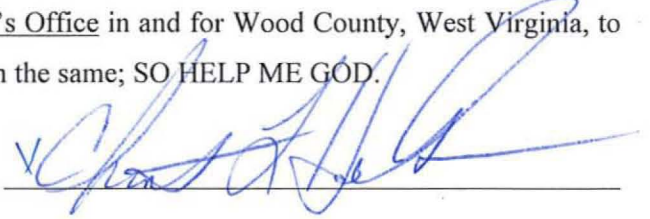
M/3815

Mark Rhodes
WOOD County 09:45:49 AM
Instrument No 8772576
Date Recorded 12/14/2017
Document Type CCO
Pages Recorded 1
Book-Page 74-357

STATE OF WEST VIRGINIA
COUNTY OF WOOD

} TO -WIT:

I, Christina Hockenberry, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of the Deputy Clerk for the Wood County Clerk's Office in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.



Subscribed and sworn to, before the County Commission of Wood County, West Virginia, this
14th day of December, 2017.


County Commission of Wood County

Mark Rhodes
WOOD County 09:33:59 AM
Instrument No 8772572
Date Recorded 12/14/2017
Document Type COO
Pages Recorded 1
Book-Page 74-354

STATE OF WEST VIRGINIA
COUNTY OF WOOD }

TO -WIT:

I, Kristina Welch, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of the Deputy Clerk for the Wood County Clerk's Office in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.

x Kristina Welch

Subscribed and sworn to, before the County Commission of Wood County, West Virginia, this
14th day of December, 2017.

[Signature]
County Commission of Wood County



Mark Rhodes
WOOD County 09:35:45 AM
Instrument No 8772573
Date Recorded 12/14/2017
Document Type CCO
Pages Recorded 1
Book-Page 74-355



WOOD COUNTY PROSECUTING ATTORNEY

PAT LEFEBURE
WOOD COUNTY PROSECUTING ATTORNEY

JUDGE DONALD F. BLACK
COURTHOUSE ANNEX
317 MARKET STREET
PARKERSBURG, WV 26101

PHONE (304) 424-1776
FAX (304) 424-1785

December 13, 2017

Wood County Commissioners

Wood County Courthouse
Parkersburg, WV 26101

Dear Commissioners:

Please instruct payroll to add the following employee to my payroll beginning December 18, 2017 as an Assistant Prosecutor.

Donna Taylor as a full-time employee at \$54,000.00 per year with benefits.

This salary will be taken out of line item 1-405-10-181, Assistant Prosecutors.

Thank you for your assistance in this matter.

Sincerely yours,

Patrick O. Lefebure
Wood County Prosecuting Attorney

RECEIVED
DEC 13 2017
COUNTY
ADMINISTRATOR
Mark Rhodes
WOOD County 09:37:30 AM
Instrument No 8772574
Date Recorded 12/14/2017
Document Type CDD
Pages Recorded 1
Book Page 356

Check Register Report for Wood County Commission

| Check No | Vendor Id | Vendor Name | Type | Check Date | Check Amount | Rec |
|----------|-------------|--|---------|------------|--------------|-----|
| 332 | BFS FOODS | BFS FOODS, INC | REGULAR | 12/07/2017 | 4,359.36 | |
| 333 | BOSLEY | BOSLEY RENTAL & SUPPLY INC | REGULAR | 12/07/2017 | 570.00 | |
| 334 | CTEH | CENTER FOR TOXICOLOGY | REGULAR | 12/07/2017 | 390,454.92 | |
| 335 | EMPIRE | EMPIRE BUILDERS, INC | REGULAR | 12/07/2017 | 2,500.00 | |
| 336 | ENGLEFIELD | ENGLEFIELD OIL COMPANY | REGULAR | 12/07/2017 | 13,970.59 | |
| 337 | HERC | HERC RENTALS | REGULAR | 12/07/2017 | 1,542.88 | |
| 338 | MID-OHIOVRA | MID-OHIO VALLEY REGIONAL AIRPORT | REGULAR | 12/07/2017 | 1,079.27 | |
| 339 | RON'S | RON'S PORTA JOHNS, INC. | REGULAR | 12/07/2017 | 600.00 | |
| 340 | SPSI | SPECIALIZED PROFESSIONAL SERVICES. INC. | REGULAR | 12/07/2017 | 916,491.59 | |
| 341 | TESA | TESA COMPANY INC. | REGULAR | 12/07/2017 | 4,758.96 | |
| 342 | WALKER | CECIL I. WALKER MACHINERY CO | REGULAR | 12/07/2017 | 312.40 | |

SPECIAL BLDG FUND Bank Id 244 Totals

1,336,639.97

Report Totals

1,366,843.62

