

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD
THURSDAY, JULY 6, 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 June 15, 2017.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission held a hearing in regard to the Judith Radcliff estate. After testimony, the County Commission ordered that the Sheriff of Wood County be appointed as Administrator C.T.A. (Probate Order)

At 9:32 A.M., the County Commission, upon a motion duly made, seconded and passed, appointed Earl Totten, Michael Kesterson and Robert Tanner to the Local Emergency Planning Committee. (Order A/1781)

At 9:33 A.M., the County Commission approved a revision to the City of Parkersburg/Wood County Home Consortium One Year Annual Plan. (Order M/3693)

At 9:34 A.M., the County Commission authorized Bowles Rice Law Firm to serve as Issuer's Counsel for the Series 2017 Bonds for the Emerson Commons Tax Increment Financing (TIF) Zone. (Order M/3690)

At 10:00 A.M., the County Commission granted a variance for a video lottery located at 2883 Dupont Road (WV Café). (Order M/3694)

At 10:16 A.M., the County Commission heard a complaint from Stephanie Detrio regarding the Mid-Ohio Valley Regional Airport. She stated she has had several flights cancelled at the Airport.

At 10:59 A.M., the County Commission, upon motion of David Blair Couch, seconded by Robert K. Tebay and made unanimous by James E. Colombo, County Commissioners, upon prior adjournment of the regular session, convened in EXECUTIVE SESSION upon authority granted by the West Virginia Code, Chapter 6, Article 9A, Sections 4, as amended: WHEREUPON, the said David Blair Couch, President of the Commission, Robert K. Tebay and James E. Colombo, Commissioners, met with Marty Seufer, County Administrator , Attorney Dan Marshall and Wood County Clerk, Mark Rhodes. All those present proceeded to discuss the matter for which the said EXECUTIVE SESSION was had, being for section 2(9) for investment of public funds. The Commission having concluded said discussion, the said EXECUTIVE SESSION adjourned at 11:26 o'clock A.M. (Order M/3692)

At 11:27 A.M., the County Commission met with Hernando Escandon, Director of the Wood County Day Report Center to discuss an issue with the building they are leasing in Jackson County. The County Commission asked Mr. Escandon to get three contractor bids in Jackson County to determine the cost of the renovations.

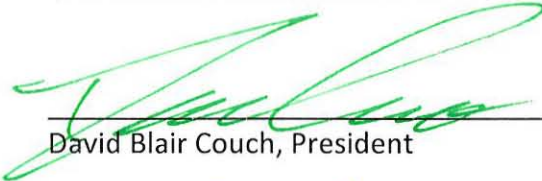
ORDERS APPROVED AND ATTACHED TO THESE MINUTES

A/1781, M/3690, M/3691, M/3692, M/3693, M/3694, Probate Order

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 11:37 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 July 6, 2017.

Wood County Commission Meeting
Held July 6, 2017

Please Print

1.	STEPHEN Smith
2.	BILL WFAZ
3.	Voff McDougle
4.	Stephanie Detrio
5.	Denee Willy
6.	DAN MARSHALL
7.	
8.	
9.	
10.	
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18.	
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20.	



Wood County Commission Agenda

7/6/2017

1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Judith Radcliff estate – dispute over Executor	
	Consider appoint Robert Tanner, Michael Kesterson and Earl Totten to the Wood County Local Emergency Planning Committee	
10:00 A.M.	Request for a video lottery variance for 2883 Dupont Road, Parkersburg, WV	Bill Webb
10:15 A.M.	Discuss the Mid-Ohio Valley Regional Airport	Stephanie Detrio
	Discuss City of Parkersburg/Wood County Home Consortium One Year Annual Plan	
11:00 A.M.	Discuss possible refunding of Wood County Building Commission Taxable Lease Recovery Bonds, Series 2010A and Lease Revenue Bonds, Series 2010R	
	Consider select Issuer's Counsel for the Series 2017 Bonds (Emerson Commons – TIF Zone)	
	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

67
ORDERS—Wood County Commission, West Virginia

MONDAY, JULY 3, 2017
TWENTY-SEVENTH Day

APRIL Term,

JULY 20 17

Letters testamentary are hereby granted the said STEPHANIE ANN WILLIS, AKA STEPHANIE KAY WILLIS and KELLY LYNN WALKER, upon the Estate of STEPHEN L. KAY, deceased, in due form.

