

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203  
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD  
THURSDAY, SEPTEMBER 12, 2019

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 Addendum of July 1, 2019, August 1, 5, 8, 12, 15, 19, 22, 26, 29, 2019 and September 5, 2019.

**AGENDA AND DISCUSSION ITEMS**

At 9:30 A.M., Bill Shepherd met with the County Commission to tell them he would like to put a memorial for victims of agent orange in Veterans Park. He also stated he is wanting to construct a memorial to 911. The County Commission stated they will have Park Director, Jeremy Cross, contact him.

At 9:42 A.M., the County Commission approved the reclassification of Lisa Harris and Taylor Bowen as full time employees for the Wood County and Jackson County Day Report centers, respectively.

At 9:54 A.M., members of the West Virginia Daughters of the American Revolution met with the County Commission to request they pass a proclamation recognizing National Constitution Week. A copy is attached to these minutes and shall be made a part thereof.

At 10:05 A.M., Wood County Park Director Jeremy Cross met with the County Commission to request their approval to go out to bid for shelters at Fort Boreman Park and Veterans Park. The County Commission authorized sealed bids be obtained. (Order M/4166)

The County Commission, upon a motion duly made, seconded and passed, authorized the naming of a shelter to be constructed at Fort Boreman be named the "David A. Couch Shelter". (Order M/4165)

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:58 A.M.

#### ORDERS APPROVED AND ATTACHED TO THESE MINUTES

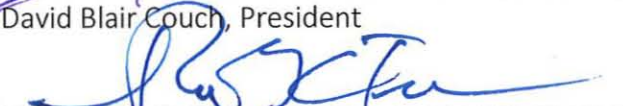
M/4165, M/4166, M/4167, M/4168, M/4169

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner

Wood County Commission Meeting  
Held September 12, 2019

Please Print

1.	STEPHEN SMITH	
2.	Bill Shepherd	304-480-1067
3.	Carolyn Kesterson	WV DNR State Recording Sec. 304- <del>600</del> -916-5393
4.	Betsy Jefferson	304-295-8720
5.	Jane Richards - Regent	681-229-0822
6.	Jeremy Cross	304-588-0916
7.	Jim Miracle	(Carolins B. Key) 301/4982867
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		



Wood County Commission  
Agenda

9/12/2019

1 Court Square, Suite 203  
Parkersburg, WV 26101

9:30 A.M.	Consider request to reclassify Lisa Harris as a full-time General Service Worker for the Wood County Day Report Center - \$27,500.00/yr  Consider request to reclassify Taylor Bowen as a full-time General Service Worker for the Jackson County Day Report Center - \$27,500.00/yr	
9:45 A.M.	Consider Constitution Week Proclamation	Carolyn Kesterson, WVDAR
10:00 A.M.	Discuss park shelters	Jeremy Cross, Wood County Parks Director
	Administrator's Report	Marty Seufer, County Administrator
	County Commission Reports	

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

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

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**Exhibit 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

SEPTEMBER 12, 2019

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

## P R O C L A M A T I O N



**WHEREAS**, On September 17, 1787, thirty-nine men signed their names to a document that established the world's first government of the people, by the people and for the people; and

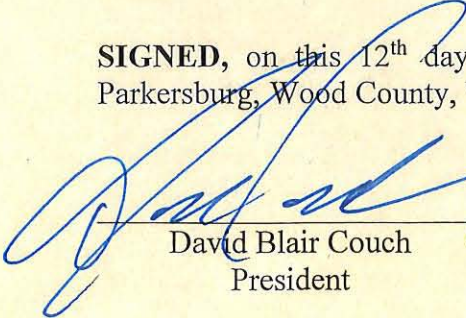
**WHEREAS**, September 17, 2019 marks the two-hundred-thirty-second anniversary signing of the Constitution of the United States of America; and

