IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203 PARKERSBURG, WV 26101

IN RE:

MINUTES OF SPECIAL MEETING HELD

THURSDAY, JUNE 15, 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 Special Session. They

signed purchase orders, invoices and other correspondence.

The County Commission, upon a motion duly made, seconded and passed, approved

minutes of May 22, 2017.

Oaths of office for members of the Wood County Local Emergency Planning Committee

were put on record on this date.

AGENDA AND DISCUSSION ITEMS

At 9:31 A.M., Paul Jordan from the Wood County Firefighters' Association met with the

County Commission to discuss the repayment of the \$17,000.00 that was budgeted by the

Commission in the General County Fund and was to be repaid onece the volunteer fire

departments received their funds from the new county fire fee. The County Commission

asked this agenda item be tabled until Monday.

At 9:55 A.M., Melanie Easter, a beneficiary to the Estate of Richard E. Harris, objected

to the appraisement and inventory that was submitted by Karen Smith, Executrix. After

Page 1 of 3

discussion, the County Commission Ordered that an Amended Appraisement be done and recorded. (Probate Order)

At 10:13 A.M., the County Commission held a hearing in regard to the Donald E. Harris, Sr. estate.

At 10:27 A.M., the County Commission held a hearing in regard to the Judith A. Radcliff estate. The County Commission Ordered the Sheriff be appointed as Curator for said estate. They also Ordered a hearing be held on July 6, 2017 at 9:30 A.M. to appoint Executor. (Probate Order)

The 10:30 A.M. hearing in regard to the Noel C. Mahaney estate was cancelled.

At 10:55 A.M., the County Commission approved the hiring of Katlyn Bowman and Ashley Garrett as part time employees in the Assessor's Office.

At 11:02 A.M., Joe Geiger, West Virginia State Archivist and Matt Arrowwood, Director of Circuit Clerk Services with the West Virginia Supreme Court met with the County Commission to discuss the record retention issue with the Circuit Clerk's Office.

At 11:26 A.M., Elizabeth Jones met with the Commission to request a variance for a video lotter located in Mineral Wells. The County Commission authorized a variance for EDJ Operations. (Order A/1766)

#### ORDERS APPROVED AND ATTACHED TO THESE MINUTES

A/1766, M/3672-A and Probate Orders

Having no further scheduled appointments or business to attend to, the County Commission adjourned at approximately 11:46 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 June 15, 2017.



### Wood County Commission Agenda

### 6/15/2017 1 Court Square, Suite 203 Parkersburg, WV 26101

9:30 A.M.	Discuss budgets of the Volunteer Fire Departments	Paul Jordan		
9:45 A.M.	Richard Harris estate - objection to appraisement	Melanie Easter, beneficiary		
10:00 A.M.	Donald E. Harris Sr. estate – request for reconsideration of County Commission ruling	Blaine Myers, Attorney		
10:15 A.M.	Judith Radcliff estate – determining Executorship			
10:30 A.M.	Noel C. Mahaney estate – objection to the estate filing	Victoria Mahaney		
11:00 A.M.	Discuss record retention	Joe Geiger, State Archivist and Matt Arrowood, Supreme Court		
11:15 A.M.	Request a variance in regard to video lottery	Elizabeth Jones		
	Discuss conference room and shelter reservations			
	Consider Request to Hire – Katlyn Bowman as part time summer help - \$9.00/hr and Ashley Garrett as part time summer help - \$9.50/hr			
	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 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, impropers 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

### Wood County Commission Meeting Held June 15, 2017

### Please Print

1. KIM MARSHALL
2. PAUZ JORDAN
3. Darris Nutter
4. Melanie Easter- Melanie Easter
5. MIM WAHL
6. CBLAINE MYERS
7. Barbara Mc Ceey
8. Danny MCCoy
9. KEUSA S. Bradshaw
10. Loe Geige
11. Celeste Ridg WAY
12. Mart Arrayond
13. Beth Jones
14.
15.
16.
17.
18.
19.
20.

CASTO & HARRIS, INC., SPENCER, WV

APRIL TERM

TWENTY-SECOND

THURSDAY, JUNE 15, 2017 TWENTY SECOND DAY

JUNE 2017

At a Regular Session of the County Commission, continued and held for the County of Wood, at the Courthouse thereof, Thursday, June 15, 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, June 12, 2017, were read before the County Commission, approved and ordered signed.

IN RE: ESTATE OF RICHARD E. HARRIS, DECEASED. (ORDER COUNTY COMMISSION-EXECUTRIX FILE AND RECORD AN AMENDED APPRAISEMENT)

This day came Melanie Easter, a beneficiary to the Estate of RICHARD E. HARRIS, deceased, before the County Commission, objecting to the appraisement and inventory that was submitted and recorded by KAREN SMITH, the EXECUTRIX, of said Estate.