In accordance with Chapter 44, Article 1, Section 14 of the West Virginia Code, of 1931, as amended, effective July 9, 1993, the Personal Representative, after first being duly sworn, shall make a true and accurate appraisal of the Estate of STEPHEN L. KAY, deceased, both real and personal, and will make their return thereof as required by law.

No reference is made to a Fiduciary Commissioner, for settlement, in this Estate.

There appearing no further business to claim the attention of this Commission, it is hereby ordered that this Commission, do now adjourn to meet in Regular Session, Thursday, July 6, 2017, at 9:30 o'clock A. M.


President

THURSDAY, JULY 6, 2017
FIRST DAY

JULY TERM

JULY 2017

At a Regular Session of the County Commission, continued and held for the County of Wood, at the Courthouse thereof, Thursday, July 6, 2017, Present, David Blair Couch, President of said Commission, and Robert K. Tebay and James E. Colombo, Commissioners.

The orders and proceedings of the previous session of this Commission, held on Monday, July 3, 2017, were read before the County Commission, approved and ordered signed.

IN RE: ESTATE OF JUDITH ANN RADCLIFF, DECEASED. (DATE OF DEATH: MAY 27, 2017)

This day, the County Commission, before a hearing that was held, deciding who should be appointed in the Estate of JUDITH ANN RADCLIFF, deceased. The County Commission, after hearing information from the Executor that was named and the beneficiaries to said Estate, made a motion that the SHERIFF OF WOOD COUNTY, be appointed as ADMINISTRATOR C.T.A., and

It appearing to this Commission, proper so to do, the said SHERIFF OF WOOD COUNTY, is hereby qualified as such ADMINISTRATOR C.T.A.

Whereupon, the said SHERIFF OF WOOD COUNTY, by virtue of his office as SHERIFF in and for WOOD COUNTY, does not have to take an oath of office or post a bond to qualify as such ADMINISTRATOR C.T.A. of the Estate of JUDITH ANN RADCLIFF, deceased.

Letters of administration are hereby granted the said SHERIFF OF WOOD COUNTY, upon the Estate of JUDITH ANN RADCLIFF, deceased, in due form.

In accordance with Chapter 44, Article 1, Section 14 of the West Virginia Code, of 1931, as amended, effective July 9, 1993, the Personal Representative, after first being duly sworn, shall make a true and accurate appraisal of the Estate of JUDITH ANN RADCLIFF, deceased, both real and personal, and will make their return thereof as required by law.

No Reference is made to a Fiduciary Commissioner, for settlement, in this Estate.

There appearing no further business to claim the attention of this Commission, it is hereby ordered that this Commission, do now adjourn to meet in Regular Session, Monday, July 10, 2017, a 9:30 o'clock A.M.


President

JULY 6, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE A
VARIANCE TO BE ISSUED FOR A LIMITED VIDEO LOTTERY
LICENSE AT WV CAFÉ

ORDER

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James E. Colombo and passed with David Blair Couch voting in the negative, did hereby AUTHORIZE a variance to be granted for WV "Café" Operations #1, LLC, DBA West Virginia "Café".


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

APPROVED:

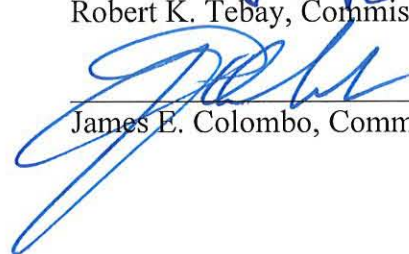
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