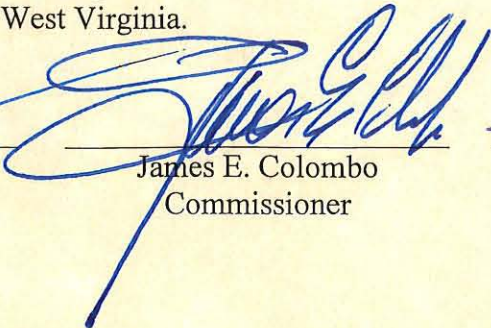
**WHEREAS**, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America, designating September 17<sup>th</sup> through September 23<sup>rd</sup> Constitution Week; and

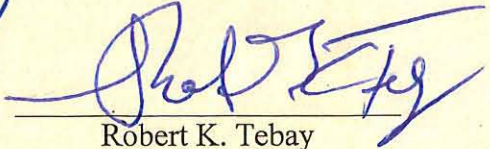
**WHEREAS**, every citizen, whether by birth or naturalization, is called to participate in this observance by recognizing and committing to uphold the freedom, liberties, independence and responsibilities of citizenship guaranteed by the Constitution of the United States of America; and

**NOW, THEREFORE WE**, the County Commission of Wood County, West Virginia, proclaim the week of September 17<sup>th</sup> through September 23<sup>rd</sup> as Constitution Week, and call upon all state and local officials as well as leaders of groups and organizations to conduct ceremonies and programs that celebrate the Constitution of the United States of America throughout Constitution Week.

**SIGNED**, on this 12<sup>th</sup> day of September, 2019 in the historic Wood County Courthouse, Parkersburg, Wood County, West Virginia.

  
David Blair Couch  
President

  
James E. Colombo  
Commissioner

  
Robert K. Tebay  
Commissioner

SEPTEMBER 12, 2019

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE THE  
NAMING OF A NEW SHELTER IN FORT BOREMAN PARK

**ORDER**

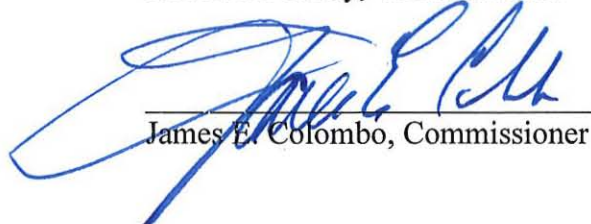
On this date, the County Commission of Wood County, upon a motion made Robert K. Tebay, seconded by James E. Colombo and made unanimous by David Blair Couch, did hereby AUTHORIZE a shelter to be constructed in the Historic Fort Boreman Park to be named the "David A. Couch Shelter". Said naming is in honor of Mr. Couch, who was a former Wood County Commissioner. A large portion of the funding for said shelter was donated by the Parkersburg Rotary Club in honor of Mr. Couch.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President

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

  
\_\_\_\_\_  
James E. Colombo, Commissioner

M/4165

Mark Rhodes  
WOOD County 10:44:37 AM  
Instrument No 88183408  
Date Recorded 09/12/2019  
Document Type CDO  
Pages Recorded 1  
Book-Page 75-59

SEPTEMBER 12, 2019

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED BIDS FOR PARK  
SHELTER KITS

**ORDER**

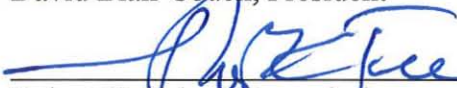
On this date, upon a motion by James E. Colombo, seconded by Robert K. Tebay, and made unanimous by David Blair Couch, the County Commission of Wood County, did hereby AUTHORIZE sealed bids to be obtained for shelter construction kits for Veterans Park and The Historic Fort Boreman Park. Said bids come upon the recommendation of Wood County Parks Director, Jeremy Cross.