The County Commission, after hearing the reason for the objection of the appraisement and inventory, made the motion that an ' Amended Appraisement be done and recorded.

IN RE: ESTATE OF JUDITH ANN RADCLIFF, DECEASED. (ORDER COUNTY COMMISSION-APPOINT SHERIFF OF WOOD COUNTY AS CURATOR)

This day by Order of the County Commission, the SHERIFF OF WOOD COUNTY, be appointed as CURATOR, for the Estate of JUDITH ANN RADCLIFF, deceased. The County Commission ordered a hearing be held on Thursday, July 6, 2017, at 9:30 o'clock A.M., to appoint Executor.

IN RE: ESTATE OF JUDITH ANN RADCLIFF, DECEASED. (DATE OF DEATH: 05/27/2017)

This day by Order of the County Commission, the SHERIFF OF WOOD COUNTY, was appointed and qualified as CURATOR, over the Estate of JUDITH ANN RADCLIFF, deceased; and

It appearing to this Commission that the said SHERIFF OF WOOD COUNTY, be and he is hereby qualified as such CURATOR, and entered upon the discharge of said trust, without bond.

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

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, June 19, 2017, at 9:30 o'clock A. M.

President

#### JUNE 15, 2017

#### IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
A REVISION TO THE FEE STRUCTURE FOR PARK
SHELTERS AND MEETING ROOMS

#### 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 a revision to the fee structure for reservations of Wood County Park Shelters and Meeting Rooms. Said revision established a minimum fee of twenty-five dollars and zero cents (\$25.00) for all non-profit entities that are not a subset of the Wood County Commission.

A copy of said fee structure 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/3672-A

On June 15, 2017, the Wood County Commission, in an effort to properly maintain its park shelters and meeting rooms through an ongoing maintenance program, approved a new fee structure for county park shelter and meeting room reservations. The updated fee structure will go into effect **June 15, 2017** for those wishing to reserve park shelters or meeting rooms.

- Payment in full is required at least 7 days prior to the reservation or reservation will be forfeited.
- If park shelter or meeting room is reserved less than a week in advance, payment is required at least 24 hours prior to the reservation or reservation will be forfeited.
- We accept check and cash payments only.
- Refunds not available within two weeks of reservation.
- Reservations can be made by contacting the County Administrator's Office by TELEPHONE ONLY at 304-424-1976. NO EMAILS PLEASE.

#### **COUNTY MEETING ROOMS:**

#### FORT BOREMAN ROOM

- \$125.00/DAY (<u>OVER</u> 4 HOURS)
- \$25.00/HOUR (1-4 HOURS)
- MINIMUM \$25.00 FEE FOR ALL NON-PROFIT ENTITIES

#### KURY MCDONOUGH ROOM

- \$50.00/DAY (<u>OVER</u> 4 HOURS)
- \$25.00 MINIMUM (1-4 HOURS)
- MINIMUM \$25.00 FEE FOR ALL NON-PROFIT ENTITIES

#### JACK BUCKLEY ROOM

- \$50.00/DAY (OVER 4 HOURS)
- \$25.00 MINIMUM (1-4 HOURS)
- MINIMUM \$25.00 FEE FOR ALL NON-PROFIT ENTITIES

#### COUNTY PARK SHELTERS:

#### FORT BOREMAN HISTORICAL PARK

- \$100.00/DAY (OVER 5 HOURS)
- \$50.00/HALF DAY (4-5 HOURS)
- \$25.00 MINIMUM (1- 3 HOURS)
- MINIMUM \$25.00 FEE FOR ALL NON-PROFIT ENTITIES

#### VETERAN'S MEMORIAL PARK

- \$50.00/DAY (<u>OVER</u> 4 HOURS)
- \$25.00 MINIMUM (1-4 HOURS)
- MINIMUM \$25.00 FEE FOR ALL NON-PROFIT ENTITIES

#### JUNE 15, 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 THE EDJ OPERATIONS.

#### ORDER

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

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

A/1766

### APPLICATION FOR LOCATING VIDEO LOTTERY ESTABLISHMENTS WOOD COUNTY, WEST VIRGINIA

Name of Applicant: Elizabeth Sones
Address of Applicant: 1211 31st Street Vienna, WV ZLOIOS
Location of Establishment:
Name of Establishment: Edj Operations
Contact Person: Elizabeth Jones Title: M. Member
Business Phone: 304-615-4079 Home Phone: NA
Does this establishment currently have a Video Lottery License? Yes No
Federal ID No WV Liquor License No
Site Plan Prepared by:  Address of Plan Preparer:

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-ofways with respect to the Premises; and

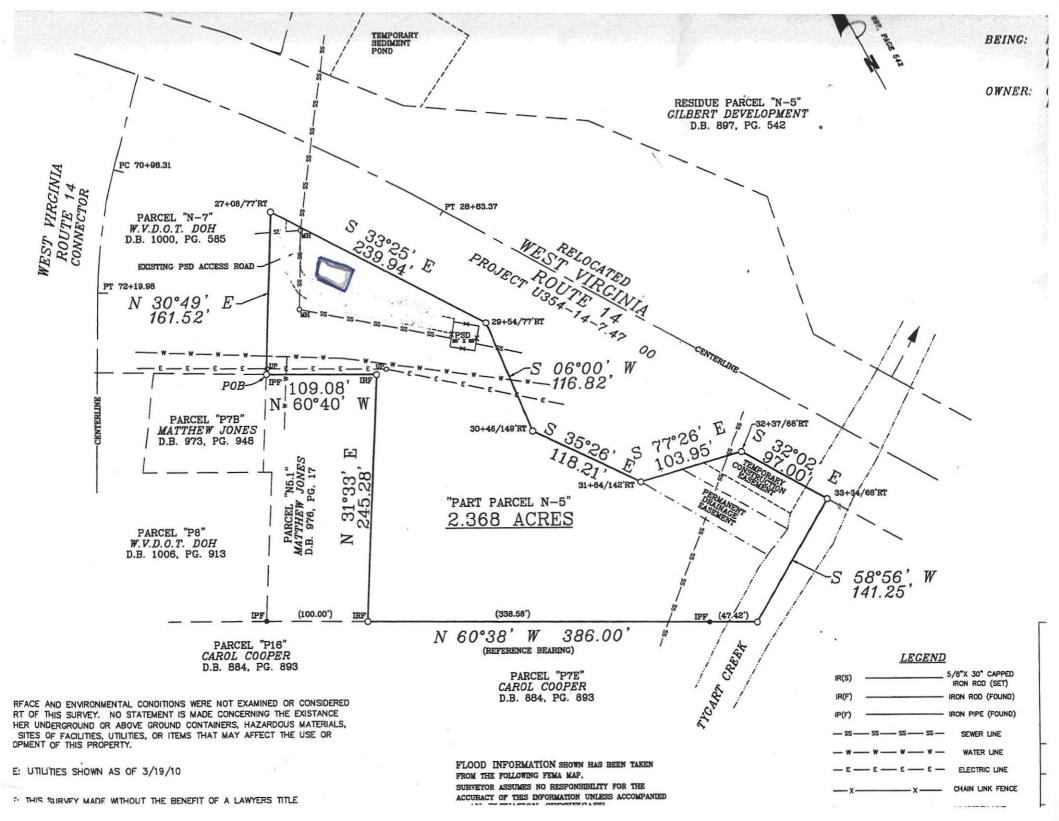
- (d) Number and type of proposed Improvements on the Premises along with grosfloor area of each Improvement on the Premises; and
- (e) Location, shape, exterior dimensions, and number of stories of each Improvement on the Premises; and;
- (f) Location, grade, and dimensions of paved surfaces of the 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.