M/3694

APPLICATION FOR LOCATING VIDEO LOTTERY ESTABLISHMENTS
WOOD COUNTY, WEST VIRGINIA

Name of Applicant: WV "Cafe" Operations #1, LLC DBA West Virginia "Cafe"
Address of Applicant: PO Box 4180, Parkersburg, WV 26104
Location of Establishment: 2883 DuPont Rd, Parkersburg, WV 26101
Name of Establishment: West Virginia "Cafe"
Contact Person: Jeremy M Webb Title: Managing Member
Business Phone: 304-210-0127 Home Phone: 304-210-0127
Does this establishment currently have a Video Lottery License? Yes ☒ No ☐
Federal ID No. 46-4980249 WV Liquor License No. Apply For
Site Plan Prepared by: Scott Stewart, LLS JEREMY M WEBB, MANAGING MEMBER
Address of Plan Preparer: 10537 Harris Highway, Belleville, WV 26103 SAME AS ABOVE

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

SITE PLAN

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

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

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

There is an application fee of \$100.00.

Signature of Applicant: _____

John L. Managing member

Date signed: _____

6/27/17

Approved: _____

Denied: _____

Signature of Planning Official: _____

Date: _____

Mark Rhodes
WDD County 03:00:16 PM
Instrument No 8757553
Date Recorded 07/06/2017
Document Type CDD
Pages Recorded 3
Book/Page 73-333

JULY 6, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
A REVISION FOR THE COUNTY LIABILITY INSURANCE

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 James E. Colombo, did hereby AUTHORIZE a revision in the deductible for the County Liability Policy through WVCORP. Said revision moves the county deductible from fifteen thousand dollars and zero cents (\$15,000.00) two twenty-five thousand dollars and zero cents (\$25,000.00).

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

APPROVED:

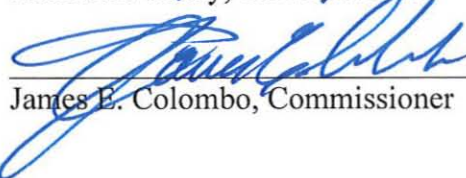
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

M/3691



Wood County Commission

Contribution Summary Form – REVISED (\$25,000 GL Deductible)

Coverage	Deductible	Contribution
Property: Special Form; Replacement Cost (or stated otherwise); No Coinsurance; Blanket	\$25,000	\$28,576
Inland Marine: Replacement Cost if Reported, otherwise Actual Cash Value	\$2,500	Included
Computers/Electronic Data Processing (EDP)	\$2,500	Included
Equipment Breakdown	\$1,000	\$4,123
General Liability: \$1,000,000 Combined Single Limit; Occurrence Form; No Annual Aggregate	\$25,000	\$102,780
Cyber Risk	None	Included
Law Enforcement Liability: \$1,000,000 Limit Each Wrongful Act	\$15,000	Included
Public Officials Liability: \$1,000,000 Limit Each Wrongful Act	\$15,000	\$58,508
Automobile: \$1,000,000 Liability for Owned Autos; Comprehensive/Collision on All Automobiles; Automatic Coverage for Additions;	\$2,500 Comp/Coll	\$83,104
Crime: Blanket \$250,000 Faithful Performance; In/Out Robbery; Counterfeit; Forgery; Computer Fraud; Telephone Toll Fraud \$25,000 sublimit	\$250	\$950
Excess Limits - \$1,000,000	None	\$11,762
Workers' Compensation	None	\$104,181
Total Annual Contribution		\$393,984

In order to be eligible for WVCoRP membership, the following coverages must be selected: Property (where applicable), General Liability, Business Auto (where applicable), and Crime. To be eligible for Workers' Compensation coverage, Property & Casualty coverage must be in effect with WVCoRP. 412

Quarterly installment payment terms available for Workers' Compensation coverage only.