APPROVED:

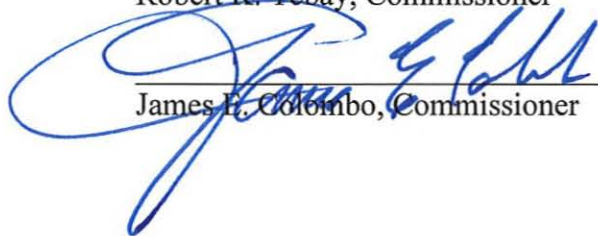
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

M/4166

Mark Rhodes  
HODD County 10:46:13 AM  
Instrument No 88183409  
Date Recorded 09/12/2019  
Document Type ODD  
Pages Recorded 1  
Book-Page 75-59

SEPTEMBER 12, 2019

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 COMMUNITY CORRECTIONS GRANT NUMBER 20-CC-29. SAID REQUEST IS IN THE AMOUNT OF \$100,000.00

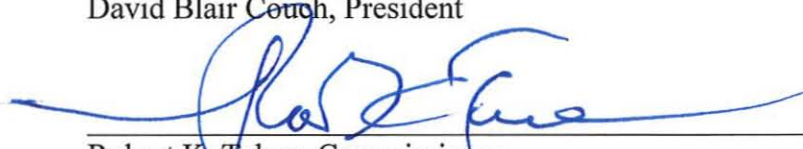
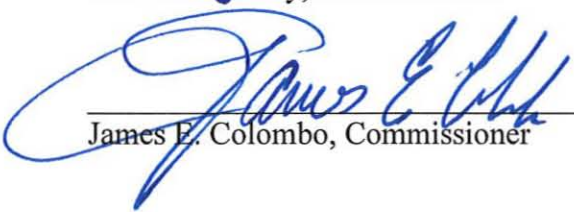
**ORDER**

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 Community Corrections Grant Number 20-CC-29. The Request for Reimbursement is in the amount of one hundred thousand dollars and zero cents (\$100,000.00) for the months of July through September, 2019.

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/4167

<b>WEST VIRGINIA</b>  <b>Division of Administrative Services, Justice &amp; Community Services</b>	<b>Request for</b>  <b>Funds</b> ✓
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<b>RECEIVED</b> <b>(For JCS Use Only)</b>	Subgrantee: Wood County Commission Address: 1 Court Square, Suite 203 Parkersburg, WV 26101  Project #: 20-CC-29 FEIN#: 55-6000417 Funds are hereby requested to cover expenditures to be made: FROM: July 1, 2019 TO: September 30, 2019
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**PROJECT CASH EXPENDITURES**

Payment No. 1

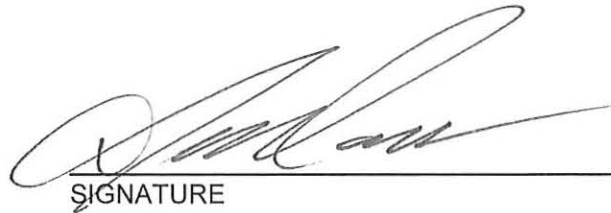
Expenditure Category	Amount
Personnel/Contractual	<b>\$100,000.00</b>
Travel/Training	
Equipment	
Other	
<b>TOTAL:</b>	<b>\$100,000.00</b>

**CERTIFICATION:**

I certify that the funds requested will be used for expenditures in accordance with the approved budget for this grant.

All documentation is available at our office.

BY: David Blair Couch, Commission President  
 TYPED NAME & TITLE

  
 SIGNATURE

DATE

(Authorized Official or Grant Financial Officer ONLY)

**JCS 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 10:26:17 AM  
 Instrument No. 201902403  
 Date Recorded 09/12/2019  
 Document Type CDD  
 Pages Recorded 2  
 Book-Page 75-59

SEPTEMBER 12, 2019

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F19-HS-402. SAID REQUEST IS IN THE AMOUNT OF \$3,286.98