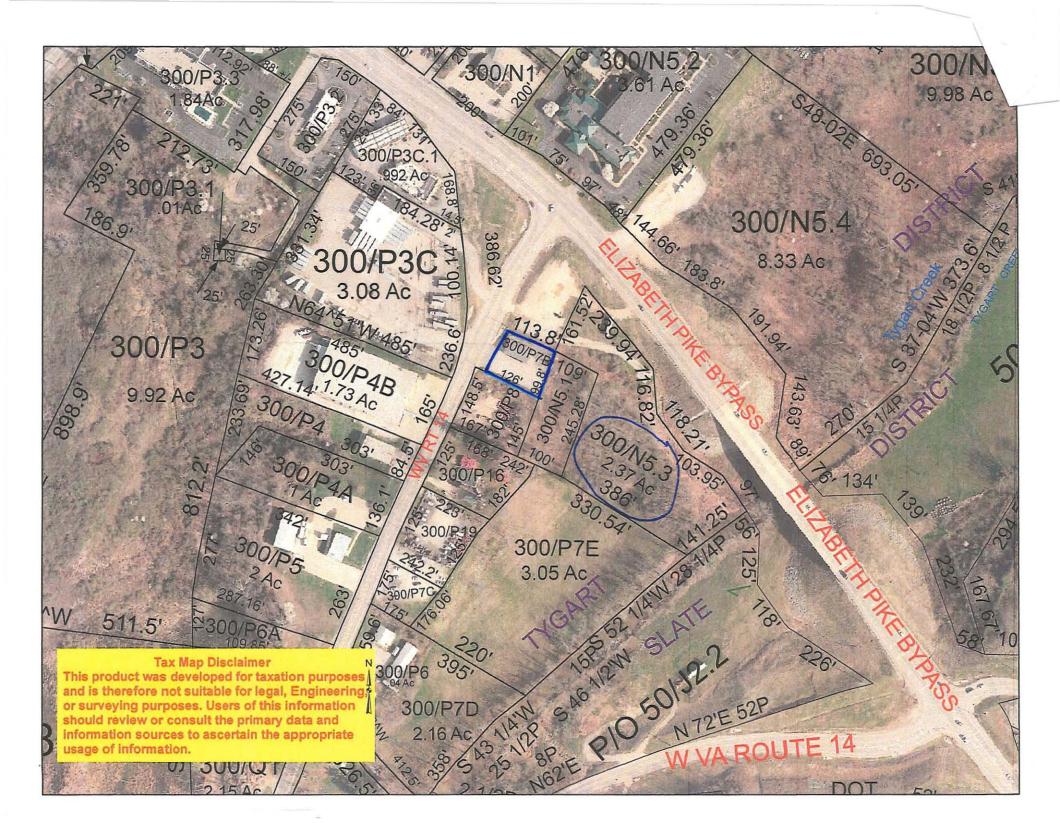
There is an application fee of \$100.00.

Signature of Applicant:	loes		
Date signed: 6/12/14			
Approved:	<u> </u>		
Denied:			
Signature of Planning Official:			₩
Date:		 	
			·

- C Matthew Jones
   28 12<sup>th</sup> Street Suite B
   Parkersburg, WV 26101
- 2. Map/Parcel Attached of the location 300/N5.3
- 3. Proposed Premises improvements will be to put an approx. 1000 square foot building and a parking lot on the current empty lot.
- 4. Single Story
- 5. Parking lot will be gravel
- 6. Traffic will be pulled off Rt14 and parking will be in front of the building
- 7. Landscaping will be in the front of the builing
- 8. Signage will be double sided 4\*8 along Rt14 along with 1 on the front of the building
- 9. No Sediment or erosion control plan necessary

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I, Michelle Atkinson, 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 Wood County Local Emergency Planning Committee 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.

Michelle afkension

Subscribed and sworn to, before the County Commission of Wood County, West Virginia, this

14 day of June, 2017.

County Commission of Wood County

# STATE OF WEST VIRGINIA COUNTY OF WOOD TO -WIT:

I, <u>Jeffvey A. Diwick</u>, 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 <u>Wood County Local Emergency Planning Committee</u> 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.

Glasimils

Subscribed and sworn to, before the County Commission of Wood County, West Virginia, this

14th day of June, 2017.

County Commission of Wood County

	STATE OF WEST VIRGINIA
	COUNTY OF WOOD } TO -WIT:
	I, Kaven Fllioth, do solemnly swear that I will support the Constitution of the United
S	States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the
d	luties of the office of the Wood County Local Emergency Planning Committee in and for Wood County, Wes
V	Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.
	Karen M Ellit
	Subscribed and sworn to, before the County Commission of Wood County, West Virginia, this
_	1A day of June, 2017.
	County Commission of Wood County

### STATE OF WEST VIRGINIA COUNTY OF WOOD TO -WIT:

I, KENN IZTH ARRU 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 Wood County Local Emergency Planning Committee 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 \_\_\_\_\_\_\_, 2017.

County Commission of Wood County

Subscribed and sworn to, before the County Commission of Wood County, West Virginia, this

14th day of June, 2017.

County Commission of Wood County

I, Methods, 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 Wood County Local Emergency Planning Committee 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 day of \_\_\_\_\_\_, 2017.

County Commission of Wood County

I, John Sikoea, 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 Wood County Local Emergency Planning Committee 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

14 day of JUNE, 2017.

ounty Commission of Wood County

I, <u>Steve Stephens</u> 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 <u>Wood County Local Emergency Planning Committee</u> 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

14 day of June, 2017.

County Commission of Wood County

### STATE OF WEST VIRGINIA COUNTY OF WOOD TO -WIT:

I, RICK WOODYARD, 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 Wood County Local Emergency Planning Committee 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

14 day of JUNG, 2017

County Commission of Wood County