314
+ 98
→

Mark Rhodes
WOOD County 03:03:14 PM
Instrument No 8757556
Date Recorded 07/06/2017
Document Type COO
Pages Recorded 2
Book-Page 73-336

JULY 6, 2017

IN RE: EXECUTIVE SESSION OF THE WOOD COUNTY COMMISSION

This 6th day of July, 2017 at 10:59 o'clock A.M., in Room 203, of the Wood County Courthouse, Parkersburg, West Virginia, upon motion of David Blair Couch, seconded by Robert K. Tebay and made unanimous by James E. Colombo, County Commissioners, upon prior adjournment of the regular session, convened in EXECUTIVE SESSION upon authority granted by the West Virginia Code, Chapter 6, Article 9A, Sections 4, as amended:


WHEREUPON, the said David Blair Couch, President of the Commission, Robert K. Tebay and James E. Colombo, Commissioners, met with Marty Seufer, County Administrator, Attorney Dan Marshall and Wood County Clerk, Mark Rhodes.

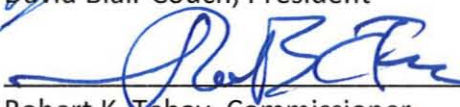
All those present proceeded to discuss the matter for which the said EXECUTIVE SESSION was had, being for section 2(9) for investment of public funds.

The Commission having concluded said discussion, the said EXECUTIVE SESSION adjourned at 11:26 o'clock A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


David Blair Couch, President


Robert K. Tebay, Commissioner


James E. Colombo, Commissioner

M/3692

Mark Rhodes
WOOD COUNTY 03:04:51 PM
Instrument No 8757557
Date Recorded 07/06/2017
Document Type CDD
Pages Recorded 1
Book-Page 73-338

JULY 6, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
BOWLES RICE LAW FIRM TO SERVE AS ISSUERS'S
COUNSEL FOR THE EMERSON COMMONS TIF ZONE

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 James E. Colombo, did hereby AUTHORIZE Bowles Rice Law Firm to serve as Issuer's Counsel for the Series 2017 Bonds for the Emerson Commons Tax Increment Financing (TIF) Zone. Said service is at a cost of five thousand dollars and zero cents (\$5,000.00).

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President

Robert K. Tebay, Commissioner

James E. Colombo, Commissioner

M/3690

Mark Rhodes
WOOD County 05:07:25 PM
Instrument No 8737560
Date Recorded 07/06/2017
Document Type CDD
Pages Recorded 1
Book-Page 73-339

JULY 6, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION APPOINTED ROBERT TANNER,
MICHAEL KESTERSON AND EARL TOTTEN TO THE LOCAL
EMERGENCY PLANNING COMMITTEE.

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 James E. Colombo, appointed the following names to the Wood County Local Emergency Planning Committee: Earl Totten (Camden Clark Memorial Hospital), Michael Kesterson (Transit Authority) and Robert Tanner (Transit Authority).

The appointments are pursuant to an Order appearing in Order Book 51, at Page 433 and bearing the date of April 1, 1991, dealing with the procedure policy for appointments to Boards and Authorities. Their terms will expire December 31, 2018.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


David Blair Couch, President


Robert K. Tebay, Commissioner


James E. Colombo, Commissioner

A/1781

Mark Rhodes
WOOD COUNTY 03:09:44 PM
Instrument No 8757562
Date Recorded 07/06/2017
Document Type COO
Pages Recorded 1
Book-Page 73-340

JULY 6, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY EXECUTE A
RESOLUTION A REVISION FOR THE HOME CONSORTIUM

ORDER


On this date, upon a motion made by David Blair Couch, seconded by Robert K. Tebay and made unanimous by James E. Colombo, did hereby EXECUTE a Resolution adopting a Revision to the Parkersburg/Wood County Home Consortium Annual Plan.

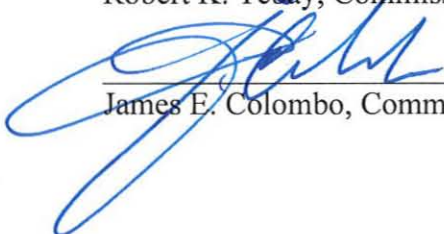
Copies of said Resolution and plan are attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President