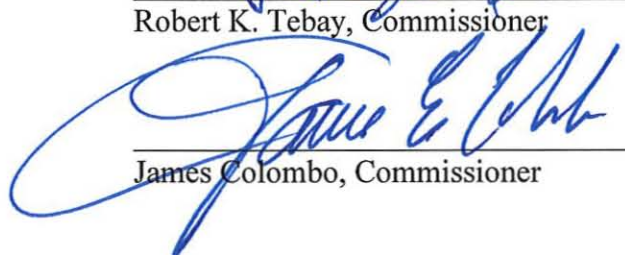
**ORDER**

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James 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 Governor's Highway Safety Program Grant Number F19-HS-402. The Request for Reimbursement is in the amount of three thousand two hundred eighty-six dollars and ninety-eight cents (\$3,286.98) for the months of July and August 2019. The Request for Reimbursement form, the Project Financial Report, and travel expense statements have been submitted.

A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof. Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President  
\_\_\_\_\_  
Robert K. Tebay, Commissioner  
\_\_\_\_\_  
James Colombo, Commissioner

M/4168

# GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

## REQUEST FOR REIMBURSEMENT

(For GHSP Use Only)	<b>Sub-Grantee:</b>	<b>Wood County Commission</b>
	<b>Address:</b>	<b>One Court Square, Suite 203 Parkersburg, WV 26101</b>
	<b>P. O. Number</b>	<b>MV18-</b>
	<b>Grant Number:</b>	<b>F19-HS-402</b>
	<b>FEIN Number:</b>	<b>556 000 417</b>
	<b>Funds are hereby requested to cover expenditures For the period of: 07-28-19 to 08-31-2019</b>	

### PROJECT CASH EXPENDITURES

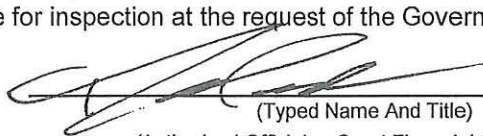
FUND 0000  
SUB FUND 0000  
DEPT 0000  
UNIT 0000  
REVENUE 0000  
SUB REV 0000  
PROGRAM 0000

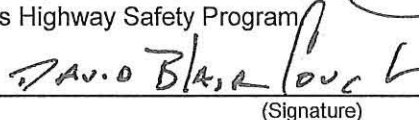
Account Number	Amount
	\$ 3,286.98
TOTAL	\$ 3,286.98

### CERTIFICATION:

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

BY:

  
(Typed Name And Title)  
(Authorized Official or Grant Financial Officer Only)

  
(Signature)

(Date)

## GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

### ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

	(Approved)	(Date)

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

(Date)

(Director)

### Purchasing/Accounts Payable Use Only

Mark Rhodes  
WOOD County 10:36:25 AM  
Instrument No 88183404  
Date Recorded 09/12/2019  
Document: 1756 000  
Pages Recorded 2  
Book-Page 75-59

SEPTEMBER 12, 2019

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE  
DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE A  
SUB GRANT AWARD FOR A STATE HOMELAND  
SECURITY GRANT

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by James E. Colombo, seconded by Robert K. Tebay 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 EXECUTE a Sub Grant Award for a State Homeland Security Grant with the State of West Virginia Division of Homeland Security and Emergency Management. Said grant application is in the amount of ten thousand dollars and zero cents (\$10,000.00).

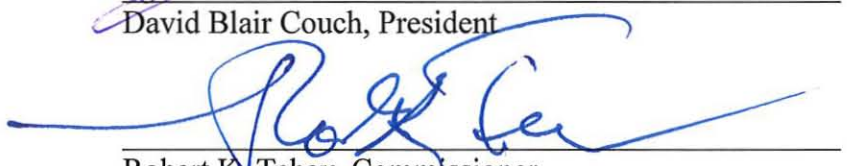
A copy of the Sub Grant Award is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

M/4169

Mark Rhodes  
WOOD County 10:43:06 AM  
Instrument No 88183406  
Date Recorded 09/12/2019  
Document Type CDD  
Pages Recorded 1  
Book-Page 75-59