

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

317 MARKET STREET
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD
THURSDAY, APRIL 2, 2020

PRESENT: DAVID BLAIR COUCH, PRESIDENT
ROBERT K. TEBAY, COMMISSIONER
JAMES E. 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.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission discussed procedures for the corona virus pandemic.

The County Commission, upon a motion duly made, seconded and passed, authorized reservations for all County meeting rooms and County park shelters to be cancelled and/or suspended until the Governor ends the "shelter in place". (Order A/2231)

At 10:02 A.M., the County Commission approved an Administrative Services Agreement for the FEMA Hazard Mitigation Grant Program. (Order A/2230)

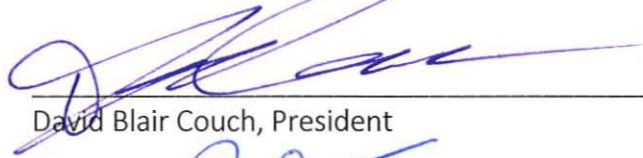
Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:19 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

A/2230, A/2231

APPROVED:

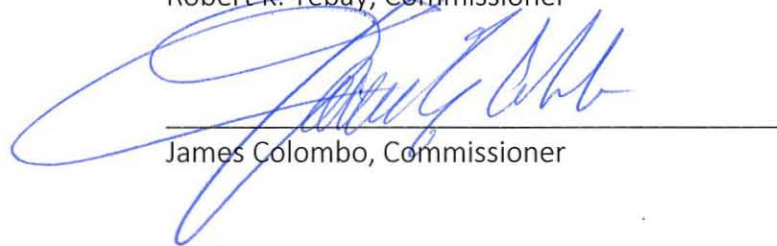
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner

Wood County Commission Meeting
Held April 2, 2020

Please Print

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.
17.
18.
19.
20.



Wood County Commission
Agenda

4/2/2020

1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Discuss county procedures for coronavirus pandemic	
	Consider agreement for administrative services for Hazard Mitigation Grant Program	
	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, 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

APRIL 2, 2020

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE AN
AGREEMENT FOR A HAZARD MITIGATION GRANT.

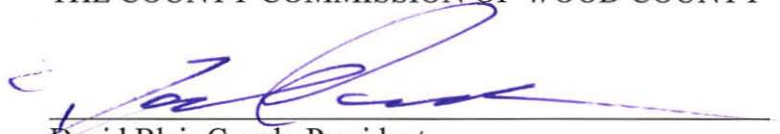
ORDER

On this date, the County Commission of Wood County, upon a motion made by James E. Colombo, seconded by Robert K. Tebay and passed, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE an Agreement for Administrative Services with the Mid-Ohio Regional Council. Said Agreement is to provide administrative services for FEMA Grant Number FEMA-4273-DR-WV-0091.

A copy of the Agreement 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/2230

AGREEMENT FOR ADMINISTRATIVE SERVICES

Wood County Commission
Hazard Mitigation Grant Program
FEMA-4273-DR-WV-0091

THIS AGREEMENT, entered into this 11th day of April, 2020 by and between the Wood County Commission hereinafter referred to as the "COUNTY" and the Mid-Ohio Valley Regional Council, hereinafter referred to as the "ADMINISTRATOR", set forth as follows:

WHEREAS, the COUNTY has received FEMA Hazard Mitigation Grant funding for the Happy Valley Acquisition Project; and

WHEREAS, the ADMINISTRATOR has had extensive experience in the administration and operation of Hazard Mitigation Grant projects and adherence to the regulations required thereof.

NOW THEREFORE BE IT RESOLVED, the COUNTY and the ADMINISTRATOR do agree as follows:

ARTICLE I. The ADMINISTRATOR agrees to provide technical assistance to the County and its staff in all matters relating to the proper administration of this project and compliance with the relevant program requirements. These duties involve, but are not limited to, the following areas:

- a) Accounting and Financial transactions
- b) Record retention and access to records
- c) Competitive bidding procedures
- d) State and Federal Reporting requirements
- e) Project close-out procedures
- f) Any additional program requirements that may be imposed by either the State or Federal Government

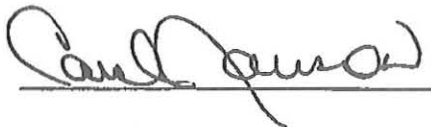
ARTICLE II. The ADMINISTRATOR agrees to provide the COUNTY with periodic updates as the project progresses.

ARTICLE III. Contract will follow program guidelines and terms of contract coincides with the term of the grant award from Hazard Mitigation Grant funds.

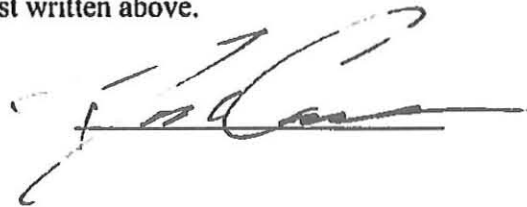
ARTICLE IV. The total compensation for the administrative services herein set forth is \$55,000. Compensation for the ADMINISTRATOR shall be charged at actual cost including the agency indirect rate. This compensation will be based on direct labor cost and will be substantiated by daily time records noting the actual number of hours devoted to this project. Other direct costs (i.e. copying, travel, postage, etc.) incurred by the ADMINISTRATOR will be itemized and presented with the request for payment.

ARTICLE V. This agreement may be altered upon mutual agreement of both parties. It may also be terminated by either party upon the service of a thirty-day notice so stating.

IN WITNESS HEREOF, the COUNTY and the ADMINISTRATOR have executed this agreement on or as of the date first written above.



Carol Jackson,
David Blair Couch,
Executive Director
Mid-Ohio Valley Area
Commission
Development Corporation
Square #203
PO Box 247
Parkersburg, WV 26101
Parkersburg, WV 26102



President
Wood County

1 Court

Mark Rhodes
WOOD County 01:53:18 PM
Instrument No 88207824
Date Recorded 04/02/2020
Document Type 000
Pages Recorded 3
Book-Page 75-52

APRIL 2, 2020

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

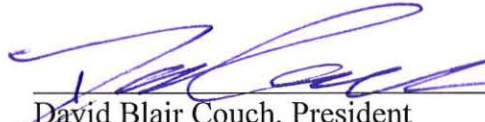
IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
THE COUNTY CONFERENCE ROOMS AND PARK
SHELTERS TO BE CLOSED FOR RESERVATIONS.

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, did hereby AUTHORIZE reservations for all County meeting rooms and County park shelters to be cancelled and/or suspended until the Governor of the State of West Virginia ends the "shelter in place" currently in effect regarding the Novel Coronavirus pandemic.

APPROVED:

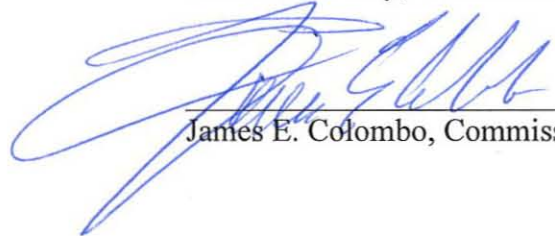
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/2231

Mark Rhodes
WOOD COUNTY 01:20:54 PM
Instrument No 88207823
Date Recorded 04/02/2020
Document Type ODO
Pages Recorded 1
Book-Page 75-432