Robert K. Tebay, Commissioner

James E. Colombo, Commissioner

M/3693

Office of the County Commission of Wood County, West Virginia

Commissioners
David Blair Couch
Robert K. Tebay
Jimmy Colombo

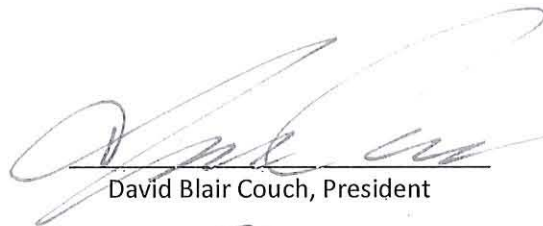


No. 1 Court Square
Suite 203
Parkersburg, WV 26101
Phone 304-424-1984

RESOLUTION

Be it resolved by the Wood County Commission that the Parkersburg/Wood County HOME Consortium Annual Plan for the year 2017 to 2018 is hereby adopted.

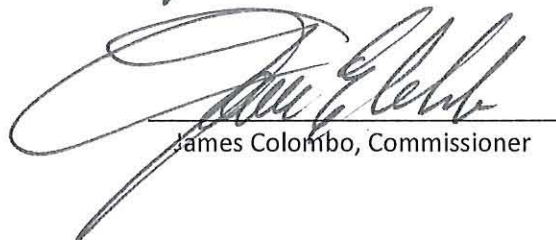
Dated this 6th day of July, 2017



David Blair Couch, President



Robert Tebay, Commissioner



James Colombo, Commissioner

2017
Parkersburg/Wood County HOME Consortium
ONE – YEAR ACTION PLAN

The Fiscal Year (FY) 2017 budget for the Department of Housing and Urban Development has been enacted, thus the proposed Annual Action Plan for the FY2017 program has been prepared and updated to reflect final appropriation amounts.

The City of Parkersburg/Wood County HOME Consortium's One – Year Action Plan establishes the following priorities for HOME funds during the 2017 Program Year (July 1, 2017 – June 30, 2018). 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 will receive **\$242,510** from the U.S. Department of Housing and Urban Development in HOME Program Funds. Program Income is anticipated to be **\$120,000** with a total budget of **\$362,510** for housing activities in the FY 2017.

The following activities are expected to be implemented in Wood County during FY 2017:

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	\$74,510.00*
d)	Down Payment Assistance Program	\$100,000.00
e)	Children's Home Society – Tenant Based Rental Assistance	\$20,000.00
II.	<u>Planning and Administration</u>	
a)	General Administration (HOME)	\$33,000.00
III.	<u>Total</u>	\$362,510.00

*Before the Fiscal Year (FY) 2017 budget for the Department of Housing and Urban Development had been enacted, the Parkersburg/Wood County HOME Consortium allocated \$69,310.00 to the Single Family Owner-Occupied Rehabilitation Program

Above & Beyond 4:11p 06/29/2017 schedules

Wood County Commission

Thursday 07/06/2017

9:30a Judith Radcliff estate - (mr:ag) (:15)

apoint Robert Tanner, Michael Kesterson and Earl Tottento the Wood County LEPCommittee
City of Parkersburg/Wood County HOME Consortium One Year Annual Plan

Amanda Dennis

From: Ryan Barber <Ryan.Barber@parkersburgwv.gov>
Sent: Wednesday, June 28, 2017 2:06 PM
To: Amanda Dennis
Subject: Wood County Consortium Final HOME Budget
Attachments: 2017 Wood County Res - Final HOME Budget.pdf; 2017 Wood County Res - Final HOME Budget.doc

Greetings Ms. Dennis;

Please find the attached resolution for the City of Parkersburg/Wood County HOME Consortium One Year Annual Plan. The final budget numbers had to change slightly after we received a slight increase in our Counties HOME allocation.

Please confirm that this notice is on the next County Commission agenda. I can answer any questions if Commissioners have any questions between now and then.

Thank you!

Ryan Barber
Development Projects Administrator



Development Department
One Government Square
Parkersburg, WV 26102
P: 304.424.8452
F: 304.424.8464
E: ryan.barber@parkersburgwv.gov
www.parkersburgcity.com

Mark Rhodes
WOOD County 03:13:15 PM
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Date Recorded 07/06/2017
Document Type CDD
Pages Recorded 5
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